



Ref no:

Date: 28/11/2020

NOTICE

Examinations of different Certificate, Diploma & PGD courses (CPD) 2020 would be held as per the following schedule from 10th of December, 2020 to 12th of December, 2020.

Course Name	Institute	CRS Code	Mock Test Date	Exam Date	Mock Test and Actual Exam Time
CP in Intellectual Property Rights and Technology Business Management	Patent Information Centre	C03011	08/12/2020	11/12/2020	11.00 AM - 12.00 PM
CP in Food & Beverage Service	Dolphin School of Hotel Management	C06013	08/12/2020	11/12/2020	11.00 AM - 12.00 PM
CP in Food Production	Dolphin School of Hotel Management	C06014	08/12/2020	11/12/2020	11.00 AM - 12.00 PM
CP in Web Development	ATA InfoTech Ventures PVT.LTD	C03020	08/12/2020	11/12/2020	11.00 AM - 12.00 PM
CP in Ophthalmic Care Technology	Renuka Eye Institute	C06021	08/12/2020	11/12/2020	3.00 PM - 4.00 PM
CP in Ophthalmic Care Technology	Susrut Eye Foundation & Research Centre	C06021	08/12/2020	11/12/2020	3.00 PM - 4.00 PM
CP in Eye Mitra Optician.	Susrut Eye Foundation & Research Centre	C12002	09/12/2020	12/12/2020	3.00 PM - 4.30 PM
PG Diploma in Digital Marketing	Cambridge Marketing College, UK	P12008	09/12/2020	10/12/2020	11.00 AM - 12.30 PM
PG Diploma in Geospatial Science & Technology	Opsis System Pvt. Ltd	P12011	09/12/2020	10/12/2020	11.00 AM - 12.30 PM



General Instructions for CDP Exam 2020

1. The examinations for completed courses of Certificate, Diploma and PG Diploma to be held between 10th December, 2020 and 12th of December, 2020 as per schedule available in the admit card.
2. Students would be allowed to appear from their convenient place. They require to go to CDP Portal i.e. <http://makautexam.net>– Go to CERTIFICATE/DIPLOMA/PG DIPLOMA COURSES. Clicking Admit Card, using the login id – Enrollment Number and login password – Application Number to download their Admit Card.
3. Access to the portal would be made available in the login of the students 45 minutes before the examinations (i.e. from 10:15 am for the morning shift & from 2:15 pm for the afternoon shift). Students are advised to login in advance and complete the system check & camera verification process beforehand. Once the process is completed they need to wait till the test is started as per schedule.
4. Students need to take the test using a Windows Desktop / Laptop with a webcam and broadband / 4G speed Internet connection.
5. During the test duration the students' webcam might be used to carry out remote invigilation.
6. Students are required to take the test from a separate room with no other person present in the room during the test session.
7. The examinations would be of 50/100 questions of 1 mark each (full marks 50/100) and 60/90 minutes duration as per convention.
8. Students are advised to make sure they make their own arrangements for uninterrupted power and internet connectivity.
9. Since this special arrangement of examinations are planned keeping in mind, the best interest of the students, it is highly essential that students would maintain sanctity of the examinations and remain away from any kind of malpractices during the examinations. Any incidents captured during the test duration or later revealed in the recorded video / photo will be fit ground to cancel the exams of the student.



10. For any kind of difficulty faced during the test, they must contact with the coordinators of the colleges concerned, the contact details of them would be made available by the colleges concerned before the examinations.

IMPORTANT INSTRUCTIONS FOR THE EXAMINEES BEFORE APPEARING IN THE EXAM

1. Close all the programs, including email and/or any other browser, tabs/Windows.
2. The examinee should **NOT** use any textbook, course notes, text materials, mobile or any other electronic devices. Further the examinee should not take any help from any other person or any other source during the examination.
3. The examinee must complete the MCQ based exam within the time frame allotted for the exam (60/90 minutes). Additional time or duration shall not be provided.
4. All the questions are MCQ based (4 options, only one correct) and carry equal weightage. The questions will be in English language only.
5. Once the examinee clicks on the **SUBMIT** button, he/she will **NOT** be allowed to re-login for online examination.
6. Kindly take a note of the following details before taking the exam :
 - a. The examinee is free to switch from one question to the other by clicking on any question button given on the right hand side of the screen.
 - b. If the examinee clicks on the **CLEAR RESPONSE BUTTON** the option selected will be cleared.
 - c. If the examinee clicks on the **REVIEW CHECK BOX** he/she can review and may change the answers at any point in given time.
 - d. Marks will be allotted to all the questions if answered correctly.
 - e. Once the time gets over, all the questions marked as answered and reviewed will be automatically saved and assessed.
7. System Requirement Guidelines for Online Examination :
 - a. Personal Computer / Laptop may be used with minimum 2GB RAM.
 - b. Good Internet Connection preferably with speed at or above 10 Mbps.
 - c. Suitable Browser Mozilla Firefox 70+, Chrome Version 76+, Internet Explorer (10 and above).



CREATION OF PASSWORD

Step 1 : Students will go to CDP Portal i.e. <http://makautexam.net>– Go to CERTIFICATE/DIPLOMA/PG DIPLOMA COURSES.

Step 2 : Click 'GO TO EXAM'.

Step 3 : The window will have 2 icons. Click icon 'Show Password'. The students require to insert their application number, registered email address to generate password and also the alphanumeric characters as displayed on the screen. Then click on "Show password" button. **Password will be generated only once.**

Step 4 : Once password is generated (shown on the screen) click 'Go to Exam' icon. In order to login the student requires enrollment number (available in admit card) and generated password.

Step 5 : Click "Sign In".

Step 6 : Now read the instructions carefully and thoroughly. You must abide by all instructions mentioned so as to proceed further and take the test.

Step 7 : If you agree to the instructions, click on the checkbox "I agree to all of the above conditions".

Step 8 : Now click on "Begin Exam" button.

*** Note – Each time the student wants to enter the exam site, he/she requires to generate new password.*

**** Password to be generated by student both for mock test as well as for final Exam.*

Please note the following :

- The estimated time to finish the activities 1-9 is 5 minutes. However it should not exceed 15 minutes in any case. The activities must be completed before the actual exam begins.
- Actual examination time of 60/90 minutes will commence after you click on "Begin Exam" button. It will not be counted while you are in activities 1-9.
- The examinees are advised to be ready with their system One hour before the commencement of the final exam.

S/d –

Contoller of Examination,

MAKAUT, WB