

*INSTRUCTIONS  
BOOKLET*

*FOR  
CANDIDATES  
of  
CCC*

Prepared By  
TDPP Lab, 2<sup>nd</sup> Floor  
National Informatics Centre  
CGO Complex  
New Delhi – 110 003

## **GUIDELINES FOR THE CANDIDATES FOR ON LINE EXAMINATION FOR DOEACC CCC COURSE :**

**Computer Aided Paperless Examination System (CAPES) i.e. on-line examination** will be conducted for testing the students for the CCC Course. It is an Online Examination system, fully computerized, user friendly having advanced security features making it fair, transparent and standardized.

### **A. General information:**

- a) The **Duration** of examination is **90** minutes.
  - ii) The examination will comprise of **Objective Type questions**, which include **Multiple choice and True-False Type questions**.
  - iii) The Examination is of **100 Marks, having 100 questions** divided into 02 Sections with each section comprising of 50 questions of 01 mark each.
  - iv) The **Subjects** or topics covered in the exam will be as per the Syllabus.
  - v) There will be **NO NEGATIVE MARKING** for the wrong answers.

### **B. CAPES Information & Instructions:**

- i) The examination does **not** require using any paper, pen, pencil and calculator.
- ii) Every student will take the examination on a **single Computer terminal / PC**.
- iii) The students need to have **Mouse Using Skill**.
- iv) On computer screen every examinee will be given **objective type questions**, which include **Multiple choice and True-False Type questions**.
- v) Each student will **get questions in different order selected randomly** from a fixed Question Databank.
- vi) The students just need to use the mouse and **click on the Right Choice / Correct option** from the multiple choices /options given with each question.
  - vi.i Objective types of questions presently consist of Multiple Choice and True/False type questions. The DOEACC Society is in the process of enhancing its base of Questions and types of Questions and soon other type of Objective type Questions e.g. matching the information in two tables, filling in the blanks, etc. shall also be included in the Question Databank.

- vi.ii The answers to the questions are to be marked by clicking the appropriate radio button.
- vi.iii For Multiple Choice Questions, each question has four options, and the candidate has to click the appropriate option.
- vi.iv For True/False Type Questions, each question has two options, and the candidate has to click appropriate option.

8 The **sequence of steps to be followed by each examinee for appearing in Examination using CAPES** will be as follows:

- a) The students will have to **enter their Roll Number** on the screen displayed.
- b) The student's details appear on the screen, which will be verified by invigilator.
- c) The examinee will get **Instructions to guide** through the test.
- d) The **Time** of the examination begins only when the '**Start Test**' button is **pressed**.
- e) The examinee proceeds **answering the questions one by one** by clicking on the small grey circle next to the chosen answer.
- f) The examinee can move to **First, Last, Previous, Next** and **Un-answered** questions by clicking on the buttons with respective labels displayed on screen throughout the test.
- g) The **answers can be changed at any time** during the test and are **saved automatically**.
- h) It is possible to **Review** the answered as well as the Un-answered questions.

9 The Time remaining is shown in the Right Top Corner of the screen.

10 The system automatically shuts down when the time limit is over OR alternatively if examinee finishes the exam before time he can quit by **pressing the 'End Test' button**.

**Notes:**

- a) The students will be given **Pre Examination Demonstration & Instructions** just before entering the examination hall for taking the CAPES test.
- b) **The students shall be called as per the time-schedule below:**

Time - Schedule for 'CCC' CAPES for CIC

	<b>1st Batch</b>	<b>2<sup>nd</sup> Batch</b>	<b>3<sup>rd</sup> Batch</b>	<b>4<sup>th</sup> Batch</b>	<b>5<sup>th</sup> Batch</b>
<i>Reporting Time</i>	7:45 hrs.	9:35 hrs.	11:25 hrs.	13:45 hrs.	15:35 hrs.
<i>Exam Time</i>	8:00 hrs to 9:30 hrs.	9:50 hrs. to 11:20 hrs.	11:40 hrs. to 13:10 hrs.	14:00 hrs. to 15:30 hrs.	15:50 hrs. to 17:20 hrs.

***Instructions Delivery:*** All the candidates reporting for examinations will be made acquainted with the system using the instruction booklet for duration of 15 minutes. Any doubts regarding the system should be clarified here during this time only. A gap of 30 minutes is given between each batch. The student not reporting in for each batch for the Demonstration and Instruction shall have no right to ask for a demonstration again.

The instructions are given below.

