

USER MANUAL

INVIGILATE ONLINE PLATFORM

PREPARED BY RAHUL P S

ABOUT THE INVIGILATE®

Invigilate® - NCVET- Approved Assessment Agency in India

Invigilate® Technologies is an NCVET-recognised, AI-powered skill assessment agency in India delivering secure, transparent, and scalable online examination and proctoring solutions for governments, corporates, and educational institutions. We deliver AI-enabled, secure, and scalable assessment solutions that integrate certified expertise, regulatory compliance, and advanced technology to ensure outcome-driven evaluations.

Online examinations have become an essential part of government recruitments, PSU certifications, and scholarship programs in India. They offer unmatched reach and efficiency, enabling candidates to participate from diverse geographies without compromising fairness or credibility.

However, the shift to online testing demands robust systems that guarantee security, transparency, and compliance at scale. Invigilate® addresses this challenge with AI-enabled online exam platforms that combine remote proctoring, certified assessors, and real-time analytics which ensures every exam is not only accessible but also trusted and outcome-driven.

www.invigilate.in



Secure and Scalable Online Exam Solutions for Government & PSUs

PURPOSE OF THE MANUAL

Objective of the Platform

The primary objective of the Invigilate Image-Proctored Assessment Platform is to enable fair, secure, and verifiable online examinations through controlled image capture and monitoring during the assessment lifecycle. The platform ensures:

- Authentic candidate identity verification
- Continuous visual monitoring to deter unfair practices
- Timestamped and candidate-mapped image evidence for audits
- Seamless execution of online assessments at scale

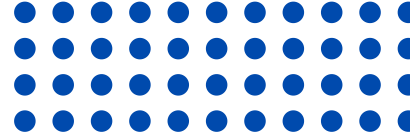
This manual serves as an authoritative reference to guide users in effectively accessing, operating, and complying with platform requirements.

Intended Audience

This manual is intended for the following stakeholders:

- Candidates – Individuals appearing for image-proctored online examinations
- Assessors / Proctors – Authorized personnel responsible for monitoring and review
- Administrators – Platform managers handling user setup, scheduling, and evidence review
- Corporate / Government Clients – Organizations deploying the platform for examinations, certifications, or recruitment





SCOPE OF THE MANUAL

Coverage of Image and Video-Based Remote Proctoring

This manual covers the functional and operational aspects of image and Video-based remote proctoring, including:

- Pre-assessment identity and profile image capture
- Periodic and event-triggered image or Video monitoring during the examination
- System checks for camera, microphone, and network readiness
- Candidate behavior monitoring based on predefined proctoring rules
- Secure storage of evidence for post-exam review and audits

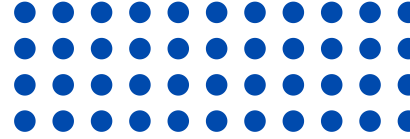
The scope excludes live human video proctoring unless explicitly enabled for specific assessments.

Supported Assessment Types

The platform supports multiple assessment formats, enabling flexible deployment across programs and sectors:

- Objective Assessments
- Multiple choice and auto-evaluated question formats
- Descriptive Assessments
- Long-form, short-answer, and case-based responses
- Task-oriented evaluations requiring candidate interaction or evidence submission
- A combination of objective and descriptive components within a single examination





SYSTEM REQUIREMENTS

Device & Hardware

- Desktop, Laptop or Mobile Phone (Optional)
- Minimum 4 GB RAM
- Functional webcam (minimum 720p)
- Microphone (inbuilt or external)

Software

- OS: Windows 10+ (MAC OS/iOS not compatible), Android (for Mobile)
- Browser: Google Chrome / Mozilla Firefox / Microsoft Edge (latest version)

Internet

- Stable internet connection
- Minimum 1 Mbps upload and download speed

Browser Permissions (mandatory)

