ADMISSION TEST FOR GRADUATE INSOLVENCY PROGRAMME

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The examination will comprise of the following objective type multiple choice tests as stated below :

Sr. No.	Section	No. of Qs.	Max. Marks	Version	Duration
1	Professional Ethics	20	20	Only English	10 minutes
2	Domain Knowledge	15	15		10 minutes
3	Legal Aptitude	10	10		10 minutes
4	Financial Aptitude	10	10		10 minutes
5	General Knowledge and Current Affairs	15	15		8 minutes
6	Mathematics and Basic Statistics	10	10		15 minutes
7	Logical Reasoning	10	10		12 minutes
8	English Comprehension & Communication Skills	10	10		15 minutes
9	Display and tearing of rough sheets	-	-		4 minutes
	Total	100	100		

- **You are supposed to complete all self-registration process before 60 minutes of exam start time.**

  - *During Self registration, 5 photos will be captured followed by capturing of Original ID proof, therefore it is essential that a valid ID proof is kept handy before the exam.*After photo and original ID proofcapture candidate should wait for proctor's approval and **not** fiddle with any keyboard keys at that time.Valid photo identity proof include PAN Card/Passport/Permanent Driving Licence/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar/E-aadhar Card with a photograph/Employee ID in original/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.

- *Rough work to be done only on a maximum of two blank sheets. During section 9, both sides of rough sheets must be shown in the camera and must be torn into pieces in front of the camera. While tearing off the rough sheets the candidate must say the following – " I certify that I have used only these two*

The total time for the test is 90 minutes; however you shall need more time to check the system requirements, read the instructions and launch the assessment. All questions will be made available in English only. The 4 minutes for display and tearing of rough sheets at the end are in addition to these 90 minutes. The sections are separately timed. You shall be able to answer the questions of a section within the time allotted to that section only. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised to not mark answers by random guessing.**

The Scores of Online Examination will be obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*****

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Testwise scores and scores on total is reported with decimal points upto two digits.

Note : Cutoffs may be applied in two stages :

(i) On scores in individual tests

(ii) On Total Score

SYLLBUS AND SAMPLE QUESTIONS HAVE BEEN UPLOADED ON GIP's WEBSITE

(A) Details of the Examination Pattern

(1) The examination would be conducted on your computer.

(2) All tests will be in English.

(3) All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation, only when candidates have submitted the answers by clicking on "Save & Next" or "Mark for Review & Next".**

(4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete a section. When the timer reaches zero, the next section will start/ the examination will end itself. You will not be required to end or submit the tests.

(5) The question palette at the right of screen shows one of the following statuses of each of the questions numbered:

1 You have not visited the question yet.

2 You have not answered the question.

3 You have answered the question.

4 You have NOT answered the question, but have marked the question for review.

5 The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(6) To select a question to answer, you can do one of the following :

   (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does NOT save your answer** to the current question.

   (b) Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.

   (c) Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.

(7) To select your answer, click on one of the option buttons.

(8) To change your answer, click another desired option button.

(9) To save your answer, you MUST click on **Save & Next**.

(10) To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.

(11) To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

(12) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.

(13) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

(14) Sections will be displayed on the top bar of the screen. The section you will view will be highlighted.

(15) After clicking the **Save & Next** button on the last question for a section, you will be taken to the first question of the next section only after the time for the section being attempted elapses.

(16) You cannot shuffle between the sections as the sections are separately timed. You can, however, shuffle between the questions within a particular section.

(17) The candidates are requested to follow the instructions carefully. The exam shall be remotely e-proctored and will be video recorded and any attempt of misconduct/ adoption of unfair means would make the candidate liable for debarment from appearing for examinations for a period as decided by IICA. Not following instructions and not adhering to the guidelines may lead to cancellation of your candidature for this exam.

(18) You should not seek or try to seek anybody's help in answering any question. You should not try to access internet from any other machine or not resort to any other unfair means source to answer any question.

(19) Please note :

   (a) Candidates will not be allowed to "finally submit" unless they have exhausted the actual test time.

(b) Under no circumstances should a candidate click on any of the 'keyboard keys' once the exam starts.

[B] General Instructions:

(1) Please note date and time for the exam as specified in the email.

(2) You may cross check that all the specifications such as a Laptop with camera and microphone, good internet Connection are in place well before the exam. You are also advised to have a backup connection like Wi-Fi or hotspot.

(3) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.

(4) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(5) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions.

(6) Please note that a candidate is allowed to appear only once in the online examination. Multiple appearance in examination will result in cancellation of candidature.

(7) Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical possession of test content is likely to be prosecuted.

(8) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IICA recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

IMPORTANT POINTS

Please find below candidate system requirements.

- Laptop / Desktop Should have working webcam and microphone (latest drivers installed on your system).
- Supported Operating system:
  - ➢ ➢ Windows 7
  - ➢ ➢ Windows 10
  - ➢ ➢ Ubuntu 14
  - ➢ ➢ Ubuntu 16
- Recommended Browser: Google Chrome (all Version supported) and Zoom level to be set to 100%.
- Active internet required having Speed of minimum 2 mbps
- Firewall and Antivirus should be disable (Ensure to allow / grant permission in anti-virus software for browsers to connect to camera (Click on Antivirus, open privacy protection and disable webcam protection)

Note: For issues pertaining to video streaming not functioning, right click on the video window then select the show controls. System will show the play button on video. Click on that play button. Now you should be able to see the live stream.

