INSTRUCTIONS BOOKLET

FOR
CANDIDATES
Of
CCC

Prepared By

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GUIDELINES FOR THE CANDIDATES FOR ON LINE EXAMINATION FOR NIELIT CCC COURSE:

Computer Aided Paperless Examination System (CAPES) i.e. on-line examination will be conducted for testing the students for the CCC Course. It is an Online Examination system, fully computerized, user friendly having advanced security features making it fair, transparent and standardized.

A. General information:

a) The **Duration** of examination is **90** minutes.

   ii)   The examination will comprise of **Objective Type questions**, which include **Multiple choice and True-False Type questions.**

   iii) The Examination is of **100 Marks, having 100 questions** divided into 02 Sections with each section comprising of 50 questions of 01 mark each.

   iv)   The **Subjects** or topics covered in the exam will be as per the Syllabus.

   v)   There will be **NO NEGATIVE MARKING** for the wrong answers.

B. CAPES Information & Instructions:

i)   The examination does **not** require using any paper, pen, pencil and calculator.

ii) Every student will take the examination on a **single Computer terminal / PC**.

iii) The students need to have **Mouse Using Skill**.

iv) On computer screen every examinee will be given **objective type questions**, which include **Multiple choice and True-False Type questions.**

v)   Each student will **get questions in different order selected randomly** from a fixed Question Databank.

vi) The students just need to use the mouse and **click on the Right Choice / Correct option** from the multiple choices /options given with each question.

   vi.i   Objective types of questions presently consist of Multiple Choice and True/False type questions. The NIELIT is in the process of enhancing its base of Questions.

   vi.ii The answers to the questions are to be marked by clicking the appropriate radio button.

vi.iii	For Multiple Choice Questions, each question has four options, and the candidate has to click the appropriate option.
vi,iv	For True/False Type Questions, each question has two options, and the candidate has to click appropriate option.

8   The ***sequence of steps to be followed by each examinee for appearing in Examination using CAPES*** will be as follows:

a) The students will have to **enter their Login Id** provided by the Exam Superintendent on the screen displayed.

b) The student's details appear on the screen, which will be verified by invigilator.

c) The examinee will get **Instructions to guide** through the test.

d) The **Time** of the examination begins only when the **'Start Test'** button is **pressed.**

e) The examinee proceeds **answering the questions one by one** by clicking on the small grey circle next to the chosen answer.

f) The examinee can move to **First**, **Last**, **Previous**, **Next** and **Un-answered** questions by clicking on the buttons with respective labels displayed on screen throughout the test.

g) The **answers can be changed at any time** during the test and are **saved automatically.**

h) It is possible to **Review** the answered as well as the Un-answered questions.

9   The Time remaining is shown in the Right Top Corner of the screen.

10   The system automatically shuts down when the time limit is over OR alternatively if examinee finishes the exam before time he can quit by **pressing the 'End Test' button**. The students don't click the "**END TEST**" Button until the student want to quit from Examination

Notes:
a) The students will be given **Pre Examination Demonstration & Instructions** just before entering the examination hall for taking the CAPES test.

b) **The students shall be called as per the time-schedule below:**

Time - Schedule for 'CCC' CAPES

	Ist Batch	2nd Batch	3rd Batch	4th Batch	5th Batch
Reporting Time	7:45 hrs.	9:35 hrs.	11:25 hrs.	13:45 hrs.	15:35 hrs.
Exam Time	8:00 hrs to 9:30 hrs.	9:50 hrs. to 11:20 hrs.	11:40 hrs. to 13:10 hrs.	14:00 hrs. to 15:30 hrs.	15:50 hrs. to 17:20 hrs.

Instructions Delivery: All the candidates reporting for examinations will be made acquainted with the system using the instruction booklet for duration of 15 minutes. Any doubts regarding the system should be clarified here during this time only. A gap of 30 minutes is given between each batch. The student not reporting in for each batch for the Demonstration and Instruction shall have no right to ask for a demonstration again.

The instructions are given below.

These instructions cover the 7 Steps for Taking the Capes Test

1. Do's & Don'ts

2. Enter Your Login Id provided by the Exam Superintendent.

3. Confirm your details

4. Review these Instructions on-screen

5. Start the Test

6. Move through the Questions

7. Ending the Test

1. Do's and Don'ts

The computer Mouse is to be used for All Purposes other than entering Roll Numbers.

