Important Things to keep ready before the CAT examination:

1. Device 1 for the test : You will need one device to take the test. This device can be Mobile/Laptop/PC/Tablet. This device needs to have a working camera, microphone, latest Chrome browser and should have access to the Internet using 4G / Broadband. No other special application needs to be installed on this Device.

2. Device 2 for pairing / security and for clicking photos of the answer sheets : You will need another device for additional security and for clicking photos of the Drawing / Answers for uploading. This device will need to be paired and will need to be an Android Mobile / Tablet. This device needs to have a camera, microphone, latest Chrome Browser along with UCanAssess app installed. This app will allow you to pair the second device and also allow you to upload scanned images of your physical sheets during the CAT examination. To install the UCanAssess app you can use the link below:

   https://play.google.com/store/apps/details?id=com.ucanapply.ucanassess

3. A proper place where other people will not be there to disturb you during the test. You need to sit in front of Device 1 so that your face is clearly visible at all times. If required make sure you use Mobile stands since the paper duration is long. Also make sure the lighting is proper and you are clearly visible in the camera of Device 1 and that of Device 2.

   Device 2 needs to be so placed such that your rear / side view is clearly visible from it's camera. You need to put Device 2 such that you can get a view as shown below:


4. You will need access to 4G / Broadband internet in both the Devices for the entire duration of the test.

5. You will need Blank A4 sheets [4 to 5] for rough work and for Drawing / Writing your answers during the CAT Examination. For the CAT Examination you need to also keep your pencil/ eraser / Pen / colours [pencil colour OR poster colour is only permitted] handy.

6. Drinking water, if required, may also be kept handy before the examination.

7. Please ensure your devices are fully charged before commencement of the exam. Access to uninterrupted power backup / power bank etc is required to make sure your Devices do not get discharged during the test.

Step-by-step process for taking the examination:

Click on the admission site http://niftadmissions.in using the latest Google Chrome browser on **Device 1** from where you want to take the test [Remember to do this only using the Google Chrome Browser]. You will be shown the link for the Online test portal on the site one day before the Mock Exam dates.
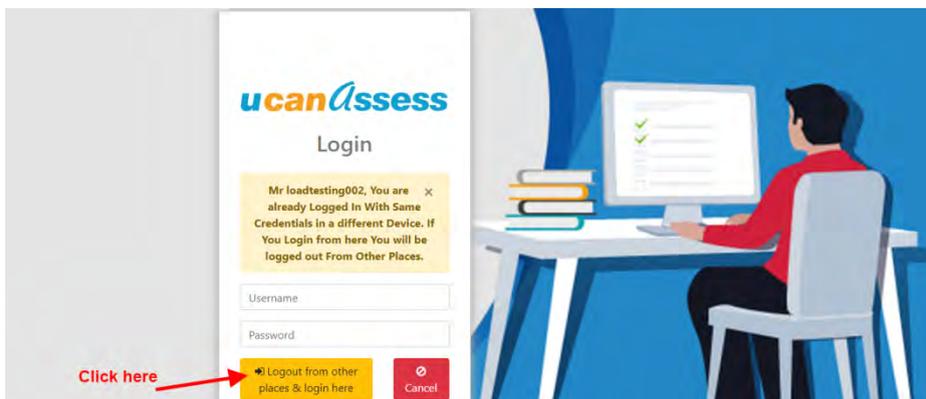
After clicking the link, you will be redirected to the Login Page as shown in the screenshot below.
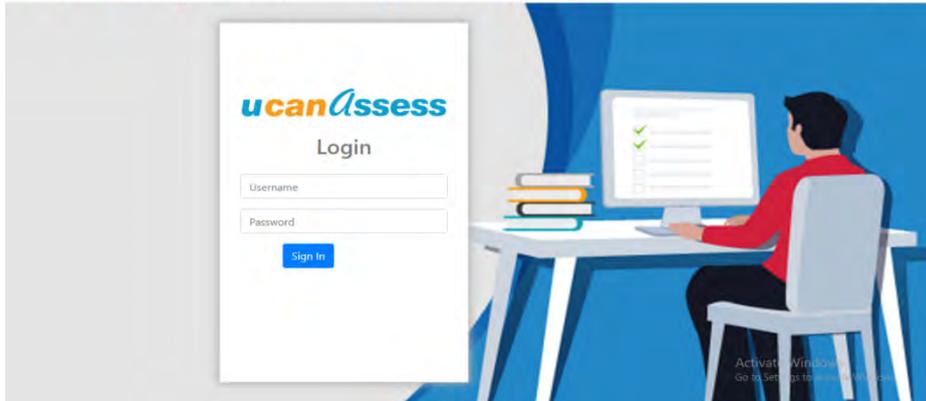
Login with your user id and password provided to you on your email .
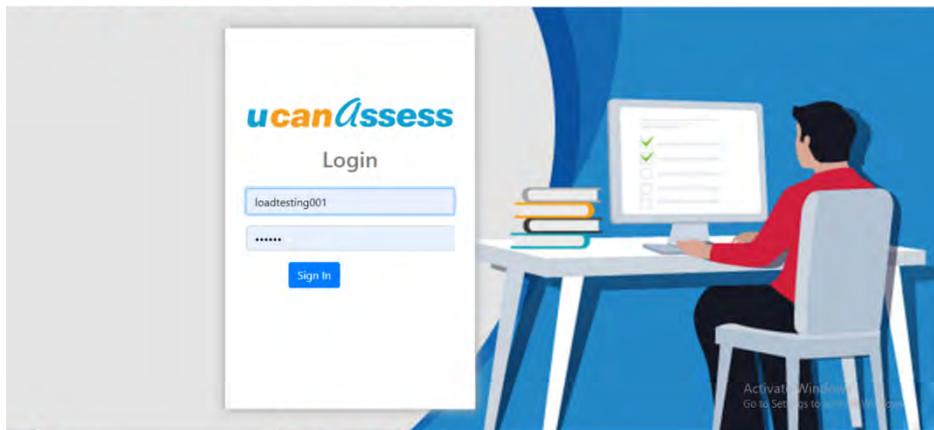
Please note : Single login from any one device is allowed. If you have already Logged in from any other device, then log out from that device first and try to login from the current device.

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM. AFTER LOGIN THE FOLLOWING PAGE WILL APPEAR ON YOUR SCREEN AS PER YOUR DATA.

