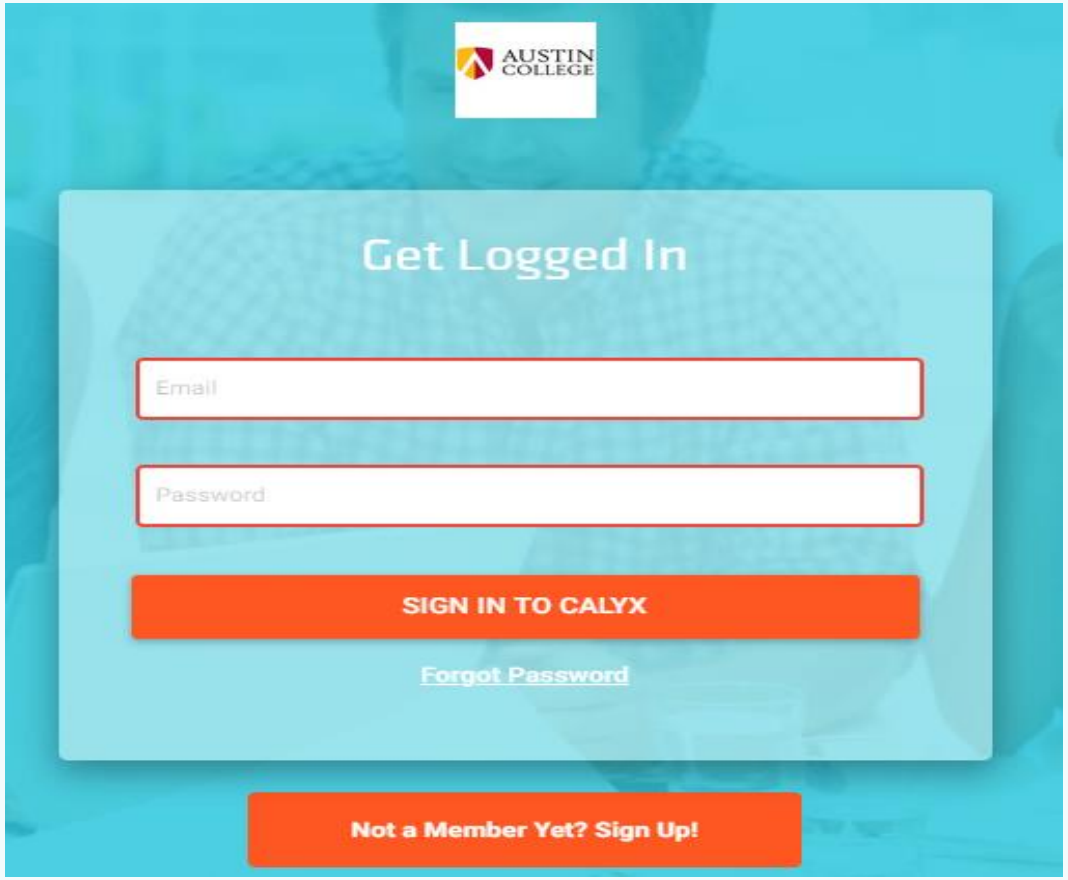
CALYXPOD – Building Careers

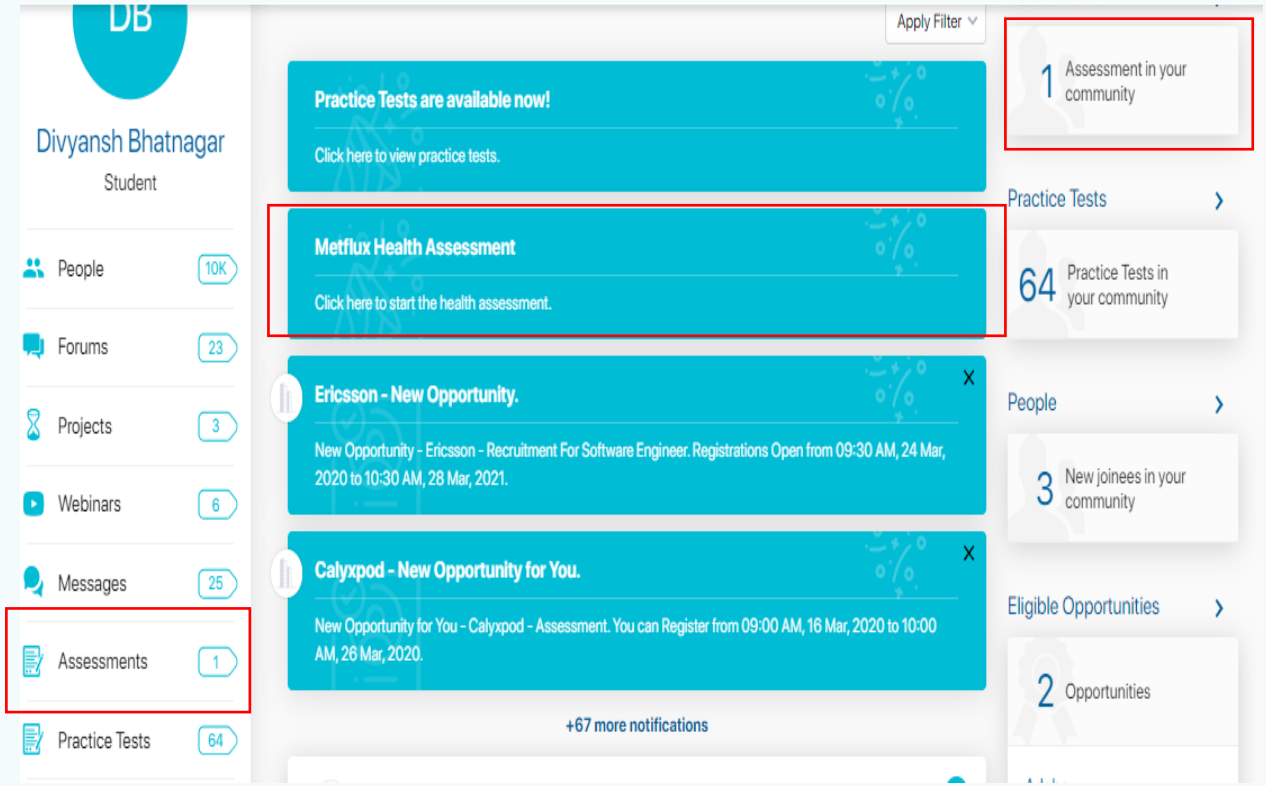
How to take Assessments?

Log into Calyxpod



- Go to the **Calyxpod Login Page** of Your **College**.
- Please enter your email and password.
- Please ensure that you specify the correct email address and the password or else you will get an error.
- On successful login you will be taken to the Dashboard page [shown on the next slide].
- In case if you have forgotten your password, please click the "Forgot Password" link below the "Sign Into Calyx" Button. You will receive an email with the password reset link on your registered email address.

