

Guidelines for the Online Quiz

Version 1.2

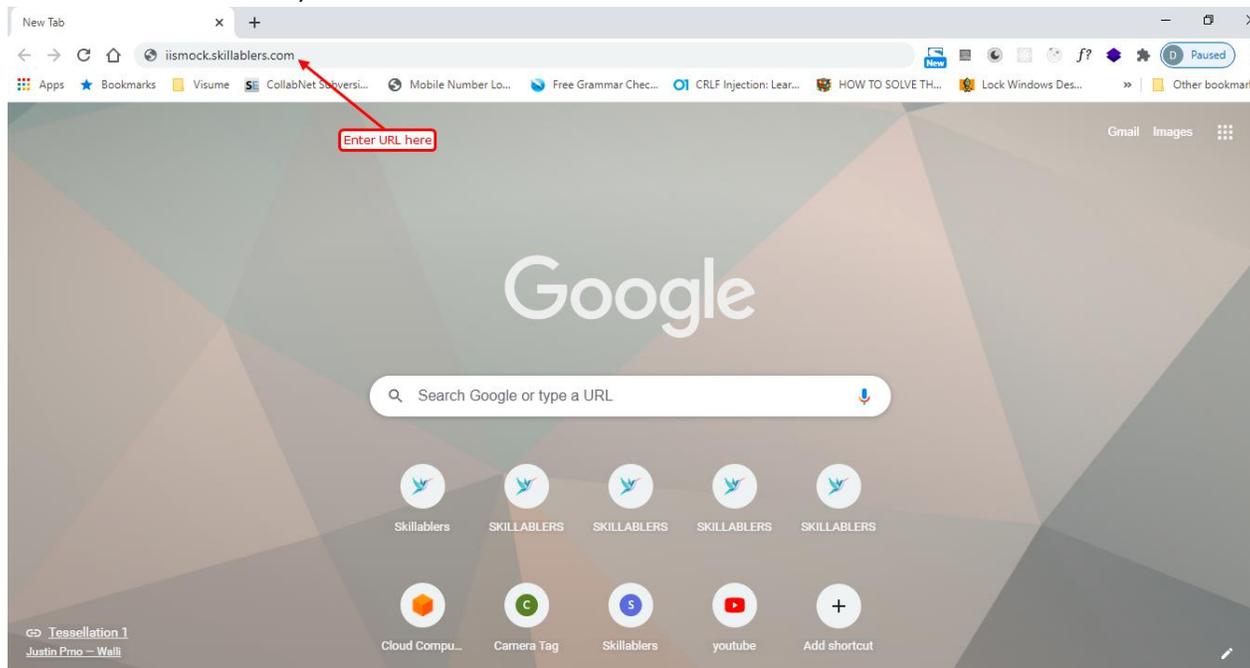
PLEASE READ THE INSTRUCTIONS INSIDE CAREFULLY

Part A: General Instructions

1. As a registered participant of the quiz, you can take the quiz from the comfort of your home, on an online mode.
2. To ensure the best experience, we would suggest that you take the quiz on a computer/laptop with good internet connectivity. Please ensure that you have a power back-up in case of power failures.
3. Any modern browsers will work (Google Chrome, Firefox or Edge). Please set the zoom level to 100% in your browser settings. (Press **Ctrl** and **0** (zero) on **Windows** or press **Command** ⌘ and **0** (zero) on **Mac**.)
4. The login process is explained in ***Part B: Screen-by-screen guide to accessing the quiz***, of this document.
5. We suggest that you can log in a few minutes before the actual quiz start time. The quiz will start sharp at the specified time. You should click the '**Start Quiz**' button at the quiz start time. Please note that you will not be able to start the quiz after 5 minutes from the quiz start time.
 - For e.g., if the quiz start time is 10:00 AM, we recommend you that login to the quiz at least by 9:55 AM to avoid any last-minute rush and confusion. You will not be able to start the quiz after 10:05 AM. You should click the '**Start Quiz**' button at 10:00 AM sharp. There will be no second chance provided.
6. The quiz will contain 30 questions, and will take a total of 15 minutes. At the end of allotted time, viz. 15 minutes, the quiz will get auto-submitted, in case you fail/forget to 'Submit' the quiz.
7. It is recommended that after '**Submit**' the quiz, do not click back, close or refresh the browser until you are redirected to '**Congratulations**' page.
8. The questions will be in multiple choice question format. There is **NO** negative marking. **NO** marks will be deducted for un-attempted questions. The questions are in display and will not be repeated. All the questions will be timed.
9. Since this is an online quiz, there would be **NO ASSISTANCE** for the quiz. Kindly ensure you have a good internet connectivity and bandwidth. Please ensure your UPS / computer (laptop or mobile) battery is charged enough to last the duration of the quiz. It is advisable that you take the quiz while keeping your device connected to power supply and not on battery mode. It is also advisable that you are seated next to the Wi-Fi device or internet router, throughout the duration of the quiz to ensure optimum connectivity. Ideally, use a cable for better connectivity. It is also advisable to disable other programs / notifications throughout the duration of the quiz, so your device does not slow down or get locked out. **PLEASE NOTE THERE IS ONLY ONE ATTEMPT PER PARTICIPANT.**

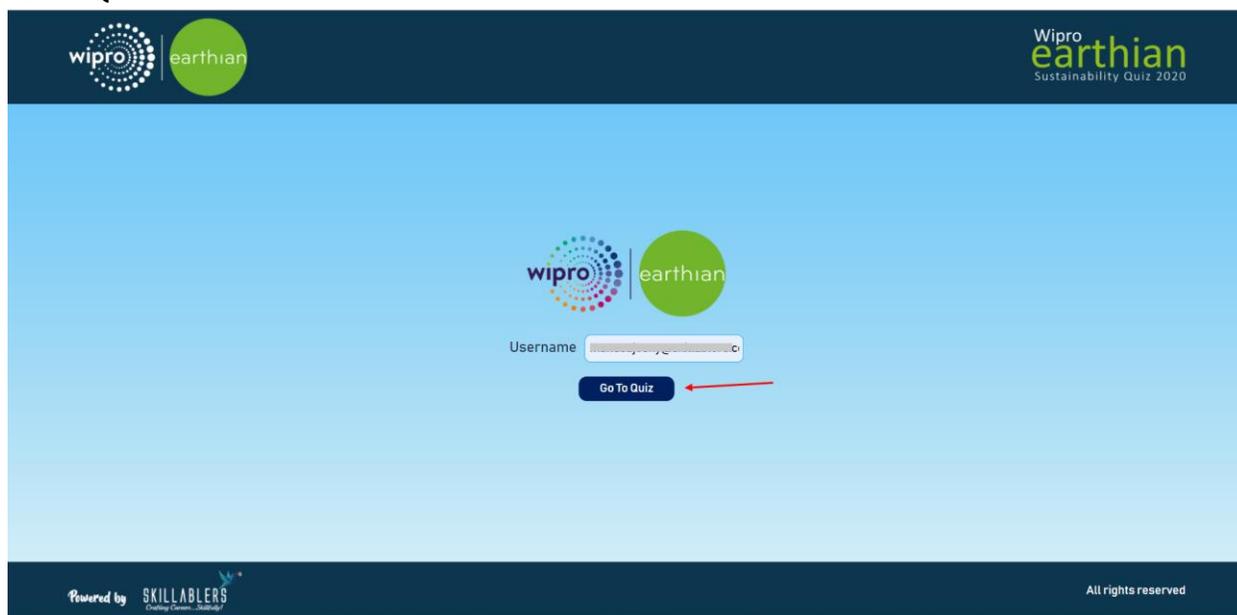
Part B: Screen-by-Screen Guide for accessing the Quiz

STEP 1: Enter the quiz link shared with you (via email / SMS) in web-browser (any of the recommended browsers). The zoom level must be set to 100%.



