TS EAPCET-2024 User Manual

Step by Step Guide for Computer Based Test

Contents

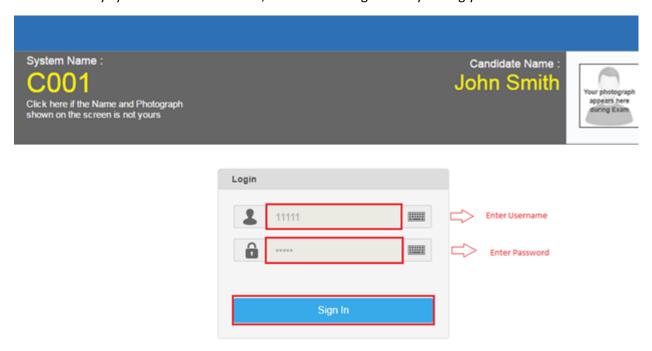
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1. Reporting at TS EAPCET Test Center

- Candidates should report at the test center at least two hours before the commencement of the test on the date and time mentioned in the Hall Ticket.
- Candidates should reach the test center labs at least 15 minutes before the commencement of exam. Candidates will not be allowed into the test center after the gate closure time.
- Hall ticket & ID verification will be done at the entrance, candidate will be frisked (searched) and allowed after complying with all the rules of the examination.
- TS EAPCET officials will capture candidate Fingerprint and Photograph.
- Invigilators will guide candidates to their respective computers/nodes allotted.

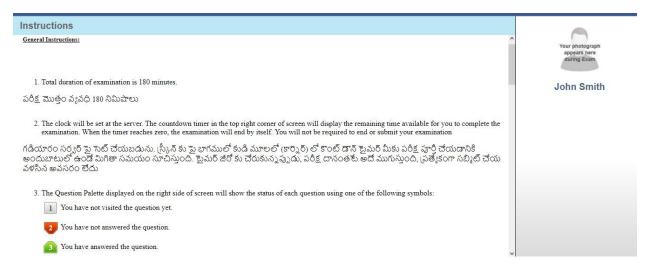
2. Login

- On the allotted computer/node, candidate's details (Name, photograph etc.) will be displayed as shown below.
- At the scheduled time (10 minutes before the start of the exam), enter your Username and Password as instructed in the exam hall.
- After entering Username and Password click on "Sign In" button.
- For any system related assistance, contact the invigilators by raising your hand.

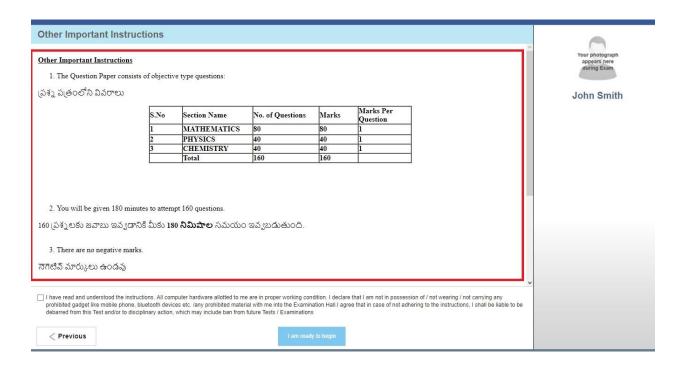


3. Reading Instructions

The instructions will be available in both the languages simultaneously.

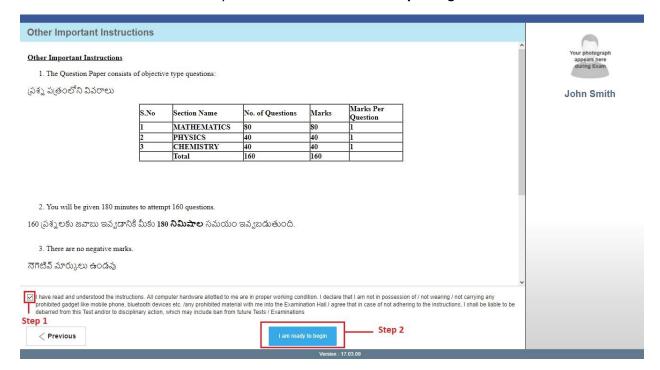


Read Exam specific instructions.



- Click on the disclaimer box.
- "Previous" button helps you to read the Instructions again.
- Step 1 : Select Checkbox
- Step 2 : Click on "I am ready to begin" button

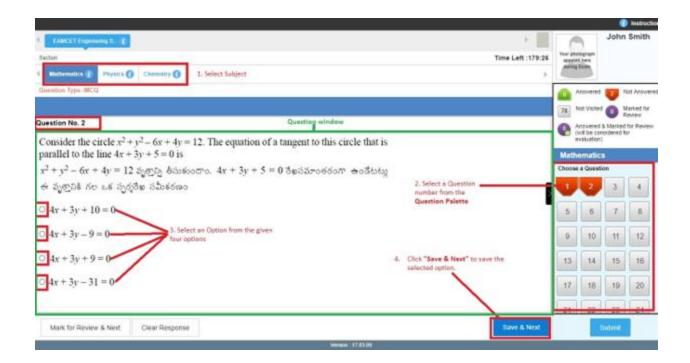
• Timer count starts as soon as you click the button "I am ready to begin"