Do's

- Please go through the instructions very carefully.

- Please return this instructions booklet before going into the computer lab.

- Before leaving the computer room, check around your seat for your belongings.

Don'ts

- Please do not mark or write anything in this instructions booklet.

- Do not carry mobile phones or pagers into the examination hall. Leave them with the staff on duty.

- When you initialize to take the CCC exam at the computer, you see a screen like this:

Version 1.1 Examination Centre AHMEDABAD-1		_ □ ×
RollNo : Name :	**DOEACC** Online Examination For 'CCC' Level March 2007	**Duration of Test** **90 mins**

Relax !! Your test has not started. Your test will start
only after click on the 'Start Test' button
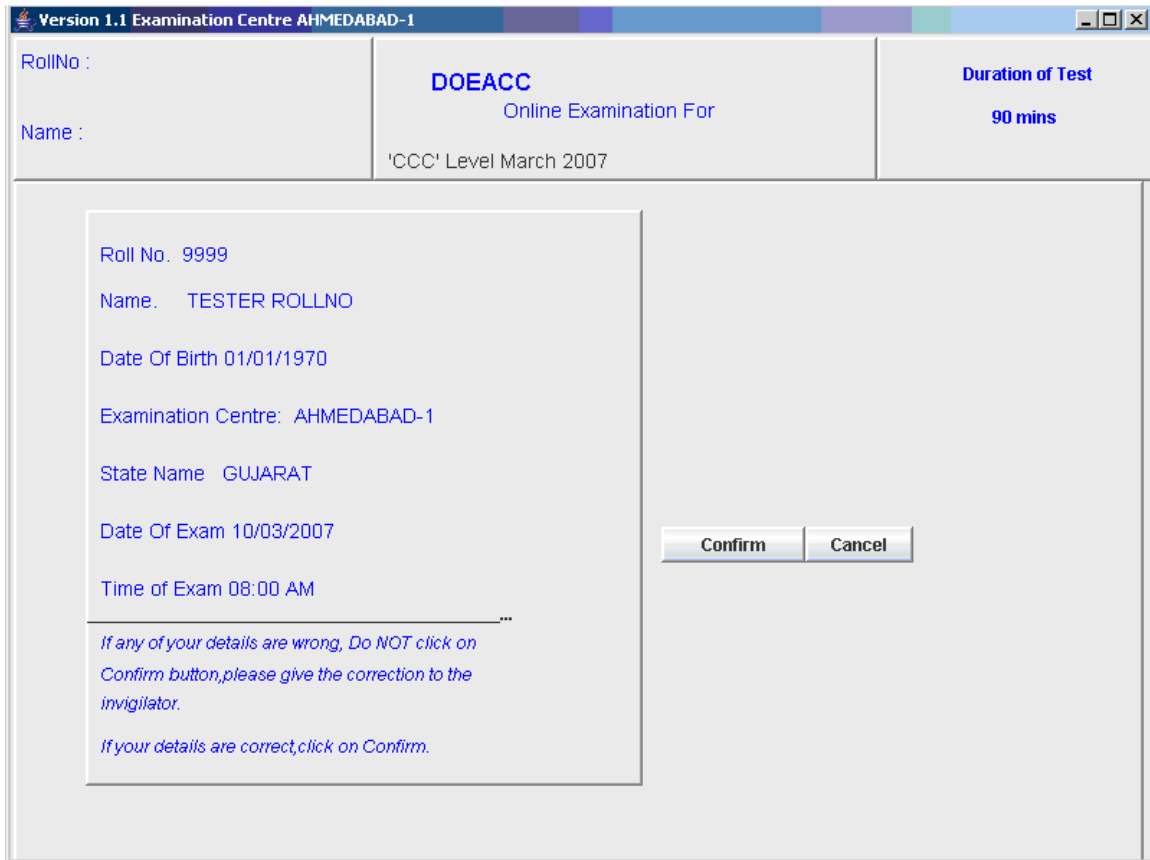
Enter Your Roll No: [   ]

and then wait for invigilator.

Submit

- You should enter your Login Id in the white box. For eg. If your login id is 9999 you have to type 9999 only in the box for the purpose.

- Then click on the "Submit" button to proceed ahead.

Version 1.1 Examination Centre AHMEDABAD-1		_ □ ✕
RollNo : Name :	**DOEACC** Online Examination For 'CCC' Level March 2007	**Duration of Test** **90 mins**

Relax !! Your test has not started. Your test will start
only after click on the 'Start Test' button

Enter Your Roll No: 9999

and then wait for invigilator.