## **These instructions cover the 7 Steps for Taking the Capes Test**

1. Do's & Don'ts
2. Enter Your Roll Number
3. Confirm your details
4. Review these Instructions on-screen
5. Start the Test
6. Move through the Questions
7. Ending the Test

## 1. Do's and Don'ts

The computer Mouse is to be used for All Purposes other than entering Roll Numbers.

### Do's

- Please go through the instructions very carefully.
- Please return this instructions booklet before going into the computer lab.
- Before leaving the computer room, check around your seat for your belongings.

### Don'ts

- Please do not mark or write anything in this instructions booklet.
- Do not carry mobile phones or pagers into the examination hall. Leave them with the staff on duty.

## 2 - ENTER YOUR ROLL NUMBER

- When you initialize to take the CCC exam at the computer, you see a screen like this:

RollNo :	DOEACC Online Examination For	Duration of Test
Name :	'CCC' Level March 2007	90 mins

*Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button*

**Enter Your Roll No:**

*and then wait for invigilator.*

- You should enter your roll number in the white box. If your roll number is 221033118 you have to type 221033118 only in the box for the purpose.

Version 1.1 Examination Centre AHMEDABAD-1		
RollNo :	<b>DOEACC</b> Online Examination For 'CCC' Level March 2007	<b>Duration of Test</b> <b>90 mins</b>
Name :		
<p><i>Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button</i></p> <p><b>Enter Your Roll No:</b> <input type="text" value="9999"/></p> <p><i>and then wait for invigilator.</i></p> <p><input type="button" value="Submit"/></p>		



- Then click on the “Submit” button to proceed ahead.

Version 1.1 Examination Centre AHMEDABAD-1		
RollNo :	<b>DOEACC</b> Online Examination For	<b>Duration of Test</b>
Name :	'CCC' Level March 2007	<b>90 mins</b>
<p><i>Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button</i></p> <p><b>Enter Your Roll No:</b> <input type="text" value="9999"/></p> <p><i>and then wait for invigilator.</i></p> <p><input type="button" value="Submit"/></p>		

### 3 - VERIFY YOUR DETAILS

- After clicking "SUBMIT" you get a screen like this on your computer.

Version 1.1 Examination Centre AHMEDABAD-1

RollNo :	<b>DOEACC</b> Online Examination For	<b>Duration of Test</b> <b>90 mins</b>
Name :	'CCC' Level March 2007	

Roll No. 9999

Name. TESTER ROLLNO

Date Of Birth 01/01/1970

Examination Centre: AHMEDABAD-1

State Name GUJARAT

Date Of Exam 10/03/2007

Time of Exam 08:00 AM

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*If any of your details are wrong, Do NOT click on Confirm button, please give the correction to the invigilator.*

*If your details are correct, click on Confirm.*

- The screen will have your personal details & photograph. It will display your Roll No, Name, Course Name and Duration of test.
- Please verify that your Roll No, Name and Photograph are correct.
  - If they are correct then click the "Confirm" button.
  - If not correct, then call the invigilator and give the corrections.
- Relax; your exam clock will not start immediately, on clicking the "Confirm" button. Your time will be counted only after you click on the "Start Test" button, which is on the next screen.

## 4 - REVIEW THE INSTRUCTIONS ON-SCREEN

- On clicking “Confirm” you get the following screen on your computer.

Version 1.1 Examination Centre AHMEDABAD-1

RollNo: 9999

Name : TESTER ROLLNO

**DOEACC**  
Online Examination For  
'CCC' Level March 2007

**Duration of Test**  
**90 mins**

**INSTRUCTIONS**

- 1.The Test is for 90 minutes, starting from whenever you click the 'Start Test' button on right side
- 2.There are 2 sections.
- 3.All the sections have multiple choice questions.
- 4.There are total 100 questions of 1 mark each. There is no negative marking. If you want to erase an answer use the 'Deselect' button described below.
5. When your test starts, you will see the first question and six buttons for moving through the questions.  
Next Q Gets next question.  
Prev Q Gets the previous question.  
First Q Gets the first question.  
Final Q Gets the last question.  
Unans Q Jumps to the next unanswered question.  
Deselect will deselect / uncheck the answer.
- 6.To select an answer click on the grey dot next to it. You can change your answer by clicking on the different dot.
- 7.If you want to leave before 90 minutes,click on the End Test.
8. Click on Start Test button when you are ready to begin.

**Start Test**

- The screen above gives you a second chance to review these instructions in brief, while sitting in front of the computer before you start the examination.
- Each student will get questions in different order selected randomly from a fixed question databank. Hence your fellow candidate's questions will not be the same as yours.
- There are total 100 questions of 1 mark each divided between 2 sections.
- The Test Duration is of 90 Min. (1 and half Hours) s

**There is NO Negative Marking**

- The name of the sections will be displayed in the top right hand corner of the screen and will change after every 50 questions as you proceed through the test.
- Click “Start Test” button whenever you feel ready to start the examination.

