

IMPORTANT INSTRUCTIONS FOR MAIN TEST FOR CANDIDATES

1. Candidates are advised to download this instruction document, read them carefully and follow the instructions strictly.
2. Examination will be held in the online (internet based) mode through Google Classroom Platform. The online question paper will be available to the candidates through an auto-proctored link.
3. **Candidates can appear in the online test from their respective location(s) on their laptops, personal computers or any other devices.**
4. **Candidates must have an active webcam and microphone connected to the computer through which he/she is appearing in the test. Without webcam and microphone, the system will not allow the candidate to access the question paper.**
5. Candidates have to ensure uninterrupted power supply and stable internet connectivity, during the period of the test. **NIT Meghalaya will not be responsible for power failure, internet failure or slow internet connectivity during the Examination days at the candidates' end.**
6. Candidates are required to report for the test and login the Google Classroom at least **15 minutes** before the commencement of the Test/Exam as per the following schedule.

Date/Time	8-9 am	9-10 am	10-11 am	11-12 am	12-1 pm	1-2 pm	2-3 pm	3-4 pm	4-5 pm	5-6 pm
November 9, 2021	TA-WS (ME)	LA-CE	TA-CC	LA-ME	TA-EE	LA-CC	TA-PH	LA-EE	TA-CE	TA-EC
November 11, 2021		TA-CY	TE-EC	TE-ME	TE-CC	TE-EE	TE-CE	TE-CS	TE-PH	

The question paper will be uploaded in the Google Classroom 5 minutes before the scheduled time.

The candidate must SUBMIT his/her final response by the end of the scheduled time, failing which his/her response will not be recorded at NIT Meghalaya and will be considered as NOT SUBMITTED in the Test. The Invigilator(s) from NIT Meghalaya will post the time reminders in the Google Classroom.

7. The candidate must log in the Google Classroom using the Gmail ID provided by him/her in the Google Form as per the instructions given vide notification Ref. No. NITMGH/ES/REC/N-F/Vol.IV /2021-22/510 dated 19.08.2021.
8. The Main Test/Exam will consist of 60 (sixty) Multiple-Choice Questions to be answered in 60 (sixty) minutes. Correct answers will be awarded 3 (three) marks. There will be 1 (one) negative mark for every wrong answer. Unanswered questions will not carry any marks, i.e. Zero mark.
9. Candidates **must** click on the final **SUBMIT** button for the successful submission of their response.
10. If at any stage, it is found that the candidate has submitted multiple responses, his/her candidature will be cancelled.
11. **Candidate should not adopt any unfair means or indulge in any unfair practice. The same will be monitored by the Auto-proctoring software and will be verified manually, as necessary.**
12. Candidates are advised to go through the Instructions on “**How to appear in the online Test / exam through Google Classroom**” carefully and be guided accordingly.

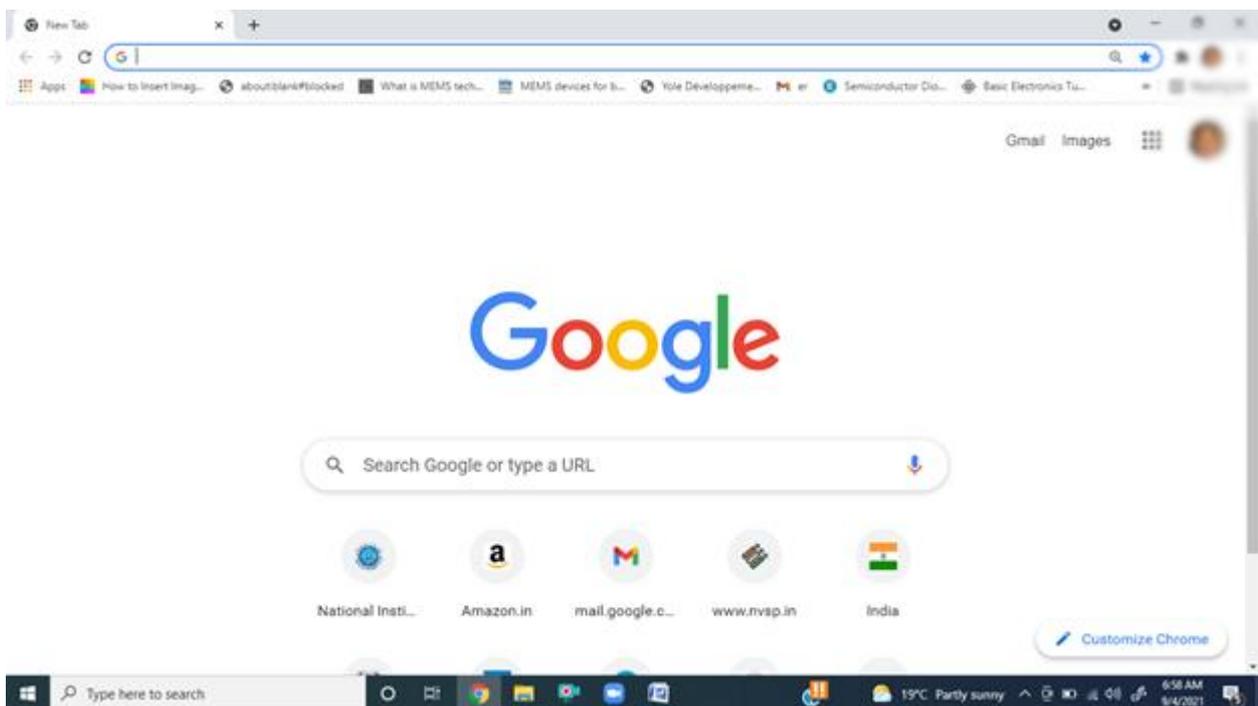
[How to appear in the online Test / Exam through Google Classroom assisted with Auto Proctor](#)

This document is a user guide/manual for only demonstration purpose which will provide the candidates with the basic information and necessary steps to join the Google Classroom and appear for Main Test/Exam for the recruitment of Non-Faculty Positions at NIT Meghalaya. The headings of this user guide/manual may change during actual examination.

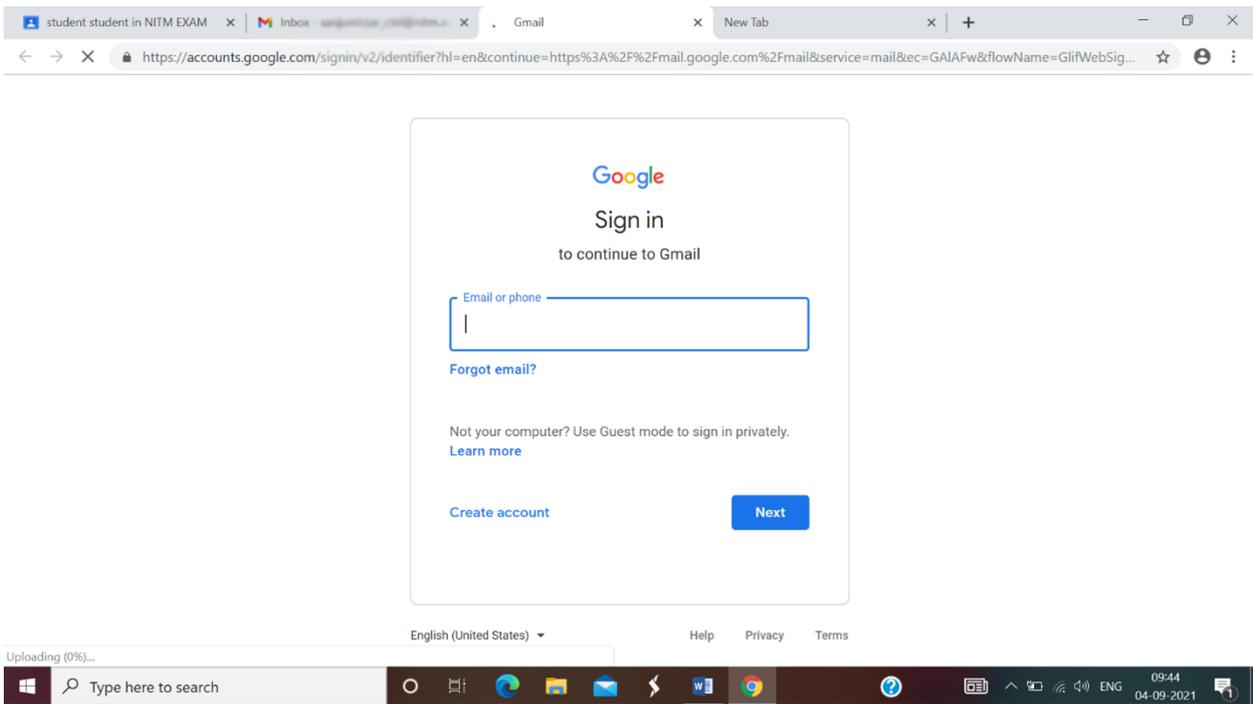
Kindly go through the following steps which will be helpful for appearing in the Main Test/Exam as per the schedule mentioned at page 1 of this document.