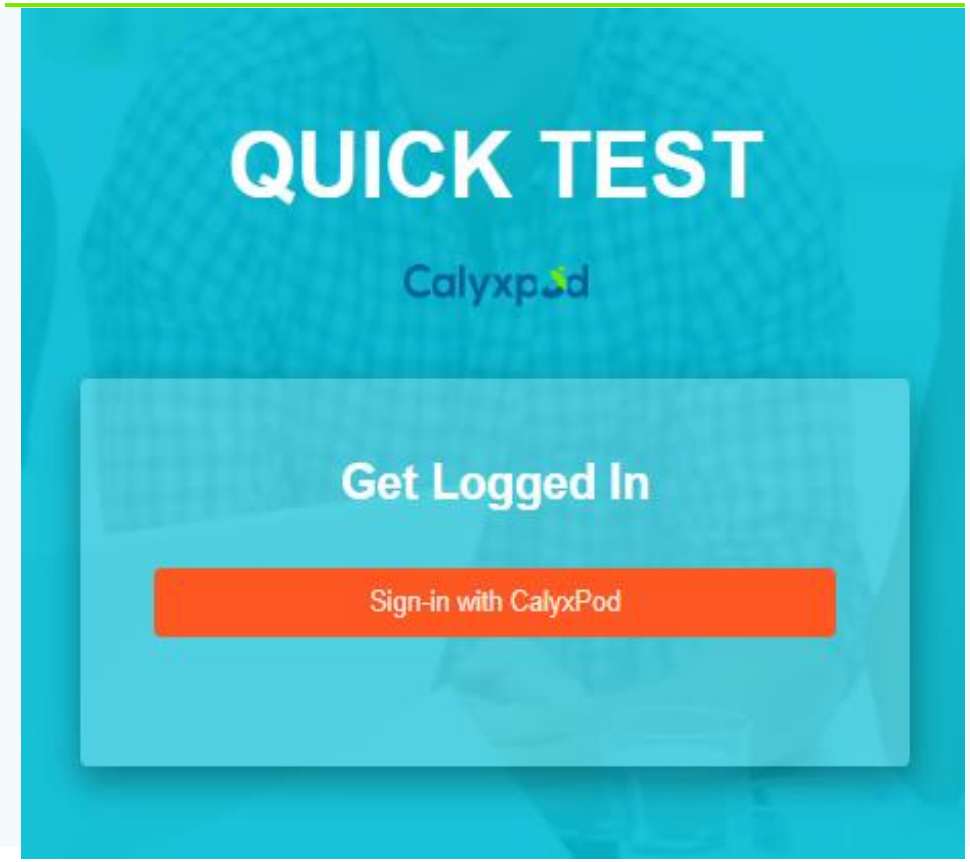
Dashboard – Click on Assessments



- On successful login you will land on the Dashboard.
- On the Dashboard look for the **Assessment Tests Link**.
- Assessment Tests Link is located at three (3) places.
  - In the Left Column amongst the links below your name / photo.
  - On the top of the center column where the feed is displayed.
  - In the right column there is section for Practice Tests.
- You can click any of the above links. It will take you to the **Assessment Tests List page** [shown on the next page].

- Please note that on clicking the practice tests link you may be asked to grant permission to quick test platform. Kindly do so

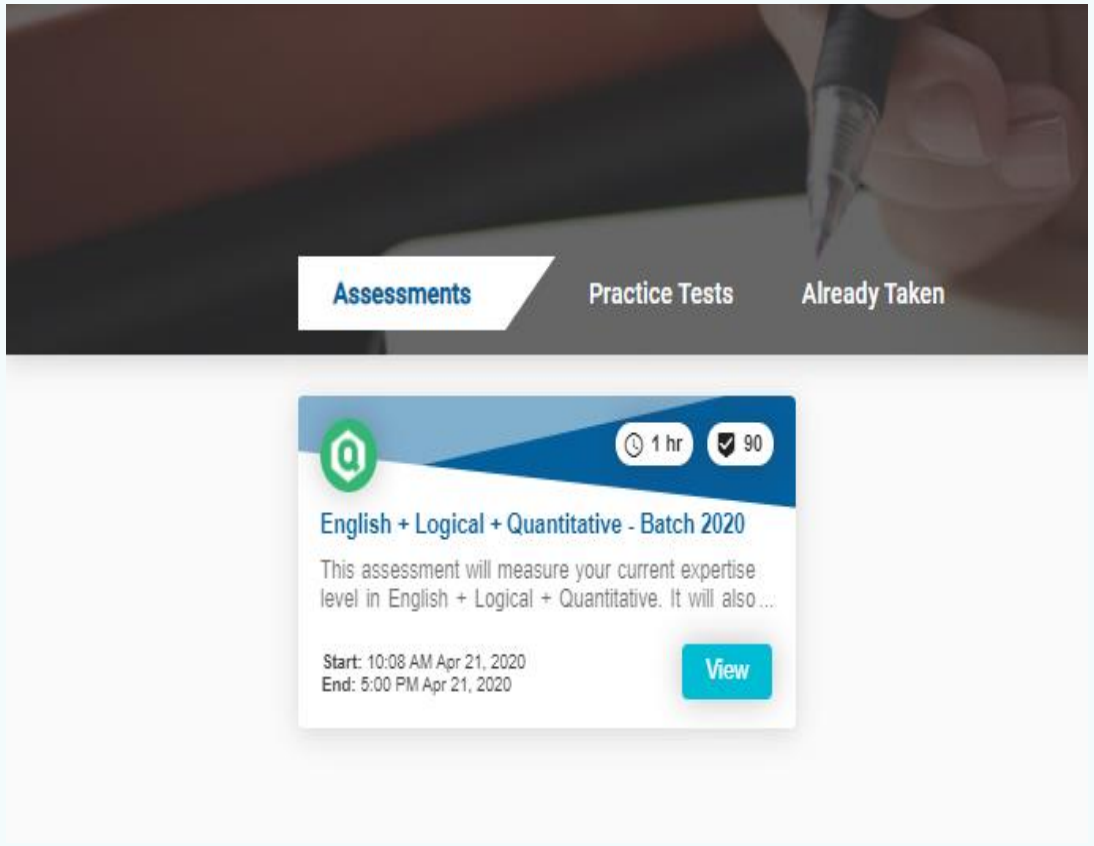
Quick Tests Login - Before Assessment Tests