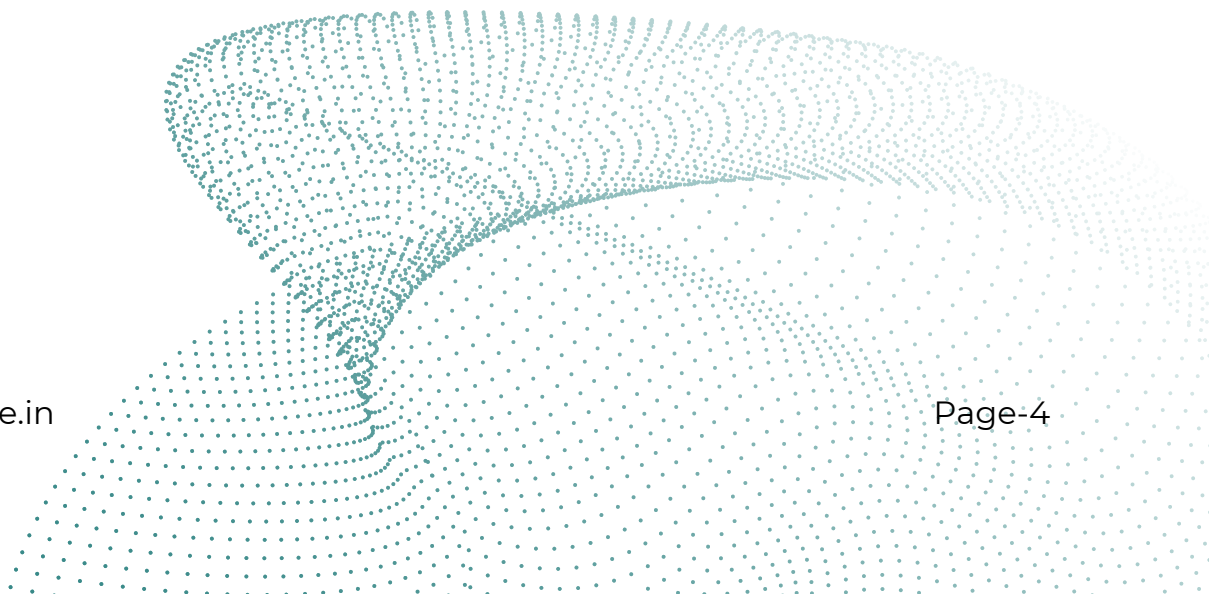
- Camera access
- Microphone access
- Location access

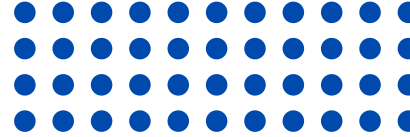
Environment

- Well-lit room with disturbance-free atmosphere and a plain background.
- Candidate must be alone and seated throughout the assessment

System Check

- Automated system check is mandatory before assessment start
- Failure to meet requirements may restrict exam access





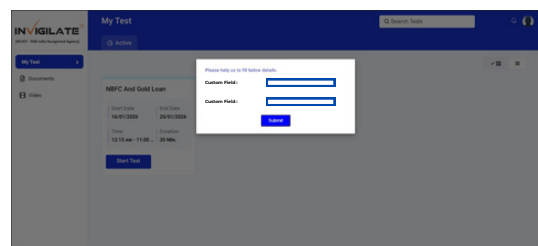
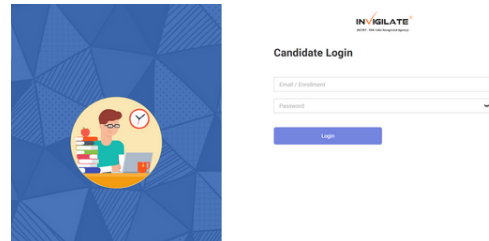
PROCESS OF ACCESSING THE PLATFORM

Candidates can access the assessment platform using the official examination

Exam URL: <https://exam.invigilate.online>

Login Process:

- Open the platform URL in a supported browser
- Enter registered Username and Password
- Click login to proceed to custom field (entity can alter this field upon requirements. This is an optional feature can disable if not required)
- Click Login to proceed to the dashboard

