



An Initiative by



Media partner



## ONSCREEN INSTRUCTIONS TO CANDIDATES

### ABOUT QUESTION PAPER:

1. This exam consists of Multiple-choice questions and Numerical Input, which must be completed in 180 minutes.
2. There will be (-1) negative mark for the wrong answer.
3. Only one question will be displayed on the computer screen, at a time and each question will have **04** options.
4. The question paper will appear in English Language only.
5. Candidates can attempt question in any sequence by clicking on the question number in the **Section wise Summary Report** reflecting on the left-hand side of the screen.
6. The exam screen will continuously display the remaining time at the top right-hand corner of the question paper.
7. The candidates may ask the invigilator their doubts or queries before the commencement of test. No queries shall be entertained after the commencement of the examination.
8. Candidates are instructed to contact Invigilator with written representation for any technical related and display (Symbol) issues if any. Representations if any on a later date cannot be entertained.
9. Rough Sheet will be provided to the candidates for rough work during the test.
10. Please ensure that your Name, Roll number, Seat number and Invigilator Signature to be present on the Rough Sheets. Rough sheets need to be shredded.

### ABOUT ANSWERING THE QUESTIONS:

1. In order to answer a question, you have to "click" the option you consider is appropriate / correct. The option which has been clicked on will be highlighted and shall be treated as the answer given by you for the question.
2. If you do not wish to attempt the question then you should not click on any option for that question and may click 'Next' to display the Next Question.
3. You can navigate between questions either by clicking on 'Previous'/ 'Next' or by directly clicking on the question numbers which are displayed as attempted/ not-attempted / bookmarked in the Section-wise Summary panel.
4. You can 'Bookmark' questions to review before submitting.
5. In case of any translation issue raised by the candidate. The candidate has to refer to ENGLISH language and answer the question.

## **ABOUT THE PREVIEW AND SUBMISSION:**

1. The answers are saved whenever the candidate navigates e.g., by clicking on Next/Previous button or by clicking on other question number.
2. The candidates can make changes in their choice of alternative during exam.
3. Candidate can switch to any of the question by clicking on summary panel shown at the left-hand side of the screen. For example: Attempted questions, not attempted questions, Attempted and bookmarked, not attempted and bookmarked.
4. "Done" Button will appear after completion of 150 minutes from the start time of the exam
5. After the expiry of 180 minutes the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system.
6. A "Thank you" message will appear confirming the completion and submission of the examination.

## **Candidates can be debarred/ disqualified by the Chief Proctor of the Exam**

### **Centre for any of the following reasons:**

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Giving or receiving assistance of any kind during the examination and communication in any form between candidates or with outsiders.
4. Smoking or eating in the Examination Hall.
5. Attempting to tamper with the operation of the computer or meddling with system.
6. Exchanging any papers, documents or any other material with other candidates.
7. Leaving the test centre without the permission from the invigilator.
8. Using prohibited aids, items not allowed, such as:
  - Stationary items including Scales, Papers, Books, Notebooks, Calculators, Watch calculators, etc.
  - Mobile phones, Pagers, Health bands, Watches, any other electronic gadgets etc
  - Jewellery including Earrings, Finger rings, Metal Bangles, Pendants, Nose pins, Chains, Necklace etc.
  - Wallets, Sunglasses, Jackets etc.
9. Attempting to copy examination questions and /or examination responses (in any format) from the examination centre.
10. Attempting to access any unauthorized software/program during the examination.
11. Failing to follow invigilators directions.
12. Manhandling of invigilators or test centre staff.
13. Resorting to unfair means or trying to influence in any way for examination results shall be considered as a serious offence and any candidate found guilty of such offence on

the report of any person duly authorized in conduct of the examination, shall be liable to have his/her name removed from the list of candidates entered for the Examination and may also be further dealt with in such manner as the examination authority may deem fit.

14. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulating or disturbance or attempt to change seats/question paper in the Examination Hall shall be deemed as unfair means.
15. If a candidate is found indulging in unfair means or impersonation, the candidature of such candidate shall be canceled. The candidate shall be expelled from the examination by the Test Centre Administrator and such matter shall be reported to concerned authorities for appropriate action.
16. The Test Centre Administrator at the Exam Centre is authorized to debar the candidate/s from the examination centre for any misconduct.

**All the Best!!**