SSC

Staff Selection Commission, Computer Based Examinations

Hindi VO	English VO
	Welcome to the Candidate Instruction video of **Computer Based Examination**.
	This video is designed to guide you through important instructions that need to be followed for all the Computer Based Examinations for SSC.
	Hi! My Name is Nisha and I am here to give you a better understanding of the guidelines that you need to follow before or during and after the exam has commenced.
	Let us take a brief tour of the instruction guide-lines, starting from the pre-preparation of the documents.
	Few days before the exam, it is important that you are well aware with the: Date and the Time of Reporting.
	Please check the Exam date from the SSC Web Site.
	Details of the venue, roll number, Reporting Time, Entry Closing Time and the Exam start time will be mentioned in your Admit Card.
	Late-comers will not be permitted to enter the exam venue. **Once you are clear with the Date and Time of the exam, the next step is to:** • Validate the name as given in the Admit Card and the ID proof. Note that, any mismatch in the names will not be accepted and you will not be permitted to write the exam. • Verify the exam venue as mentioned in your Admit Card.

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	• Download and print the Admit Card as per the instructions received by you in your mail.
	Now, the next important step is to go through the following document check-list: • Original ID proofs as mentioned in the instructions on SSC Website. • Photograph, Admit Card and mentioned documents be prepared one day before the exam. So that, you do not miss any vital document on the day of the exam. Note that, for valid documents, ration card should not be carried as it will not be accepted as a valid ID proof, and can cause problems during the document validation. • In situations of name change after marriage, you will have to produce an original Gazette notification or a marriage certificate or an affidavit. Remember that, along with the documents, you will not be permitted to bring pencils, eraser, ball point pen or any other stationary item with you to the examination hall. You will be provided with the rough sheet and a Blue ball Pen before the Examination. These items will also be taken back post examination
	Now you are prepared with the documents, the next step is to ensure the following: - Directions of the exam venue. - Distance and mode of transport. - Time it takes to reach the exam venue. It is advisable to visit the exam venue a day prior to the exam day to familiarize yourself with the location. This will help you to reach the exam venue on time, on the exam day.

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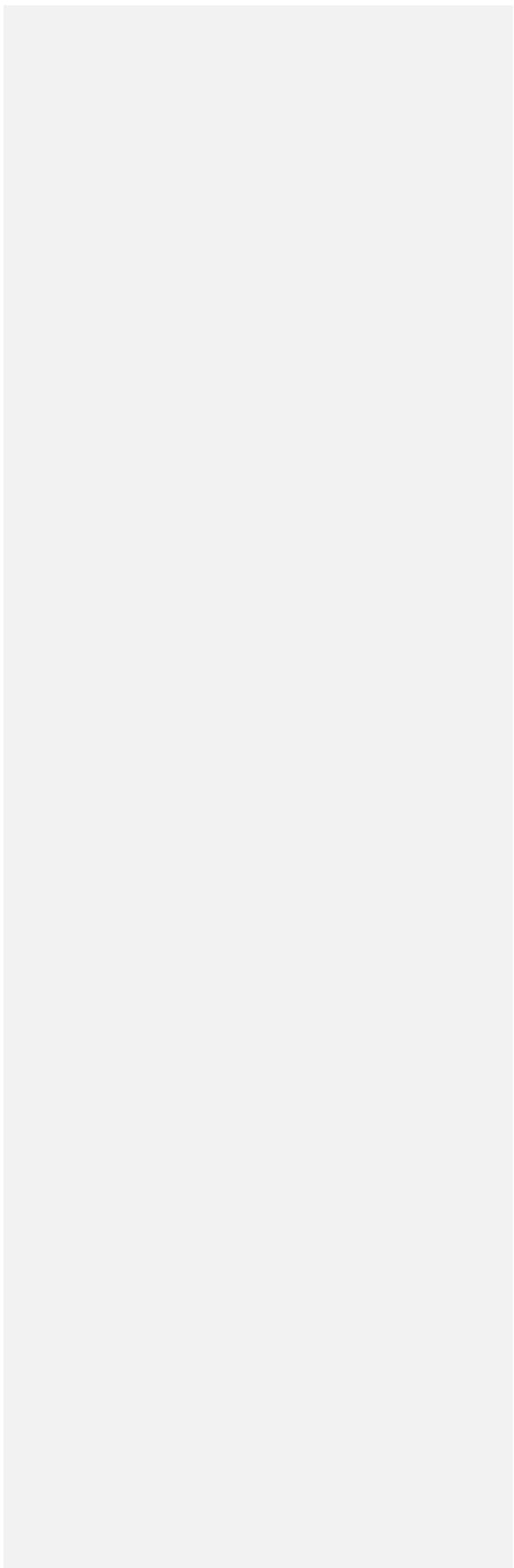|	
	Also, ensure that you do not carry the following prohibited items like Laptop, Pagers, Calculators, Bluetooth, Books, Notebook, Cell phones or anything which has been listed as prohibited in the SSC Website. Carrying of cell phone shall be considered at your own risk, as the arrangement for safekeeping will not be assured.
	As you enter the exam venue, you will be verified on the Admit Card and the original Valid ID proof at the entrance gate by an examination staff. There will be a Block Level seating plan at the Entry Gate. It will guide you to your respective Block. At the entrance of your respective Block, you will also have similar seating plan, which will guide you for the respective Lab details. Cross check the computer Lab along with your roll number. Also, confirm the floor number and the lab name. As you enter the exam lab, you will be verified on the Admit Card and the original Valid ID proof by the invigilator. On entering the Lab, you will be guided to the registration desk for biometric thumb capture and photograph capture. For capturing the thumb impression, ensure to follow the given rules: • Fingers should not be coated with stamped ink/ mehndi/ color etc. so as to obtain a correct biometric impression. • If fingers are dirty or dusty, ensure to wash and dry them before the finger print (bio-metric) is captured. • Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them. • If the Left thumb to be captured is injured/damaged, immediately notify the concerned authority in the exam venue. Note: Any failure to observe these points will result in non-admittance for the exam.

