

# Virtual Testing Process Guide



## Credentials shared via Email

- You will receive an email from Silver Oaks Schools, mentioning the credentials for Online Testing Application and Protocols to be followed. You need to click on the Classroom Link given in the email.

*Subject: Credentials of SOIES. Online Portal*

*Dear Parents,*

*Greetings!*

Please login to the SOIES Portal(<https://web.soies.online/b>) onetime and be prepared for a live testing session by following the instructions and using the credentials given below;

Login: \_\_\_\_\_

Password: \_\_\_\_\_

Classroom Link: \_\_\_\_\_

Guidelines for login:

1. SOIES portal will be used as a testing platform;
2. Google Chrome will be used for browsing;
3. Parents will help the pupil to log into the portal;
4. Click on "join" to enter the test room;
5. Select the option of the microphone;
6. Click "thumbs up" to check echo sound;
7. Switch on the camera & microphone.

Protocols for Digitalized Testing:

**Technical:** Choose the right gadgets which include a laptop or desktop with a camera; Wi-Fi; & Microphone. Make sure everything is operating properly and choose a quiet place which has no distraction. Be mindful of background lighting (e.g. if sitting with back to a window, it may be silhouetted by the brightness coming through. Overhead light might also need to be adjusted).

**Materials:** Pencil/pen, eraser, sharpener, loose sheets (English, Urdu, Mathematics).

**Dressing & Appearance:** Pupil should be dressed-up, as he/she would for going to a school for the first time.

**Face the Camera:** It creates focus and demonstrates involvement.

**Language & Speaking:** Speak clearly & confidently & try to answer in the same language.

Good Luck!

## Sign in to Test Conduction Application

- Once you open the link shared in the Email, it will take you to this page in the screen-shot below. Please click on Sign-in button.

SOIES Group

https://web.soies.online/b/han-pp9-z6d

Sign in

You have been invited to join

# 12345\_Huma Zafar\_5\_Faraz

H Hania Noor (Owner)

You must sign in to SOIES Group to join this room

Public Room Recordings

Search...

Cookies help us deliver our services. By using our services, you agree to our use of cookies. [I Agree](#)

# Sign in to Test Conduction Application

- Enter the Credentials (Login & Password) shared in the Email

The screenshot displays a web browser window with the following elements:

- Browser Tab:** SOIES Group
- Address Bar:** <https://web.soies.online/b/signin>
- Header:** SOIES Group logo on the left and a "Sign in" button on the right.
- Main Content:**
  - Title:** Sign in to your account
  - Form Fields:** Two input fields, "Email" and "Password", are highlighted with a green border.
  - Link:** "Forgot Password?"
  - Button:** A dark red "Sign in" button.
- Footer:** A grey banner with the text "Cookies help us deliver our services. By using our services, you agree to our use of cookies." and a green "I Agree" button.
- Taskbar:** Windows taskbar at the bottom showing various application icons and system tray icons.

- You have now successfully signed-in to the application for Virtual Test Conduction. Click on “Join” to enter the Test Conduction Class

SOIES Group

Home Lahore Guest

You have been invited to join

# 12345\_Huma Zafar\_5\_Faraz

H Hania Noor (Owner)