Important Note: The candidates must not refresh the web page during the examination. This will cause the permanent loss of candidates' responses which they have made during the exam. Candidates are advised to only use **Next or Back** Tabs given on the bottom of each page of the Google Form for the Main Test / Exam to navigate to different pages/sections.

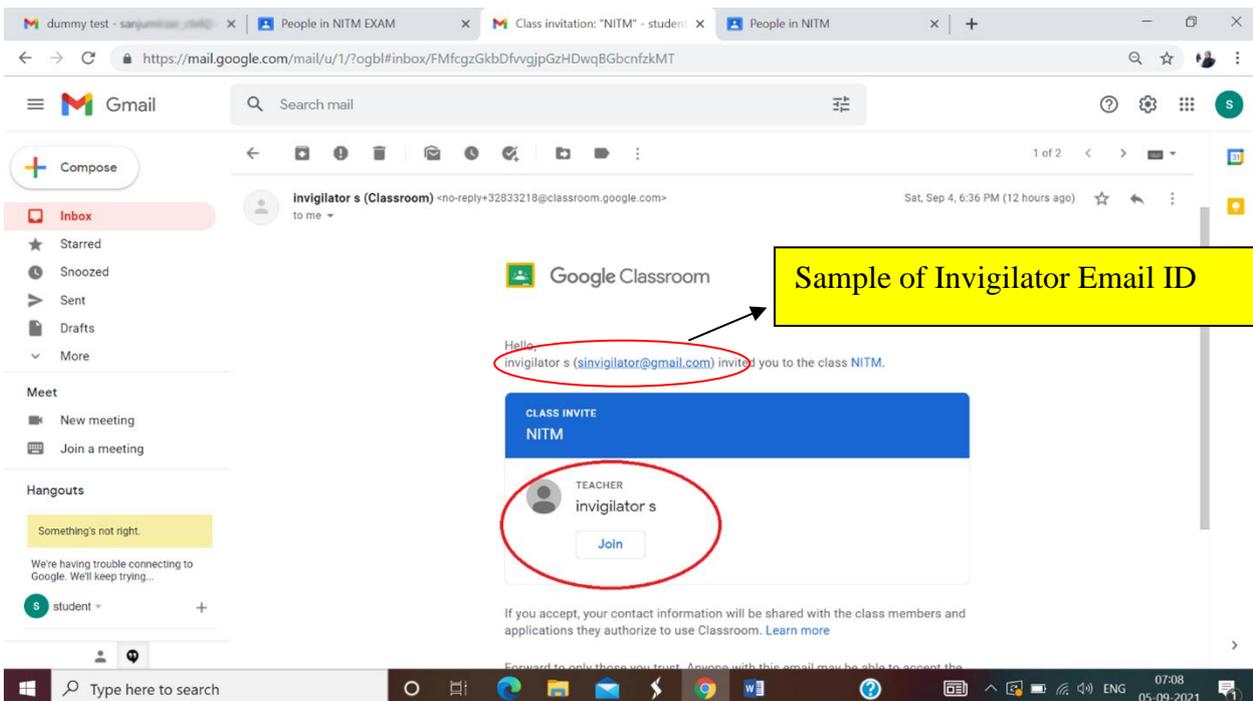
Step 1: Open Your **Internet Browser (Preferably Google Chrome)**.



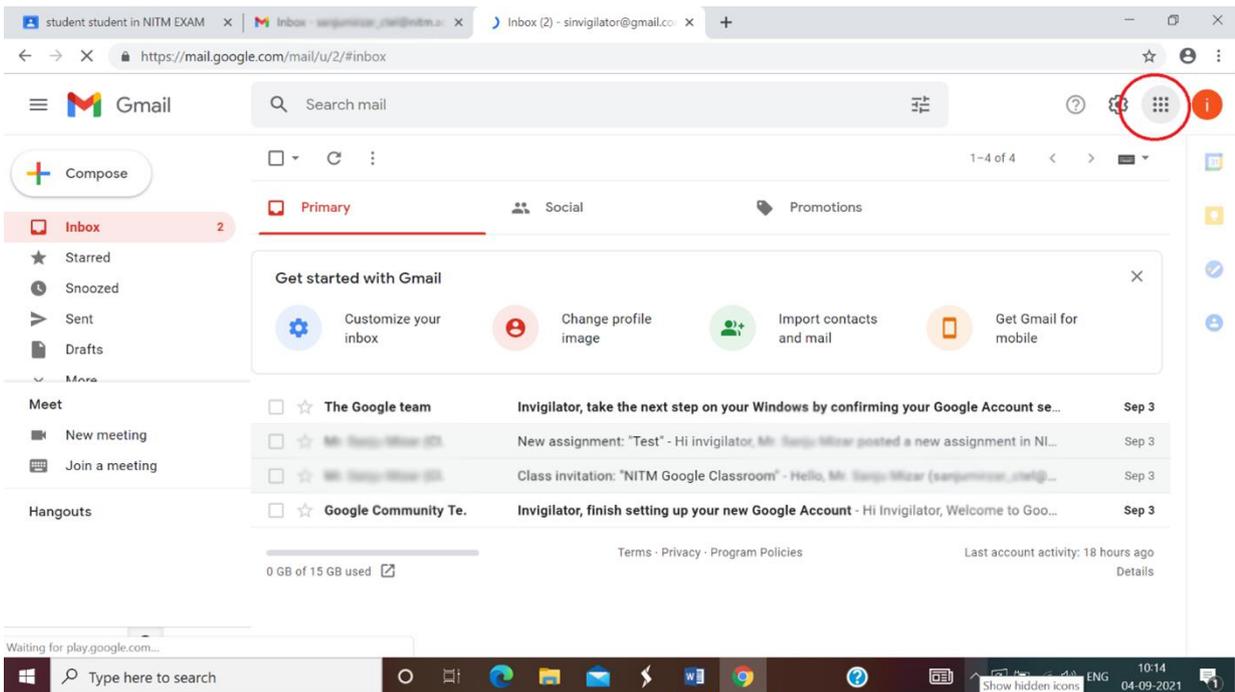
Step 2: **First of all Sign Out all your Gmail account** and Log in the **Gmail Account** using your **Gmail ID** provided to NIT Meghalaya.



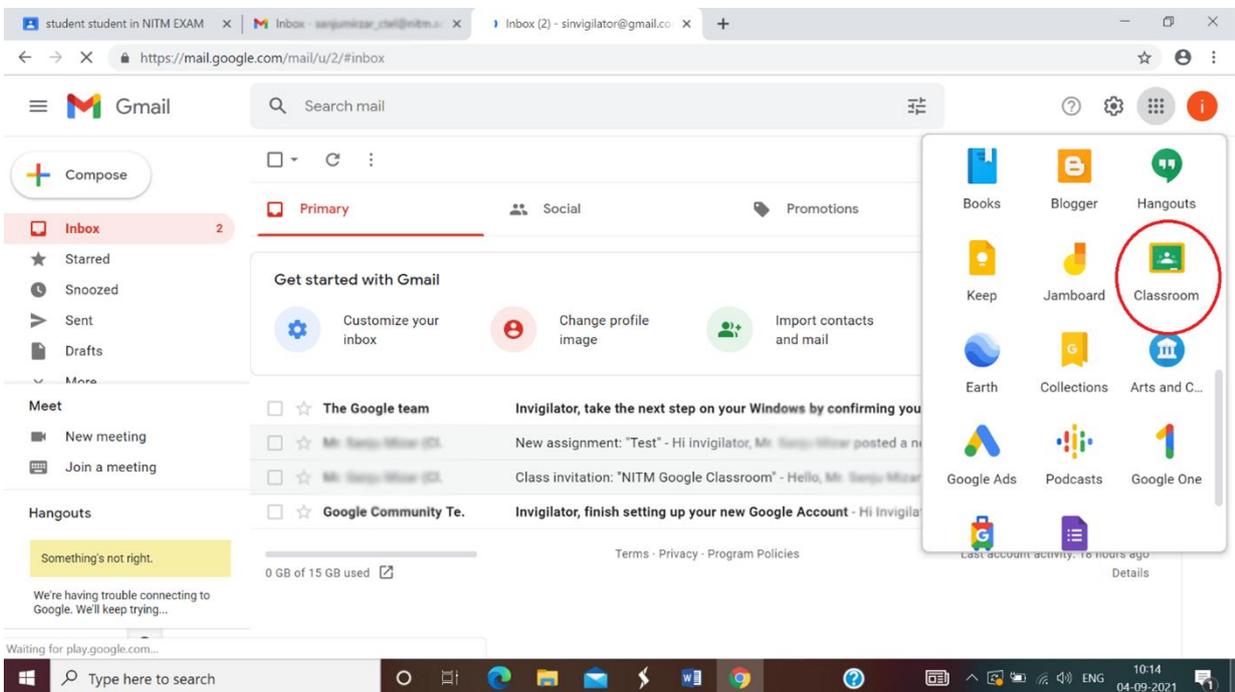
Step 3: Candidate must accept the invitation email from Invigilator of NIT Meghalaya to join Google Classroom which will be sent to him/her tentatively on 6th November 2021. **Candidate must accept the invitation for joining Google Classroom by 5 PM on 6th November 2021. If unable to join the Google Classroom, please contact the sender of the invitation email on or before 5 PM on 8th November 2021.**



