

STUDENT GUIDE ACET HOME-BASED ONLINE EXAMINATION

Table of Contents

Introduction & Process Flow	Page 3
Examination Instruction's	Page 4
Post-Examination	Page 5

Introduction

This student guide provides step-by-step instructions on how to start your exam, log in to the exam platform, and whom to contact for assistance.

All examinees are entrusted with the responsibility of thoroughly perusing and acquainting themselves with the above contents along with student guide prior appearing for IAI exams.

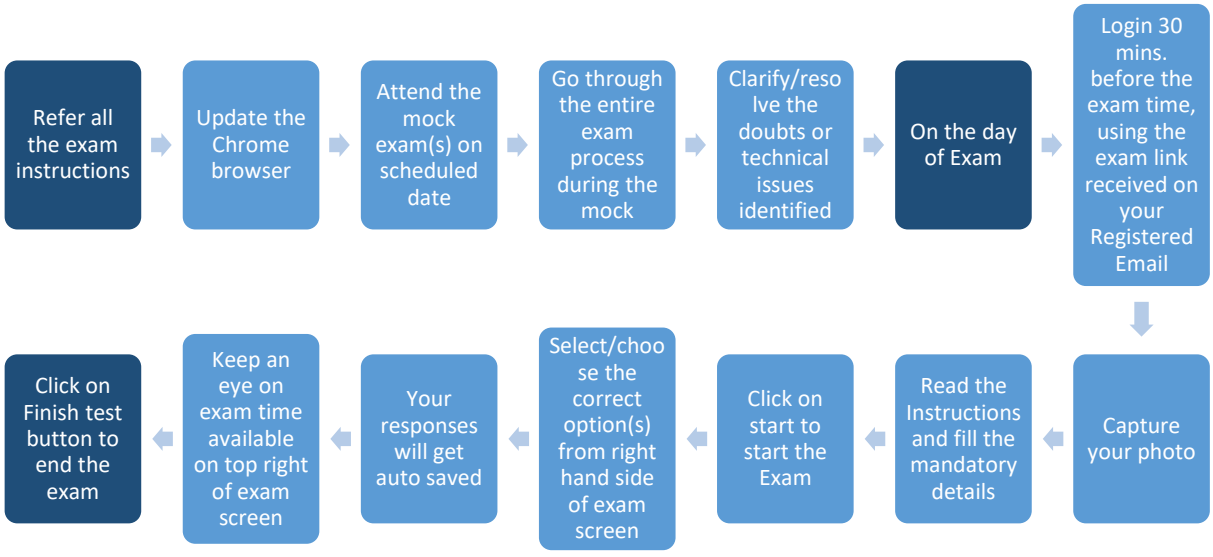
Minimum Technical Requirements

Below are the minimum hardware and software requirements that shall be furnished by you for smooth functioning of exam browser.

Device	Requirement
Personal Laptop or Desktop	1. **Operating System:** Licensed and updated Windows OS (version 10 and above (macOS or Linux systems are not allowed.) 2. **Browser:** Latest Google chrome version 124.0.6367.92 or higher) 3. **Processor:** Intel i3 or above 4. Functional web camera and microphone 5. **Internet Bandwidth:** 5 MBPS or more – dedicated and continuous connectivity/ Wired or wireless networks (Note: Please do not use mobile hotspot.) 6. **RAM:** 4 GB or above

System Check

- Check your hardware and software before the mock and final exams.
- Ensure your Google chrome web browser is up-to-date.
- Institute will arrange for mock exams before the actual exam providing a good opportunity for students to test their system compatibility. The mock exam details will be shared only with candidates registered of that exam session.



Communications:

- You will be given access to the exam platform.
- You are advised to use registered email id and contact number - throughout the examination process.

- You will receive exam link and other exam related information's 2 days before your exams under your ACET login and on your registered email ID.
- You are advised to email your queries for assistance at **acet@actuariesindia.org**.
- During Examinations if you face any technical issue, kindly contact the technical helpline number available on your exam screen and email the issue to **acet@actuariesindia.org**. In case you are not able to reach the technical helpline number, kindly contact Institute immediately at **91 22 62433336/78/34/49.**

Exam Instructions

- You are suggested to go through the below do's and don'ts before sitting for online examinations.

Do's	Don'ts
Keep yourself cool and calm	Don't panic during the examination
Keep your exam desk neat and clean.	Don't use sticky notes, notepads, etc.
	Don't move away from system during the live examination.
You can keep only blank papers, approved calculator and pen with you for rough work during examination.	Don't use any electronic gadget viz. Headphones/ earphones/ rubber earplugs, Smart Watch, Fitness Band, etc.
Keep your mail id logged-in before exam start time.	Don't access any other browser or social accounts during the exam.
Keep a transparent water bottle.	Don't connect any external ports to system during the Examination.
Use restroom before login.	Don't sit in a dim/low light area.
	Don't cover your web camera or make noise during examination.

Note: Candidates are strongly advised to appear examination in smart casuals.

Steps to start Examination:

1. Close all the background application before accessing online exam.
2. Kindly click on Examination link received thorough email and available under your ACET login.
3. Login to the exam platform **30 mins** before exam start time.
4. Login using Username and Password shared on your registered email. Please check your spam/junk folder in case you are unable to track the email (Do not share your examination credentials with anyone)
5. Kindly allow System to:
   - Screen share: Select entire screen to share
   - WebCam Check
   - Microphone check
   - Mic check: Say Hi
   - Network check
6. Click picture of yourself using the web camera of the laptop/desktop
7. Read & confirm all the Instructions to Examinees and "click" on start exam.
8. The exam will start at 10.00 am and no candidate will be allowed to enter the examination platform after this time.
9. You are not allowed to access/switch any application during the exam.

10. You will have 3 hours to complete the examination from the time the first question appears on the screen.
11. The question paper will be divided into five sections viz. Mathematics, Statistics, Data Interpretation, Logical Reasoning and English.
12. You can navigate between sections and question through navigation panel.
13. Do not read the questions aloud to yourself.
14. The candidates are advised to appear from a closed room with no one else being present in the same confined space. (Please note two or more candidates are not allowed to appear from the same location/house etc.)
15. You will be notified through pop-ups in case of any violations of rules and instructions during the exam.
16. Click the "Finish Test" button only after answering all questions.
17. You will receive one warning before final submission.
18. The exam will be submitted automatically at the end time.
19. You can use scientific calculators in the exam. The allowed model list is available in FAQS (Click here)

Disqualification from the Examination

- Please be informed that this examination is proctored. Any attempts at cheating or misconduct will be detected by the proctoring system and may result in disciplinary action, including disqualification from the examination where Institute may terminate your examination at any time for any malpractices observed.
- The below actions during the examination shall be treated as violation and may lead to disqualification from the examination:
    - Use of earphones/ earplugs/smart watches.
    - Talking to someone.
    - Referring notes/materials during the exam.
    - Moving away from exam screen.
    - Disabling camera or microphone during exam.
    - Presence of additional person in the exam premise.

Technical Issue/ Internet failure/ Electricity failure

- You are strongly **advised to keep alternate arrangement** for software/hardware/internet/power supply disruption at least a day before or on the exam day/during the examination. Back up device available must be kept outside the exam room.
- No extra time shall be granted for any software/hardware failures faced during the examinations.

Post-Examination

- Post Submission of exam, please fill the survey form for feedback on Question paper available on exam platform.
- The students are advised to email at acet@actuariesindia.org for the issues relating to the examination. Queries which are received within 2 days of completion of examination will only be entertained.

END OF DOCUMENT