VIGNAN'S
Foundation for Science, Technology & Research
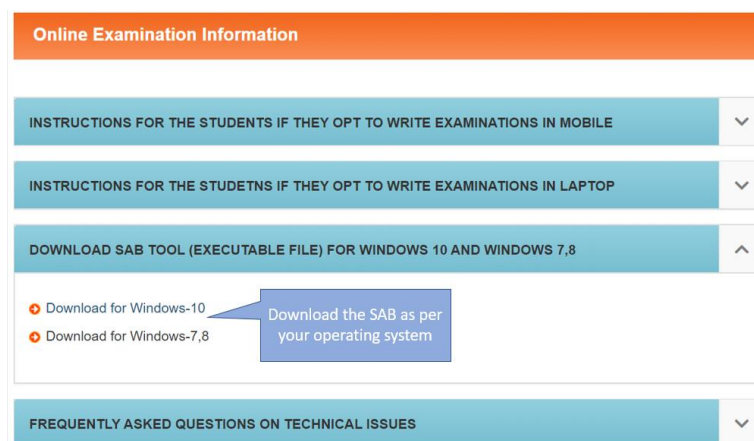(Deemed to be University)
-Estd. u/s 3 of UGC Act 1956

Steps to download and run the tool on Windows Operating System.
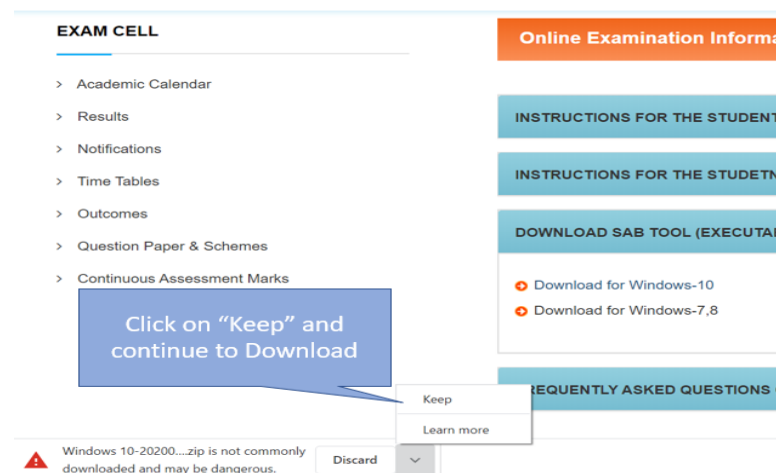# This is mandatory for Laptop and Desktop users

Step 1 – Download the Safe Assessment Browser (SAB) tool the link below:
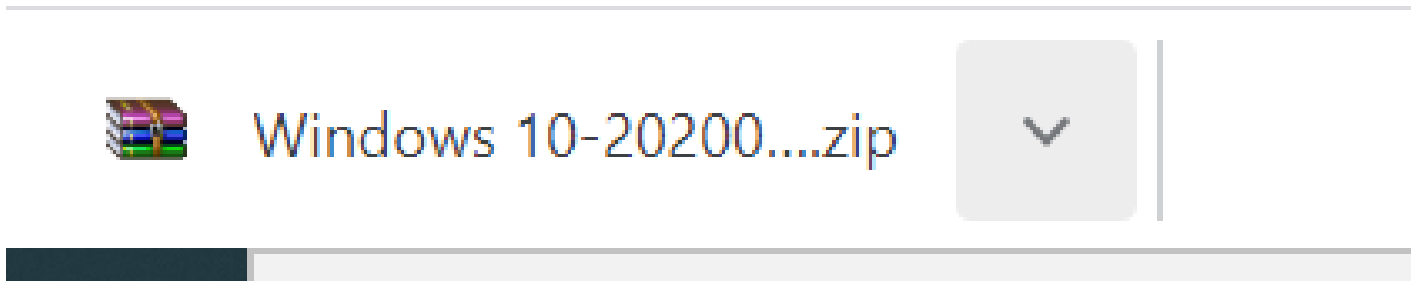
https://vignan.ac.in/onlineexaminfo.php

- **Expand "Download SAB Tool (executable File) for Windows 7-10**
- **Download the SAB tool as per your operating system**

- **Upon Downloading, ignore the warning and click on "Keep" and continue to download**

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- **A Zip Folder will be downloaded**

- Once the file is Downloaded, Unzip and save the folder on your computer

  - *If you have **WinRAR Downloadable** software application on your system, you can download the folder and unzip (extract the folder on the desktop)*
  - *If **WinRAR Downloadable** option is not available, please download* this application in advance.

