Common Admission Test 2022 Test Day Workflow for Candidates































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CAT 2022 - SCHEDULE

Test Date: Sunday, November 27, 2022

Duration:

120 minutes (2 hours) 160 minutes (2:40 hours) (For PwD Candidates)

Time: Forenoon Session – 08.30 am to 10.30 am

(Candidate reporting time: 7.00 am. Candidates are NOT allowed to enter after 8.15am)

Time: Afternoon Session – 12.30 pm to 02.30 pm

(Candidate reporting time: 11.00 am. Candidates are NOT allowed to enter after 12.15pm)

Time: Evening Session – 04.30 pm to 06.30 pm

(Candidate reporting time: 03.00 pm. Candidates are NOT allowed to enter after 4.15pm)

Candidates are advised to reach the Test Centre at least 30 minutes prior to Gate Closure Time

1. Admit Card:

The Admit Card issued is provisional. Candidature is subject to the Candidate having paid the applicable CAT 2022 Test Fees and fulfilled the eligibility criteria of Academic qualification, Category, PwD status etc., as has been mentioned in the Application submitted. These details would be verified in the subsequent stages of the Selection process.

Admit Card is the most important document on the Test Day. Please download Admit Card from CAT 2022 Website and recheck following details mentioned in the Admit Card:

- 1. Name
- 2. Application Number
- 3. PwD status
- 4. Date and Day of Test
- 5. Test Times and Session
- 6. Reporting/Entry time at Centre
- 7. Gate Closing Time at Centre
- 8. Test City
- 9. Test Centre address

































The primary reference identity of the Candidate would be the Application Number. The Application Number printed on the Admit Card would be used only for identifying the test Lab/Console in the Test Centre on the test Day.

2. Do's for Candidates:

- 1. Print the Admit card on an A4-size Paper, preferably using a Laser Printer. Admit Card is valid only if the Candidate's photograph and signature images are legibly printed.
- 2. Make necessary arrangements for travel, food, accommodation (if required) and any other expenses (including those on account of medical emergencies).
- 3. Before leaving for the Test Centre, Candidates are requested to verify and carry their original ID proof and the printed CAT 2022 Admit Card.
- 4. Use the Google map link embedded in the electronic version of the Admit Card to locate the Test Centre. Identify mode of transport and commute time at least a day before the Test Day in order to reach the Test Centre on time on the day of the Test.

Note: Test centre address printed on the Admit Card should be considered final in case of any mismatch on the google map link.

- 5. Affix the photograph in the space provided on the Admit Card before handing over for verification at the Test Centre. Affix the same photograph which was uploaded during the application process.
- 6. Report at the Test Centre based on the reporting time that you receive by SMS and email the previous day. However, please report not later than at 8:15 a.m. IST for the Forenoon Session, 12:15 noon IST for the Afternoon Session and 4:15 p.m. IST for the Evening Session.
- 7. Maintain silence and remain in queue during (a) entry to the Test Centre (b) temperature check using thermo gun (c) document verification (d) IRIS and Photo capture (e) exiting the Test Centre.
- 8. Cooperate with Test Centre staff during document Verification and frisking.
- 9. Barcode Printed on the Admit Card will be scanned at the Scanning Desk. Location of Test Lab will be communicated after scanning the Barcode.
- 10. At the Console, use the Mouse to select the right Option as answer for an MCQ and the on-screen Keyboard to answer a non-MCQ. The keyboard is not to be used and using the keyboard can lead to your test getting locked.
- 11. The Candidate will be provided with one pen and one scribble pad. Please drop your Admit Card, pen and scribble pad (with all pages intact) in the boxes provided post completion of the Test.
- 12. Ask for any help required in course of the Test from the Test Centre Invigilator present in the Test Lab.
- 13. Candidates must provide their signature on the Attendance Sheet provided at the Registration Desk.
- 14. Admit Card, duly signed in the presence of the invigilator, should be dropped in the box provided before leaving the Test Lab.

Don'ts for the Candidates:

- 1. Attempting to appear for CAT 2022 Test more than once is NOT allowed. Candidature will be cancelled if a candidate is found to appear for the test multiple times.
- 2. Do not request entry into the Test Centre after 8:15 a.m. for the Forenoon Session, after 12:15 p.m. for the Afternoon Session and after 4:15 p.m. for the Evening Session.
- 3. Do not carry any prohibited items such as electronic gadgets etc. inside the Test Lab.
- 4. Do not attempt to cheat or copy answers from others during the Test.
- 5. Do not involve yourself in any arguments with other Candidates or Test Centre staff. Decisions of concerned authority will be treated as final on the Test Day.



























