

British Council: Screening Round 1

General Instructions

Test date - 26 November 2021

Test time - Group 1 (11 am - 12 noon) | Group 2 (2 pm - 3pm)

This test is compulsory for all students to give in the allotted slot. An allotment sheet mentioning your subgroups would be sent to you soon. Please join your respective meets on time. The senior present in your meeting will guide you in case you have any doubts.

Everyone is strictly supposed to complete the test within the given time and solely by themselves. Make sure you make note of the subgroup you are allotted to and mention that in the form.

DO NOT make any errors in filling any of the information, **especially email IDs**.

The test can be taken from your laptop or smartphone (preferably laptop). Make sure you have a decent internet connection throughout. The test will be taken on a google form and you will be required to join a google meet which will be used for marking your attendance.

STEP 1: SSO Login-

- Login to <https://sso.iitb.ac.in/> using your LDAP id and password.
- Install Google Authenticator from Play Store.
- Manage Account -> Two Factor Authentication (Configure) -> Time Based OTP (Register).
- Reauthenticate using your LDAP password.
- Now open your mobile and scan the QR code through the authenticator app and enter the OTP shown on the app.

STEP 2: G-Suite activation-

- Go to the link <https://cutt.ly/gsuite>
- Enter your LDAP ID. It will redirect you to the IITB SSO page.
- Login Here and in the OTP field use the OTP that is there in the authenticator app. Your Gsuite account has been added successfully to your device.
- Now, open a new tab and go to any google product, say google.com, over here on the right-hand top you would see your profile pic of your personal id. Click on it, you will see the list of accounts and also see that your SSO linked Gsuite account is there. Simply click on it to switch to it.

STEP 3: Open the Google form (link will be shared on test day) and give the test

- The form will be accessible via LDAP so make sure you have completed step 1 and 2 before starting the test.
- If you are not able to open the form then follow the instructions mentioned in the 4th point step 2.
- Finish the test in 30 minutes.
- Inform the senior in your meet after completing the test and WAIT for confirmation to leave the meet.

In case of any doubts or queries, please reach out to your ISMP mentors.