2.0 ENTRANCE EXAMINATION PROCEDURE

2.1 Rules and Regulation

You are going to take a computer based online Test at a workstation.

You are required to be present in the Test Centre 45 minutes before the starting time of the Test as specified in the admit card.

The Proctor will announce commencement and completion of the Examination. Candidates should leave their seat on hearing announcement of completion.

The candidate must show, on demand, the valid Admit Card for admission into the Examination Hall. A candidate, without a valid Admit Card, will not be permitted to enter the Examination Hall under any circumstances.

A seat indicating application number will be allotted to each candidate. Candidates should find out and occupy their allotted seats only. The candidature of a candidate, found to have changed Hall or seat on his/her own, shall be cancelled and no plea would be accepted.

Candidates are not allowed to carry any Textual, Material, Calculator, Slide Rule, Log Table, Electronics Watch, Printed or Written Material, Papers, Mobile Phone, Pager or any other device except the Admit Card and Pen/Pencil inside the Examination Hall.
No candidate, without the permission of the Centre Superintendent/ proctor can leave his/her seat or Examination Hall till the completion of the Examination.

Smoking in the Examination Hall is strictly prohibited.
Tea coffee, cold drinks or snacks are not allowed inside the Examination Hall.

Registration of candidates

Candidates cleared by security person immediately report to Registration desk:

(a) Candidate produces the hall ticket.
(b) Individual's identification verified with the photograph/identity proof.
(c) On verification of identity, admit card scanned, photograph of the candidate and finger prints of left & right thumb captured, a
Computer Number is allotted and directed to the computer lab.

(d) Candidate proceeds to the allotted computer to take the examination.

Computer Based Test

Candidate enters the Computer lab:

1. Proctor guides the candidate to the allotted computer.

2. The computer will be showing a welcome screen.

3. Candidate will be provided with a sheet of paper for rough work.

4. The candidate waits for Start of Test.

5. Candidates are briefed about the examination process.

6. Candidate logs in by entering the password given in the admit card, goes through the instructions and waits for the administrator to start the test.

7. Technical in charge initiates the 'Start of Test', which refreshes the screen and enables candidates to start the test.

8. The candidate starts answering the questions and the timer starts. The individual cannot take any break before completion of the test.

9. The candidate takes the Test, and in case of any doubt with regard to the test raises hand to draw the attention of proctor for help.

10. In case the candidate finishes the test before allotted time, he/she gets a confirmation page which will give two options; either to go back to the test or to complete the test.

11. In case candidate wants to review the answers in the remaining time he/she can do so else he/she may complete the test and submit.

12. Once the candidate completes the on-line test, he/she should be able to see the screen indicating completion of test with a thank you note.

INFORMATION ON THE TEST

- In each of these sections, every question is followed by 4 answer options. Choose the option that is most appropriate. Indicate your answer by clicking on the circle adjacent to the option you think is right.

- You can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered question number will be marked Green and the unanswered/ skipped question number will remain in blue.

- If you are doubtful of the answer, you can mark a question for review using the 'Mark for review button'. This will be unmarked once you come back to the same question at a later time and change the answer.

- If you want to change the answer of any question, you may select the question and change the answer by clicking on the appropriate answer.

- **Each correct answer fetches 4 marks.**

- **There is negative marking. 1 mark will be deducted for every wrong answer.**

- If you have completed answering all the questions in the sequence of a particular section, you will be automatically directed to the first question of the next section.

- You can move between sections at your will.

- The test closes automatically once the allotted time of 180 Minutes are over.

- In case you finish your test before allotted time, you will get a confirmation page which will give you two options. Either to go back to the test or to complete the test.

- In case you want to review the answers in the remaining time you can do so, else you may complete the test and submit. **Ensure that you click on submit as a sign of completion.**

2.2 UNFAIR MEANS

Candidates shall maintain perfect silence and attend to their Question only. Any conversation or gesticulation or disturbance in the Examination Hall shall be deemed as misbehavior. If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and will be debarred from the Examination.

2.3. Non Attendance

For those unable to appear in Entrance Examination on scheduled date of Examination for any reason, no **re-examination** shall be held under any circumstance. The schedule will remain unchanged even if the date is declared as a public holiday.

2.4 Language of the Question Paper

Language of the questions will be in English. The questions will not be in any other language.