



National University
of Computer and Emerging Sciences

Admission Test Guide

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1.0 Introduction

Performance of candidates in the computer based test is used to prepare a merit list, sorted on the marks obtained in the test (in descending order). The candidates are selected for admission starting from the top of this list.

1.1 Test Structure

The duration of the test can vary, but in most cases it is approximately two hours. The test consists of several multiple choice questions (MCQs). These questions are divided into multiple sections such as Mathematics, English, IQ, etc. Each Test has its own set of sections. Each section is assigned a specific time to attempt, number of questions and weight of questions in that section. A section may also be specified to have the negative marking feature. Information on each section is displayed on the instructions page in the Test Summary Table) which is the first page, which a candidate views immediately after login.

Time

The maximum time allowed to answer all questions in a section is displayed in the Test Summary Table on the Instructions page. This time is also displayed on every page of the test so that the candidates can pace themselves according to the time left for that section. After the time for a section is up, the candidate is taken to the next section. Candidate can NOT go back to the previous section. This is very important to keep in mind while taking the test.

Number of Questions

A section has a specified number of questions. This number is displayed in the Test Summary Table and also on every page of the test.

Weight of a question

All questions in a section are assigned a certain weight, which is used to calculate the candidate's score in that section. This information is displayed in the Test Summary Table on the Instructions page.

Negative Marking

One or more sections may contain negative marking. This information is displayed in the table on the instructions page and also on every page of the test. The candidate has the option to leave the question un-answered to avoid receiving negative marks for a wrong answer. This can be done by using the RESET button to de-select the selected answer choice.

1.2 Overall Conduct Instructions

Please note the following instructions and guidelines for taking the online admission test:

Candidates should NOT bring Calculators, cell phones, or any sort of stationery to the test center. If such items are brought by the candidates, those will be left outside the test center entirely at the candidate's risk.

1. All required stationery items (pencil, eraser, sharpener, and blank sheet for rough work) will be provided to the candidates by the Invigilation staff.
2. Candidates **MUST** reach their specified Test Center by the Reporting Time stated on their Admit Card. Late comers will not be allowed to take the test.
3. Rough work may be done only on the Rough Sheets provided by the invigilation staff.
4. Use of unfair means or non-compliance with the instructions (given in this document or in the examination area) will disqualify the candidate from the test and his/her name will not be included in the merit list of candidates.

2.1 'How to take the test' Page

The 'How to take the test' page is a self-explanatory page, which gives directions on how to take the computer based test. Candidates should thoroughly read this page in order to avoid any confusion.



**Welcome to the FAST-NU
Online Admission Test 2005**

Instructions

How to take the test?

STEP 1	Login to the test	<ul style="list-style-type: none"> - Enter your Login ID provided on your Admit Card. - Enter your Password, will be provided to you when you report at the test center. - Click Login button.
STEP 2	Read the instructions	<ul style="list-style-type: none"> - Carefully read the Instructions. - Note the total sections and the time allocated, number of questions, weightage of each section.
STEP 3	Start the test	<ul style="list-style-type: none"> - Check the read and agree instructions box. - Click the Start Test button.
STEP 4	Answer the questions	<ul style="list-style-type: none"> - Read the question carefully and choose the correct answer by clicking the button next to your choice of answer. - Go to the next or previous question by clicking Forward or Back button as desired. - Skip Forward and Skip Back buttons will appear when you have not selected any answer. - After selecting a choice if you want to leave the question unanswered, click the Clear button.
STEP 5	Logout	<ul style="list-style-type: none"> - When you have answered the questions, you must log out and confirm to submit the paper.

Note:

- Each section has a time limit.
- Next section will be automatically displayed on your screen when previous section's allocated time is up.
- You will not be able to come back to a section after you have completed a section.
- First and last question of each section are highlighted.

