

Common Admission Test 2020

Test Day Workflow for Candidates

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CAT 2020 - SCHEDULE

Test Date:
Sunday, November 29, 2020

Duration:

120 minutes or 2 hours

160 minutes or 2:40 hours (For PwD Candidates)

Time: Forenoon Session – 08.30 am to 10.30 am

(Candidates reporting time: 7.00 am. **Candidates NOT allowed entry post 8.15am**)

Time: Afternoon Session – 12.30 pm to 02.30 pm

(Candidates reporting time: 11.00 am. **Candidates NOT allowed entry post 12.15pm**)

Time: Evening Session – 04.30 pm to 06.30 pm

(Candidates reporting time: 03.00 pm. **Candidates NOT allowed entry post 04.15pm**)

Candidates are advised to reach the Test center at least 30 minutes prior to Gate closure time

1. Admit Card:

The Admit Card issued is provisional. Candidature is subject to the Candidate having paid the applicable CAT 2020 Test Fees and fulfilled the eligibility criteria of Academic qualification, Category, PwD status etc., as has been mentioned in the Application submitted. These details would be verified in the subsequent stages of the Selection process.

Admit Card is the most important document on the Exam Day. Please download Admit Card from CAT Website and recheck following details mentioned in the Admit Card:

1. Name
2. Application Number
3. PwD status
4. Date and Day of Test
5. Test Times and Session
6. Reporting/ Entry time at Centre
7. Gate Closing Time of Centre
8. Test City
9. Test Center address

The primary reference identity of the Candidate would be the Application Number. The Application Number printed on the Admit Card would be used only for identifying the Exam Lab/Console in the Test Center on the Exam Day.

2. Dos for Candidates:

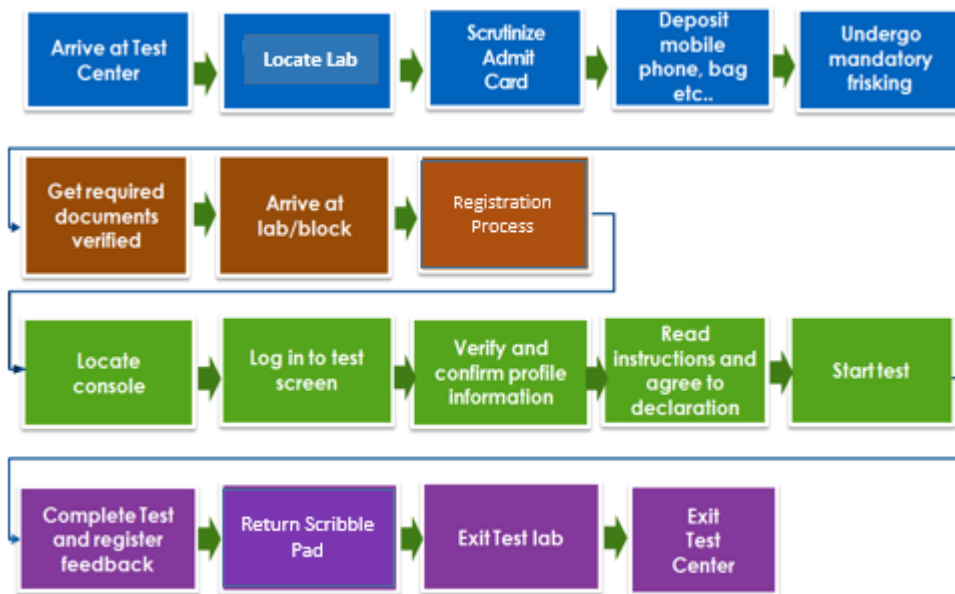
1. Print the Admit card on an A4-size Paper, preferably using a Laser Printer - Admit Card is valid only if the Candidate's photograph and signature images are legibly printed.
2. Make necessary arrangements for travel, food, accommodation (if any) and any other expenses (including those on account of medical emergencies).
3. Before leaving for the Test Centre, Candidates are requested to verify and carry their original ID proof and the printed CAT 2020 Admit card.
4. Use the Google map link embedded on the electronic version of the Admit card to locate the Test Centre. Identify mode of transport and commute time at least a day before the Exam Day in order to reach the Test Centre on time on the day of the Exam.
5. Ensure to affix the Photograph, as required, in the space provided on the Admit Card before handing over for verification at the Test Centre. Affix the same photograph which was uploaded during the application process.
6. Report at the Test center at 7:00 a.m. IST for the Forenoon Session, 11:00 a.m. IST for the Afternoon Session and 03:00 p.m. IST for the Evening Session.
7. Maintain silence and remain in Queue during (a) entry to the Test Centre (b) temperature check using thermo gun (c) document verification (d) IRIS and Photo capture (e) exiting the Test Centre.
8. Cooperate with Test Center staff during document Verification and frisking.
9. Use the barcode printed on the Admit Card, to check the location of Exam Lab from the Barcode desk.
10. At the Console, use the Mouse to select the right Option as answer for an MCQ and to use the on-screen Keyboard to answer a non-MCQ.
11. Return Writing Pad with all pages intact post completion of the Exam to the Invigilator.
12. Ask for any help required in course of the Exam from Test Centre Invigilator present in the Exam Lab.
13. Mandatorily provide your attendance in the Form with signature when asked for in the Exam Lab.
14. After the Exam, hand over the duly signed Admit Card to the Invigilator present in the Exam Lab.