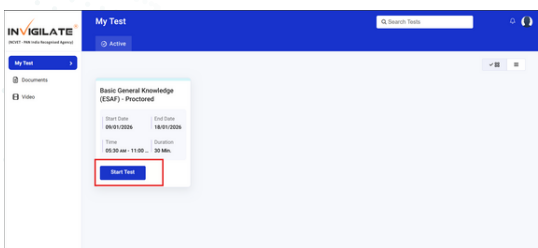
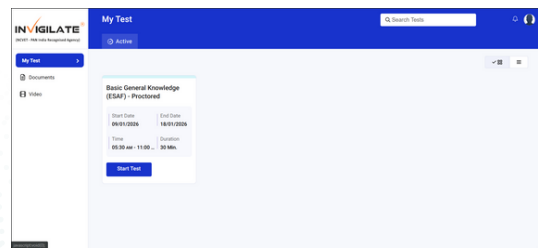


Candidate Dashboard

Upon successful login, the candidate dashboard is displayed.

The dashboard allows candidates to:

- View assigned examinations
- Check exam date and time
- Read instructions and notifications
- Start the assessment when enabled



Starting an Exam

To begin the assessment, the candidate must:

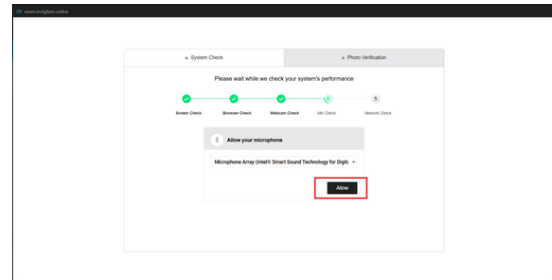
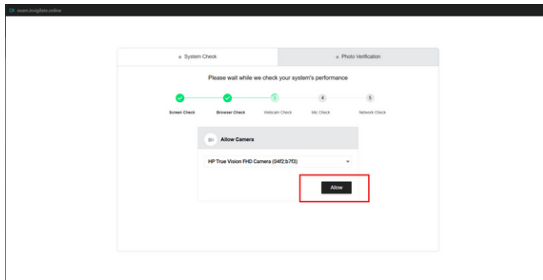
- Click Start Test from the dashboard
- Allow required browser permissions (camera, microphone, location)
- Capture ID image and live profile image



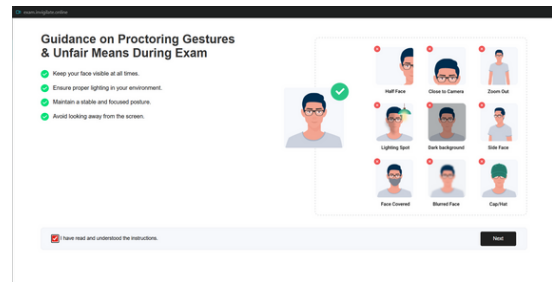
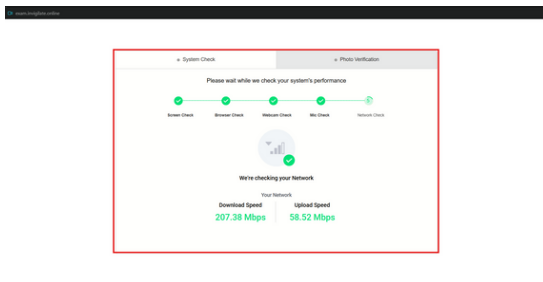
Once all steps are completed successfully, the candidate is redirected to the System Check Page.

FOR IMAGE PROCTORED ASSESSMENTS

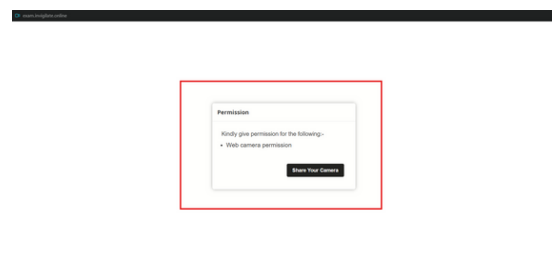
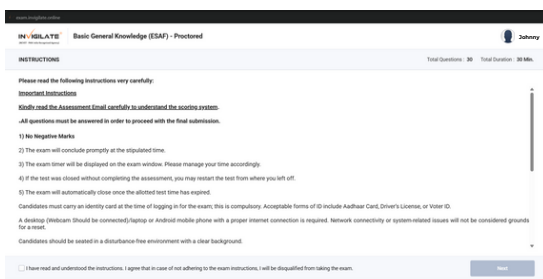
In the system check page, select the appropriate camera and microphone and allow the system to access both.