Submit

3 - VERIFY YOUR DETAILS

- After clicking "SUBMIT" you get a screen like this on your computer.

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Version 1.1 Examination Centre AHMEDABAD-1                              _ □ ×

RollNo :                       DOEACC                          Duration of Test
                         Online Examination For
Name :                                                              90 mins
                        'CCC' Level March 2007


        Roll No.  9999

        Name.    TESTER ROLLNO

        Date Of Birth 01/01/1970

        Examination Centre:  AHMEDABAD-1

        State Name   GUJARAT

        Date Of Exam 10/03/2007
                                            Confirm      Cancel
        Time of Exam 08:00 AM
        _____...
        If any of your details are wrong, Do NOT click on
        Confirm button,please give the correction to the
        invigilator.

        If your details are correct,click on Confirm.
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- The screen will have your personal details & photograph. It will display your Roll No, Name, Course Name and Duration of test.

- Please verify that your Roll No, Name and Photograph are correct.

    o If they are correct then click the "Confirm" button.

    o If not correct, then call the invigilator and give the corrections.

- Relax; your exam clock will not start immediately, on clicking the "Confirm" button. Your time will be counted only after you click on the "Start Test" button, which is on the next screen.

4 - REVIEW THE INSTRUCTIONS ON-SCREEN

- On clicking "Confirm" you get the following screen on your computer.
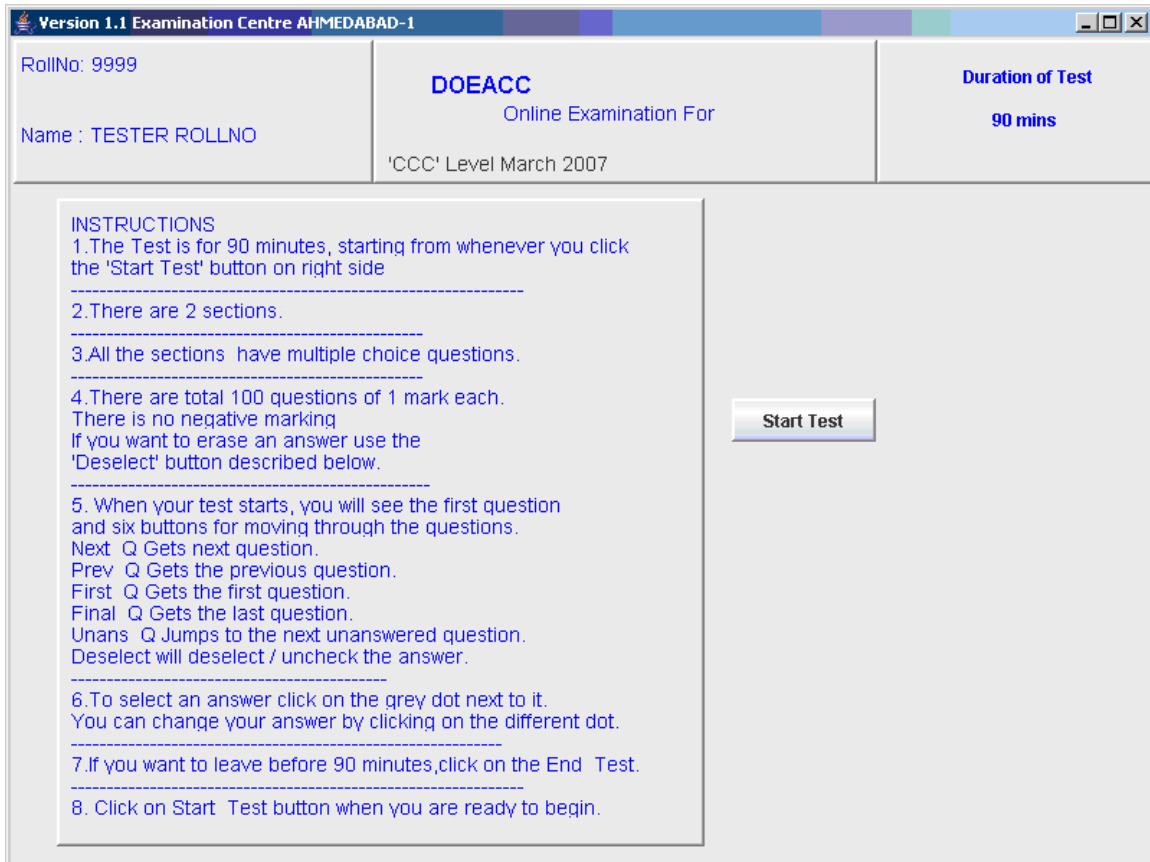
- The screen above gives you a second chance to review these instructions in brief, while sitting in front of the computer before you start the examination.
- Each student will get questions in different order selected randomly from a fixed question databank. Hence your fellow candidate's questions will not be the same as yours.
- There are total 100 questions of 1 mark each divided between 2 sections.
- The Test Duration is of 90 Mins. (1 and half Hours)