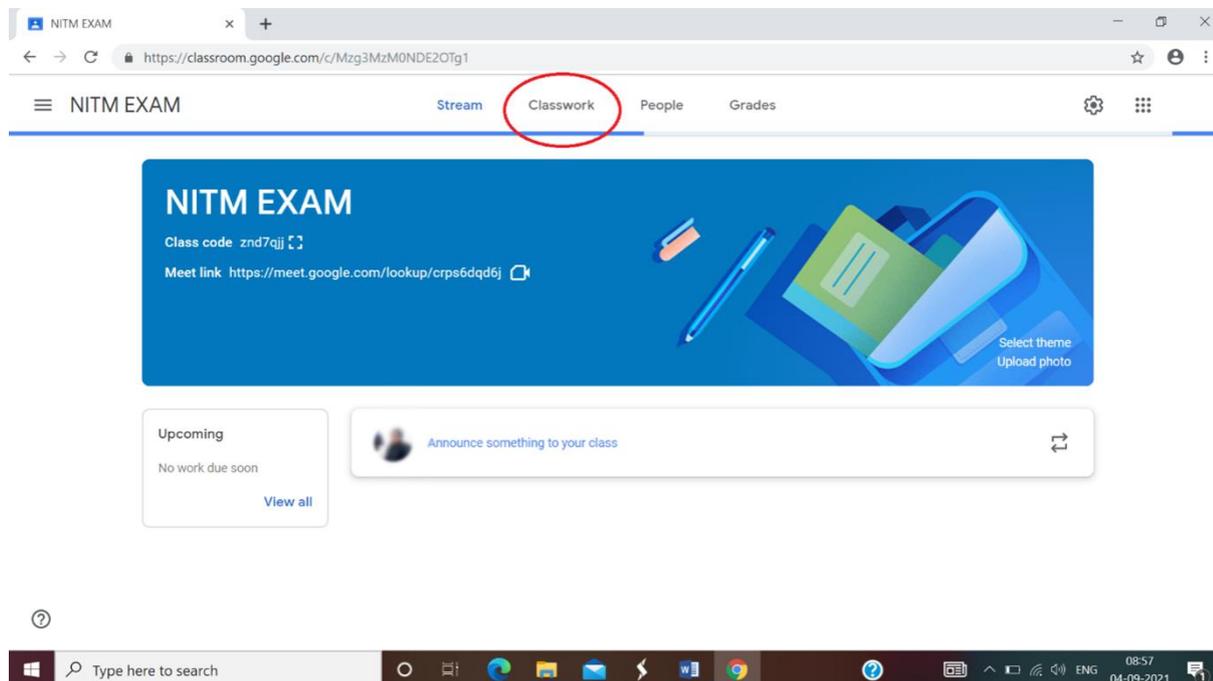
Step 4: After log in into the Gmail account, Click on the **Google Apps** icon on the top right side of the window as shown by the red colored circle in the image below.



Step 5: Click on the **Classroom** icon from various options available on the Google Apps window as shown by the red colored circle in the image below or go to <https://classroom.google.com> page. You will be then navigated to the Google Classroom page.

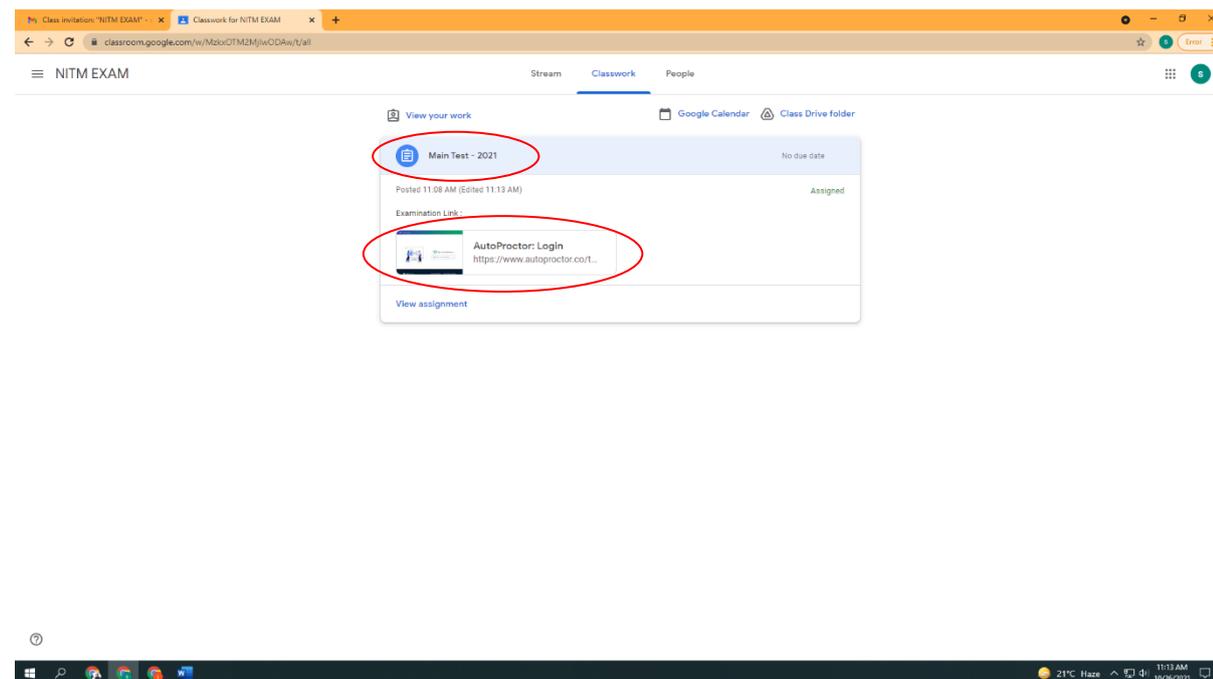


Step 6: On the Google Classroom page, Click on the **Classwork** option as shown by the red colored circle in the image below.



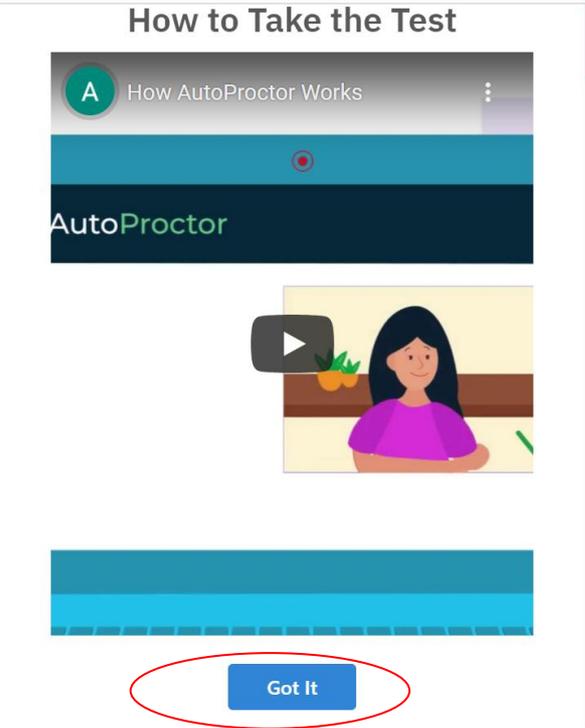
Please connect your webcam and microphone before proceeding to step 7.

