

National Institute of Business Management

ONLINE EXAMINATIONS USER MANUAL

NIBM WORLD
WIDE

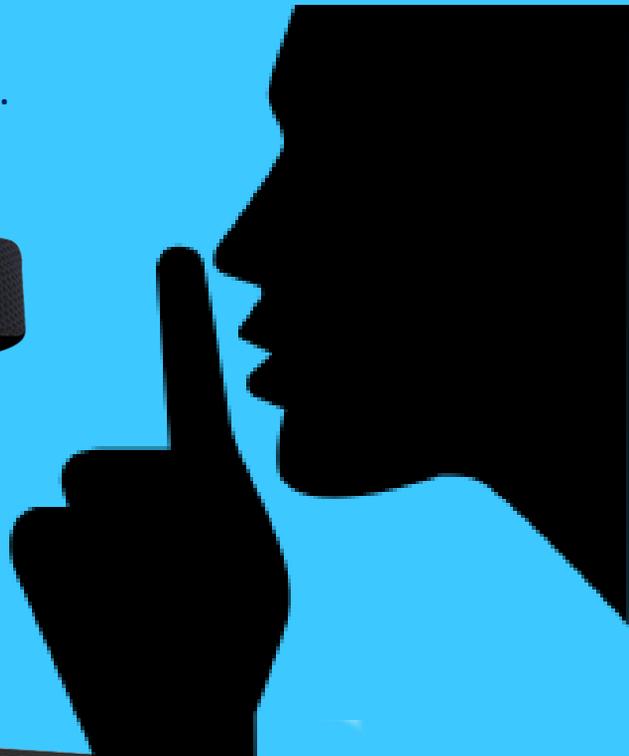


Guidelines for Attending Online Examinations

- You will be required to log in to the NIBM worldwide and the module, 15 minutes before the exam starting time.
- You should have access to only Laptop or Desktop with good operating condition, Cell phone and tabs are not allowed. It must be connected to a power source or battery should be sufficient to run.
- You need to have an external, stand-alone webcam if you are using a desktop computer.
- You can have an external or an integrated webcam if you are using a laptop.
- The external camera must provide a perspective of the PC, keyboard, mouse, your hands and full face, and a minimum view of 6 inches (15 centimeters) on either side of the keyboard.



- Your face should not be blocked by headphones, headpiece, or any other kind of headbands.
- The camera and microphone should not be disconnected during the exam session at any time.
- The webcam must always be focused on the candidate taking the exam . Face and ears must be visible during the examination.
- You may not leave out of the camera view during your exam session. The invigilator must be able to see you at all time.
- The candidate's screen will be shared with the invigilator during the exam
- You may not use dual monitors.
- You must not willingly receive any communication from any person during the exam.
- Reading the exam aloud is prohibited.



- You must be present in front of the camera from start to end of the exam. If you are out of the camera, your examination will be invalid.
- You are not allowed to eat, drink, or smoke except water which, if required, should be in transparent bottle with no label.
- You are not permitted to wear coats, scarves, hats, headbands or outdoor wear, during examinations.
- Since it is NIBM closed-book exam, you must not bring any books, papers, documents, or other written, typed or printed material during the exam. You must be seated at a desk or table which is clear with unauthorized documents.
- The use of electronic devices, such as cell phones, tablets, etc., and CDs, DVDs, USB memory sticks, or any removable storage in the exam is not allowed.
- A well – lit environment with no disturbance is required. It should be proper lighting condition to get clear pictures by your camera.



