

Computer Based Test (CBT)

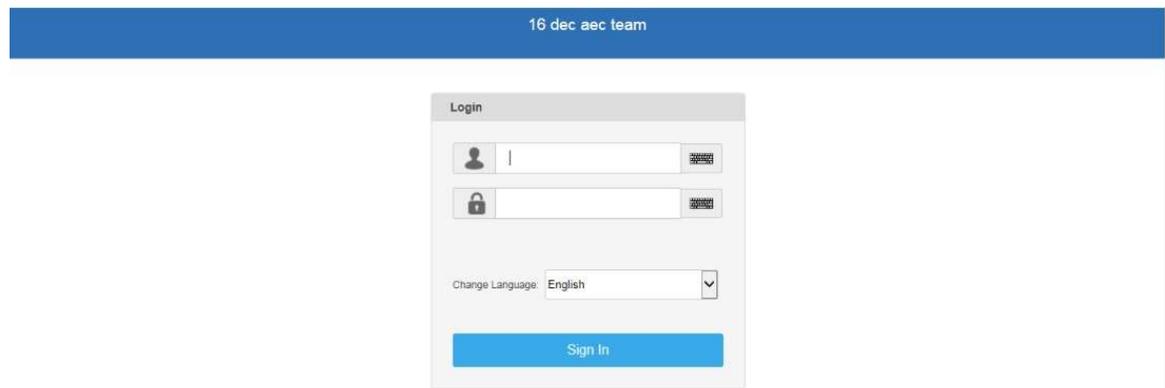
A Computer Based Test (CBT) requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging the candidate will get detailed instructions for the examinations. At the designated time of start of examination, the candidates will be able to proceed and see the questions on the computer screen using the computer mouse. They will have to answer the questions on the computer by clicking the appropriate bubble. Candidates will have the option to change / modify/ edit / answers already entered any time during the examination.

Procedure for appearing in Computer Based Test (CBT):

(Sample/mock test is available on: www.bhuonline.in)

1. A computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Change of room/hall or the computer by a candidate room/hall or the computer on his/her own would lead to cancellation of his/her candidature and no plea in this regard would be entertained.
2. For login, the candidate will have to enter login-ID and password used by them to log in to their BHU portal. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph and subject/course opted by the candidate.

Candidate Login page



16 dec aec team

Login

Username:

Password:

Change Language: English

Sign In

3. **Instructions-** After login, 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, marking scheme, procedure to mark & change answer etc. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

General Instruction page

Instructions

General Instructions for Candidate:

1. The test has 3 (three) sections. Total duration of the test will be 180 minutes. PwD candidates will have 20 minutes extra time for each section.
2. The time allotted to each section is 60 minutes (80 minutes for PwD candidates). As soon as you start answering a section the clock (displayed on the top right corner of the screen) will start. On completion of 60 minutes, the clock will stop, the particular section will be locked and the responses to section will be auto-submitted. You will then need to move to the next section and start answering the next set of questions. The same process will be repeated for all three sections. On submission of all three sections a summary of your answers will be displayed on your screen.
3. You would be allowed to leave the test hall only after minimum of 180 minutes.
4. Questions will have a mix of Multiple Choice Question (MCQ) type with options and non-MCQ type.
5. Your time will be set and synced to the server clock. The **Countdown Timer** at the top right corner of your screen will display the remaining time available to you to complete the currently active section. **When the timer reaches zero, the test for that section will automatically end.** For PwD candidates, you will be allowed to complete a section at any point of time between duration of 60 minutes to 80 minutes by clicking on the 'Submit' button. Post 80 minutes, however, the test for the section will automatically end.
6. For rough work, you will be allowed to use the writing pad and pen provided to you. **Please note that only one writing pad will be provided to you.** Write your name and registration number clearly at the designated place on the writing pad. **Return the writing pad and pen to the invigilator at the end of the test.** You are **not allowed** to take out any of the rough pages outside the test hall.
7. You will **not be allowed** to use any calculator or any other computing machine or device. An on-screen calculator will be provided, which can be used for computing.
8. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:



John Smith

After reading all the instructions, candidate will click **Next**, where candidate shall select the check box after reading the declaration which enables the **"I am ready to begin"** button.

Other Important Instructions

please note that you can answer for MCQ type questions. You will have to choose the correct answer by clicking on the radio button () placed just before the option. For Non-MCQ type questions, type in the answer in the space provided on the screen using the on-screen keyboard.

11. Your answers will be updated and saved on a server periodically. The test will end automatically at the end of 180 minutes (or 140 minutes in case of PwD candidates). The section wise time will be of 60 minutes each (80 minutes for PwD candidates) post which you will not be allowed to go back to the earlier section(s).
12. You will **not be allowed** to use any calculator or any other computing machine or device. An on-screen calculator will be provided, which can be used for computing.
13. For rough work, you will be allowed to use the writing pad and pen provided to you. **Please note that only one writing pad will be provided to you.** Write your name and registration number clearly at the designated place on the writing pad. **Return the writing pad and pen to the invigilator at the end of the Test.** You are **not allowed** to take out any of the rough pages outside the test hall.

Declaration by the candidate:

"I have read and understood all the above instructions. I have also read and understood clearly the instructions given on the admit card and shall follow the same. I also understand that in case I am found to violate any of these instructions, my candidature is liable to be cancelled. I also confirm that at the start of the test all the computer hardware allotted to me are in proper working condition. I will not disclose, publish, reproduce, transmit, store, or facilitate transmission and storage of the contents of the CAT or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose. I am aware that this shall be in violation of the Indian Contract Act, 1872 and/or the Copyright Act, 1957 and/or the Information Technology Act, 2000. I am aware that such actions and/or abetment thereof as aforementioned may constitute a cognizable offence punishable with imprisonment for a term up to three years and fine up to Rs. Two Lakhs. I agree to this Non-Disclosure Agreement."