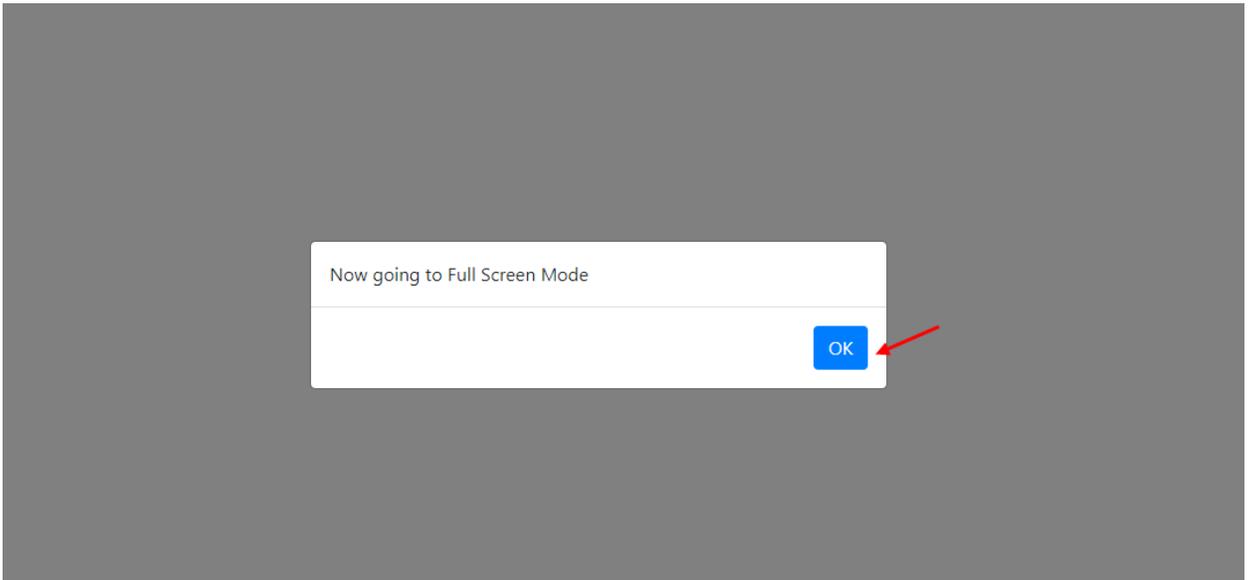
Open quiz link in a web-browser (Image is for representation purpose only)

STEP 2: Enter the Username, shared in the email [and Password if applicable] and click on the 'Go to Quiz' button.



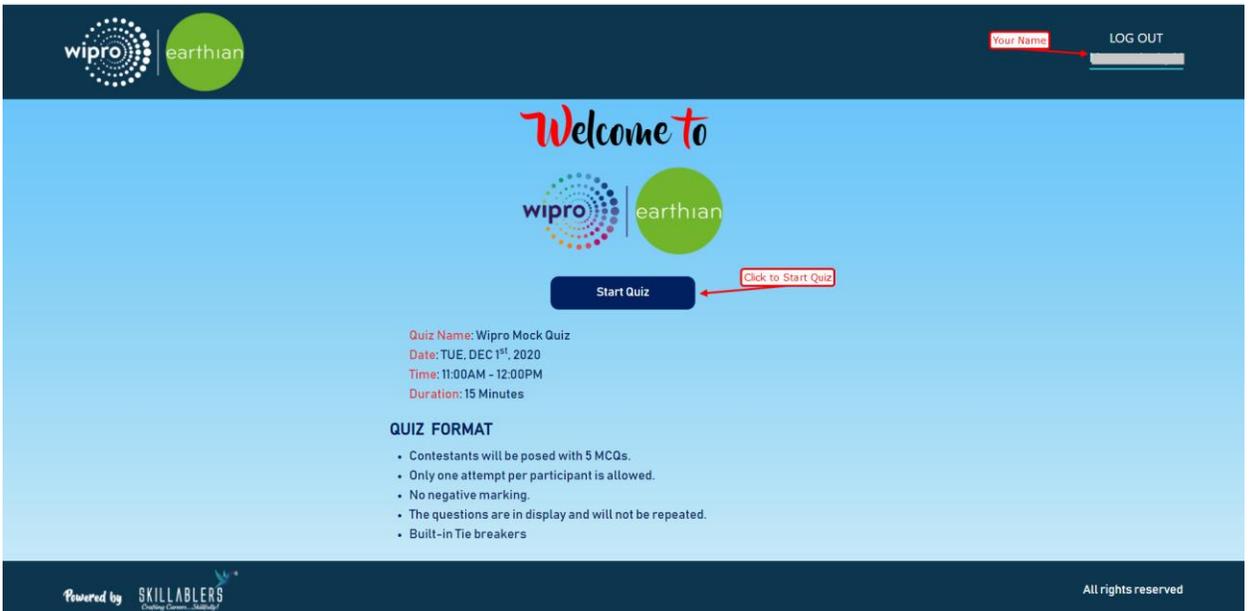
Enter the Username [Password if applicable] (Image is for representation purpose only)

STEP 3: On successfully logging in, message will appear with **OK** button to go **Full Screen Mode**. Please click on **OK** button



(Image is for representation purpose only)

STEP 4: On click of OK, below page will appear. In this page you will see a Timer (Time remain to start the Quiz), if you are early to Quiz, or **'Start Quiz'** button with Quiz details will appear. On the Top Right you will see your name.

