

## Skill Test User Manual / Step By Step Guide

**Step-1:** Candidate needs to enter his/her roll number in the text box appearing in the following figure:

The screenshot shows a window titled "TEST" with three tabs: "Personal Information", "Organizational Information", and "Time Remain information". The "Personal Information" tab is active, showing "Roll No :" and "Name :". The "Organizational Information" tab shows "Demo" and "Type Test". The "Time Remain information" tab shows "Time remains :1". The main content area displays a message: "Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button". Below this is a text input field labeled "Enter Your Roll No:" and a button. At the bottom, it says "(If you have any confusion call invigilator)".

Note: There may be variation in the screen depending on the skill test and examination.

**After entering the roll number Press Enter.**

**Step-2:** Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct or call Invigilator.

The screenshot shows the same "TEST" window as in Step 1, but with the candidate's profile displayed in the main content area. The profile details are: Roll No:2, Name :Demo2, Date Of Birth: 12/10/1967, State Name:Delhi, Date Of Examination :23/12/2017, and Batch No:1. Below the profile is a "Confirm" button and a "Cancel" button. A message at the bottom reads: "If any of your details are wrong, Do NOT click on Confirm button, please give the correction to the invigilator. If your details are correct, click on Confirm."

**Step-3** Select Keyboard Layout **Remington / Inscript** for Hindi Typing Only

Demo

Personal Information  
Roll No :  
Name :

Organizational Information  
Demo  
Stenography Test (Hindi)

Time Remain information  
Time remains :2

Roll No:1  
Name :x  
Date Of Birth:null  
Centre Name :NR  
State Name:null  
Date Of Examination :null Time of Examination:null  
Batch No:null

If any of your details are wrong, Do NOT click on Confirm button, please give the correction to the invigilator.  
If your details are correct, click on Confirm.

Choose the type for Hindi Typing

Remington  Inscript

Confirm  
Cancel

**Step-4:** Read the instructions for the type test. Now press the Start Trial Test button on the right side to begin entry/typing of Test passage. Once the Start Trial Test button is pressed trial test will be started immediately. Time remaining for the test will start showing on upper right corner of the screen.

TEST

Personal Information  
Roll No : Name :

Organizational Information  
Demo  
Type Test

Time Remain information  
Time remains :1

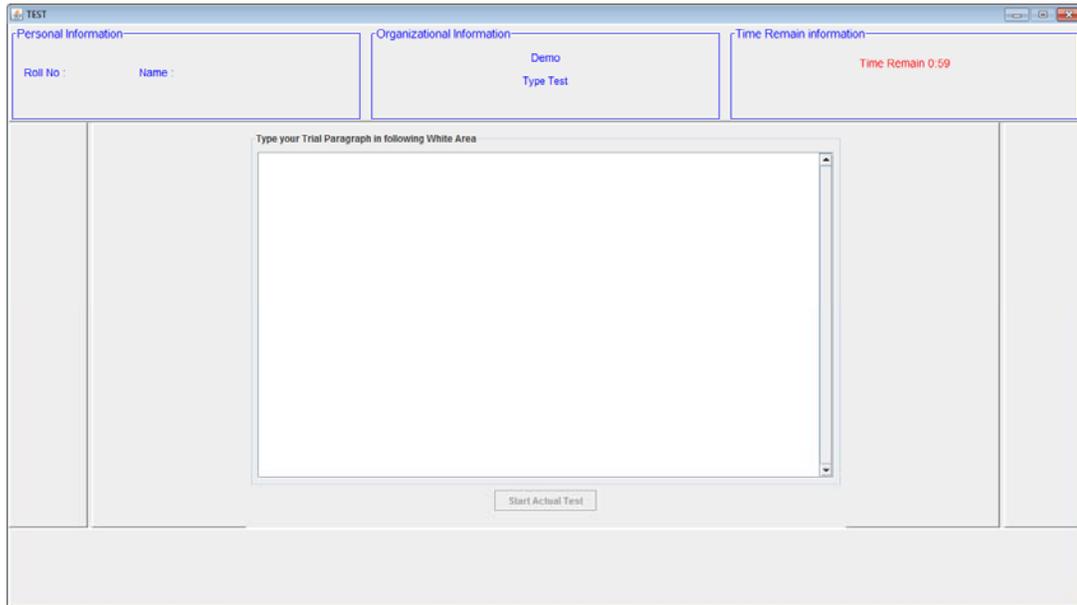
INSTRUCTIONS

1. The Test is for 10 Minutes, starting from whenever you click the 'Start Test' button on right side
3. Do not give extra Space between words
4. The passage given should be typed only once. If you finish the typing before the time finishes, click save button.
5. Remember, once you click save, you will not be able to edit your typed text.
6. If the time finishes before you complete the passage the typed text will automatically be saved.
7. Click 'Evaluate' button and then take a print out of the typed text by clicking the 'Print' button and sign on it and submit the printed copy to the invigilator.

Start Trial Test

When the duration of the test is over candidate would not be able to type further.