Step 7: Click on Main Test tab and then Click on the Examination Link as shown as an example on **Main Test 2021** by the red colored circle in the image below. **This will navigate you to Autoproctor page of your browser.**

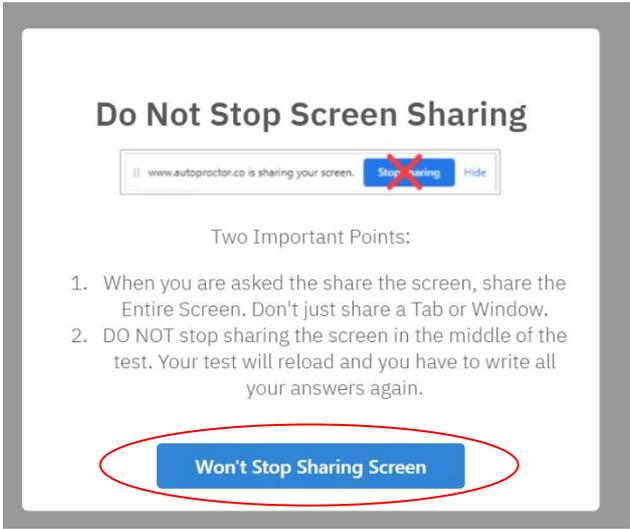


Step 10: After Login to AutoProctor, you can see the steps to follow as shown in the image. Follow the Step-A, click in “Got it”. Follow Step-B, click on “won’t stop sharing screen”. Click “allow” for your camera and microphone in Step-C & D. “Share” your entire screen in Step-E. Click in “Hide” if necessary in Step-F.

