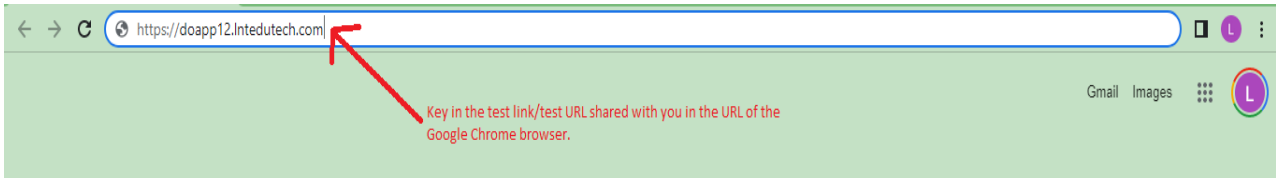


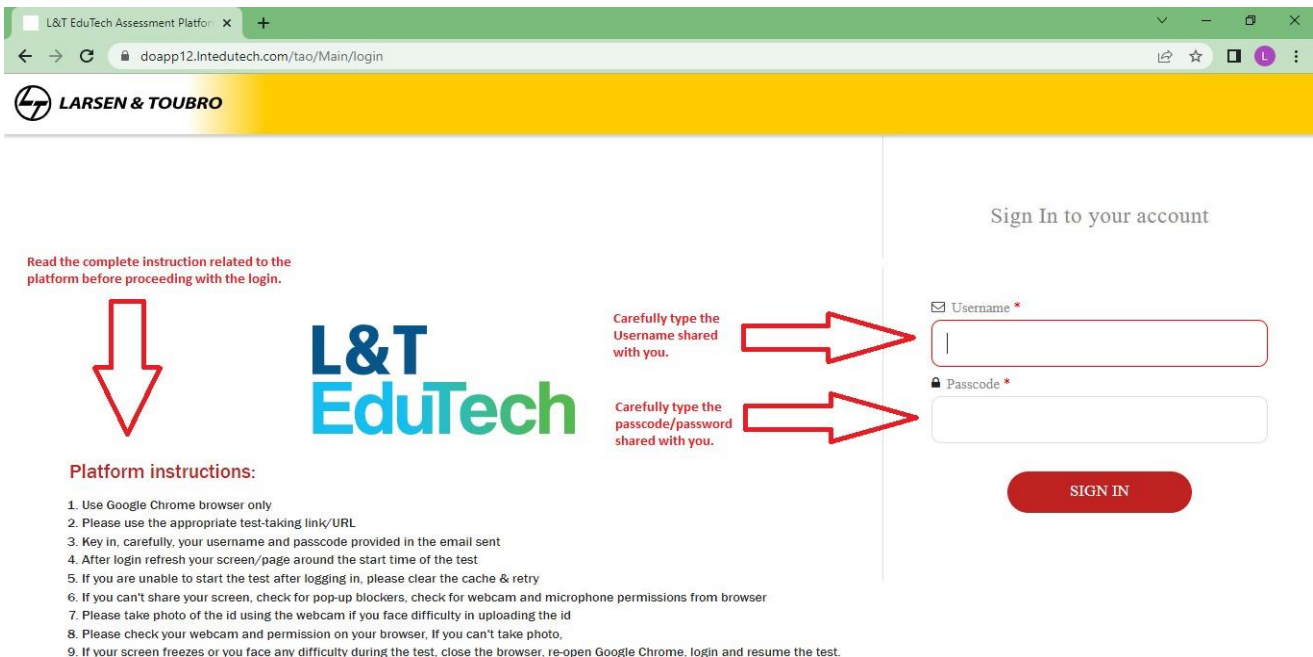
# Assessment Platform User Manual

## Steps to follow:

- I. Kindly copy the test link from the mail and paste it in the Google Chrome's address bar.



