

Common Admission Test 2021

Test Day Workflow for Candidates

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CAT 2021 - SCHEDULE

Test Date:
Sunday, November 28, 2021

Duration:

120 minutes (2 hours)

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

Time: Forenoon Session – 08.30 am to 10.30 am

(Candidate reporting time: 7.00 am. **Candidates are NOT allowed to enter after 8.15am**)

Time: Afternoon Session – 12.30 pm to 02.30 pm

(Candidate reporting time: 11.00 am. **Candidates are NOT allowed to enter after 12.15pm**)

Time: Evening Session – 04.30 pm to 06.30 pm

(Candidate reporting time: 03.00 pm. **Candidates are NOT allowed to enter after 4.15pm**)

Candidates are advised to reach the Test Centre 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 2021 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 2021 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 at Centre
8. Test City
9. Test Centre 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 Centre on the Exam Day.

2. Do's 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 required) 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 2021 Admit Card.
4. Use the Google map link embedded in 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.

Note: Test centre address printed on the Admit Card should be considered final in case of any mismatch on the google map link.

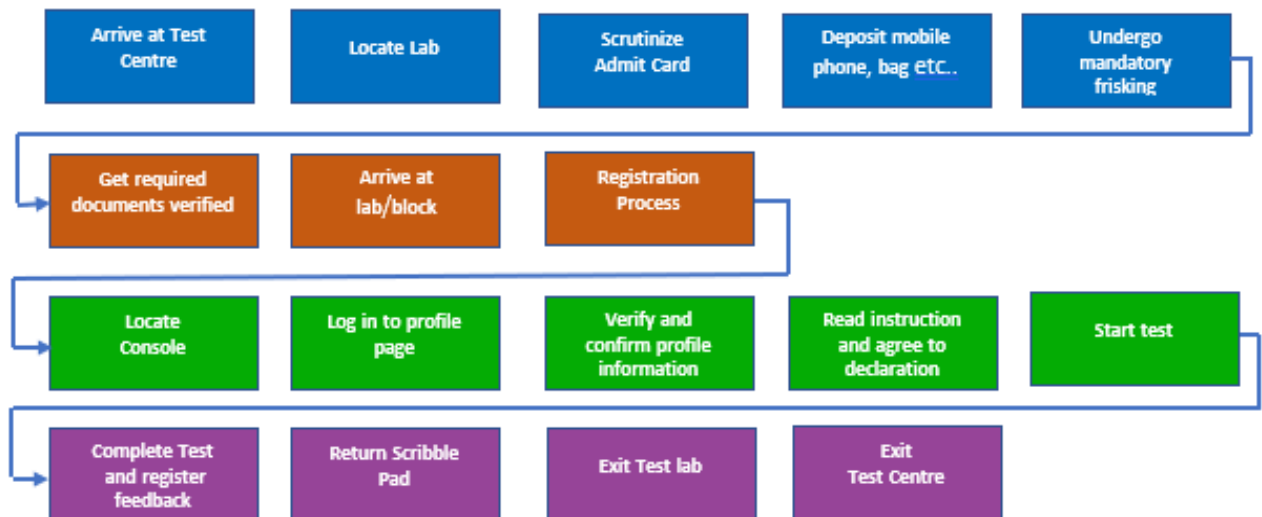
5. Affix the photograph in the space provided on the Admit Card before handing over for verification at the Test Centre. Affix the same photograph which was uploaded during the application process.
6. Report at the Test Centre based on the reporting time that you receive by SMS and email the previous day. However, please report not later than at 8:15 a.m. IST for the Forenoon Session, 12:15 noon IST for the Afternoon Session and 4:15 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 Centre staff during document Verification and frisking.
9. Barcode Printed on the Admit Card will be scanned at the Scanning Desk. Location of Exam Lab will be communicated after scanning the Barcode.
10. At the Console, use the Mouse to select the right Option as answer for an MCQ and the on-screen Keyboard to answer a non-MCQ. The keyboard is not to be used and using the keyboard can lead to your test getting locked.
11. The Candidate will be provided with one pen and one scribble pad. Please drop your Admit Card, pen and scribble pad (with all pages intact) in the boxes provided post completion of the Exam.
12. Ask for any help required in course of the Exam from the Test Centre Invigilator present in the Exam Lab.
13. Candidates must provide their signature on the Attendance Sheet provided at the Registration Desk
14. Admit Card, duly signed in the presence of the invigilator, should be dropped in the box provided before leaving the Exam Lab.