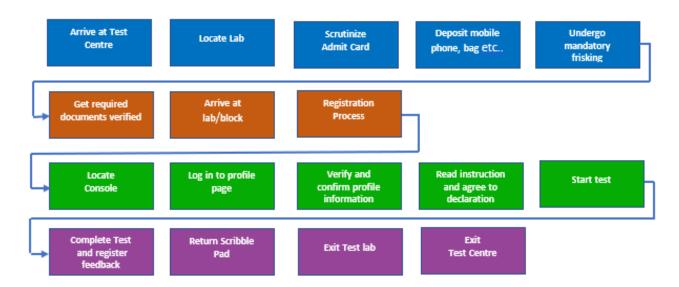






- 6. Do not use the keyboard at any point in time; this will lock your computer system.
- 7. Do not disturb other Candidates.
- Do not request for a bio-break while inside the Test Lab unless it is a medical emergency.
- 9. Do not have friends and relatives accompany you beyond the Test Centre gate.
- 10. Do not request for change of Test Centre/Test Lab/Console on the Test Day.
- 11. Do not wear any jewelry (or any item(s) containing metal), Shoes/footwear with thick soles, and garments with large buttons inside the Test Lab.
- 12. Mobile phones, Electronic Gadgets, Watches, Calculators, own Stationery items, pens, Wallets, and Goggles are strictly NOT allowed in the Test Hall/Lab.
- 13. Do not provoke any other Candidate to commit or participate in any form of malpractice.
- 14. Do not waste Scribble Pad pages as only one pad will be provided per Candidate during the Test. Do not carry any pages from the Scribble Pad outside the Test Lab after the test.

4. Test Day Workflow for Candidate:



- 1. The time allotted for each Section is 40 minutes (53 minutes and 20 seconds for PwD Candidates).
- 2. As soon as the Candidate starts answering a Section, the clock (displayed on the top right corner of the screen) would start ticking and would display the remaining time available to complete the current Section.
- 3. On completion of 40 minutes, the timer would reach zero, the current Section would be auto submitted, and the Candidate would be automatically moved to the next Section. The Candidate can then start answering the next Section.

































- 4. The same process would be repeated for all three Sections. For PwD Candidates the process would be the same as above except that for each Section they would be given 53 minutes and 20 seconds. However, there would be an option for submitting the answers of a Section at any point in time after the completion of 40 minutes. Thus, they would have the option to complete the Test between 120 minutes and 160 minutes.
- 5. Candidates would be allowed to leave the Test Lab only after the completion of 120 minutes. PwD Candidates would be allowed to leave between 120 minutes and 160 minutes.
- 6. Some Questions would be of multiple-choice type (MCQ) and some would be of non-MCQ type.

5. At the Main Entrance to the Test Centre:

Security personnel at Main Entrance of the Test Centre would check the Admit Card before allowing Candidates to enter the Test Centre premises.

6. Frisking of Candidates:

Candidates would be frisked with Handheld Metal Detectors prior to entry to the Test Centre premises -

- a. Security personnel, both Male and Female, would be available to frisk Candidates.
- b. Separate canopy/enclosure would be present for frisking Female Candidates by Female Friskina staff.
- c. Only Admit Card, Photo Identity Card, mask, sanitizer, required Medical certificate(s) and Scribe affidavit (if any) would be permitted beyond the Frisking Point.

Note:

- 1. Socks, plain Pullovers/Sweaters/Cardigans (without any pockets) are allowed inside the Test lab.
- 2. Candidates with metal implant, pacemaker, etc. in their body are required to bring a supporting medical certificate of the same to the Test Centre.
- 3. All personal belongings should be kept aside at this point. (Note: IIMs/CAT authorities/Test conducting agency will not take any responsibility for loss of anvitems).
 - There would be no facility at the Test Centre for safekeeping of Candidate's personal belongings and the Test conducting Agency would not be responsible for its damage or loss, if any.

7. Document Verification:

After completion of the frisking process, Candidates would be asked to proceed for Document Verification. Candidate's Admit Card (with photograph affixed), *original photo identity proof and **other documents (if required) would be checked at this Desk.

* Candidates must produce at least one original (not photocopied or scanned) valid (not expired) photo identification (ID) card (such as College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhar Card or Identification Affidavit) along with the Admit Card. The Candidate's photograph and signature should be legibly printed and visible on the photo ID card and should match with the name on the Admit Card. Please note that the photo ID card should not be damaged or smudged.

