Computer Based Test (CBT)

A Computer Based Test (CBT) requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging the candidate will get detailed instructions for the examinations. At the designated time of start of examination, the candidates will be able to proceed and see the questions on the computer screen using the computer mouse. They will have to answer the questions on the computer by clicking the appropriate bubble. Candidates will have the option to change / modify/ edit / answers already entered any time during the examination.

Procedure for appearing in Computer Based Test (CBT):

(Sample/mock test is available on: www.bhuonline.in)

1. A computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Change of room/hall or the computer by a candidate room/hall or the computer on his/her own would lead to cancellation of his/her candidature and no plea in this regard would be entertained.
2. For login, the candidate will have to enter login-ID and password used by them to log in to their BHU portal. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph and subject/course opted by the candidate.

    Candidate Login page

3. **Instructions-** After login, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions, marking scheme, procedure to mark & change answer etc. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

General Instruction page

After reading all the instructions, candidate will click **Next**, where candidate shall select the check box after reading the declaration which enables the "**I am ready to begin**" button.

The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. The answers to questions can be entered by clicking the chosen option(s) using the computer mouse. Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.

In case the computer/mouse allotted to any candidate malfunctions anytime during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.

The candidate is allowed to carry only his Admit Card, Identity Card, Pen, Pencil and Eraser. He/She is NOT allowed to carry any other piece of paper, electronic device like mobile phone, calculator etc. inside the examination hall. Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blank Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the center in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

4. **Start & End of the Test- The test will start at the scheduled time automatically.** The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the **time remaining** (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.

5. **The Question Palette-** The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

*If a question is answered and 'Marked for Review' then the answer will be considered for evaluation unless the status is modified by the candidate.

Symbol	Meaning	Remark
28	The question is NOT visited yet	Shall **NOT** be Evaluated
3	The question is visited but NOT answered yet	Shall **NOT** be Evaluated
1	The question is visited and answered	Shall be Evaluated
1	The question has NOT been answered but marked for review.	Shall **NOT** be Evaluated
1	The question is answered as well as marked for review.	Shall be Evaluated *

6. **Collapsing & Maximising Question Palette-** Candidate can click on the "‹" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, candidate can click on "›" which appears on the right side of question window.

7. **Viewing All Questions together-** To view all the questions candidate can click the 'Question Paper' button. This feature is provided, so that they can see the entire question paper at a glance.

8. **Zooming-** For candidates who have opted for a zoom feature, they will find two magnifying glass icons at the top of the screen. Click on 🔍 icon to zoom-in and click on 🔍 icon to zoom out of any question.

9. **Navigating Through Sections-**
   a. The test may have different sections, which will be administered in the same order as above.
   b. Sections are displayed on the top bar of the screen.
   c. Candidate can shuffle between sections and questions anytime during the examination as per his/her convenience only during the time stipulated.
   d. The section candidate is currently viewing will be highlighted.
   e. Candidate can click on ⬇ to navigate to the bottom and ⬆ to navigate to the top of the question area, without scrolling.
   f. After clicking the Save & Next button on the last question for a section, candidate will automatically be taken to the first question of the next section.
   g. Candidate can view the corresponding section summary in every section when cursor is taken to the 'i' on the Section Tab
   h. **Navigating to a Question-** The candidate can directly move to a question and answer the same by clicking the question number in the question palette.
   i. **Choosing the Optional Section (wherever applicable: optional section tabs on the top have checkbox before them)-** In tests where the candidate has to choose a Section from amongst the option given, he/she can do so by clicking the check-box given in the Section Tab at the top. The candidate can change the selected optional section at any stage during the test by clicking the check box of another section but in that case, he will lose the questions already attempted in the previously selected optional section.
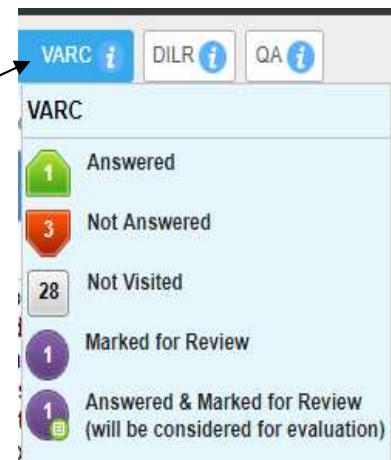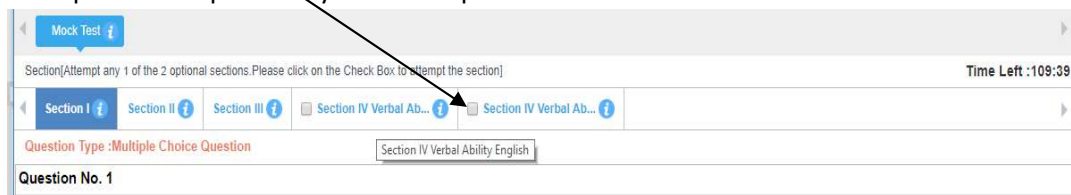
10. **Answering the Questions/Changing the Answer etc. -**To answer a question, candidate should do the following:
    a. Click on the question number in the Question Palette to go to that question directly.
    b. **Answering the Questions:** Select an answer for a multiple-choice type question by clicking on the bubble placed before the choices in the form of radio buttons ( ).
    c. **Click on 'Save & Next' to save the answer for the current question and then go to the next question**.
    d. If after answering a question the candidate wants to revisit it, he/she can mark it for review by clicking 'Mark for Review & Next'. Since the candidate has answered the question (by clicking the appropriate bubble) and marked it for review by clicking 'Mark for Review & Next' button, it will be evaluated even if he/she does not get time to review the same.
    e. If a candidate without answering a question (i.e. without clicking any bubble against the 4 answer options) clicks ''Mark for Review & Next' and navigates to next question, the question shall not be evaluated as the question has not been answered at all.

    CAUTION: Note that the answer for the current question will not be saved, if candidate navigates to another question directly by clicking on another question number on the Question Palette without clicking 'save & next' or 'mark for review & next' button.

11. **Changing the response of a question, do the following:**
    a. To deselect the chosen answer, click on the question number on the palette and click on the '**Clear Response**' button.
    b. To change the chosen answer, click on the bubble of another option that the candidate wants to choose now as his/her correct answer. The previous answer will be removed and in its place new answer will be marked.
    c. To save the changed answer, candidate **MUST click on the 'Save & Next' or 'Mark for Review & Next' button.**

12. **Rough Work**
    All calculations/writing work are to be done only in the rough sheet provided at the center in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall