

INSTRUCTIONS TO THE CANDIDATES FOR ENGLISH TYPING TEST

- 1) The Trial Test for 3 minutes.
- 2) The Candidate will have three minutes practice time on Microsoft word and for checking of the keyboard, thereafter no time would be granted after the practice time is over.
- 3) English Typing Test shall consist 400 words to be typed within 10 minutes.
- 4) The candidate will open new file in "Word" which will have a designated template.
- 5) For clarification, font "ARIAL" will be used with font size "13" and line spacing "1.4" which is fixed as default and it should not be changed.
- 6) **ALL FUNCTIONS** and **ARROW KEYS** are **DISABLED**.
- 7) Every Candidate on occupying the seat will be provided with respective paragraph number which shall be entered in the Top.
- 8) Candidate will fill in the **High Court Serial Number**, Paragraph Number and Page Number in the top field only and wait for the examination period to start.
- 9) After entering the High Court serial number in the top, the Candidate will use Shift + Control-S i.e. save as and save the file "English Test" followed by the respective seat number, i.e...

High Court Serial No. _____	Paragraph No. _____	Page No.1-1
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- 10) Do not touch OR see OR type the Typing Test paper, till Supervisor says "START".
- 11) Type the exact paragraph, as provided by the Supervisor.
- 12) When Supervisor says "STOP", stop the typing and press the keys [Ctrl+S] to save the typed paragraph and then press the keys [Ctrl+P] to open the print window and turn the question paragraph pasted on cardboard in "UPSIDE-DOWN" position immediately. Thereafter, stand up at your place, by taking about turn and wait for Technical Supervisor to take Print Out. Do not type any word after Main Typing test is over, otherwise candidate will be declared disqualified.
- 13) After taking out printout of typed sheet by the Technical Supervisor, candidate should show the Hall Ticket to the Main Supervisor (Invigilator Judge), sign on his Answersheet and then the Invigilator will also sign on print-out in front of the candidate.
- 14) Do not leave the Computer Lab till Supervisor instructs to do so.
- 15) Without signature of the Candidate as well as of Invigilator, the typed paragraph will not be checked/evaluated.

