
6. Admit Card & Test Day Procedures

- 6.1. **Admit Card:** Admit cards shall be made live on NBE website <https://nbe.edu.in> on **12th April 2021**. **Admit cards will not be issued to candidates found ineligible before conduct of examination.**
- 6.2. Candidates will be informed through SMS/Email alerts and website notice regarding availability of the admit card on NBE website. Admit card will not be sent to the candidates by Post/Email.
- 6.3. Candidates are required to download their admit card from the NBE website and affix firmly their latest passport size photograph in the space provided on the admit card. The photograph must meet following specifications:
- Size of photograph : Minimum 35x45 mm (and not larger than the box printed on admit card for pasting the photograph) with at least 75% area on the photograph should be occupied with the face & head of the candidate.
 - It should be a Colour photograph with white background
 - The photograph needs to display full front view of the face with a neutral expression. No Caps, Stethoscope, Goggles, Ornaments to be worn.
 - The photograph should not have reflection or shadow on the face with red eyes.
 - The photograph needs to be printed on a high quality paper with at least 600 dpi Resolutions.
 - The photograph must not have kinks, scratches and stains.

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- 6.4. **TEST DAY PROCEDURES:** NBE shall be conducting the **Social Distanced - Computer Based Test (SD-CBT)** in safe and secure environment maintaining social distancing norms wherever needed. NBE reserves its rights to review the test day processes of conduct of CBT in wake of changing scenario of COVID-19 pandemic.
- 6.5. **Entry of Candidates as per Time Slots given in the Admit Cards:** Candidates are required to report at the 'Reporting Counter' of test venue at as per time indicated in their admit cards. To avoid crowding at the test venue entry, there will be staggered time slots for candidates to report. Candidates will be required to report at the exam venue as per the time slot informed via SMS on their registered mobile number one day prior to exam date. The reporting counter will close 30 minutes prior to the test start time. This will allow time for security checks, identity verification and checking in for examination.
- 6.6. Candidates reporting late or beyond the prescribed time shall not be allowed to appear in the exam under any circumstances. NBE shall not be responsible for any delayed arrival of the candidate in reaching the centre due to any reason.
- 6.7. NBE/Test centre/Designated Agency/Staff on duty shall not be liable under any circumstances for delayed reporting and/or non presentation of mandatory documents.
- 6.8. **Test Centre Location:** Exact address and location of the test centres shall be indicated in the admit card. Candidates are advised to familiarise themselves with the test centre locations at least one day prior to the examination day and ensure that they report for the exam as per scheduled time only.

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- 6.9. Please note that only the candidates who have been issued admit card will be allowed entry inside the examination centre premises subject to fulfilment of documentary requirements.
- 6.10. Friends or relatives accompanying the candidates will not be allowed entry in the examination centre premises under any circumstances and will not be allowed to contact the candidate while the examination process is ongoing.
- 6.11. **Barcode/QR Code Reader at Entry Points:** The candidate will flash the admit card and ID proof for verification to the exam functionary standing across the table with barcode/QR code reader. Candidate shall be informed about the assigned lab number.
- 6.12. **Use of Thermo Guns:** All candidates will be checked at the entry point for fever with the thermo guns. In case, any candidate is observed to be having above normal temperature (> 99.14 Degree F) or displaying any symptoms of COVID-19 infection, he/she will be allowed to take the examination in a separate isolation lab.
- 6.13. Identity checks will be made upon arrival at the test centre to ensure that there are no unauthorized candidates appearing for the exam.
- 6.14. Candidates **MUST bring to the test centre the following documents:**
- 6.14.1. Printed copy of Barcoded/QR Coded Admit card with his/her recent coloured photograph pasted on it.
- 6.14.2. Photocopy of Permanent / Provisional SMC/MCI registration*, to be retained by the test centre &

6.14.3. The below mentioned Govt issued photo IDs** (must be **original** and **valid/non-expired**), details of which have been provided while filling the application form.

❖ **Aadhaar Card (with Photograph): First Preference**

Provide details of Aadhaar Card in the application form and bring it to the test centre if it has been issued to you.

❖ **PAN Card**

❖ **Driving License**

❖ **Passport**

Please bring at least one but as many of the above mentioned Photo IDs which are issued to you and details of which have been provided in the application form.

6.15. In case, any candidate reports to the test center with e-Aadhaar Card with Aadhaar number printed on it as proof of identity, the e-Aadhaar Card should be a good quality colour print out with clearly visible photograph. The photograph should not have kinks, scratches and stains, and should definitely match with the candidate presenting the e-Aadhaar Card. Decision of NBE in this regard shall be final”.

