

A Practical Guide to the CAT 2011 22 October – 18 November 2011

The Common Admission Test (CAT) 2011 will be conducted over a 20-day testing window between **Saturday, 22 October and Friday, 18 November 2011**.

The window for registration & scheduling starts on Wednesday, 17 August and ends on Tuesday, 4 October and you will not be allowed to make any further changes to your profile, application or test schedule after this date. However, you may still log on to <https://iim.prometric.com> using your username and password to print your Admit Card. This facility will be available until the end of the testing window.

All registered candidates must attend their most recently scheduled session and bring along their most recent Admit Card on test day. Candidates are also encouraged to watch the Test Day Procedures video on www.catiim.in before coming for the test.

Reporting for the Test

You should arrive at your allocated test centre at least one and half hours (1Hr. 30 Min) before your scheduled appointment. This will allow time for security checks, identity verification and checking in.

Dear Candidate (Pilot):

Thank you for scheduling your exam with Prometric, a leading worldwide provider of comprehensive technology-based testing and assessment services. Your appointment request has been received and confirmed.

This confirmation is your official admit card. You must bring this with you to the testing centre on the day of your test.

Please do not reply to this e-mail. For additional information, visit the IIM CAT website at iim.catiim.in.

Admit Card Summary

To begin your exam, you must enter your CAT Registration Number/Prometric Testing ID: SR1234567

Order Code: 1234567890123

Appointment Date: 3 Nov, 2011

Appointment Time: 10:00 AM

Candidate's Name: Chand

Registration Details

Candidate Email Address: abc@iim.com

Nationality: Indian

Category: General

Birth Date: 1 Jan, 1988

Exam Name/Description: CAT

Exam Centre: IIM Testing Site IIM140

Test Site Code: IIM140

Test Site Address: 12345 punjabi bagh road
prelam pura
near maharaj gol chakar
new delhi
Delhi, Delhi, 215421 India

Tax: 0

Payment Type: 0

What do I need to bring to my exam?

- You will need to bring at least one original and valid (not expired) photo identification to the test centre. The name on your photo identification must match your name as released in the CAT registration. Acceptable forms of photo identification are limited to Driver's license, Passport, PAN Card, Voter ID, College ID, Employee identification card, or a notarised Affidavit with Photo, Signature, Date of Birth and Residential Address. Photocopies of the original are not acceptable. Candidates will not be permitted to take the test if photo identification is not presented.
- If you are a candidate belonging to SC/ST category and paid the discount fees, then please bring a valid document as proof of your SC/ST eligibility. Without proper documentation, you may not be permitted to take the test.
- You should bring a printed copy of this Admit Card with you to the test center.
- You should bring your voucher with you to the test center.

When do I need to arrive for my exam?

You must arrive 1.5 hours before the test is scheduled to start in order to begin the check in process.

If you have registered for Session 1 (morning session), you should be at the test centre by 8:30am. Testing will begin at 10am.

If you have registered for Session 2 (afternoon session), you should be at the test centre by 1:45pm. Testing will begin at 3:15pm.

Please make sure you have your most updated Admit Card and check your date, time and test location carefully.

Bring the valid ID proof as prescribed.

What to Bring

Candidates **must** bring:

- CAT 2011 Admit Card
- One original and valid (not expired) photo identification



In addition, **Scheduled Caste / Scheduled Tribe (SC/ST)** candidates will also need to bring a valid document as proof of SC/ST eligibility.

Differently Abled (DA) candidates requiring support during the test must also bring along an authorisation from Prometric and photo identification of a scribe if applicable.

Acceptable forms of photo identification are valid: Driver's license, Passport, PAN Card, Voter ID, College ID (supported with a valid ATM/Debit/Credit Card with your name), Employee identification card, or a notarised Affidavit with Photo, Signature, Date of Birth and Residential Address. Photocopies of the original are not acceptable. If in doubt, bring a notarised Affidavit.

