



In case of any malfunction in desktop / laptop / Tab, Candidate can appear in examination from another system except during the 3 hours of on-going examination.

Keep sufficient power / electricity back-up. The Institute will not be responsible for any electricity, power failure; so arrange backup solutions like UPS, Inverter, and Generator, etc. Laptops / PC / Tab must be fully charged having sufficient backup during the exam.

Students are allowed to use non-programmable calculator/ normal calculator, pen, pencil, and blank page for rough work.

Students are allowed to use water bottle during the examination but do not keep it in front of the webcam.

Use faster, reliable and continued internet connection. Do not use the internet connection which frequently disconnects or having any other issues.

The Institute is not responsible for any losses due to unavailable of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer / internet, misuse of email id, misuse of your login key by someone, delay in login, and other conditions.

All our exam servers and the backup server will be active for the examination period, if any problem persists; it means there is a problem in your computer / device, settings, and/or Internet. If any student lacks sufficient computer / technical knowledge, please consult with your friend or family member who knows about computer / technology and the internet, before the exam starts.

Scheduled / Auto-scheduled Online exam cannot be changed, postponed or extended in any condition.

Before the start of Examination:

- Prepare Your Workspace. You must be in a private location with a clean desk area. You must also remove unauthorized materials, all books, and a large number of papers around you.
- Please ensure nobody (family members, friends, teachers, etc) is around you while giving the exam.
- **Check your webcam and microphone in your laptop / desktop / Tab that all those are working properly, everything like camera / microphone is working properly.**
- Check your internet connection with the availability of data limit, ensure it is enough.
- Keep your Computer/Laptop/Tab ready for examination.
- Check System Requirement for Online Assessment through the online links given for Online Examination.
- **Please update your Google Chrome and give permission to your Webcam and Microphone from settings before your download the applications on your Laptop/Desktops /Tablet.**
- Download and install online assessment tool before starting of the examination depends on your device (Laptop / PC / Tab) and operating system Application.
- Enter **cma2020** in assessment URL and Click to continue.
- Enter your registration number, date of birth as per examination application form, passkey and other details to log in to examination screen and keep these details with you in hard copy/write on a paper before getting ready for examination.
- For the main examinations, new passkey will be provided in your mail/SMS.



- In case your internet is not working properly, you will be allowed to log in till 10.30 in **1st session** (for Intermediate students) and 2.30 PM in **2nd session** (for Final students) of the starting of examination in case of any delay.(In consultation with Proctor/Invigilator)
- Your photo will be captured through the webcam in the examination screen.
- Upload your Institute ID card or Admit card / Govt Photo Identity card (e.g. passport, voter card, Driving license, Aadhaar, etc.) that you have with you.
- You will receive your proctor/invigilator contact detail before the starting of the examination. **Please remember mobile phone / head phone / any other electronic gadget not allowed during the examination.**
- If the exam is interrupted, the candidate must not Press the Back Button/ refresh, he should immediately get in touch with the invigilator/Proctor.

During the Exam:

- You will have to complete your exams within 3hours.
- At the time of examination, you will be strictly under surveillance, you must maintain the examination rules and regulations otherwise, you will be under-reported against examination rule violation. Candidate can be debarred from the Institute for using any unfair means during the examination.
- **There is no negative marking in this examination.**
- The Roll Number/ Registration Number MUST NOT be written anywhere in the Digital Answer book or uploaded documents.
- No candidate shall be permitted to submit digital answer script until the expiry of one hour after the log-in.
- Question Papers will contain both MCQ and Descriptive type questions to judge subject knowledge and analytical skill of the students.
- The candidate will have to type the text part of descriptive answer in the given text space. Photo capturing or uploading of text part is not allowed.
- Any pictorial description like chart, graph and diagram, students can draw on a piece of paper-A4 Size in black/blue ink only and same can be uploaded with the help of capturing photograph by clicking on “Take Photo” button with the help of your webcam.
- Candidates must log in at right time as per Timetable.
- For Intermediate Student: The examination will start sharp at 10 A.M. Please ensure you login at 10 A.M. itself.
- For Final Student: The examination will start sharp at 2 P.M. Please ensure you login at 2 P.M. itself.
- Students must keep patience and try to complete all the questions within the time frame allotted for the examination.
- In case of power failure / internet failure, do not panic, restart the test using the same login information, from the same computer / laptop or tablet, you may change the internet service provider or internet connection system, the test will start from the same question which you had left earlier, and all attempted questions remain attempted.
- Students must not stop the session forcefully. This is especially important in the online environment where the system will "time-out" and not allow you to re-enter the exam site.
- If logged out within exam time due to power or internet failure then the candidate may return to it.
- Students must make sure that they have attempted paper and all the questions before pressing the submit button on-screen in each session.
- Once you have answered all the questions, you will be able to review your answers on the “Answer Review” screen before you finally submit the paper.