



Dr. D. Y. Patil Vidyapeeth, Pune

(Deemed to be University)

(Accredited (3rd Cycle) by NAAC with a CGPA of 3.64 on a four point scale at 'A++' Grade)

(Declared as Category -I University by UGC Under Graded Autonomy Regulations, 2018

(An ISO 9001: 2015 and ISO 14001: 2015 Certified University and Green Education Campus)

Sant Tukaram Nagar, Pimpri, Pune -411 018, Maharashtra, India.

Ph.91-20-27805000, 27805001.Fax 91-20-27420010

E-mail: exam@dpu.edu.in /coe@dpu.edu.in Website: www.dpu.edu.in

**Appear for the exam using a desktop or laptop only.
Avoid using mobile phones to prevent any
interruptions.**

Hello Student,

Greetings from Dr. D Y Patil Vidyapeeth, Pune!

We have received your application for the All India Online Proctor Entrance Test. The instructions & details for the Online Proctor Entrance Test process will be as follows.

Login details for Entrance Test & Platform details:

The test will be in browser/website-based proctored mode.

- Test invitation sender email id: **admin.mettl@mercer.com**
- **Login Email ID:** Your registered Email ID on which you have received the test invitation email.
- **Password:** not required
- **Test Date and Time:**
13th April 2025 @ 11 AM IST
- Mock test will be active from **7th April 2025** to **11th April 2025**

The process to attempt the Test:

1. You would receive an email from **admin.mettl@mercer.com** separately for **Mock Test and Final Test (If not found, please check the SPAM folder of your email)**.
2. Click on "Check System Compatibility" tab in the email, it will automatically redirect you to the system prerequisite check link.
3. Click on "Start Test" after the successful system check to start your test.
4. Verify and cross check the assessment details displayed on your screen. After carefully reading the instructions mentioned in the floating tiles, click on "Proceed" button.
Ⓢ **Internet Connectivity:** Ensure that you have a stable internet connection with a minimum speed of 1Mbps.



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- Ⓧ **Don't Refresh:** Don't refresh the webpage during the assessment. This will lead to immediate submission of your responses.
 - Ⓧ **Auto Save:** All your responses are saved automatically. In case of disconnection or shutdown, you will still be able to resume easily.
 - Ⓧ **Contact the Help line number in case of any issue.**
5. A system check is run automatically in the background to check the system compatibility for the test.
 6. After successful system compatibility check, click "Allow" button on the pop-up displayed on the top left corner of your screen to enable the webcam and microphone permissions on your system.
 7. Enable the Screen Share Permission by following the step sequence.
 - Ⓧ Click "Start Screen Capture" button below.
 - Ⓧ A pop-up will appear, select your entire screen by selecting the window as displayed, click "Share" button.
 - Ⓧ After screen sharing is enabled, click "Proceed" button.
 8. Enter your registration details in the box provided (* defines the mandatory field). Read and accept the terms of service by clicking on the "check box". Verify and click "Proceed" button to complete your registration details.
 9. Submit your live image via webcam, follow the instructions displayed on the left side of your screen. Ensure the clarity and visibility of the picture.
 - Ⓧ Click on "Capture Your Face" button.
 - Ⓧ Click on "Proceed" button after verifying your image. You can resubmit the picture by clicking "Re-Capture Your Face" button.
 10. Submit your valid Identity proof via webcam, follow the instructions displayed on the left side of your screen. Ensure the clarity and visibility of picture.
 - Ⓧ Click "Capture Your ID" button
 - Ⓧ Click "Submit" button after verifying the captured image. You can resubmit the picture by clicking "Re-Capture Your ID" button.
 11. You can choose the section you wish to attempt first by "selecting the radio button", click "Start Test" button after selecting your choice of section. The test screen would automatically go in full-screen mode, do not exit or refresh your window.