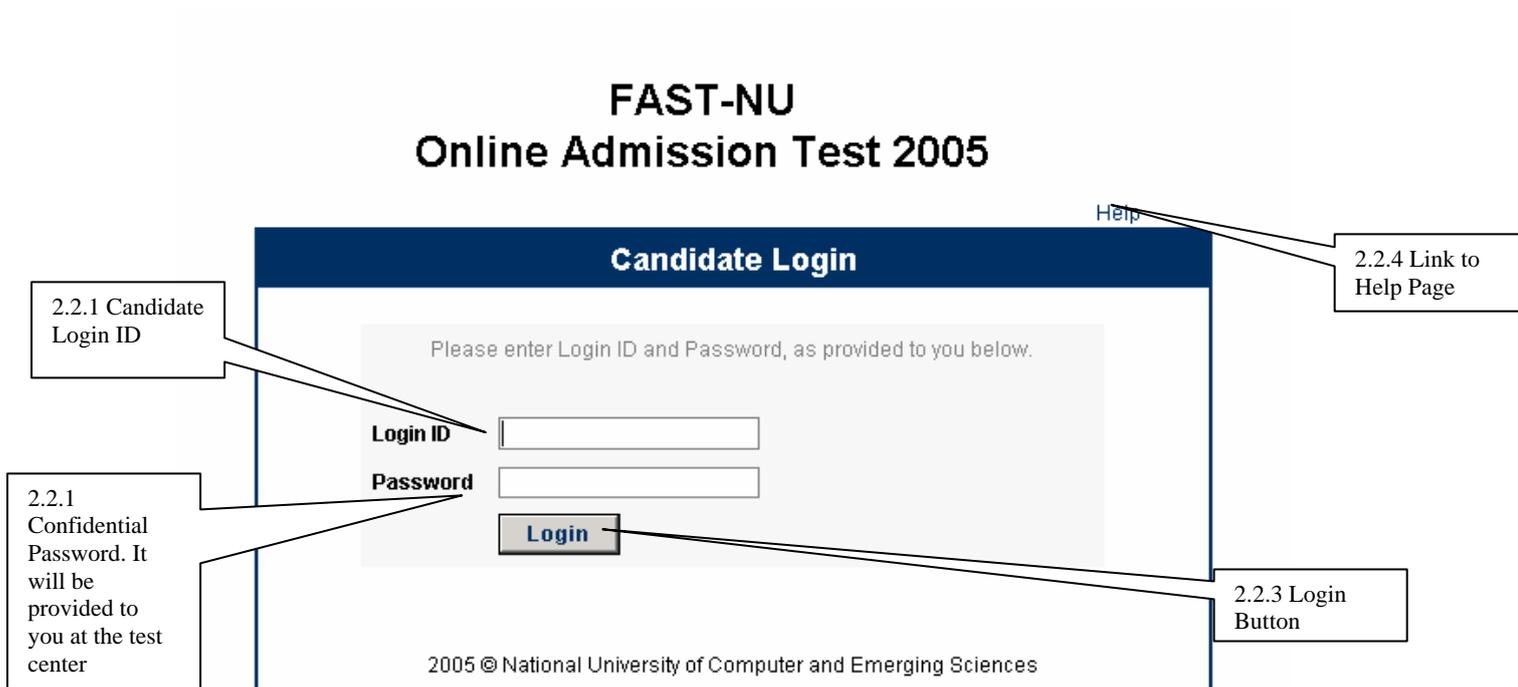
GOOD LUCK!

Continue

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2.2 Login Page

1. Just before the start of your test, the invigilation staff will provide you with your login ID and password.
2. Using keyboard of the PC, enter your Login ID and (case sensitive) password (see image 2.2.1). This is the only time that you will use the keyboard.
3. During the test, you should not use the keyboard. The test requires use of mouse only.
4. Click on the Login Button (see image 2.2.3) which will take you to the Instructions Page.
5. To get help, click on the Help button (see image 2.2.4).



2.3 Instructions Page

1. Carefully and thoroughly read all the instructions given on the Main Instructions Page. Upon successful login (see images 2.3.1, 2.3.5, and 2.3.6), your test ID, test center, test session, degree program, and picture will be displayed on your screen. In case of discrepancy, immediately inform the Invigilation Staff.
2. Read the instructions and the Test Summary table, which contains each Section's Time Allocated, Number of Questions, Weight of questions in the test, and also whether negative marking is applied.
3. After reading the instructions and agreeing with the contents, click the Checkbox (See Image 2.3.2)
4. To start your test, click the Start Test Button (See Image 2.3.3).

2.3.6
Candidate ID, Test Center, Session, and Program

[Help](#)

Candidate ID: 00001

Test Center: Lahore

Test Session: 1

Programme: BBA Program 2005

2.3.1 Name of Candidate

'Candidate Name' welcome to the BBA Admission test.