After selecting your paper, the following page will appear on the screen for the first time. Your photo identity will be verified to allow you to enter in the online examination. Click on the "**Check Camera & Browser**" button".
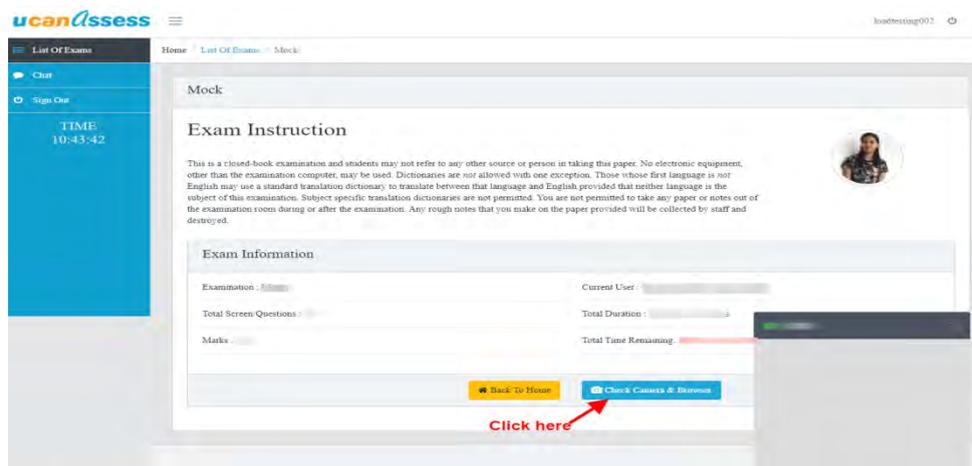
After successful checking of your desktop/laptop/mobile camera and browser, you will find the five options in the system check section are marked with green check symbols. In case any options are not check marked, please read the respective instruction point written on the screen and follow the process. At this stage the system will also ask for permissions. PLEASE MAKE SURE YOU PERMIT ACCESS TO YOUR CAMERA AND MICROPHONE WHEN ASKED. If everything is working fine then Your photo will appear in the camera box. Click on the "TAKE PHOTO" button for verification and that will allow you to proceed for taking the exam.
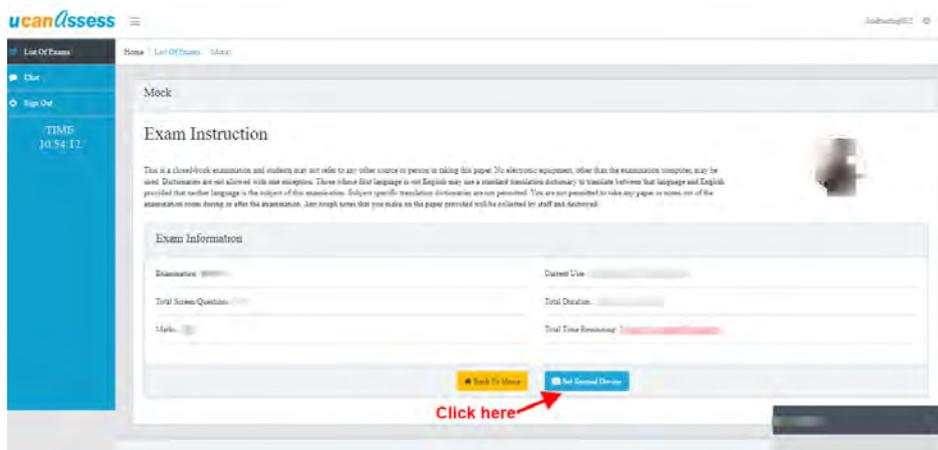
Please note that uploading your camera clicked photos may take some time (as per your internet connection speed and bandwidth). Please do not refresh or move out from the screen until it gets 100% completed.

If everything goes fine then you will be redirected back to the Examination start page. Now the page will prompt you to **"Set the second Device"** as shown below.

You will need to pair your second device [Device 2] . Your Device 2 should have the UCanAssess app installed already. For pairing the Device 2 you need to click on the **"Set Second Device" button on the screen as given above** and scan the displayed QR using the mobile phone by using the UCanAssess app.
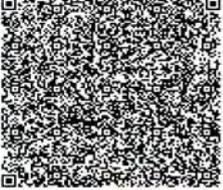
Note:- The system will work only with this App.If you close this device or try to disconnect it your exam will get paused.You will be able to continue only once you connect and start it again.

You need to install the required application on your mobile (Second Device). Please note that the app will work only on Android mobile phones so you need to have Device 2 as an Android Device.

If you have not installed the UCanAssess app then you can install it as given below:

Step 1 : Go to the Google Play store and search for the application by typing "UCanAssess". Please type the name correctly. Alternatively you can use the link given below for the same.
Link to the app in the app store:
https://www.t.ly/XyB6

Download the app and then install the same. Make sure you give all the permissions it asks related to the device, camera and files. Failure to give the permissions will lead to issues in taking the test.
If you accidentally fail to give some permission then uninstall the app and install it again and give the permission properly this time.
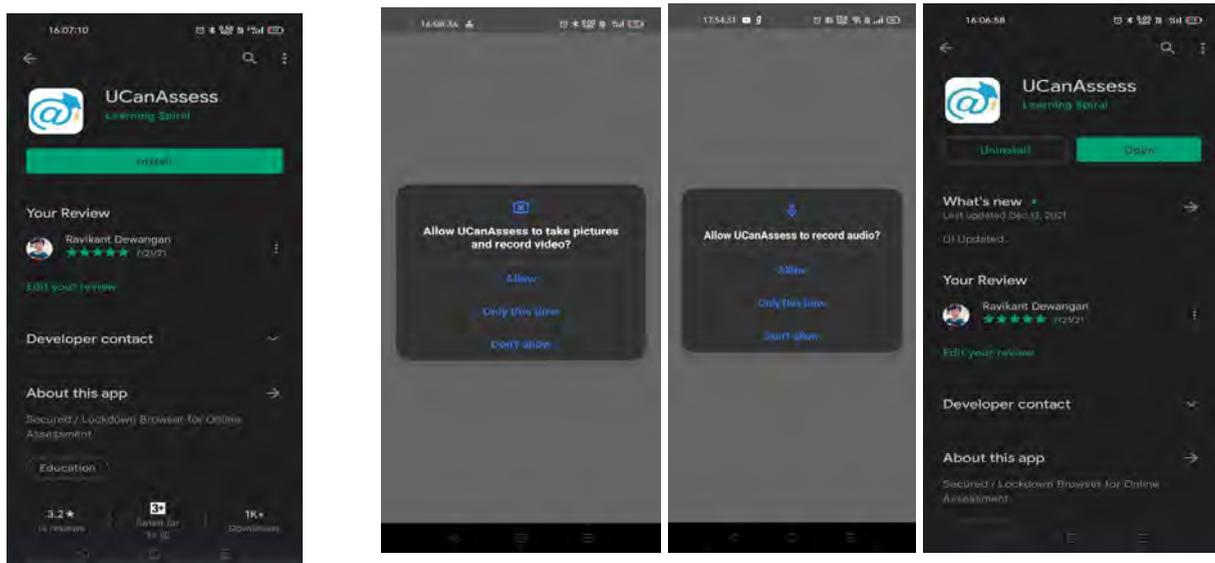
Step 2 :   Once you install the application then click "Open" to launch the "UCanAssess" Online application on your device. Alternately choose the same from your list of applications and launch it for taking your test.

