User Manual

Step By Step Guide for Computer Based Exam

Andhra Pradesh State Council of Higher education
Sree Mahendra Enclave, NRI Block (C-Block),
I&II Floors, Opposite State Bank of India,
Adjacent to NH-16, Tadepalli,
Guntur-522501
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1. Reporting at Exam Center

- Candidate should report at exam center as per the time mentioned in Hall Ticket
- Hall ticket & Original ID proof Verification will be done at the entrance, candidate will be frisked(searched) and allowed after complying with all the rules of the examination
- Exam officials will take candidate’s biometrics Finger Print and Photograph
- Invigilators will guide candidates to their respective computers

2. Login

- On the assigned computer, candidate’s details (Name, Photograph etc.) will be displayed
- At the scheduled time (usually 10 minutes before the exam), Enter User Name as instructed in Hall Ticket
- Password will be instructed 10 minutes before the exam start time
- After entering Username and Password click on “Sign In” button
3. Reading Instructions

- Online exam related Instructions will display in both English and Telugu Language. Please Read the instructions carefully to avoid confusion during the exam.

- After reading the instructions, Please click on next to read exam specific instructions.
• Read Exam specific instructions

1. The Question Paper consists of objective type questions:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Section Name</th>
<th>No. of Questions</th>
<th>Marks</th>
<th>Marks Per Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MATHEMATICS</td>
<td>50</td>
<td>80</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>PHYSICS</td>
<td>40</td>
<td>40</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>CHEMISTRY</td>
<td>40</td>
<td>40</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>160</td>
<td>160</td>
<td></td>
</tr>
</tbody>
</table>

2. You will be given 180 minutes to attempt 160 questions.

3. There are no negative marks.

4. Questions will be available in two languages – English and Telugu.

5. The questions will be displayed on the screen one at a time in both the languages.

6. Each question will have 4 options, out of which one will be the correct answer and the candidate has to select one option.

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 be subjected to disciplinary action, which may include ban from future Tests / Examinations.

Click on the disclaimer box

• Click on “I am ready to begin”

• “Previous” button helps you to read the Instructions again
4. Exam Taking Process

- Candidate should select the Section (Subject) which he/she would like to start the exam with.
- 1st question from the selected Section (Subject) gets displayed for answering or Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly.
- Question and options for the selected question number will be displayed in “Question window”.
- Select any one of the four options as answer for the question, by clicking on the circle button beside option.
- To change the already chosen answer, click on the circle button of another option.
- To save your answer, you MUST click on the Save & Next button and then go to the next question, otherwise it will not be saved.
- To mark the question for review, click on the Mark for Review & Next button. If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.

Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.
Submit button will be not be enabled till the exam closure time. System will automatically submit your answers post Exam Closure time.

Exam summary will be displayed to you with Subject Name, Number of questions, Answered, Not Answered, Marked for Review, and Not Visited.

Please confirm by clicking ‘Yes’
Your Exam will be successfully submitted with this confirmation.

5. Features Available on Main Screen

Zoom In or Out

- Zoom In ‘+’ or Zoom Out ‘-’ buttons helps to increase or decrease the font size of question and options.
Timer

- The countdown timer in the top right corner of 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.

Sections (Subjects) Navigation

- Sections (Subjects) in this question paper are displayed on the top bar of the screen.
- Questions in each section can be viewed by clicking on the section name.
- The section (subject), candidate is currently viewing is highlighted.
- Candidate can change the section(subject) by clicking on the respective subject name anytime within the duration of the exam.
After clicking the Save & Next button on the last question for a section, you will automatically be taken to the first question of the next section.

Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

**Question Palette**

- The Question Palette displayed on the right side of screen will show all the question numbers in the selected section(subject) along with the status of each question using one of the following symbols:

- The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*
Question Window

- Question Window displays the question text along with the options
- Selecting a question number from Question Palette will display respective question and options in the Question Window
Question Window Expanded View

- Click on the ">" arrow button to hide the Question Paletter and maximize the Question Window.
- To view the question palette again, candidate can click on "<" which appears on the right side of question window.

.scroll bar in Question Panel helps candidate to view the lengthy questions by scrolling up and down.

Clear Response Button

- Candidate can deselect the chosen option of any question by clicking on the Clear Response button
Question Paper

- Click on Question Paper button for complete view of question paper along with options
  (Note: Candidate cannot answer any questions in this view)
• Click on “Close X” button to close the Question Paper view and enter the exam taking mode.

Instructions

• Candidate can view the instructions during the exam also by clicking on “Instructions” button as shown in below image
• Click on “Close X” button to close the Instructions view and enter the exam taking mode.