There is NO Negative Marking

- The name of the sections will be displayed in the top right hand corner of the screen and will change after every 50 questions as you proceed through the test.
- Click "Start Test" button whenever you feel ready to start the examination.

5- STARTING THE TEST

- On clicking "Start Test", your exam clock will start running and you will get the first question screen.

- Your time remaining is shown on the right top corner. If it shows "20 minutes", it means that you have already consumed 70 minutes of your allotted time, and you have 20 minutes left to finish the test.

- In Section 1 one question has four options while Section 2 the questions have only two options (true-false). For all questions only one option is correct. You have to click the small gray circle next to your chosen answer.

- Your answer is automatically saved. You do not have to click anything to save your answer.

- You can always return to the question later and change your answer. The changed answer will be automatically saved, replacing your earlier answer.

6 - MOVING THROUGH THE QUESTIONS


- To move to another question, you use the buttons at the bottom of the screen. The next question will NOT come automatically. You have to click on a button to get a new question.
    - Click   *"Next_Q"*   to get next question. You will normally be using this button.
    - Click   *"Prev_Q"*   to go back to the previous question.
    - Click   *"First_Q"*   to jump to the First question.
    - Click   *"Final_Q"*   to jump to the Last question.
    - Click   *"Deselect"*   to deselect/uncheck your answer.
- If you do not know the answer of a question, you can skip it & move to the next question without selecting any option. Afterwards, you can come back to your first unanswered question by clicking "Unans_Q". Subsequent clicks on "Unans_Q" bring one by one the unanswered questions in your test paper.
- The "Deselect" button will help you to deselect your answer i.e. if you have already answered the question and later want to leave it unanswered then you can click on the 'deselect' button. It lets you uncheck the answer.

7 – ENDING THE TEST

- The test will stop automatically after 90 minutes, and you will see the following screen.

Your Test is over.

Your answers will be sent to the main Computer

Your answer file has been uploaded successfully.

