



Do's and Don'ts for NPAT 2020

Online Proctored Assessment

Before Start of Exam

Things 'To Do'

- In case of minor, it is assumed that the parent consent is taken before undertaking the NPAT online proctored examination.
- Do, maintain decorum, as you would have done, while appearing for exam from a test center
- Do, check on the location from where you will take the entire exam. This check should include
 - Comfortable seating position
 - Adequate lightening in the room
 - Light source facing you and away from camera
- *Do keep 2 Pages readily available for carrying any rough work during the examination.*
- (Refer the separate instruction sheet for this)
- Do, Check system configuration to be minimum of –
 - Operating System: Windows 7, 10 and Ubuntu LINUX (14.1 and 16) version
 - RAM: 4GB of RAM
 - Processor: Intel Core i3 (or equivalent) and above
 - HDD: 100 MB of free space
 - Internet connectivity: 500kbps (recommended 5mbps)
 - Browser: Google chrome (for best experience).
- Do, Check that you have the correct and valid Login ID and Password
- Do, Check proper working of
 - Internet connection
 - Webcam
 - Power supply
- Do, read through the candidate instructions shared
- Do turn off any application notifications, background processes running on your device
- Phone can be used for hotspot but need to be on silent mode. (recommended usage of Wi-Fi or LAN Based Internet. Phone hotspot should be the last resort if your LAN or Wi-Fi internet fails)
- It is suggested to use keyboard and mouse instead of touch screen feature.

Things 'Not to Do'

- Do not change the computer / laptop already tested by you during the mock and made ready for actual exam.
- Do not have anybody else present in the test taking room apart from yourself (as Test-taker) – noncompliance to this will lead to disqualification
- Do not move away from your computer and Webcam range so that you are not visible to the proctor
- Do not have a light source behind you or at an angle that will cast a shadow on your face
- Do not have any study material (soft / hard copies), device, equipment with you that has not been explicitly mentioned.

During Exam

Things 'To Do'

- You need to Accept the terms and condition before beginning the test
- Read and understand the exam instructions, section instructions, question level instruction properly
- Focus on the activity to be performed on the screen to solve the question being displayed
- Keep track of exam timer
- Look for any onscreen messages and respond immediately as per the message
- Please refer the IBA Launcher and assessment instruction sheet and rough page usage instructions.

Things 'Not to Do'

- Do not cover the webcam at any point from start of examination till your examination is submitted
- Do Not talk to anybody while taking the exam
- Do not have anybody present with you while taking the exam
- Do not use your mobile phone or any other communication device during the course of examination
- Do Not share your screen with anybody
- Do Not take screenshots or photos of questions.
- Do Not use any unfair means to gain advantage in the examination – suspicion of malpractice will lead to disqualification
- Do Not try to use any other application on the system you are using for examination. In case you do try to do so, your session will be auto-submitted and you will not be able to retake the exam
- Do not Hit 'X' on top right corner to close the Launcher window
- Do not leave the computer/examination ahead of allotted exam end time
- Do not move around your seated position such that it obstructs a clear frontal view of your full face
- Do a manual submit of responses to questions by pressing 'Submit' button once you have completed your paper

Post Exam

Things 'To Do'

- Do click on submit button after reviewing the summary of your responses.
- Do "Esc+Right Shift" to Exit the Launcher
- Do Restart your computer to reverse all temporary system changes made for the exam

Things 'Not to Do'

- Do Not try to re-take the assessment
- Do not try to reach out to helpdesk to know your score and result