3. Don'ts for the Candidates:

1. Avoid attempting to appear for CAT 2020 Exam more than once. Candidature will be cancelled if a candidate is found to appear for the test multiple times.
2. Do not request entry into the Test Centre post 8:15 a.m. for the Forenoon Session, post 12:15 p.m. for the Afternoon Session and post 04:15 p.m. for the Evening Session.
3. Do not carry any prohibited items such as electronic gadgets etc. inside the Exam Lab.
4. Do not attempt to cheat or copy answers from others during the Exam.
5. Do not involve yourself in any arguments with other Candidates or Test center staff. Decisions of concerned authority will be treated as final on the test day.

6. Do not use the keyboard at any point of time; this will lock your computer system.
7. Do not disturb other Candidates.
8. Do not request for a bio-break while inside the Exam Lab unless it is a Medical emergency.
9. Do not have friends and relatives accompany you beyond the Test Centre gate.
10. Do not request for change of Test Centre/Exam Lab/Console on the Exam Day.
11. Do not wear any jewelry (or any item(s) containing metal), Shoes/footwear with thick soles, and garments with large buttons inside the Exam Lab.
12. Do not use Mobile phones, Electronic Gadgets, Watches, Calculators, own Stationery items, Wallets, and/or Goggles.
13. Do not provoke any other Candidate to commit or participate in any form of malpractice.
14. Do not waste Writing pad pages as it is distributed only once per Candidate during course of the Exam. Do not carry any page from the Writing Pad outside the Exam Lab after the test.

4. Exam Day Workflow for Candidate:



1. The time allotted to each Section would be 40 minutes (53 minutes and 20 seconds for PwD Candidates).
2. As soon as the Candidates start answering a section, the clock (displayed on the top right corner of the screen) would start ticking and would display the remaining time available to complete the current section.
3. On completion of 40 minutes, the timer would reach zero, current section would be Auto-submitted and the Candidate would be automatically moved to the next section. The Candidate can then start answering the next Section.

4. The same process would be repeated for all three Sections. For PwD Candidates the process would be the same as above except that for each section they would be given 53 minutes and 20 seconds. However, there would be an option for submitting the answers of a section at any point of time after the completion of 40 minutes. Thus, they would have an option to complete the Test between 120 minutes and 160 minutes.
5. Candidates would be allowed to leave the Exam Lab only after the completion of 120 minutes. For PwD Candidates, which would be between 120 minutes and 160 minutes.
6. Some Questions would be of multiple-choice type (MCQ) and some are of non-MCQ type.

5. At the Main Entrance to the Test Center:

Security personnel at Main Entrance of Test center would check the Admit Card before allowing Candidates to enter Test Center premises.

6. Frisking of Candidates:

Candidates would be frisked with Handheld Metal Detectors prior to entry to the Test Center premises -

- a. Security personnel, both Male and Female, would be available to frisk Candidates.
- b. Separate canopy/enclosure would be present for frisking Female Candidates by Female Frisking staff.
- c. Only Admit Card, Photo Identity Card, mask, sanitizer, required Medical certificate and Scribe affidavit (if any) would be permitted beyond the Frisking Point.

Note:

1. Socks, plain Pullovers/Sweaters/Cardigans (without any pockets) are allowed inside the Exam lab.
2. Candidates with metal implant, pacemaker, etc. in their body, required to bring a supporting medical certificate of the same at the Test Centre.
3. All personal belongings would be kept aside at this point. (Note: IIMs/CAT Test centre authorities would not take any responsibility for any loss of items). There would be no facility at the Test Center for safekeeping of Candidate's personal belongings and the Exam conducting Agency would not responsible for its damage or loss if any.

