Instruction for registrations

- Each candidate must create a personal account and provide the required information asked in the registration instructions. The examination registration is personal, non-transferable, and valid for the selected NICR course only.
- Every mandatory field is marked Red.
- Details in the form must be filled accurately.
- Kindly keep the following documents handy before processing for registration.
- Scan copy of Photograph (in JPEG/JPG format).
- Scan copy of id proof (in JPEG/JPG format).
- Scan copy of Proof of Address (in JPEG/JPG format).
- Educational Qualification and Employment Details.
- Once you have completed the form, you are required submit your application by clicking the Submit button.
- After submitting the form, you will be taken through the steps to make the online payment.
- Your application will be considered complete only after your payment has been received at NICR end.
- After payment confirmation, you will receive the login credential on your register mail id.The Payment / Fees Includes
  - ✓ Course registration fees
  - ✓ Start of Authorize Period (Max. six month after payment confirmation)
  - ✓ Course study materials - Access to online-secured books (Candidate Login >Knowledge sharing)
  - ✓ User ID and password to access the secured course content
  - ✓ Examination Assessment- Only one chance (Candidate Login > Candidate Assessment)
  - ✓ Course Certification- After successful examination and achieving the minimum passing marks
  - ✓ Help Desk access over e-mail
- No cancellation / refund is allowed after the candidate has successfully paid the requisite Certification Course fee.
- Candidate are required to complete the course and schedule for the Test within six months from the date of payment of the course fee.
- The examination will be an online proctored based exam at your location
- To pass the examination, you will need to correctly answer at least 50% of the questions.
- There will be no negative marking for wrong answers
- The issuance of certification will be done after verifying the images captured during proctored exam. If images shows any unfair way of examination, the NCDEX Institute of Commodity Markets & Research (NICR) have the all right to cancel your certification.
- The successful candidates can access his/her certificate on the dashboard within a timeframe of a few days after the end of the exam window.
- The Certificate will be valid for three years from the date of the examination.

- Those who fail to clear the exam will have to register again as a fresh candidate following the same process. There will be no retake of the Test for the candidates who have scored less than the cut off mark
- If you are facing any issue during and after the registration and examination, please contact at **admindelhi.nicr@ncdex.com** or call us at 011-66114848 or Toll Free No: 1800 26 62339.

Minimum System Requirement to appear for the examination:
- Operating System: Windows 7 / Windows 8 or Windows 10.
- Latest version of Google Chrome Browser.
- Webcam (Enabled).Webcam may be internal or may be external and connected to the computer.
- Internet Connection. (1Mbps or Above)
- Browser Settings- Enable internet cookies and disable any pop-up blocking setting.
- Firewalls- The Company/corporate firewalls (including VPNs) may cause the issue for appearing in the examination. We suggest candidates to take the examination in a setting without corporate firewall.

Important: Please review and verify the minimum system requirements and ensure that the computer being used for NICR online proctored examinations passes the minimum system requirement.

If you purchase an online proctored examination and your computer equipment does not meet the requirements, you are unlikely to receive a refund.

How to use the system: Do's and Don'ts
1. **How to start the examination:** You have to start the examination by clicking the button "Start Examination"- present below.
2. **How to answer a question:** You can select any answer by clicking on the button displayed just before the answers. You have to finally click the button - Save and Next -to save your answer and move to the next question. In Examination Sections, the Red Circle corresponding to this question turns Green. You can go to any section / any question number by clicking the relevant control.
3. **How to skip the question:** You can click the "Next Question" Tabto move on the next question.
4. **How to mark a question for review:** If you want to review any question later, you have to click the "Review" checkbox. This answer will be marked for review.
5. **Circle symbols displayed at the bottom of the screen:**
   a) Red Colour: Current Question.
   b) Green Colour: Attempted Question.
   c) White Colour: Un-attempted Question.
   d) Blue Colour: Attempted and Reviewed Question.
   e) Violet Colour: Un-attempted and Reviewed Question

