

**INSTRUCTIONS / INFORMATION
ABOUT ON-LINE
EXAMINATIONS OF THE
INSTITUTE**



INDIAN INSTITUTE OF BANKING & FINANCE

(AN ISO 9001 : 2000 CERTIFIED ORGANISATION)

**'THE ARCADE', WORLD TRADE CENTRE, CUFFE PARADE
MUMBAI - 400 005.**

INSTRUCTIONS / INFORMATION ABOUT ON-LINE EXAMINATIONS OF THE INSTITUTE

The intention of this booklet is to familiarise candidates about the conduct of on-line examination.

We highlight some of rules / instructions to be observed by candidates while appearing at the **on-line** examination. This will familiarise candidates with the pattern / procedure of the examination.

General Instructions :

- Candidates must follow instructions of the "Test Administrator". If any candidate does not obey instructions / rules, it would be treated as a case of misconduct / adoption of unfair practice and such candidate would be liable for punishment as per rules of the examination.
- Candidates are not permitted to bring **mobile phones** into the examination hall.
- **Candidates are prohibited from appearing at the examination at the centre other than the one opted by them at the time of applying for examination, provided they are specifically permitted to do so.**
- **Candidates are required to be present in the examination hall at least fifteen minutes before the commencement of the examination. Candidates may undergo a sample test of 10 minutes before actual examination starts.**
- For more details please refer Rules and syllabus booklet or visit Institute website - **www.iibf.org.in**

Time :

- The duration of the examination is 2 hours. No extra time for whatsoever reason would be allowed to attempt question paper after the stipulated time of two hours is over.

Admit letter and Identity Card :

- Candidates without admit letter (hall ticket) / photo ID Card will not be allowed to appear for the examination.
- Candidates are requested to read carefully instructions printed on the back side of the Examination Admit Letter.
- **The Institute will be sending hall Ticket (Admit Letter) indicating the date, time and venue details for the examination ten days in advance. In case candidates do not receive the hall ticket in time they may download from the Institute's website and take a print/contact Institute's office, if necessary.**

Question paper :

- The examination will consist of only Objective type (multiple choice) questions requiring candidates to Mouse-click their correct choice of alternatives against the related question number.
- Questions would carry 0.5 to 2 marks each depending on the difficulty level of the question.
- The question paper will be for 100 marks and considering marks allotted to each question, the total number of questions would be around 100 to 125.
- There will not be **negative marking** for wrong answers.
- In case candidate does not want to attempt the question he / she should not mouse-click any option. In case he / she has already mouse clicked the option and does not want to give the answer, he / she should click 'erase answer' against the related question.

Conduct of Examination :

- The Test Administrator will issue instructions regarding the conduct of the examination before the test starts.
- Candidates would be allowed to undergo one "Sample Test" before they start the actual examination. However, the "Sample Test" could be undertaken only for 10 minutes. This is to familiarise candidates for the On-line Examination.
- Candidates are required to read carefully and understand instructions displayed on the screen of the computer before commencing the sample test.
- Candidates may ask the Test Administrator their doubts or queries only **before** the commencement of the examination. No query shall be entertained after the commencement of the examination.
- For every question, four answer options would be given on the computer screen. The correct answer is amongst four options.
- Candidates must 'Mouse-click' the option they feel appropriate / correct. After mouse-clicking, the said option gets selected and shall be treated as the answer given by the candidate for the question. For moving to the next question, click-on "next button" at the bottom of the screen.
- Questions can be answered in any order within the given time.
- The page gets automatically refreshed every fifteen minutes in order to save answers.
- After questions are attempted, candidates must click on "preview & submit" button at the bottom of the question paper to submit the paper.
- Candidates can make changes in their choice of alternative only before clicking the "Submit" button on "Preview Page". To recheck answers, after attempting all questions, click -on the "Back" button.

- If candidates want to attempt unattempted questions or review attempted questions, they may do so. Once 'Preview and Submit' button is clicked, the serial number of unattempted and attempted questions will appear on the screen. Clicking the respective question number will take candidates to that specific question on the question paper page.
- After completing the Examination, click the 'Submit' button on the 'Preview Page'. If there are any unattempted question/s then warning message will be displayed saying, "you have unattempted questions. Do you really want to Submit?" If candidates click on 'Cancel' button, then they will be displayed the Preview page. If they click on "OK" button then result is displayed to candidates.
- After the expiry of two hours, candidates will not be able to attempt any question or check their answers. Answers would be saved automatically by the computer system even if the "Submit" button on the preview screen is not clicked.
- Provisional Score Card/Result sheet will be displayed on the computer screen after candidates submit the question paper or after the stipulated time of two hours is exhausted, whichever is earlier.
- Candidates can click on "Print" button if they wish to take the printout of their provisional result, else they may click "Exit" button.
- Institute will be issuing consolidated marksheet cum completion memorandum to candidates who have passed all the subjects of the JAIIB/CAIIB examination. As regards candidates who have not passed all the subjects, printed result advice (original as well as duplicate) will not be issued but the same will be available on Institute's website in printable form. Candidates are requested to download the same from our website 'www.iibf.org.in'.

Back-up sheet :

The Test Administrator provides candidates with a back-up sheet. Candidates should record options mouse-clicked, against the related question number in the back up sheet. The back-up sheet may be used in case there is a power failure or the computer shuts down due to some technical reason to record the mouse-clicks for options selected by the candidate for the respective questions. The back-up sheet must be handed over to the Test Administrator once the examination is over. Candidates would be compensated for any time loss due to power or system failure subject to the discretion of the Test Administrator.

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| <ul style="list-style-type: none"> ● Please note that, for on-line examination, only one question will be displayed on the computer screen at a time. For moving to the next question, click-on "next button" at the bottom of the screen. |
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