- II. After entering the URL press on ENTER on your keyboard, you will be redirected to the L&T EduTech Exam login page. Please read all platform instructions and enter the user name (available on the admit card) and password/passcode provided by the invigilator to you prior to the beginning of the exam.

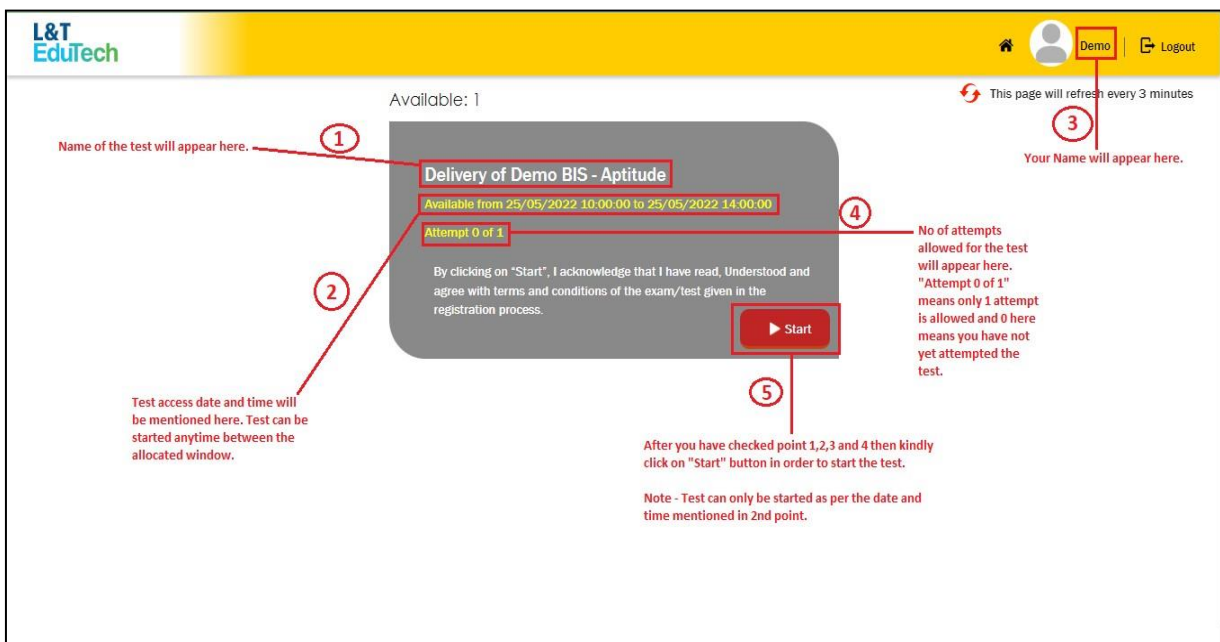


III. After typing the Username and password/passcode kindly click "SIGN IN".

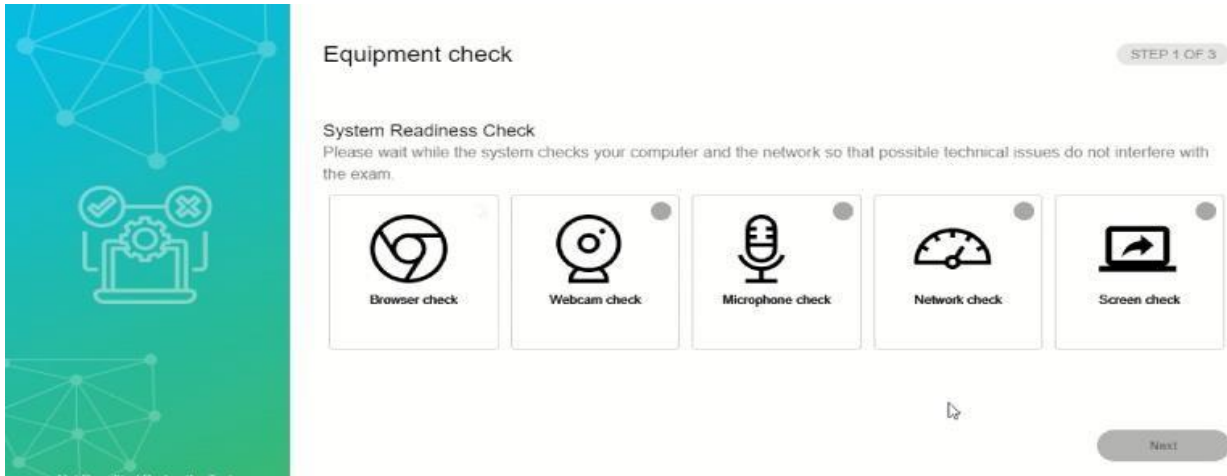


IV. After clicking "SIGN IN", you will be redirected to your account, where you can view the test/s that have been assigned to you.

