

### Computer Based Test (CBT) Guidelines

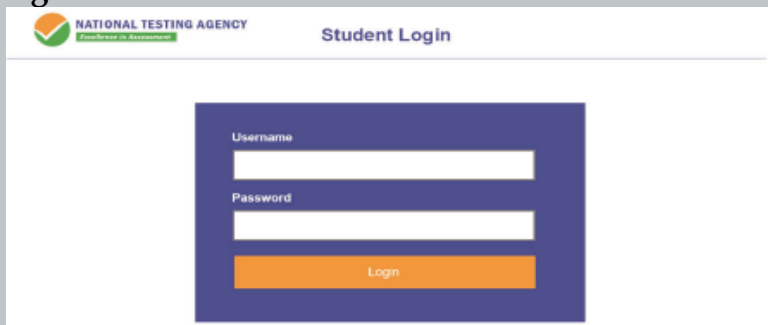
The major examinations being conducted by NTA are Computer-Based Tests (CBT). A CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging the candidate will get detailed instructions for the examinations. At the designated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

#### Procedure for appearing in Computer Based Test (CBT):

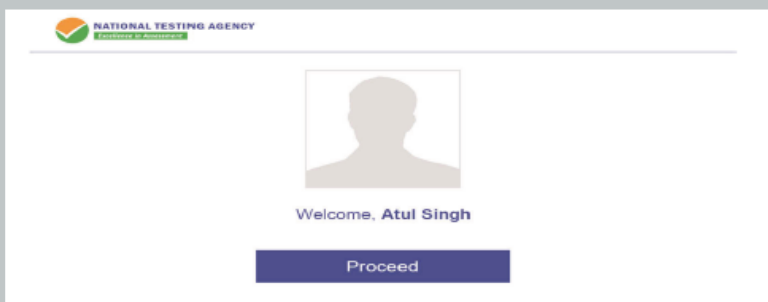
(Sample/mock test will be available on the NTA website: [www.nta.ac.in](http://www.nta.ac.in) for hands-on practice)

- (a) A computer terminal (node) indicating the Roll Number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Any candidate found to have changed room/hall or the computer on their own other than the one allotted would lead to cancellation of candidature and no plea in this regard would be entertained.
- (b) For login, the candidate will have to enter a **login ID and password**. The computer terminal allotted to the candidate will display the WELCOME login screen, the Candidate's photograph, and the subject opted by the candidate.

#### Candidate Login Page



#### Candidate Welcome Screen

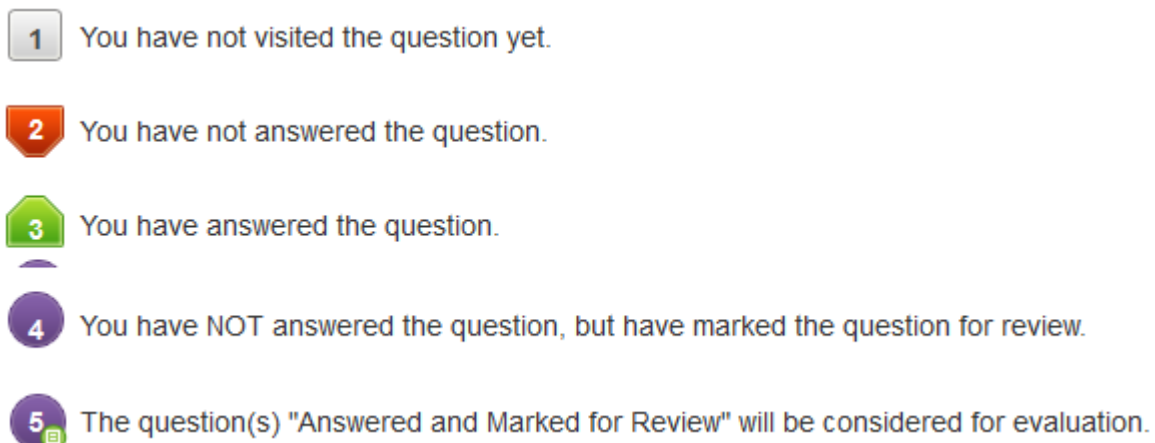




- (c) After login, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and marking scheme. At the designated time of the start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

**Please read the instructions carefully**

**General Instructions:**

1. The clock will be set on the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
2. The Question Palette displayed on the right side of the screen will show the status of each question using one of the following symbols:

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- 1 You have not visited the question yet.
  - 2 You have not answered the question.
  - 3 You have answered the question.
  - 4 You have NOT answered the question, but have marked the question for review.
  - 5 The question(s) "Answered and Marked for Review" will be considered for evaluation.

