Guidelines for conducting online examinations or Computer Based Test(C.B.T.) proposed by the Uttarakhand Subordinate Services Selection Commission

The Uttarakhand Subordinate Services Selection Commission is starting online examinations in the near future. From this point of view, it is necessary that the candidates wishing to participate in the recruitment of public services conducted by the Uttarakhand Subordinate Services Selection Commission should understand the process of online examinations and important things during this examination. From this point of view, in order to understand how the online examination will be conducted in the examination centre and to take care of what the candidates will have to do there or what precautions will have to be taken, the main points and the functional instructions related to the online examination for the candidates are being published by the Commission.

Common Points

1. The Commission provides human resources to various departments and organizations of the State Government through a selection process. Till now, written examinations for selection are being conducted by the Commission only through offline medium. With a view to removing some of the shortcomings of these examinations and to make the examinations more transparent and fair, it has been decided by the Commission and the State Government to conduct online examinations.

2. This is the beginning of online examinations and it should not be understood that henceforth all the examinations of the Commission will be done through online mode. Offline examinations will also be conducted in terms of practicality and due to limitations of the availability of examination centres for online examinations.

3. State government service is a public service or a service to the masses. Therefore, a candidate desirous of being selected as a public servant is expected to conduct himself well during the selection process and thereafter during service.

4. The meaning of online examinations is that now the question paper or answer sheet (OMR sheet) printed on the paper will not be given to the candidates, but there will be facility to answer the question paper on the computer screen.

5. It is also clear that online examinations will be on computers, in such cases, the examination centres will be located at places where the computer with proper standards is available in sufficient quantity, so this test will not be possible in normal schools/education institutes.

6. At present, the number of test-worthy computers in the State is very less as well as fewer cities have exam-suitable computer centres. In such a situation, you will not be able to get the facility of online examination in or near your district.

7. The Commission, as far as possible, will endeavour to allot candidates to the examination centres in their respective divisions.

8. Like offline examination, in online examinations also, the candidates will be able to go to the examination hall only after checking/frisking, so it is necessary to be present in the examination centre 02 hours before the start of the examination. The duration of the exam will also be 02 hours as in case of offline examination.

9. In online examinations, the candidate has to bring only one pencil for the examination so that he/she can do rough work. No other material will be allowed to be taken in the examination hall.

10. Uninterrupted power supply and appropriate level of information technology will be used during the examination, but in case of any difficulty in any unavoidable circumstances regarding any candidate or any centre, appropriate remedial action will be taken there.

11. Now online examinations are being conducted in the country in large numbers and due to lack of computers, examinations are being conducted in multiple shifts by all the examination organizations/departments. In such a situation, the examinations of the Commission will also be held in one or more shifts.

12. Each shift will have a different question paper, so to balance the level of difficulty in different shift papers and to keep uniformity in the scores in each shift, the test results will be prepared by normalization method.

13. The use of normalization or statistical method in multiple shift exams is currently an established process and is being used by all examination institutes. Where there will be no shift or centre examination due to any technical difficulty, there will be an opportunity for re-examination and results will be released through the normalization method.

14. Candidates who have filled the complete application form along with the fee, their admit cards will be able to be downloaded from the Commission's website like offline examinations. Information about the release of the admit card will be given through press note and SMS.

15. Candidate's candidature will be cancelled immediately and any other legal action will also be implemented in the event of not maintaining a decent conduct during the examination or doing any activity that affects the fairness of the examination.

16. The details of the material to be brought or banned in the examination centre will be given in the admit card and full compliance will be the responsibility of the candidate.

17. During the examination, every candidate will be covered by CCTV camera and his behaviour etc. will also be observed during the examination. The candidate may be denied the examination if suspicious behaviour or interaction is found out. He/she can also be marked for further investigation etc.

For Exam Day

18. Candidates are expected to visit their examination centre before the exam day and make arrangements to arrive on time on the exam day.

19. It will be necessary to arrive at the examination centre 02 hours before the start of the examination, so that the checking/frisking and biometric attendance can be obtained. Along with this, the protocol for the current ongoing Covid-19 infection can also be complied with.

20. After a certain time, the main door or the entrance area of the examination centre will be closed and after that no candidate will be allowed to enter the examination centre.

21. Each candidate will have to undergo mandatory checking/frisking and security check and due cooperation is required to be given to the designated security investigators. It is also necessary to maintain discipline while checking.

22. There will be biometric attendance after the security check and after that permission will be given to go to the examination hall.

23. Before the commencement of the examination, the candidates can ask their questions to the supervisor regarding any doubts related to the online examination and seek solutions. No questions or conversations will be allowed after the commencement of the examination.

Examination Process

24. The computer screen will be automatically turned on at the time of commencement of examination and the candidates can type their personal details such as name, serial number etc. in Hindi or English.

25. After reading the examination instructions, the question paper will be displayed on computer screen in both Hindi and English languages as in case of offline examination.

26. Candidates can see the first or twentieth or hundredth question, but only one question will be displayed at a time on the computer screen in Hindi and English.

27. Candidates can answer any of the questions in any order or any number as they wish.

28. To answer each question, the candidate has to "Click" on 1 of the 4 options for that question. The Click will highlight that option and this selected/highlighted option will only be considered as the response of the candidate.