Step 3 :   Make sure you give all the permissions the application asks related to the device, camera and files. Failure to give the permissions will lead to issues in taking the test. If you accidentally fail to give some permission then uninstall the app and install it again and give the permission properly this time..

 Step 4 : Once you launch the application it does a system check. These checks are mandatory system requirements for taking the test. All requirements should have a check mark against them to proceed forward. To resolve any issues please refer to directions given:

Step 5 : Once the checks are passed you are shown various options. Select the option **"PAIR DEVICE"** which is what you want to do from the Device 2.
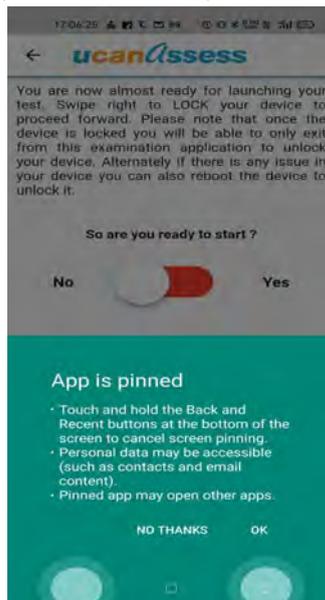

If the application does not find any such issue then it will ask If you are ready for pairing the device. Please swipe the red button and select "Yes". This action will also lock your device so that you can take the test without disturbance and interference.
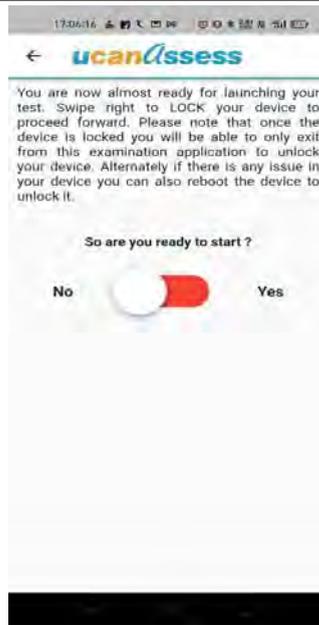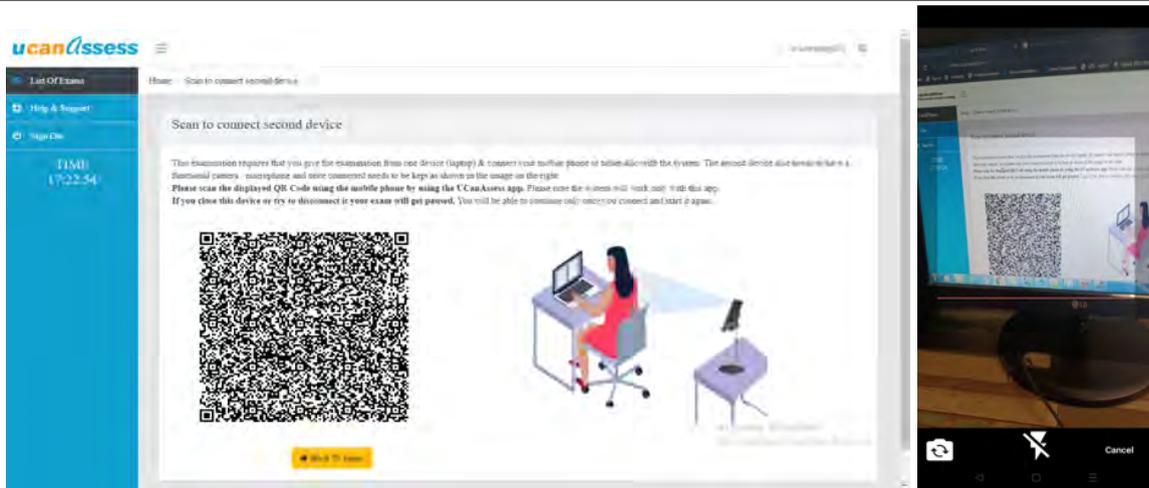
Step 7 :
Your system will ask to re-confirm that you want to lock your device. Press "OK"

Now your Device 2 is ready for getting paired to your Device 1 in which you are taking the test.
On Device 1 after you press "Set second Device" you will be shown the QR Code for pairing Device 2 as shown in the Screen below.

When you scan the QR Code using Device 2 it might ask for permission to use the camera. If it does then please make sure to give the permission. Click on the "**Allow**" button. as screenshot given below.
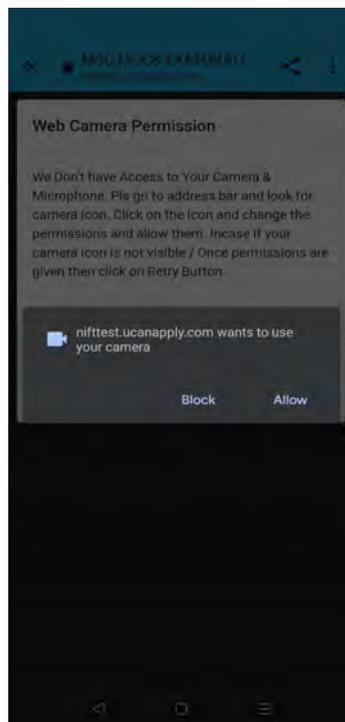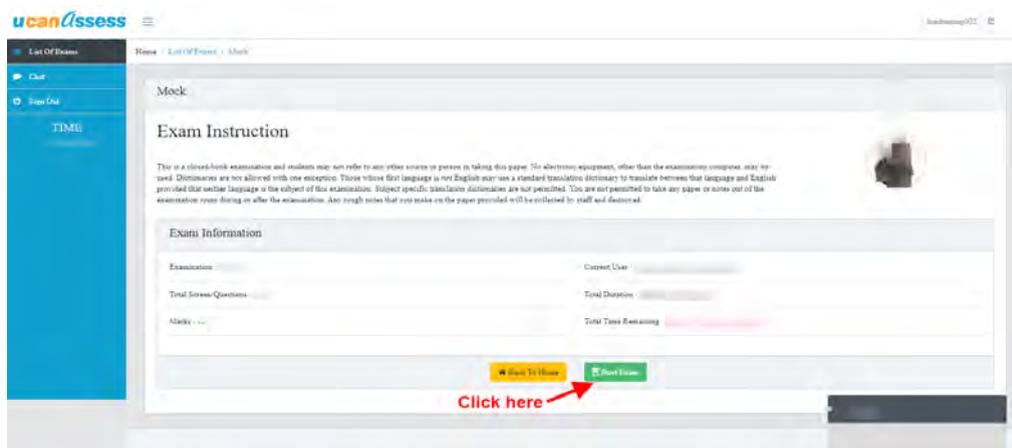

Now your 2nd device (Mobile device) camera will start.