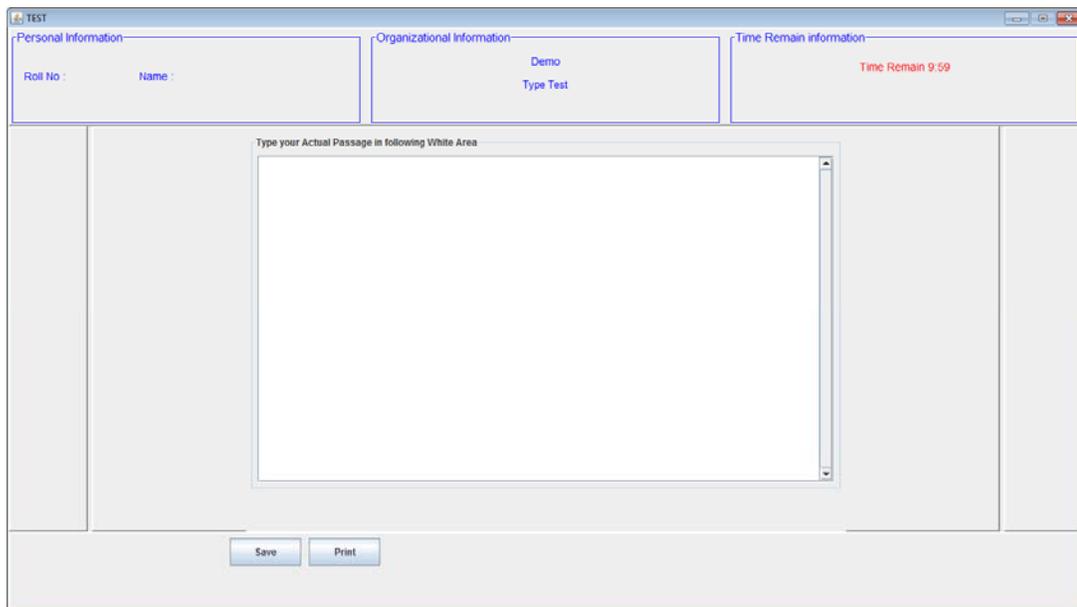
**Step-5:** The following white space area will be visible to you for typing after pressing the 'Trial Test Button'.



The screenshot shows a window titled "TEST" with three header sections: "Personal Information" (with fields for Roll No and Name), "Organizational Information" (with fields for Demo and Type Test), and "Time Remain information" (showing Time Remain 0:59). Below these is a large white rectangular area with a scroll bar, labeled "Type your Trial Paragraph in following White Area". At the bottom center of this area is a button labeled "Start Actual Test".

At the bottom of the page, 'Start Actual Test' button will also appear. When trial test is over then, White space area will be disabled so that you cannot typed further, and 'Start Actual Test' button will be enabled so that you can start your actual test.

**Step-5:** When you press 'Start Actual Test' then actual test will commence. The actual test screen is shown below.



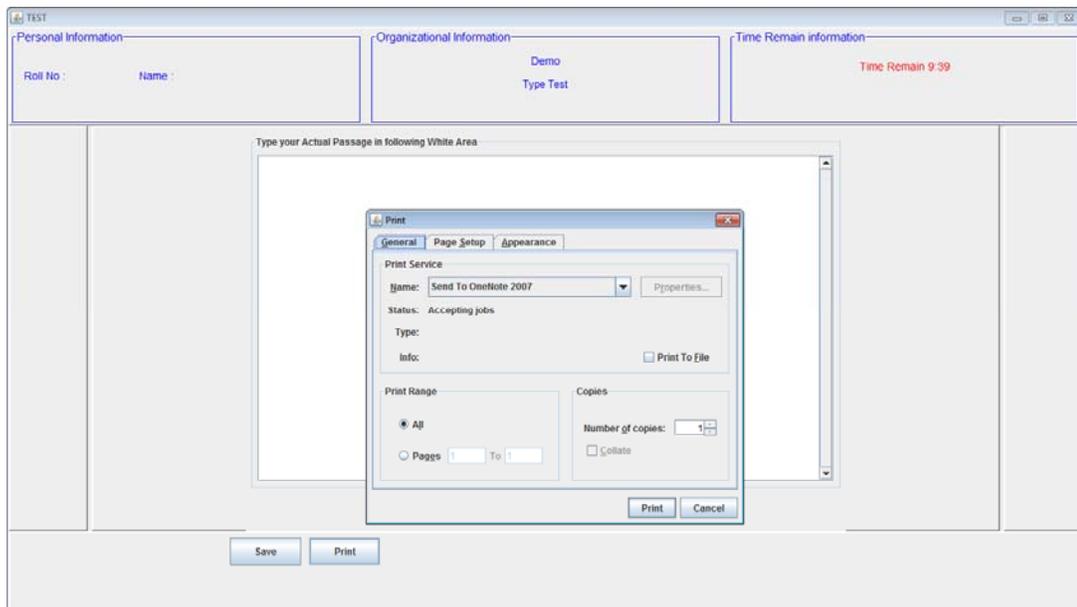
The screenshot shows the same "TEST" window. The header sections are identical. The large white area is now labeled "Type your Actual Passage in following White Area". At the bottom of the window, there are two buttons: "Save" and "Print".

Note 1: If you finish typing/entering data/ transcribing before expiry of allocated time, do not repeat the passage and use the spare time for correction of errors in the script/data.

Note 2: You should press the “**SAVE / SUBMIT**” button **only after the duration of the test or completion of the typing / entering / correction whichever is earlier**. Once “**SAVE / SUBMIT**” button is pressed, no further changes can be made in the script/data/transcript

Note-3: Unless “**SAVE / SUBMIT**” button is pressed, the text/data entered by you will not be saved. Therefore, ensure that “**SAVE / SUBMIT**” button is pressed at the **end of the test**.

**Step-6:** Initially the **Print** button is set to disable. Once the save button is pressed or the test is finished **Print** button will get enable. **Print** button should be used to get the print-outs of desired file.



**Note:** There may be a situation when printer will not be able to print the desired document due to some reasons. In such situation, candidates may seek help from the Invigilator. He will click the Browse button to open the desired typed file. Whenever the Invigilator click the Browse button a dialog box will appear and ask for the Invigilator’s username and password. If the password and username of invigilator are verified then only Invigilator can browse the typed file. Now the print-out of typed file can be taken easily.