






Computer Based Test (CBT)

- (a) A computer terminal (node) indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allotted computers only. Any candidate found to have changed room/hall or the computer on their own rather than the one allotted would be liable to cancellation of candidature and no plea in this regard would be entertained.
- (b) The computer terminal allotted to the candidate will display Welcome login screen, Candidate's photograph and subject opted by the candidate. For login, the candidate will have to enter login-ID and password.
- (c) 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 Marking Scheme. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse. Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.

In case the computer/mouse allotted to any candidate malfunctions anytime during the test, the candidate will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.

- (d) The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.
- (e) The Question Palette displayed on the right side of screen will show the status of each question using one of the following text/color codes/symbols.

-  - Questions not viewed
-  - Questions attempted
-  - Questions not attempted but viewed
-  - Question answered and Mark for Review
-  - Questions not attempted but viewed and Mark for Reviewed.

The question(s) "Answered and Marked for Review" status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of

answering a question and simultaneously placing it under “Marked for Review”, these answers will be considered for evaluation. However, if a candidate has simply put “Marked for Review” for a question without answering it, the corresponding question ‘Marked for Review’ without an answer will not be considered for evaluation. It may be noted that a candidate can return to any “Marked for Review” question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

- (f) Candidate can click on an arrow/symbol which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on arrow/symbol which appears on the right side of question window.
- (g) Candidate can click to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.
- (h) Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blank 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.

(i) Navigating to a Question

To navigate between questions within a Paper, candidate needs to do the following:

- i. Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.
- ii. Click on “Next” to save the answer of any question. Clicking on “Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
- iii. Click on “Flag” to mark a question for review (without answering it) and proceed to the next question.

(j) Answering a Question

To navigate between questions within a Paper, candidate needs to do the following:

Procedure for answering a multiple-choice type question:

- To select the option(s), click on the corresponding button(s) of the option(s)
- To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.
- To save the answer, the candidate MUST click on the “Next” button.
- To mark the question for review (without answering it), click on the “Flag” button.

(k) Navigating through sections:

- i. Sections in the 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 in which candidate is currently viewing will be highlighted.

- ii. After clicking the “Next” button on the last question for a section, candidate will automatically be taken to the first question of the next section.
- iii. Candidate can shuffle between sections and questions within sections any time during the examination as per the convenience only during the time stipulated.
- iv. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

(l) **Procedure for answering questions that require inputs from on-screen virtual key board (numeric or otherwise):**

- i. Candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these type of questions) and the attached computer mouse to enter his/her answer in the space provided for answer.
- ii. The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Next” button.
- iii. To mark the question for review (without answering it), click on the “Flag” button.

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.

(m) **Rough Work:**

All calculations/writing work is to be done only in the rough sheet 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.