

TEST ADMINISTRATION

GENERAL INSTRUCTIONS:

Candidates are to report to the allotted test centre at least 45 minutes before the scheduled commencement of the test.

Neither any candidate will be admitted 15 minutes after the commencement of the test nor any extra time granted for completing the test.

Candidates are to be in possession of the following when reporting to the test centre: **Document:** Admit Card duly completed. **Writing Materials:** Ball Point Pen, HB Pencils, Eraser and Sharpener.

The test room will be opened about 30 minutes before the commencement of the test. The candidates are to be seated at the allotted place.

Your Admit Card will be verified during the test. One part of Admit Card will be given to you as proof of your having appeared in the test. Please ensure that this is duly signed by you and the test invigilator.

The duration of the test is 90 minutes. There are 100 questions. All questions are compulsory. Each question has four options marked (1), (2), (3) and (4).

All questions carry equal mark. There will be NO Negative Marking for wrong answers.

It is your responsibility to make certain that you understand and follow the directions for answering. AIMA can accept the responsibility of scanning / capturing your answer accurately only if it is completed in accordance with directions.

Take the questions in order, but do not waste time pondering over those that seem extremely difficult or unfamiliar to you. A wise practice is to first answer the questions you are sure of. Then, if you complete the test before time is called, go back and reconsider any questions about which you were uncertain.

Although the RMA stresses on accuracy more than speed, it is important to use the allotted time wisely. Make every effort to pace yourself by making yourself familiar with the mechanics of the test.

The directions explain exactly what each set of questions requires to answer those questions. Read all test directions carefully. Read each question carefully and thoroughly. Before answering a question, determine exactly what is being asked.

Calculator, Pager, Mobile, etc are not permitted inside the test room.

All the questions and instructions of the test will be in English only.

Candidate will be allowed to leave the test room after the completion of test and only after permitted by the invigilator. If you wish to leave the room during the test, you must have the invigilator's permission. You will not be permitted to make up the time you lose.

AIMA reserves the right to cancel the admission/entry to the test/withhold the results of any candidate who impersonates/uses unfair means during the test. This is without prejudice to any other action that can be initiated.

Non-adherence to any instructions or failure to comply with any rules governing the conduct of test will lead to cancellation of your candidature.

All disputes pertaining to any aspect of the test will be settled through any arbitrator, who shall be appointed by the Director General, AIMA. Further, all legal cases pertaining to any matter of the test will be dealt with under the jurisdiction of Delhi Courts only.

COMPUTER BASED TEST:

'Computer Based Test ' means the candidate sits in front of a computer and the questions are presented on the computer monitor and the candidate submits the answers through the use of keyboard or mouse. Each computer is connected to a server, which prepares the question set and delivers it to the candidate on the computer.

Computer Based test assumes that the candidate has basic familiarity with use of computers like use of keyboard and mouse operation. It is the responsibility of the candidate to acquire these skills before appearing in the test and AIMA cannot take responsibility for the same.

In the rare and unlikely event of a technical failure during the test, the candidate may be required to attempt the test again.

The candidates must ensure that the computer allotted to them is switched on and any problem with the computer should be informed to the invigilator immediately.

Details like your Name, Roll No, Form no etc are to be filled on the space provided on the space provided on the screen for test appearance.

There is no time limit for individual parts of the test. The candidate can go back and change any of his/her answers among the 100 questions.

All questions will be of the Multiple Choice Question (MCQ type). Each MCQ will consist of a stem which may be in the form of a question or an incomplete statement and four options.

Candidates must choose the correct or most appropriate answer by clicking on the button next to the answer. Candidates can navigate freely through the questions.

At the conclusion of the test you should follow the instruction of the invigilator in order to properly record/save your test work.

Blank sheets for rough work will be provided, if required.

All centers are closely monitored for security and candidates' identity and activities will be recorded using web cameras and/or closed circuit TV cameras. Anyone violating the rules of the test center will not be allowed to continue with the test and will be automatically disqualified.