



## TEST DAY PROCEDURES

- Candidates shall appear at the centre as shown on their Admit Cards at their own cost. No TA, DA or any accommodation facility will be admissible for appearing AIPGET 2018.
- Candidates have the option of giving preferences of their examination city during the online registration.
- Candidates are advised to familiarize themselves with the location of test centre and plan travel time accordingly. Candidates have to reach the test centers on or before the reporting time. Candidates may note that late entry to the examination premises is not permitted under any circumstances. AIIA/MoA shall not be responsible for any delayed arrival of the candidate in reaching the centre due to any reason.
- All candidates at the centre shall be frisked by security guards and biometric information shall be captured.
- Identity checks will be made upon arrival at the test centre to ensure that there are no unauthorized candidates appearing for the test. Candidates are required to cooperate with the security personnel for security checks.
- Please note that only registered candidates will be allowed at the examination centre.
- Friends or relatives accompanying the candidates shall not be allowed entry in the test centre under any circumstances and will not be allowed to contact the candidate while the examination process is going on.
- SECURITY AT THE TEST CENTRE

Candidates may note that the reporting time refers to the time at which the candidate reaches the Reporting counter at the test centre. Candidate who fails to report to the reporting counter by the stipulated time as indicated shall not be allowed to enter the examination premises, that is Reporting counter and beyond. The candidate should arrive at the Reporting counter latest by 8:00 am. This allows for security checks, identity verification, image capture, bio-metric capture etc. The reporting counter will close at 9.30 am. The following shall be undertaken upon reporting at the counter:

- a. ID verification – The original documents as has been indicated in Para 7.5 will be checked in original. All candidates at the centre shall be frisked by security guards.
- b. Capture of finger prints – The finger prints of all candidates shall be captured electronically and candidates are requested to cooperate with on duty staff with this process.
- c. Capturing of digital image – As a security measure, digital image of the reporting candidates shall be captured and taken on record.



- d. The test centre administrator /on duty staff shall guide the candidate to the assigned work station.
  - e. Kindly note that the reporting time has been indicated to timely complete the foregoing activities as well as to familiarize the candidate with the process.
  - f. Candidates should note that they will not be allowed entry to the test centre after 09:30 am.
  - g. Candidates are also advised to check the requirement for mandatory documents on Testing Day and comply with the same.
  - h. AIIA/MoA/ Test centre / Designated Agency / Staff on duty shall not be liable under any circumstances for delayed reporting and /or non-presentation of mandatory requirements.
- SECURITY AT THE TEST CENTRE
  - Candidates will not be allowed to take the following items inside the examination center under any circumstances. All the candidates will be subjected to compulsory frisking before entering the examination center:
    - (a) Any stationery item like textual material (printed or written), notes, Plastic Pouch, Calculator, Pen, Writing Pad, Pen Drives, Eraser, etc.
    - (b) Any electronic device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, digital/analogue wrist watch/Health Band, Calculator, Electronic Pen/Scanner etc.
    - (c) Other items like Wallet, Goggles, Handbags, Cap etc.
    - (d) Any eatable item opened or packed, soft drinks, water bottle etc
    - (e) Any other item which could be used for unfair means, for hiding, communication devices like wireless/Bluetooth device, spy camera etc.
  - **No arrangement will be made at the centres** for keeping any articles/items belonging to the candidates. In case any candidate is found in possession of any of the barred items inside the centre, it will be considered as use of unfair means and action will be taken against the candidate in accordance with the relevant provisions. To avoid any hardship candidates are advised not to bring such items along with them at the test center.
  - Finger prints and photographs of all the candidates will be captured and candidates are requested to cooperate with this essential activity to avoid any case of impersonation. This is a security feature which will also ensure that only genuine and bonafide candidates will appear for the exam and will be allowed to join an institute for training.
  - ID verification
  - The original documents as has been indicated in Para 7.5 will be checked in original. All candidates at the centre shall be frisked by security guards.



N.B. All candidates are required to cooperate with the above-mentioned security measures at the test centre. This will help in preventing any use of unfair means and will be instrumental in maintaining the sanctity of the examination. Any candidate if not adhering to the afore mentioned security measures will not be allowed to take the test.

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- i. After verification of Identity and biometrics, candidates will be escorted to the designated computer terminal at the examination centre and a Test Centre Administrator (TCA) will check in the candidate.
- ii. Candidates are required to keep their admit card and photo identification at all times during the conduct of examination.
- iii. Pencils, eraser and rough paper, if required, will be distributed to each candidate. There is no need to bring stationary /writing material to the test centre.
- iv. Candidates are required to listen to the TCA's instructions to begin the test.
- v. During the test, candidate may use the rough paper to do the rough work.
- vi. Any suspicious or disruptive behavior on part of the candidate may lead to cancellation of candidature.
- vii. For any issues during the test, candidate may raise his or her hand to notify TCA/Invigilator.
- viii. In case of any technical disruption, rest assured that a registered candidate will get to test again within the testing/examination window.
- ix. All rough paper must be returned to the TCA after the test. Any attempt to take the rough papers out of the test centre will be considered disruptive behavior and shall be liable for disqualification.