Instructions & procedure for Speed & Efficiency Test

1.   Candidates are required to download their respective Admit Card-cum-Attendance Sheet from the official website of Rajasthan High Court www.hcraj.nic.in.
2.   Candidate shall affix his/her recent passport size colour photograph on the place specified for this purpose in the Admit Card-cum-Attendance Sheet.
3.   Candidates are required to bring such Admit Card-cum-Attendance Sheet to seek the admission in the relevant examination Centre.
4.   Candidate shall reach the Examination Centre well before the reporting time as mentioned in the Admit Card-cum-Attendance sheet failing which he/she may not be allowed to appear in the test.
5.   Candidates shall take their respective seats after checking their respective roll number mentioned on the Computer Table.
6.   They shall follow the instructions as communicated by the invigilator or through speakers.
7.   Computer test will consist of Speed Test and Efficiency Test and will be taken one after another.
8.   Candidate once entered the examination room (Computer Lab.) shall not be allowed to leave the room before completion of test process.
9.   Candidates shall check all the computer peripherals such as Key Board, Monitor etc. for which there shall be a button on the screen, they can click on the button and type whatever they want to check the working of peripherals and the Computer. If any of peripherals or machine is found out of order, they may ask the invigilator to replace it. Meanwhile, any of the candidates should not shout or disturb others but should remain seated quietly and wait for further change/replacement. After checking the peripherals, candidates shall close the Notepad window.
10.   After a gap of 5 minutes, Speed test will be started for which candidates shall have to type the material appeared in first half of the computer screen at second half of the computer screen. The candidates should **scroll down the page of the question passage** and type the same until the complete material is typed or stipulated time has expired.
11.   Candidates shall be required to opt the language either Hindi or Dual i.e. Hindi & English for Speed test.
12.   Speed test shall be of 10 minutes duration for those candidates who opted Hindi language.
13.   For those candidates who opted Dual language, Speed test shall be of 5 minutes duration for each language i.e. English & Hindi.

14. The Speed Test for Hindi and Dual language shall start together and candidates opting dual language shall first do Hindi Typing.

15. For candidates opting dual language, after completion of 5 minutes Hindi type will stop and 1 minute confirmation screen will appear. Candidate can read the matter they have typed and then confirm it. After confirmation, two minutes waiting screen shall appear and after that English Language type will start. Candidate who don't want to wait for two minutes, can start exam by clicking Start Button.

16. **No editorial tools such as delete, navigation, spell check etc. shall be provided on the computer, therefore, candidates are advised to type the question passage with caution. Back space key and right mouse key cannot be used.**

17. **1) Candidate shall not use any keys other than keys allowed and are necessary to be used for typing. Evaluation of the whole examination including speed test and efficiency test shall be carried out programmatically by the computer, therefore, use of unauthentic keys may affect the evaluation for which the candidate himself shall be liable. 2) Use of any other key might exit you from the main screen and you will have to re-login to continue for typing afresh.**

18. After completion speed test, 1 minute confirmation screen will appear. Candidate can read the matter they have typed and then confirm it. After confirmation, two minutes waiting screen shall appear.

19. Necessary paragraph, test, table etc. will be available on computer screen by default on which questions are to be answered. Candidates are advised not to change the default setting by unnecessary inserting of new field enter key or any other unwanted formatting which may lead to change in default setting. If any changes in default setting except those specifically asked in questions are made then no marks will be awarded for task performed, for which candidate himself shall be liable/responsible.

20. **Candidates must take care of duration of every test as the program shall stop working automatically after completion of time scheduled for every step.**

21. Every candidate shall be required to put his/her roll number on the question paper for efficiency test and signed the certificate printed on it after completion of the examination. Invigilator shall also verify by

putting his/her signature on the place specified for this purpose and collect back all such question papers.

22. No candidate shall be permitted to leave the lab until all such question papers are collected by the invigilator.