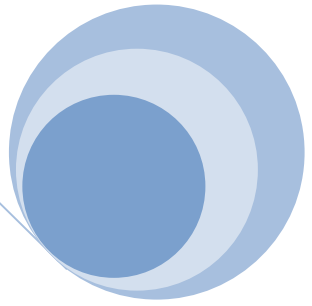*Skill Test in Typing/Data Entry/Word Processing/Transcription of Stenography*
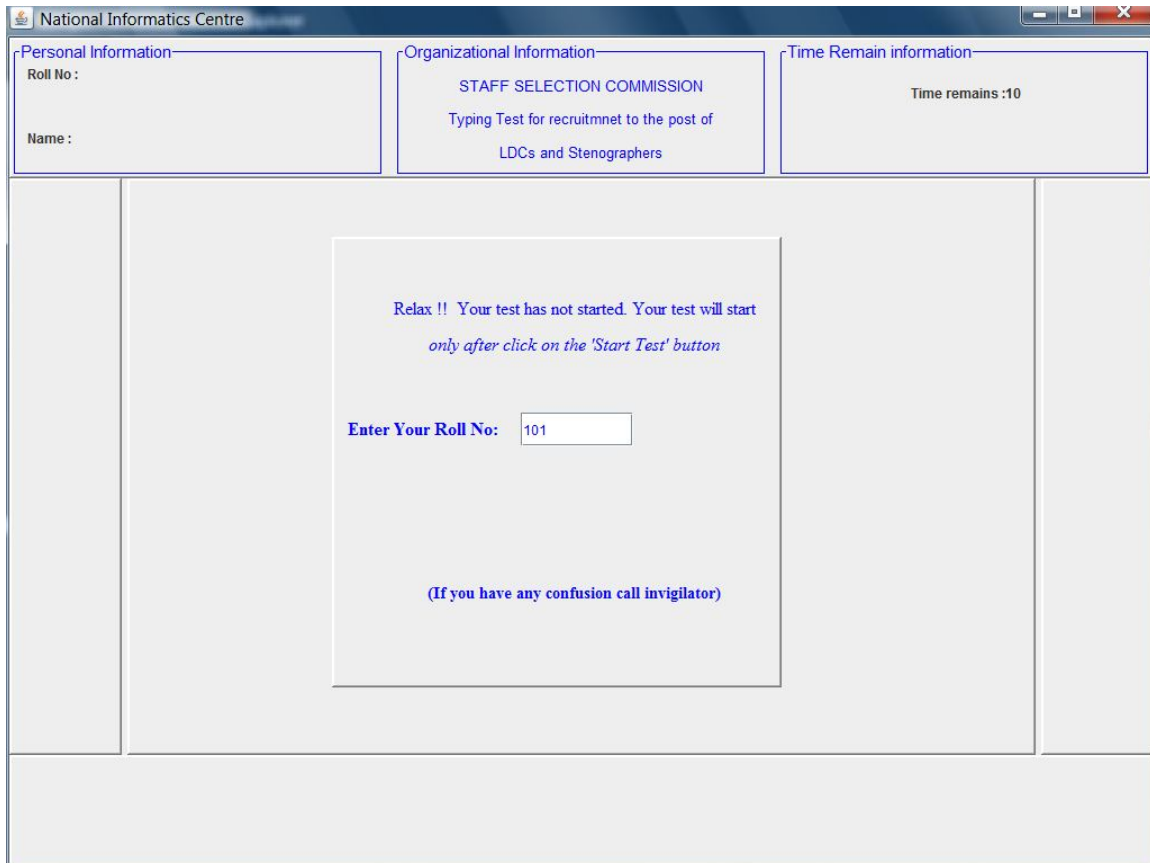
User Manual

Staff Selection Commission

STEP BY STEP GUIDE

Step-1: Candidate needs to enter his/her roll number in the text box appearing in the following figure:

Note: There may be variation in the screen depending on the skill test and examination.

Step-2: After entering the roll number Press Enter.

Step-2: Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct or call Invigilator.

Step-3: Read the instructions for the type test. Now press the Start Trial Test button on the right side to begin entry/typing of Test passage. Once the Start Trial Test button is pressed trial test will be started immediately. Time remaining for the test will start showing on upper right corner of the screen.

When the duration of the test is over candidate would not be able to type further.

Note: Duration of the trial passage will be 5 minutes for typing/Data Entry/ Word processing.

Note: Duration of the Actual Test will be 10 minutes for typing and 15 minutes for data entry/word processing. For transcription of stenography, the duration for transcription will vary depending on speed of dictation and language.

Step-4: **The following white space area will be visible to you for typing after pressing the 'Trial Test Button'.**

At the bottom of the page, 'Start actual Test' button will also appear. When trial test is over then, White space area will be disabled so that you cannot typed further, and 'start Actual Test' button will be enabled so that you can start your actual test.