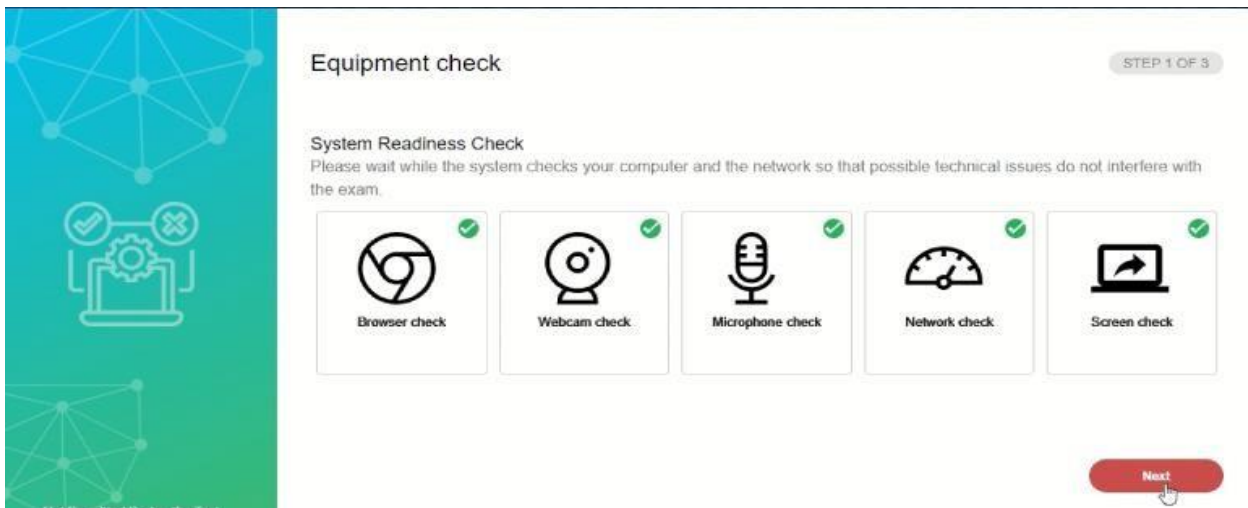
- 1) Test name – Please check and confirm that you have been assigned the correct test.
- 2) The test access date and time will be written for your reference. You can begin the test at any time during the allotted access time.
- 3) Please double-check that your name is correctly displayed in the Top right-hand corner.
- 4) The number of attempts will appear just below the access time. "Attempt 0 of 1" indicates that you have one attempt to complete the exam
- 5) In order to begin the test, click the "Start" button.



