






## General Instructions for a Candidate:

1. The test has 3 (three) sections. This test has a fixed duration, which will be shown on the top right corner of the test screen. you will be permitted to leave the test only after the completion of the stipulated time
2. As soon as you start answering the test, the clock (displayed on the top right corner of the screen) will start. On completion of allocated time, the clock will stop, the test will be locked, and the responses to questions in the test will be auto-submitted. On submission of the test, a summary of your answers will be displayed on your screen.
3. You will be allowed to leave the test after the timer ends.
4. The question paper will have a mix of Multiple Choice Question (MCQ) type with options and Non-MCQ type.
5. Your time will be set and synchronized to the server clock. The Countdown Timer at the top right corner of your screen will display the remaining time available to you to complete the currently active section. When the timer reaches zero, the test for that section will automatically end.
6. An on-screen calculator will be provided, which can be used for computing. You will not be allowed to use any other calculator, computing machine, or device.
7. The question palette displayed on the right side of the screen will show the status of each question with the help of one of the following symbols:

SR No.	Question Number with Status	Meaning
A		You have not visited the question yet.
B		You have visited the question but have not answered it.
C		You have answered the question but have not flagged it as Marked for Review.
D		You have not answered the question but have flagged it as Marked for Review.
E		You have answered the question as well as flagged it as Marked for Review.

\*Answers to all questions flagged as 'Marked for Review' (Serial No. E) will be automatically considered as submitted for evaluation at the end of the time allotted for that section.

8. To answer a question, you will need to do the following:

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

b. Select an answer for an MCQ by clicking on the radio button ( ) placed just before the choice.

For a Non-MCQ, enter only a whole number as the answer in the space provided on the screen using the on-screen keyboard. For example, if the correct answer to a Non-MCQ is 50, then enter ONLY 50 and NOT 50.0 or 050 etc.

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

Alternatively, you may click on 'Mark for Review & Next' to save your answer for the current question and mark it for your review at any time before the completion of the section, and then move to the next question. Caution: Your answer for the current question will not be saved, if you navigate directly to another question by clicking on a question number and not click 'Save & Next' or 'Mark for Review & Next' button.

d. You will be able to view all the questions of a section by clicking on the 'Question Paper' button. This feature is provided for you to see the entire question paper of a particular section.

9. Procedure for changing your response to a question:

a. To deselect your chosen answer, click on the question number on the question palette and click on the 'Clear Response' button.

b. To change your chosen answer, click on the radio button corresponding to another option.

c. To save your changed answer, you must click on the 'Save & Next' or 'Mark for Review & Next' button.

10. Navigating through Sections:

a. The test has three sections administered in the following order: I. Verbal Ability and Reading Comprehension (VARC), II. Data Interpretation and Logical Reasoning (DILR), and III. Quantitative Ability (QA). The names of the three sections are displayed on the top bar of the screen. The section you are currently viewing is highlighted.

b. From any section, you will be able to move to the next section only after the timer ends.

11. For the Data Interpretation and Logical Reasoning (DILR) section,

each situation/scenario consists of a group questions. Similarly, for Reading Comprehension, each passage consists of a group of questions.

12. For an MCQ, a candidate will be given 3 (three) marks for a correct answer, -1 (minus one) mark for a wrong answer and a 0 (zero) mark for an un-attempted question.

13. For a Non-MCQ, a candidate will be given 3 (three) marks for a correct answer, and a 0 (zero) mark for a wrong answer and for an un-attempted question. There will be no negative mark for a wrong answer in a Non-MCQ.

14. An MCQ will have choices out of which only one will be the correct answer.

15. You will be allowed to move to the next section only after the timer ends, after which you will not be allowed to go back to the earlier section(s).

Declaration by a Candidate:

"I have read and understood all the above instructions. I also understand that in case I violate any of these instructions, I may not be allowed to appear for future Copy CATs.

I will not disclose, publish, reproduce, transmit, store, or facilitate transmission and storage of the contents of the COPY CATs or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose. I am aware that this shall be in violation of the Indian Contract Act, 1872 and/or the Copyright Act, 1957 and/or the Information Technology Act, 2000. I am aware that such actions and/or abetment thereof as aforementioned may constitute a cognizable offence punishable with imprisonment for a term up to three years and fine up to Rs. Two Lakhs. I agree to this Non-Disclosure Agreement."