29. If the candidate does not want to solve any question, please do not click any of the options for that question and go to the next question by clicking on the Previous/Next Button.

30. If the candidate has clicked the answer to a question but thinks that the answer is worth reconsideration once and after getting time later on, then he/she can select the Bookmark option and mark it for review.

31. A colored summary panel will appear in one corner of the screen of each candidate, in which the number of questions answered so far, unanswered questions, bookmarked questions will be displayed in different colors. By clicking on it, candidates can open the related questions. Apart from this, one can also go back and forth by clicking Previous and Next Button.

32. The summary panel displayed on the computer screen is a special feature that will briefly show the details of the examination progress made by the candidate at any time during the summation i.e. how many questions remain unanswered, how many questions are answered, how many are marked for review (Bookmark). All of these will be available in this panel.

33. Various sections of the question paper (Hindi, General Knowledge, General Studies etc.) will also be displayed in this summary panel. By clicking on these sections, the questions of the respective section will be displayed in front of the candidate for answer or review. Related questions can be accessed directly by clicking on the summary panel.

34. In this way, the candidates can go to any section or question number of the question paper immediately by clicking on the Summary panel or Next or Previous Button or can navigate.

35. After selecting an option for a question and clicking it, if the candidate goes to another question or to another section of the question paper, the answer will be saved as soon as they click on the second question or the Previous or Next button.

36. If the candidate wants to change the answer to a question which they have clicked/saved earlier, then they can go to that question anytime during the exam period. The option taken finally will be considered the correct answer.

37. There will be continuous display of the remaining time for the end of the exam on the computer screen of each candidate.

38. For rough work, the candidate will be given a separate rough sheet in which rough work will be done with pencil.

39. For every wrong answer 1/4 negative mark will be deducted.

40. Before the end of the examination, the candidates can review the answers given, change/modify their answers. At the time of exam expiry, these facilities will be automatically terminated. So check your answers before the end of the exam. At the end of the examination, the answers given by the candidate will be automatically saved by the computer system.

41. Even if the question paper has been solved before the end of the examination by the candidate, they will not be allowed to leave the examination hall and will be allowed to leave the examination room/centre only after conducting biometric attendance/verification once again after the exam is over.

42. At the end of the exam, a Dhanywaad or Thank You message for confirming the expiration of the time will be displayed on the candidate's computer screen and the examination process will be over.

Conduct During The Examination

The candidate may be denied/disqualified from the examination by the Superintendent or Proctor of the examination centre for any of the following reasons:

1. Breaking the peace & order.
2. Create disturbance.
3. Attempting to impersonate or take test for another person.
4. To seek or provide any kind of assistance from/to outsiders or other candidates during the examination and communicating with them.
5. Smoking or eating in the examination centre.
6. Any attempt to tamper with the operation of the computer or interfere with the functioning of the system.
7. To exchange any paper, document or any other material with other candidates.
8. To leave the examination centre without the permission of the Supervisor.
9. Use of prohibited equipment/items which are not allowed such as:
• Stationery items including pen, scale, paper, books, notebooks, calculator, clock, etc.
• Mobile phones, pagers, health bands, watches, any other electronic devices etc.
• Jewellery such as earrings, rings, metal bangles, pendant, nose pin, chain, necklace etc.
• Wallet (purse), sunglasses etc. are not allowed.

10. Attempt to copy (in any form) the examination questions or answers from the examination centre.

11. Attempting to take help of any unauthorized software/program during the examination.

12. Not following the Observer's instructions.

13. Harassment or assault with the Staff or Supervisor of the examination centre.

14. Resorting to improper means or exerting influence of any kind for the examination results will be considered a serious offence and if a candidate is found guilty of such offence on the basis of the report of a person authorized to conduct the examination, then that person is authorized to remove the name of that candidate from the list of candidates registered for the examination and the Commission will also take action against him as it thinks fit.

15. The candidates should maintain peace while appearing in the examination. Any type of discussion or gesture or creating interruption in the examination hall or attempt to change the seat/question paper will be considered as inappropriate behaviour.

16. If a candidate is found indulging in improper means or impersonation, his/her candidature will be cancelled. Such a candidate will be removed from the examination by the Administrator of the examination centre and will be reported to the concerned Authority/Commission for appropriate action in this matter.

17. The Central Administrator appointed at the examination centre has the authority to expel the candidate from the examination centre for any misconduct.

18. After the examination (completion of all shifts) candidates will be provided with their question papers and answers (responses) given as soon as possible. Along with this, Answer Key and opportunity to challenge questions will also be provided.

Declaration

I have read and understood the instructions. I agree that I will not bring any prohibited gadgets like mobile phones etc./any prohibited material with me nor conduct any inappropriate behaviour in the examination centre. I agree that if the given instructions are not followed by me, I will be disqualified from taking the exam.

After reading the Practice Test/Mock Test Instructions and submitting the above Declaration, the actual test will start. A Practice Test or Mock Test has been prepared to provide proper training for this to the candidates before the actual examinations begin. This test is of a total duration of half an hour (30 minutes) and it has 24 questions in 4 sections. Candidates can get training for online exams by giving Practice Test and repeating it by visiting this test link. Please click the Practice Test button below to give a Mock Test.

Practice Test