Face Registration / Authentication Process

*(Last Date for Face Authentication at **https://learning.icai.org** is **17th November 2020 till 5:30 PM**)*

Members are invited to join the Assessment Test Batch **- IDTC_Assessment_Certificate Course on GST Dec_2020**

Pre-requisite:

- Please login to the platform with your SSP credentials to accept the invitation.
- Launch the course already assigned to your "My Dashboard"
- Allow your webcam/camera access to capture your live facial images.
- Complete the Face capture and submit
- Complete the Face Registration activity on/before 17th November, 2020 till 5:30 PM
- The said Face capture is to be approved by ICAI DLH Admin
- The Face Registration is a one-time activity and once approved then only authentication will be done of the Members' face is verified before a course launch.
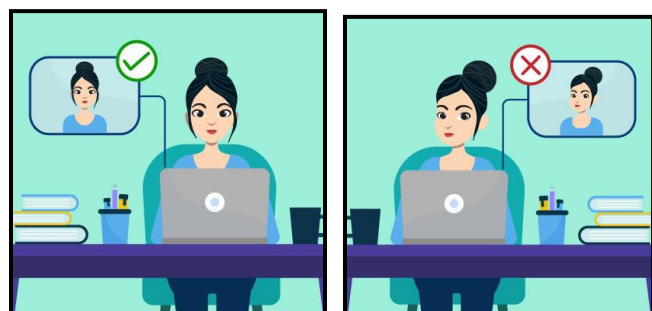
* *Every Participant must ensure that they have their photo on their SSP dashboard (*https://eservices.icai.org/*). To upload your photo use the profile Edit form.(*User Manual for Profile Change/Update for ICAI Member*)*

Mock Test: We may open a Mock Test from scheduled time to acquaint with the system of online test from home.

The said course access has a session time out of maximum 30 minutes i.e if the Learner moves away from the line of sight of his webcam or left the Logged sessions idle for more than 30 minutes the course will be disabled and to access it again, he has to re-verify his presence with his face in the line of sight of his webcam.

Face Registration Process on the Digital Learning Hub

1. Face Registration will allow user to register himself for the Courses in which the said Face authentication is enabled.
2. User needs to capture his 5 images via webcam to initiate registration. These images will be sent to DLH Admin for approval.
3. Then click on proceed for face capture.

4. User should look straight into the camera, so that the entire face is clearly visible for capture.

5. Please avoid registering in low light or against the light. The face should be well-lit.
   a) Face should occupy more than 50% during User Registration.
   b) Make sure that all parts of the face are clearly visible and not covered by any objects (e.g: sunglasses etc).
   c) Only one person should be present during Authentication.
   d) Blurred or hazy images are not acceptable.
6. **Five images are required to complete registration and authentication**.
7. To start the Assessment course the user shall ensure that his/her eyes is in line of sight of the webcam and blink his eye for Liveliness and immediate face authentication.
8. If you face any problems in authentication then you can contact the course administrator/committee or DLH admin for due Re-registration and approval.

Authentication

Face Authentication is enabled for this Course. Please go to Course homepage; Click on Settings (on top panel)>Face Registration or Click here to register.
Note: You need to authenticate yourself to access the Course, after your registration is approved by Admin.

Update your Images

Guidelines   Show

Please Note:
1. Five images are required to complete registration and authentication.

Capture photo using webcam

Capture
Take Photo

Captured Photos:

Update your Images

Guidelines   Hide

1. User should look straight into the camera, so that the entire face is clearly visible for capture.
2. Please avoid registering in low light or against the light. The face should be well-lit.
3. Face should occupy more than 50% during User Registration.
4. Make sure that all parts of the face are clearly visible and not covered by any objects (e.g: sunglasses etc).
5. Only one person should be present during Authentication.
6. Blurred or hazy images are not acceptable.

Proceed

The Test activity in the course has configuration settings as:

9. (From the Launch of the activity = Total Test time clock starts)

10. Once a test activity is launched the server starts the clock and calculates as per the total test time allowed by the course administrator.

11. No. of attempts/Launch access to the test session say after a Log-out/system restart is set by the course administrator and is allowed only if the server calculated time is within the total test time.

12. The Submit button of Assessment Test shall be enabled only after completion of say first 60 minutes / one hour from the commencement of the exam on the Screen. The server timer will be displayed on the Exam screen and one hour will be calculated accordingly.

13. The System records all the interruptions during the Assessment i.e. if the Assessment Console (Screen) is minimized or toggled (opening New Window/Tab) or special keys from the keyboard is pressed or Exit from the Assessment Console (Screen) is tried or Exam Page is refreshed, the Exam will be locked & automatically submitted and you will not be able to continue the Exam further in any circumstances.

14. On any interruption attempt, following alert message is already displayed to the user along with possible reasons. The same is being used in the online assessments of ICAI.

15. The results of the Assessment Activity to be displayed later.