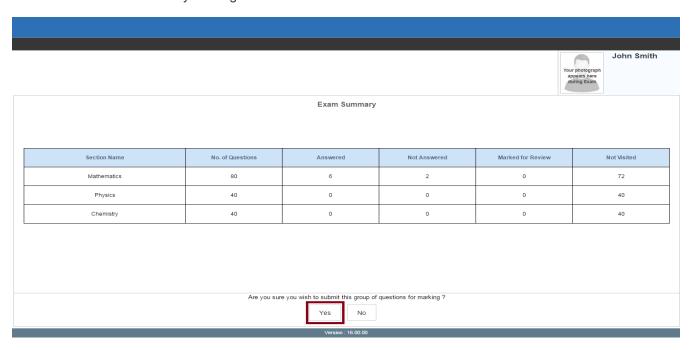
4. Test Taking Process

- Candidate should select the Section (Subject) which he/she would like to start the exam with.
- 1st question from the selected Section (Subject) gets displayed for answering or Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly.
- Question and options for the selected question number will be displayed in "Question window".
- Select any one of the four options as answer for the question, by clicking on the radio (circle) button beside the option.
- To change the already chosen answer, click on the radio (circle) button of another option. If you want to remove the answer, click on **Clear response** button.
- To save your answer, you MUST click on the Save & Next button and then go to the next question, otherwise it will not be saved.
- To mark the question for review, click on the Mark for Review & Next button. If an answer is selected for a question that is Marked for Review, that answer will be considered in the evaluation.

Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.



- **Submit** button will not be enabled till the examination closure time. System will automatically submit your answers post exam closure time.
- Exam summary will be displayed to you with Subject Name, Number of questions, Answered,
 Not Answered, Marked for Review, and Not Visited.
- Please confirm by clicking 'Yes' button

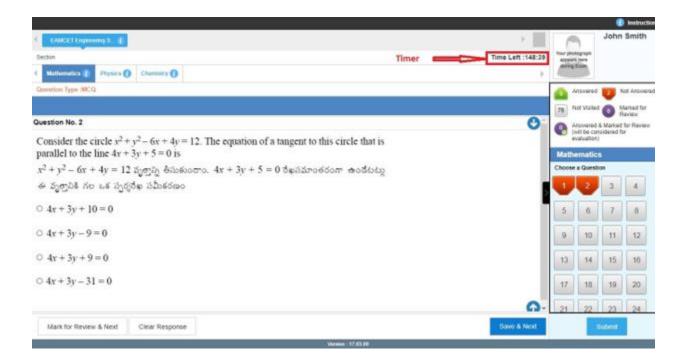


• Your Test will be successfully submitted with this confirmation.

5. Features Available on Main Screen

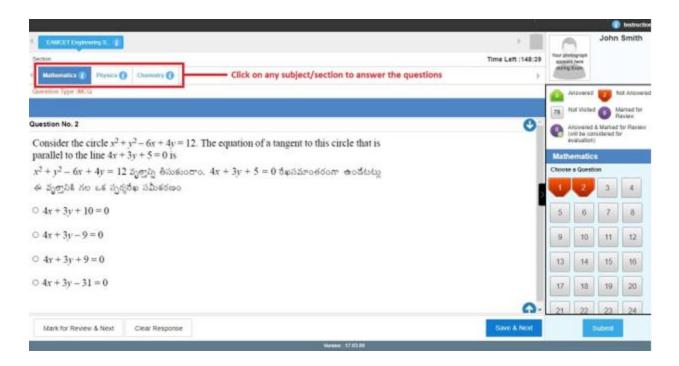
Timer

- The countdown timer starts ticking down as soon as you click the button "I am ready to begin"
- The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination.
- When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.



Sections (Subjects) Navigation

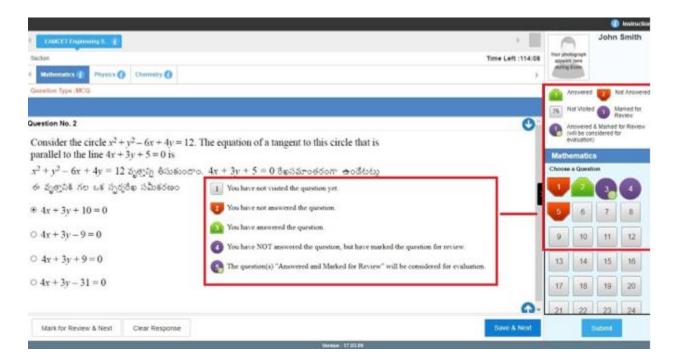
- Sections (subjects) in this question paper are displayed on the top bar of the screen.
- Questions in each section can be viewed by clicking on the section name.
- The section (subject), candidate is currently viewing is highlighted.
- Candidate can change the section (subject) by clicking on the respective subject name, anytime
 within the duration of the exam.