7. Document Verification:

After completion of the frisking process, Candidates would be asked to proceed for Document Verification. Candidate's Admit Card (with affixed photograph), *original photo identity proof and **other documents (if any) would be checked at this Desk.

*** Candidates would also produce at least one original (not photocopied or scanned) valid (not expired) photo identification (ID) card (such as College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhar Card, and Identification Affidavit) along with the Admit Card. The Candidate's photograph and signature should be legibly printed and visible on the photo ID card and should match the name on the Admit Card. Please note, the photo ID card should not be damaged or smudged.**

**** Medical certificate would be required in case of a Candidate using any (a) Pacemaker or (b) implants (metal) or (c) other device(s) for Medical reason(s).**

After successful Document Verification –

- a. Candidates would be allowed to move to their respective Exam Lab.
- b. After entering the Test Lab, Candidates would not be allowed to leave the Test Lab before the Exam ends, unless it is a medical emergency.
- c. Candidates would be advised to remove their footwears outside the Exam Lab.

8. Registration Process:

Post Document Verification process, Candidates would be asked to proceed for the IRIS and Photo Registration -

- a. During the Registration process, Candidate's IRIS and photograph would be captured.
- b. Candidates would be required to sign the Attendance Sheet.
- c. The assigned Invigilator would read out the Instructions before the Exam begins.

9. Exam Commencement:

The Invigilator would inform Candidates to log in to the Console. Candidate would be allowed to use the mouse or on screen key board on their allocated system to log in.

10. Exam format:

Note: The computer mouse must be used for answering the questions. Using the computer keyboard will lock the computer system.

Once candidates are ready to take the Exam. Please note the following important information.

- a. For all Candidates, the Medium of the Exam is English.
- b. The Exam would have (3) three Sections -
 - o Section 1: Verbal Ability and Reading Comprehension (VARC).
 - o Section 2: Data Interpretation and Logical Reasoning (DILR).
 - o Section 3: Quantitative Ability (QA).
- c. Some Questions would be of Multiple Choice Question (MCQ) type with Options to select and some would be non-MCQ type.
- d. No mark will be awarded for questions which are not attempted.
- e. For all MCQ type, a wrong answer would result in -1 Mark. There would be NO Negative Mark for a non-MCQ type question.
- f. A virtual keyboard would be displayed on the screen which is to be used for a non-MCQ. Use the mouse to operate the virtual keyboard.
- g. Usage of external/physical calculator would not be allowed; however, a virtual Calculator would be available.
- h. Each Section is allotted 40 minutes – with a total time for the Exam being 120 minutes.
- i. PwD candidates would be given an extra 13 minutes and 20 seconds for each Section.
- j. The timer on the Screen would display the remaining time for the Section being answered.

- k. On completion of 40 minutes, the timer would reach 'Zero' and the Section would be locked. The 'Submit' button would be enabled. By clicking the 'Submit' button the Candidate can move to the next Section, else Exam will be auto-submitted.
- l. Candidates would not be allowed to leave the Exam Lab before completion of the Exam.
- m. PwD candidates would be allowed to submit their answers to a Section at any point of time between 40 minutes and 53 minutes and 20 seconds. PwD candidates would be allowed to leave the Exam Lab between 120 minutes and 160 minutes depending on the time taken to complete the Exam.

While answering the questions, Candidates would use the following options:

- 1) **Save & Next:** Saves Response/Answer and moves to the next Question.
- 2) **Clear Response:** Clears the selected Response/Answer for the given question only.
- 3) **Mark for Review & Next:** Would mark the question for review for later. The question may either be answered or may not be answered. If answered, the Response/Answer would be recorded and also marked for reviewing later. At the end of the section time, this question would be considered as 'Answered'.

A panel on the right-hand side would display the status of attempted questions in four colours that indicate the following:

- 1) **Green** – Answered questions but not marked for review.
- 2) **Red** – Questions visited but neither answered, nor marked for review.
- 3) **Grey** – Questions not visited or viewed.
- 4) **Violet** – Marked for review but not answered.
- 5) **Violet with a green tick mark as a subscript** – Questions answered but marked for review.

Candidates would also be able to view other details such as:

- **Question Paper:** View the entire question of a particular Section at a time by clicking on the "Question Paper" button at the top right corner of the screen.
- **Profile:** View information related to Candidate profile by clicking on the "Profile" button at the right of the screen.
- **Instructions:** View the Exam-related instructions at any point of time by clicking on the "Instructions" button at the top right corner of the screen.
- **Calculator:** Access the on-screen calculator, the icon of the same is located immediately above the Timer.