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** Medical certificate would be required in the case of a Candidate using (a) Pacemaker or (b) implants (metal) or (c) other device(s) for Medical reason(s).

After successful Document Verification -

- a. Candidates would be allowed to move to their respective Test Lab.
- b. After entering the Test Lab, candidates shall not be allowed to leave the Test Lab before the Test ends, unless it is a medical emergency.
- c. Candidates may be advised to remove their footwears outside the Test Lab.

8. Registration Process:

Post Document Verification process, Candidates would be asked to proceed for the IRIS and Photo Registration -

- a. During the Registration process, Candidate's IRIS will be scanned, and photograph would be captured.
- b. Candidates may be required to remove their glasses/contact lenses during the IRIS Scanning process.
- c. Candidates are required to sign on the Attendance Sheet.

9. Test Commencement:

- a. A pen and a scribble pad will be provided for each candidate at their terminal. Please note that only one pen and one scribble pad will be provided for the duration of the test.
- b. The assigned invigilator will read out the instructions before the test begins.
- c. The Invigilator will inform Candidates to log in to the Console, Candidate would be allowed to use the mouse or on-screen key board on their allocated system to loa in.

10. Test format:

Note: The computer mouse must be used for answering the questions. Using the computer keyboard will lock the computer system.

Candidates should thoroughly read the instructions shown on their screen before starting the

Please note the following important information.

- a. For all Candidates, the Medium of the Test is English.
- b. The Test would have (3) three Sections
 - o Section 1: Verbal Ability and Reading Comprehension (VARC).
 - Section 2: Data Interpretation and Logical Reasoning (DILR).
 - Section 3: Quantitative Ability (QA).
- c. Some Questions would be of Multiple-Choice Question (MCQ) type with Options to select and some would be non-MCQ type.
- d. No mark will be awarded for questions which are not attempted.
- e. For all MCQ type, a wrong answer would result in -1 Mark. There would be NO Negative Mark for a non-MCQ type question.
- f. A virtual keyboard would be displayed on the screen which is to be used for a non-MCQ question. Use the mouse to operate the virtual keyboard.
- g. Usage of external/physical calculator would not be allowed; however, a virtual Calculator would be available.































- h. Each Section is allotted 40 minutes with a total time for the Test being 120 minutes.
- i. PwD candidates would be given an extra 13 minutes and 20 seconds for each Section.
- i. The timer on the Screen would display the remaining time for the Section being answered.
- k. On completion of 40 minutes, the timer would reach 'Zero' and the Section will be locked and auto submitted, and the Candidate will be taken to the next Section.
- I. Candidates will not be allowed to leave the Test Lab before completion of the Test.
- m. PwD candidates would be allowed to submit their answers to a Section at any point of time between 40 minutes and 53 minutes and 20 seconds. PwD candidates would be allowed to leave the Test Lab between 120 minutes and 160 minutes depending on the time taken to complete the Test.

While answering the questions, Candidates can use the following options:

- 1) **Save & Next:** Saves Response/Answer and moves to the next Question.
- 2) **Clear Response:** Clears the selected Response/Answer for the given question
- 3) Mark for Review & Next: Would mark the question for review for later. The question may either be answered or may not be answered. If answered, the Response/Answer would be recorded and also marked for review later. At the end of the section time, this question would be considered as 'Answered'.

A panel on the right-hand side will display the status of attempted questions in four colours that indicate the followina:

- 1) **Green** Answered questions but not marked for review.
- 2) **Red** Questions visited but neither answered, nor marked for review.
- 3) **Grey** Questions not visited or viewed.
- 4) Violet Marked for review but not answered.
- 5) Violet with a green tick mark as a subscript Questions answered but marked for review.

Candidates would also be able to view other details such as:

- o **Question Paper:** View the entire question of a particular Section at a time by clicking on the "Question Paper" button at the top right corner of the screen.
- **Profile:** View information related to Candidate profile by clicking on the "Profile" button at the right of the screen.
- **Instructions:** View the Test-related instructions at any point of time by clicking on the "Instructions" button at the top right corner of the screen.
- Calculator: Access the on-screen calculator. The icon of the same is located immediately above the Timer.

Once the Test is complete,

- a. Candidates would need to provide their Feedback on their Test experience in the Form available on their Console.
- b. Candidates will need drop their Admit Card, pen and saibble pad in the boxes provided at the entrance.

