

EXIT EXAM OPERATING INSTRUCTION FOR CANDIDATES

1. For the benefit of candidates, MOCK TEST can be attended by the candidates on the last day of exam to familiarize the exam flow from **1800 to 1000 Hrs.**

For LIVE ONLINE EXIT EXAM on the last day of the course Candidates can appear from **1000-1700 Hrs.**

2. (a) Click this link: <https://220.156.188.229>

(b) Insert your INDOs number and use the same password as INDOs login.

(c) Click '**Profile Photo**' button on the top bar.

(d) You will find your INDOs photo. Upload on all three boxes of your latest photo which matches your today's face profile.

(e) If these photos are not getting uploaded, then change your INDOs photo as per DGS procedure. After that only you can write the exam.

(f) After uploading three photos successfully, close this window and proceed for exam.

This is the mandatory step to be followed for every exam.

3. After photo verification, Click the **EXIT EXAM** button in the DGS website or visit www.dgsexams.in Close all other windows and applications. It is advised to open **Task manager** in your computer and manually close all screen sharing applications.

4. Insert your **INDOS number** and login.

5. In case, if 'You are not authorized' then try to login after 30 minutes. You are not permitted to log in with two machines or any mobile phone / tabs.

6. After successful login in on the first page, check for all spelling corrections in your profile. In case of any correction, contact MTI for directions. Select the course button and click '**Proceed**'

7. Exam details like duration, number of questions and instructions will be displayed. Read carefully and then click '**Proceed**'.

8. Read and click check boxes once you understood and confirm the same. Upload your photo. Once photo verification is done click '**Proceed**'. If photo verification is not done, try for some more times or contact MTI.

9. In between the exam, at least five photos will be taken and verified online without any indication. Therefore, always look at the screen and do not turn right or left. If the photo is mismatching then exam will be terminated immediately and **FAIL** result will be declared.

10. During the examination do not minimize or browse any other window. Otherwise, exam will be terminated and **FAIL** result will be declared.

11. During the examination do not keep the window idle for more than three minutes. Otherwise, exam will be terminated.

12. During the examination due to internet failure if the “session out” happens, the exam will be paused for a maximum period of five minutes.

13. Attempt all the questions without fail and submit finally.

14. Result will be declared instantly. If the result is “PASS” then intimation will be sent to DGS.

15. If the student “FAILS”, then next day through MTI, pay for re-appearance and write that exam as above. Maximum three attempts shall be given. After that student have to re-do the course once again with the MTI.