I have read and understood the instructions. All computer hardware allotted to me are in proper working condition. I declare that I am not in possession of / not wearing / not carrying any prohibited gadget like mobile phone, bluetooth devices etc. / any prohibited material with me into the Examination Hall. I agree that in case of not adhering to the instructions, I shall be liable to be debarred from this Test and/or to disciplinary action, which may include ban from future Tests / Examinations.



John Smith

Version : 17.03.00

The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. The answers to questions can be entered 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, he/she 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.

The candidate is allowed to carry only his Admit Card, Identity Card, Pen, Pencil and Eraser. He/She is NOT allowed to carry any other piece of paper, electronic device like mobile phone, calculator etc. inside the examination hall. 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 center 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.

4. **Start & End of the Test-** The test will start at the scheduled time automatically. 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.



5. **The Question Palette-** The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

Symbol	Meaning	Remark
	The question is NOT visited yet	Shall NOT be Evaluated
	The question is visited but NOT answered yet	Shall NOT be Evaluated
	The question is visited and answered	Shall be Evaluated
	The question has NOT been answered but marked for review.	Shall NOT be Evaluated
	The question is answered as well as marked for review.	Shall be Evaluated *

Legend:

- Answered
- Not Answered
- Not Visited
- Marked for Review
- Answered & Marked for Review (will be considered for evaluation)

*If a question is answered and 'Marked for Review' then the answer will be considered for evaluation unless the status is modified by the candidate.

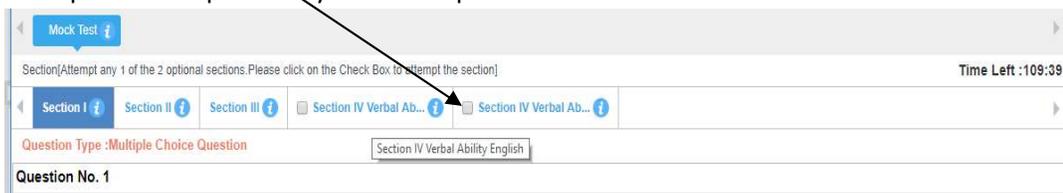
6. **Collapsing & Maximising Question Palette-** Candidate can click on the "<" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, candidate can click on ">" which appears on the right side of question window.
7. **Viewing All Questions together-** To view all the questions candidate can click the 'Question Paper' button. This feature is provided, so that they can see the entire question paper at a glance.
8. **Zooming-**For candidates who have opted for a zoom feature, they will find two magnifying glass icons at the top of the screen. Click on  icon to zoom-in and click on  icon to zoom out of any question.

9. **Navigating Through Sections-**

- a. The test may have different sections, which will be administered in the same order as above.
- b. Sections are displayed on the top bar of the screen.
- c. Candidate can shuffle between sections and questions anytime during the examination as per his/her convenience only during the time stipulated.
- d. The section candidate is currently viewing will be highlighted.
- e. Candidate can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.



- f. After clicking the Save & Next button on the last question for a section, candidate will automatically be taken to the first question of the next section.
- g. Candidate can view the corresponding section summary in every section when cursor is taken to the 'i' on the Section Tab
- h. **Navigating to a Question-** The candidate can directly move to a question and answer the same by clicking the question number in the question palette.
- i. **Choosing the Optional Section (wherever applicable: optional section tabs on the top have checkbox before them)-** In tests where the candidate has to choose a Section from amongst the option given, he/she can do so by clicking the check-box given in the Section Tab at the top. The candidate can change the selected optional section at any stage during the test by clicking the check box of another section but in that case, he will lose the questions already attempted in the previously selected optional section.



10. **Answering the Questions/Changing the Answer etc.** -To answer a question, candidate should do the following:
- Click on the question number in the Question Palette to go to that question directly.
 - Answering the Questions:** Select an answer for a multiple-choice type question by clicking on the bubble placed before the choices in the form of radio buttons ().
 - Click on 'Save & Next' to save the answer for the current question and then go to the next question.**
 - If after answering a question the candidate wants to revisit it, he/she can mark it for review by clicking 'Mark for Review & Next'. Since the candidate has answered the question (by clicking the appropriate bubble) and marked it for review by clicking 'Mark for Review & Next' button, it will be evaluated even if he/she does not get time to review the same.
 - If a candidate without answering a question (i.e. without clicking any bubble against the 4 answer options) clicks 'Mark for Review & Next' and navigates to next question, the question shall not be evaluated as the question has not been answered at all.

CAUTION: Note that the answer for the current question will not be saved, if candidate navigates to another question directly by clicking on another question number on the Question Palette without clicking 'save & next' or 'mark for review & next' button.

11. **Changing the response of a question, do the following:**
- To deselect the chosen answer, click on the question number on the palette and click on the '**Clear Response**' button.
 - To change the chosen answer, click on the bubble of another option that the candidate wants to choose now as his/her correct answer. The previous answer will be removed and in its place new answer will be marked.
 - To save the changed answer, candidate **MUST click on the 'Save & Next' or 'Mark for Review & Next' button.**

12. Rough Work

All calculations/writing work are to be done only in the rough sheet provided at the center 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