(Note: Please do not tear out and retain any page from the scribble pad. This may adversely impact the candidature.

































11. Bio-Break:

Candidates are advised to take bio break (if required) before entering the Test Lab. Candidates shall not be allowed to take a bio-break after entering the test Lab unless it is a medical emergency or there is a Doctor-certified medical condition (e.g. Diabetes). Candidates would be escorted by a Test Centre staff during bio-break.

Leaving the Test Lab: 12.

Candidates will be allowed to leave the Test Lab only on completion of the test. All Candidates would be required to remain seated till the invigilator instructs them to leave. Candidates would need to drop their Admit Card, pen and Scribble Pad in the boxes provided, before leaving the Test venue.).

13. Breaks during the Test:

Once the Invigilator has signed-in a Candidate, Candidate shall not be allowed to leave the Test Lab until the end of the Test period. For any unforeseen requirement, if the Candidate would need to step out of the Test Lab, the same would be allowed only with an escort.

Appearing in More than One Shift for CAT 2022: 14.

Candidates shall not be allowed to appear in more than one Shift. It would be deemed as a fraudulent activity if a Candidate is found to have attempted to appear more than once for CAT 2022. Candidates, who attempt to take the test more than once, would be disqualified from the Selection process.

15. Computer Based Test (CBT):

CAT 2022 is a Digital or Computer Based Test (CBT), not an Internet-Based Test (IBT) i.e. a Candidate would not be able to take the Test on an internet site. Instead of reading the questions from a Paper booklet and darkening the ovals on the Answer booklet, the Candidate would read the questions on a computer console and choose the answer by clicking on the correct option for the MCQs. For non-MCQ questions, the answers should be inserted using the mouse or the onscreen keyboard in the designated space. A timer would be displayed on the screen that would indicate time left to complete the Section.

Persons with Disability (PwD) Candidates:

All PwD Candidates would be assigned Rooms either on the ground floor or on any other floor that is accessible by an Elevator.

All Test Centres where PwD candidate are scheduled, would have a designated PwD Coordinator to assist the PwD Candidates. PwD Candidates with Scribe should carry the Scribe Affidavit along with them to the Test centre. Candidates can find a sample Scribe Affidavit on the CAT Website (www.iimcat.ac.in). PwD Candidates will get priority entry into the Test Centre and would be given an additional 13 minutes and 20 seconds per section to complete the Test. Thus, PwD Candidates would have a total time of 160 minutes to take the Test.

































PwD Candidates who have opted for a Scribe (shown on the Admit Card) would be allowed to bring a Scribe (Candidates have to arrange for their scribe. CAT authorities/Test conducting Agency would not be able to arrange for the scribes). There would be no eligibility criteria for a Scribe, but the Scribe would need to submit an Affidavit in the prescribed format, duly signed by both the Candidate and the Scribe. All PwD Candidates (with or without Scribe) would be aiven extra time of 40mins.

Additionally, wheelchair support would be provided at the Test Centre to Candidates who have requested for the same. (This would be indicated in their Admit Cards). 'Zoom' feature would be enabled on the Candidate Test Console, for all Candidates with visual impairment and for any other Candidate who would have requested for it. (This would be indicated in their Admit Cards.)

Test Day Exception Forms: 17.

Candidates would be required to sign an **Exception Form** in case any exceptional situations arise on the Test Day. Test Centre staff would quide the Candidate to fill out such Exception Forms as applicable. Concerned authority's decision on exceptions will be treated as final on the Test Day.

18. **Authorization Form**

Candidates must carry IIM provided Authorization Form to carry any prohibited or exceptional items inside the Test Lab due to medical reasons. Candidates need to contact the CAT Centre to get such authorization.

