Goodbye
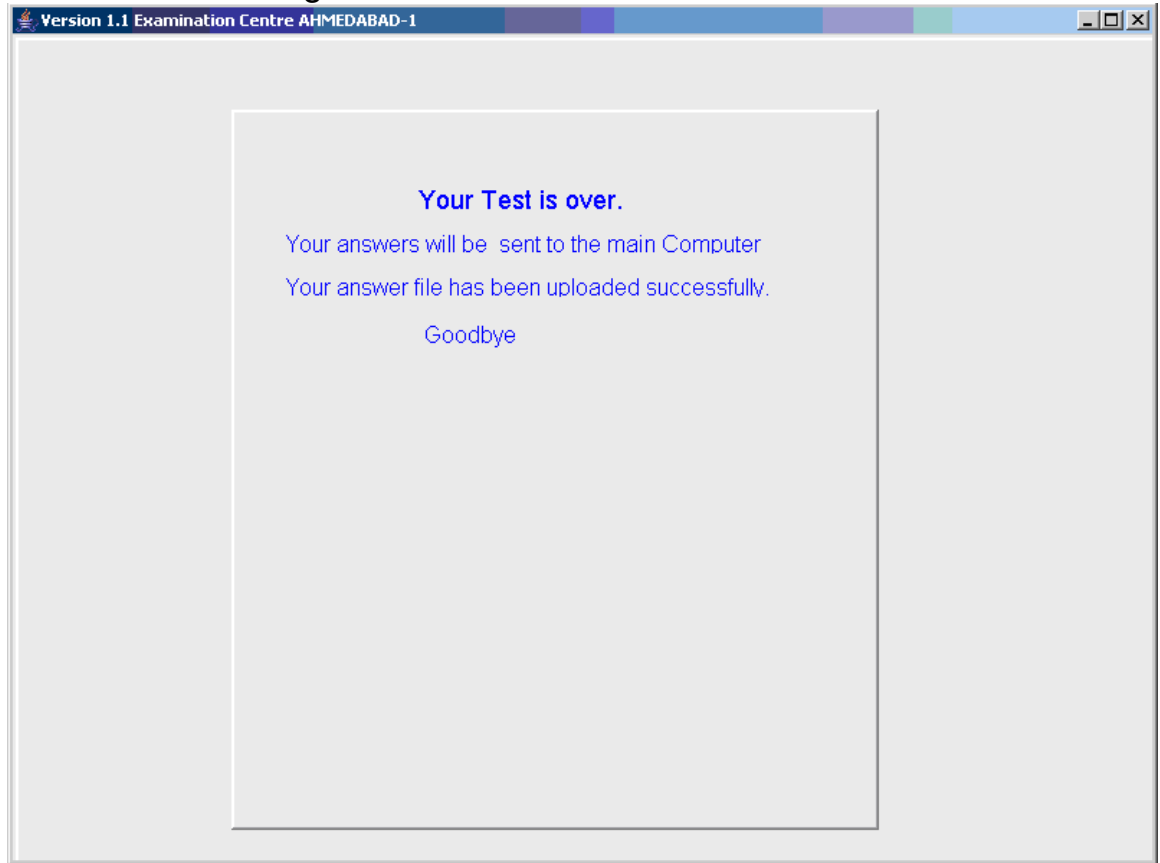
- However if you have completed your test before the scheduled time and want to end test you can click on the "End_Test" button. You will get the following screen.
- Confirmation for end test is to ensure that you are willingly ending the test and in no case the test will be taken again for the remaining time as shown in the top right corner of the Window.
- If you have clicked the end test button by mistake or unknowingly click on the cancel button to continue with your session