GENERAL INSTRUCTIONS

- Calculators, Mobile Phones, Floppy Disks and CDs are not allowed in the test area.
- Do not show your Verification Slip (with your user ID and password) to any other candidate, anyone found doing so will be disqualified from the test.
- After you have entered your login name and password, and the system has logged you in the test, use only the MOUSE during the test.
- If you try to use keyboard, a warning message will be displayed on your screen. If this message appears on your screen more than once you can be disqualified from the test.
- Anyone found with a screen showing some thing other than the Admission Test will be disqualified from the test and removed from the list of candidates for admission.
- Any evidence of cheating, use of unfair means or non-compliance with the instructions will disqualify the candidate from the test and his/her name will be removed from the list of candidates for admission.
- Rough work should be done on the Rough Sheet attached with your Verification Slip.
- When you are told, click on the box below to indicate that you have read and understood the instructions.
- When you are told, only then click on the Start Test button below.
- The time displayed on your screen is the Time Left for that particular section only.
- The number showing Total Questions, displayed on your screen, is the number of questions in that particular

Test Summary

Section	Time Allocated (in Minutes)	No. Of Questions	Weightage %	Negative Marking
Mathematics	5	5	25	No
IQ and Analytical Skills	5	5	25	No
Science	5	5	25	Yes
English	5	5	25	Yes

2.3.4 Test Summary Table
Section Details Table-Section Name Time allocated, No. of Question, Weight age, Negative Marking

I have carefully read the instructions and I agree to follow them

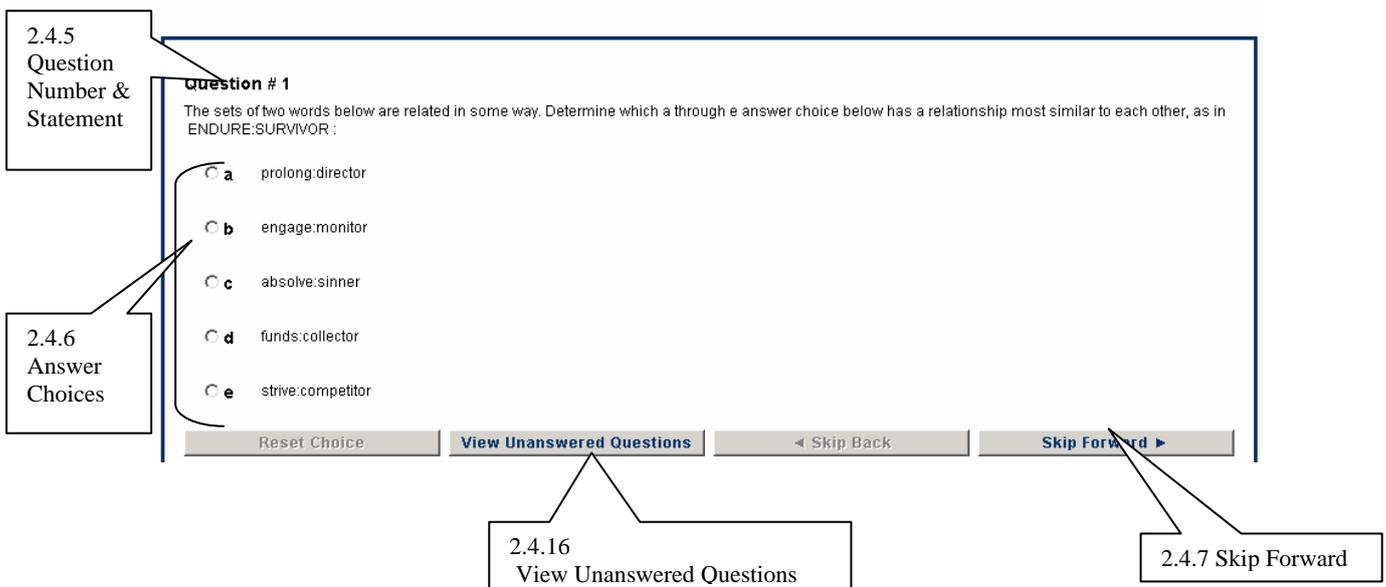
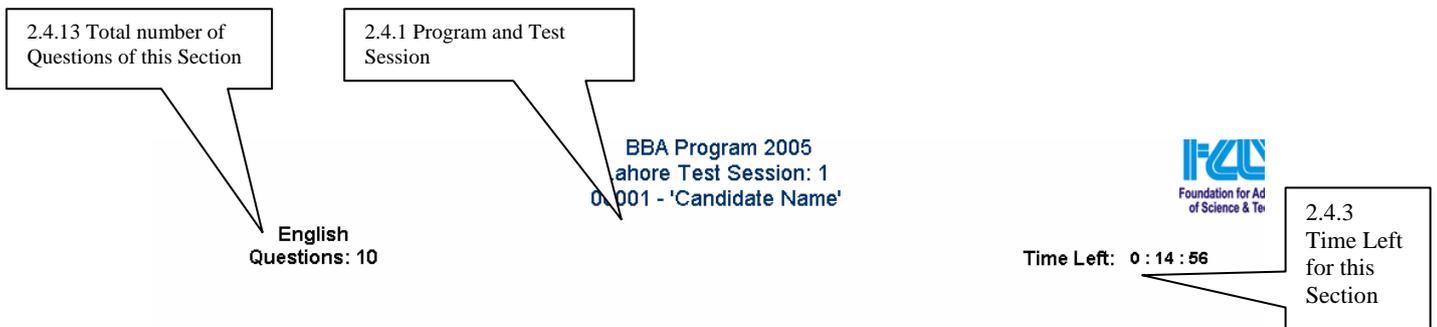
Start Test