1. The candidates should have a system with a working web cam and microphone.
2. Candidate must download the launcher for their respective Operating System and take the Assessment.

Note:
- ***Also ensure that you have at least 100 MB of disk space free as you will have to download 45MB file which will be used to launch the assessment***

STEPS TO BE FOLLOWED

Kindly make use of the following detailed step by step installation guide to download and start the launcher on the day of exam.

- Click on the link received for the exam over an email or copy paste the link in browser
- Start the assessment with login credentials.
- Candidate has to complete the self-registration process wherein 5 photos will be captured followed by capturing of original ID proof.
- **After photo and original ID proofcapture candidate should wait for proctor's approval and not fiddle with any keyboard keys at that time.**
- Note down the unique key generated. The Unique key (token) generated is valid for the entire duration of the assessment unless the internet session is disconnected. If the internet is disconnected, a new unique key is generated
- Download the launcher of the required Operating System.
- Extract (unzip) the downloaded file.
- Open the launcher.
- Input the unique key (token) generated and click 'Launch' to start the assessment. Click 'Run Anyway' if prompted. This will force close all other programs that are running

Note:
- Based on the feasibility, the launcher file can be kept in a local shared path and the candidates can make use of the same instead of downloading, for faster access.
- Candidate must be in front of PC/LAPTOP for the whole duration of the exam
- Break/Bio break are not allowed during the exam, so please ensure you are present for the whole duration of the exam without any disruption
- The audio and video will be captured during the exam
- The candidate should not be seen often looking away or down from the screen. If you have to do a lengthy rough work, slightly shift back in such a way that camera can capture you doing rough work on the sheet. Do not keep any mobile or other assistive device on your desk or near you.

Before Exam (Things to Do & Not to Do)
   'To Do'
1. Do, disable Antivirus on the system to be used for test-taking.
2. Do "allow" for permission for webcam and microphone from your browser settings.
3. Do turn off any application notifications, background processes running on your system to be used for test-taking.
4. Do, download and save the launcher on your system, at least 2 hours in advance of your Exam time.
5. Do, ensure all other applications, folders and files are closed, before launching the Launcher.
6. Do, maintain decorum as you would, while appearing for an exam from a test center.
7. Raise a HelpDesk query in case of any difficulty faced.
8. Images of candidate and original Photo id proof will be captured during self registration process.

   Not to Do':

1. Do not change the computer / laptop already tested by you and made ready during Mock, for actual exam.
2. Do not have anybody else present in the test taking room apart from yourself (as Test-taker) – noncompliance to this will lead to your disqualification.
3. Do not share the internet bandwidth during course of the Exam.
4. Do not move away from your computer,WebCamand microphone range.
5. Do not have a light source behind you or at an angle that will cast any shadow on your face.
6. Do not have any paper, device, equipment with you that has not been explicitly approved by Examination body.

During Exam (Things to Do & Not to Do)
'To Do':
1. Do, Accept the Terms and Condition displayed on your Console.
2. Do read and understand the Exam Instructions, Section Instructions and Question level instructions.
3. Do, focus on the activity to be performed on the screen to solve the question being displayed.
4. Do, Keep track of exam timer.
5. Do, look for any onscreen messages and respond immediately as per the message received.
6. Do be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.

'Not to Do':

1. Do not cover the webcam at any point from start of examination till your examination is submitted.
2. Do not switch-off the microphone at any point from start of examination till your examination is submitted.
3. Do not create virtual setup of screen mirroring or casting your screen.
4. Do not consume any breakfast/meal/snacks/beverage.
5. Do not cover or mask your face.
6. Do not change the seating posture.
7. Do not talk to anybody while taking the exam.
8. Do not have anybody present with you while taking the exam.
9. Do not use your mobile phone or any other communication device during the course of examination.
10. Do not share your screen with anybody.
11. Do not take screenshots or video or photos of question to share with anyone or on social media channels.
12. Do not use try any unfair means to gain advantage in the examination.
13. Do not try to use any other application other than Launcher on the system.
14. Do not Hit 'X' on top right corner to close the Launcher window.
15. Do not leave the computer/examination ahead of allotted exam end time.
16. Do not move around your seated position such that it obstructs a clear frontal view of your full face.

Post Exam (Things to Do & Not to Do)
'To Do':
1. Do click on "Exit assessment" button on the console, to ensure successful submission of the assessment and to close the browser.
2. Do "Right Shift+Esc" to Exit the Browser, if it takes more than 5 min. for the system to close the browser on its own.
3. Do wait for the browser to close.
4. Do Restart your computer to reverse all temporary system changes made for the exam.

'Not to Do':

1. Do Not try to re-take the Assessment unless specifically instructed to do so.
2. Do not try to reach out to Helpdesk to know your score and result.

Please find You Tube links to understand complete Process of

- o Self-Registration Process: https://youtu.be/P7EJEoxe9tc
- o Downloading & Installing Launcher (Desktop & Laptop): https://youtu.be/D-3koPGSN20
- o Introduction & Infrastructure Readiness Check (IRC) Process :https://youtu.be/Ub3V8oui9bg
- o OS Support & System Pre-requisites : https://youtu.be/YNSr6bI8oVE
- o Live Chat Feature : https://youtu.be/bGiYgcaXD5s
- o HelpDesk Feature : https://youtu.be/470WoLy3aNw

Kindly keep ID proof and blank sheets of paper for rough work ready before the exam.

WISH YOU GOOD LUCK