Instructions to Candidates

Prior to the Exam:
➢ Upon receipt of Hall Ticket, check for the following details.
➢ Exam details including the date and time of the exam, Hall Ticket number and exam venue.
➢ Check the correctness of name and registration number
➢ Read the instructions printed on the Hall Ticket.
➢ **Without fail, every candidate should attempt** the computer based mock test available at http://deecetap.cgg.gov.in/ & http://cse.ap.gov.in
➢ Exam will be conducted in two sessions i.e., Session one starts from 10.00 AM to 12:30 PM and Session two Starts from 2.30 PM to 5.00 PM duration would be 150 Minutes for each session.
➢ Candidates are requested to report to venue before 09:00. AM for forenoon session, and 01:30 PM for afternoon session and will not be allowed after designated time mentioned above.

During the Exam:

➢ Please login with the appropriate password **that has** been provided in the Admit card

➢ After logging in, your screen will appear as follows:

  ✓ *Profile Information - Check the details & click on "I Confirm" or "I Deny".*

  ✓ *Detailed exam instructions - Please read through and understand thoroughly.*

  ✓ *Click the check-box next to "The computer provided to me is in proper condition, I have read and understood the instructions given above"*

  ✓ *Please click on the "**I am ready to Begin**" button, after reading the instructions.*

➢ You have to use the mouse to answer the multiple choice type questions **selecting one of the** four alternative answers **provided.**

➢ On the online exam **question paper** screen, balance time left for exam will be displayed on the top right hand corner of the screen.

➢ If extra time is allotted to Physically Challenged Candidates , it will be displayed separately.

➢ The question numbers are colour coordinated and of different shapes based on the process of recording your response:

  1. *Red (Inverted Pentagon) - For unanswered questions.*

  2. *White (Square) - For un-attempted questions.*

  3. *Green (Pentagon) - For attempted questions.*

  4. *Violet (Circle) - Marked by candidate for review.*

  5. *Violet (Circle) with a Green tick – Answered but marked by candidate for review..*

➢ After answering a question, click the **SAVE & NEXT** button to save your response and move onto the next question. **Please ensure that you click the SAVE & Next button before you move to the next question.**

➢ To correct/change any answer chosen for a particular question, please click on the **CLEAR RESPONSE** button.

➢ At any point of time during exam, a ready reference of the questions answered, not answered, marked for review is displayed on the right side of the screen.

➢ Questions that are answered and "Marked for Review" will be considered as **ANSWERED.**

➢ In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top **of the question paper document visible on the Computer screen**

➢ You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen if necessary/required.

➢ The SUBMIT button will be activated at the end of exam. Please keep checking the timer on your screen. **Please ensure that you click the SUBMIT button before completing the test.**

➢ I**n case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.**

➢ Please inform the invigilator in case of any technical issues.

Don'ts

- **Do not touch the key board, as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.**

- Do **not** Use mobile phones, tablet / iPod or other items during the examination

- Do not indulge in **malpractices of any kind i**n the exam room.

- Do not talk to or disturb other candidates.

- You cannot leave exam room before 150 min. Please inform the invigilator if you want to use the rest room.