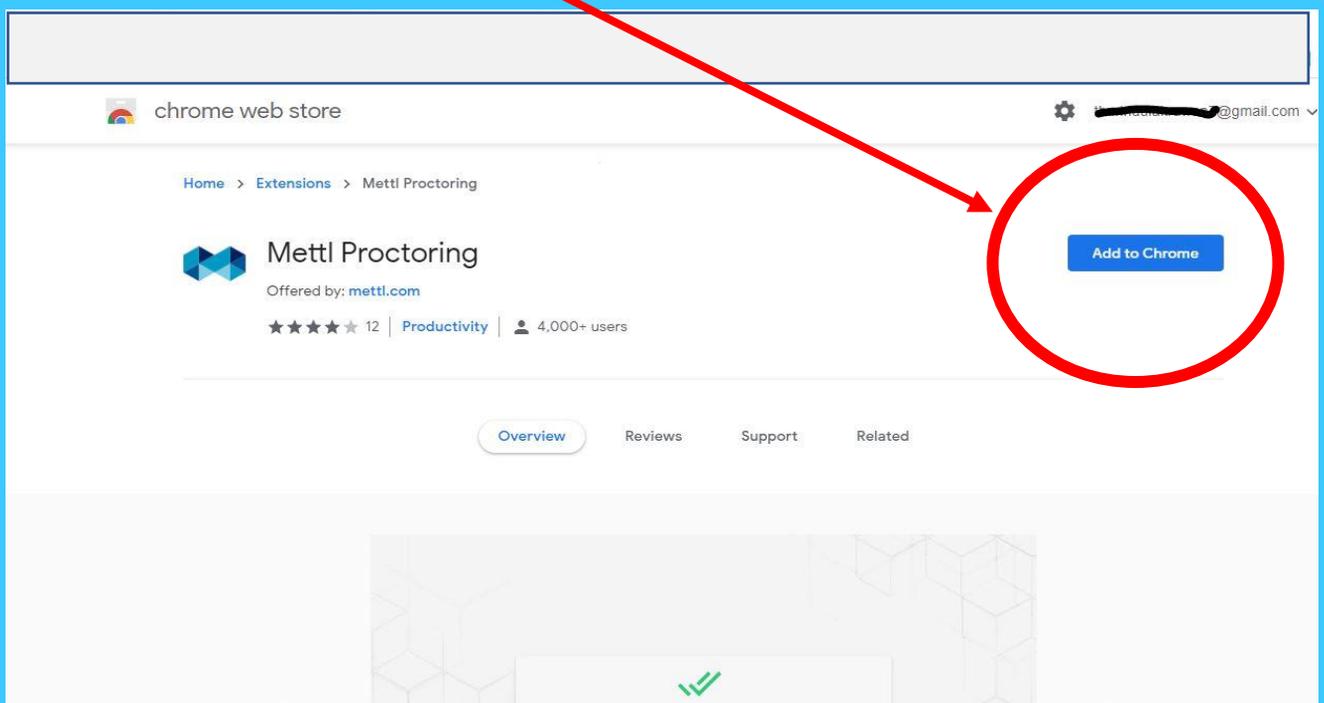
- No other individuals are may remain or enter the testing area during the examination.
- The testing surface must be clutter-free and contains only one computer, one monitor, one keyboard, and one mouse.
- While taking the exam, the candidate should not open nor use any programs or web browser on the computer; The system will disable your Browsers and Tabs, Search Engines and Other Websites, Screen sharing and Virtual Machines, External Ports and Printing, Cut, Copy, Paste, Data Sharing.
- The NIBM Examination Department shall verify the candidate's credibility, auto and live protocol report, Credibility index and permit the cancellation of the student's results at any time.
- Failure of Internet connection, Power, Hardware or software issues will not be considered as excuses during the exam



Starting the Exam | Follow the Instructions

1. Download the MPaaS Chrome extension. The link to download the Chrome Extension is given below, copy and paste the link on your **chrome** browser and install the “MPaaS” Chrome extension.

Link - <https://chrome.google.com/webstore/detail/mettl-proctoring/nlhaleloflnhpemagojabiikkkejlgp?hl=en-US>



Please remember:

- MPaaS will only monitor you during your exam session.
- Your personal information is safe and will never be shared or sold to a third party.
- MPaaS will not access any personal data not required for the exam itself.
- Prior to installing the extension, Google Chrome will ask for your permission.
- The permissions you agree to are only required during the exam and will never be used outside of the exam session.