## 5- STARTING THE TEST

- On clicking “Start Test”, your exam clock will start running and you will get the first question screen.

The screenshot shows a web browser window titled "Version 1.1 Examination Centre AHMEDABAD-1". The interface is divided into several sections:

- Header:** "DOEACC Online Examination For 'CCC' Level March 2007".
- Left Panel:** "RollNo: 9999" and "Name : TESTER ROLLNO".
- Right Panel:** "Your time remains 88 mins" and "Section - Multiple Choice Type".
- Question Area:** "Q.No1 helps us most to understand the religious and social life of Indus Valley Age".
- Options:** Four radio button options: a) Burial grounds, b) Terracotta figures and seals, c) Furniture and pottery, d) Remains of houses and other buildings.
- Navigation Buttons:** "Next\_Q", "Previous\_Q", "First\_Q", "Final\_Q", "End\_Test", "Unans\_Q", and "Deselect".
- Status:** A "Status:" label at the bottom left.

- Your time remaining is shown on the right top corner. If it shows "20 minutes", it means that you have already consumed 70 minutes of your allotted time, and you have 20 minutes left to finish the test.
- In Section 1 one question has four options while Section 2 the questions have only two options (true-false). For all questions only one option is correct. You have to click the small gray circle next to your chosen answer.
- Your answer is automatically saved. You do not have to click anything to save your answer.
- You can always return to the question later and change your answer. The changed answer will be automatically saved, replacing your earlier answer.

## 6 - MOVING THROUGH THE QUESTIONS

Version 1.1 Examination Centre AHMEDABAD-1

RollNo: 9999

Name : TESTER ROLLNO

DOEACC  
Online Examination For

Your time remains  
88 mins

'CCC' Level March 2007

Section - Multiple Choice Type

Q.No1  
helps us most to understand the religious and social life of Indus Valley Age

