



USER MANUAL

PARTICIPANT

English Version

**Proktor Event
ver. 1.1.15**

amanin.id



TABLE OF CONTENTS

1. Login.....	3
1.1. Open the Google Chrome web browser application.....	3
1.2. Open the online exam URL.....	3
1.3. Enter the correct username and password.....	4
1.4. If you are accessing the online exam URL for the first time, you will be prompted to enable the camera, microphone, or window management. Click Allow to continue.....	4
2. Participant Preparation Page.....	5
2.1. You will enter the preparation stage for Participants.....	5
Below is the display of the page during the exam preparation stage.....	5
2.2. Parts of the participant preparation page.....	5
2.3. Message sharing your screen.....	7
2.4. Activation of sound, web camera, and screen capture.....	7
2.4.1. Klik Enable Web Camera and Screen Capture button.....	8
2.4.2. A dialog box will appear as shown below, and you will be asked to select what you want to share.....	8
2.4.3. Select Entire Screen.....	9
2.4.4. On the Entire Screen tab, you must select/click the image inside it.....	9
2.4.5. Then click the Share button, you will be taken to the face validation page.	10
2.4.6. Perform the face validation process, follow the instructions on the page. Make sure your room is well-lit.....	10
2.4.7. If your validation process is successful, a message will appear in the upper corner.....	11
2.5. If there is a problem, you can click the Proctor Help button.....	12
3. Exam Taking.....	13
3.1. Exam Page.....	13
3.2. Supervision.....	13
4. Logout.....	14