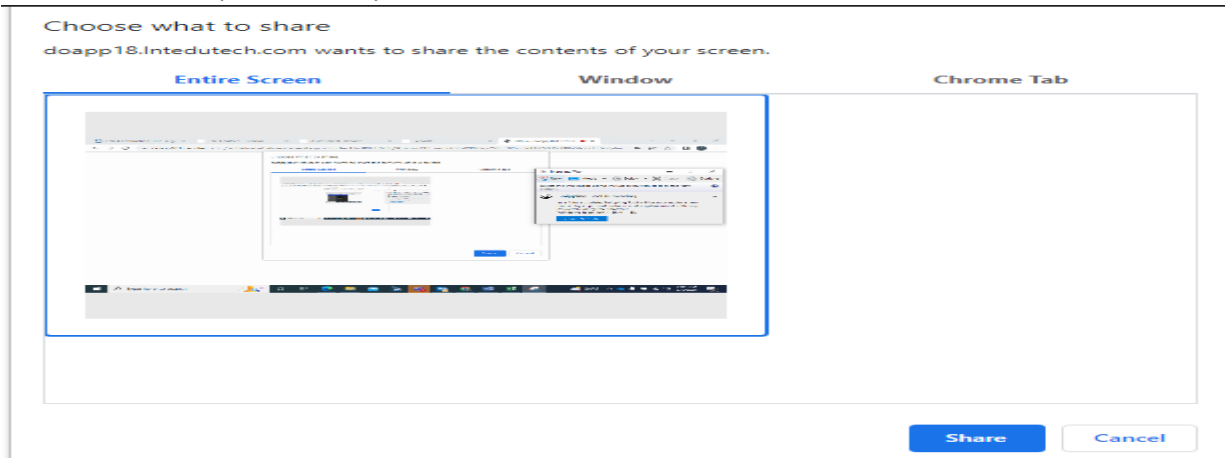
- V. After you have clicked the “Start” button you will be redirected to Equipment Check page. This is the Step 1 of 3 which is the Equipment Check page with System Readiness Check.



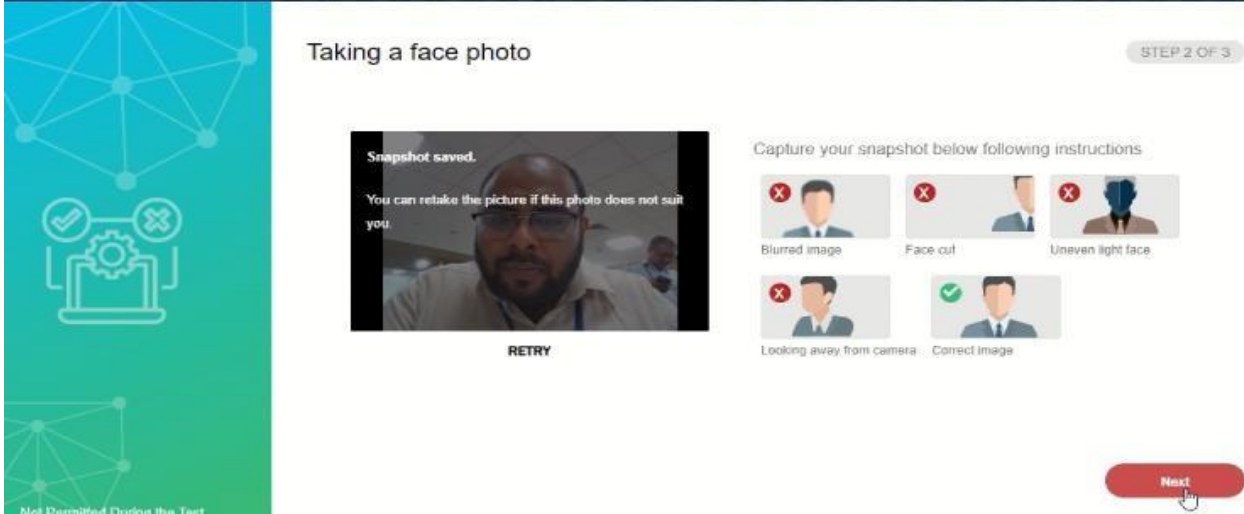
- VI. Once equipment check is completed click on “Next”.



