

SAS/RAI/CPD-I&II Main Examination 2019

Instructions for candidates

(A) GENERAL INSTRUCTIONS

1. You are required to report to the assigned examination centre at least one and half hours (1½ hrs) before the scheduled starting time, otherwise you may not be allowed to take the test.
2. The address of the test centre is printed on the admit card. In your own interest familiarise with the centre location before the test date.
3. On reporting to the test centre, you will be required to produce your admit card and ID proof (PAN Card or office Identity Card) in original for verification. After verification of identity, you will be registered and assigned to a particular computer workstation for taking the Computer Based Test. The proctors will guide you to the computer workstation.
4. Do not carry any of your belongings except pencils & pens to computer workstation where you are expected to take the test. Calculators, pagers, cellular phones and any other electronic gadgets are not permitted inside the examination hall.
5. For working purpose a scribble pad will be provided at the registration desk. No additional pages will be provided. Do not use it for any other purpose. Write your Index Number on the scribble pad and hand it over to the Proctor on completion of your test.
6. Candidates may visit the website <https://demo.meritracpariksha.com/CAG/tp/index.php> to familiarise themselves with Computer Based Test. Candidates may also view the sample test papers uploaded in CAG's website <https://cag.gov.in/content/sample-papers> have an idea about the pattern of the examination. Sample papers may not be based on the latest syllabus for the related examination.
7. The Centre Observer from CAG is authorized to debar you from the test session and initiate action as per CCS (CCA) rules for any of the following reasons.
 - Misbehaving/Creating disturbance or Talking to other test taker(s) or unbecoming of an examinee.
 - Attempting to take the test on behalf of someone else or engaging someone else for taking test on your behalf.
 - Attempting to tamper with the computer system – either hardware or software.
 - Exchanging/Tearing out the scribble pad or Found using calculators, slide rules, pagers, cell phones, concealed microphones, wireless devices or any other material that may aid in answering questions.
 - Taking questions out of Examination Hall in whatsoever form.

(B) INSTRUCTIONS FOR THE COMPUTER BASED TEST

- The test you are taking is of 120 minutes duration except in case of PC- 1 which is of 150 minutes. No break is permitted during the Test. Candidate has to stay in the examination hall for full time.
- Timer at the top of the screen display the time throughout the test. The test closes automatically once the allotted time is over.
- Ensure that you click on END TEST as a sign of completion. END TEST button will be visible only at the last question. Please be sure before clicking END TEST that you have completed the test. Once you submit you will not be able to go back to the test.
- In case you finish your test before allotted time, you will get a confirmation page which will give you two options – either to END TEST or CANCEL to go back to the test.
- Once you complete the test, you should be able to see the screen indicating completion of test with a THANK YOU note.
- On completion of the test you will be required to handover the used scribble pad to the test administrator.

ANSWERING PROCEDURE

MEDIUM (English or Hindi)	<p>The questions will appear either in English or in Hindi (bilingual) based on the selection made by the candidate after login. <u>In case of lack of clarity in Hindi version, the English version will prevail.</u></p> <p>During the test, candidate can view a question either in English or in Hindi by clicking the TOGGLE button at the top of the screen. However, if you change language while answering descriptive question(s) of PC-1 paper, existing response(s) to the question(s) will be cleared. PLEASE BE CAREFUL.</p>
ANSWERING THE QUESTIONS	Each question is followed by multiple options. Indicate your answer by clicking on the radio button adjacent to the option you think is appropriate/best.
CHANGING THE ANSWER	You can change your answer by just clicking on another option

<p>GOING TO THE NEXT/ PREVIOUS/ ANY QUESTION</p>	<p>You can go to any question by clicking on the question number from the left panel.</p> <p>To go to the next question, click the button "NEXT".</p> <p>To go to the previous question, click the button "PREVIOUS".</p>
<p>MARKING QUESTIONS FOR REVIEW AT A LATER STAGE</p>	<p>If you are doubtful of the answer, you can "MARK" an answered question for review. You can "UNMARK" the question by clicking on it again.</p> <p><u>At the end of the test, answered question(s) remaining marked will be considered as answered and unanswered questions remaining marked will be considered as unanswered.</u></p>
<p>QUESTION PANEL COLOUR LEGENDS</p>	<ul style="list-style-type: none"> ▪ Questions that are Not Visited, are indicated in WHITE ▪ Questions that are Not Answered, are indicated in RED ▪ Questions that are Answered, are indicated in GREEN ▪ Questions that are Not Answered & Marked for Review, are indicated in ORANGE ▪ Questions that are Answered and Marked for Review, are indicated in BLUE with a tag <p>Please note the colour will change only after clicking Previous / Next or any other question on the left panel.</p>

Note: There will be negative marking to the extent of 0.25 marks (25 percent) for each wrong answer.