General Instructions for Online Examination

1: Read the Instructions carefully.

2: There will be a familiarization session prior to start of exam.

3: The familiarization time **starts 15 minutes before** the actual start of exam.

4: The candidates will be directed to the Familiarization Module automatically.

5: The Candidates can attend a demo test in this module.

6: **After the Familiarization time, the candidates will be automatically redirected to the Attend Exam Screen, where the candidate can attend the actual test.**

7: The Timer on the top right corner of the screen indicates the time left for the Test.

8: Questions will be displayed one by one.

9: The next and previous questions can be loaded by clicking the "**NEXT**" & "**PREVIOUS**" buttons respectively.

10: Candidates can answer the Questions by Clicking the Selection Box next to the answer options.

11**: After selecting the response, click on the "NEXT" or "PREVIOUS" Button for saving your response**.

12: A marked answer can be cleared by clicking the "CLEAR RESPONSE" Button.

13: Candidates can mark the Questions for Review by clicking the "**Mark for Review**" Button. The **Mark for Review** Questions will be displayed in **Orange colour** in the palette. If the candidate **selects an option** and **mark for review**, the question will be saved as "Answered and Marked for Review". Such questions will be displayed in **Violet colour** in the palette. For Clearing the **Marked for review questions**, select the marked Question and click on the "Mark for Review" button again.

14: The "**Answered and Marked for Review**" Questions will be considered in the final evaluation.

15: The Question number Palette on the right side of the Questions can be used to go to a particular Question number.

16: The **answered questions** will be highlighted in **Green color** in the palette.

17: The Top Left Corner of the screen displays the Total no of questions and the No of questions answered in Part A and Part B separately.

18: When the timer hits zero, the candidate will be redirected to the Statistics page where he/ she could view the statistics of the examination.

** **In case of any problem during the examination, the candidate shall inform the invigilator immediately who in consultation with the exam centre coordinator will take necessary action.**