- Please note that on clicking the assessment tests link you may be asked to log into the Quick Test platform.
- Click on Sign in with Calyxpod.
- You may be asked to grant permission. Kindly do so.
- You will get logged into Quick Test and you will be able to see the assessments.

- Please note that Quick Test is proprietary platform of Calyxpod. It is used for conducting assessments. It is deeply integrated with Calyxpod.

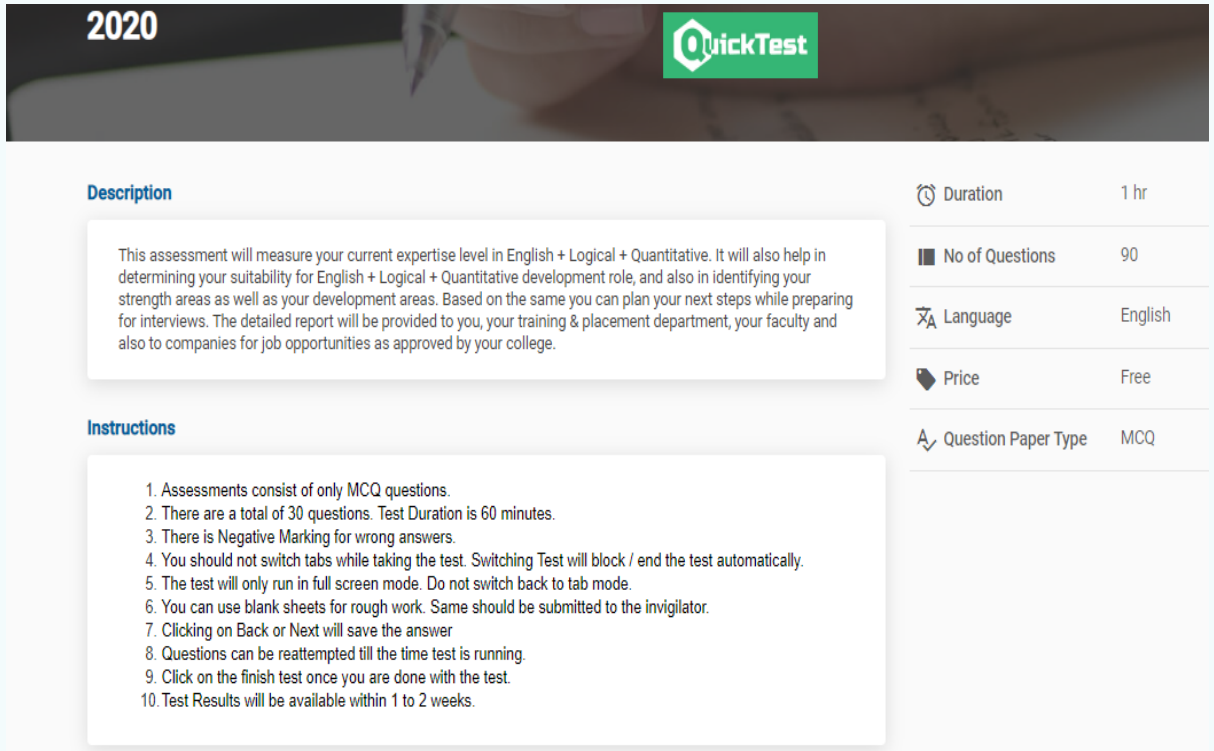
Assessments List Page



- You will land on the **Assessments List page**.
- It will appear similar to what is shown on the left side.