2. Visit NIBM Worldwide



3. Log into your account by entering your username & password.

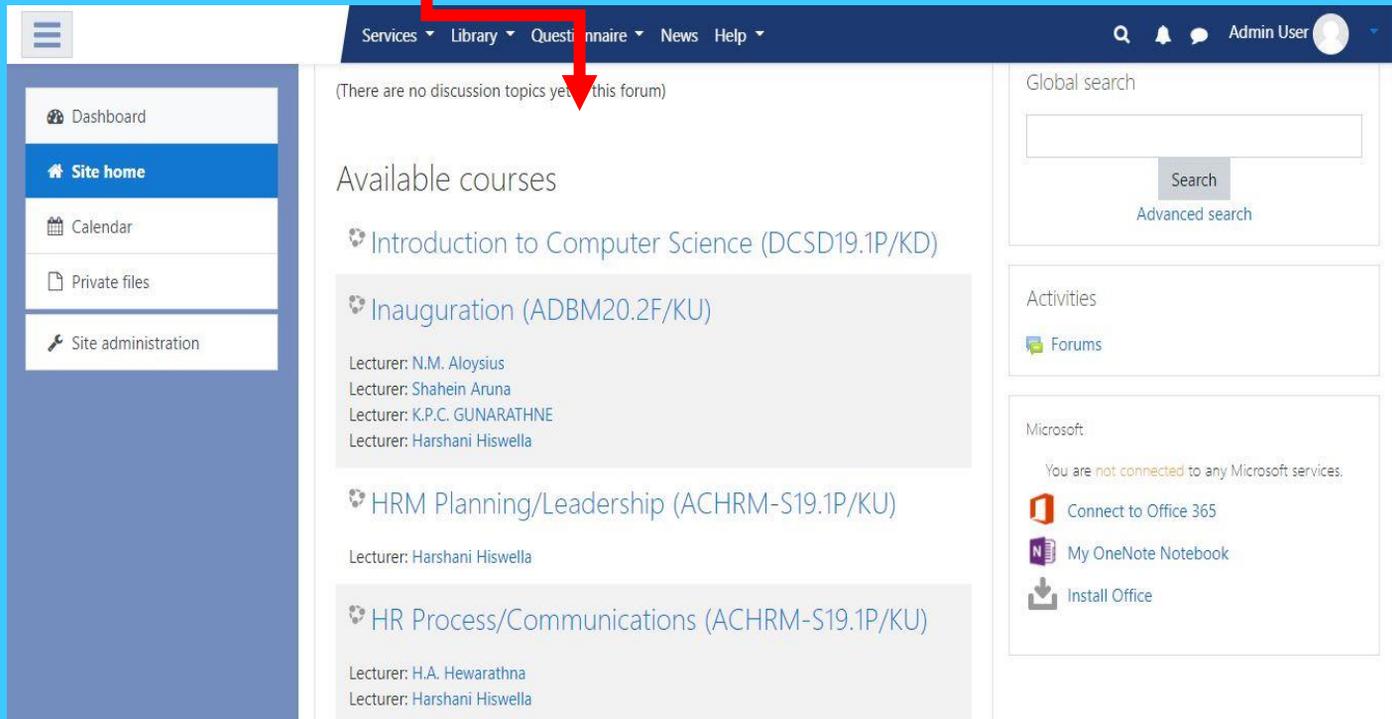
The image shows the login page of the NIBM Worldwide website. At the top is the NIBM WORLDWIDE logo. Below it, there are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link that says 'Forgotten your username or password?'. Below the 'Password' field is a checkbox labeled 'Remember username' and a note that says 'Cookies must be enabled in your browser' with a help icon. At the bottom of the form is a blue 'Log in' button.

4. You must enter your email address to LMS under profile section to start the online exam.(If you already entered your email address no need to enter it again)

