

DDPM Exam 2 — Mettl System Preflight Checklist

This checklist provides a systematic operational protocol to ensure technical, environmental, and procedural readiness prior to launching Exam 2 on the Mettl online proctoring portal.

1. Timeline & Audit Checklist Overview

- System Updates Disabled • Hardware & Charger Check • Quiet Room Sweep • Mettl Portal Launch
- Hotspot Pairing Verified • Bandwidth Speed Test • Clear Desk & Physical ID • Confirm Rules Screen

2. Hardware & Power Readiness (T-2 Hours)

- ☐ **Primary Computer:** Laptop/Desktop verified in normal working condition with functional keyboard and trackpad/mouse.
- ☐ **Power Supply & Charger:** Laptop power adapter plugged into wall outlet and actively charging (charging icon verified in system tray).
- ☐ **Power Backup / UPS:** Uninterruptible Power Supply (UPS) or charged power bank active for internet router and laptop to prevent disruption during power fluctuations.
- ☐ **Battery Level:** Laptop battery charge at 100% prior to exam start.
- ☐ **External Peripheral Check:** Secondary monitors unplugged and powered off. Unnecessary USB dongles disconnected.

3. Audio & Video Equipment Setup (T-2 Hours)

- ☐ **Webcam Functionality:** Internal or external webcam lens cleaned and tested via system camera app.
- ☐ **Webcam Positioning:** Camera positioned at eye level, centered on the learner's face, showing head, shoulders, and background clearly.
- ☐ **Lighting Setup:** Primary light source positioned in front of the learner (facing the camera). Avoid backlighting (e.g., sitting in front of a bright window).
- ☐ **Microphone Test:** Built-in or external microphone tested and verified working. Ensure hardware mute switches are OFF.
- ☐ **Audio Permissions:** OS permissions for Camera and Microphone explicitly granted to the web browser.

4. Browser & Software Configuration (T-1 Hour)

- ☐ **Browser Selection:** Recommended browser installed and updated to latest stable version (Google Chrome or Microsoft Edge).
- ☐ **Extension Disabling:** All non-essential browser extensions (ad-blockers, password managers, grammar checkers, translation tools) disabled or testing conducted in a clean browser profile.
- ☐ **Pop-up Blocker Configuration:** Pop-ups and redirects explicitly allowed for *.mettl.com domain.
- ☐ **Cache & Cookies:** Browser cache, temporary files, and cookies cleared.
- ☐ **Application Shutdown:** All background applications completely closed/force-quit:
 - Communication tools (Slack, Teams, WhatsApp, Discord, Telegram, Zoom)
 - Cloud sync tools (Dropbox, OneDrive, Google Drive)
 - IDEs, code editors, and secondary browser windows
- ☐ **OS Notifications:** "Do Not Disturb" / "Focus Assist" mode enabled on macOS/Windows to block pop-up alerts.
- ☐ **System Updates:** Automatic OS and software updates paused or disabled for the exam duration.

5. Network Connectivity & Redundancy (T-1 Hour)

- ☐ **Primary Network Test:** Main Wi-Fi network connected and tested (minimum 2–5 Mbps upload/download speed).
- ☐ **Router Reset:** Internet router restarted on Sunday morning to clear transient latency and memory caches.

- [] **Backup Hotspot Preparation:** Mobile phone hotspot turned ON, cellular data verified, and phone placed near laptop.
- [] **Hotspot Pairing:** Laptop paired with mobile hotspot Wi-Fi network in advance so switching can occur seamlessly within 15 seconds if primary Wi-Fi drops.
- [] **Cellular Phone Positioning:** Phone set to Silent/Vibrate mode and placed out of reach/camera view, remaining active strictly as a backup network gateway.

6. Workspace Environment & Physical Setup (T-45 Minutes)

- [] **Private Room Audit:** Single occupant in room. Door closed and locked/signposted to prevent entry.
- [] **Co-habitant Notification:** Housemates/family explicitly notified of the strict 15:00–17:00 lockdown window.
- [] **Desk Clearance:** Desk completely cleared of books, notebooks, loose paper, pens, secondary phones, tablets, smartwatches, or external electronics.
- [] **Physical ID Card:** Valid Government-issued Photo ID (Aadhaar Card, Passport, Driving License) or official Student ID card placed on desk beside keyboard.
- [] **Hydration Setup:** Single clear, unlabelled glass of water placed on desk.

7. Mettl Startup Screen Rule-Verification Protocol (T-10 Minutes | 15:20 IST)

Mandatory Rule Verification at 15:20 IST

Upon logging into the Mettl portal at 15:20 IST and completing the webcam photo capture and ID verification step, **DO NOT click 'Start Test' immediately**. Spend 2 minutes reviewing the official on-screen exam instructions to confirm all unanswered operational parameters.

Confirmed Operational Rules Verification

- [x] **Confirmed Parameter 1: Question Count & Duration**
- Confirmed: **45 Questions** in **60 Minutes** (3:30 PM – 4:30 PM IST).
- Target pacing: **80 seconds (~1.33 minutes) per question**.
- [x] **Confirmed Parameter 2: No Negative Marking**
- Confirmed: **No Negative Marking (0 Penalty)**.
- Mandatory Strategy: **Answer 100% of all 45 questions**. Never leave any question blank.
- [x] **Confirmed Parameter 3: System & Environment Checks**
- Verify webcam preview, room lighting, microphone, and photo ID before launching exam.
- Locate on-screen countdown timer (HH:MM:SS) and verify auto-submit behavior at 00:00:00.