

25th Oct 2019

SPOT TEST PROCEDURES

SPOT BASIC / JUNIOR / SENIOR (Class III to XII)

MOCK TEST: 1st Nov 2019 to 5th Nov 2019 > 10:00AM to 4:00PM

- Students at all level mandated to take the Mock Test at least once, on any of the above given dates.
- Taking Mock Test is critical for students to understand the Test process & Question paper
- Login / Password issues (if any) that could emanate during Mock Test need to be escalated to VSSF on priority in order to avoid issues during SPOT PRELIMS.
- Last minute escalation could create undue stress on both ends.

SPOT PRELIMS: 11th Nov 2019 to 16th Nov > 10:00AM onwards

Test centre: Respective School

Mode of Test: Online - Multiple Choice questions

Student to Login with: Individual Username & Password (send to school)

ONLINE TEST:

- 6 Days X 5 Hour options available to cater issues like Power failure, Net connectivity etc.
- **Schools** to choose any date starting 11th NOV 2019 to 16th NOV 2019 & any below mentioned timings,
 - ✓ 10:00AM to 11:00AM
 - ✓ 11:30AM to 12:30PM
 - ✓ 1:00PM to 2:00PM
 - ✓ 2:30PM to 3:30PM
 - ✓ 4:00PM to 5:00PM
- Students to enter Login ID & Password 10 minutes prior to the start of exam
- Questions shall open precisely at the above hours (5 options)

- All students of the school to attempt the test on a single day
- Multiple Test entries by particular student will be tracked from our end & doubtful students shall be disqualified from the Test.

CONNECTIVITY & POWER FAILURE IN THE MIDST OF THE TEST:

- 20 minutes & above completion: Student can restart from where left, during any of above 5-hour time options.
- Exact balance time available for Re-entered student
- 20 minutes & below: Student to attempt new set of questions in the full 60 minute duration.
- Re-entering student will have to re-enter with his / her log in ID & Password
- Any Issues above the 6 days X 5 hours per day options shall not be entertained by the Foundation
- No refunds shall be provided to student who opts out post payment, or any day / date prior to exam or doesn't re-enter to answer balance questions in case of connectivity / Power issues.
- VSSF decision in case of any dispute will be final
- Medium of the test is English for both Prelims & Final exams. CBSE, ICSE/ISC and State Board syllabus is followed for setting the test papers

BEFORE YOU START:

- Ensure you have good internet connection
- The speed on your internet connection will not affect the assessment, but for the available time.
- Close down all other applications except your browser windows & internet connection. Running other process's, eg, printing, could cause the assessment to terminate
- Student not allowed to stop the session in between & return later.

INSTRUCTIONS:

- Student to login through VSSF portal www.vssf.in
- Student to enter his / her Username & Password
- Student to add his / her Email Id, School name & Contact number. Father / Mother / Guardian name in absence of individual details.
- Student to ensure his / her name is correctly spelt within the User ID box
- Student not to use textbooks, Course notes, or receive help from a proctor or external source.

WHAT YOU WILL NEED:

- You may use a calculator if you wish

- Make sure you have a pen / pencil & blank A4papers available for your calculations

BEGIN SPOT PRELIMS ASSESSEMENT:

- Students to complete Multiple Choice Questions within the stipulated time of 60 minutes
- Below each question there are 4 different answer options
- There is one & only one correct to each question
- Click / Mark / Select the answer you think is correct
- Selected answer will be highlighted through a black dot
- Once you are sure of the answer, click **SAVE** and **NEXT** button
- Click the **SUBMIT** button only after completing / answering all questions.

REMEMBER:

- Do not press **F5 Button**, **BACK Button** OR **REFRESH Button** of your browser- this will end the assessment immediately.
- Do not use Keyboard unless you are versatile with computers. Ideally you must use your Mouse.
- You will not be able to go back to the Question or Change your answer.
- Click **SUBMIT** button to Submit your Test (i.e. only after answering all questions)
- Do not press the **ENTER** button on the Keyboard to **SUBMIT** the Test.

TIPS:

- Try to work quickly & accurately. Do not spend too long on any question.
- If you are not sure of the answer, mark your best choice & go to the next question.
- You cannot go back or change your answer later.
- There is no negative marking.