INSTRUCTIONS / INFORMATION

ABOUT ON-LINE

EXAMINATIONS

INDIAN INSTITUTE OF BANKING & FINANCE
(AN ISO 9001 :2008 CERTIFIED ORGANISATION)
KOHINOOR CITY,COMMERCIAL-II,TOWER-1,2ND FLOOR, KIROL ROAD,
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INSTRUCTIONS / INFORMATION

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 in the Online Mode examination. This will familiarise candidates with the pattern / procedure of the examination.

General Instructions:

Candidates must follow instructions of the "Test Administrator/Invigilator". 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.

Language of the exam once selected before start of exam cannot be changed

Candidates are required to be present in the examination hall at least 30 minutes before the commencement of the examination. Candidates may undergo a sample test of 05 minutes before actual examination starts.

For more details, please refer Rules& 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 2 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. In case candidates do not receive the A d m i t L e t t e r in time

they may download from the Institute's web site and the same will be made available one week before the scheduled examination.

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 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 05 minutes. This is to familiarise candidates for the On-line Examination. Actual Examination starts after the Sample Test.

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 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 most 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.

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 re-check answers, after attempting all questions, click -on the "Back" button.

If candidates want to attempt un-attempted questions or review attempted questions, they may do so. Once 'Preview and Submit' button is clicked, the serial number of un-attempted 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 un-attempted question/s then a warning message will be displayed saying, "You have un-attempted
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(score) is displayed to candidates.

After the expiry of 1 ½ 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.

> 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