- After clicking the Save & Next button on the last question for a section, you will be automatically taken to the first question of the next section.
- Candidates can view summary of the corresponding section as part of the legend that appears in every section above the Question Palette.

Question Palette

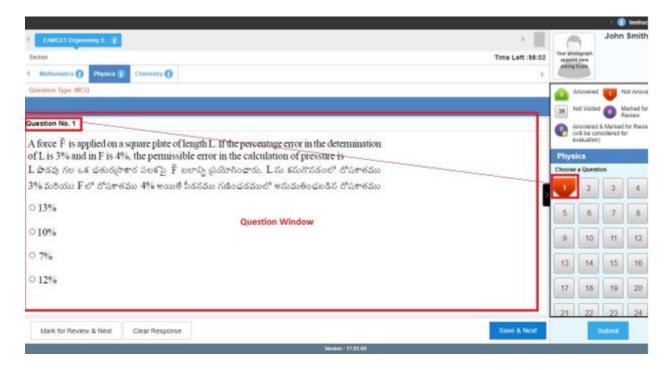
 The Question Palette displayed on the right side of screen will show all the question numbers in the selected section(subject) along with the status of each question using one of the following symbols:



• The Marked for Review status for a question simply indicates that you would like to look at that question again. *If a question is answered and Marked for Review, your answer for that question will be considered in the evaluation.*

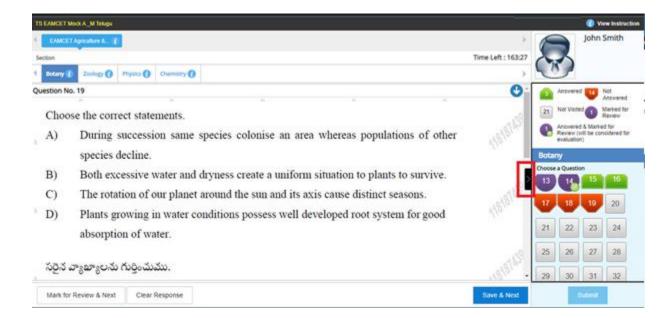
Question Window

- Question Window displays the question text along with the options.
- Selecting a question number from the Question Palette will display respective question and options in the Question Window.

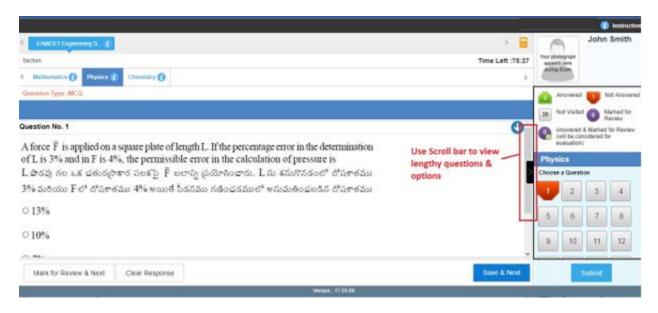


Question Window Expanded View

- Click on the ">" arrow button to hide the Question Palette and maximize the Question Window.
- To view the question palette again, candidate can click on "<" which appears on the right side of question window.

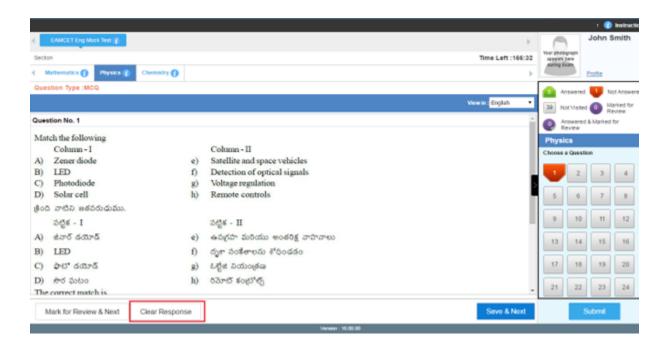


• The scroll bar in Question Window helps candidate to view the lengthy questions by scrolling it up and down.



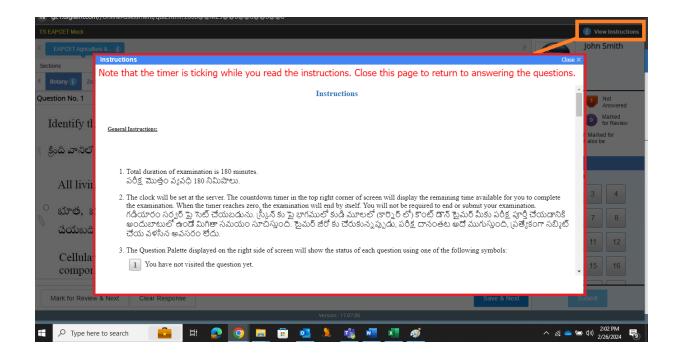
Clear Response Button

 Candidates can deselect the chosen option of any question by clicking on the Clear Response button.



Instructions

• Candidates can also view the instructions during the examination by clicking on "Instructions" button.



 Click on "Close X" button to close the Instructions view and enter the exam taking mode.