3. Don'ts for the Candidates:

1. Attempting to appear for CAT 2021 Exam more than once is NOT allowed. 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 after 8:15 a.m. for the Forenoon Session, after 12:15 p.m. for the Afternoon Session and after 4:15 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 Centre staff. Decisions of concerned authority will be treated as final on the Test Day

6. Do not use the keyboard at any point in 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. Mobile phones, Electronic Gadgets, Watches, Calculators, own Stationery items, pens, Wallets, and Goggles are strictly NOT allowed in the Exam Hall/Lab.
13. Do not provoke any other Candidate to commit or participate in any form of malpractice.
14. Do not waste Scribble Pad pages as only one pad will be provided per Candidate during the course of the Exam. Do not carry any pages from the Scribble Pad outside the Exam Lab after the test.

4. Exam Day Workflow for Candidate:



1. The time allotted for each Section is 40 minutes (53 minutes and 20 seconds for PwD Candidates).
2. As soon as the Candidate starts 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, the 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 in time after the completion of 40 minutes. Thus, they would have the 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. PwD Candidates would be allowed to leave between 120 minutes and 160 minutes.
6. Some Questions would be of multiple-choice type (MCQ) and some would be of non-MCQ type.

5. At the Main Entrance to the Test Centre:

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

6. Frisking of Candidates:

Candidates would be frisked with Handheld Metal Detectors prior to entry to the Test Centre 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(s) 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 are required to bring a supporting medical certificate of the same to the Test Centre.
3. All personal belongings should be kept aside at this point. (Note: IIMs/CAT authorities/Exam conducting agency will not take any responsibility for loss of any items).
There would be no facility at the Test Centre for safekeeping of Candidate's personal belongings and the Exam conducting Agency would not be 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 photograph affixed), *original photo identity proof and **other documents (if required) would be checked at this Desk.

*** Candidates must 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 or 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 with the name on the Admit Card. Please note that the photo ID card should not be damaged or smudged.**

**** Medical certificate would be required in the case of a Candidate using (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 Exam Lab, candidates shall not be allowed to leave the Exam Lab before the Exam ends, unless it is a medical emergency.
- c. Candidates may 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 will be scanned, and photograph would be captured.
- b. Candidates may be required to remove their glasses/contact lenses during the IRIS Scanning process.
- c. Candidates are required to sign the Attendance Sheet.

9. Test Commencement:

- a. A pen and a scribble pad will be provided for each candidate at their terminal. Please note that only one pen and one scribble pad will be provided for the duration of the test.
- b. The assigned invigilator will read out the instructions before the exam begins.
- c. The Invigilator will 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. Test format:

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

Candidates should thoroughly read the instructions shown on their screen before starting 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 question. 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 will be locked and auto submitted and the Candidate will be taken to the next Section
- l. Candidates will 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 can 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 review later. At the end of the section time, this question would be considered as 'Answered'.

A panel on the right-hand side will 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:

- o **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.
- o **Profile:** View information related to Candidate profile by clicking on the "Profile" button at the right of the screen.
- o **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.
- o **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 their Exam experience in the Form available on their Console
- b. Candidates will need drop their Admit Card, pen and scribble pad in the boxes provided at the entrance.

(Note: Please do not tear out and retain any page from the scribble pad. This may adversely impact the candidature.)

11. Bio-Break:

Candidates are advised to take bio break (if required) before entering the Exam Lab. Candidates shall not be allowed to take a bio-break after entering the Exam Lab unless it is a Medical emergency or there is a Doctor-certified medical condition (e.g. Diabetes). Candidates would be escorted by a Test Centre staff during bio-break.

12. Leaving the Test Lab:

Candidates will be allowed to leave the Test Lab only on completion of the Exam. All Candidates would be required to remain seated till the invigilator instructs them to leave. Candidates would need to drop their Admit Card, pen and Scribble Pad in the boxes provided, before leaving the Test venue.).