Candidates will **not be permitted to take the test** if valid photo identification or Admit Card is not presented. If your name has been changed due to events such as marriage, you must show the documents such as Marriage Certificate, Divorce Decree, Legal Name Change etc. and submit a photocopy at the time of the test, interview and at the time of joining a programme.



You will be required to keep any small personal items in a bag which will be stored away from the testing area. Candidates will not be permitted to take anything into the testing area, including but not limited to wrist-watch, pen, cellphones, calculators, etc. Do not bring bags, valuables or any large items to the test centre as Prometric will not be able to store these for you.

DA candidates who have been approved for special requirements such as wheelchair or hearing aid will need to bring along those devices. Only the magnifying screen will be provided by Prometric.

Getting to your Test Centre

Maps and directions to each test centre are available on www.catiim.in. Please ensure you allow for sufficient travel time. It might also be advisable to make a trip to your allocated test centre a day or two earlier to familiarise yourself with the location, travel time and traffic conditions. Look out for signs and staff wearing official IIM CAT jackets to assist you once you arrive.



Security at the Test Centre

Identity checks will be made upon arrival at the test centre to ensure that there are no unauthorised candidates and that you are at the right test location on the right day and time. Please be patient, get in line and await your turn. Only registered CAT 2011 candidates will be allowed into the test centre. Friends or relatives who accompany you to the test centre are not allowed to wait in the test centre or be in contact with you while you take the test.



After security checks, you will proceed to check-in for your test. Only your Admit Card, photo identification, SC/ST certificate (if applicable) and DA Scribe Document (if applicable) will be allowed to be brought in beyond this point. The check-in procedure includes your image and fingerprint capture. This is a security feature which will allow the IIMs to verify your identity should they call you up for an interview after your results are announced. Once escorted to your designated lab (indicated by the site code on your Admit Card) and

assigned workstation, a Test Centre Administrator (TCA) will sign you in. Your image will appear on the computer screen once you're signed in. You may have to wait in your seat for some time for all candidates to be signed in. During this time, if you need to visit the restroom, please inform the TCA. Your Admit Card and photo identification will be checked when you are escorted back to your workstation so please carry that with you at all times. Note that no further restroom breaks will be allowed 30 minutes prior to the test time or during the test.

The lab door will close 30 minutes before the start of the test. Two pencils, an eraser and scratch paper will be distributed to each candidate. Listen to the TCA's instructions to begin the test. During the test, you may use the scratch paper to do your calculations. Each workstation will be blocked on three sides – front, left and right. Do not look around at other candidates as there will be surveillance cameras that record both audio and video. Any suspicious or disruptive behaviour could lead to your test being invalidated by the IIMs. For any issues during the test, raise your hand to notify a TCA. A technician will also be on stand-by at every site. In case of any major disruptions, rest assured that if you are a registered candidate, you will get to test within the testing window. All scratch paper must be returned to the TCA after the test. Any attempt to take away the scratch papers out of test centres will be considered as disruptive behaviour and liable for disqualification.

Test Duration and Pattern

The actual length of the test is 2 hours and 20 minutes (70 minutes per section). DA candidates with scribe requirements will be scheduled for an extra hour, distributed evenly across both sections (i.e. DA candidates with scribes will have 100 minutes per section). Prior to the start of the test, there will be a 15-minute optional tutorial to familiarise candidates with navigation and functionality available during the test. Candidates are strongly advised to go through this tutorial.

All candidates will start the test at the same time. Candidates are to remain at their seats for the entire duration of the test even if they complete their test early. No breaks will be given during the test.

There are two sections within the test. Candidates will first be presented with the section on **Quantitative Ability & Data Interpretation**, followed by **Verbal Ability & Logical Reasoning**. Each section will contain 30 multiple-choice questions. Candidates will have 70 minutes to complete each section. An on-screen timer will be available for candidates to check how much time they have left for each section. Once a section has ended, candidates will no longer be able to go back to it. TCAs are not allowed to answer any questions pertaining to the test content. If you do not understand a question on the test, you should answer the question to the best of your ability. Three (3) points will be awarded for each correct answer, one (1) point will be deducted for each wrong answer. There is no penalty for questions that are left unanswered.