	For the photo capture process, ensure that you sit straight, at an eye level contact with the webcam for a clear capture of the face. Registration Manager / Invigilator will also guide you the allotted System Number.
	Once you are done with your registration, you need to make sure that you sit at the assigned desk, which has been assigned to you by the Invigilator / Registration Manager. . **For Example:** If the system name corresponding to your roll number or Ticket Number is C030, then you will have to sit at the system which displays the given number. Apart from this no. your Photo will also be displayed on the same system. After you are seated at your assigned desk, there are certain tasks that you need to perform. These are…. • Write down your User Login ID and password along with the Examination Name and System No. on the upper left side of the rough sheet. Then, draw a line below that. Balance part is for your rough work use. • A rough sheet will be provided to you during the registration process.

	• Provide your thumb impression and signature on the Commission Copy and the attendance sheet.
	
	   • Hand over the call-letter and photocopy of the photo identity proof duly stapled together to the invigilator
	
	   • Ensure that the invigilator signs the Admit Card, before taking it from you.
	
	Note that, signing and providing your left thumb impression on the attendance sheet and commission copy is mandatory, as this is required for further process.

	• Listen to all the rules and important information that is conveyed by the Invigilator.
	Important information or Norms to be followed inside the Exam Hall: • Any kind of talking or disturbing will be reported as a malpractice. • You will be disqualified if found resorting to any unfair means including giving or receiving help to or from any candidate during the exam. • Usage of Pagers, Calculators, Blue-tooth,Cell phones or any other electronic device will be strictly prohibited Once the exam starts, you will not be permitted to leave the examination hall even for bio breaks, till the exam time is over and the exam administrator gives the permission to leave.
	Note that, an addition of 20 minutes for every hour of the examination will be provided to candidates with benchmark disabilities in the categories of Blindness, locomotor disability (both arm affected), and cerebral palsy. In case of other category of persons with benchmark disabilities, the provision of scribe/reader can be allowed on production of a Medical Certificate proving that person concern has physical limitation and scribe is essential in examination on his/her behalf. This certificate should be issued by Chief Medical Officer/ Civil Surgeon / Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.
	Exam Begins, Now, to login to your system screen and start the exam, follow the given instructions: • Provide the password in the login screen where the user ID will be pre-populated. To mention your password, click on the keyboard icon to use the virtual keyboard and then click Sign in.

	- Your screen will display the profile information as submitted by you during the time of filling the exam form. - Then, click I Confirm to confirm the details and begin the exam. The default language for viewing the exam instructions will be English. You can change the default language from the provided drop down list. You can also change the default language for the exam view from the given drop down option. After carefully reading the instructions, select the checkbox and click the "I am ready to begin" link. Now, you can start with submitting the answers using the mouse cursor. As you begin, a timer indicating the time left for the exam will be displayed on the screen. Note that, if the timer stops due to any disruption during the exam, you will not lose the exam duration time. Status for each question will be displayed on the Right-hand panel. Each question number will be displayed in the defined colour as per the following: - Green – Indicating the Answered questions. - Red – For Unanswered questions. - Grey - Questions not visited or viewed. - Violet with check – Showing the marked for review question along with the answer. - Violet without check- Indicating the questions which are marked for review. Now, to submit the answer, select any of the following tabs: - Mark for Review & Next: To mark the answer to return to it later, and move onto the next question. - Clear Response: To clear the answer options for that question only. - Save & Next: To save your answer for evaluation and move to the next question.

	After the exam time is over, all the answers will be auto submitted.
	Once the exam is over, the rough sheet or sheets is/are to be handed over to the invigilator.
	We hope you have found this video helpful in guiding you for the exam related instructions. **All the Best!**