Lahore Guest **Join**

Public Room Recordings

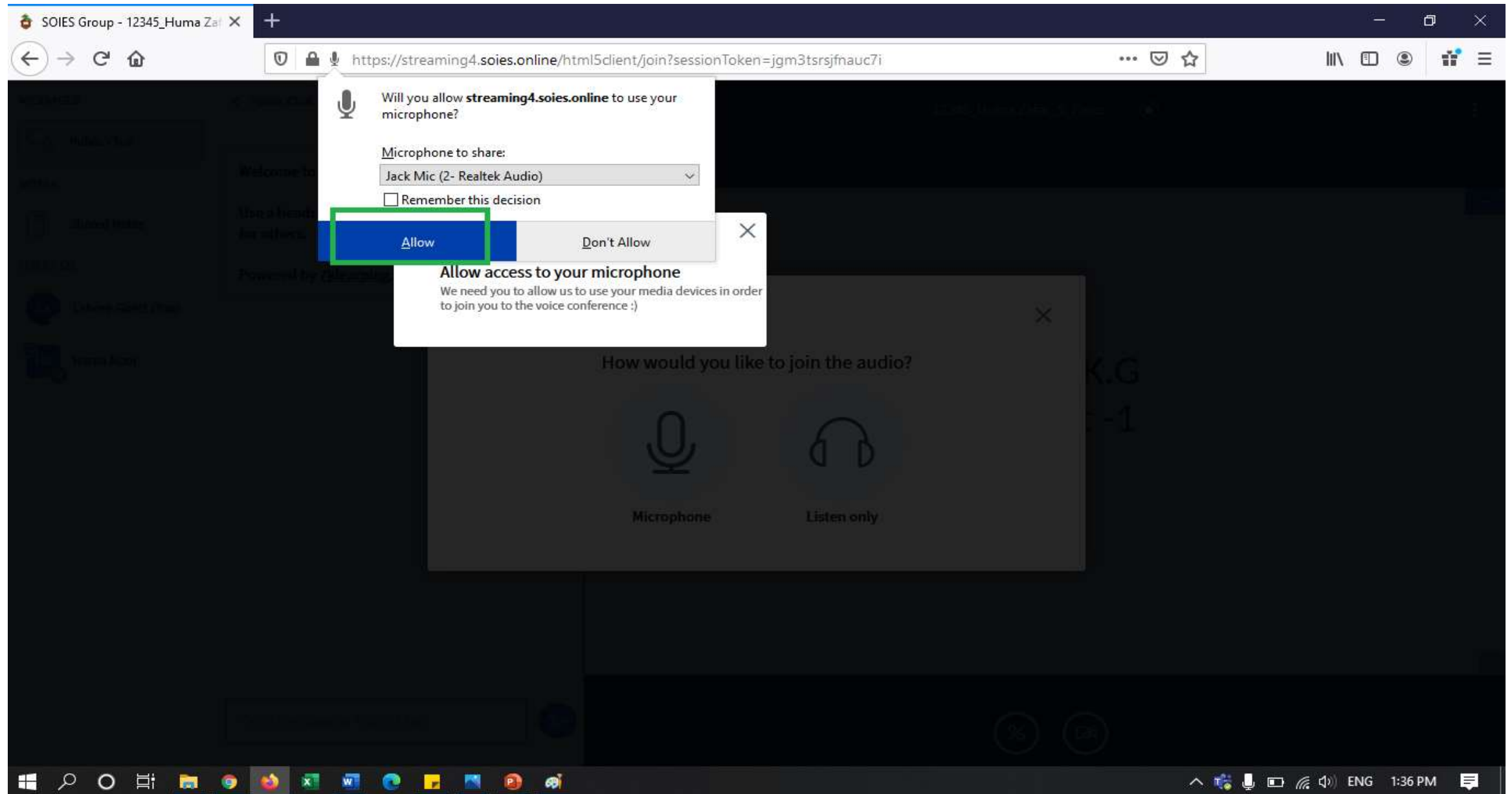
Search...

Cookies help us deliver our services. By using our services, you agree to our use of cookies. **I Agree**

- Click on Microphone

The screenshot shows a web browser window with the address bar displaying `https://streaming4.soies.online/html5client/join?sessionToken=jgm3trsrfnauc7i`. The page content includes a public chat area with a welcome message for user `12345_Huma Zafar_5_Faraz!` and a list of users: `Lahore Guest (You)` and `Hania Noor`. A modal dialog box is centered on the screen, titled "How would you like to join the audio?". It contains two options: "Microphone" (represented by a microphone icon) and "Listen only" (represented by a headset icon). The "Microphone" option is highlighted with a green rectangular border. The background of the page is dimmed, showing a Zoom meeting interface with a video player area and a bottom toolbar with icons for mute, video, and chat.