- Save the folder on your laptop and run the SAB tool for other exams as well, as per your test schedule. *(This means, once you downloaded this folder, you do not have to repeat step-1 for other exams)*

Step 2: Open the folder and run the SAB (for Windows 10) or use SAB (for Windows 7,8) as per your operating system. **(For every exam, this step 2 must be done to take exam on computer)**
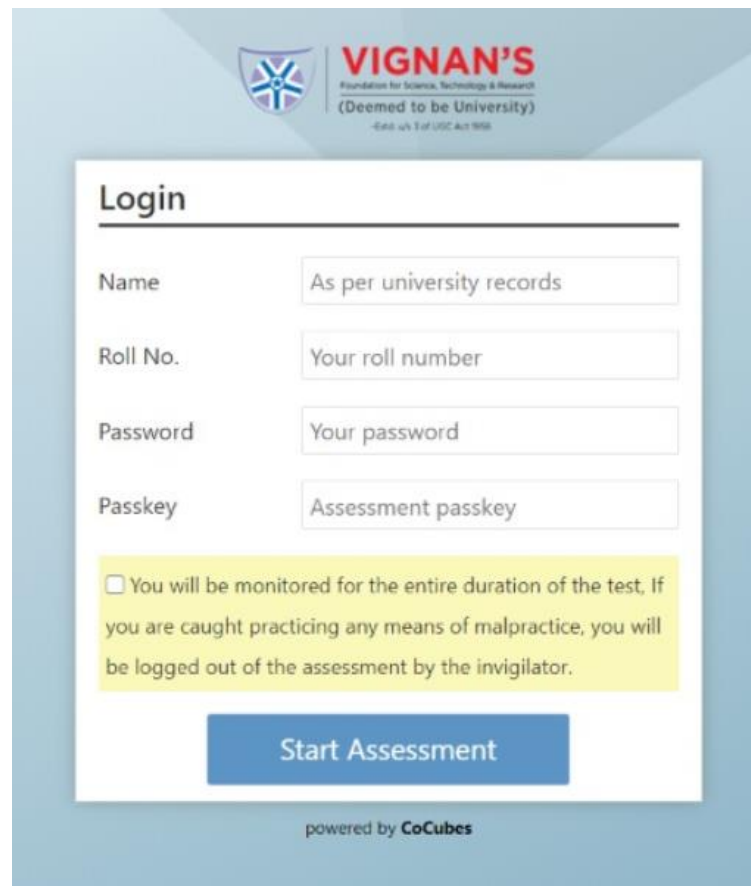

Windows 7 and 8   Windows 10

Name

SAB-Proctor
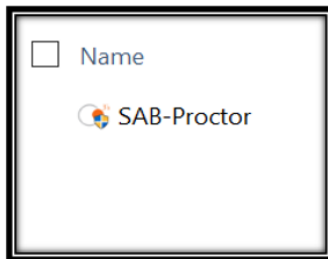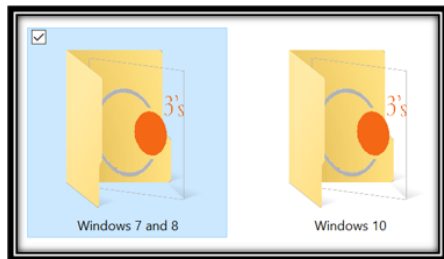
Double Click and open run the file to take test test