Step-5: When you press 'Start Actual Test' then actual test will commence. The actual test screen is shown bellow.

Note 1: If you finish typing/entering data/ transcribing before expiry of allocated time, do not repeat the passage and use the spare time for correction of errors in the script/data.

Note 2: You should press the **'SAVE'** button only after the duration of the test or completion of the typing/entering/correction which ever is earlier. Once 'SAVE' button is pressed, no further changes can be made in the script/data/transcript

Note-3: Unless 'SAVE' button is pressed, the text/data entered by you will not be saved. Therefore, ensure that 'SAVE' button is pressed at the end of the test.

Note 4: The Commission will not be responsible for loss of data due to failure to press the 'SAVE' button.

Step-6: Initially the **Print** button is set to disable. Once the save button is pressed or the test is finished **Print** button will get enable. **Print** button should be used to get the print-outs of desired file.
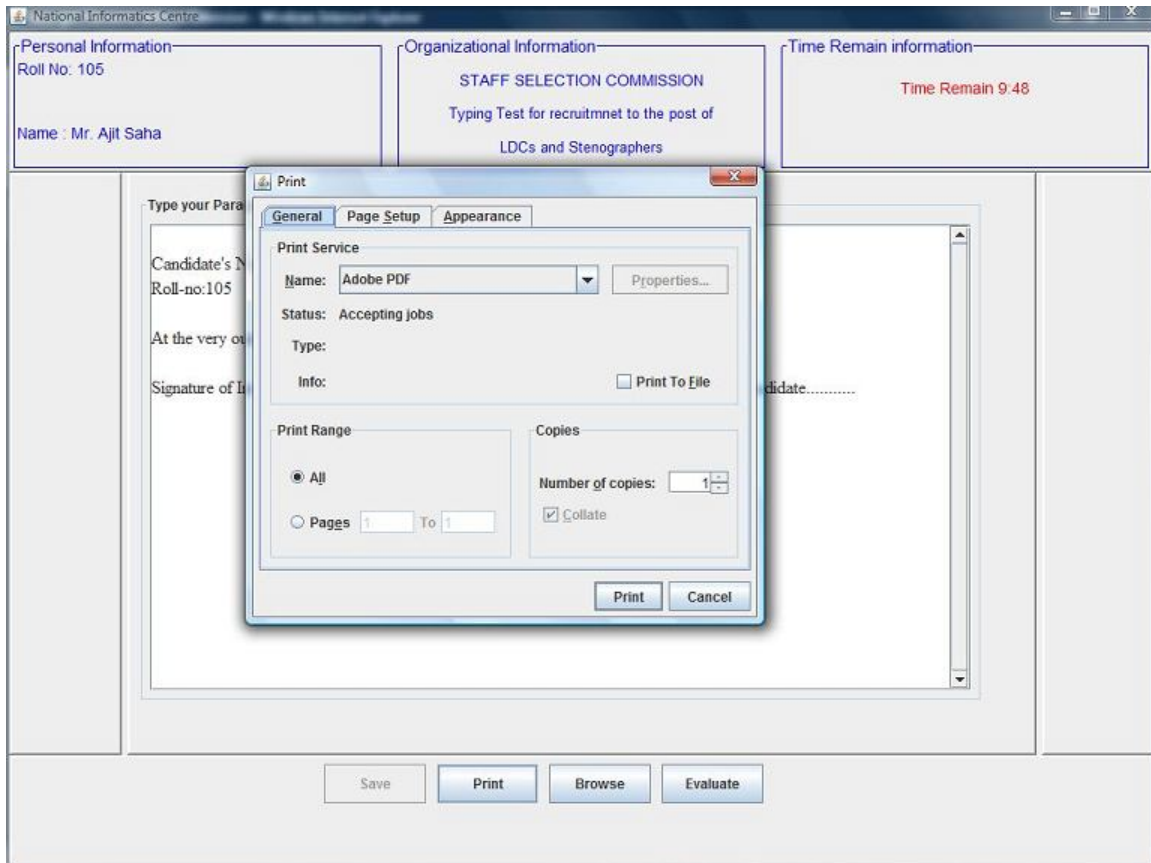
Note : The Commission may dispense with print-outs of text generated or transcripts.

Step-7: There may be a situation when printer will not be able to print the desired document due to some reasons. In such situation, candidates may seek help from the Invigilator. He will click the Browse button to open the desired typed file. Whenever the Invigilator click the Browse button a dialog box will appear and ask for the Invigilator's username and password. If the password and username of invigilator are verified then only Invigilator can browse the typed file. Now the print-out of typed file can be taken easily.

Note: The Commission may dispense with print-outs of text/data/transcript.

Note: In case of Hindi Typing Remington keyboard and Lohit Hindi font have been used.