

Common Admission Test 2018

Test Day workflow for candidates

CAT 2018



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CAT 2018 - SCHEDULE

Test Date:
Sunday, November 25, 2018

Duration:

180 minutes or 3 hours
240 minutes or 4 hours (For PwD Candidates)

Time: Forenoon Session – 9.00 am to 12.00 pm

(Candidates reporting time: 7.30 am. **Candidates NOT allowed entry post 8.45 am**)

Time: Afternoon Session – 2.30 pm to 5.30 pm

(Candidates reporting time: 1.00 pm. **Candidates NOT allowed entry post 2.15 pm**)

Candidates are advised to reach the Test center at least 30 minutes prior to Gate closure time

1. Admit Card:

The Admit Card issued is provisional. Candidature is subject to the Candidate having paid the applicable CAT 2018 Test Fees and fulfilled the eligibility criteria of Academic qualification, Category, PwD status etc., as has been mentioned in the Application submitted. These details would be verified in the subsequent stages of the Selection process.

Admit Card is the most important document on Exam Day. Please download Admit Card from CAT Website and recheck following details mentioned in Admit Card:

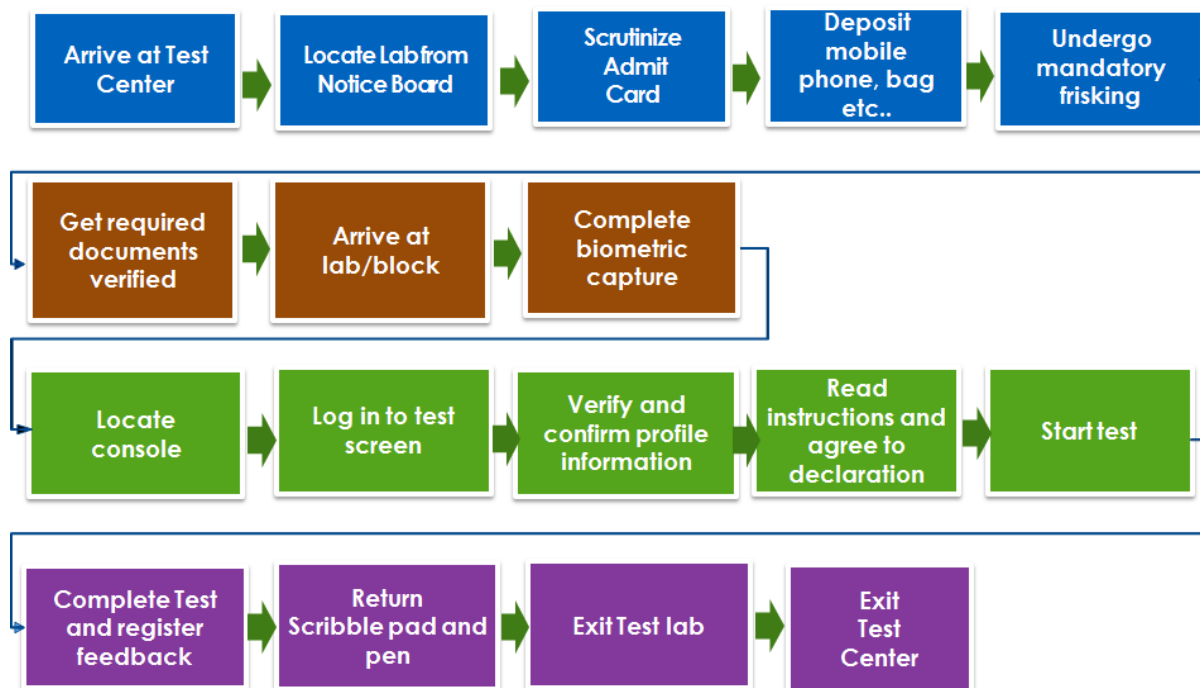
1. Name
2. Registration Number
3. Exam Date
4. Time / Session
5. PwD status
6. Test city
7. Test Center address
8. Reference Number

The primary reference identity of the Candidate would be the Registration Number. The Reference Number printed on Admit Card would be used only for identifying the Exam Lab / Console in the Test Center on the Exam Day.