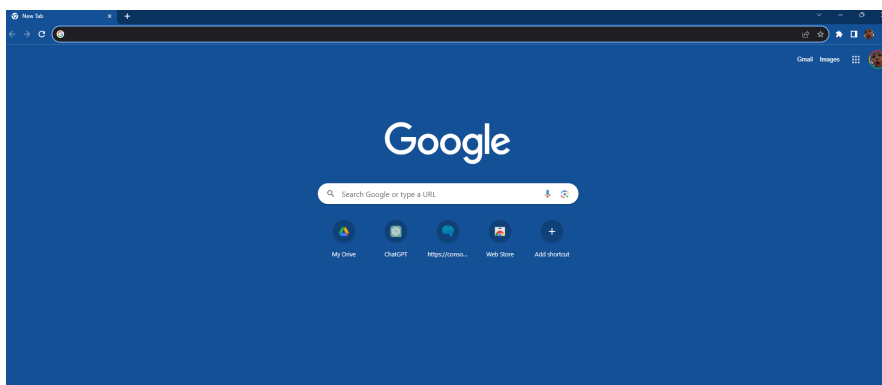
PARTICIPANT USER MANUAL

ver. 1.1.15

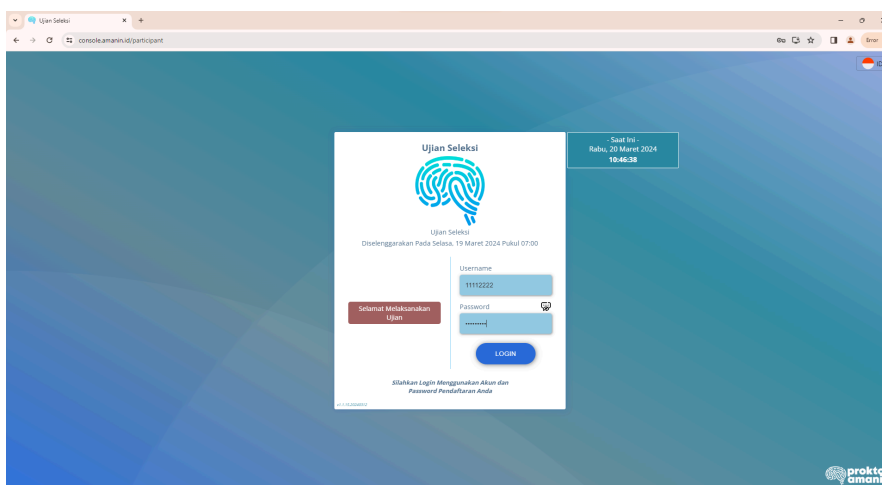


1. Login

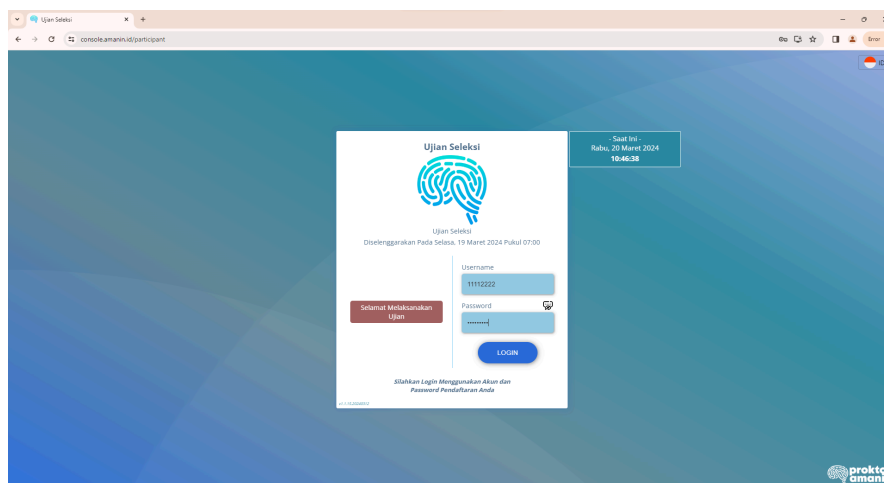
1.1. Open the Google Chrome web browser application



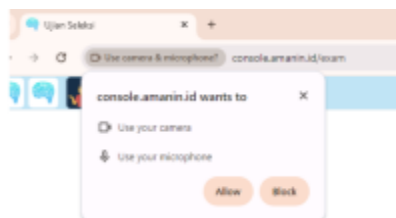
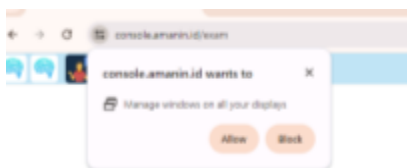
1.2. Open the online exam URL



1.3. Enter the correct username and password



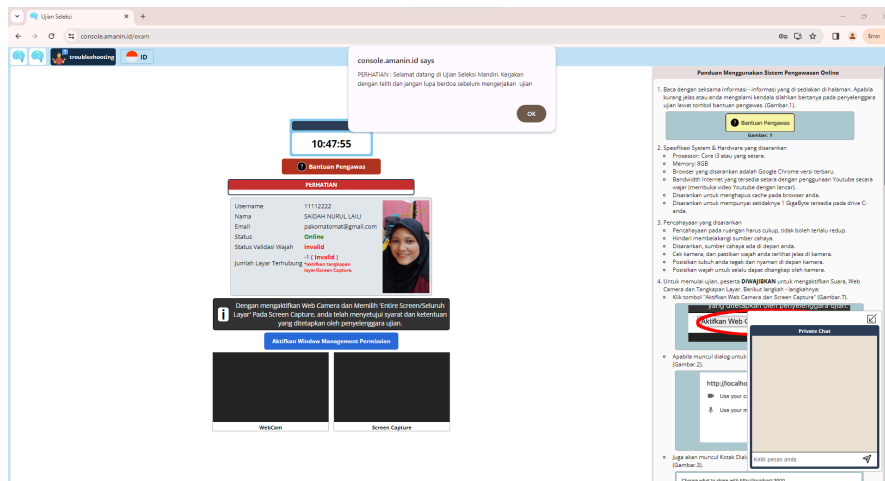
1.4. If you are accessing the online exam URL for the first time, you will be prompted to enable the camera, microphone, or window management. Click Allow to continue.



2. Participant Preparation Page

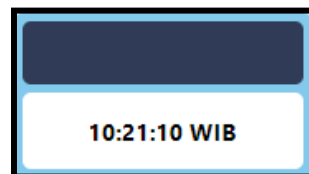
2.1. You will enter the preparation stage for Participants.