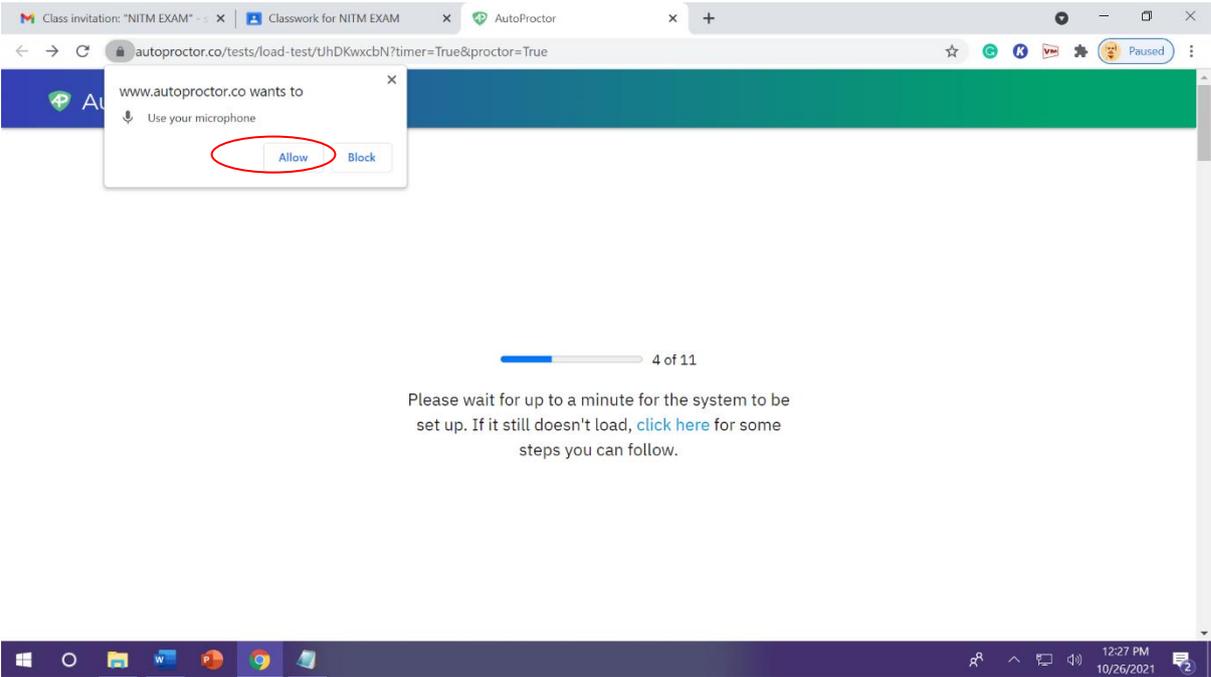
Step - A



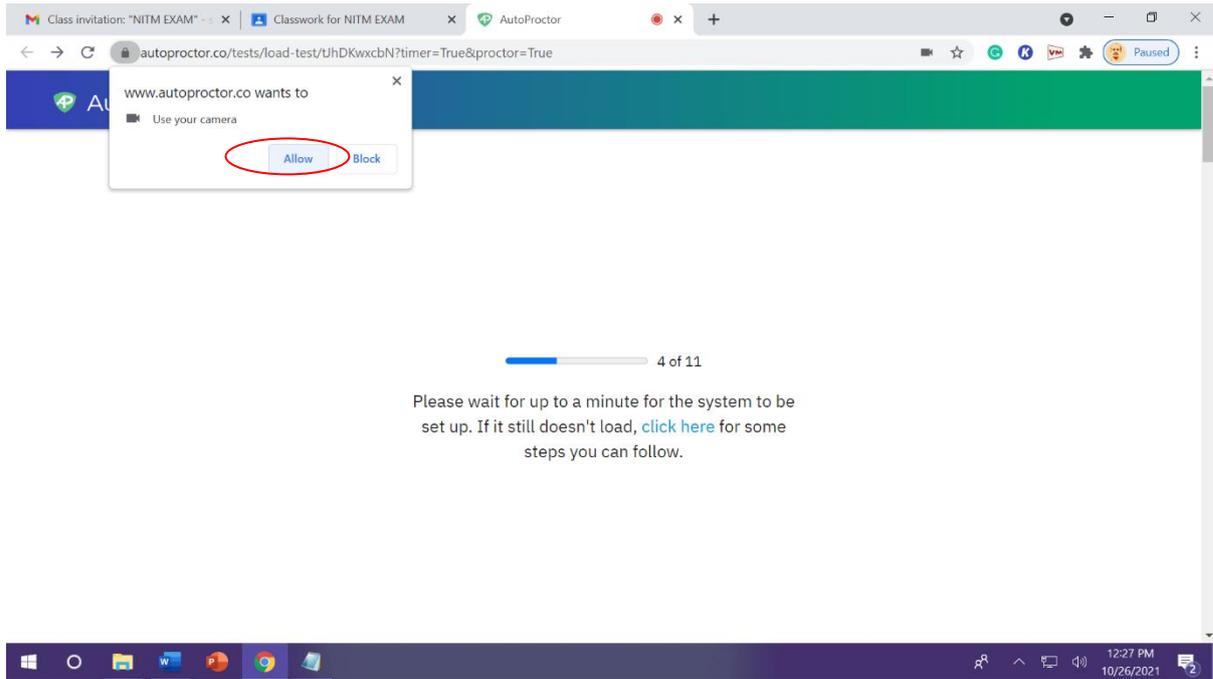
Step - B



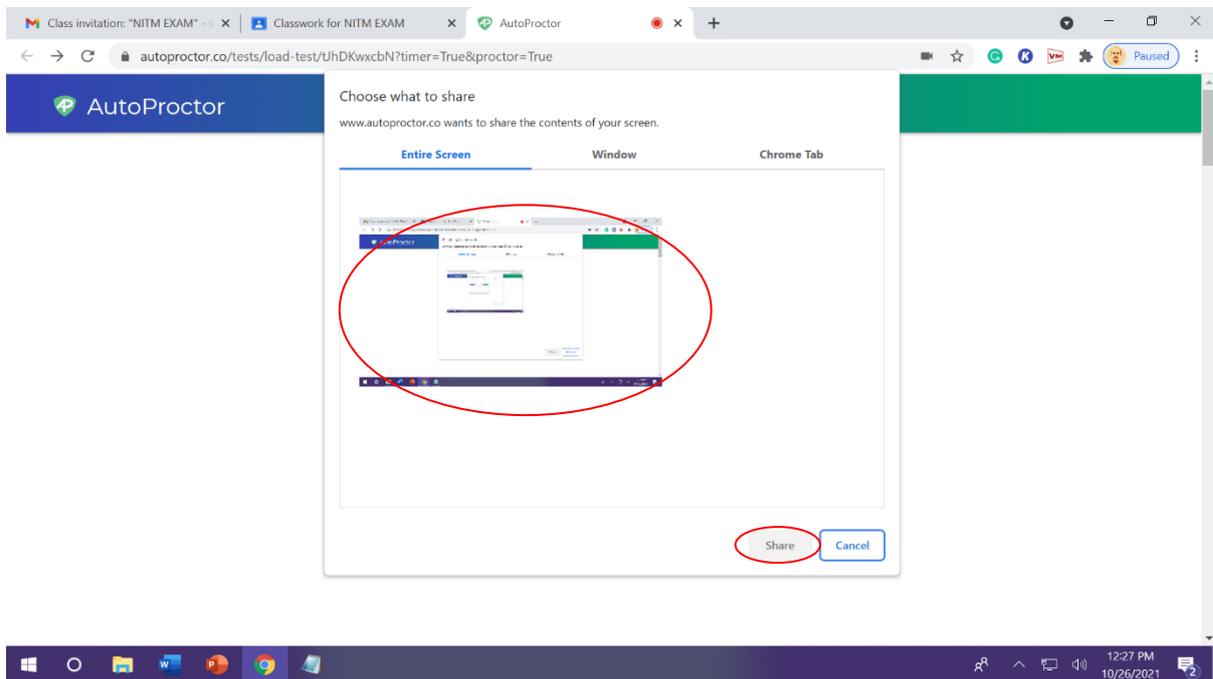
Step - C



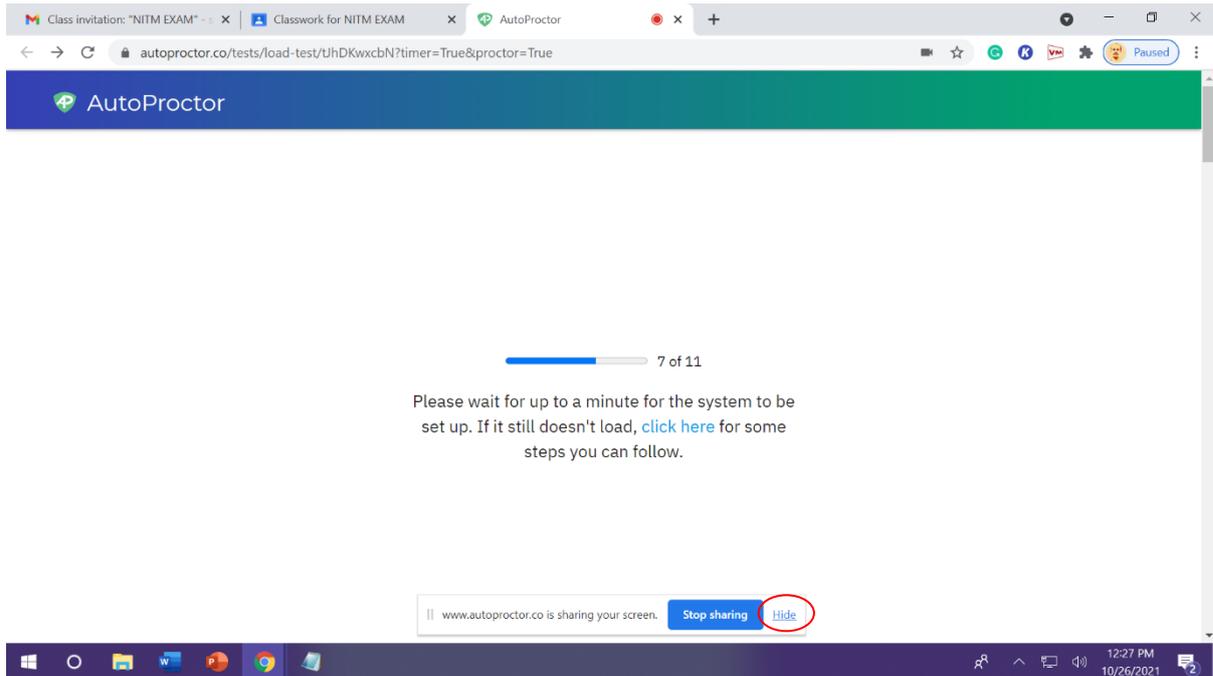
Step - D



Step - E



Step - F



Step 11: The 1st page consists of **Important Instructions for the Candidates for Main Test / Exam.** Please provide the valid Gmail ID provided to NIT Meghalaya. Click on the **Next** tab at the bottom of the page as shown by the red colored circle in the image below. This will navigate you to the next page of the Main Test /Exam.

Step 12: On the 2nd page, Candidate has to provide his/her personal details such as **Name**, **Roll number**, **Application ID** and **Category**. Click on the **Next** tab at the bottom of this page to the next page of the Main Test / Exam.

The screenshot shows a Google Forms interface for a 'Main Test/Exam -2021'. At the top, there is a green button labeled 'Click After Submitting Test' and a timer showing '145:46'. The form title is 'Main Test/Exam -2021' and the user is logged in as 'studentstudent694@gmail.com'. Below the title, there is a section for 'Personal Details' with the following fields:

- Name of Candidate *
- Roll Number *
- Application ID *
- Category * (with a dropdown menu showing 'Choose')

At the bottom of the form, there are navigation buttons: 'Back' and 'Next'. The 'Next' button is circled in red. A progress bar indicates 'Page 2 of 4'. There is also a 'Clear form' link.

Step 13: On the 3rd page, Candidate has to answer 30 MCQ questions (i.e., from Question 1 to Question 30). Candidate may answer by clicking on one of the four options A, B, C and D, as shown in the image below. Scroll up and down to see the entire questions in this page/section. Click on the **Next** tab at the bottom of this page to the next page/section of the Main Test / Exam.

The screenshot shows the same Google Forms interface, now on 'Page 3 of 4'. The timer shows '145:22'. The section is titled 'Question No. 1 to 30'. The question is:

1. What is the Capital of Meghalaya?

(A) Shillong (B) Guwahati
(C) Itanagar (D) Dinapur

Below the question are four radio button options: A, B, C, and D. At the bottom, the 'Next' button is circled in red. The progress bar shows 'Page 3 of 4'.

Step 14: On the 4th page, Candidate has to answer next 30 MCQ questions (from Question 31 to Question 60). Candidate may answer by clicking on one of the four options A, B, C and D.

Main Test/Exam -2021

studentstudent694@gmail.com [Switch account](#)

Question No. 31 to 60

31.

Where is NIT Meghalaya currently located?

(A) Shillong (B) Guwahati

(C) Itanagar (D) Dimapur

A

B

C

D

[Back](#) [Submit](#) [Clear form](#)

Page 4 of 4

Never submit passwords through Google Forms.

Google Forms This form was created inside of NIT Meghalaya.

Step 15: Candidate **MUST** click on the **SUBMIT** tab at the bottom of this page for final submission of his/her response. The candidate will not be able to edit anything after submitting his/her final response by clicking on the **Submit** tab. This step is **mandatory** for successful submission of the candidates' response to the Main Test/Exam.

Main Test/Exam -2021

studentstudent694@gmail.com [Switch account](#)

Question No. 31 to 60

31.

Where is NIT Meghalaya currently located?

(A) Shillong (B) Guwahati

(C) Itanagar (D) Dimapur

A

B

C

D

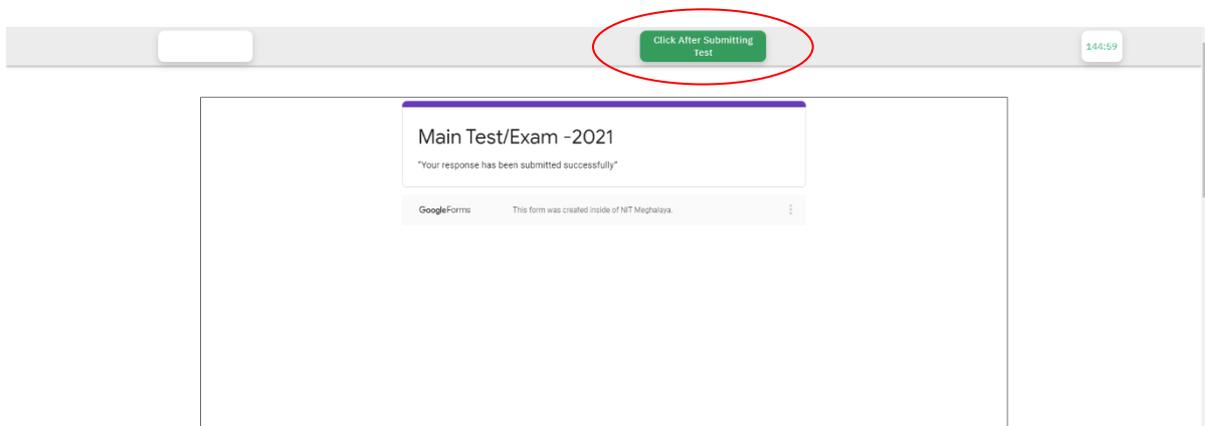
[Back](#) [Submit](#) [Clear form](#)

