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प्रगत संगणन विकास केन्द्र  
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

सी डैक  
CDAC

### AIR FORCE COMMON ADMISSION TEST (AFCAT)

Date: 25<sup>th</sup> February, 2018

Activities Between: 7:00 AM To 8.45 AM

#### A. Before the Exam

1. Observe and verify that the Computing and Non – computing infrastructure is in place as mentioned in **Annexure A** for smooth conduction of exam.
2. Observe and verify that the Chief Invigilators, Invigilators and Network Administrator are aware of their responsibilities and follow the instructions written in Instruction sheets, handed over to them before the conduction of exam.
3. Observe and verify that exam team has taken all the precautions to avoid any incidents mentioned in **Annexure C**. If any such incidents occur, inform the IAF Observer and Centre Incharge.
4. Observe and verify the Exam Team handles the candidates with endurance and guide them at any point for the duration of the exam.

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**Activities Between: 8:45 AM to 9:00 AM**

5. Observe and verify that the Candidates are informed about the do's and don'ts during the exam.
6. Observe and verify that the Invigilators are assisting the candidates during the exam.

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Date: 25<sup>th</sup> February, 2018

Activities Between: 9.00 AM – 11.00 AM

#### B. During the Examination

1. Observe and verify the progress of examination.
2. Observe and verify that the candidates are not allowed to enter the exam hall after commencement of exam.
3. Observe and verify all the activities are done as per the given timelines.
4. Observe and verify any of the incidents (**Annexure C**) arise and report to the Centre Incharge and IAF Observer regarding this for appropriate action to be taken.
5. Observe and verify the Invigilators are available in the allocated room full time during the exam duration and perform their duties as per timelines.
6. Observe and verify any technical snags during the exam and make the support available from Network administrator to resolve the issue.

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**AIR FORCE COMMON ADMISSION TEST (AFCAT)**

Date: 25<sup>th</sup> February, 2018

Activities Between 11.00 AM to 11.05 AM

**C. After the Examination:**

7. Observe and verify that all the post exam activities (collection of attendance sheets, marking attendance in CI login area, response generation, backup, uploading of attendance to the central server) are performed as per timelines.
8. Observe and verify that no unauthorized access takes place on the servers and no other activity is performed after the examinations.