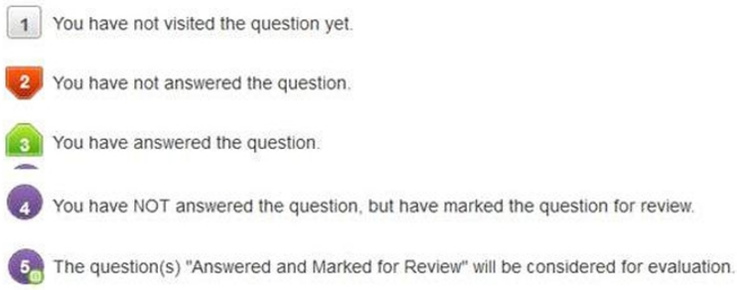
GUIDELINES FOR APPEARING IN COMPUTER BASED TEST (CBT)

Registration Process:

1. A live photograph, Thumb Impression and IRIS (**Capturing of Retina**) of the candidate appearing in the test will be taken at registration desk. Candidates must ensure their face is fully visible (no mask or covering) and maintain proper posture so the webcam captures the complete face during registration. Post completion of Registration, system generated random computer terminal will be allocated to each candidate. Failure to comply may lead to cancellation of candidature.
2. Candidates should appear for the examination only on their allocated computer terminal only.
3. Any candidate found using any other Computer Terminal other than the allocated terminal, would be liable to cancellation of their candidature and no plea in this regard would be entertained unless change of seat is due to a valid reason and it has been authorized by the examination staff on duty.

Login Process:

4. User ID and password for the Computer Based Test (CBT) will be announced to the candidate 10 minutes before commencement of the test. The Candidates will be required to use this User ID and Password to login to appear for Computer Based Test. Post Login, Candidates should only proceed if their Name & Photograph appearing on the computer screen are correct.
5. Total duration of examination is 180 minutes.
6. The clock will be set on the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches to zero, the examination will be submitted automatically, candidates will not be required to submit their examination.
7. After logging in, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and its Marking Scheme.
8. Post reading the given instructions, candidates will have to select their choice of language (Hindi/English) in which they would want to see the question paper except language specific section.
9. In case of any discrepancy between English and Hindi Version of the Question Paper, the English Version will be considered as final.
10. Candidates will also be required to click on a mandatory Check Box given as undertaking that they have read all the instructions. Post this, they will proceed further by clicking on "**I AM READY TO BEGIN**".
11. Question Paper on the Computer Screen will only be available after the examination has commenced.
12. The Question number Palette displayed on the right side of screen will show the status of each question using one of the following symbols:



Note : The Marked for Review status for a question simply indicates that you would like to look at that question again**. In case of symbol no. 5, if a question is "Answered and Marked for Review", your answer for that question will also be considered in the evaluation, since there is no negative marking for given wrong answer in this CBT exam.**

13. The keyboard attached to the computer, if any, will remain disabled during the entire duration of the examination.
14. Answers to any Question will be marked by clicking any one of the correct options using the computer mouse.
15. Candidates will have the option to change/modify their already given answer anytime during the entire duration of the examination by visiting the respective question through Question Palette and doing the required.
16. Candidates can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "< " which appears on the right side of question palette
17. Candidates can click on their "Profile" image on top right corner of your screen to change the already chosen language. This feature will remain with the candidates during the complete duration of the exam. On clicking on Profile image candidates will get a drop-down to choose the desired language (Hindi/English).
18. Candidates can click on to navigate to the bottom and to navigate to the top of the question area, without scrolling.

Navigating to a Question:

19. To answer a question, do the following:
    a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
    b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
    c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question :

20. Procedure for answering a multiple-choice type question:
    a. To select your answer, click on the button of one of the options

b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button

c. To change your chosen answer, click on the button of another option

d. To save your answer, you MUST click on the **Save & Next** button

e. To mark the question for review, click on the **Mark for Review & Next** button.

21. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through sections:

22. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.

23. After clicking the Save & Next button on the last question for a section, you will automatically be taken to the first question of the next section.

24. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on "Clear Response" to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the Centre in the Examination Room/Hall and on completion of the test, candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.