Annexure I – Test Day – Key Activities and Time Slots

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Time				Approximate time for	Remarks	
Shift 1	Shift 2	Shift 3	Activities	the activity	Remarks	
7.00 am	11.00 am	03.00 pm	Arrive at Test centre (candidate's reporting time)	Gate closes 15 minutes before the Test start time.		
7.05 am	11.05 am	03.05 pm	Scrutiny of Admit Card	1-5 minutes.	1-5 minutes. First scrutiny of the documents done at the Entry gate.	
7.10 am	11.10 am	03.10 pm	Locate your Test Lab number	Condidate absolute to location of the		
7.15 am	11.15 am	03.15 pm	Deposit personal belongings (Phone, bag etc.)	igings belongings at the baggage counter		
7.25 am	11.25 am	03.25 pm	Frisking of candidates	3-5 minutes.	Assigned Security staff to frisk candidates.	
7.30 am	11.30 am	03.30 pm	Candidates reach their Test Labs	1-10 minutes.	Candidate reaches Test Lab.	
7.30 am	11.30 am	03.30 pm	Document (id card and Admit Card) checking at the Test Lab entrance	1-10 minutes.	Document verification to be done at Lab entrance.	
7.40 am	11.40 am	03.40 pm	Candidates go to the Registration Desk and signs (manual) on attendance sheet	1-5 minutes.	Candidate signs on the Attendance Sheet available at the Registration Desk.	
7.45 am	11.45 am	03.45 pm	Registration Process	1-20 minutes.	Candidate photograph captured and IRIS scanned as per process.	
8.05 am	12.05 pm	04.05 pm	Candidates check their photo on the registration desk & ensure it is their photo	1-5 minutes.	Candidate verifies captured photo at the Registration desk.	
8.10 am	12.10 pm	04.10 pm	Candidate sits at the allotted system	1-5 minutes.	Candidate checks the allotted system in the test Lab. Pen and scribble pad placed at the desk.	
8.15 am	12.15 pm	04.15 pm	Gate Closure and Login to Test screen	1-5 minutes.	completes first login.	
8.20 am	12.20 pm	04.20 pm	Verify & confirm profile information	1-5 minutes.	Candidate verifies and confirms the profile Information, which he/she had filled during the CAT 2022 Registration.	
8.25 am	12.25 pm	04.25 pm	Read & agree to Declaration	1-5 minutes. Candidate reads all the instructions given for Test and clicks on "Accept".		
8.30 am	12.30 pm	04.30 pm	Test Starts	120 minutes. Test starts		
10.30 am	02.30 pm	06.30 pm (07.10 pm for PwD candidates)	Test ends & candidate shares the feedback online	1-5 minutes.	After 120 minutes. Test gets over and the feedback page is displayed on the screen. Candidate shares his/her feedback.	
10.35 am	02.35 pm	06.35 pm	Return Admit Card, pen and Scribble Pad	1-5 minutes. Candidate drops the Admit Card, pen and scribble pad in the boxes provided for the same		
10.40 am	02.40 pm	06.40 pm	Exit Test Lab and collect the deposited belongings	1-5 minutes.	minutes. Candidate exits the Test Lab and collects belongings (if any) from baggage counter	
10.45 am	02.45 pm	06.45 pm	Exit the Test centre	-	Candidate leaves Test Centre.	



































Annexure II - Scribe Affidavit Form

CAT 2022

Scribe Educational Qualifications Affidavit

CAT Applicant Details				Scribe Details		
Name	e:			Name:		
CAT 2	2022 Registration No.			Date of Birth:		
۱,						
son	/daughter of					
(Da	te of Birth)				(dd/mm/yyyy),	
	nereby solemnly affirm and state	as follows:			,	
1.	I have voluntarily agreed to ser of the CAT 2022 applicant) be	ve as a scrib	e tor CAT_2022 Pogist	ration No.	(name	
	Common Admission Test 2022				, for the	
2.	My highest educational qualific	ations are as	below:			
	Degree/Diploma					
	Discipline					
	Year of Completion					
	Name of the University/Board	<u> </u>				
			s affidavit as pro culars furnished	oof of my signature and identity I by me above are true & conave not concealed or misre	y. rrect to the belief	
		Declar	ration by the CA	AT Applicant		
l,				understand that any misr	epresentation or	
omi	ssion of facts in the above affida	vit hv		(name of the		
omission of facts in the above affidavit by(name of the Scribe) may justify cancellation of my CAT 2022 application and scores.						
Date:			(Signature o	of the CAT Applicant)		

































Annexure III - CAT 2022 Authorization Form

Common Admission Test 2022 Authorization to carry the listed Items

CA	AT Candidate Details		
Name			
CAT 2022 Application No.			
Test Shift			
Test City			
Test Centre Name and Code			
	·		
	, (Date of Birth (DD/MM/YYYY), following into the Test Lab on November 27,2022:		
o hereby sincerely request to be allowed to carry the	following into the Test Lab on November 27,2022:		
1.			
2			
3			
4.			
he above being requested on account of			
Mention the reason).			
Signature of Candidate:			
**To be filled	CAT 2022		
	d by CAT 2022 Test Authorities		
ereby authorize candidate	with Application no		
o carry the above-mentioned items.			
Designation:	Stamp:		
ignature:			