

The background features three stylized blue circles of varying sizes, each composed of concentric rings of different shades of blue. These circles are arranged in a vertical line, with the largest at the top, a medium one in the middle, and the largest at the bottom. Two thin, light blue lines intersect at a point on the left side of the page, forming a V-shape that frames the circles. The overall aesthetic is clean and modern.

***CBT - DETAILED CANDIDATES
INSTRUCTIONS MANUAL***



IMPORTANT INSTRUCTIONS TO CANDIDATES FOR HOME CBT

Getting ready for online exams:

You will receive exam details (MOCK and Final) on your registered email / sms – 24 hour prior to the exam day. The details will have your exam link, user ID & password. In case you don't receive the exam details within the defined timeline, please contact Helpdesk given on website <https://cetmat.formflix.com>.....with online regn number always.

- 1. For appearing online exam you can use any one of the following devices.**

Smartphone with front camera (Any recent Android phones only)

Laptop with webcam or Desktop with webcam

Imp: Since the exam will be conducted under supervision of proctors (online invigilators), it is mandatory to have webcam / front camera in a properly working condition.

Internet connectivity of at least 1 Mbps or above. You can check your internet speed on this link - <https://www.speedtest.net/>.

2. Latest version of **Google Chrome browser** must be pre-installed in you respective devices.
 - **Android users** can install latest version of Chrome from Google Play store.
 - **Windows Laptop/Desktop users** can download chrome from here:-
https://www.google.com/intl/en_in/chrome/
 - **STUDENTS CAN USE ANDROID MOBILE DEVICES**
3. **Google Chrome settings:** - You need to allow Google Chrome to use camera . This is mandatory without which you will NOT be able to attempt the online exam.

Smart phone users can- Go to Settings □ Go to Applications □ Google Chrome □ Permissions □ Allow permission for Camera .

Laptop / Desktop users will need to allow permission to Chrome browser to use camera on the pop-up window.

Testing your webcam / front camera

- Please test your Webcam / front camera here (Kindly test this link in Google Chrome browser only) Click - <https://webcammictest.com/>
 - Important: Make sure there is sufficient light in the room where candidate is appearing for the exam.
4. **Turn off notifications in apps and browser pop-ups** to avoid distractions and exam terminations.
 - Smartphone users can go to settings □ Applications □ Select the App □ Notifications □ Turn off all notifications.
 - You have to turn off notifications from all apps that could possibility distract you during exam- such as, WhatsApp, Facebook, Instagram, Telegram and all such other apps.
 - Inform all family and friends that they should not call you during the exam hours.
 - Please note that notifications and incoming calls would be considered as warning alerts and may cause termination of exam.

Exam day preparation:-

Instructions to be followed before the exam:- (45 minutes prior)

- Get settled at a silent place with your device ready- before 15 minutes of scheduled exam time.
- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.
- Make sure your device is fully charged & you have power back-up / power bank / charging facility – in case your device drains out of charge during the exam.
- Test your computer, laptop or smart phone (which you intend to use for taking the exam) to ensure that it is working well.
(Please note, you may not be able to appear for the exam if web camera attached with your system is not functional and the access to the same is not granted.)
- Put your Smart phones on silent mode & make sure your apps notifications are turned off.
- Candidates who are using laptop or desktop are requested to disable antivirus updates/windows updates which might create disturbance during the exam.

Instructions to be followed during the exam:-

1. During the exam, students should not switch screen or move out of the exam page or open any other application. This will terminate the exam and student may not be allowed to resume the exam again. In case of genuine connectivity issues, proctor may allow to resume exam once as an exception.
2. Minimizing browser window will also terminate your exam.
3. If exam is discontinued because of any connectivity issues, you are requested to re-login immediately by using the same login credentials.
4. Candidates can resume the test from where they had left, as all the previously attempted SAVED answers including the exam's remaining time will be saved in the system automatically.

Other important instructions:

1. The student **MUST** not use his or her textbook, course notes, or receive help from a proctor or any other outside source. **We trust your Integrity of purpose, so do not let us down.**
2. Candidate must keep in mind that their images will be recorded by a remote invigilator. Therefore, it is strictly advised that the candidate does not leave the seat during the test. Such behavior will be immediately recorded as a violation and exam will be suspended.

Q7. Can I change the device during the exam ?

Answer : Yes, you can change your device and login with the same credentials.

Q8. Can I use office laptops for taking the exams?

Ans : Office laptops sometimes have restrictions and will not allow access of all sites. So it needs to be avoided or tested in advance for compatibility.

Q9. At what time should the student login to the exam system ?

Ans : Students are supposed to log in to the exam system 10 minutes before scheduled time for. Late entries are not advisable

ANDROID VIEW

