

# Using the SUMADI app - SUMADI V2



You must close and restart your computer before entering the proctored testing environment.

All non-testing programs and windows **MUST** be closed and should not be opened until the exam is over.

**Note:** To install SUMADI™ on your computer, see the steps in the "Install Sumadi" guide for your operating system.

- 1 The first time you open the SUMADI™ shortcut on your desktop, the SUMADI™ app home page will open, where you will need to setup the SUMADI™ app.

## Bienvenido

ID INSTITUCIONAL	CÁMARA	
<input type="text"/>	HP HD Camera (0408:541)	
IDIOMA	MICROFONO	
Español	Microphone (Conexant I)	

NOTA: Al guardar cualquier Configuración, el programa Sumadi se reiniciará y se le pedirá que inicie sesión una vez más y comience de nuevo.

- 2 Select the language of your choice in which you wish to view the SUMADI™ interface and tools.



The screenshot shows the 'Bienvenido' (Welcome) screen of the SUMADI™ interface. It features several input fields and a video feed. The 'IDIOMA' (Language) dropdown menu is highlighted with a red box and is set to 'Español'. Other fields include 'ID INSTITUCIONAL' (empty), 'CÁMARA' (HP HD Camera (0408:54)), and 'MICROFONO' (Microphone (Conexant I)). A video feed window is visible on the right side of the screen.

- 3 Enter your institution ID. *It is important that if you are taking an exam under another institution you make the change, so that the report is under the correct institution.*



The screenshot shows the 'Bienvenido' (Welcome) screen of the SUMADI™ interface. The 'ID INSTITUCIONAL' (Institutional ID) input field is highlighted with a red box. Other fields include 'IDIOMA' (Español), 'CÁMARA' (HP HD Camera (0408:54)), and 'MICROFONO' (Microphone (Conexant I)). A video feed window is visible on the right side of the screen.

**Note:** The Institutional ID is provided by your institution.

- 4 Select the camera of your computer to be used. In the box on the right you will see the image captured by the selected camera.

## Bienvenido

**ID INSTITUCIONAL**

**IDIOMA**

Español ▾

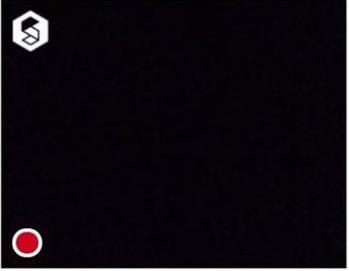
**CÁMARA**

HP HD Camera (0408:54 ▾

**MICROFONO**

Microphone (Conexant I ▾





NOTA: Al guardar cualquier Configuración, el programa Sumadi se reiniciará y se le pedirá que inicie sesión una vez más y comience de nuevo.

**CANCELAR** **GUARDAR**

**Note:** Make sure not to use/select virtual or IR webcams. Such as Snapcamera, DroidCam, Iriun webcam, etc.

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Select the microphone of your computer to use.

## Bienvenido

**ID INSTITUCIONAL**

**CÁMARA**  
HP HD Camera (0408:54▼)

**IDIOMA**  
Español ▼

**MICROFONO**  
Microphone (Conexant IS▼)

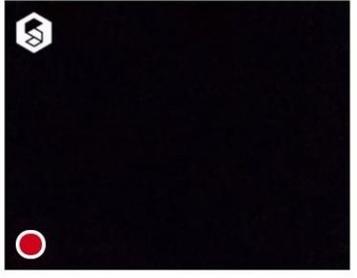
NOTA: Al guardar cualquier Configuración, el programa Sumadi se reiniciará y se le pedirá que inicie sesión una vez más y comience de nuevo.

**CANCELAR** **GUARDAR**

**Note:** Make sure not to select a default microphone and virtual microphones are not supported by the SUMADI™ app.

- 6 Once all the information is correct, click on the "Save" button to log in. Pressing this button will automatically restart SUMADI™ and reopen the SUMADI™ application.