Place the second device [Device 2] at your left back side or right back side as screenshot below.
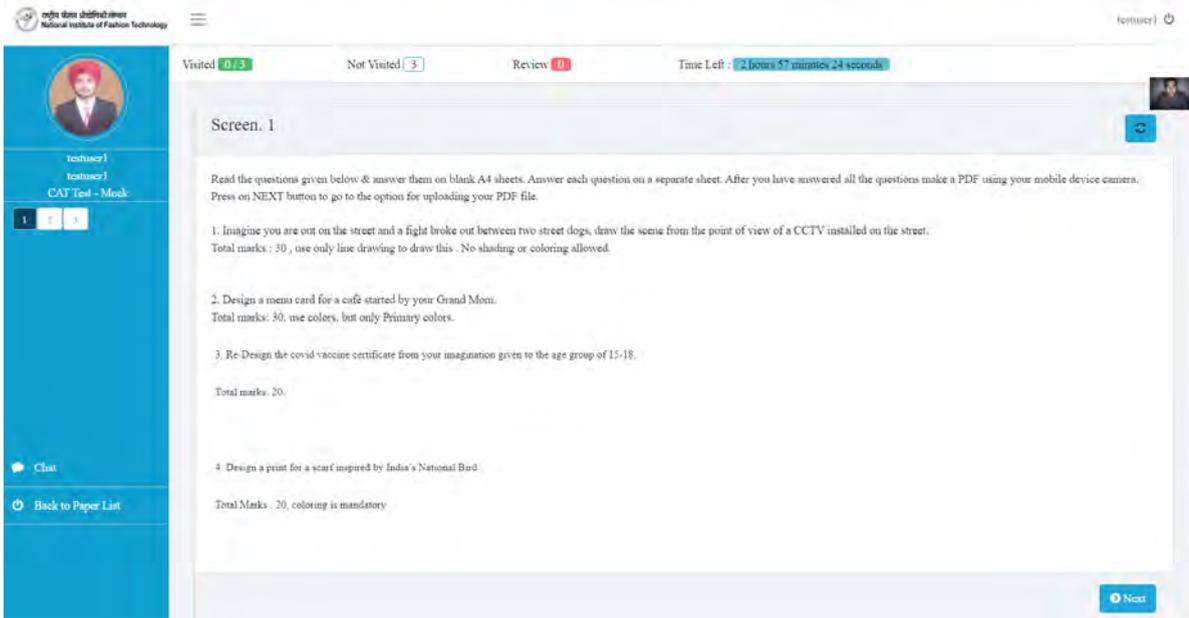
If the process is done properly your screen on Device 1 will show the "Start Exam" button as shown below:

Note the examination will start at the defined time only. You are being requested to come 60 minutes before so that you may complete the above defined process well before the Exam start time.

Click on the "Start Exam" button as per the time mentioned in the schedule. If the examination has been started then the system will allow you to start. The time remaining section on the screen will show you the balance of time left to complete the exam.

For the CAT Examination you have to attempt subjective questions. The test screen will contain all the questions on Screen 1 itself. You are supposed to read the questions and then Draw / Write the answers on the A4 Sheets using your pencil / eraser / pencil colour / poster colour etc.:
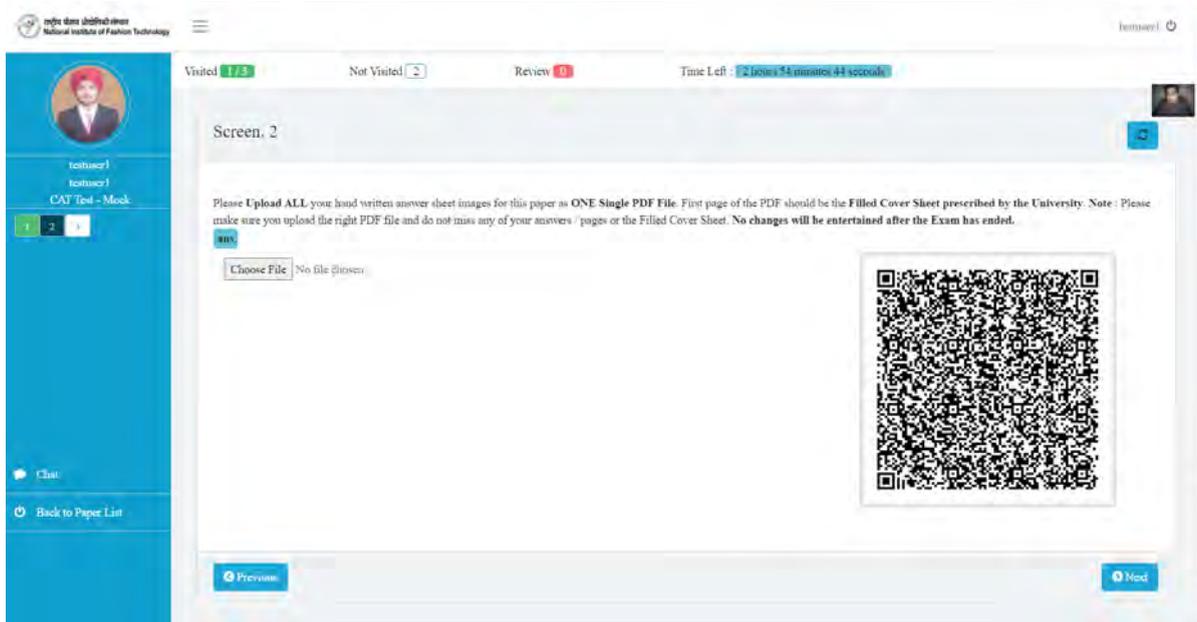
You can click on the answer as per your choice and click on the **"NEXT" / "PREVIOUS"** button as shown in the screenshot below to navigate forward / backward through the test.

