

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA**  
**NEW DELHI**  
**EXAMINATION WING**

No. 630/13-Exam/Examination-1 & 2/2022

Dated: 28/11/2022

To

**Heads of Department of IA&AD offices**  
(As per standard e-mail list)

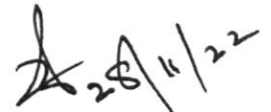
**Sub: Modified assessment system for conducting PC-4 & IE-4 (IT Practical) examination in SAS/IE Exam-2 of 2022**

Madam/Sir,

With reference to the subject cited above, I am directed to intimate that the competent authority, taking into cognizance of the technical issues/glitches faced by the candidates appearing in PC-4 & IE-4: Information Technology (Practical) paper of SAS/IE Examination, has decided to switch to the '**modified assessment system**' for conducting PC-4 & IE-4 (IT Practical) examination in SAS/IE Exam-2 of 2022, in consultation with the outsourced agency concerned.

2. The step by step method/guidelines to be followed by the candidates for PC-4 & IE-4 (IT Practical) paper in the modified assessment system, is attached herewith in **Annexure-I**.
3. In this context, it is advised that candidates may take '**Demo Test**' to make them familiar with the modified assessment system of PC-4 & IE-4 (IT Practical) paper using their Login Id and Password provided for the purpose of registration through link **<https://cag.merittracpariksha.com/mtacs/cag.html>**. The steps & instructions to be followed by candidates for the Demo Test, is attached in **Annexure-II**.
4. All the candidates concerned may be suitably informed in this regard.

Yours faithfully,



(Hirak Bagchi)

Sr. Administrative Officer (Exam)

**Step by step Methods/Guidelines for Candidates of PC-4 & IE-4 papers in the modified assessment system**

1. Create a folder with test taker (candidate) index number
2. Download templates from the login page
3. Save MS files in the created folder named with their index number
4. Test taker has to login with their credentials
5. Test taker has to follow the instructions given in the question paper
6. For each type of question, test taker has to perform the activity in the downloaded MS templates
7. Test taker has to save the MS files with index number. e.g. Index Number\_word.docx, Index Number\_excel.xls, Index Number\_PowerPoint.ppt and Index Number\_Access.mdf.
8. Upload the respective file/s against each question
9. Submit the exam post uploading the files for all questions
10. Folder or files from system should not be deleted

## Annexure-II

### Step & Instructions to be followed by candidates of PC-4 & IE-4 papers for the Demo Test in the modified assessment system

1. Test taker has to login after adding suffix A, B or C in their login id and password (DOB). For example CAG006710A, CAG006710B or CAG006710C
2. Link is provided on CAGI Portal to download the MS files on login page.
3. Test Taker has to download the files before starting the exam, they will not be able to download the files once they login.
4. Post downloading the files, candidate can login and start the exam.
5. Question paper will be displayed along with file upload button against each question.
6. Candidate/Student will solve the question of Word/Excel/Power Point and MS Access and save the file under the folder created. **All files should be named like Index Number\_word.docx, Index Number\_excel.xls, Index Number\_PowerPoint.ppt and Index Number\_Access.mdf.**
7. Test Taker need to upload respective worked out MS file against each question.
8. Uploaded files will be considered as response to the questions by the candidates