Below is the display of the page during the exam preparation stage



Please read the instructions on the right carefully.

2.2. Parts of the participant preparation page



: Current time information



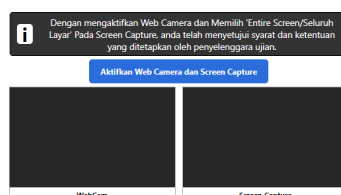
: Proctor help button



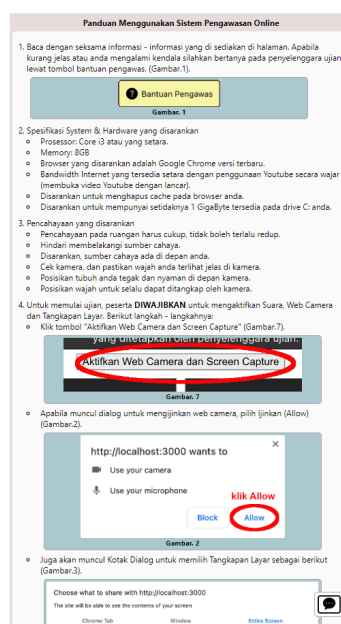
: Announcement/notification column from the Proctor's Broadcast Alert

Username	11112222	
Nama	SAIDAH NURUL LAILI	
Email	pakomatomat@gmail.com	
Status	Online	
Status Validasi Wajah	Invalid	
Jumlah Layar Terhubung	-1 (Invalid) *aktifkan tangkapan layar/Screen Capture.	

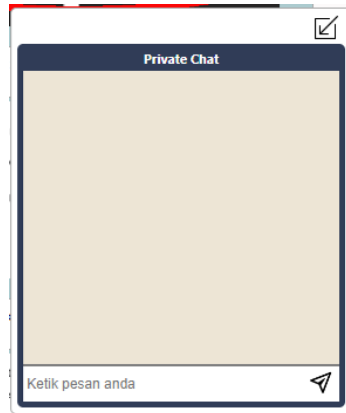
: Participant information. Please check your **username**, **name**, and **email** for correctness. Also, pay attention to your Face Validation Status, Valid or Invalid. You are also only allowed to use one monitor. You are not allowed to connect to other monitors or projectors.



: To activate the web camera and allow sharing of the participant's computer screen.



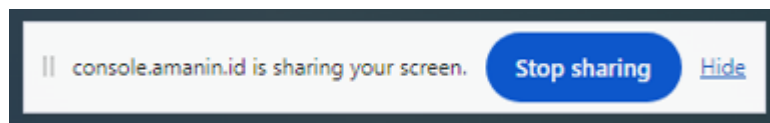
: Contains a guide for using the online monitoring system. You can read the instructions listed there carefully before clicking the Proktor Help button.



: Private Chat window for communication with the Proctor.

2.3. Message sharing your screen

If a message appears at the bottom of your computer screen like the one below,

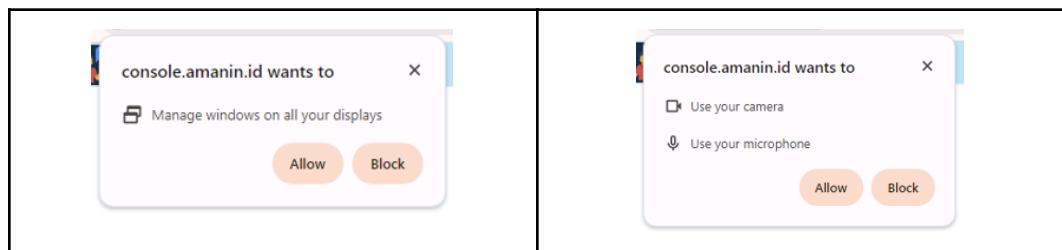


Click **Hide** to hide it, so you won't accidentally click the **Stop sharing** button. If you intentionally or accidentally click that button, you will be immediately returned to the **Login** page.

2.4. Activation of sound, web camera, and screen capture

To start the exam, you are required to activate Sound, Web Camera, and Screen Capture. To ensure smooth validation processes later, it is recommended that the room is sufficiently lit, not too dim, and not facing a light source.

Click **Allow** if the following notifications appear:

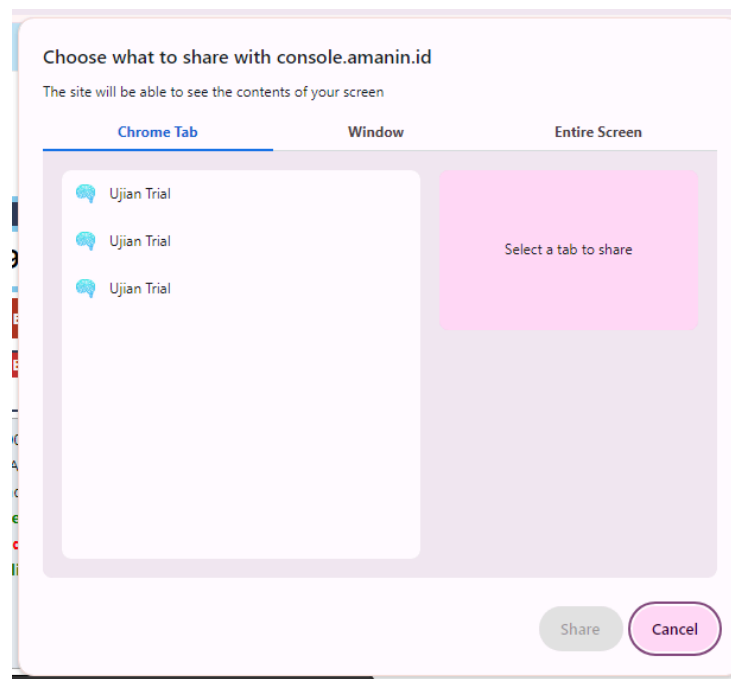


Here is the process of activating your web camera and screen capture:

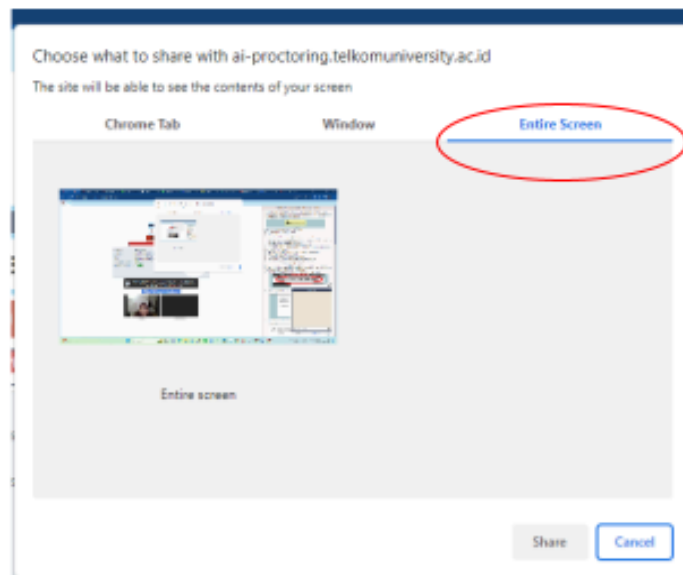
2.4.1. Klik **Enable Web Camera and Screen Capture** button