- The first assessment you would have to take is English + Logical + Quantitative. It is mandatory of all the courses.
- For Computer Fundamentals only MCA/BCA and B.Tech CSE/IT are eligible and is mandatory for them.
- Other languages can be taken up according to your preferences. At least one language paper is mandatory.
- You can click on the view button of the test you are interested in to view the full details of it. Sample shown on next slide.

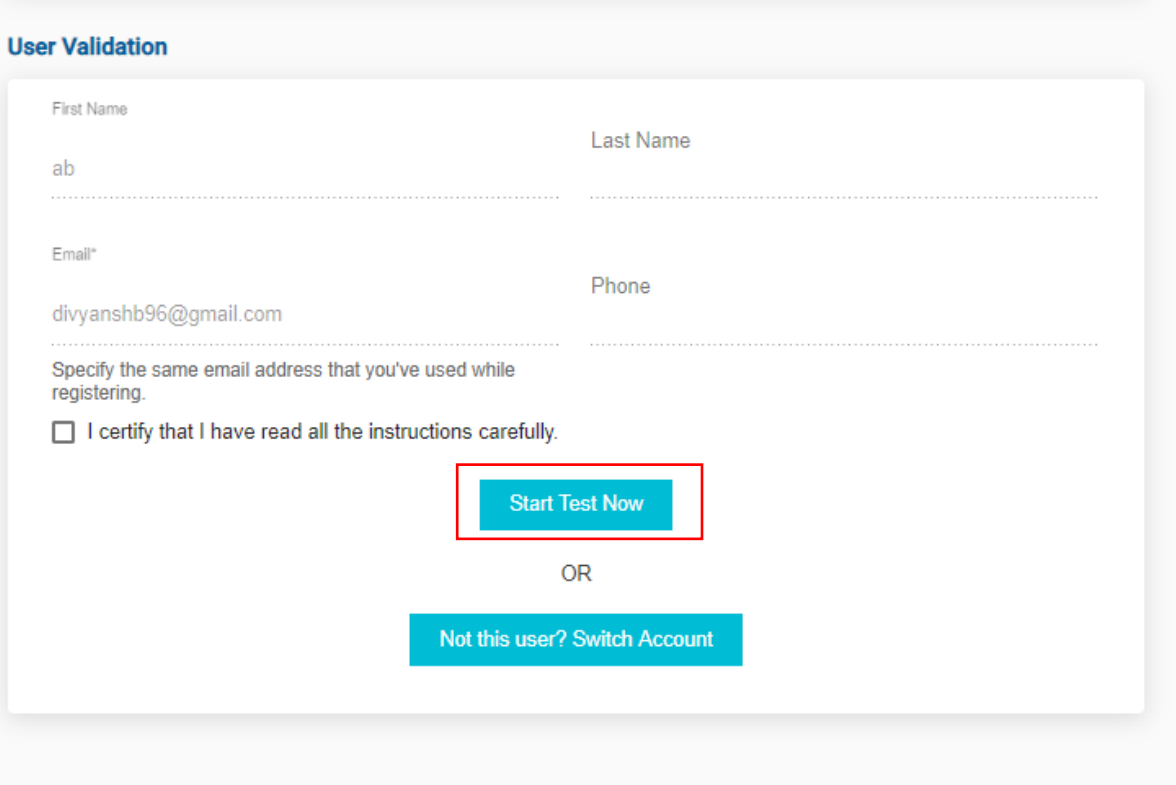
- Please note that next to Assessments you will see two more links – Practice Tests and Already Taken. We will describe the same in forthcoming slides.