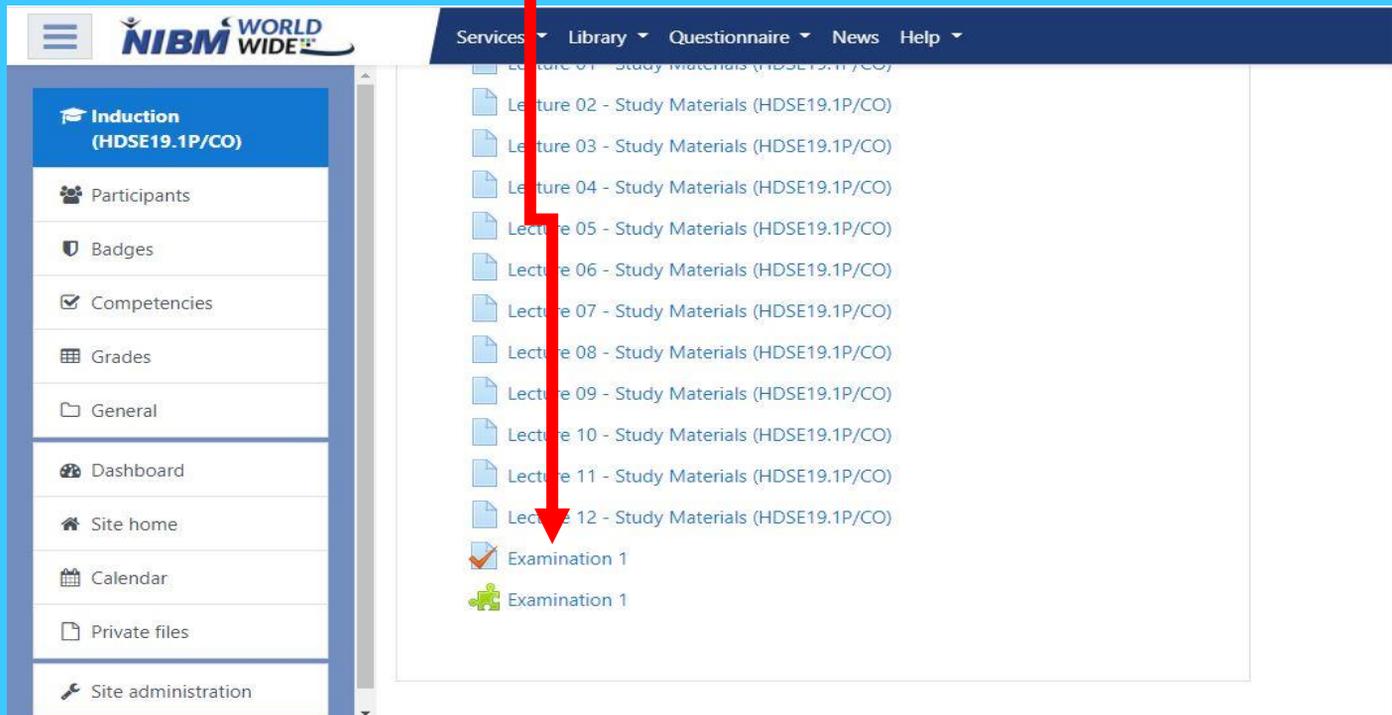


5. Find your relevant module.

Example



6. Click the Examination Icon



7. Click on "Attempt Quiz"

Induction (HDSE19.1P/CO)

[Dashboard](#) / [My courses](#) / [School of Computing & Engineering](#) / [HDSE](#) / [HDSE19.1P/CO](#) / [Induction \(HDSE19.1P/CO\)](#) / [General](#) / [Final Examination](#)

Final Examination

To attempt this quiz you need to know the quiz password

Grading method: Highest grade

[Attempt quiz now](#)

Final Examination

Jump to...

8. Click on Continue Button

Induction (HDSE19.1P/CO)

[Dashboard](#) / [My courses](#) / [School of Computing & Engineering](#)

Final Examination

MERCER | mettl

Mercer mettl will monitor the Session for Review

Please note that by proceeding to participate and/or complete this session you consent to be monitored via video/screen feed.

This monitoring is being undertaken to eliminate any use of unfair means during conduct of this session.

The said video/screen feed can be viewed whether on a real time basis and/or accessed subsequently by an authorised personal only.

Note: Mettl will close all your running browser tabs except the LMS, kindly save your work accordingly.

[Cancel](#) [Continue](#)