- Allow the system to use your Microphone. Please click on Allow



# Class Joined:

- You have now successfully joined the class

The screenshot shows a Zoom meeting interface. On the left, a public chat window is open, displaying a welcome message: "Welcome to 12345\_Huma Zafar\_5\_Faraz!". Below the message, it says "Use a headset to avoid causing background noise for others." and "Powered by 7klearning.". The chat window also shows a list of users: "Lahore Guest (You)" and "Hania Noor". At the bottom of the chat window is a text input field with the placeholder "Send message to Public Chat" and a send button.

The main meeting area on the right shows the Zoom header with the name "12345\_Huma Zafar\_5\_Faraz" and two participants: "Hania Noor" and "Lahore Guest". A notification bubble in the top right corner says "You have joined the audio conference". The main content area displays the "Silver Oaks International Education Services SOIES Group" logo and the text "Grade : K.G Attempt -1". At the bottom of the meeting area are icons for audio, video, and chat.

The browser address bar shows the URL: <https://streaming4.soies.online/html5client/join?sessionToken=jgm3tsrsjfnauc7i>. The Windows taskbar at the bottom shows the time as 1:37 PM and the language as ENG.



- Please make sure you mic is unmute.
- Turn-on your Camera.

The screenshot shows a Zoom meeting window with a browser address bar at the top displaying the URL: <https://streaming4.soies.online/html5client/join?sessionToken=jgm3tsrsjfnauc7i>. The meeting title is "SOIES Group - 12345\_Huma".

**Left Panel (Public Chat):**

- MESSAGES:** Public Chat
- NOTES:** Shared Notes
- USERS (2):** Number of Users powered by 7klearning.
- Participants:** Lahore Guest (You), Hania Noor (Presenter)
- Chat Area:** Welcome to 12345\_Huma Zafar\_5\_Faraz! Use a headset to avoid causing background noise for others.
- Input:** Send message to Public Chat

**Main Meeting Area:**

- Participants:** Hania Noor, Lahore Guest
- Video:** Lahore Guest's video is shown in a small window.
- Slide:** Grade : K.G Attempt -1 (Labeled as "Test Slide")
- Bottom Bar:** Mic needs to be unmute, Camera needs to be turned on

**Annotations:** Green boxes and lines highlight key elements: "USERS (2)", "Number of Users", "Presenter", "Test Slide", "Mic needs to be unmute", "Camera needs to be turned on", and the chat input field.

## Logging-out of the class:

- After completion of the test, please click on Log-out as shown in the screen below

SOIES Group - 12345\_Huma Zafar\_5\_Faraz

https://streaming4.soies.online/html5client/join?sessionToken=jgm3tsrsjfnauc7i

Public Chat

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (2)

Lahore Guest (You)

Hania Noor

Welcome to 12345\_Huma Zafar\_5\_Faraz!

Use a headset to avoid causing background noise for others.

Powered by [7klearning](#).

12345\_Huma Zafar\_5\_Faraz

SOIES Group

Grade : K.G  
Attempt -1

Make fullscreen

Settings

About

Help

Keyboard shortcuts

Logout

Send message to Public Chat

ENG 1:48 PM

# Signing-out

- After logging-out of the class, you will be directed to screen displayed below. Please click on “Sign-out” to exit the Profile.

The screenshot displays a web browser window with the following elements:

- Browser Tab:** SOIES Group
- Address Bar:** <https://web.soies.online/b/han-pp9-z6d>
- Page Header:** SOIES Group logo and navigation menu (Home, Lahore Guest, Profile, Report Issue, Sign out).
- Main Content:** "You have been invited to join 12345\_Huma Zafar\_5\_Faraz".
- User Information:** Hania Noor (Owner) and Lahore Guest.
- Action:** Join button.
- Footer:** Public Room Recordings, Search bar, and a cookie consent banner with an "I Agree" button.