The Page below opens: Please ignore the "Webcam" check here.
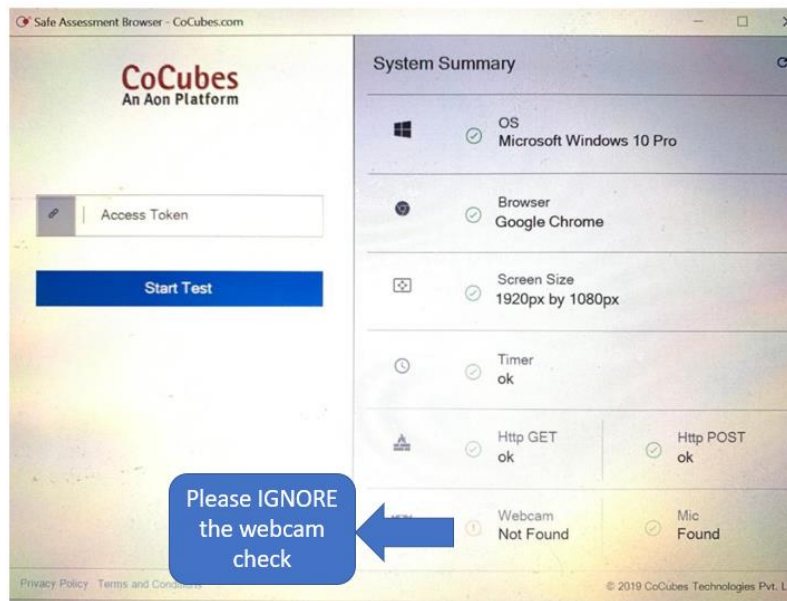
Enter access token as **vignanuniversity** *(all small letters, one word)* and click on start test. The page below is displayed, you must enter the required information.

A pop up will open and give your consent for the use of Webcam by clicking on "Accept" button
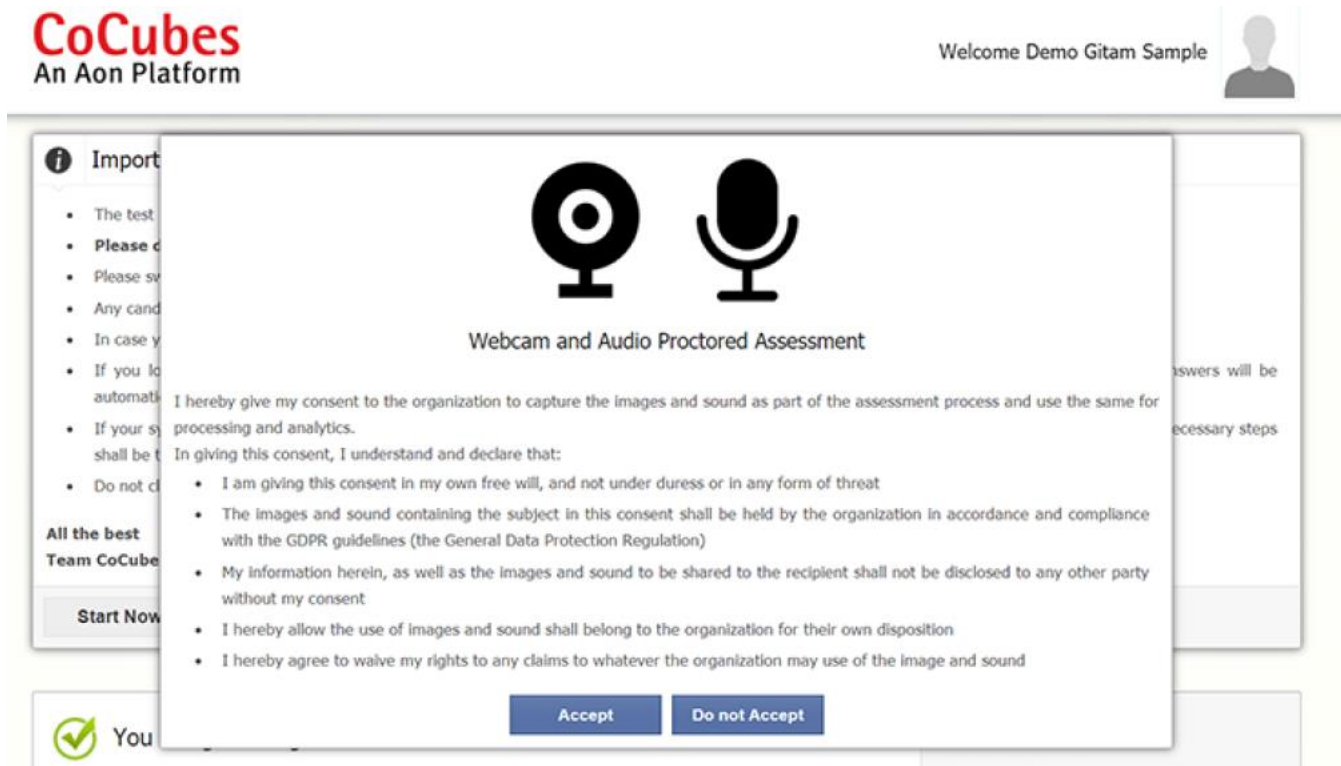
The platform will check your system specifications. Read the instructions carefully and click on "Start Now" button to proceed.