Page 4 of 4

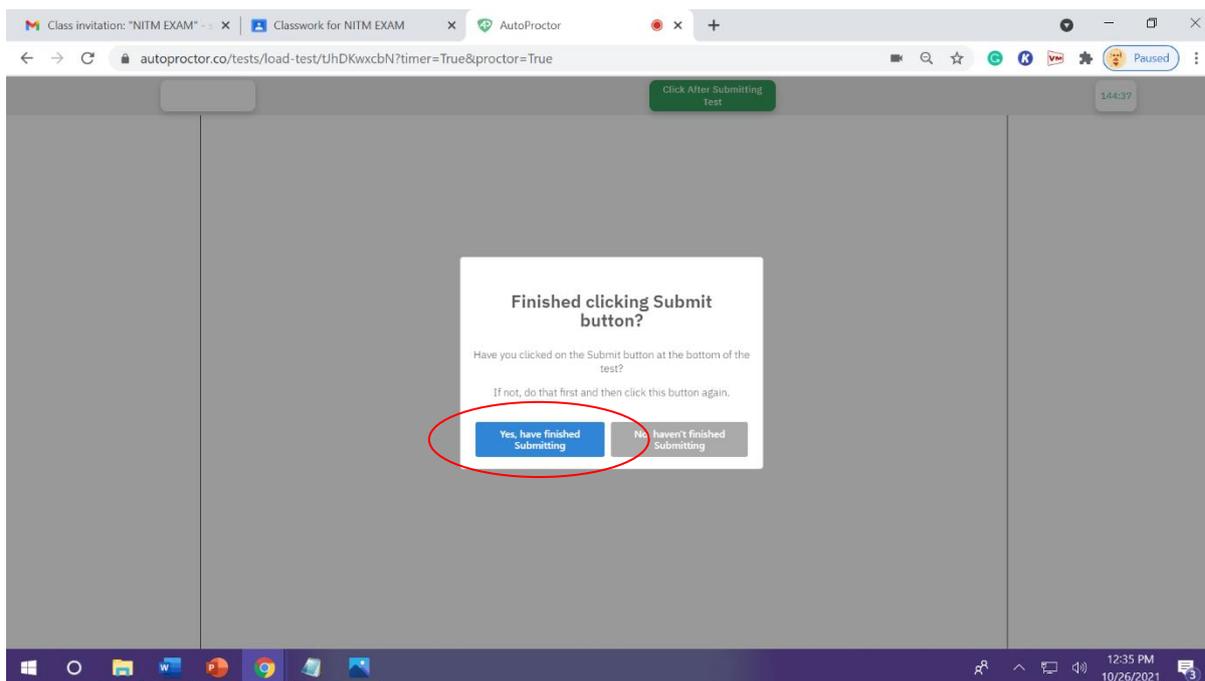
Never submit passwords through Google Forms.

Google Forms This form was created inside of NIT Meghalaya.

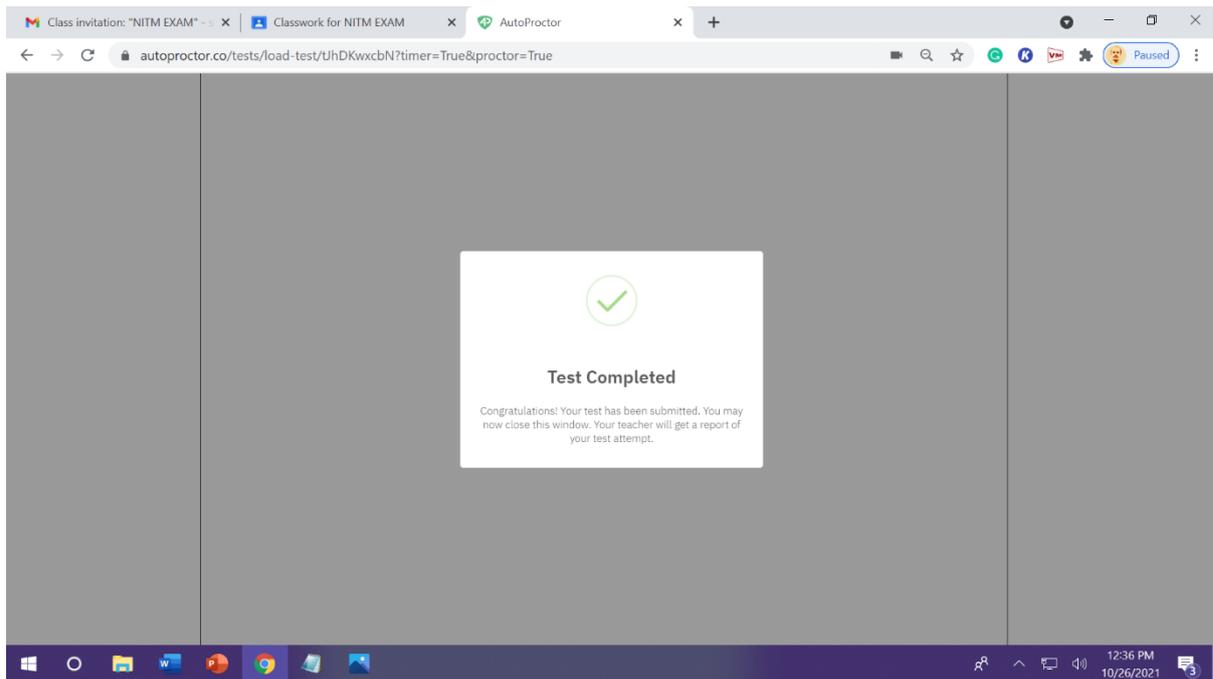
Step 16: After clicking the Submit tab, the message “Your response has been submitted successfully” will be displayed on the Candidates’ screen and **Candidate MUST** click on the “**Click After Submitting Test**” tab at the top of this page for final submission of his/her response. This step is also **mandatory** for successful submission of the candidates’ response to the Main Test/Exam.



Step 17: After click on “Click After Submitting Test” tab then click on “Yes, have finished submitting” as shown by the red colored circle in the image below

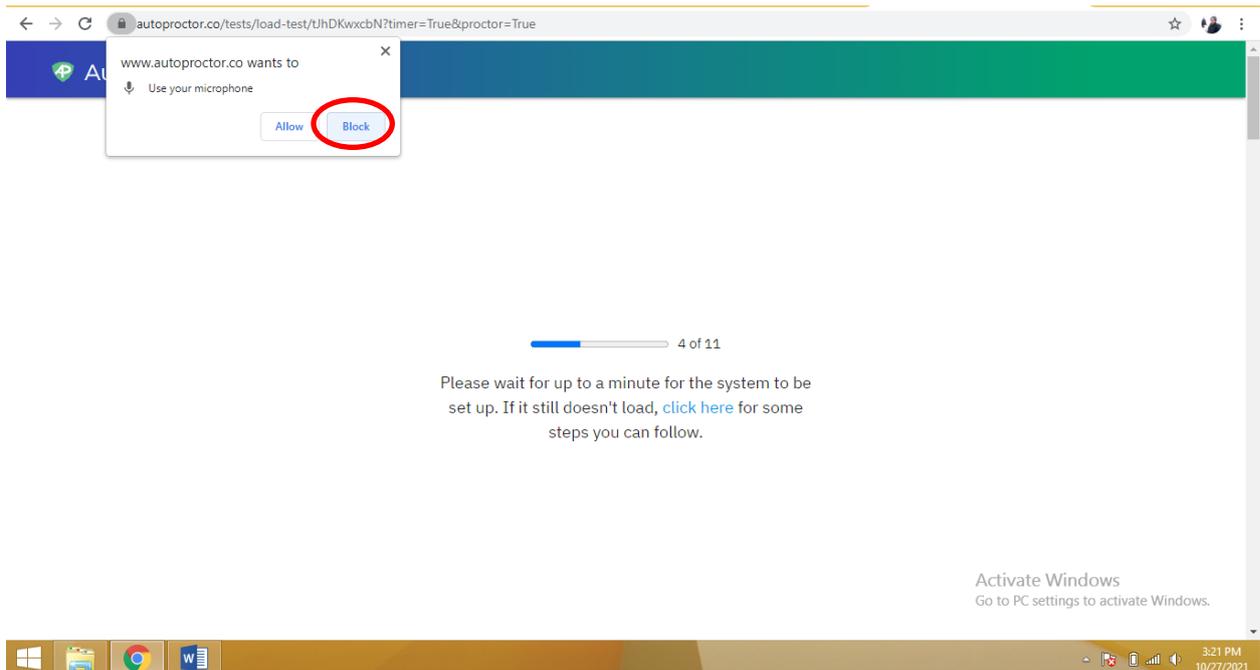


Step 18: After clicking the “Yes, have finished submitting” tab, the message will be displayed on the Candidates’ screen as shown in the image below:

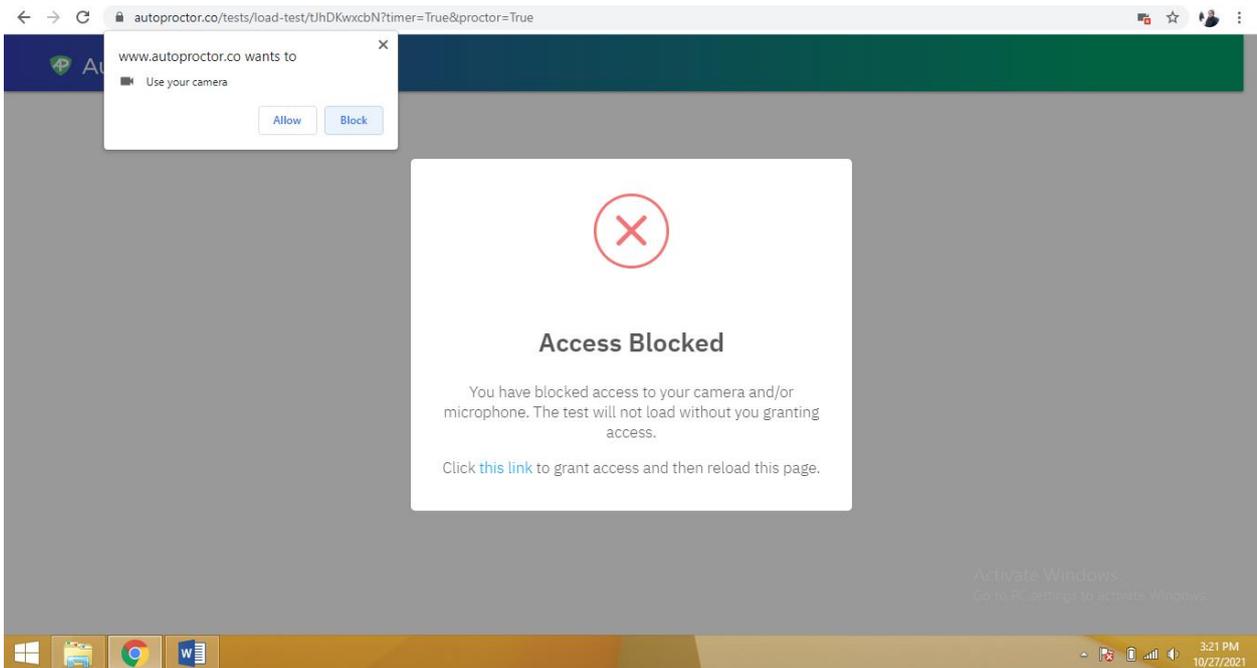


Unblocking of Camera and Microphone access

In case, a candidate block the access of the camera and the microphone, the steps shown below may be followed to unblock it.

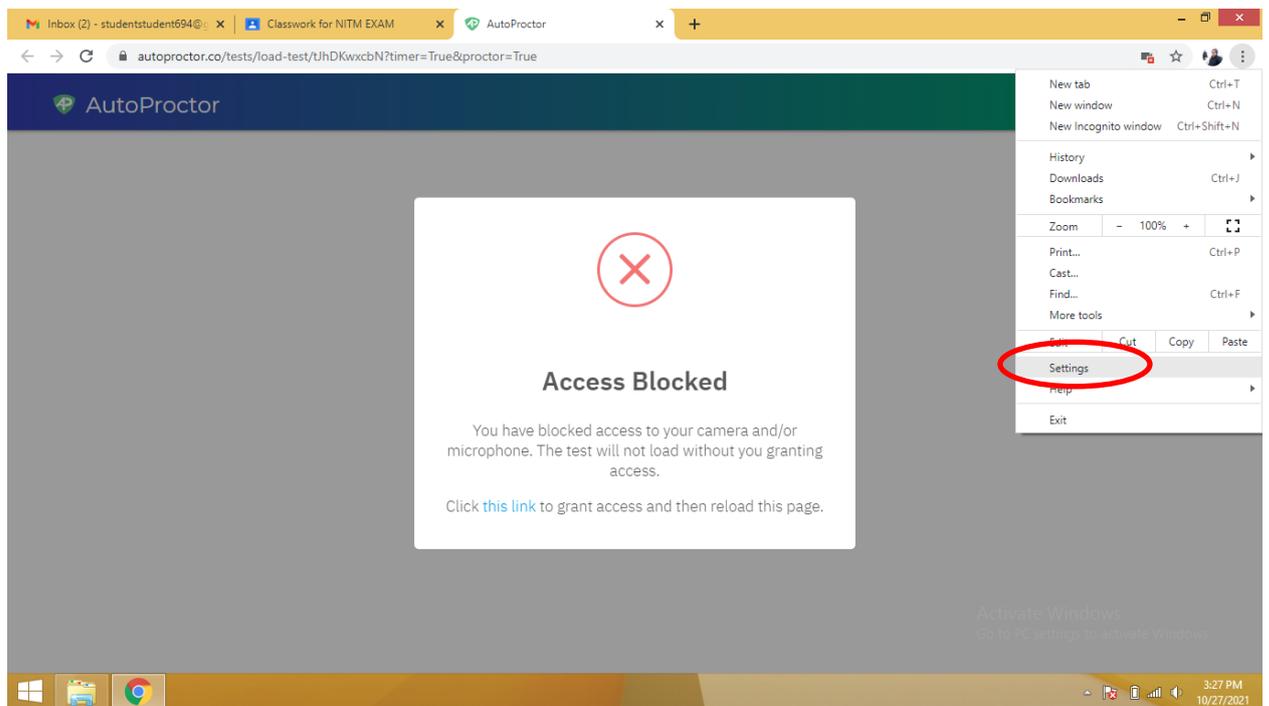


Once one clicks “Block” instead of “Allow”, the warning will appear as shown in the following image

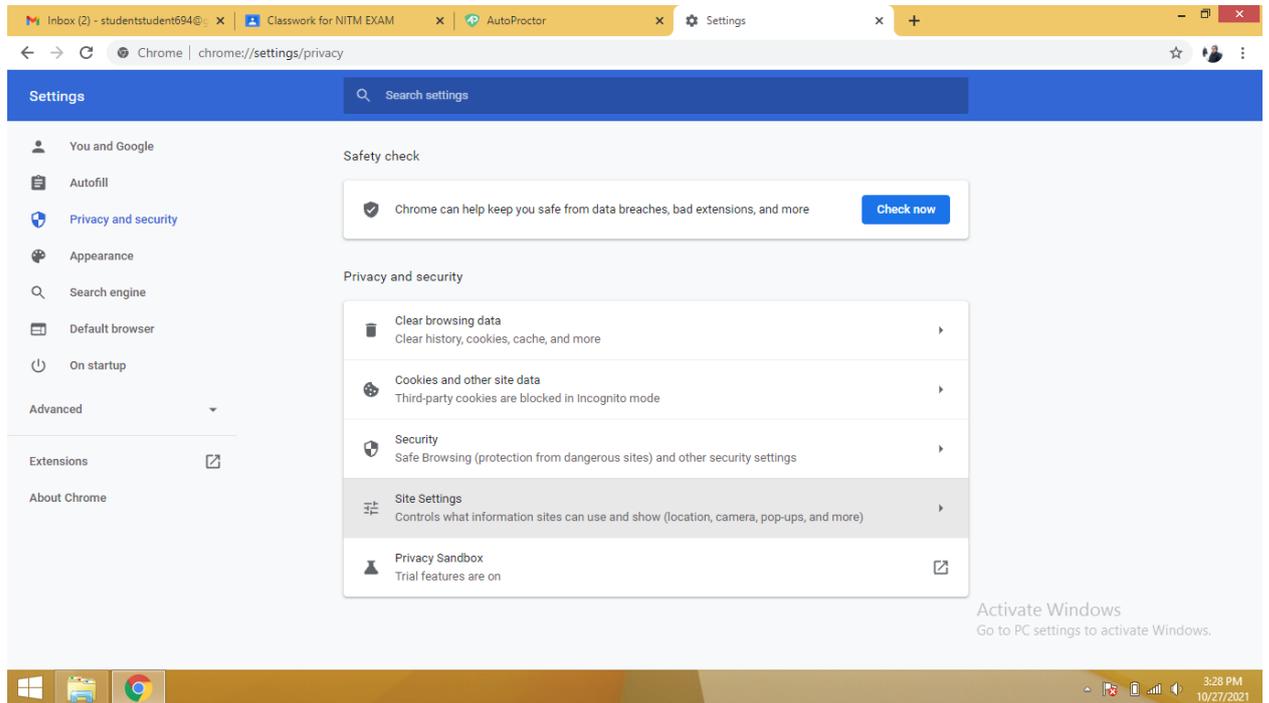


Steps to unblock the access (in Google chrome).