Assessments - Details Page



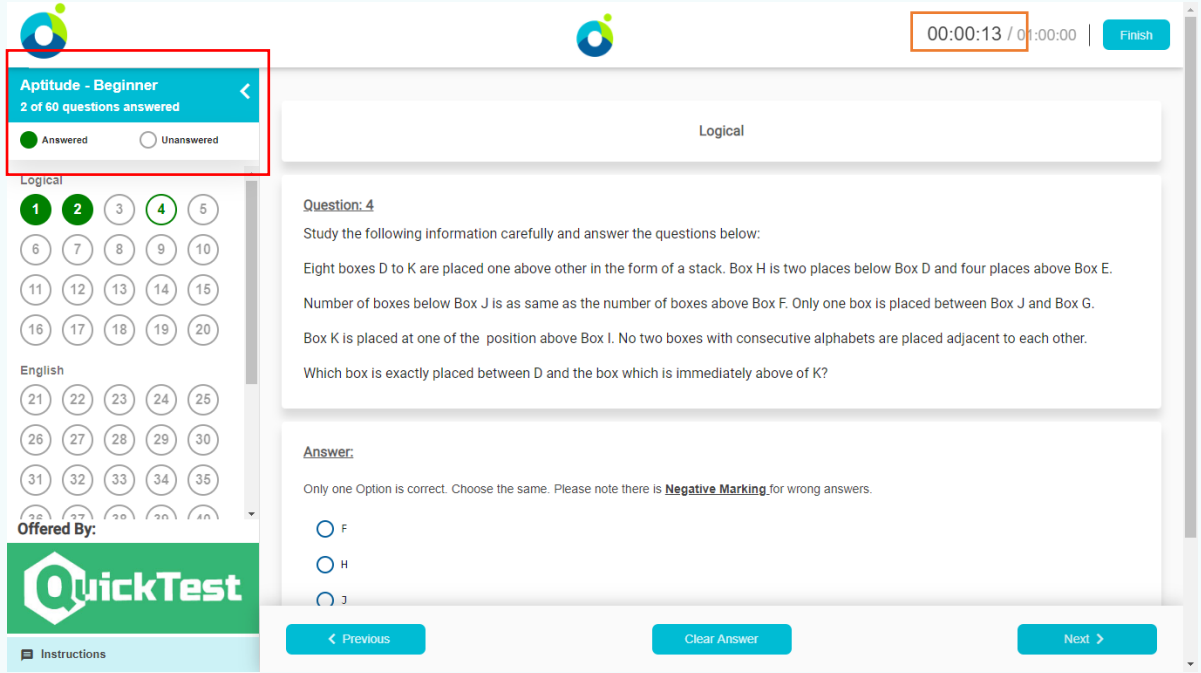
- You will be able to see the following information on the details page.
  - Name of the Test
  - Description of the Test
  - Instructions to be followed while taking the test.
  - Duration
  - Number of Questions