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4. Exam Day Workflow for Candidate:



1. The time allotted to each Section would be 60 minutes (80 minutes for PwD Candidates).
2. As soon as the Candidates start answering a section, the clock (displayed on the top right corner of the screen) would start ticking and would display the remaining time available to complete the current section.
3. On completion of 60 minutes, the timer would reach zero, current section would be auto-submitted and the Candidate would be automatically moved to the next section. The Candidate can then start answering the next Section.
4. The same process would be repeated for all three Sections. For PwD Candidates the process would be the same as above except that for each section they would be given 80 minutes. However, there would be an option for submitting the answers of a section at any point of time after the completion of 60 minutes. Thus, they would have an option to complete the Test between 180 minutes and 240 minutes.
5. Candidates would be allowed to leave the Exam Lab only after the completion of 180 minutes only after completing the Exam. For PwD Candidates it is after the completion of the Exam, which would be between 180 minutes and 240 minutes.
6. Some Questions would be of multiple-choice type (MCQ) and some are of non-MCQ type.

5. At the Main Entrance to the Test Center:

Security personnel at Main Entrance of Test center would check the Admit Card before allowing Candidates to enter Test Center premises.

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6. Frisking of Candidates:

Candidates would be frisked with Handheld Metal Detectors prior to entry to the Test Center premises

- Security personnel, both Male and Female, would be available to frisk Candidates.
- Separate canopy/enclosure would be present for frisking Female Candidates by Female Frisking staff.
- Only Admit Card, Photo Identity Card, required Medical certificate and Scribe affidavit (if any) would be permitted beyond Frisking Point.

Note:

- Socks, plain Pullovers / Sweaters / Cardigans (without any pockets) are allowed inside the Exam lab.
- Candidates with metal implant, pacemaker, etc. in their body would bring a medical certificate of the same at Test Centre
- All personal belongings would be kept aside at this point. (Note: IIMs/CAT Test center authorities would not take any responsibility for loss of items). There would be no facility at the Test Center for safekeeping of Candidate's personal belongings outside the Exam Lab and Exam conducting Agency would not responsible for its damage or loss (if any)

7. Document Verification:

After completion of the frisking process, Candidates would be asked to proceed for Document Verification. Candidate's Admit Card (with affixed photograph), *original photo identity proof and **other documents (if any) would be checked at this Desk.

*** Candidates would also produce at least one original (not photocopied or scanned) valid (not expired) photo identification (ID) card (such as College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhar Card, and Identification Affidavit) along with the Admit Card. The Candidate's photograph and signature should be legibly printed and visible on the photo ID card and should match the name on Admit Card. Please note, the photo ID card should not be damaged or smudged.**

**** Scribe affidavit, Medical certificate (if any) would be required in case Candidate is using any (a) Pacemaker or (b) implants (metal) or (c) other device(s) for Medical reason(s)**

After successful Document Verification –

- Candidates would be allowed to move to their respective Exam Lab
- After entering the Test Lab, Candidates would not be allowed to leave the Test Lab before Exam ends unless it is because of any medical emergency.
- Candidates would be advised to remove their footwear outside the Exam Lab.

8. Biometric Registration:

Post Document Verification process, Candidates would be asked to proceed for the Biometric Registration.

- During the Registration process, Candidate's left thumb impression and photograph would be captured.
- Candidates would be required to sign the Attendance Sheet.
- The assigned Invigilator would read out the Instructions before the Exam begins.

9. Exam Commencement:

The Invigilator would inform Candidates to log in to the Console. Candidate would be allowed to use the mouse or on screen key board on their allocated system to log in.

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10. Exam format:

Note: **The computer mouse must be used for answering the questions. Using the keyboard will lock the computer system.**

Once candidates are ready to take the Exam. Please note the following important information.