NICR Online ExaminationPolicy & Instructions with Terms and Conditions

1. The online examination is proctored.
2. The proctored examination is a timed
3. Candidate can take examinationat their convenience. The selected place should be in a walled room, with a closed door and without distractions.
4. Once the examinationbegins candidateshould not leave the room or move out of the view of the webcam
5. No retake and rescheduling is allowed once the candidate starts the assessment/examination and it will result in forfeiture of examination fee.
6. The test-taker must remain alone until the end of the examination and is not allowed to leave the examination.
7. No other person is allowed to enter the room while the learner/candidate is taking the proctored examination. If a third party enters the room during the testing process, your examination will be terminated and considered as null and void.
8. During the examination, no assistance from other individuals is allowed, you are also not allowed to share the computer screen with other individuals.
9. The candidate also agrees not to save a digital copy of the questions of the examination, not to share information about the content of the examination through any communication method, until the publication of the result.
10. The examination do not permit documents or materials, the candidate must sit at a clean desk or table.
11. All electronic devices, such as: phones, cell phones, tablets, hand-held computers, cameras, watches etc., have to be turned off and keep away.
12. Breaks are not allowed during the examination for any reason and leaving your desk will invalidate your examination.
13. During the examination, eating, drinking, smoking, and chewing gum are prohibited.
14. The web camera of your system must be enabled and must remain switched on throughout the examination. In the event of non-receipt of webcam, your examination will be considered as null and void.
15. The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the examination
16. System will capture your image in regular interval and same can be refer to validate the examination activity.
17. When the clock runs out, the examination ends by default - you are not required to end or submit your examination at that time.
18. To change an answer to a question, first select the question and then click on the new answer option followed by a click on the "Next Question" button.
19. You can give an answer of review questions by referring the "Review Questions" section present at the right side on screen.
20. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
21. Click on "Finish Examination" button to end/ submit the examination and generate your result.
22. Do not use alt-tab, mouse or any other device to shift from examination screen to any other screen or do not try to open any other application while attempting the examination.

Doing so may result in discontinuation of examination and your examination will be considered as null and void.

23. The "Marked for Review" status simply acts as a reminder that you have set to look at the question again.

24. If an answer is selected for a question that is "Marked for Review", the answer will be considered in the final evaluation.

25. Circle symbols displayed at the bottom of the screen:
    a) Red Colour: Current Question.
    b) Green Colour: Attempted Question.
    c) White Colour: Un-attempted Question.
    d) Blue Colour: Attempted and Reviewed Question.
    e) Violet Colour: Un-attempted and Reviewed Question.

26. NICR will make every effort to ensure that Certification test registration and scheduling information are properly processed, and that Certification examinations are properly prepared, handled, administered, and scored. In the unlikely event that an error occurs in the preparation, handling, processing, administration, or scoring of your Commodity Certification examination, or in the reporting of your Commodity Certification scores, NICR will make reasonable efforts to correct the error.

27. NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE FOR EXAMINATIONS DEVELOPED FOR THE NCDEX INSTITUTE OF COMMODITY MARKETS AND RESEARCH.

    This examination is confidential and is protected by trade secret law. It is made to you, the examinee, solely for the purpose of becoming certified in technical area referenced in the title of this examination. You are expressly prohibited from disclosing, publishing, reproducing or transmitting the examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of NCDEX Institute of Commodity Markets and Research.

28. Any attempt to impersonate, to copy answers or to indulge in any other malpractice during the test or while filling in the application, would not only lead to immediate or later revocation of scores but may also lead to prosecution. Detection of any such malpractice at any stage including after the test is conducted, may lead to disqualification and revocation of test scores and certification by NICR.

29. Under no circumstances may any part of the test content viewed during a test administration be removed, reproduced, and/or disclosed in any form by any means (for example , verbally, in writing, or electronically) to any person or entity at any time. This includes, but is not limited to, discussing or disclosing such test content via e-mail; in any Internet "chat room" message board, or other forum; or otherwise. This disclosure prohibition applies before, during, and after any administration of the NICR Certification examination.

30. All disputes in this regard are subject to the legal jurisdiction of Mumbai, India.

Declaration

- I have checked my computer equipment and my internet connection and made sure they comply with the NICR online test proctoring requirements.
- I acknowledge and agree that I have been informed that my Personal data (Identity, proofs and email address) shall be processed by NICR;
- I accept the Non-Disclosure Agreement given above
- I certify and declare that all the above information provided by me is true to the best of my knowledge. I am aware that if any of the above information is found to be incorrect/incomplete NICR may take disciplinary action including withdrawal of certificate.
- I acknowledge that I have been informed of the NICR Online ExaminationPolicy & Instructions with Terms and Conditions and agree to abide by them.