On Screen 2 the system will prompt you to upload the scanned answer sheets [A4 Sheets] as a single PDF. This can be done using the second device. Follow the step by step process for uploading your answers as a single PDF using the second device as given below :

Go to your second Device and stop the camera by closing the camera window as shown below
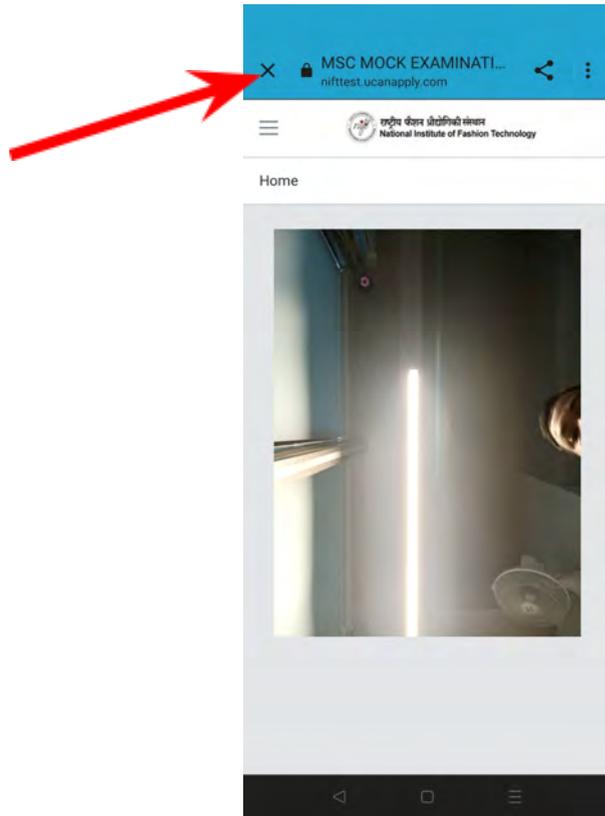
The application will return to how it was before the proctoring from the second device started. Unlock your Device 2 by clicking on the **"NO"** button in the center.
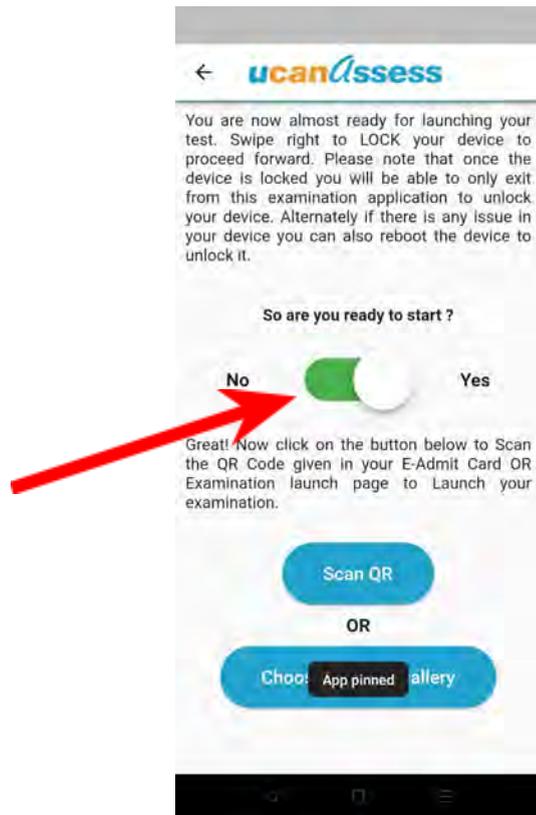
Once your device is unlocked press back to come to the Dashboard in the app as shown below. Select the option for "PDF UPLOAD" from the options given:

When you select the "PDF Upload" option a screen as given below will be shown:

Click on "+" button to start the process of making your PDF.

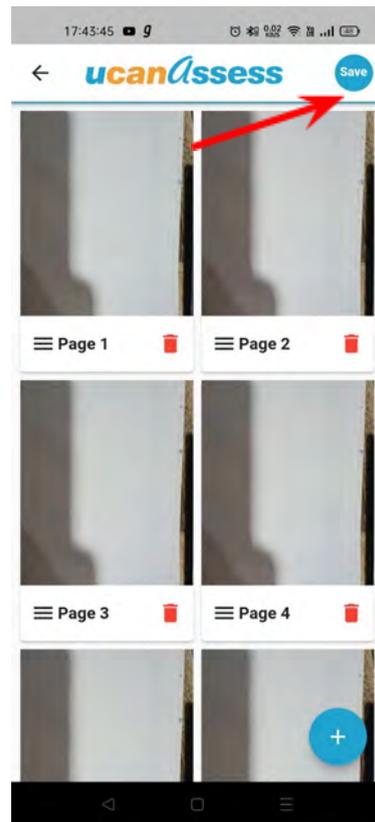Focus your camera and click the photo of your hand written / drawn answers by pressing the "Camera" button. Each time you press the same a photo gets taken and saved for making the PDF. Once you have clicked all the photos then press the Button "NEXT" to make the PDF.