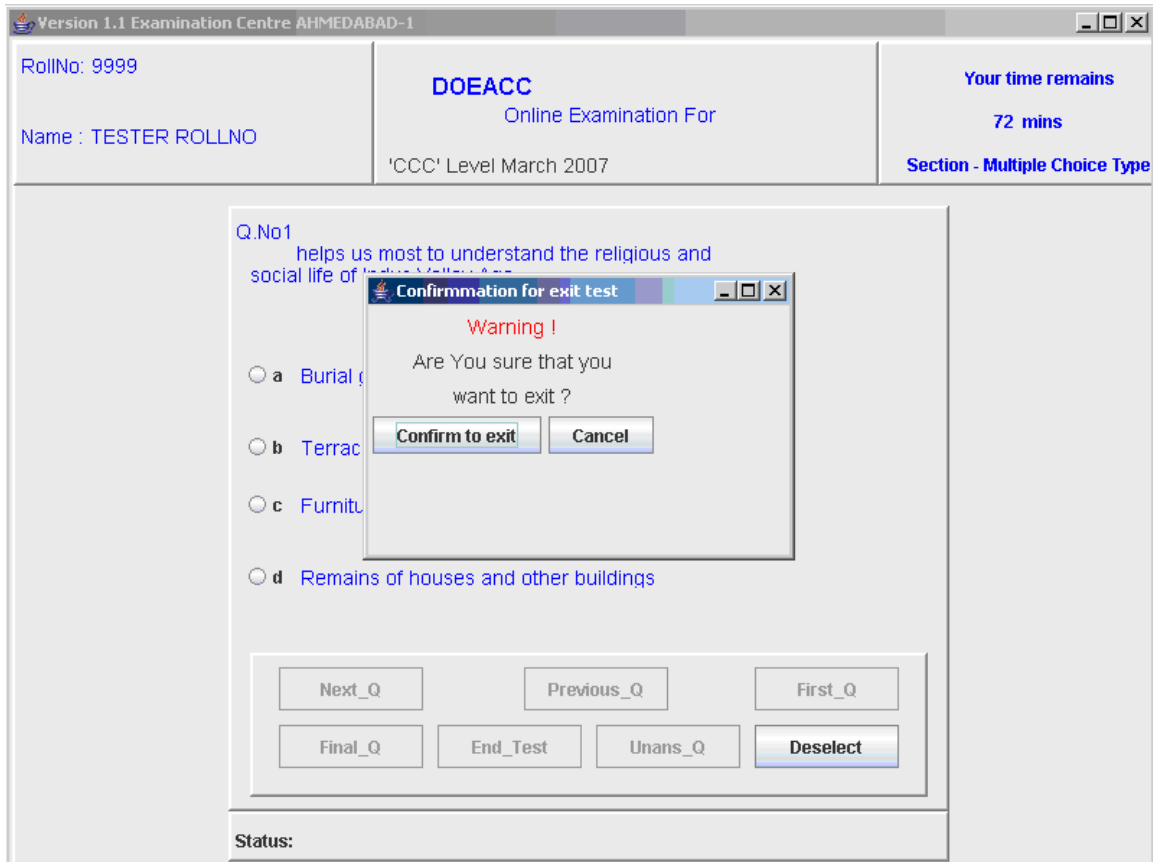
- When you get "Your Test is over" screen, you should get up, inform the invigilator and leave the computer room.
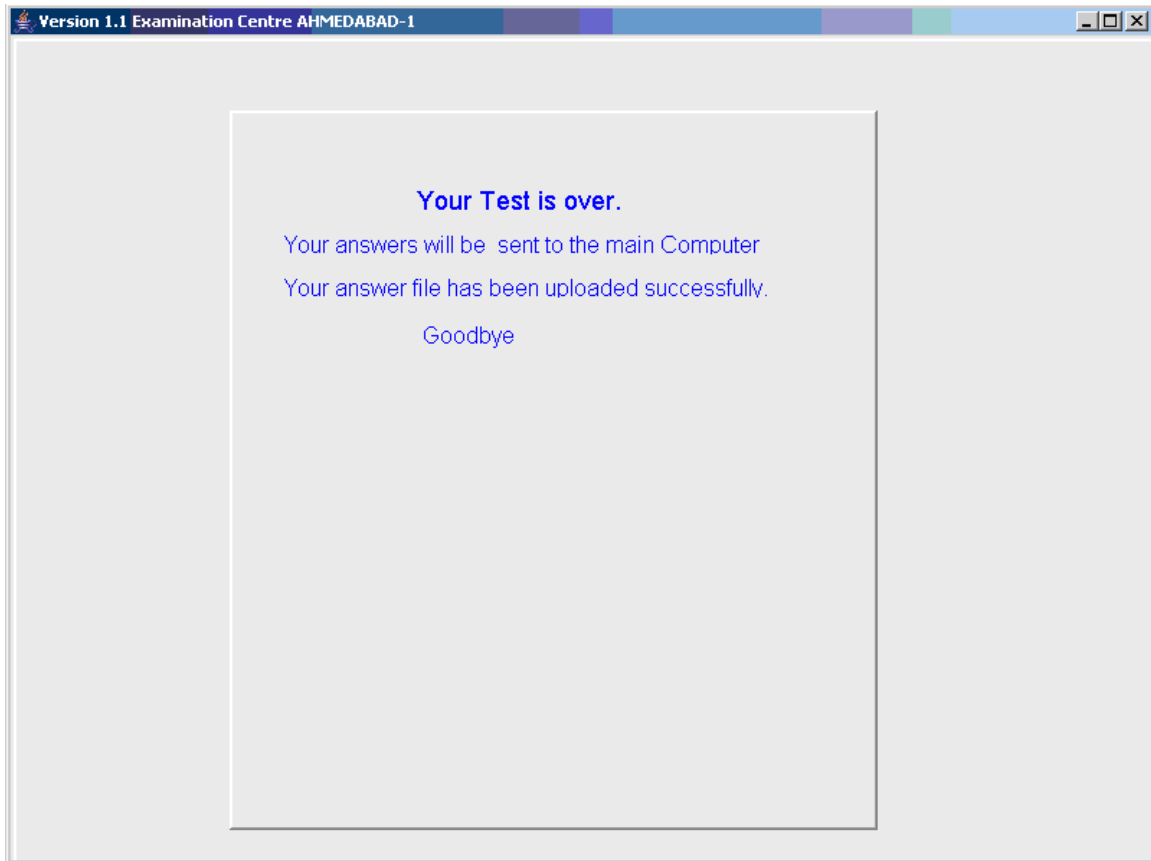
- **Check that your personal belongings are not left behind.**
- **You should leave this booklet behind when you go to the computer room.**

Important
Do not click the "End Test" button unless you want to leave early.