9. System Check will start.

mpaas-api.mettl.com/proctoring

mettl

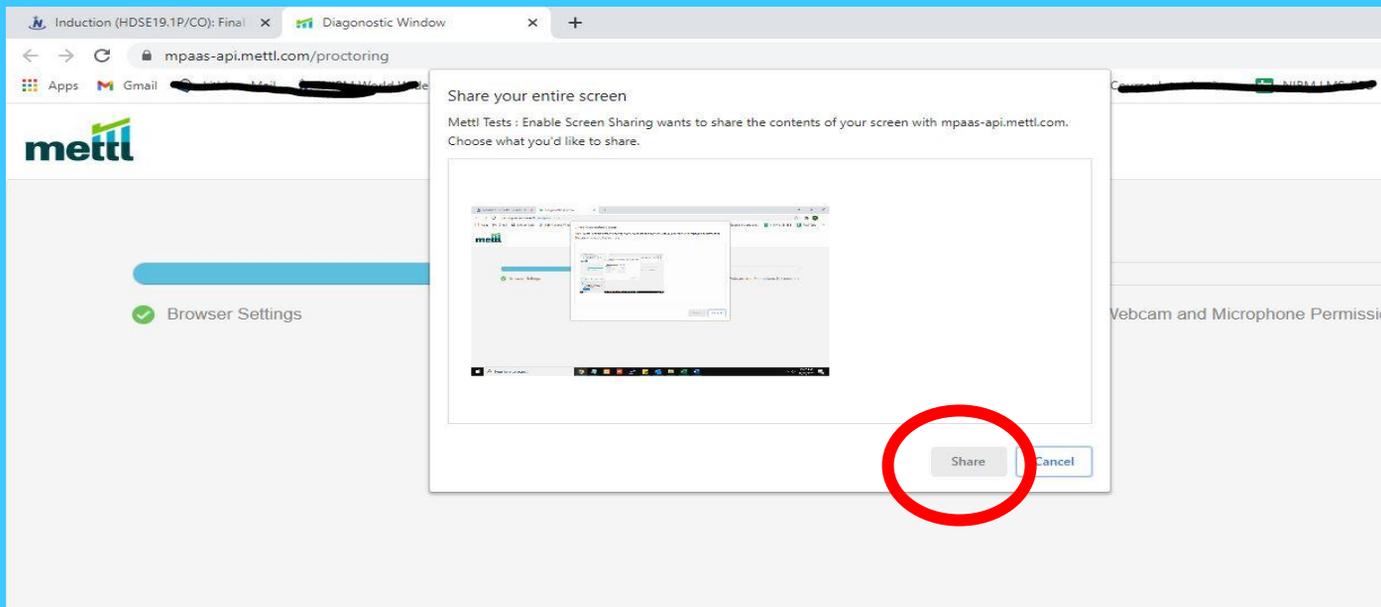
System Check

Checking Browser Settings

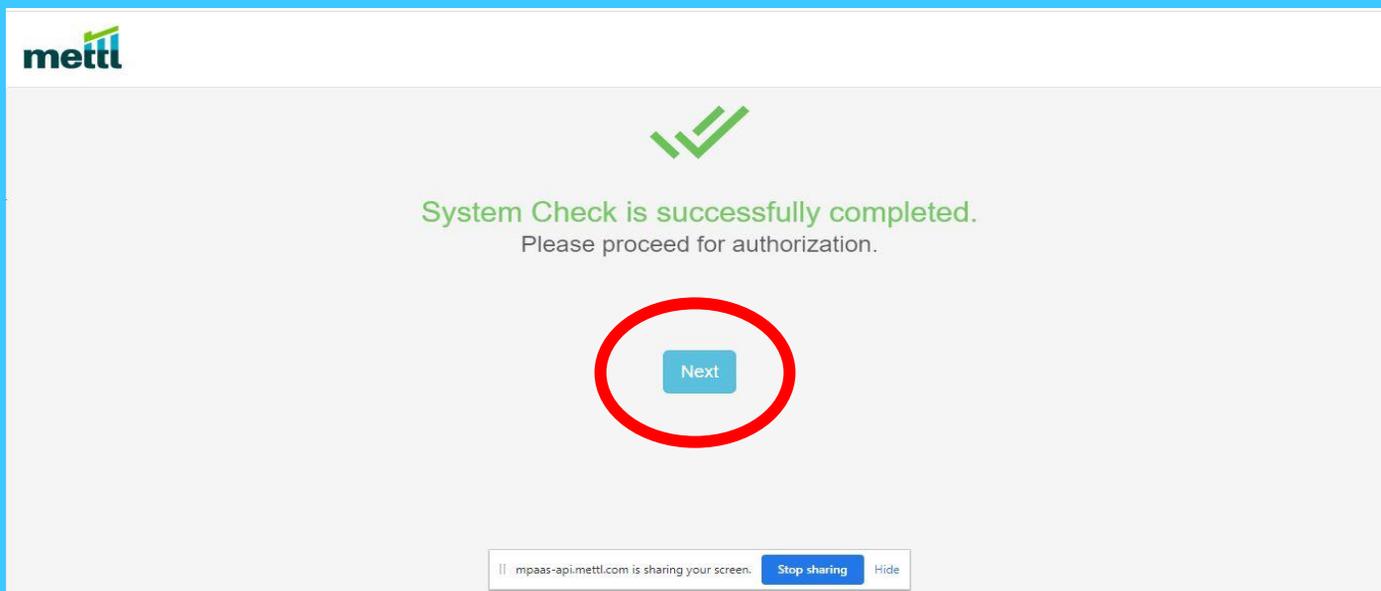
Screen Share Permissions

Webcam and Microphone Permissions

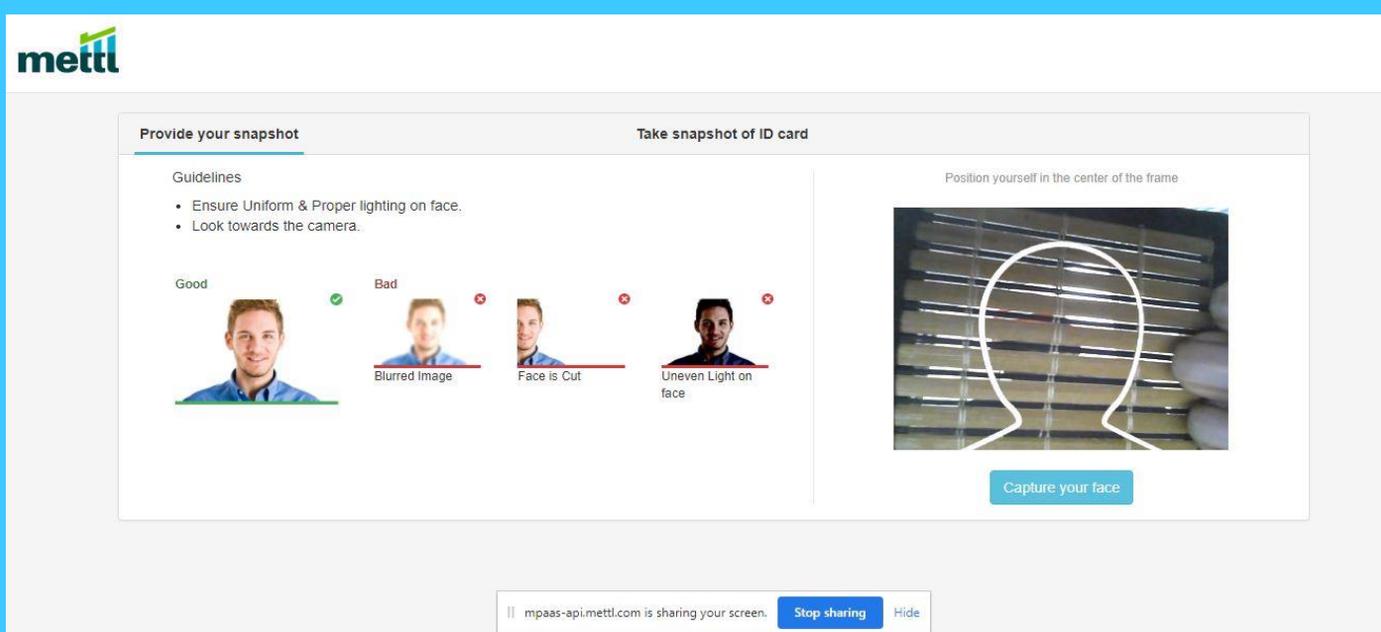
10. Click Share Button.



11. Click Next Button.



12. Verify your face and click on capture button.



13. Verify your Identity Card and click capture.



Provide your snapshot **Take snapshot of ID card**

Guidelines

- Ensure that ID card information is properly visible.
- Use ID card with clear photograph.

Good

Bad

Blurred Image

Card is Cut

Card is Rotated

Position ID card in the center of the frame

Capture your ID card

mpaas-api.mettl.com is sharing your screen. [Stop sharing](#) [Hide](#)

14. When you see this window, **Do Not Close this Tab.**



Thank you for sharing the required details.