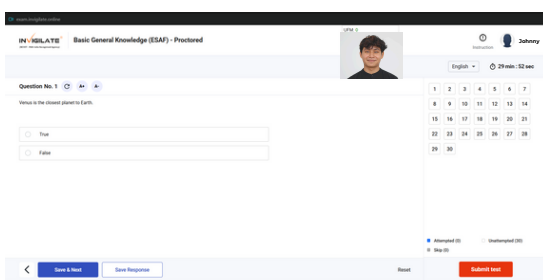
After granting camera and microphone access, the system will automatically check the internet connectivity speed and display the results. Then follow the Guidelines on Proctoring Gestures & Unfair Means During Exam and acknowledge the same.

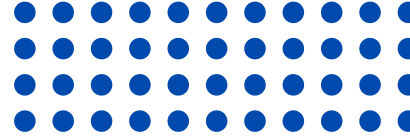


Read the examination instructions carefully and acknowledge them to continue. After acknowledging the instructions, grant permission to access the web camera.



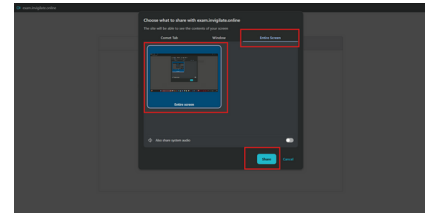
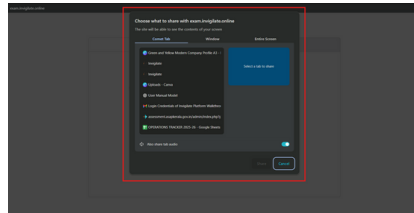
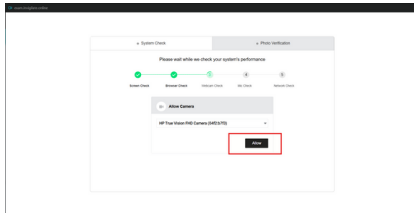
Once camera access is successfully enabled, the candidate will be redirected to the examination page.



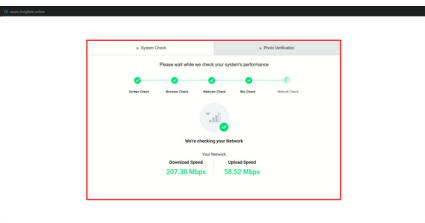
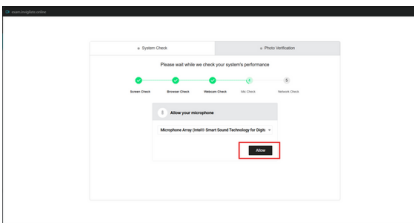
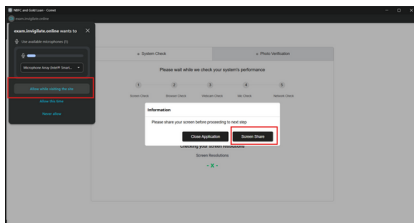


FOR VIDEO PROCTORED ASSESSMENTS

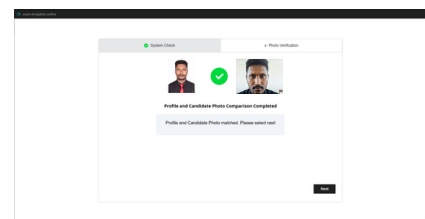
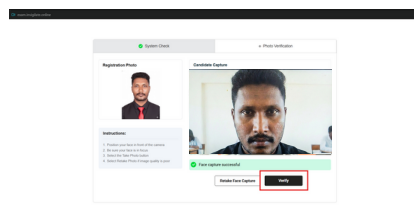
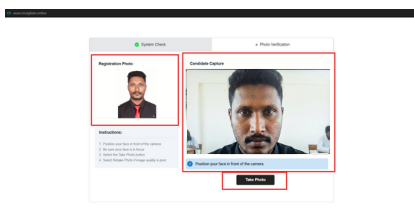
On the System Check Page, the candidate must share the Entire Screen before initiating the system check.