**Indian Citizens/OCI who have obtained their Primary Medical Qualification outside India and qualified Foreign Medical Graduate Examination should bring their original FMGE (Screening Test) Pass certificate issued on NBE letterhead also.*

Foreign Nationals who are desirous to appear in NEET-PG are required to bring their passport (original & valid) to the test centre along with any other documents (Registration with Medical Council in their country of nationality) as a proof of they being a medical practitioner in their country.

*** The name on the photo identification must match with the name as shown on the Admit Card. If name has changed due to marriage etc, candidate must show the relevant document to substantiate claim for change in name (Marriage Certificate/Divorcee Decree/ Legal Name Change Document/ Gazette notification for name change).*

6.16. Candidates without any valid ID proof shall not be allowed to enter the examination premises.

6.17. Unfair means case shall be registered against the candidates producing false/ forged documents/ ID Proofs.

6.18. **SECURITY AT THE TEST CENTRE:** Candidates will **not be allowed** to take the following items beyond security check point under any circumstances:

- Any stationery item like textual material (printed or written), notes, Plastic Pouch, Calculator, Pen, Writing Pad, Pen Drives, Eraser, etc..
- Any electronic device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, wrist watch/Health Band, Calculator, Electronic Pen/ Scanner etc.
- All ornaments like bracelets, Ring, Earrings, Nose-pin, Chain/ Necklace, Pendants, Necklace with pendants, Badge, Brooch etc.
- Other items like Wallet, Goggles, Handbags, Belt, Cap etc.
- Any eatable item opened or packed, soft drinks etc.
- Any other item which could be used for unfair means, for hiding communication devices like wireless/Bluetooth device, spy camera etc.

6.19. Candidates will be permitted to carry certain items with them to the examination lab:

- Face Mask
- Gloves

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- Personal Transparent water bottle (The practice of water dispenser shall be discontinued in SD-CBT)
 - Personal hand sanitizer in a transparent bottle (50ml)
 - Exam related documents (Admit card, ID Card etc)

6.20.No arrangement will be made at the centres for keeping any articles/items belonging to the candidates. In case any candidate is found in possession of any of the barred items inside the centre beyond the security check point, it will be considered as use of unfair means and action will be taken against the candidate in accordance with the relevant provisions. To avoid any hardship candidates are advised not to bring prohibited items along with them at the test Centre.

6.21.Frisking with Hand Held Metal Detector (HHMD) will be done.

6.22.**Finger Biometrics** of candidates **shall be captured** at the time of registration for the test at test venue. In addition, photograph of the candidates shall be captured on the exam day at the centre. **Face ID shall be verified** at the time of registration for the test and at each bio-break & during the conduct of examination. Candidates are requested to cooperate with this essential activity to avoid any cases of impersonation. This is a security feature which will ensure that only genuine candidate appear for the exam. Any candidate not adhering to the aforementioned security measures will not be allowed to take the test.

6.23.After verification of ID and capture of Face ID and Finger Biometric, candidates will be escorted to the designated computer terminal at the test centre ensuring social distancing and a Invigilator will assist the candidate for check-in process of the test.

6.24.Candidates are required to keep their admit card and photo identification with them at all times during the conduct of examination.

6.25. Candidates are required to listen to the invigilator's instructions to begin the exam. Each workstation will be blocked from three sides – front, left and right. Candidates are advised not to look around at other candidates as there will be surveillance cameras also that will record video.

6.26. No rough paper for any rough work or pen shall be provided at the centre.

6.27. Any suspicious or disruptive behaviour on part of the candidate may lead to cancellation of candidature. For any issues during the exam, candidate may raise his or her hand to notify Invigilator.

6.28. In Manual Attendance, candidate signatures will be taken on the attendance sheet.

6.29. In case of any technical disruption during the test, rest assured that a registered candidate will get complete allocated examination time.

Case	Description of failure	Standard actions taken
1	Disruption happens (e.g Power Failure) during the exam time after the candidates have logged in (either for one or more candidates)	No action necessary. The timer will stop when the failure occurs and will resume when the failure is rectified. There will be no time loss in allocated examination time due to disruption/failure.
2	Candidate machine is locked during the exam. (e.g Loss of connectivity with the Primary Server)	IT Manager in each exam room verifies and unlocks the candidate's account and the timer starts from the same point where the candidate had left. There will be no time loss in allocated examination time due to this locking.
3	Candidate complains of any specific issues in the machine (e.g screen flickering, mouse issue, system getting locked/hanged repeatedly etc)	On reporting of the issue, IT Manager/Invigilator verifies and locks the candidate machine. The candidate is shifted from their allotted seat to a buffer seat in the same or other lab during the examination. There will be no time loss in allocated examination time due to this shifting.