Once the Exam is complete,

- a. Candidates would need to provide their Feedback on Exam experience on the Form available on their Console
- b. Candidates would need to return the Writing Pad to the invigilator.

(Note: Please do not tear out and retain any page from the Writing Pad. This may adversely impact the Candidature.)

11. Bio-Break:

Candidates are advised to take bio break (if any) before entering the Exam Lab. Candidates would not be allowed to take a bio-break inside the Exam Lab unless it is a Medical emergency or there is a Doctor-certified medical condition (e.g. for a Diabetic patient). Candidates would be escorted by a Test center staff during bio-break.

12. Leaving the Exam Lab:

Candidates would be allowed to leave the Test Lab only on completion of Exam. All Candidates would be expected to remain seated till the invigilator instructs them to leave. Candidates would need to return the Writing Pad before leaving the Test venue. (Please note only one Writing Pad would be given per Candidate).

13. Breaks during the Test:

Once the Invigilator has signed-in a Candidate, Candidate would not be allowed to leave the Test Lab until the end of the Test period. If for any unforeseen requirement, the Candidate would need to step out of the Test Lab, the same would be allowed only with an escort.

14. Appearing in More than One Shift for CAT 2020:

Candidates will not be allowed to appear in more than one Shift. It would be deemed as a fraudulent activity if a Candidate is found to have attempted to appear more than once for CAT 2020. Candidates, who attempt to take the Exam more than once, would be disqualified from the Selection process.

15. Computer Based Test (CBT):

CAT 2020 is a Digital or Computer Based Test (CBT), not an Internet-Based Test (IBT); i.e. a Candidate would not take the Test on an internet site. Instead of reading the questions from a Paper booklet and darkening the ovals on the Answer booklet, a Candidate would read the questions on a computer console and choose the answer by clicking on the correct option for the MCQs and for non-MCQs on the Console. The answers would be inserted using the mouse or the onscreen keyboard in the designated space. A timer would be displayed on the screen that would indicate time left to complete the Test.

16. Persons with Disability (PwD) Candidates:

All PwD Candidates would be assigned Rooms either on the ground floor or on any other floor that is accessible by an Elevator.

All Test Centres where PwD candidate are scheduled, would have a designated PwD Coordinator to assist the PwD Candidates. PwD Candidates with Scribe should carry Scribe Affidavit along with themselves at Test centre. Candidates can find a sample Scribe Affidavit in the CAT Website (www.iimcat.ac.in). PwD Candidates will get priority entry into the Test Centre and would be given an additional 13 minutes and 20 seconds per section to complete the Test. Thus, PwD Candidates would have a total time of 160 minutes to take the Test.

PwD Candidates who have opted for a Scribe (shown on the Admit Card) would be allowed to bring a Scribe (Candidates would have to arrange for the scribe. CAT/TCS authorities would not arrange the scribe). There would be no eligibility criteria for a Scribe, but the Scribe would need to submit an Affidavit in the prescribed format, duly signed both by the Candidate and by the Scribe. All PwD Candidates (with or without Scribe) would be given a time extension of 40mins.

Additionally, wheelchair support would be provided by the Test centre to Candidates who have requested for the same. (This would be indicated in their admit cards). 'Zoom' feature would be enabled on the Candidate Test Console, for all Candidates with visual impairment and for any other Candidate who would have requested for it. (This would be indicated in their Admit Cards.)

17. Test Day Exception Forms:

Candidates would be required to sign an **Exception Form** in case if any exceptional situation arise on the Exam Day. Test Centre staff would guide the Candidate to fill out such Exception Forms as applicable. Concerned authority's decision on exceptions will be treated as final on the test day.

18. Authorization Form

Candidates must carry IIM provided Authorization Form to carry any prohibited or exceptional items inside the Exam Lab due to medical reasons. Candidates need to contact the CAT Centre to get such authorization (if any).