The app will show all the clicked images as Pages. You can rearrange them [Drag and Drop] or you may delete them using the trash icon. If you make a mistake you can start over also. Once you are satisfied press "SAVE" at the top right to make the PDF file for uploading. It will ask for a name for reference. Please type the same to save the PDF file. REMEMBER THIS IS ONLY SAVING IT IN YOUR MOBILE / DEVICE 2 AND YOU NEED TO UPLOAD IT TO THE TEST BY FOLLOWING THE STEP SHOWN BELOW.
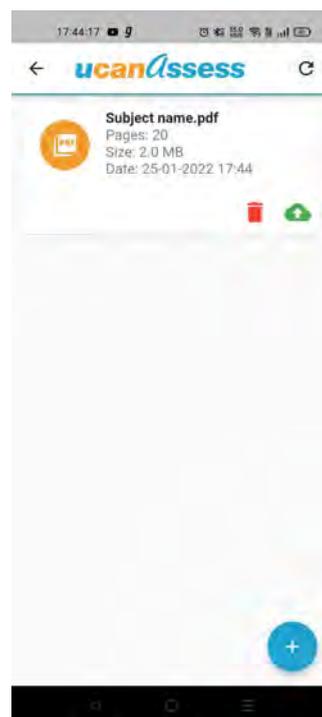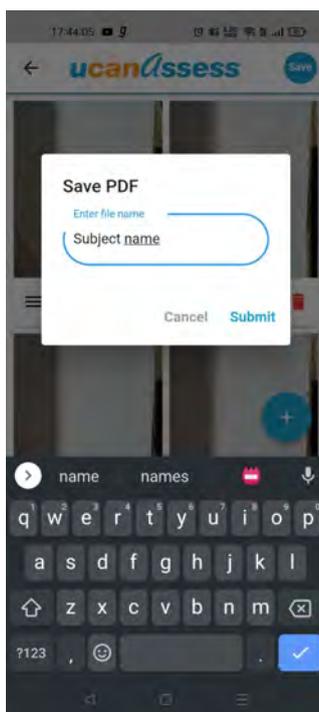
Now to upload your answer sheet in the Test, click on the right side green cloud upload button next to the file you want to upload . ☁ A scanning popup will appear on the screen, Now click on the Scan button, the scanner will open. Scan the QR code available on your test screen on your Device 1 where you are taking the test. As shown in the screenshot below.
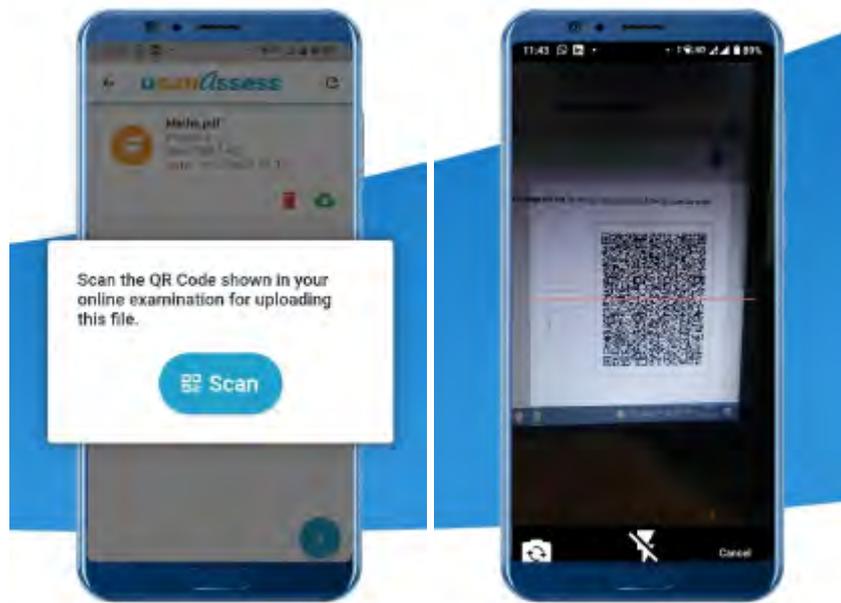
Finally, Your answer sheet will upload automatically on your exam panel, A success message will appear as shown in the screenshot below. Also you will be able to see the uploaded file in your Device 1 screen.
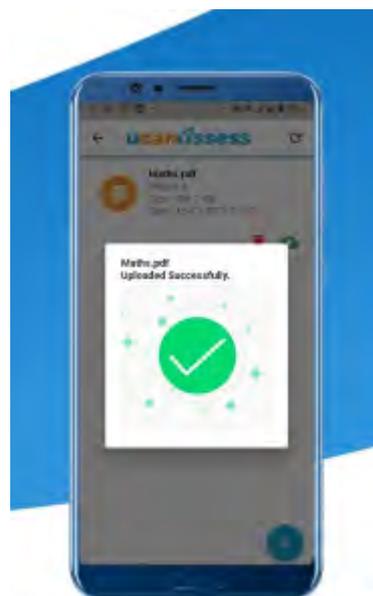
Having completed the upload process successfully go back to Device 1 and press on "NEXT". You will be informed that your second device is not paired. Please choose the option for pairing your second Device again.
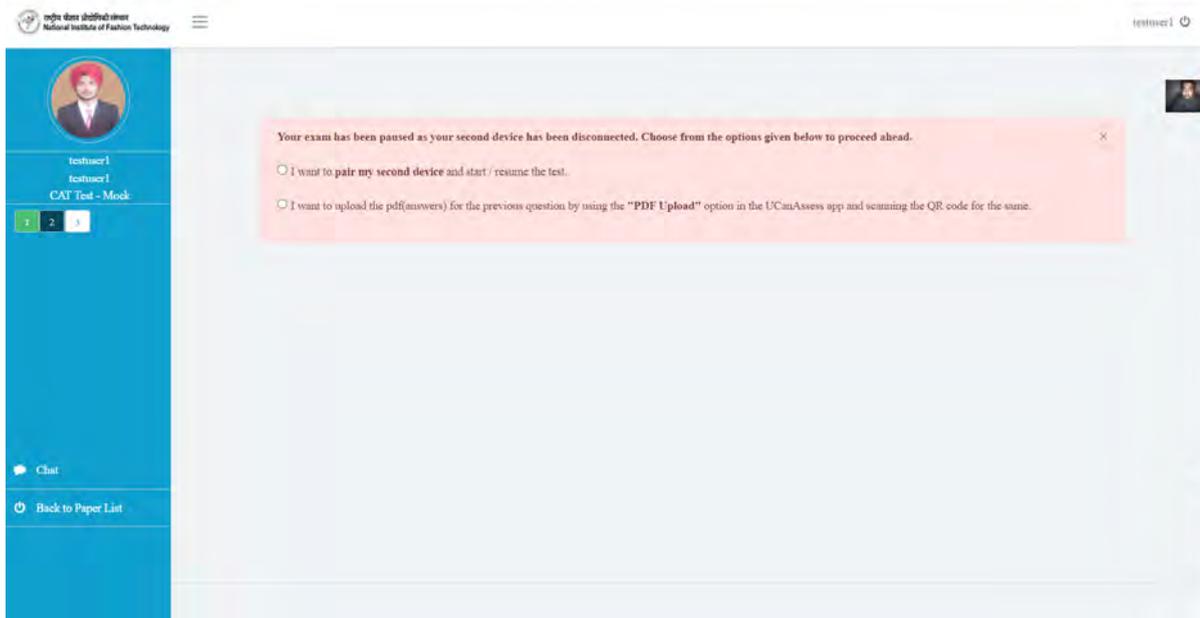
Once you choose the option to pair your second device the system will ask you to repeat the same process as done earlier by you to pair the second Device 2 with Device 1.
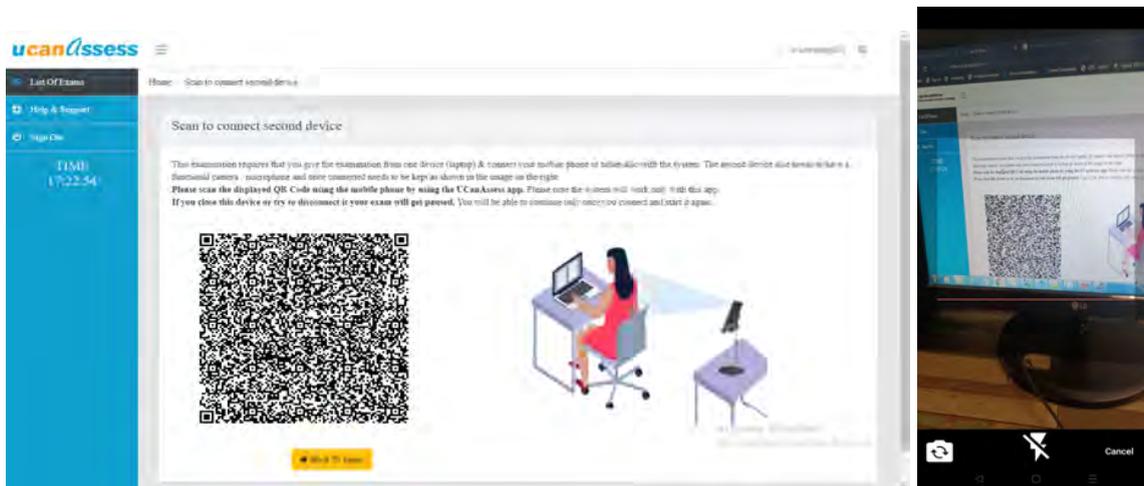
Once you have paired the devices again you will be able to resume the test. You will be able to go to Screen 3 and see the details of the PDF that you have uploaded as shown in the screen below:
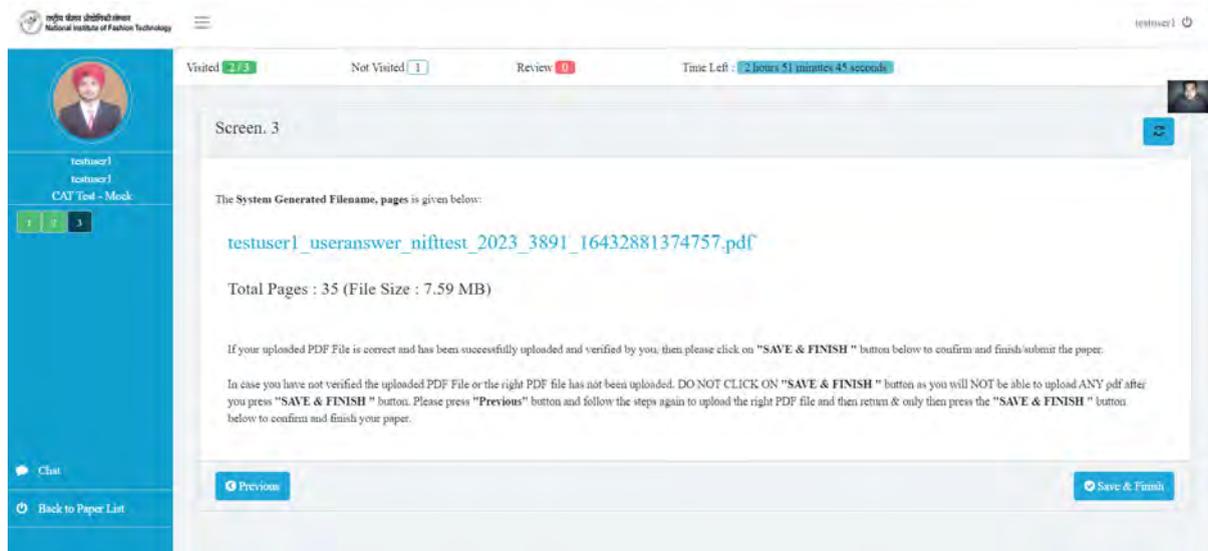
If everything is fine then you can click on the "Finish" button to end your examination. If by any chance there is an error you can repeat the same process to upload a new file. The new file will replace the earlier one automatically.