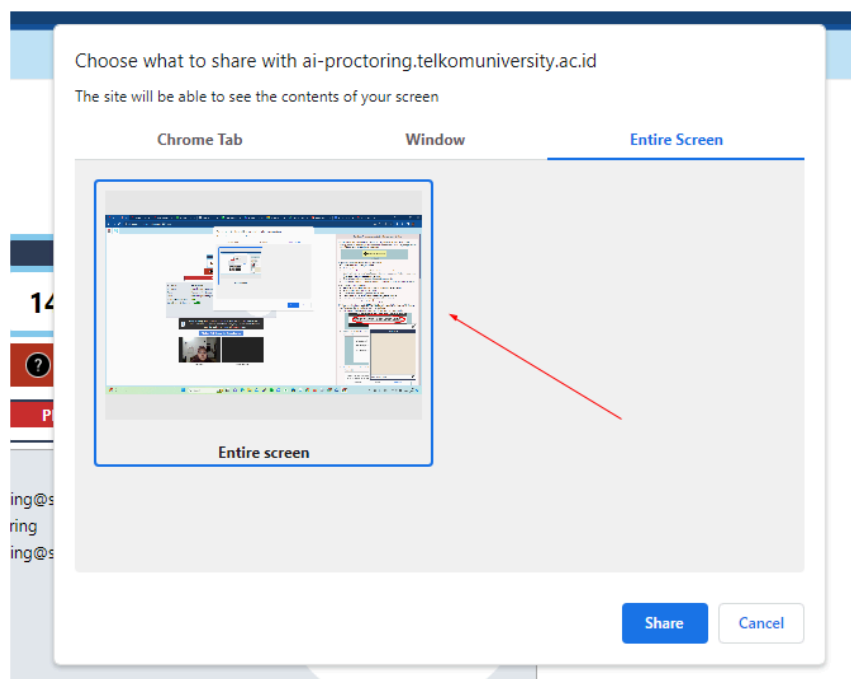
2.4.2. A dialog box will appear as shown below, and you will be asked to select what you want to share