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12. Click "Proceed to Test" button after carefully reading the consent message of monitored session below. Do not exit or switch onto any other window applications, your test is ready to begin.
13. Once reached on your test window, on test screen you may see:
 - Ⓟ **Test Time** - Displays the overall remaining test time left, displayed on top right corner of test window.
 - Ⓟ **Adjust Font** - You can adjust the size of your font by clicking the setting button present on the top right corner of test window.
 - Ⓟ **Next Question tab** - You can switch between the questions by clicking:
 - ❖ "Previous" /" Next" button.
 - ❖ Using arrow keys displayed on your test screen.
 - ❖ Using the question palette displayed at the top centre of the test screen.
 - Ⓟ **Overall Question Status** - It is colour coded and displays the status of question. It can be accessed by clicking the "pie chart" button in the sample picture. The colour code is as follow:
 - ❖ All Questions - Black colour
 - ❖ Revisited Questions - Orange colour
 - ❖ Attempted Questions - Blue colour
 - ❖ Un attempted Questions - Grey colour
 - Ⓟ **Revisit option** to help you mark a question that can be reviewed later before finishing the test. The questions marked as revisit appears in orange colour in the question palette.
 - Ⓟ **Clear Response** to clear the response attempted for the question.
 - Ⓟ **Floating Calculator** depending on the assessment type, can be accessed on the centre console of the screen.
 - Ⓟ **Section drop-down** on the top left corner, in case you have multiple sections in your test.
 - ❖ Percentage Completion - Displays the percentage of section completed.
 - Ⓟ **Instruction button** on top left corner, displays both Section Instructions and Test Instructions.
 - Ⓟ **Finish Test** button to submit the assessment, you can even view the assessment status and summary - section wise attempt/unattempt/attempted for revisit questions in the sample picture.
 - Ⓟ Click on "**No, Back to Test**" button or the cross button present on top right corner in case you wish to still modify the responses or attempt questions.
 - Ⓟ In case you wish to end the test click "**Yes, End Test**" button. Note: You cannot modify/attempt questions once you click this button.

Please Note:

For any technical issues, you can contact us at the helpline coordinates shared below.



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- ❖ The same examination platform will be used & the same process will be followed to conduct the final entrance test.
- ❖ A team of remote invigilators will be proctoring your test throughout the test duration and your camera and screen will be visible to these invigilators.
- ❖ Candidates will appear for the test remotely and will be invigilated by live streaming through the platform.

Tutorial support link on How to attempt a proctored test on the Mercer Mettl platform:

[How to attempt a proctored test](#)

This support article aims to give you a clear idea of how to appear for the test, what are the Dos and Don'ts at the time of the test. Follow all the instructions rigorously for a smooth examination experience.

General Instructions:

1. This is Online Proctor Based Entrance Test. Candidates can take the exam from their own place with good Internet connections.
2. Candidate are requested to join within the time window mentioned on your test invitation email.
3. Read all the directions carefully, before answering the questions.
4. The candidate will find one question at a time with four options. Choose the single option by clicking on appropriate block.
5. The candidate can click on question number provided at the top centre of the test window or the navigation keys (Previous and Next) present at the top right corner below the Finish Test button.
6. To move between the questions, you can use question navigator.
7. Candidate is not allowed to access books or consult other people for any information during the whole examination session. Interacting with other people will be treated as unfair means.



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8. Do not open any other application/browser while the examination is in progress, this will result in termination of examination.
9. There will be No Negative Marking for wrong answers.
10. Calculator will be provided on examination platform in digital format.

Infrastructure Required for Appearing in the Test:

- 1 Smooth working Laptop or Desktop with proper battery/power source backup, working Webcam/Camera/Microphone facility. Face detection is Mandatory.
- 2 Internet connection with good bandwidth and stability. Internet speed required – Min 1 Mbps. Backup to avoid any failure at the time of test submission.
- 3 Isolated Room/Workstation to avoid any hindrance in between the test. The platform will record all activities during the test & any suspicious activity will result in termination of the examination.
- 4 The mandatory browsers will be the latest version of Google Chrome, Microsoft Edge (for Windows users) and latest version of Safari (for MAC users).
- 5 The entrance test result will be displayed on the University website.

Help Line:

For any technical difficulty, connect on these numbers. Issue screenshot needs to be shared over email for quick issue resolution.

- ☎ Participant Helpdesk number: **+91 8047190902** (Please add country code "91" or "0" before dialling)
- ☎ Email - mettl-support@mercer.com

For any process related concerns, please email.

- ☎ exam@dpu.edu.in

ALL THE BEST!!



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Regards,

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