A practice test will be available on www.catiim.in to familiarise you with the navigation and functionality of the CAT. The sample questions in the practice test are **NOT** representative of the content or difficulty level of the actual test. You may try the practice test as many times as you like.

Useful Tips during the Test

Tutorial

Candidates are advised to go through the 15-minute tutorial prior to the start of the test which will demonstrate the following:

- Navigating around the screen – question number, on-screen timer, Next, Previous, Mark and Review buttons
- Reviewing questions – how to identify which questions are complete, marked or incomplete; and how to go directly to a specific question or review all marked or incomplete questions
- You will notice that the question number appears at the top centre of the screen and the timer appears on the top right

Selecting / de-selecting answers

Every question will have 4 options – A, B, C and D. Read the question on the screen and click on the circle next to your selected answer. You can change their answer simply by clicking on any other circle. If you've already selected an answer but later decide that you would prefer not to answer that question, all you need to do is click on the clicked circle again.

Marking questions for review

If you are unable to answer a particular question or unsure if your response is correct, you may 'mark' it and return to review it later. Simply click on the 'Mark' button on the bottom of the screen. Once clicked, the button changes to red so you know that it has been marked successfully. To unmark it, click the red 'Marked' button. Note that if you have selected an answer, it will be evaluated even if it remains 'Marked' when you end the test. The 'Mark' feature only serves as a reminder to you.



Reviewing questions

At any time during the test, you can go to the review screen to see which questions you have completed, marked, or are incomplete. Click on the 'Review' button on the bottom of any question screen to do so. The review screen shows a list of all the questions, along with a symbol next to it which indicates if it is marked, complete or incomplete. From here, you can double-click on a particular question to go directly to it, or select 'Review Incomplete' or 'Review Marked' from the bottom of the screen. Selecting 'Review Incomplete' or 'Review Marked' takes you to the first 'Incomplete' or 'Marked' question respectively.

Questions	Marked	Incomplete	Complete
▶ Question1	Yes		Yes
▶ Question2			Yes
▶ Question3	Yes		Yes
▶ Question4		Yes	
▶ Question5			Yes
▶ Question6			Yes

Double-click on the question you want to review.

Symbols Key

▶ = Marked question ✓ = Completed question i = Incomplete question

Review Incomplete Review Marked

Time management

The on-screen timer is found on the top right corner of every screen. This counts down from 1 hour and 10 minutes for each section so what you see is the ***time remaining*** for you to complete that section. For example, 00:35:48 means the time remaining is 35 minutes and 48 seconds to complete that section. Do check this timer regularly and allocate your time carefully to ensure you have sufficient time to attempt all the questions. Remember, once a section has ended, you will no longer be able to go back to it.

Final checks

Allow some time to do final checks before ending the test.

Ending the test (only available in Section 2)

There will be no option to end the first section of the test before the full duration of 1 hour 10 mins is up. In the second section, if you are ready to end your test even if there is still time remaining (you would not be allowed to go out of the test centre until the test is over), click on 'Quit Test' at the bottom of the screen. If you have questions that are incomplete, you will be prompted by a pop-up box. Click 'No' to return to the test, or 'Yes' to end the test.

Questions	Marked	Incomplete	Complete
▶ Question1			Yes
▶ Question2		Yes	
▶ Question3		Yes	
▶ Question4	Yes		Yes
▶ Question5			Yes
▶ Question6			Yes

Double-click on the question you want to review.

Symbols Key

▶ = Marked question ✓ = Completed question i = Incomplete question

Review Incomplete Review Marked Quit Test

Even if you have answered all the questions, you will still see a pop-up box to reconfirm if you would like to end the test. If you click 'Yes', your test will end. Be reminded that you will not be allowed to leave your seat until the entire test duration is up.