How to Start the Test



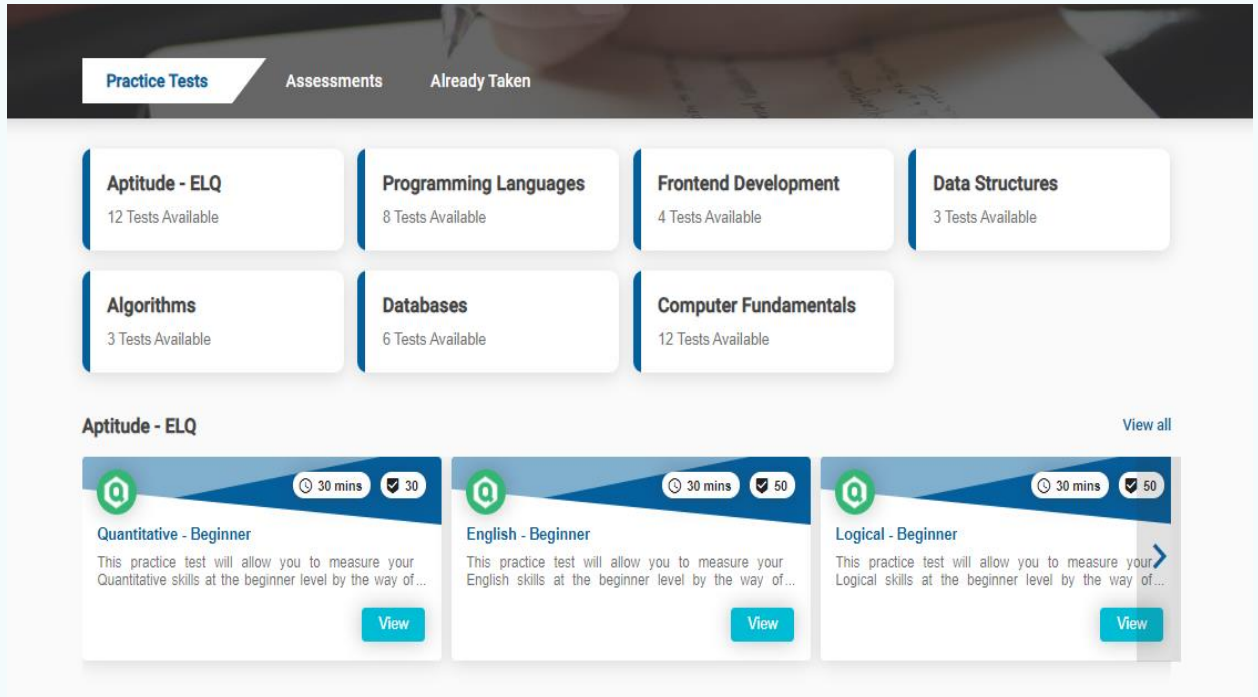
- Click on the check box to certify that you have read the instructions.
- Click on the "Start Test Now" Button.
- Below are some important instructions.
  - You can take the test only in Full Screen Mode.
  - Do not switch tabs while taking the test.
  - Do not try to copy paste while taking the test.
- Doing any of the above will lead to the test getting aborted.
- Please keep some blank sheets with you. You may need the same for rough work while taking the test.
- On clicking the Start Test Now button you may be shown two (2) more overlays to confirm that you really want to start the test.

Assessment– How to Take the Test



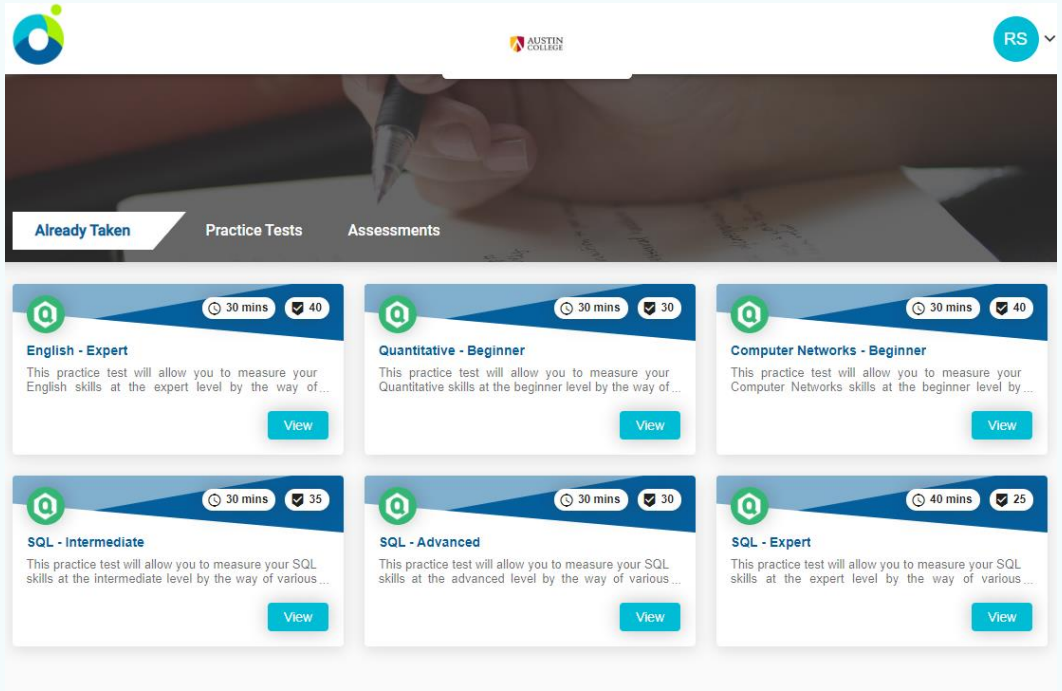
- Once the Test starts your interface will look similar to the what is shown on the left side.
- You can see the timer and allowed duration in the top right corner of the page.
- You can see the question numbers in the left panel. You can click on any of the question number to be able to go to that question.
- Current Question will be highlighted in Green Color.
- Questions that you have answered will be shown with filled green color.
- To Submit the completed test click on the “Finish” button on top right corner .