2.3.2 Check Box

2.3.3 Start Test

2.4 First Page of Exam

1. Note figure 2.4.1 at the top of the Question Page. You should find your ID, name, and picture in addition to the degree program, test session, subject, and the total number of questions. In case of discrepancy, immediately inform the Invigilation Staff.
2. At the top right corner of the Question Page you will find the Help, Instruction and Log out Buttons. Help and Instruction pages can be viewed during the test.
3. DO NOT click the Log out button, as it will bring your test to an end. You should click this button after you have attempted all questions of all the sections. Once logged out, the test is over. You can NOT go back and attempt any remaining questions.
4. First/Last question of every Section is marked in Red on top of the page notifying that it is the first/last question of the section.



5. Each section is allotted a fixed time to attempt its questions. Figure 2.4.3 shows the position on the screen where the time left to complete the current section is displayed. After the expiry of allotted time, even if you have not

answered all or any questions in that section, you will be prompted to move on to the next section.

6. When time allotted for the last section is over, you will be 'Logged Out' from the test.
7. Each MCQ consists of a statement and (usually 5) answer choices. Read each question carefully before answering it. Only one of the given answer choices is the correct answer to the question. See Figures 2.4.5 and 2.4.6
8. For each MCQ select just one of the answer choices (that you think is correct). Click the button next to your answer choice to select your answer. You can still change your answer choice by clicking on the button next to another answer choice. The answer choice will be marked as selected. See Figure 2.4.8
9. To leave a question unanswered after you have selected an answer, click on the Reset button, located just below the last answer choice. See Figure 2.4.9
10. You may move forward to the next question or back to the previous question by clicking the Skip Forward or Skip Back Button respectively. You can move forward or backward to questions within a Section. You CAN NOT go back to the previous sections.
11. To move forward to the next question, click on the Forward Button. See Figure 2.4.10
12. To go back to the previous question click on the Back Button.
13. You can move back and forth without entering an answer choice. See Figure 2.4.7

BBA Program 2005
Lahore Test Session: 1
00001 - 'Candidate Name'



English
Questions: 10

Time Left: 0 : 10 : 00

Question # 1
The sets of two words below are related in some way. Determine which a through e answer choice below has a relationship most similar to each other, as in ENDURE: SURVIVOR :

- a prolong:director
- b engage:monitor
- c absolve:sinner
- d funds:collector
- e strive:competitor

2.4.8
Answer Choice Selected

2.4.9
Reset Button

2.4.10
Navigation Buttons

14. The last question of each section has a notification displayed in Red above the question. This is to inform you that after you move to the next section you will not be allowed to return to the current section. See figure 2.4.14

BBA Program 2005
Lahore Test Session: 1
00001 - 'Candidate Name'


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English
Questions: 10

Time Left: 0 : 14 : 49

2.4.14 Notification Last question of this Section

This is the Last Question of this section, you will not be able to come back once you go to the next section.

Question # 10

Though it seemed that director Robert Altman had firmly established his artistic reputation with the nomination of "Nashville" for Best Film of 1970, the 1979 film "Quintet", perhaps the-----of his career, earned him only the ----- of the critics.