13. Breaks during the Test:

Once the Invigilator has signed-in a Candidate, Candidate shall not be allowed to leave the Test Lab until the end of the Test period. For any unforeseen requirement, if 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 2021:

Candidates shall 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 2021. Candidates, who attempt to take the Exam more than once, would be disqualified from the Selection process.

15. Computer Based Test (CBT):

CAT 2021 is a Digital or Computer Based Test (CBT), not an Internet-Based Test (IBT) i.e. a Candidate would not be able to take the Test on an internet site. Instead of reading the questions from a Paper booklet and darkening the ovals on the Answer booklet, the Candidate would read the questions on a computer console and choose the answer by clicking on the correct option for the MCQs. For non-MCQ questions, the answers should 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 Section.

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 the Scribe Affidavit along with them to the Test centre. Candidates can find a sample Scribe Affidavit on 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 have to arrange for their scribe. CAT authorities/Exam conducting Agency would not be able to arrange for the scribes). There would be no eligibility criteria for a Scribe, but the Scribe would need to submit an Affidavit in the prescribed format, duly signed by both the Candidate and the Scribe. All PwD Candidates (with or without Scribe) would be given extra time of 40mins.

Additionally, wheelchair support would be provided at 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 any exceptional situations 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 Exam 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.

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 centre (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 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 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 captured and IRIS scanned as per process.
8.05 am	12.05 pm	04.05 pm	Candidates check their photo on the registration terminal	1-5 minutes.	Candidate verifies captured photo at the Registration Terminal.
8.10 am	12.10 pm	04.10 pm	Candidate sits at the terminal	1-5 minutes.	Candidate checks the allotted Console in the Exam Lab. Pen and scribble pad placed at the terminal.
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 2021 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 (07.10 pm for PwD candidates)	Test concludes & candidate shares the feedback	1-5 minutes.	After 120 minutes. Exam gets over and the feedback page is displayed on the screen. Candidate shares his feedback.
10.35 am	02.35 pm	06.35 pm	Return Admit Card, pen and Scribble Pad	1-5 minutes.	Candidate drops the Admit Card, pen and scribble pad in the boxes provided for the same
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 centre	-	Candidate leaves Test Centre.

Annexure II – Scribe Affidavit Form

CAT 2021

Scribe Educational Qualifications Affidavit

CAT Applicant Details	Scribe Details
Name:	Name:
CAT 2021 Registration No.	Date of Birth:

I, _____,

son/daughter of _____

(Date of Birth) _____ (dd/mm/yyyy),

do hereby solemnly affirm and state as follows:

1. I have voluntarily agreed to serve as a scribe for _____ (name of the CAT 2021 applicant) bearing the CAT 2021 Registration No. _____, for the Common Admission Test 2021 scheduled to be held on November 28, 2021.

2. My highest educational qualifications are as below:

Degree/Diploma	
Discipline	
Year of Completion	
Name of the University/Board	

3. I am enclosing a copy of my valid photo identification card (valid College ID, Employer ID, Driving License, Passport, PAN Card, Voter ID or Aadhar Card) as proof of identity; and I will also produce the original Photo identification card at the test venue for verification.

4. I hereby affix my photo and signature in this affidavit as proof of my signature and identity.

	The particulars furnished by me above are true & correct to the belief of my knowledge and I have not concealed or misrepresented any facts. Date: _____ (Signature of the Scribe)
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 2021 application and scores.

Date:

(Signature of the CAT Applicant)

Annexure III - CAT 2021 Authorization Form

Common Admission Test 2021 Authorization to carry the listed Items

CAT Candidate Details	
Name	
CAT 2021 Application No.	
Exam Shift	
Exam City	
Test Centre Name and Code	

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 28, 2021:

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

The above being requested on account of

(Mention the reason).

Signature of Candidate: _____

CAT 2021

****To be filled by CAT 2021 Exam Authorities**

I _____

hereby authorize candidate _____ with Application no. _____
to carry the above-mentioned items.

Designation: _____

Stamp:

Signature: _____