The screenshot displays the IIM Common Admission Test interface. At the top, a teal header bar contains the text "IIM Common Admission Test" and "Verbal Ability & Logical Reasoning" on the left, and "Time Remaining: 00:03:57" and "Test Taker" on the right. Below the header is a table with four columns: "Questions", "Marked", "Incomplete", and "Complete". The "Questions" column lists "Question1" through "Question6", with "Question4" selected. The "Complete" column shows "Yes" for all questions. A yellow warning pop-up box is overlaid on the table, containing the text "IIM Common Admission Test" and "This will end your section. Do you wish to end?". Below the text are "Yes" and "No" buttons. A red circle highlights the pop-up box. Below the table, there is a "Symbols Key" section with three items: a red triangle for "Marked question", a red checkmark for "Completed question", and a green 'i' icon for "Incomplete question". At the bottom, there are two buttons: "Review Marked" and "Quit Test".

Getting Assistance

If you require any assistance during the test, please raise your hand and a TCA will come to you.

Results

CAT 2011 results are expected to be available on the CAT website www.catiim.in from 11 January 2012. Candidates must retain a print-out of their results. Candidates short-listed by the IIMs for interviews for PGP will be available on the individual IIM website. Each IIM will send interview letters to short-listed candidates. Please refer to the individual IIM websites for their selection criteria.

Test Centre Facilities



All the CAT test centres have been specifically selected as they meet Prometric's standards for computer hardware and software, generators and uninterrupted power supplies (UPS), internet connectivity and physical security. All testing areas will provide individual testing seats with partitions on either side as well as the front, for privacy.

Contingency Plans

Contingency plans have been put in place in the event of any disruption.

In the event of a power outage, or any other disruptions such as computer issues, all of the candidates' responses are safely housed on the server's hard drive which is backed up by an uninterrupted power supply (UPS). When power is restored, or the candidate is transferred from a defective testing station to another computer, the test can be resumed exactly where the candidate left off. Prometric has built in excess capacity that will allow candidates to be accommodated, if possible, on the same day.

If, under any circumstances, testing cannot take place on a particular day, candidates will be contacted by Candidate Care and rescheduled within the testing window.

Candidate Care

The Interactive Voice Response System (IVRS) is available on **1800 103 7383**. You should use this as well as the FAQs found on www.catiim.in to help answer most of your queries. In case you are still facing issues, you may contact CAT Candidate Care by phone, or send a web query.

Phone support availability:

Registration Phase: 17 August – 4 October 2011, 9am to 6pm from Mondays to Saturdays.

Pre-testing window: 5 October – 21 October 2011, 9am to 6pm from Mondays to Saturdays.

Testing window: 22 October – 18 November 2011, 8am to 7pm daily

Post-testing window: 19 November 2011 – 31 January 2012, 9am to 6pm Mondays to Fridays

Phone support will not be available on the following days:

- Monday, 22 August 2011 – Janamastami
- Wednesday, 31 August 2011 – Idu'l Fitr
- Thursday, 6 October 2011 – Dussehra
- Wednesday, 26 October 2011 - Diwali
- Monday, 26 December 2011 – Christmas
- Monday, 2 January 2012 – New Year's Day
- Thursday, 26 January 2012 – Republic Day

Webmail support availability:

Webmail support will be available at <http://www.prometric.com/IIM-CAT/contactus> from 17 August 2011 till the end of the first week of February 2012. Queries, received by webmail, will be responded to within 2 working days. Do not send the same email multiple times, as it will delay the response process.

Useful Links

- www.catiim.in – information on CAT 2011 including Practice Test and test centre maps/directions
- <https://iim.prometric.com> – CAT Registration / Scheduling website
- Videos
 - CAT 2011 Registration & Scheduling Process
<http://www.youtube.com/watch?v=MpqWFZEyHLA>
 - CAT Test Day Procedures http://www.youtube.com/watch?v=_wWsw-oDP_E
 - If you have limited connectivity, you may ring **+91 124 451 7178** to listen to a short recording