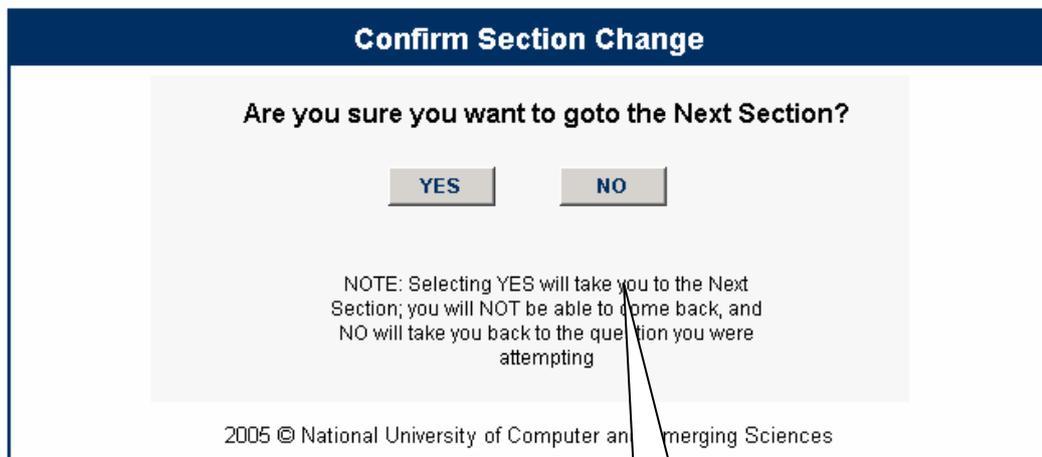
- a continuation . . . notice
- b low point . . . recommendation
- c nadir . . . disapprobation
- d climax . . . commentary
- e denouement . . . acclaim

Reset Choice | View Unanswered Questions | ← Skip Back | Next Section

2.4.17 Next Section

2.5 Next Section

1. After completing a section, you can move on to the next section by clicking the Next Section Button. See image 2.4.17. This button appears only when the last question of a section is displayed.
2. After Clicking on the Next Section Button you will be presented with the Confirm Section Change screen. See image 2.5.1
3. If you click the Yes button you can not return to the prior section under any circumstances.



2.5.1 Confirm Section Change Screen

2.6 View Unanswered Questions

1. To view questions that you have left unanswered within the current section, click on the View Unanswered Questions Button.
2. You will be presented with a list of Unanswered Question Screen (see image 2.6.1)
3. You can click on any one of the unanswered question numbers. This will take you to that question. (see image 2.6.2)
4. If you do not want to go to an unanswered question click on the Back Button. See Image 2.6.3

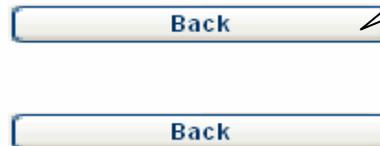
List of Unanswered Questions of this Section

2.6.1 List of Unanswered Question Screen

Total Unanswered Questions: 4

Question	
1	Goto the Q - 1
2	Goto the Q - 2
3	Goto the Q - 3
4	Goto the Q - 4

2.6.2 Goto Question Link



2.6.3 Back Button

2.7 Logging Out

1. On the last question of the last section, the “Forward” navigation button is changed to ‘Log off’ button. To complete your test and submit it for assessment, you must click the ‘Log Off’ button. See Image 2.7.1.

I.Q. & Analytical Skills
Questions: 14 Time Left: 0 : 19 : 54

This is the Last Question of this section, you will not be able to come back once you go to the next section.

Question # 14
A train travelling 100 miles at m miles per hour arrived at its destination 1 hour late. How many miles can on hour should it have travelled to arrive on time?

a $100/m$
 b $100m/100-m$
 c $100-m/m$
 d $100m/100+m$

Reset Choice View Unanswered Questions ◀ Skip Back Log off

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2.7.1 Log off Button

2. Upon clicking the Log Out button, you will be asked to re-confirm your action on the Confirmation Screen where you can confirm to log out
3. If you click ‘No’ you will be taken back to the last question that you were viewing.
4. If you click ‘Yes’ on the Log out Confirmation screen you will be logged out of the test. Once you are logged out of the test, you can not get back to the test.

2.8 Test Summary

A summary card is displayed upon logging out of the test. It shows the number of Questions Attempted, Un-attempted, Correctly Answered, and Incorrectly Answered Questions.

Candidate Score	
Candidate ID:	00001
Name:	'Candidate Name'
Total Unattempted questions	= 20
Total attempted questions	= 0
Correctly answered questions	= 0
Incorrectly answered questions	= 0
Total questions	= 20
<i>Thank you for taking the test, the merit would be announced later.</i> www.nu.edu.pk	
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