Allow popup if occurs
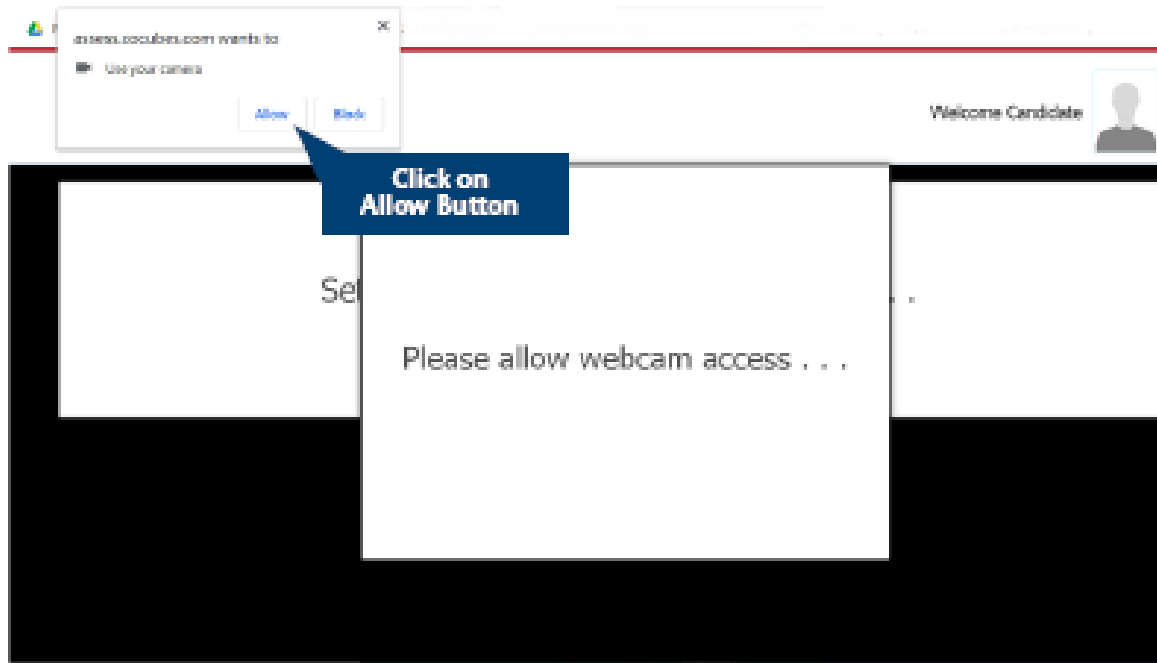
Sit in front of your Webcam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below.

If your face is not clear in the clicked image, it will give an error "Face not detected" and you have click again.

Once your photo is captured properly, click on "Start test" button.
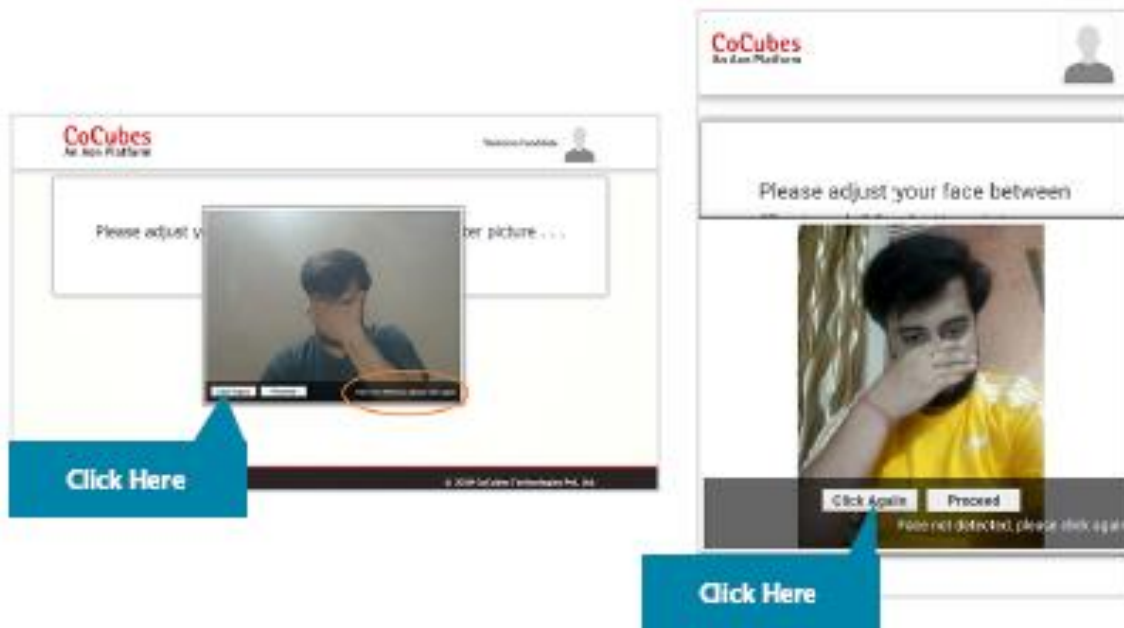
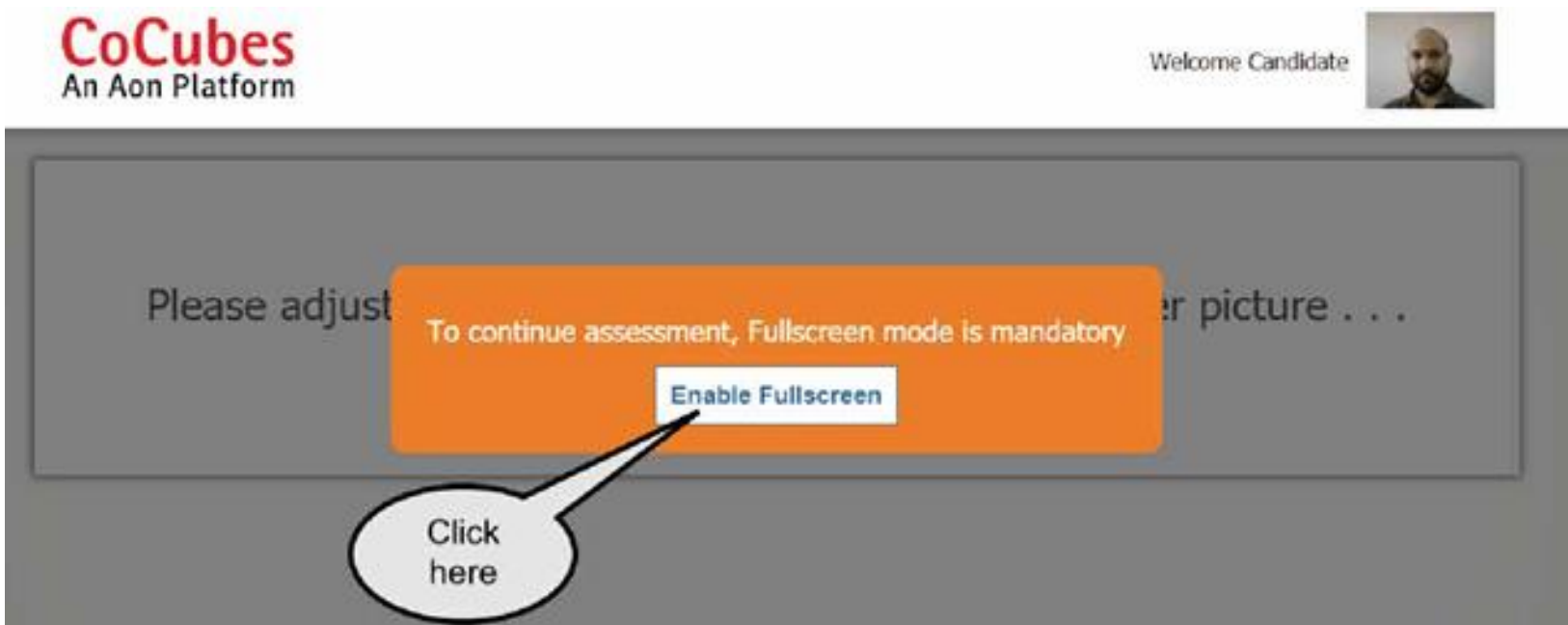A pop up will open. Click on "Enable Fullscreen"

Students appearing for online exam must adhere to the following instructions.

Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.
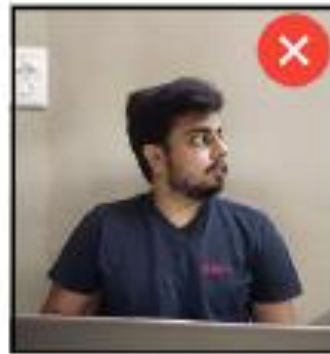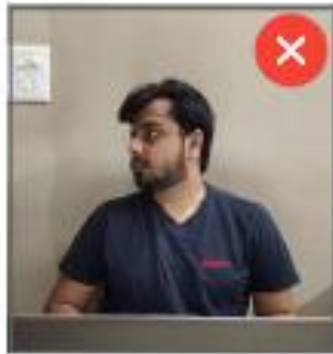
For the entire duration of the exam, please remain seated in front of your webcam. In case you found leaving your seat during the exam, your exam will be cancelled.

Do not try to cover your camera or unplug the external camera from the system.

Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

No other person is allowed to enter the room while you are taking the proctored exam.

The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
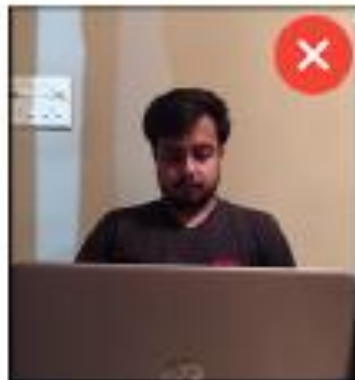
The room must be as quiet as possible. Sounds such as music or television are not permitted.

The following items must not be on your desk or used during your proctored exam such as books, electronic gadgets, notebooks, eatables etc.

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DO'S

- Charge the laptop or mobile well in advance to last for at least 2 hours.

- Student to be seated using a wall as the background.

- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.

- Photograph clicked must of good quality.

- Check the power plugs.

- You should ensure proper internet connectivity is available on your laptop/ desktop/mobile.

- You must make sure webcam and mic of your system is working properly.

- After setting up audio setup with the help of headphones or earphones, you don't need to plug them in ears, you can put them on the keyboard or on the table.

- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors.

- Blank sheets are allowed for the rough work.

- Any suspected activity will lead to the immediate termination of the exam. The room must be as quiet as possible.

- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.
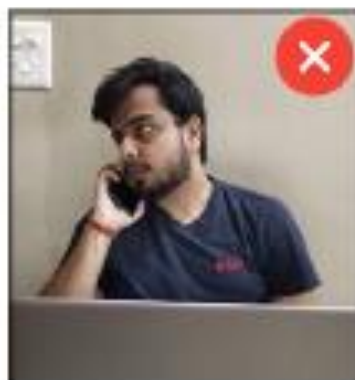
DON'TS

- Do not share your passkey with anyone.

- Do not try to navigate from the main screen. Doing so will automatically terminate your exam.

- You are not allowed to talk to anyone while your exam is being conducted, as Real Time Monitoring is being done.

- You are not allowed to use device other than the one used for the exam, electronic gadgets or any other material on the day of exam. If found then it will be considered for the cancellation of your exam by the Proctor.

- Do not move away from the frame being captured by the camera.

- Do not try to cover your camera or unplug the external camera from the system.

- You are not allowed to touch the keyboard while you are attempting your test, you are only allowed to scroll cursor or with mouse to answer the question.

- Use a single device for the exam. Login from multiple device can lead to cancellation of your exam.

- There should be no disturbance in the surroundings.

- Reading questions loudly or talking are not permitted.

- You must not plugged in headphones, ear buds, or any other type of listening equipment.

- You must not leave the room for any reason during exam.

- You must not communicate with any person by any means during the exam.

- Sounds such as music or television are not permitted.