- a. For all Candidates, the Medium of the Exam is English.
- b. The Exam would have (3) three Sections.
 - o Section 1: Verbal Ability and Reading Comprehension (VARC)
 - o Section 2: Data Interpretation and Logical Reasoning (DILR)
 - o Section 3: Quantitative Ability (QA)
- c. Some Questions would be of Multiple Choice Question (MCQ) type with Options to select and some would be non-MCQ type.
- d. No mark will be awarded for questions which are not attempted.
- e. For all MCQ type, a wrong answer would result in **-1 Mark**. There would be NO Negative Marks for a non-MCQ type question.
- f. A virtual keyboard would be displayed on the screen which is to be used for non-MCQ type questions. Use the mouse to operate the virtual keyboard.
- g. Usage of external/ physical calculator would not be allowed, however virtual Calculator would be available.
- h. Each Section is allotted 60 minutes – with total time for the Exam being 180 minutes.
- i. PwD candidates would be given an extra 20 minutes for each Section.
- j. The timer on the Screen would display the remaining time for the Section being answered.
- k. On completion of 60 minutes, the timer would reach 'Zero' and the Section would be locked. The 'Submit' button would be enabled. By clicking the 'Submit' button the Candidate can move to the next Section, else Exam will be auto-submitted.
- l. Candidates would not be allowed to leave the Exam Lab before completion of the Exam.
- m. PwD candidates would be allowed to submit their answers to a Section at any point of time between 60 minutes and 80 minutes. PwD candidate would be allowed to leave the Exam Lab between 180 minutes and 240 minutes depending on the time taken to complete the Exam.

While answering the questions, Candidates would use the following options:

- 1) **Save & Next:** Saves Response / Answer and moves to the next Question.
- 2) **Clear Response:** Clears the selected Response / Answer for the given question only.
- 3) **Mark for Review & Next:** Would mark question for review for later. The question may either be answered or may not be answered. If answered, the Response / Answer would be recorded and also marked for reviewing later. At the end of the section time, this question would be considered as 'Answered'.

A panel on the right-hand side would display the status of attempted questions in four colours that indicate the following:

- 1) **Green** – Answered questions but not marked for review
- 2) **Red** – Questions visited but neither answered, nor marked for review
- 3) **Grey** – Questions not visited or viewed
- 4) **Violet** – Marked for review but not answered
- 5) **Violet with a green tick mark as superscript** – Questions answered but marked for review

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Candidates would also be able to view other details such as:

- **Question Paper:** View entire question of a particular Section at a time by clicking on the “Question Paper” button at the top right corner of the screen.
- **Profile:** View Candidate profile related information available at the right of the screen.
- **Instructions:** View the Exam-related instructions at any point of time by clicking on the “Instructions” button at the top right corner of the screen.
- **Calculator:** Access the on-screen calculator, the icon of the same located immediately above the Timer.

Once the Exam is complete,

- a. Candidates would need to provide their Feedback on Exam experience on the Form available on their Console
- b. Candidates would need to return the Writing pad and Pen to the invigilator.

(Note: Please do not tear out and retain any page from the Writing pad on self. This may adversely impact the Candidature.)

11. Bio-Break:

Candidates are advised to take bio break (if any) before entering the Exam Lab. Candidates would not be allowed to take a bio-break inside the Exam Lab unless it is a Medical emergency or there is Doctor-certified medical condition (e.g. Diabetic patient). Candidates would be escorted by Test center staffs during bio-break (if any).

12. Leaving the Exam Lab:

Candidates would be allowed to leave the Test Lab only on completion of the 180 minutes, even if Candidates would have attempted all Questions before the set time. All Candidates would be expected to remain seated till the invigilator instructs them to leave. Candidates would return the Writing pad and pen before leaving the Test venue. (Please note only one Writing pad would be given per Candidate).