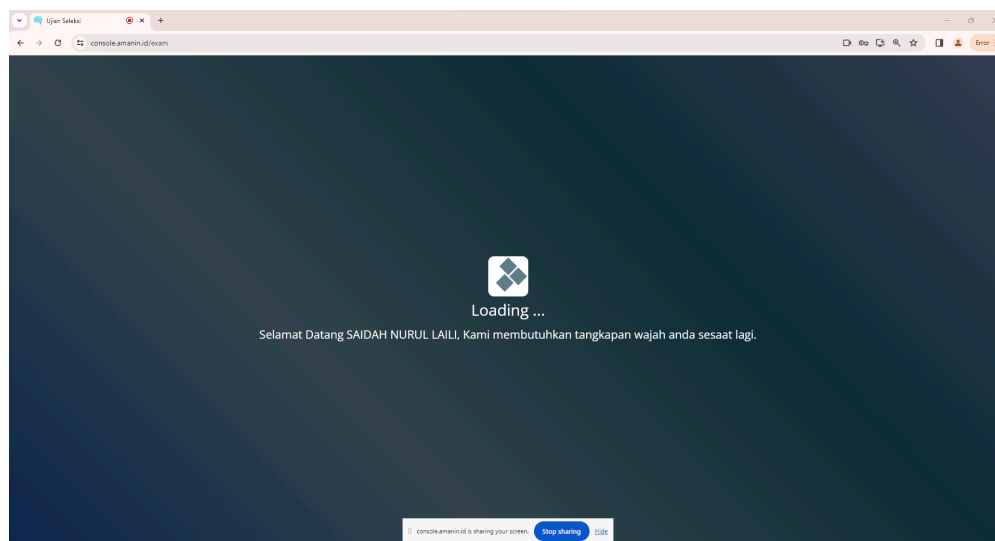
2.4.3. Select **Entire Screen**



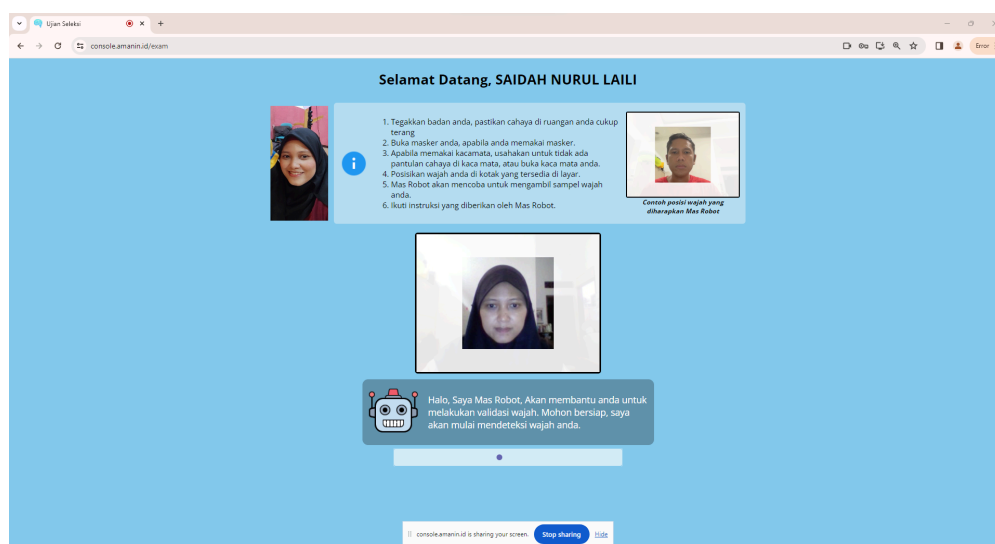
2.4.4. On the **Entire Screen** tab, you must select/click the image inside it



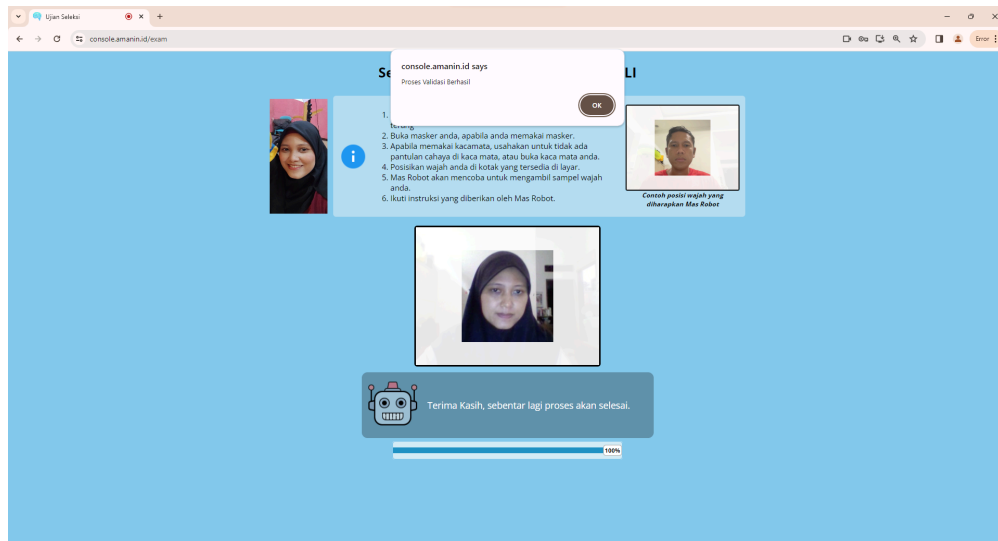
2.4.5. Then click the **Share** button, you will be taken to the face validation page