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Act 1956

Probable issues before executing the Tool

1. **Tool file is getting deleted on download** – In this case you will have to **disable the anti-virus** in the system and then download the file.

2. **Admin password required to execute the file** – Some systems may prompt you to enter **admin password**, be sure that you are of this information.
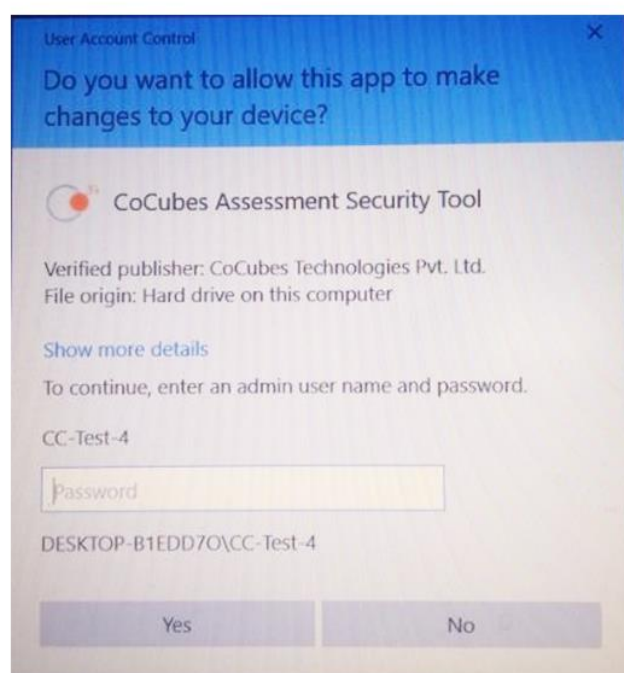
3. **Microsoft .NET framework is not installed on the machine** – In this case below prompt will appear and you will have to choose download and install option to download the framework. It will take around 5-10 minutes
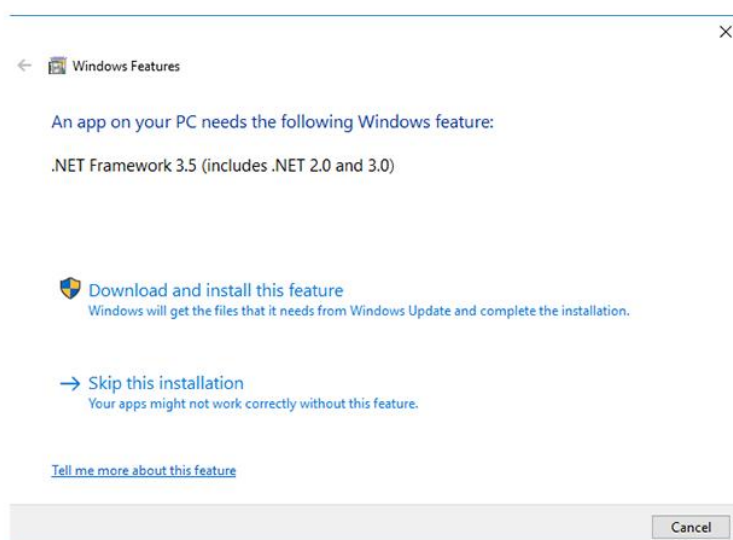
Other Very Important Instructions

- **Google Chrome** Should be Your **Default** Browser (*Be Sure to Update to the latest Version*)

- Important to have the **login credentials handy** as the tool will not allow you to access any application once its opened

- Allow Google Chrome to Give Webcam and Audio Access to CoCubes.com

- **Clear Cache** before every assessment

- **Time in the system invalid**: Please set your system to Indian Standard Time (IST)

- **Webcam not connected**: Please ensure you have proper functioning Webcam

- Important to close and save all other work prior to running SAB Tool.

Anti-virus related issued that could appear

- Sometimes, Anti-Virus programs running in background could disable transmitting images from time-to-time
- To avoid such a situation, please temporarily disable/stop the antivirus program.
- For steps and instructions to disable/Stop anti-virus program during the assessment period, please follow the steps provided by your antivirus program.
  - For Eg: Follow the below process on Windows Desktop / Laptop
  - Go to Search and type "Windows Defender Settings"
  - Open Windows Security
  - App & browser control
  - Make Windows Defender SmartScreen filter "off" for all available options