a Burial grounds

b Terracotta figures and seals

c Furniture and pottery

d Remains of houses and other buildings

Next\_Q Previous\_Q First\_Q

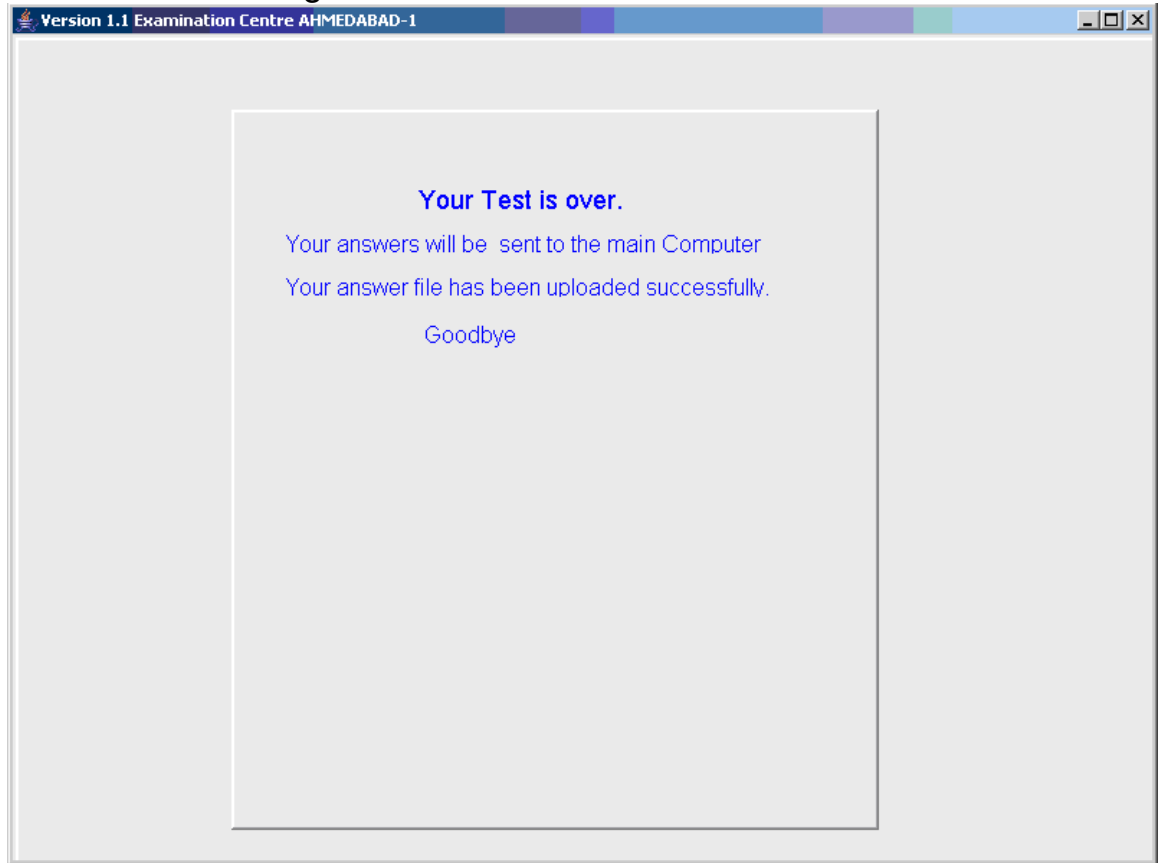
Final\_Q End\_Test Unans\_Q Deselect

Status:

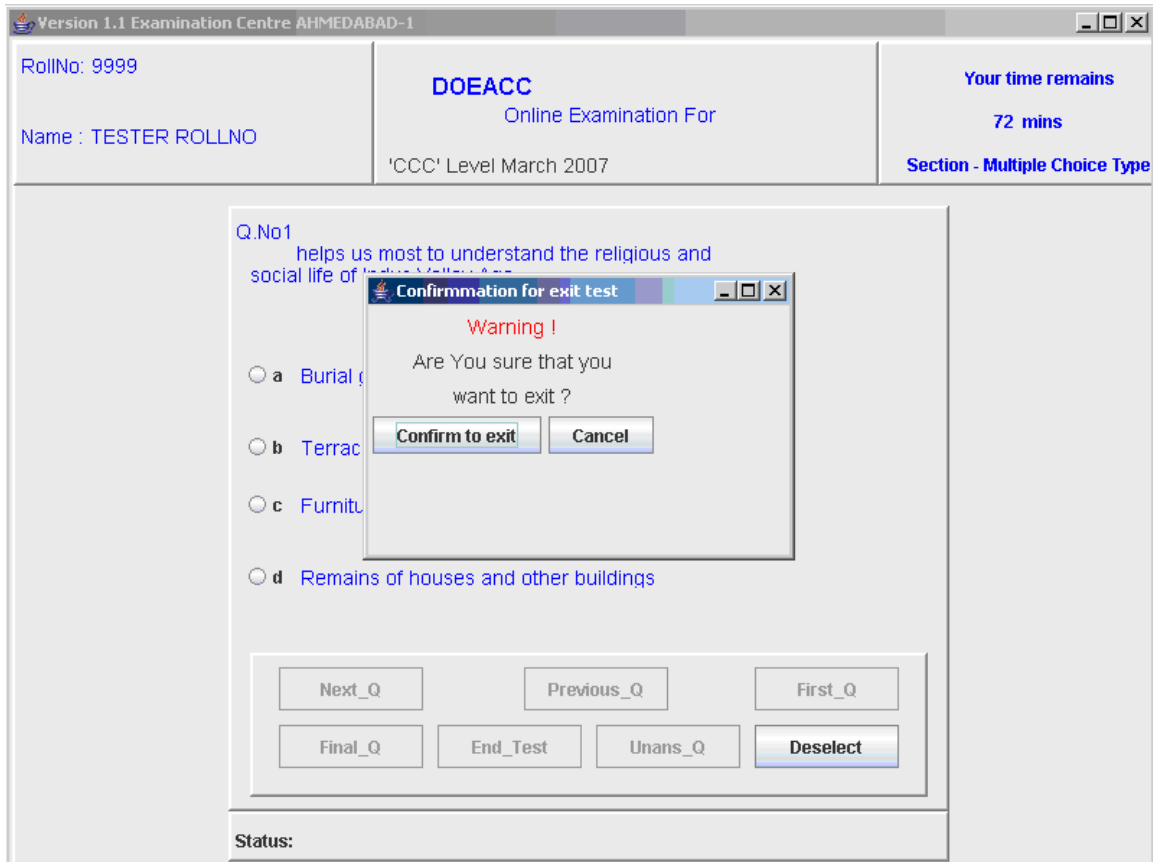
- To move to another question, you use the buttons at the bottom of the screen. The next question will NOT come automatically. You have to click on a button to get a new question.
  - Click “Next\_Q” to get next question. You will normally be using this button.
  - Click “Prev\_Q” to go back to the previous question.
  - Click “First\_Q” to jump to the First question.
  - Click “Final\_Q” to jump to the Last question.
  - Click “Deselect” to deselect/uncheck your answer.
- If you do not know the answer of a question, you can skip it & move to the next question without selecting any option. Afterwards, you can come back to your first unanswered question by clicking “Unans\_Q”. Subsequent clicks on “Unans\_Q” bring one by one the unanswered questions in your test paper.
- The “Deselect” button will help you to deselect your answer i.e. if you have already answered the question and later want to leave it unanswered then you can click on the ‘deselect’ button. It lets you uncheck the answer.