2.4.6. Perform the face validation process, follow the instructions on the page. Make sure your room is well-lit.

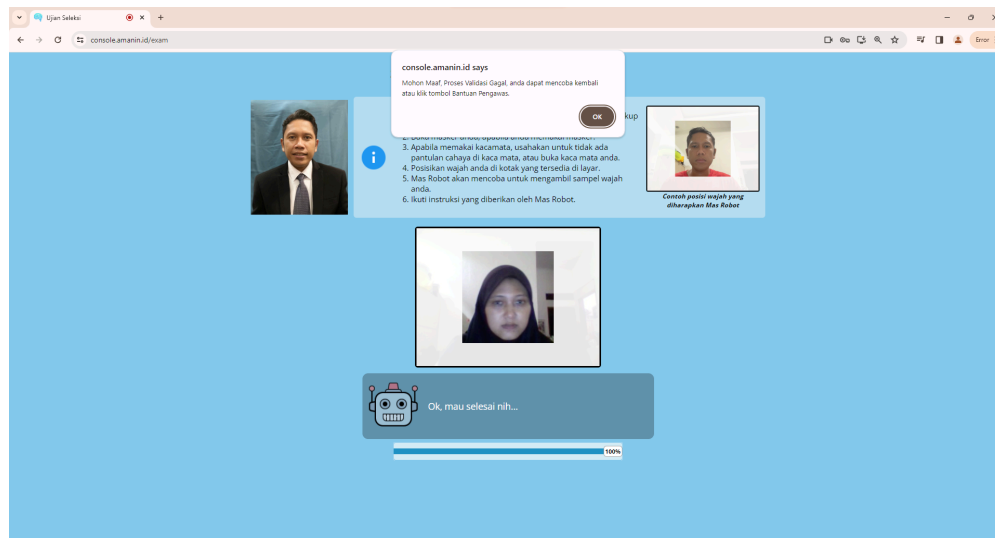


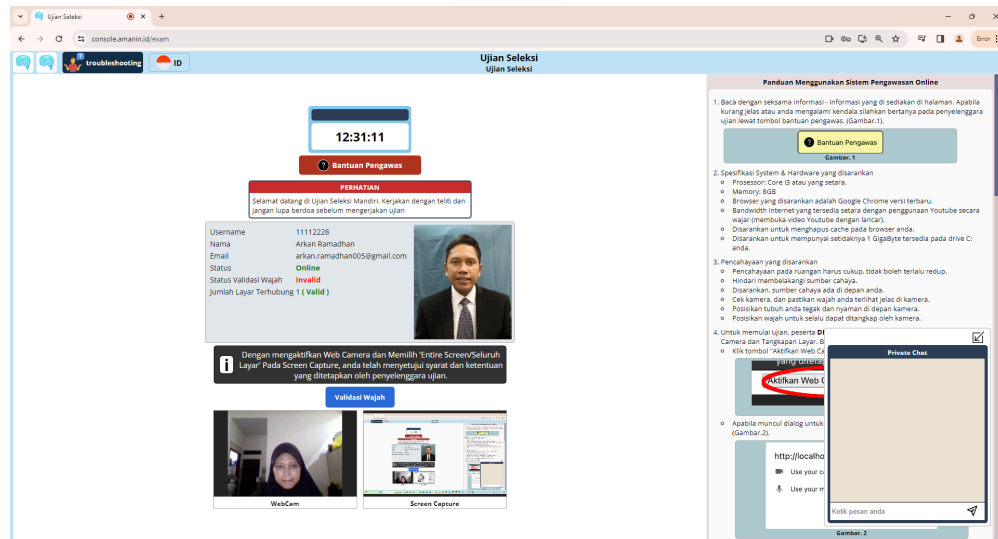
2.4.7. If your validation process is successful, a message will appear in the upper corner.



Click OK. If the exam has started, you will be immediately directed to the exam execution page. But if not, you will remain on the exam preparation page with your face validation status becoming valid.

If your validation process fails, you will return to the exam preparation page with an invalid face validation status, and the **Enable Web Camera and Screen Capture** button will change to the **Face Validation** button.

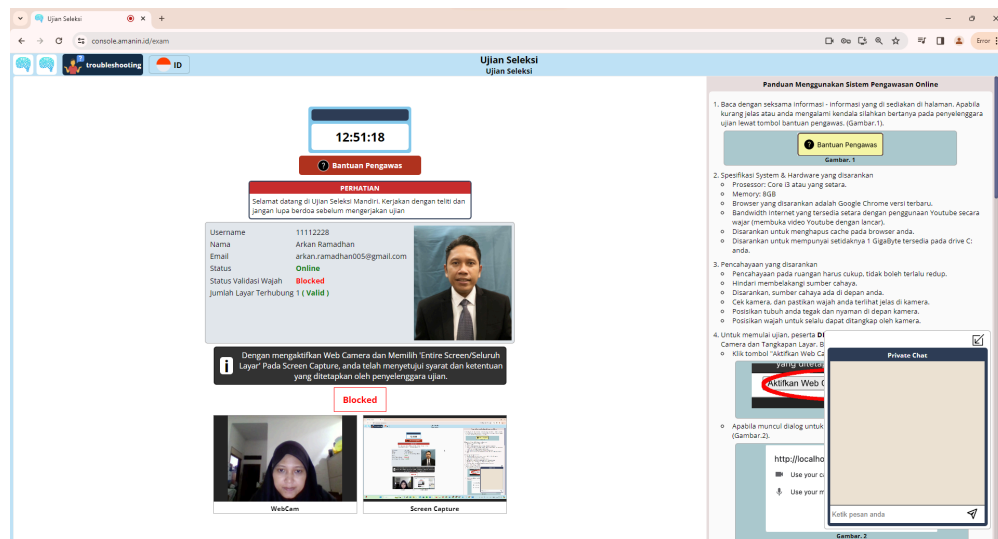




2.5. If there is a problem, you can click the **Proctor Help** button

2.6. Block Status

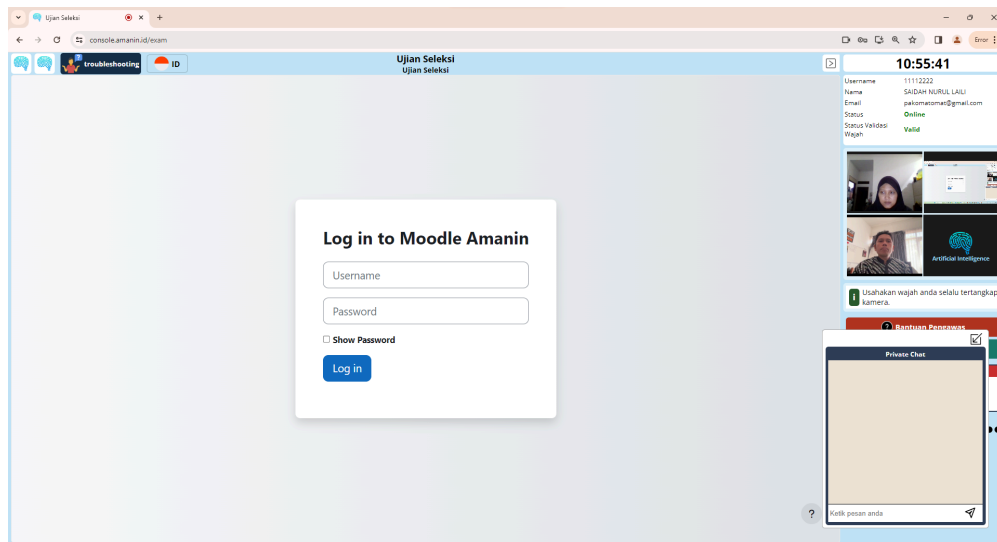
If you are blocked by the proctor, your face validation status will change to **Blocked**, and the **Face Validation** button will change to **BLOCKED** in red. You can press the **Proctor Help** button or send a message via Private Message to ask for help from the Proctor.



3. Exam Taking

Complete the exam according to the instructions given. Read the exam instructions and questions carefully to ensure your exam runs smoothly.

3.1. Exam Page

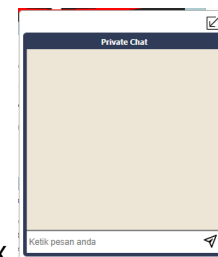


Some things to note during the exam:

- Please pay attention to the time displayed in the top right corner while taking the exam.
- Below the box containing your information, there is your face on the camera, your screen capture, and also an image of your proctor. You can also send messages to your proctor by clicking the button



in the bottom right corner or the chat box



- Wait for your proctor to respond to you, do not repeatedly press the **Proctor Help** button.

3.2. Supervision

Please remember that there are proctors supervising you online, so please take the exam honestly. All of your suspicious actions will be

monitored by the Proctors and recorded by this Online Exam Monitoring System.

4. Logout

After the exam is completed, you can Logout by refreshing your page. Please be careful, while you are logged in to this Online Exam System, do not refresh your page because you will be immediately logged out of the exam and return to your account page.