13. Breaks during the Test:

Once the invigilator has signed in a Candidate, Candidate would not be allowed to leave the Test Lab until end of the Test period. If for any unforeseen requirement, the Candidate would need to step out of the Test Lab, the same would be allowed only with an escort.

14. Appearing in more than one Shift for CAT 2018:

Candidates will not be allowed to appear in more than one Shift. It would be deemed as a fraudulent activity if Candidate is found to have attempted to appear more than once for CAT 2018. Candidates, who attempt to take the Exam more than once, would be disqualified in the Selection process

15. Computer Based Test (CBT):

CAT 2018 is a Digital or Computer Based Test (CBT), not an Internet-Based Test (IBT); i.e. a Candidate would not take the Test on an internet site. Instead of reading the questions from a Paper booklet and darkening the ovals on the Answer booklet, a Candidate would read the questions on a computer console and choose the answer by clicking on the correct

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option for the MCQs and for non-MCQs on the Console. The answers would be inserted using the mouse and the onscreen keyboard in the space provided for. A timer would be displayed on the screen that would indicate time left to complete the Test.

16. Persons with Disability (PwD) Candidates:

All PwD Candidates would be assigned Rooms either on the ground floor, or to any other floor, which would be accessible, by an Elevator.

Each of the centers, where PwD candidate are scheduled, would have a designated PwD Coordinator to assist the PwD Candidates. PwD Candidates with Scribe should carry scribe affidavit along with themselves at Test center. Candidates can find sample scribe affidavit on CAT Website (www.iimcat.ac.in). PwD Candidates will get priority entry into the Test center and would be given an additional 20 minutes per hour to complete the Test. Thus, PwD Candidates would have a total time of 4 hours or 240 minutes to take the Test.

PwD Candidates who have opted for a Scribe (shown on the Admit Card) would be allowed to bring a Scribe (Candidates would have to arrange for the scribe. CAT / TCS would not arrange the scribe). There would be no eligibility criterion for a Scribe, but the scribe would need to submit an Affidavit in the prescribed format, duly signed both by the Candidate as well as by the Scribe. All PwD Candidates with or without Scribe requirement would be given a time extension of one hour.

Additionally, wheelchair support would be provided by the Test center to Candidates who have requested for the same. (This would be indicated in their admit cards). 'Zoom' feature would be enabled on the Candidate Test Console, for all Candidates with visual impairment and for any other Candidate who would have requested for it (This would be indicated in their Admit Cards).

17. Test Day Exception Forms:

Candidates would be required to sign an **Exception Form** in case there are any exception situation on Exam Day. Test Centre staff would guide the Candidate to fill out such Exception Forms as applicable. Concerned authority's decision on exceptions will be treated as final on the test day.

18. Authorization Form

Candidates must carry IIM provided Authorization Form to carry any prohibited or exceptional Items inside the Exam Lab only due to medical reasons. Candidates need to contact CAT Centre to get such authorization (if any).

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Annexure I – Test Day – Key activities and time slots