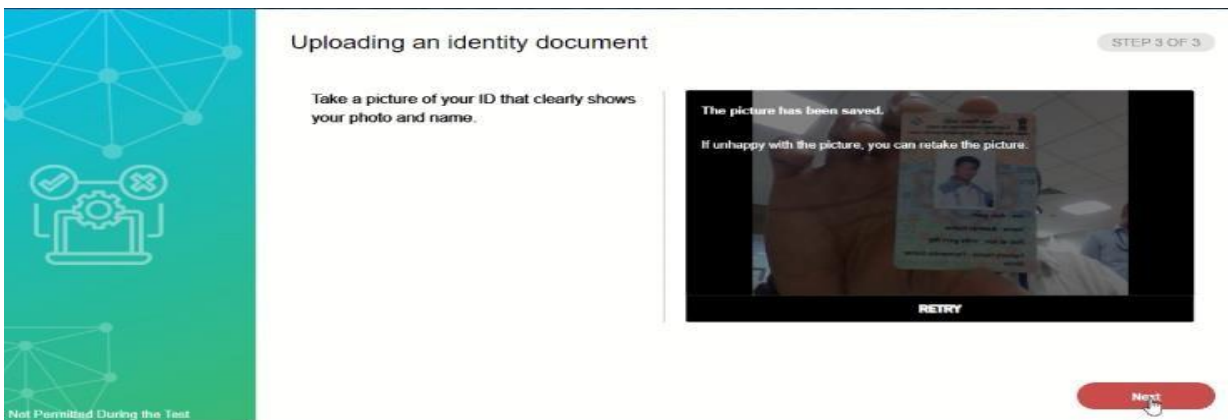
- VII. Screen share is requested kindly ensure to click on the window as mentioned below and click “Share”



VIII. Step 2 of 3 which will request to capture your picture and click on “Next”.



IX. Step 3 of 3 which will request to capture the Identity Card (ID proof) such as Pan card, Aadhar card etc. and click on “Next”.



X. After you have clicked the “Start” button you will be redirected to **Test Instruction page**. Test Instruction page contains all the information regarding the blueprint of the test. Kindly read each point carefully before proceeding further.

- 1) The countdown timer will start as soon as you land on this page, displaying the amount of time remaining for reading the instructions.
- 2) A progress bar is also provided for your convenience to keep track of the percentage of the questions you have attempted. Once you begin answering the questions, the meter will gradually turn green from left to right.
- 3) To proceed to the actual test, click on the "Next" button in the bottom right corner of the screen. If the reading time allotted runs out, you will be automatically moved to the next section of the assessment.

**BIS - Aptitude - Please Read Carefully**

Instruction 00:09:48 0%

**Test Instruction for candidates**

1. The instruction set is considered as an ungraded question item. You will see a count of 101 items.

2. The Aptitude Test consists of 100 questions with a total duration of 90 minutes (1hour 30minutes) and there is no section level or question level timing.

Section Name	No of Questions	Duration
Aptitude	100	90 Minutes

3. The Test Timer starts once you have read the instructions and click on NEXT.

4. All questions are Multiple Choice Questions (MCQ) and there is only one correct answer for each question.

5. Each question carries 1 mark only and there is NO NEGATIVE MARKING for wrong answer options selected by the candidate or unanswered questions.

6. You can mark the questions to review later by clicking on the option "FLAG FOR REVIEW"

7. You can submit your test once you have completed it by clicking on the "END TEST" button. "END TEST" button will be visible in the "Last Question" of the "Last Section"

8. Please note that the system will automatically submit your test on the completion of the test duration of 90 minutes (1hour 30minutes).

9. Please avoid clicking on the END TEST button before completing your test. On doing so from your end, the system will assume that the test has been completed and it will submit your test.

Time allocated to read the instruction.

The meter and the percentage shows status of the questions you have attempted. The meter turns green and the percentage increases as when you answer questions.

Click on "Next" once you have completely read the instructions.