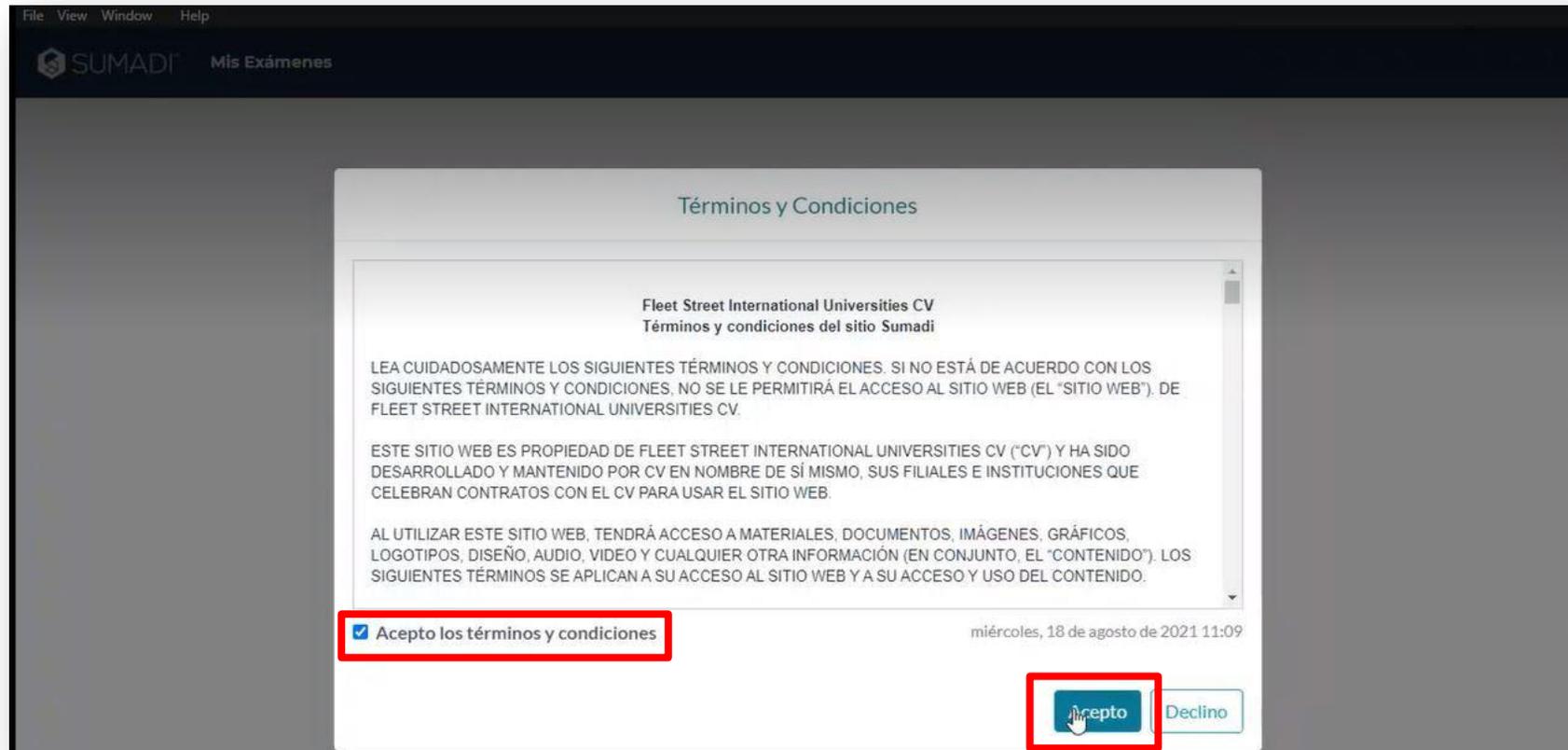
## Bienvenido

ID INSTITUCIONAL	CÁMARA	
<input type="text"/>	HP HD Camera (0408:54▼)	
IDIOMA	MICROFONO	
Español ▼	Microphone (Conexant I▼)	
		