Time		Activities	Approximate time for the activity	Remarks
Shift 1	Shift 2			
7.30 AM	1.00 PM	Arrive at Test center (candidate's reporting time)		Gate closes 15 minutes before the Test start time.
7.35 AM	1.05 PM	Locate your Test Lab number from notice board	1-5 minutes.	Candidate checks the location of the Exam Lab on the notice board.
7.40 AM	1.10 PM	Scrutiny of admit card	1-5 minutes.	First scrutiny of the documents done at the entry gate.
7.45 AM	1.15 PM	Deposit the personal belongings (mobile phone, bag etc.)	1-10 minutes.	Candidate deposit their personal belongings at the entry gate
7.55 AM	1.25 PM	Frisking of the candidates	3-5 minutes.	Assigned Security staff do frisk candidates.
8.00 AM	1.30 PM	Document (id card and admit card) checking at the Test Lab entrance	1-10 minutes.	Document verification done.
8.10 AM	1.40 PM	Candidates reach their Test Labs	1-10 minutes.	Candidate reaches Exam Lab.
8.20 AM	1.50 PM	Candidates go to the registration desk and signs (manual) on attendance sheet	1-5 minutes.	Candidate signs Attendance Sheet available at the Registration Desk.
8.25 AM	1.55 PM	Photograph and thumb impression to be captured	1-10 minutes.	Candidate photograph and thumb impression captured as per process.
8.35 AM	2.05 PM	Candidates check their photo in the registration terminal to ensure it is their photo	1-5 minutes.	Candidate verifies captured photo at the Registration Terminal.
8.40 AM	2.10 PM	Candidate receives the scribble pad, pen from invigilator and sits at the terminal	1-5 minutes.	Candidate checks the allotted Console in the Exam Lab, collects Writing Pad and Pen from the Invigilator.
8.45 AM	2.15 PM	Login to Test screen	1-5 minutes.	Candidate completes first login.
8.50 AM	2.20 PM	Verify & confirm profile information	1-5 minutes.	Candidate verifies and confirms the profile information, which he/she had filled during the CAT 2018 Registration.
8.55 AM	2.25 PM	Read & agree to Declaration	1-5 minutes.	Candidate reads all the instructions given for the Exam and clicks on "Accept".
9.00 AM	2.30 PM	Test Starts	180 minutes.	Exam starts
12.00 PM	5.30 PM	Test concludes & candidate shares the feedback	1-5 minutes.	After 180 minutes. Exam gets over and the feedback page displayed on the screen. Candidate shares his feedback.
12.05 PM	5.35 PM	Return scribble pad & pen	1-5 minutes.	Candidate returns the Writing and Pen to the Invigilator.
12.10 PM	5.40 PM	Exit Test Lab and collect the deposited belongings	1-5 minutes.	Candidate exits the Exam Lab and collects belongings (if any)
12.15 PM	5.45 PM	Exit the Test center	-	Candidate leaves Test Center.

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Annexure II – Scribe Affidavit Form

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Scribe Educational Qualifications Affidavit

CAT Applicant Details	Scribe Details
Name:	Name:
CAT 2018 Registration No.	Date of Birth:

I, _____, son / daughter of _____, (Date of Birth _____ (dd/mm/yyyy)), do

hereby solemnly affirm and state as follows:

1. I have voluntarily agreed to serve as a scribe for _____ (name of the CAT 2018 applicant) bearing the CAT 2018 User ID _____, for the Common Admissions Test 2018 scheduled to be held on 25th November 2018.

2. My highest educational qualifications are as below:

Degree / Diploma	
Discipline	
Year of Completion	
Name of the University / Board	

3. I am enclosing a copy of my valid photo identification card (valid College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhar Card) as proof of identity; and I will also produce the original Photo identification card at the test venue for verification.
4. I hereby affix my photo and signature in this affidavit as proof of my signature and Identity.

	The particulars furnished by me above are true & correct to the belief of my knowledge and I have not concealed or misrepresented any facts. Date: (signature of the Scribe)
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Declaration by the CAT Applicant

I, _____ understand that any misrepresentation or omission of facts in the above affidavit by _____ (name of the Scribe) may justify cancellation of my CAT 2018 application and scores.

Date: _____ (signature of the CAT Applicant)

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Annexure III - CAT 2018 Authorization Form

Common Admission Test 2018 Authorization to carry the listed Items

CAT Candidate Details	
Name	_____
CAT 2018 Registration No.	_____
Shift	_____
City	_____
Test Center Name	_____

I, _____, son / daughter of _____, (Date of Birth _____ (DD/MM/YYYY)), do hereby sincerely request to be allowed to carry the following into the Exam Lab on November 25, 2018:

1. _____
2. _____
3. _____
4. _____

The above being requested on account of _____

(Mention the reason).

Signature of Candidate: _____

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**** To be filled by CAT 2018 Exam Authorities**

I _____ authorize Candidate _____ with registration no. _____ to carry the above mentioned Items.

Designation: _____

Stamp: _____

Signature: _____