## 7 – ENDING THE TEST

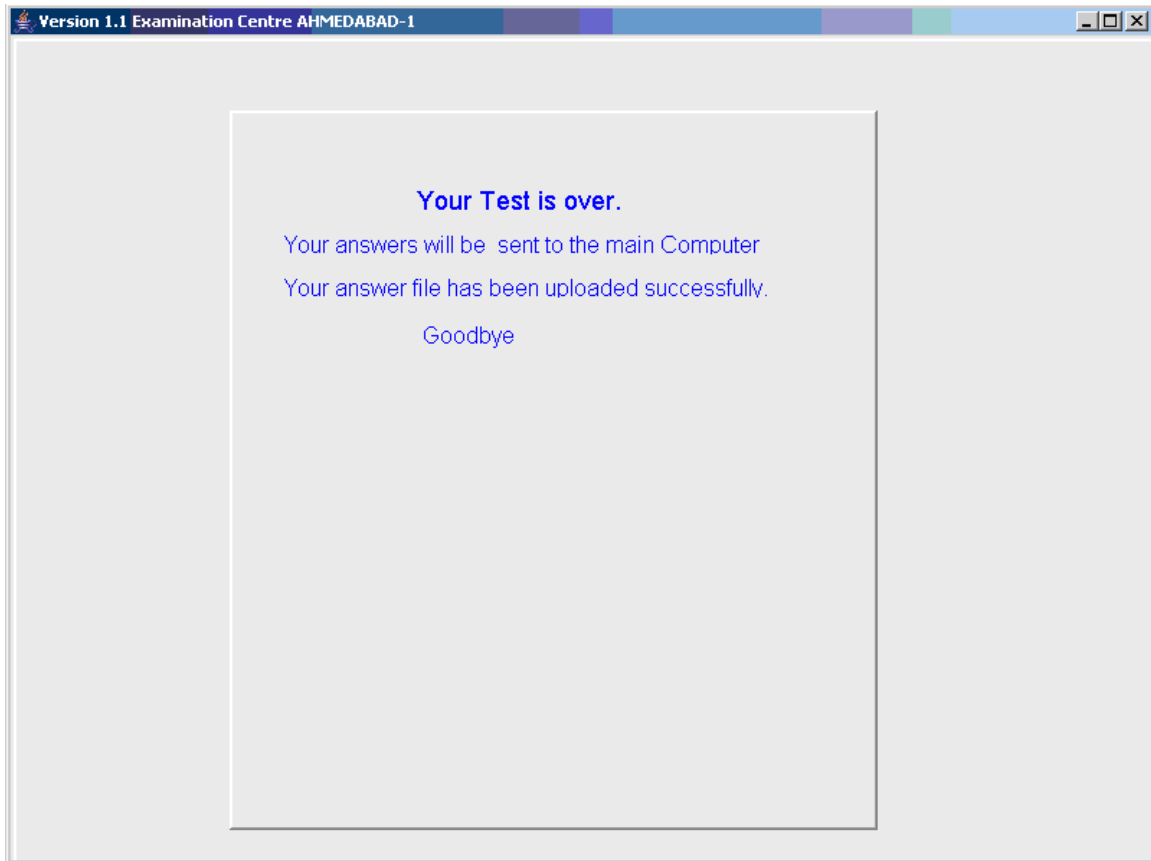
- The test will stop automatically after 90 minutes, and you will see the following screen.



- However if you have completed your test before the scheduled time and want to end test you can click on the “End\_Test” button. You will get the following screen.
- Confirmation for end test is to ensure that you are willingly ending the test and in no case the test will be taken again for the remaining time as shown in the top right corner of the Window.
- If you have clicked the end test button by mistake or unknowingly click on the cancel button to continue with your session



- When you get “Your Test is over” screen, you should get up, inform the invigilator and leave the computer room.



- Check that your personal belongings are not left behind.
- You should leave this booklet behind when you go to the computer room.

***Important***  
***Do not click the “End Test” button unless you want to leave early.***