Annexure I – Test Day – Key Activities and Time Slots

Time			Activities	Approximate time for the activity	Remarks
Shift 1	Shift 2	Shift 3			
7.00 AM	11.00 AM	03.00 PM	Arrive at Test center (candidate's reporting time)		Gate closes 15 minutes before the Test start time.
7.05 AM	11.05 AM	03.05 PM	Locate your Test Lab number	1-5 minutes.	Candidate checks the location of the Exam Lab from Barcode Desk.
7.10 AM	11.10 AM	03.10 PM	Scrutiny of admit card	1-5 minutes.	First scrutiny of the documents done at the Entry gate.
7.15 AM	11.15 AM	03.15 PM	Deposit the personal belongings (mobile phone, bag etc.)	1-10 minutes.	Candidate deposit their personal belongings at the entry gate
7.25 AM	11.25 AM	03.25 PM	Frisking of the candidates	3-5 minutes.	Assigned Security staff to frisk candidates.
7.30 AM	11.30 AM	03.30 PM	Document (id card and admit card) checking at the Test Lab entrance	1-10 minutes.	Document verification done.
7.40 AM	11.40 AM	03.40 PM	Candidates reach their Test Labs	1-10 minutes.	Candidate reaches Exam Lab.
7.50 AM	11.50 AM	03.50 PM	Candidates go to the registration desk and signs (manual) on attendance sheet	1-5 minutes.	Candidate signs Attendance Sheet available at the Registration Desk.
7.55 AM	11.55 AM	03.55 PM	Registration Process	1-10 minutes.	Candidate photograph and IRIS captured as per process.
8.05 AM	12.05 PM	04.05 PM	Candidates check their photo in the registration terminal to ensure it is their photo	1-5 minutes.	Candidate verifies captured photo at the Registration Terminal.
8.10 AM	12.10 PM	04.10 PM	Candidate receives the scribble pad from invigilator and sits at the terminal	1-5 minutes.	Candidate checks the allotted Console in the Exam Lab, collects Writing Pad from the Invigilator.
8.15 AM	12.15 PM	04.15 PM	Login to Test screen	1-5 minutes.	Candidate completes first login.
8.20 AM	12.20 PM	04.20 PM	Verify & confirm profile information	1-5 minutes.	Candidate verifies and confirms the profile Information, which he/she had filled during the CAT 2020 Registration.
8.25 AM	12.25 PM	04.25 PM	Read & agree to Declaration	1-5 minutes.	Candidate reads all the instructions given for the Exam and clicks on "Accept".
8.30 AM	12.30 PM	04.30 PM	Test Starts	120 minutes.	Exam starts
10.30 AM	02.30 PM	06.30 PM	Test concludes & candidate shares the feedback	1-5 minutes.	After 120 minutes. Exam gets over and the feedback page displayed on the screen. Candidate shares his feedback.
10.35 AM	02.35 PM	06.35 PM	Return scribble pad	1-5 minutes.	Candidate returns the Writing pad to the Invigilator.
10.40 AM	02.40 PM	06.40 PM	Exit Test Lab and collect the deposited belongings	1-5 minutes.	Candidate exits the Exam Lab and collects belongings (if any)
10.45 AM	02.45 PM	06.45 PM	Exit the Test center	-	Candidate leaves Test Center.

Annexure II – Scribe Affidavit Form

CAT 2020
Scribe Educational Qualifications Affidavit

CAT Applicant Details	Scribe Details
Name:	Name:
CAT 2020 Registration No.	Date of Birth:

I, _____, son/daughter of _____, (Date of Birth) _____ (dd/mm/yyyy), do hereby solemnly affirm and state as follows:

- I have voluntarily agreed to serve as a scribe for _____ (name of the CAT 2020 applicant) bearing the CAT 2020 Registration No. _____, for the Common Admission Test 2020 scheduled to be held on November 29, 2020.
- My highest educational qualifications are as below:

Degree/Diploma	
Discipline	
Year of Completion	
Name of the University/Board	
- I am enclosing a copy of my valid photo identification card (valid College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhar Card) as proof of identity; and I will also produce the original Photo identification card at the test venue for verification.
- I hereby affix my photo and signature in this affidavit as proof of my signature and identity.

	<p>The particulars furnished by me above are true & correct to the belief of my knowledge and I have not concealed or misrepresented any facts.</p> <p>Date: _____ (signature of the Scribe)</p>
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Declaration by the CAT Applicant

I, _____ understand that any misrepresentation or omission of facts in the above affidavit by _____ (name of the Scribe) may justify cancellation of my CAT 2020 application and scores.

Date: _____ (signature of the CAT Applicant)

Annexure III - CAT 2020 Authorization Form

CAT Candidate Details	
Name	
CAT 2020 Application No.	
Exam Shift	
Exam City	
Test Centre Name	

I, _____, son/ daughter of _____, (Date of Birth _____ (DD/MM/YYYY)), do hereby sincerely request to be allowed to carry the following into the Exam Lab on November 29, 2020:

1. _____
2. _____
3. _____
4. _____

The above being requested on account of _____
(Mention the reason).

Signature of Candidate: _____

CAT 2020

**** To be filled by CAT 2020 Exam Authorities**

I _____ authorize Candidate _____ with Application no. _____ to carry the above mentioned items.

Designation: _____ Stamp: _____

Signature: _____