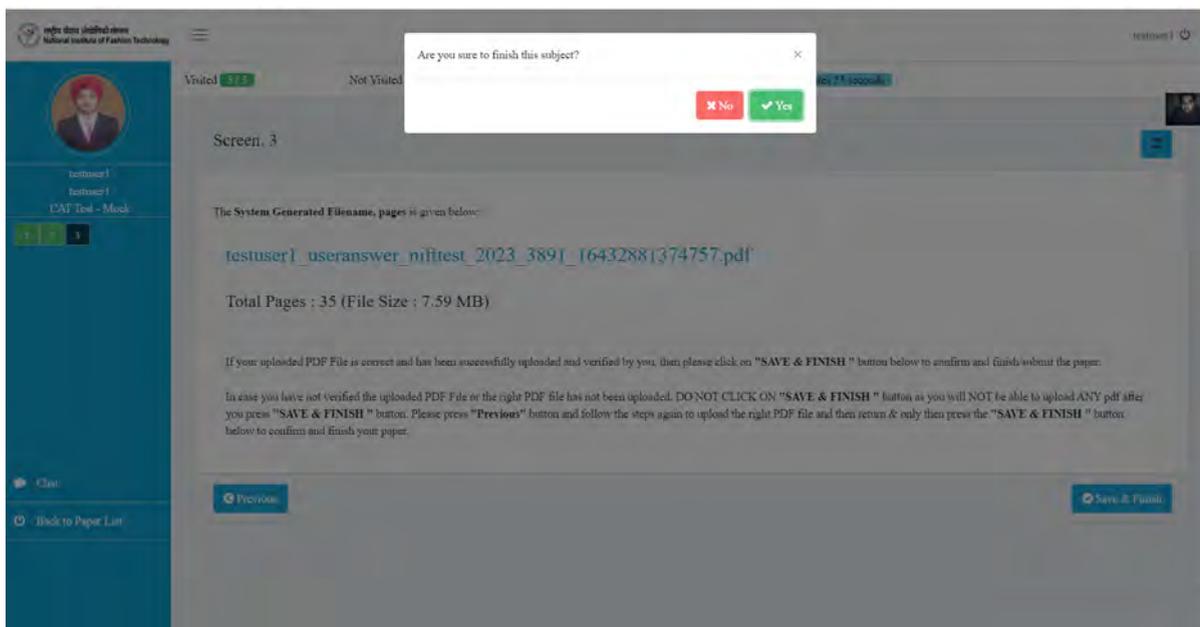Once you click on save and finish the subject system will prompt a message "Are you sure you want to finish this subject". Click on Yes and submit to end the exam. REMEMBER THAT ONCE YOU CLICK ON "FINISH" YOU WILL NOT BE ALLOWED TO CHANGE OR RESUME THE EXAMINATION.

Some common concerns and their solutions :

    a.   **What will happen if my Device 2 gets disconnected for some reason ?**

        Your test will get paused temporarily if this happens. This will not lead to automatic cancellation. However, you will only be able to resume the test once the same is paired again. The screen on Device 1 will also prompt you to pair the Device 2 as given below:
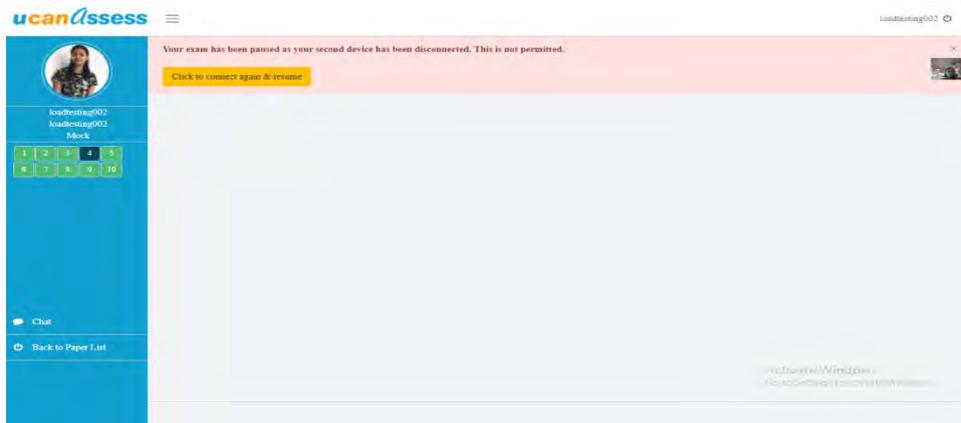
Click on "Click to pair second device" and repeat the same process you followed to pair the Device when you started the test the first time.