Practice Tests– What is it for?



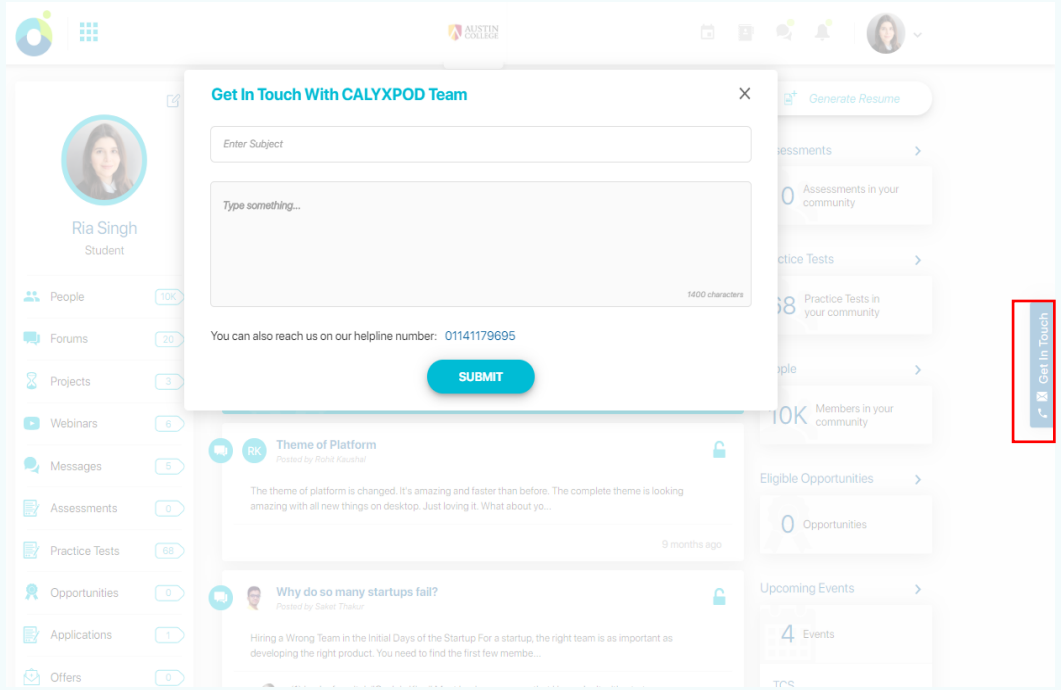
- On the top you will see different categories of tests.
- You can click on any of the categories such as Aptitude or Computer Fundamentals to scroll down to the respective set of tests.
- In each category on the list page you will be able to see information of some of the tests.
- You can click on the “View” button of the test you are interested in to view the full details of the test. Sample shown on next slide.
- To see all the tests in a category you can click on either the name of the category or the “View all” link.

Already Taken – What is it for?



- To begin with this it may be empty for you.
- As you take any practice tests or assessments, they will start appearing in the Already Taken section.
- You can then easily find them and view details of your attempts as applicable.

Facing Problems – How to get in touch?



- You can contact us by any of the following ways.
- You can call us on the helpline number at +91-11-41179695. It is available on weekdays (Monday to Friday) from 9 AM to 7 PM.
- Or, you can send us an email on feedback@calyxpod.com. We will get back in touch wit you at the earliest possible.
- You can go to the Main Dashboard, click on Get in Touch and submit the details. Our team will write back to you or will call you as applicable.

THANK YOU

Best Of Luck! Have Fun Learning!

Calyxpod Talent Solutions Pvt. Ltd.

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