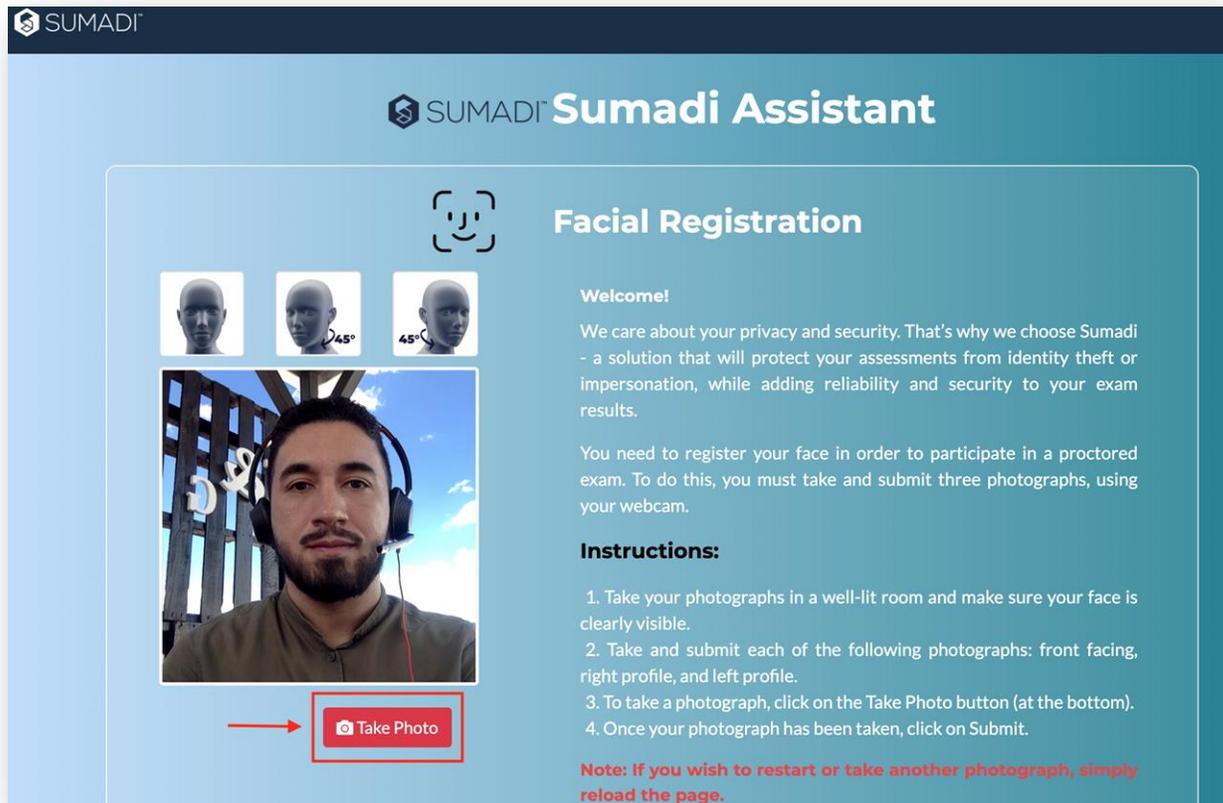
NOTA: Al guardar cualquier Configuración, el programa Sumadi se reiniciará y se le pedirá que inicie sesión una vez más y comience de nuevo.

CANCELAR **GUARDAR**

- 7 Login to your exam.
- 8 You must agree to the SUMADI™ terms and conditions.



- 9 You must create your facial registry in SUMADI™.
- To do this you will need to take 3 pictures:
- A frontal photograph to the camera.
  - A photograph of your profile 45° to the right.
  - A photograph of your profile 45° to the left.



The screenshot shows the SUMADI Sumadi Assistant interface for facial registration. At the top, the SUMADI logo and 'Sumadi Assistant' are displayed. Below this is a 'Facial Registration' section with a smiley face icon. To the left, there are three small icons representing the required photo angles: frontal, 45° right profile, and 45° left profile. Below these is a large video feed showing a user wearing headphones. At the bottom of the video feed, a red-bordered 'Take Photo' button is highlighted with a red arrow. To the right of the video feed, there is a 'Welcome!' message, a paragraph explaining the purpose of Sumadi, and a list of instructions. At the bottom right, a note in red text states: 'Note: If you wish to restart or take another photograph, simply reload the page.'

**Facial Registration**

**Welcome!**

We care about your privacy and security. That's why we choose Sumadi - a solution that will protect your assessments from identity theft or impersonation, while adding reliability and security to your exam results.

You need to register your face in order to participate in a proctored exam. To do this, you must take and submit three photographs, using your webcam.

**Instructions:**

1. Take your photographs in a well-lit room and make sure your face is clearly visible.
2. Take and submit each of the following photographs: front facing, right profile, and left profile.
3. To take a photograph, click on the Take Photo button (at the bottom).
4. Once your photograph has been taken, click on Submit.

**Note:** If you wish to restart or take another photograph, simply reload the page.

**Note 1:** In case you do not follow the order of the pictures as requested by SUMADI™, you will receive an error message.

