

TEST CENTER PROCEDURES AND REGULATIONS FOR BOTH PAPER- BASED AND COMPUTERBASED TESTS

Dress so that you can adapt to any room temperature.

- Friends or relatives who accompany the candidate to the Test Center will not be permitted to wait in the Test Center or be in contact with the candidate while he / she is taking the test.
- Except for COA-authorized observers, visitors are not allowed in the testing room while test is in progress.
- ID verification at the Test Center may include thumb printing, iris scan, photographing, videotaping, or other form of electronic ID confirmation. If the candidate refuses to participate, he / she will not be permitted to appear for the test and the candidate will forfeit the test fee. This is in addition to the requirement that the candidate must present acceptable and valid identification.

Other than ID, personal items are not allowed in the testing room. Before the test, the candidate will receive instructions from Test Center staff regarding where the candidate must deposit items such as mobile phones, PDAs, digital music players, MP3 players, calculators, or any other electronic devices with memory, handbags, and study materials. The candidate may also be asked to empty his/ her pockets. The candidate may not have access to his/ her personal items during the test or break.

- Test Centers assume no responsibility for personal belongings.
- The test administrator will assign the candidate a seat.
- Electrical supply failure, internet connectivity failure, weather conditions or other circumstances beyond the test administrator's or COA's control may require a delayed start or the rescheduling of the test appointment. In the event that it is then necessary to cancel the test session, or if it is later determined that the candidate's marks could not be reported, the candidate will be offered the opportunity to schedule another test appointment free of charge. No candidate will be admitted after test materials have been distributed. On reporting for the test and establishing the candidate's identity, he/ she will be asked to log on into the computer system and request test.
- A question paper consisting of two questions - free hand drawing and memory sketch, will be generated and printed for the candidate. Test Center supervisor will hand over the print out along with drawing paper (Answer sheet) with preprinted barcode to the candidate and lead him / her to the testing room.
- Paper of any kind, other than officially distributed, is not permitted in the testing room.
- The candidate must have the supervisor's permission to leave the room during the test. Any time lost cannot be made up.
- The candidate may wish to pace himself / herself with his / her own watch, but the supervisor is the official timekeeper. The candidate will not be permitted to continue the test or any part of it beyond the established time limit. Watch alarms and clocks on mobile phones are not permitted.
- At the conclusion of the test the candidate will be required to return the answer sheet (drawing paper) and question paper to the test supervisor. These materials are the property of COA.
- The candidate shall attempt the question on the drawing paper supplied by the test center on the side where barcode is printed. The Appointment number, Candidate ID and test center stamp with supervisor's signature shall be on the reverse side of the paper. Computer based test will be given after completing the Paper based test. It begins at login and ends at log-out.

- The Test center in-charge will provide the candidate with rough paper that may be replaced after the candidate have used all pages of the rough paper initially given to the candidate. The candidate may not take his/ her own rough paper to the test, nor may the candidate remove rough paper from the testing room at any time. Rough paper is provided to assist the candidate in working out problems and for appropriate note taking during timed sections of the test.
- If the candidate needs to leave his / her seat at any time, he / she must raise his / her hand for permission; timing of the section will not stop.
- If at any time during the test the candidate has a problem with his / her computer, or for any reason needs the attention of the administrator, the candidate shall raise his/ her hand.
- Test centre premises are subject to videotaping and/ or any other type of electronic surveillance.
- NATA includes an optional 10-minute break after the Drawing section. This break time cannot be exceeded.
- When the test gets disrupted because of failure of internet connectivity or electricity supply failure, candidate can resume the test from the point of disruption onwards if resumed within four hours. In case disruption lasts for more than four hours the candidate may have to give entire test again.

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