4. The 'Marked for Review' status for a question simply indicates that you would like to look at that question again.
5. You can click on the ">" arrow which appears to the left of the question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "< " which appears on the right side of the question window.
6. You can click on your "Profile" image on the top right corner of your screen to change the language during the exam for the entire question paper. On clicking on the Profile image, you will get a drop-down to change the question content to the desired language.
7. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

### Navigating to a Question:

8. To answer a question, do the following:
  - a. Click on the question number in the Question Palette at the right of your screen to go to that question directly. Note that using this option does NOT save your answer to the current question.
  - b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
  - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

### Answering a Question :

9. Procedure for answering a Multiple Choice Type question:
  - a. To select your answer, click on the button of one of the options.
  - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
  - c. To change your chosen answer, click on the button of another option.
  - d. To save your answer, you must click on the Save & Next button
  - e. To mark the question for review, click on the '**Mark for Review & Next**' button.
10. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

### Navigating through sections:

11. Sections in this 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 you are currently viewing is highlighted.
12. After clicking the **Save and Next** button on the last question for a Section, you will automatically be taken to the first question of the next section.
13. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
14. The candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

### Instruction for Question:

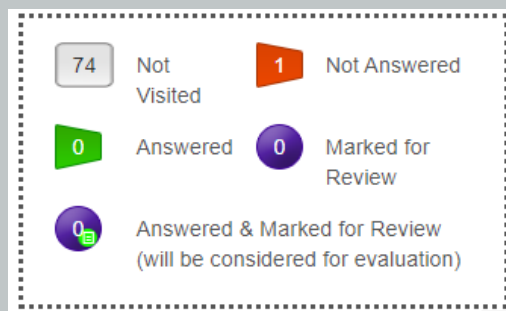
15. For the correctness of the translation for a particular language, only the **English version** will be considered as the final version for evaluation purposes.

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 at any time during the entire duration of the examination.

In case the computer/ mouse allotted to any candidate malfunctions 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 on-screen computer clock counter of every candidate will be set on the server. The countdown timer on the top right side of the 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. The candidates will not be required to end or submit the examination.

The Question Palette displayed on the screen will show the status of each question using one of the following symbols:



The question(s) “Answered and Marked for Review” status for a question indicates that the candidates would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously “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 at any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

- (d) The candidates can click on the “>” arrow which appears to the left of the question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, the candidate can click on “<” which appears on the right side of the question window.

- (e) Candidates 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.
- (f) The full paper can be viewed by clicking the “Question Paper” icon on the top right corner of the screen.
- (g) 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 is 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.
- (h) **Navigating to a Question To navigate between questions within a Paper, the candidate needs to do the following:**
  - (a) 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.
  - (b) Click on “Save and Next” to save the answer to any question. Clicking on “Save and Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
  - (c) Click on “Mark for Review and Next” to mark a question for review (without answering it) and proceed to the next question.



**(i) Answering a Question**

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

Procedure for answering a Multiple-Choice type question:

- (a) To select the option(s), click on the corresponding button(s) of the option(s).
- (b) To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.

- (c) To save the answer, the candidate MUST click on the “Save and Next” button.
- (d) To mark the question for review (without answering it), click on the “Mark for Review and Next” button.

**(j) 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 the candidate is currently viewing will be highlighted.
- (ii) After clicking the “Save and Next” button on the last question for a section, the candidate will automatically be taken to the first question of the next section.
- (iii) Candidates can shuffle between sections and questions within sections anytime during the examination as per convenience only during the time stipulated.
- (iv) The candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

**(k) Procedure for answering questions that require inputs from the on-screen virtual keyboard (numeric or otherwise):**

- (a) The candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these types of questions) and the attached computer mouse to enter his/her answer in the space provided for the answer.

**On-Screen Virtual Keyboard**



- (b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Save and Next” button.

- (c) To mark the question for review (without answering it), click on the “Mark for Review and Next” button.

**The candidates will have the option to change previously saved answers to 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.**

**(I) 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.