Next Skip

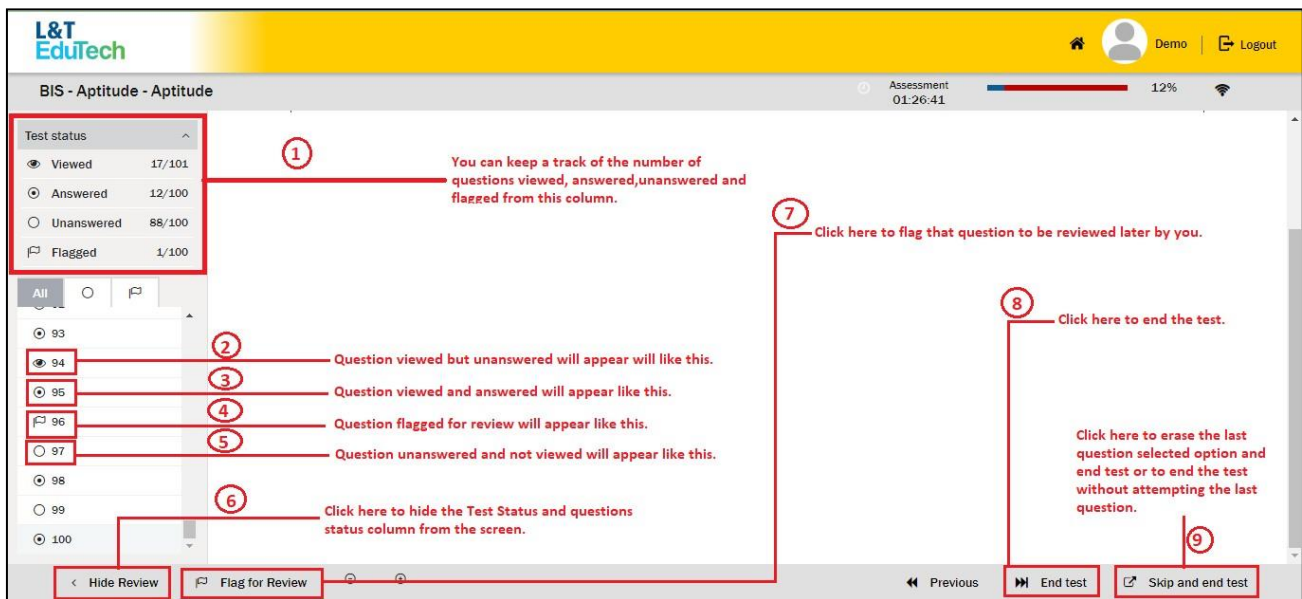
XI. Once you click the “Next” button available on the instruction page, you will be redirected to the actual test page, where only one question will be displayed on the computer screen at a time in the actual test.

- 1) **Test Clock:** The countdown timer will start as soon as you land on this page, displaying the remaining time of the test.
- 2) **Progress Bar:** It is provided for your convenience, allowing you to keep track of the percentage of questions you have attempted. Once you begin answering the questions, the meter will begin to turn green from left to right.
- 3) **Question:** Only one question will appear on one page, along with the available options.
- 4) **Answer Option:** The options will have radio buttons, which must be selected while answering the question.
- 5) **Zoom Feature:** You can maximize and minimize the font size of the question text and answers using the “(+)” and “(-)” buttons respectively.
- 6) **Previous Button:** Click on “Previous” button to move to the previous question.
- 7) **Next Button:** Click on “Next” button to move to the next question.
- 8) **Skip Button:** Click on “Skip” button in order to move to skip answering that question or to erase the already marked answer.