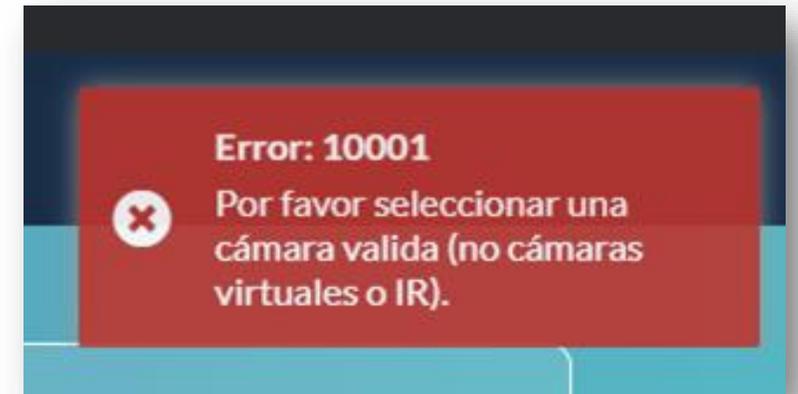
**Note 2:** Once you have successfully created your facial registration, click on the "**Continue**" button at the bottom of the screen.

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Click the "**Start Exam**" button.

The screenshot displays the SUMADI 'Mis Exámenes' (My Exams) interface. At the top, the SUMADI logo and 'Mis Exámenes' are visible. Below this, a light gray box contains the course name 'Nombre del curso: Sumadi Stage Prueba' and a note: 'La lista de abajo son exámenes supervisados, para iniciar uno haga clic en el botón Comenzar Examen para iniciar su examen supervisado en línea'. A dark blue header for 'Cuestionario Release' is present. Underneath, there are two date fields: 'Fecha de inicio: ----' and 'Fecha de fin: ----'. At the bottom of this section is a teal button labeled 'Comenzar Examen' with a right-pointing arrow, which is being pointed to by a mouse cursor.

**Note:** If you select a *virtual camera or microphone* you will receive an error in the System Requirements validation section, indicating that you must select a valid camera or microphone.



The screenshot shows the SUMADI 'Mís Exámenes' interface. The main section is titled 'Requerimientos del Sistema' (System Requirements) and includes a progress bar at 67%. A red arrow points from the progress bar area to an error message box on the right. The error message box contains the text: "Error: 20002 Por favor seleccionar un micrófono válido (no micrófonos virtuales)." (Error: 20002 Please select a valid microphone (no virtual microphones).) Below the progress bar, there is a 'Verificar' button and a '→ Siguiente' button. A note at the bottom states: "Nota: Las siguientes aplicaciones pueden afectar la concentración durante el examen. WhatsApp, Skype, OneDrive, Dropox, Box y Google Drive. Por favor cierra cualquiera de esas aplicaciones para asegurar una experiencia satisfactoria durante el examen." (Note: The following applications can affect concentration during the exam. WhatsApp, Skype, OneDrive, Dropox, Box and Google Drive. Please close any of these applications to ensure a satisfactory experience during the exam.)

**Requerimientos del Sistema**

Valida los siguientes requerimientos para garantizar una experiencia y funcionalidad apropiadas:

- **Habilitación de la cámara web** ✓
- **Versión Requerida de SUMADI App** ✓
- **Habilitación del micrófono** ✗

67%

**Error: 20002**  
Por favor seleccionar un micrófono válido (no micrófonos virtuales).

Verificar

→ Siguiente

**Nota:** Las siguientes aplicaciones pueden afectar la concentración durante el examen. WhatsApp, Skype, OneDrive, Dropox, Box y Google Drive. Por favor cierra cualquiera de esas aplicaciones para asegurar una experiencia satisfactoria durante el examen.

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You will go to the "**Facial Authentication**" security filter, where SUMADI™ checks that the person who is logging in is the same person who performed the facial registration previously.

The screenshot displays the SUMADI 'My Exams' interface during a facial recognition process. At the top left, the SUMADI logo and 'My Exams' text are visible. A green notification box in the top right corner contains a checkmark and the text 'Success Recognition successful, face verified'. The main content area features a video feed of a man's face on the left. To the right of the video, the title 'Facial Recognition' is accompanied by a smiley face icon. Below the title, there are sections for 'Recommendations' and 'Instructions'. The 'Verify' button is highlighted with a red box and a red arrow labeled '1'. The 'Next' button is also highlighted with a red box and a red arrow labeled '2'. At the bottom center, a progress bar shows a checkmark and the text '2 of 4'.

SUMADI My Exams

Success  
Recognition successful, face verified

Facial Recognition

**Recommendations:**

- Make sure you are in a well-lit room and your face is clearly visible in the webcam feed.

**Instructions:**

1. Enable and Allow your webcam for the verification Wizard and during the exam.
2. Position yourself in front of your webcam so that your facial profile can be validated.
3. Click the Verify button so that your face can be recognized and your identity validated.
4. Click the Next button to proceed.

Verify

Next

2 of 4