## **IMPORTANT INSTRUCTIONS FOR PRELIMINARY 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 mode through Google Classroom Platform.

3. Candidates can appear in the online test from their respective location(s) on their laptops, personal computers etc.

4. 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**.

5. Candidates are required to report for the test and login the Google Classroom atleast **15 minutes** before the commencement of the Test/Exam as per the notified schedule.

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.

6. 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.V** /2021-22/2606 dated 08.02.2022.

7. The Preliminary 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.

8. Candidates **must** click on the final **SUBMIT** button for the successful submission of their response.

9. If at any stage, it is found that the candidate has submitted multiple responses, his/her candidature will be cancelled.

10. Candidate should not adopt any unfair means or indulge in any unfair practice.

11. 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.

## **IMPORTANT INSTRUCTIONS FOR MAINS 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 Hybrid mode, i.e. online mode through Google Classroom Platform for the candidates physically present at NIT Meghalaya Campus.

3. Candidates are required to report for the test and login the Google Classroom atleast **15 minutes** before the commencement of the Test/Exam as per the notified schedule.

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) will give time reminders at specific intervals during the period of Test / Exam.

4. 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.V /2021-22/2606 dated 08.02.2022**.

5. The Mains 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.

6. Candidates **must** click on the final **SUBMIT** button for the successful submission of their response.

7. If at any stage, it is found that the candidate has submitted multiple responses, his/her candidature will be cancelled.

8. Candidate should not adopt any unfair means or indulge in any unfair practice.

9. 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.

## <u>"HOW TO APPEAR IN THE ONLINE TEST / EXAM THROUGH GOOGLE</u> <u>CLASSROOM"</u>

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.

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 in the Preliminary and Mains 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 Preliminary and Mains Test / Exam.

**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 Preliminary and Mains 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. **If unable to join the Google Classroom,** please contact the sender of the invitation email.



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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 <u>https://classroom.google.com</u> page. You will be then navigated to the Google Classroom page.

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

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Step 7 : Click on Preliminary Test tab and then Click on the Examination Link as shown as an example on **Preliminary Test 2021** by the red colored circle in the image below. This will navigate you to Google Form page for the Test / Exam in the new tab of your browser.

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Step 8 : The first page consists of **Important Instructions for the Candidates for Preliminary (or Mains) 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 Preliminary Test /Exam.

	Preliminary Test/Exam -2021 *Required	
	Email * Your email	
	<ul> <li>Indecidates are advised to download this instruction document; read them carefully and follow the instructions atricity.</li> <li>Examination will be hald in the online (instruction document; read them carefully and follow the instructions atricity).</li> <li>Examination will be hald in the online (instruct based) mode through docyle Classroom Plasform; examination from their respective location(a) on their laprose, percent composition of work and the online (instruct based) mode through docyle classroom Plasform;</li> <li>Endidates can appear in the online (instruct based) mode through docyle classroom Plasform;</li> <li>Endidates are required to report for the scale and and the candidate in the conductive during the Examinator's examination days at the candidates are into a provide to report for the scale and appear in the conductive during the Examinator's examination days at the candidates and the document to the conductive during the Examinator's examination days at the candidates and the document to the conductive during the examination of the scale and the document of the conductive during the examination of the scale and the document of the conductive during the examination days at the the docyle form as per the instruction glawn vide notification Ref. No. NITMOHEED/RED/REF/VIL/ 2021:22:210 doced 50 (the grants). These will be 1 (cond) to 100 (con hudph) minutes. Context examination will constite during the examination during at the examination of the scale days at the candidate scale days are start class to the final submit thurton for the scale days and scale scale days are scale as a scale days and days are scaled as the according.</li> <li>Candidates should not adopt any unfair means or induge in any unfair gractice.</li> <li>Instruct the condicates mate not refers the ways bage during the examination. This will cause the parameter to scale days days on the bottom of each page of the docyle form for the Preliminary Examination.</li> </ul>	
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Step 9 : On the second page, Candidate has to provide his/her personal details such as **Name**, **Roll number**, **Application ID** and **Category etc.**. Click on the **Next** tab at the bottom of this page to the next page of the Preliminary Test / Exam.

Pre • Requ	eliminary Test/Exam -2021 ured
Perso	onal Details
Name	e of Candidate *
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Step 10 : On the third page, Candidate has to answer 30 MCQ questions (i.e., from Question 1 to Question 30) based on **branch/department syllabus** for the Preliminary Test / Exam. 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 Preliminary Test / Exam.

Preliminary Test/Exam -2021	
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Questions 1 to 30	
1	
What is the Capital of Meghalaya?	
(A) Shillong (B) Guwahati	
(C) Itanagar (D) Dimapur	
Back Next Page 3 of 5	
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Step 11 : On the fourth page, Candidate has to answer 30 MCQ questions (from Question 31 to Question 60) based on General Science & Arithmetic syllabus for the Preliminary Test / Exam. Candidate may answer by clicking on one of the four options A, B, C and D. Click on the **Next** tab at the bottom of this page to the next page of the Preliminary Test/Exam.

Preliminary Test/Exam -2021
Questions 31 to 60
31 Where is NIT Meghalaya currently located? (A) Shillong (B) Guwahati (C) Itanagar (D) Dimapur A B C C D
Back Next Page 4 of 5 Never submit passwords through Google Forms. This form was created inside of NIT Meghalays <u>Report Abuse</u> Google Forms

Step 12: 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 Preliminary Test/Exam.

	Preliminary Test/Exam -2021	
	Questions 31 to 60	
	60 Where is NEHU Permanent Campus? (A) Shillong (B) Guwahati	
	(c) Itanagar (D) Dimapur	
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Step 13 : After clicking the Submit tab, the message "Your response has been submitted successfully" will be displayed on the Candidates' screen.

Preliminary Test/Exam -2021
Your response has been submitted successfully*
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