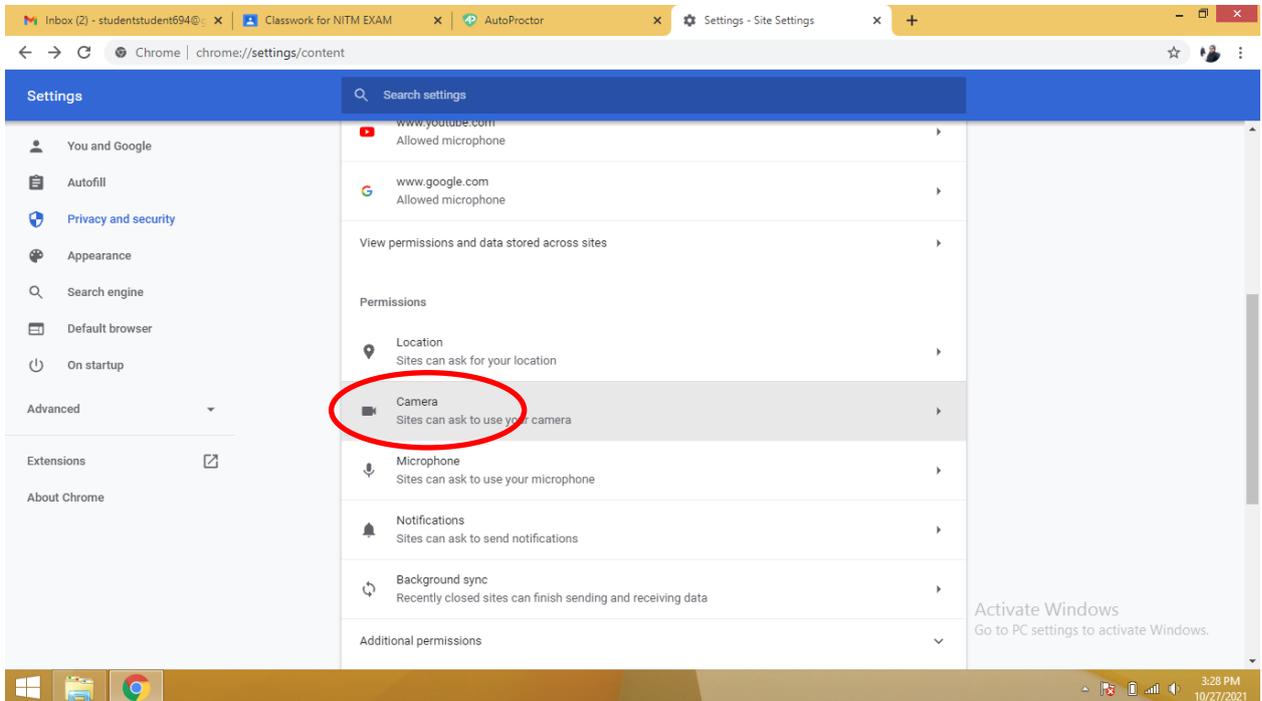
1. Click on the three dots at the top right of your screen and then click on **Settings**.



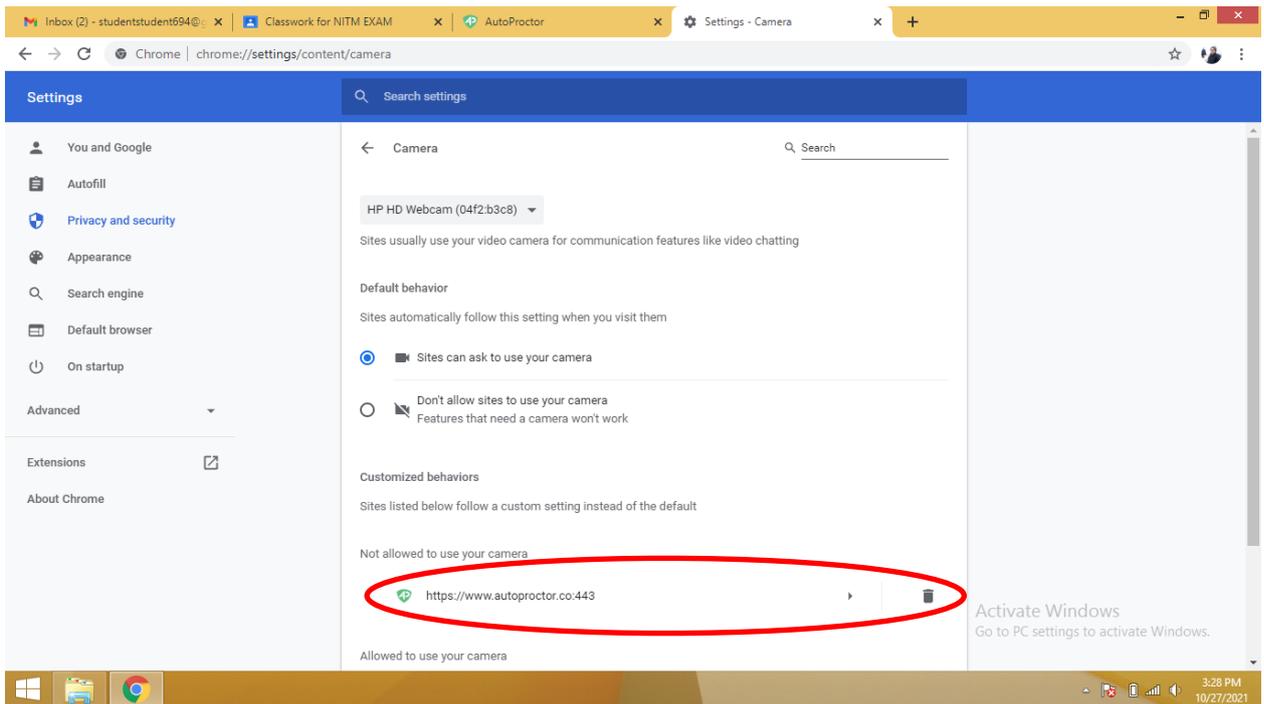
2. In the tab click on “Privacy and Security” then click on “site settings”



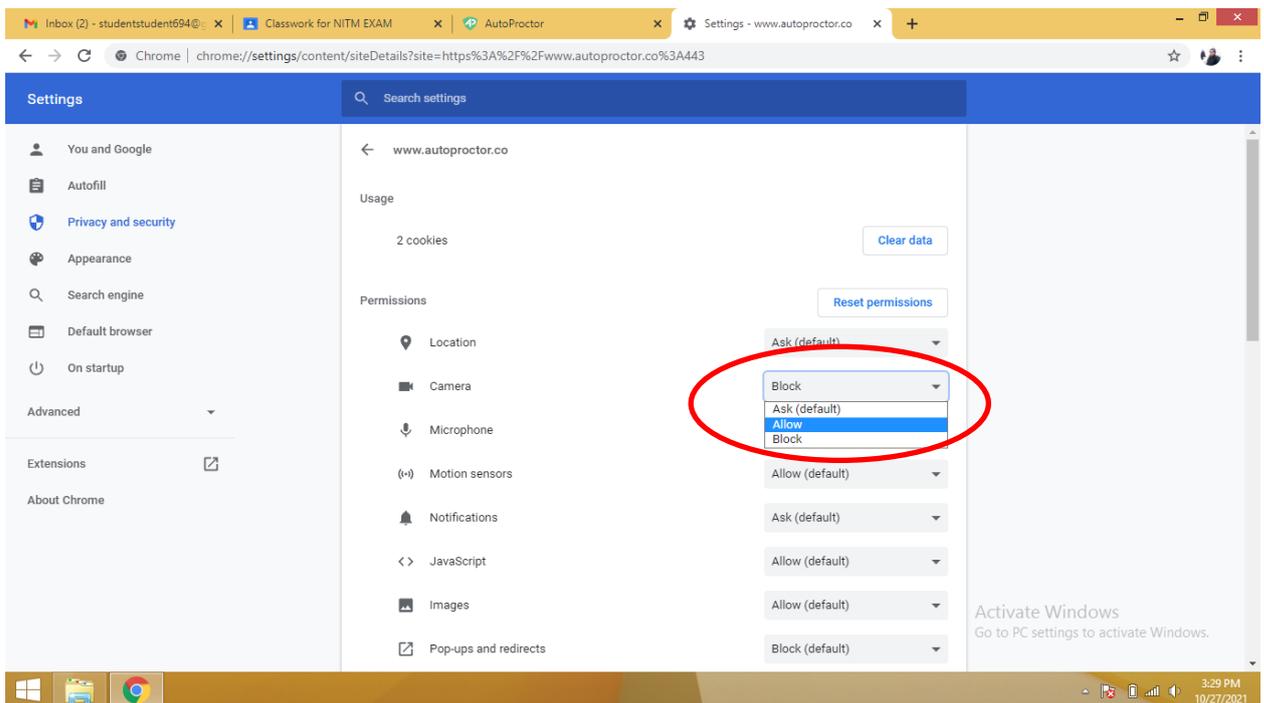
3. Click on camera or microphone.



4. If you see the AutoProctor site in the list, select it and then click on **Remove Website**.



5. Click on the dropdown list select allow for both camera and microphone.



Now close the setting tab and click the exam link once again to start your test.

[>>Auto Proctor Demo video link<<](#)