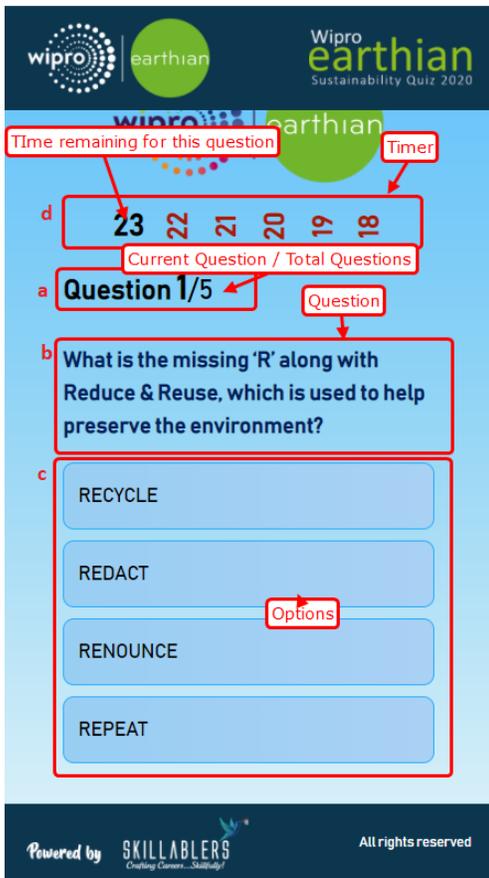


(Image is for representation purpose only) – After timer stops.

STEP 5: On clicking 'Start Quiz', the Quiz window opens.



Quiz Window (Without Image) – Desktop view (Images are for representation purpose only)



Quiz Window (Without Image) – Mobile View (Images are for representation purpose only)

a. Question

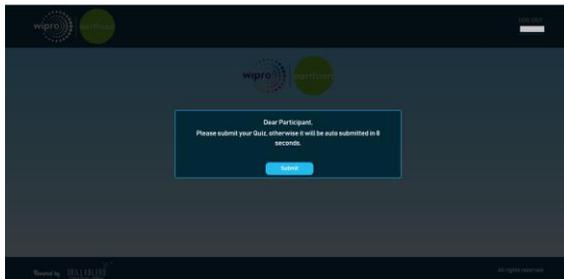
1. Shows the current question and Total questions

b. Question Display area & c. Option Display Area

1. Answering a question
 - i. Each question will have answer options (Part c in the above image). Scroll down to see options, if you are taking the Quiz from Mobile.
 - ii. To select your answer, click on the button of the option of your choice.
 - iii. Once you click on the option button it will save & move to the next question.
 - iv. You cannot go back to a previous question after answering the question
 - v. If you do not click on any option, after the question time out (Refer d below) it will automatically move to next question.

d. Time Left

1. The countdown timer in the top right (d) of screen will display the remaining time available to complete the question
2. When the timer reaches 00:00, the screen will automatically display the next question and timer start will get reset to next question time (e.g. 00:30.)
3. This means if you have not answered the previous question, you will lose your chance to answer the question.
4. After the timer for the last question reaches zero, the quiz will end by itself.
5. The quiz will get auto-submitted, in case you fail/forget to **'Submit'** the quiz.
6. Unused time will NOT get carried over to the next question/s.
7. It is recommended that after **'Submit'** the quiz, do not click back, close or refresh the browser until you are redirected to **'Congratulations'** page.



Submit page & Congratulation page (Images are for representation purpose only)

-----End of Instructions-----

Rules of the Quiz

The participant by way of registering for the quiz, agrees that the participant has read the rules of the quiz and all the instructions provided with respect to participation in the quiz.

The participant agrees that by registering for the quiz the participant will abide by all the rules and that the decisions of the organisers and quizmaster/s shall be final in the event of any dispute.

1. How to Set a Default Zoom Level (100%) on desktop for All browsers

- Press Ctrl and 0 (zero) on Windows or press Command ⌘ and 0 (zero) on Mac.

All the best! Happy Quizzing!

-----End of the Document-----