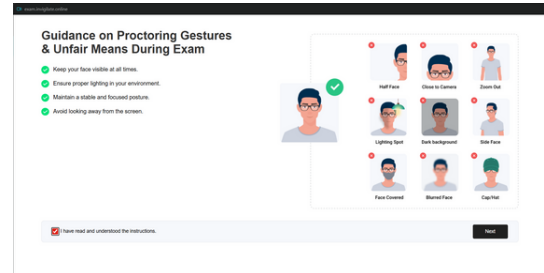
Then allow access to the microphone and grant permission to share the screen as instructed. After granting the required permissions, the system will automatically check the internet connectivity speed and display the results.



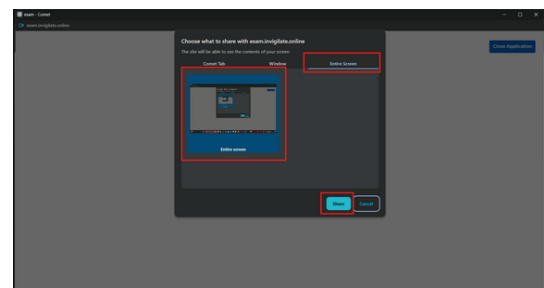
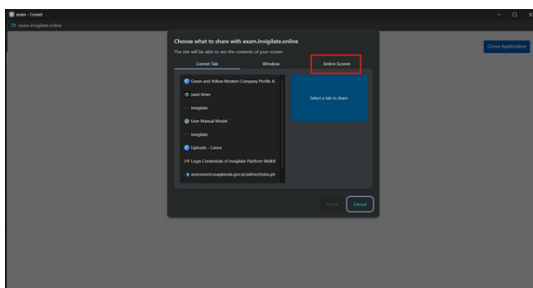
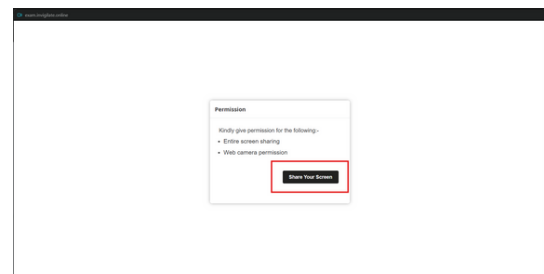
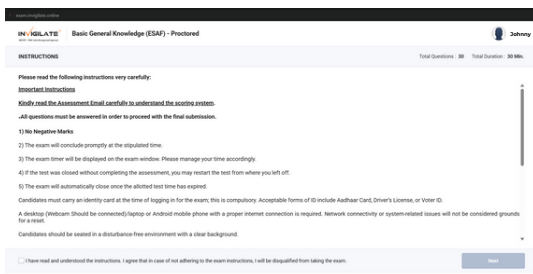
In the photo verification section, capture a live photograph of the candidate. The captured live photograph will be verified against the registered image upon clicking the Verify button. Once verification is successful, the candidate will be allowed to start the examination.



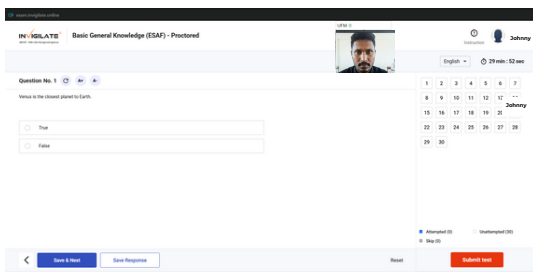
Follow the Guidance on Proctoring Gestures & Unfair Means During the Exam and acknowledge the instructions.

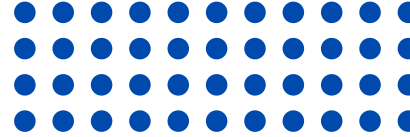


Read the examination instructions carefully and acknowledge the same. After acknowledging the examination instructions, grant permission to access the web camera.



Once the entire screen is shared successfully, the candidate will be redirected to the examination page.





