



## TEST ADMINISTRATION

### GENERAL INSTRUCTIONS:

Candidates are to report to the allotted test centre at least 90 minutes before the scheduled commencement of the test.

Candidates will be permitted entry in to the test centre upto half an hour before the commencement of the test.

Candidates are to be in possession of the following when reporting to the test centre:

**Document:** Admit Card duly completed and valid ID Proof. **Writing Materials:** Blue / Black Ball Point Pen.

The test room will be opened about 60 minutes before the commencement of the test. The candidates are to be seated at the allotted place.

Your Admit Card and valid ID Proof 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 2 hours 30 minutes. There are 200 questions. All questions are compulsory. Each question has four options marked (1), (2), (3) and (4) or (A), (B), (C) and (D).

**All questions carry equal marks. There will be 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 MAT 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, Mobile, Electronic Gadgets 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 instruction 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 an 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.

If the number of candidates registered for Computer Based Test at any city is limited, these candidates will be permitted to appear for the Paper Based Test.

**PAPER BASED TEST:**

The candidate will be provided a sealed Question Booklet and an OMR Answer Sheet. Do not open the Question Booklet until announced.

Fill the necessary information in the space provided on the cover of the Question Booklet and the Answer Sheet before commencement of the test.

The candidates are to sign the attendance sheet during the test duly endorsing the Question Booklet Series as given on the Question Booklet and other details.

Answers are to be marked on the Answer Sheet, which is provided separately. Sample is given in pages xiv-xviii. Choose the correct option and darken the oval completely corresponding to (1), (2), (3) and (4) against the relevant question number. Use only Blue/Black Ball Point Pen to darken the oval for answering. Please do not darken more than one oval against any question, as scanner will not read the same correctly.

Once an oval is darkened as answer to the question, it is final. Answer option once darkened cannot be changed. Do not tear or bend or mutilate the Answer Sheet.

Rough work, if any, is to be done on the Question Booklet only. No separate sheet will be provided /used for rough work.

MAT Answer Sheet is scanned by machine and scores are computed. Accuracy in scoring is dependent on the examinees marking their answer sheets properly and the completeness of their erasures when used. Therefore accurate scoring is dependent on your strict adherence to the following points:

- No credit will be given for the answers marked in the question booklets.
- Use Blue/Black Ball Point Pen to complete the answer sheet. Please do not darken more than one oval against any question, as scanner will not read the same.
- Once an oval is darkened as answer to the question, it is final. Answer option once darkened cannot be changed.
- Do not tear, bend or mutilate the answer sheet.
- Be sure that you accurately mark all identification and question booklet series.

At the conclusion of the test you should hand over your Question Booklet and Answer Sheet to the invigilator.

Appropriate civil/criminal proceedings will be initiated against applicant found taking or attempting to take the full or part of the Question Booklet or Answer Sheet outside the test room.



### 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 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 200 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. Candidate can change this answer by clicking on the appropriate answer. Candidates can navigate freely through the questions. Candidate can move between the sections.

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.