The screenshot shows the L&T EduTech assessment interface. At the top, there is a yellow header with the L&T EduTech logo on the left and navigation links (Home, Demo, Logout) on the right. A red box labeled '1' points to the 'Test time will appear here' area. Another red box labeled '2' points to the 'Test completion status will appear here' area. Below the header, the assessment title 'BIS - Aptitude - Aptitude' is displayed. A progress bar shows 'Assessment 01:29:17' and '1%'. On the left, there is a 'Test status' sidebar with a list of questions (1-5) and their status (Viewed, Answered, Unanswered, Flagged). The main content area displays a question: 'Analyse the given statements and answer whether the data given in the statements are sufficient to answer the following question: In which year was my brother born?'. Below the question are two statements: 'Statement I. My brother at present is 10 years younger than my father.' and 'Statement II. My brother at present is 20 years younger than my mother.'. Four radio button options are listed below the statements. A red box labeled '3' points to the question text. A red box labeled '4' points to the radio buttons. A red box labeled '5' points to the zoom controls (plus and minus buttons). A red box labeled '6' points to the 'Previous' button. A red box labeled '7' points to the 'Next' button. A red box labeled '8' points to the 'Skip' button. Text annotations explain the functions of these buttons: 'You can answer the question by selecting the radio button allocated in front of each option.', 'After answering the question, click on this "Next" button in order to move to the next question.', 'You can move to the previous question by clicking on "previous" button.', 'You can maximize and minimize the question and option content using these buttons.', and 'Questions will appear here. In order to move to next question without answering or in order to erase the response, click on "Skip" button.'

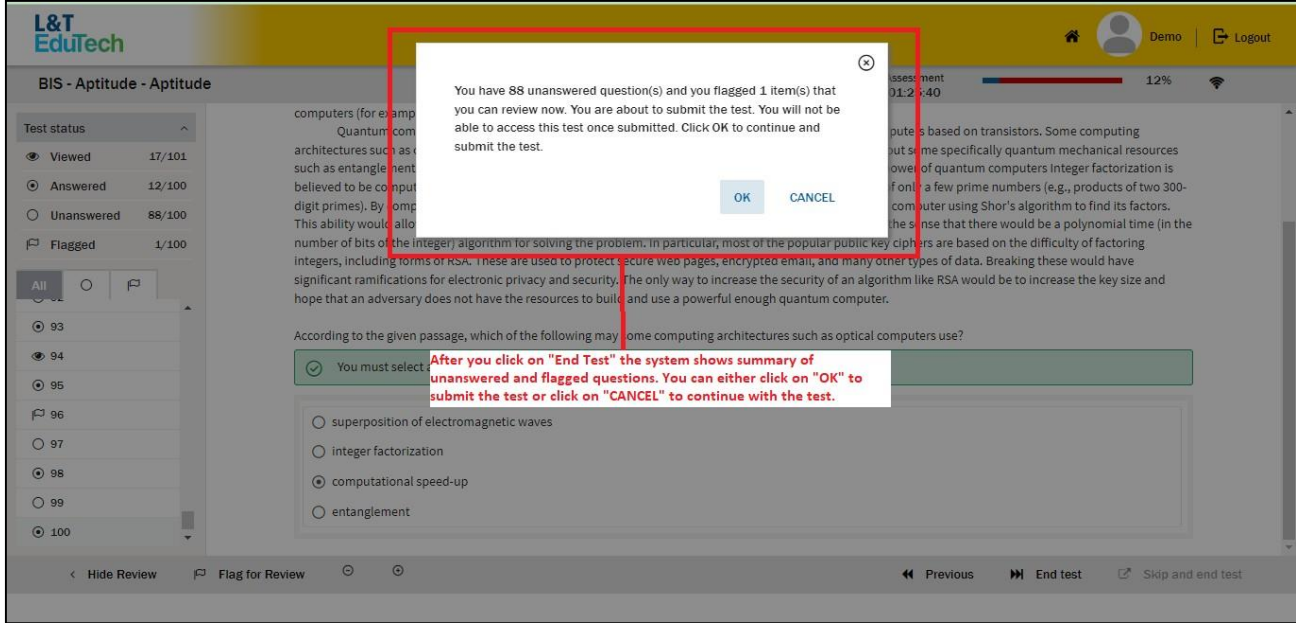
XII. There are some more features available on the platform to help you to plan and utilize the time allocated more efficiently.