Please note that this incident will get recorded and if it is happening repeatedly or there are undue delays in pairing again the same may prompt action from the Invigilator. The invigilator will warn / reach out and in case he/she is convinced that there is something amiss your test may be permanently stopped.

b. What will happen if I have denied camera permission when the system asked for it ?

If you have denied the permission by mistake in the Browser you need to clear the permissions again [as your Browser saves the same in History] and then after clearing the same attempt the test again. The system will again prompt for the permission. Please make sure you give permission this time.

c. What would happen if I got disconnected from Device 1 from where I was taking the test? Will my test be canceled?

In case you have got disconnected momentarily from Device 1 please connect back again immediately. The system will ask you to repeat the verification process to resume your test again. Your answers saved earlier will remain saved in the system.

d. Where to find the Username / password to login ?

All details are available in the Admit Card available on the student application dashboard. Please make sure you type it properly and make no mistakes.

e. When I try to login to the test in Device 1 I am getting the error shown below. What is to be done?
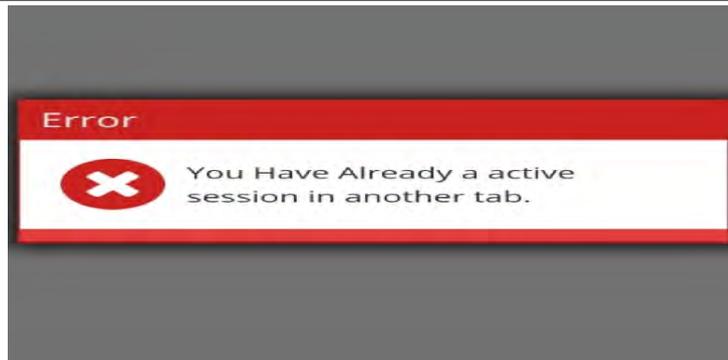
The test cannot be opened in multiple windows / tabs. Please make sure you close all Browser tabs and windows and then try the process again on Device 1

f. **I am not able to proceed beyond the "Camera check" on Device 1. The screen shows an error as below. What should be done ?**

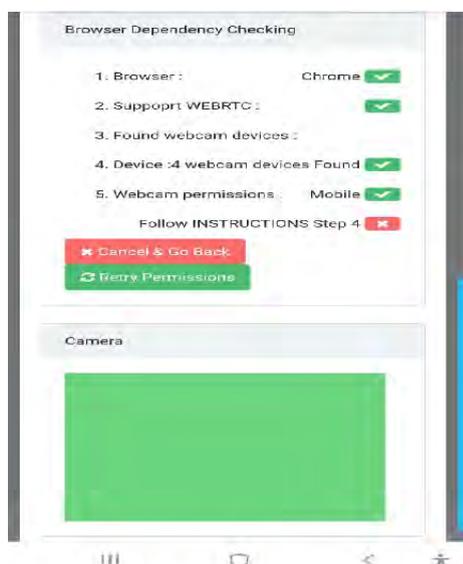ISSUE TYPE 4:
WHILE BROWSER DEPENDENCY CHECKING BROWSER IS SHOWING A CROSS
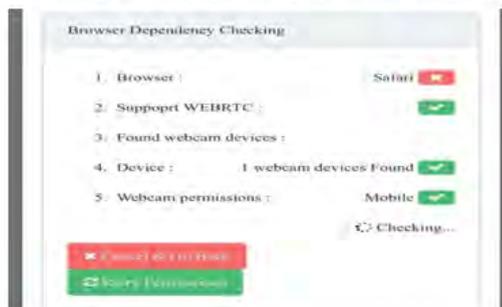
SOLUTION:
AS PER GUIDELINE CANIDATE HAVE TO USE THE CHROME BROWSER ONLY

g. **I am not able to proceed beyond "Camera check" on Device 1. The screen shows an error as below:**

The issue is caused due to one of the following :
- CANDIDATE'S CAMERA IS BEING USED BY SOME OTHER SOFTWARE LIKE SAY ZOOM
- CANDIDATE HAS SOME ANTIVIRUS INSTALLED WHICH RESTRICTS CAMERA USAGE
- CANDIDATE'S CAMERA IS NOT WORKING PROPERLY OR THE CAMERA DRIVER ETC IS NOT PROPERLY WORKING.

Candidate has to close all other softwares / antivirus and then logout and login again into the online examination portal and attempt the verification process again to solve the issue

h. **While performing the Camera check process I am getting an error which reads as below "THERE WAS AN ERROR WHILE UPLOADING YOUR PHOTO THE DIFFERENCE BETWEEN THE TIME AND CURRENT TIME IS TOO LARGE." What is to be done ?**
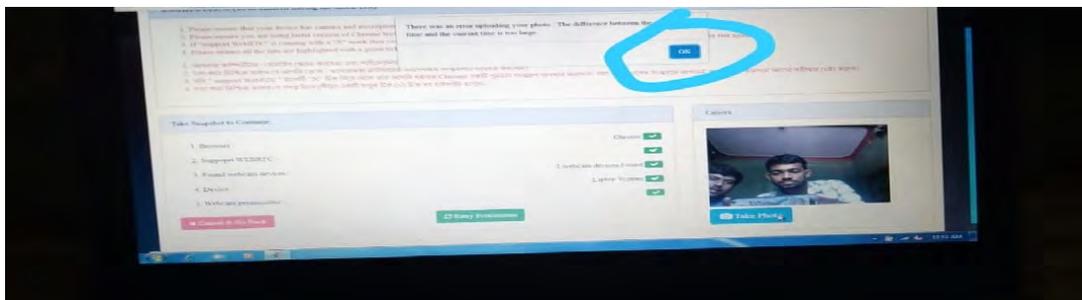
This error is due to the system clock and time zone on your device not being in order. This error is more common on PC / Laptop. Please make sure you set the Time Zone as <u>INDIA</u> and set your current time to "Auto Sync" / "Automatic" and then try again.