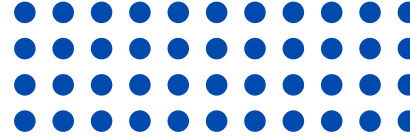
CANDIDATE EXAM WINDOW

The Candidate Exam Window is the primary interface through which candidates view questions, submit responses, and navigate the examination. It provides real-time visibility of exam status, remaining time, and proctoring indicators, ensuring a structured and compliant assessment experience.

The screenshot shows the INVIGILATE Candidate Exam Window interface. The top header bar contains the INVIGILATE logo, the exam title 'Basic General Knowledge (ESAF) - Proctored', and a 'UFM: 0' indicator. The main content area displays 'Question No. 1' with the text 'Venus is the closest planet to Earth.' and two radio button options: 'True' and 'False'. The bottom navigation bar includes a 'Save & Next' button, a 'Save Response' button, and a 'Submit test' button. On the right side, there is a timer showing '29 min : 52 sec', a language dropdown set to 'English', and a status bar indicating 'Attempted (0)' and 'Unattempted (30)' questions. A video feed of the candidate is visible in the top right corner. Callout boxes point to the following features:

- Question number and zoom button
- Unfair Means (UFM) count
- Exam instructions and candidate name
- Save options and previous questions icon "<"
- Selected language and remaining time
- Assessment/exam submit button
- Status of questions attempted

Unfair Means indicators are triggered when the system detects face mismatch, multiple faces, face not present, permission revoked, object detection, screen focus loss, or voice detection, indicating possible deviation from proctoring rules.

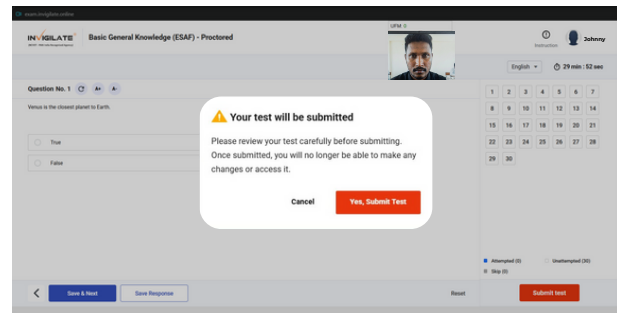


EXAM SUBMISSION & CONFIRMATION

This step outlines the final submission process of the examination. Candidates are required to review their responses carefully and complete the mandatory verification steps before submitting the test.

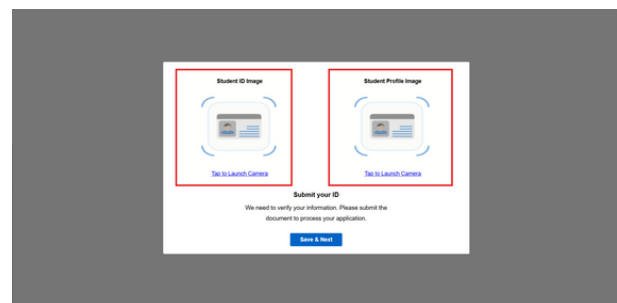
Submission Process

Before submitting the assessment, ensure that all questions are attempted. Once completed, click on Submit Test to proceed. A confirmation prompt will be displayed. Review the message and click Yes, Submit Test to confirm submission.

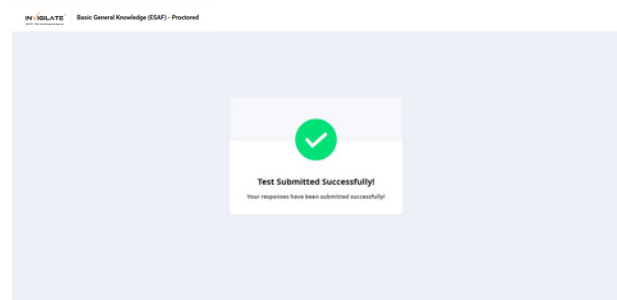


Before final submission, the candidate must capture the ID image and live profile image again for end-of-exam verification.

Click Save and Next to complete the submission process.



Upon successful submission, a confirmation message will be displayed indicating that the test has been submitted successfully.



We wish you a smooth and successful assessment experience.

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