1. The test status palette will be visible in the upper left-hand corner of the test page. This can be used to keep track of the number of questions that have been answered, left unanswered, or marked for review.
2. The eye icon displays the number of questions you have seen in the test with respect to the total number of questions.
3. The marked radio button will display the number of questions you answered with respect to the total number of questions.
4. The empty radio button will display the total number of unanswered questions with respect to the total number of questions.
5. The flagged icon displays the number of questions flagged for review with respect to the total number of questions.
6. You can hide the test status pallet by clicking on “Hide Preview” button.
7. You can click on “Flag for review” to mark that question as flagged to be reviewed later by you before submitting the test.
8. “End Test” will appear at the bottom corner of the last question of the last section, you can click on “End Test” in order to submit the test.
9. “Skip and End Test” will appear at the bottom corner of the last question of the last section, you can click on “Skip and end test” in order to erase or skip the last question answer and submit the test.

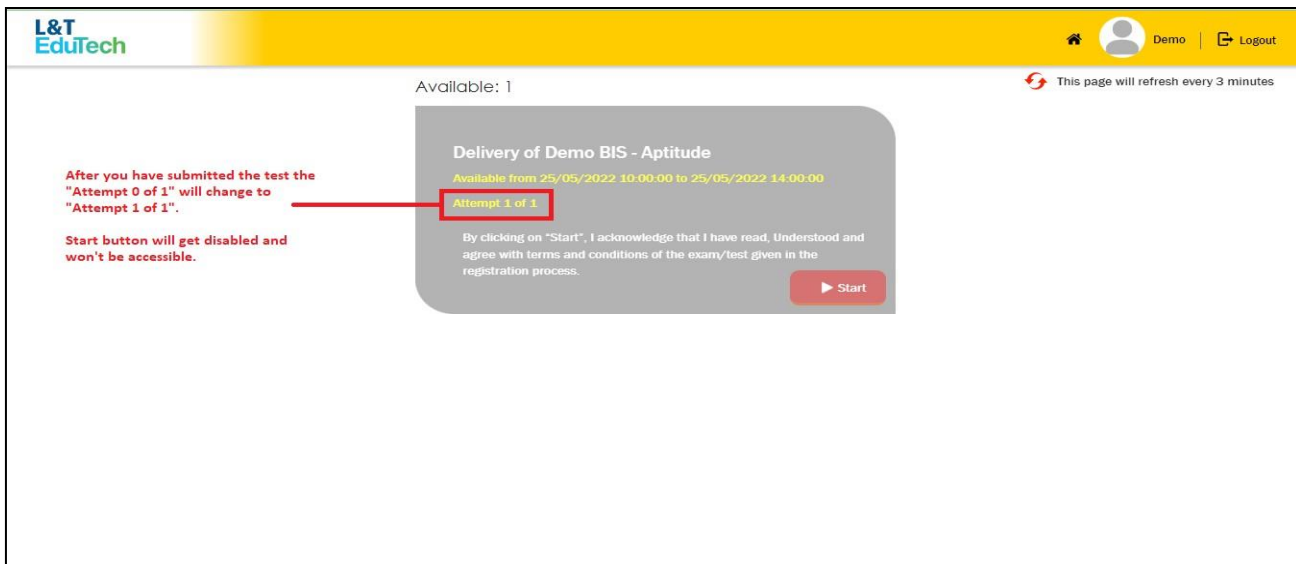




XIII. After you click on “End Test” or “Skip and end test” a pop up will appear on the screen with test summary details. Read the test summary and click on “OK” in order to submit the test or click on “Cancel” to continue with the test.



XIV. After you have completed the test you will be redirected to your home page.



**Good Luck!**