Please read the instructions carefully

General Instructions:

1. Total duration of examination is 180 minutes.

2. The clock will be set at the server. 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.

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

 1. You have not visited the question yet.

 3. You have not answered the question.

 5. You have answered the question.

 7. You have NOT answered the question but have marked the question for review.

9. You have answered the question but marked it for review.

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.*

Navigating to a Question:

4. To answer a question, do the following:

a. Click on the question number in the Question Palette to go to that question directly.

b. Select an answer for a multiple choice type question. Use the virtual numeric keypad to enter a number as answer for a numerical type question.

c. Click on **Save & Next** to save your answer for the current question and then go to the next question.

d. 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.

e. Caution: Note that your answer for the current question will not be saved, if you navigate to another question directly by clicking on its question number.

5. You can view all the questions by clicking on the **Question Paper** button. Note that the options for multiple choice type questions will not be shown.

Answering a Question:

6. 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. If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.

7. Procedure for answering a numerical answer type question:

a. To enter a number as your answer, use the virtual numerical keypad.

b. A fraction (eg. -0.3 or -3) can be entered as an answer with olr without '0' before the decimal point.

c. To clear your answer, click on the **Clear Response** button.

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. If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.

8. 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.

9. Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.

Choosing an Optional Section:

10. 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 name of that Section. The Section you are currently viewing is highlighted.

11. A checkbox is displayed for every optional Section in the Question Paper. To select an optional Section for answering, click on the checkbox for that Section.

12. If the checkbox for an option al Section is not selected, the **Save & Next** button and the **Mark for Review & Next** button will NOT be enabled for that Section. You will be able to only see questions in the Section, but you will not be able to answer questions in the Section.

13. After clicking the **Save & Next** button for the last question in a Section, you will automatically be taken to the first question of the next Section in sequence.

14. You can move the mouse cursor over the name of a Section to view the answering status for that Section.

Changing the Optional Section:

15. After answering the chosen optional Sections, partially or completely, you can change an optional Section by selecting a checkbox for a new Section that you want to attempt. A warning message will appear along with a table showing the number of questions answered in each of the previously chosen optional Sections and a checkbox against each of these Sections. Click on a checkbox against a Section that you want to reset and then click on the RESET button. Note that RESETTING a Section will DELETE all the answers for questions in that Section. Hence, if you think that you may want to select this Section again later, you will have to note down your answers for questions in that Section. If you do not want to reset any Section and want to continue answering the previously chosen optional Sections, then click on the BACK button.

16. If you deselect the checkbox for an optional Section in the top bar, the following warning message will appear. "Deselecting the checkbox will DELETE all the answers for questions in this Section. Do you want to deselect this Section?" If you want to deselect, click on the RESET button. If you do not want to deselect, click on the BACK button.

17. You can shuffle between different Sections any number of times. You can change the optional Sections any number of times.