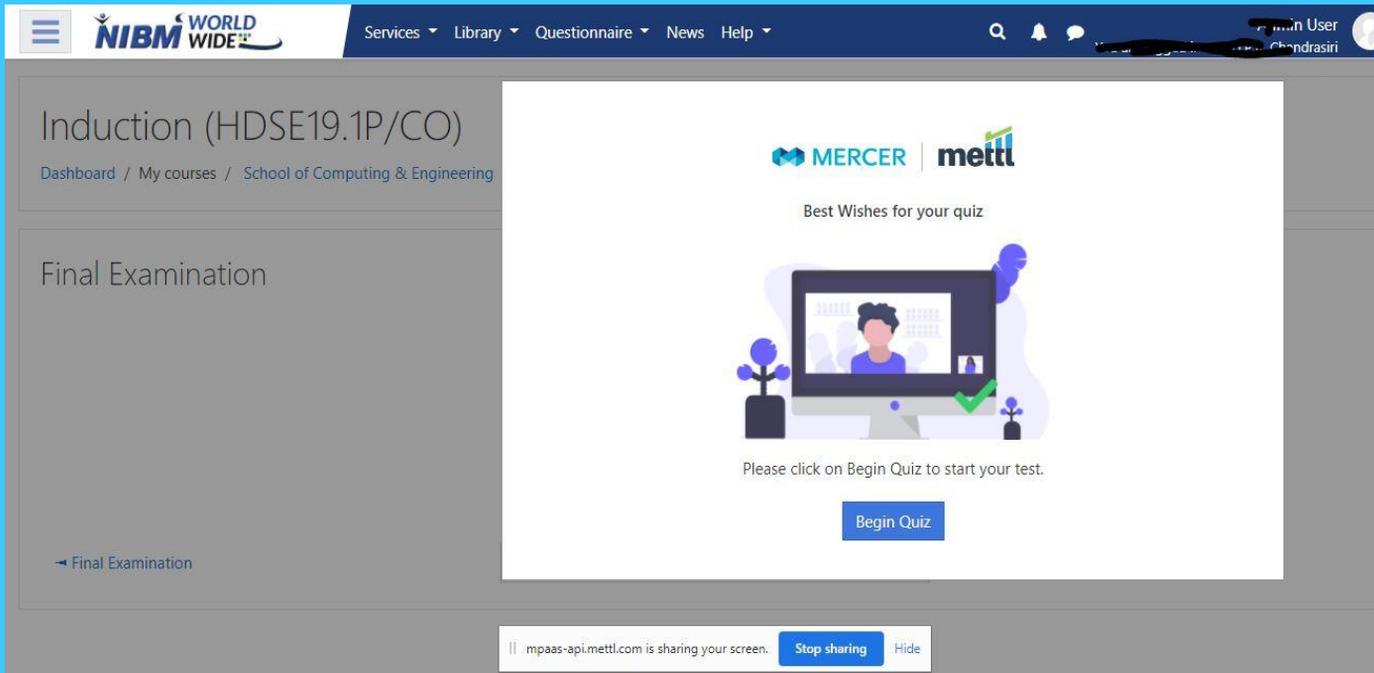
You can now minimise this window and continue with your test session.

⚠ Do not close this tab

mpaas-api.mettl.com is sharing your screen. [Stop sharing](#) [Hide](#)



15. Go to LMS Tab & Start your Exam, Click Begin Quiz.



The screenshot shows the NIBM LMS interface. The top navigation bar includes the NIBM logo, a menu icon, and links for Services, Library, Questionnaire, News, and Help. The user profile shows 'User Chandrasiri'. The main content area is titled 'Induction (HDSE19.1P/CO)' and includes a breadcrumb trail: 'Dashboard / My courses / School of Computing & Engineering'. Below this, there is a 'Final Examination' section. The central content area displays the 'MERCER mettl' logo and the text 'Best Wishes for your quiz'. An illustration shows a person at a computer screen with a green checkmark. Below the illustration, it says 'Please click on Begin Quiz to start your test.' and there is a blue 'Begin Quiz' button. At the bottom, a notification bar indicates 'mpaas-api.mettl.com is sharing your screen.' with 'Stop sharing' and 'Hide' options.

16. After you have finished your exam, click on “Submit all and Finish” Button.

17. Then a confirmation pop up will appear and again click on “Submit all & Finish”

18. Once you have click on this , it is not reversable.

For Support \ Issues - support@mettl.com or <https://mettl.com/contact-us/>