

GUIDELINES FOR FLAME UNIVERSITY'S ONLINE UNDERGRADUATE ADMISSION PROCESS

Dear applicants,

Greetings from FLAME University.

FLAME University's admission process is **conducted completely online**. You will be able to attend the admission process from your home.

As a part of your online admission process, you are required to complete an entrance test (FLAME Entrance Aptitude Test, if you do not have SAT or ACT scores), Essay and One-way Video Interview. **FEAT (if applicable), Essay and One-way Video Interview are conducted online on the same day.**

- a) FLAME Entrance Aptitude Test (FEAT) is an online examination (multiple choice questions) divided into 4 sections - Verbal Ability, Reasoning Ability, Quantitative Ability and General Knowledge. **Total duration of the FEAT shall be 120 minutes.** For applicants who have submitted their SAT/ACT scores, only Essay and One-way Video Interview will be conducted (FEAT is optional for them).
- b) Essay: During the online admission process, you will be required to complete an essay, the topic of which will be provided on the spot. You are required to complete your essay in ~200-250 words after you complete the FEAT (if applicable). **You will be given 20 minutes for the on-the-spot essay.**
- c) One-way Video Interview: This part of the admission process will also be conducted online right after you complete the FLAME Entrance Aptitude Test (FEAT) and the Essay. During the One-way Video Interview, you will be required to record your responses to three questions. For each question you will be given 30 seconds to gather your thoughts. You will have to express your thoughts for each question in not more than 90 seconds. Thus, **the total time for the One-way Video Interview will be 6 minutes.** The video interview questions will appear one at a time on your screen and you will be asked to record an answer for each.

Below you will find a comprehensive **step by step guide** of the online admission process. This has been designed to ease your navigation through the online assessment on the day of your admission process. We highly recommend you to review the guide before your scheduled FLAME University admission process day. For any questions, please write to us at admission@flame.edu.in.

We wish you the very best.

Sincerely,

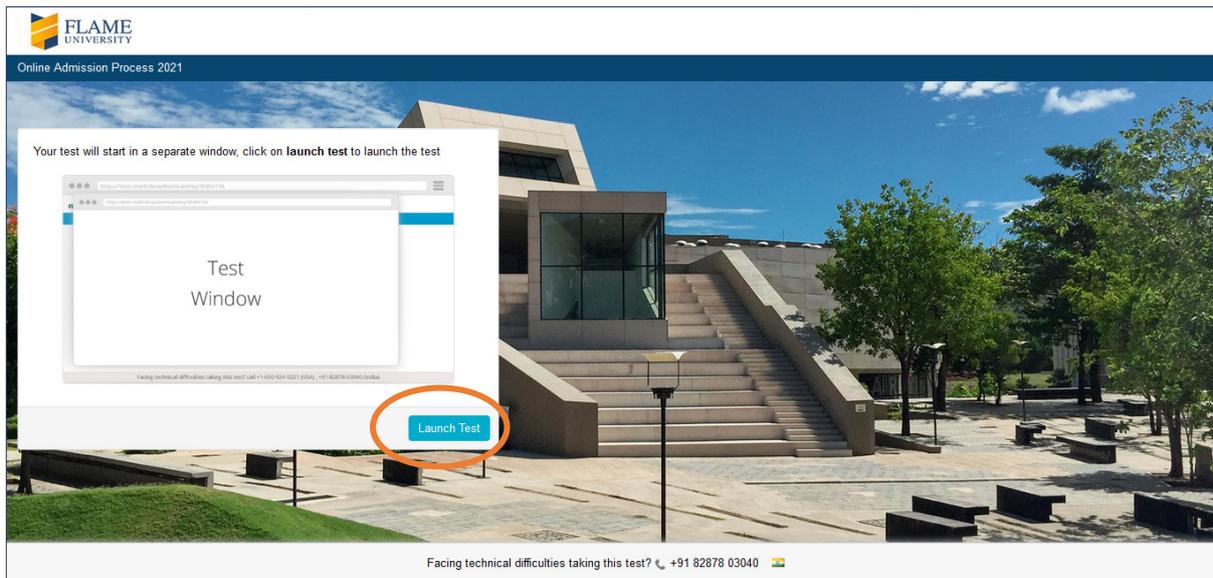
FLAME University Admissions Committee

Note: You are required to carry your AADHAR card or PAN card or Passport. This will serve as an identity proof for you to attend FLAME University's online admission process. Only originals shall be treated as valid proof of identity. You are required to keep the same handy during the entire online admission process. Please ensure that you start the online admission process at your scheduled time.

STEPS BEFORE YOU BEGIN YOUR ONLINE ADMISSION PROCESS – CHECK SYSTEM COMPATIBILITY

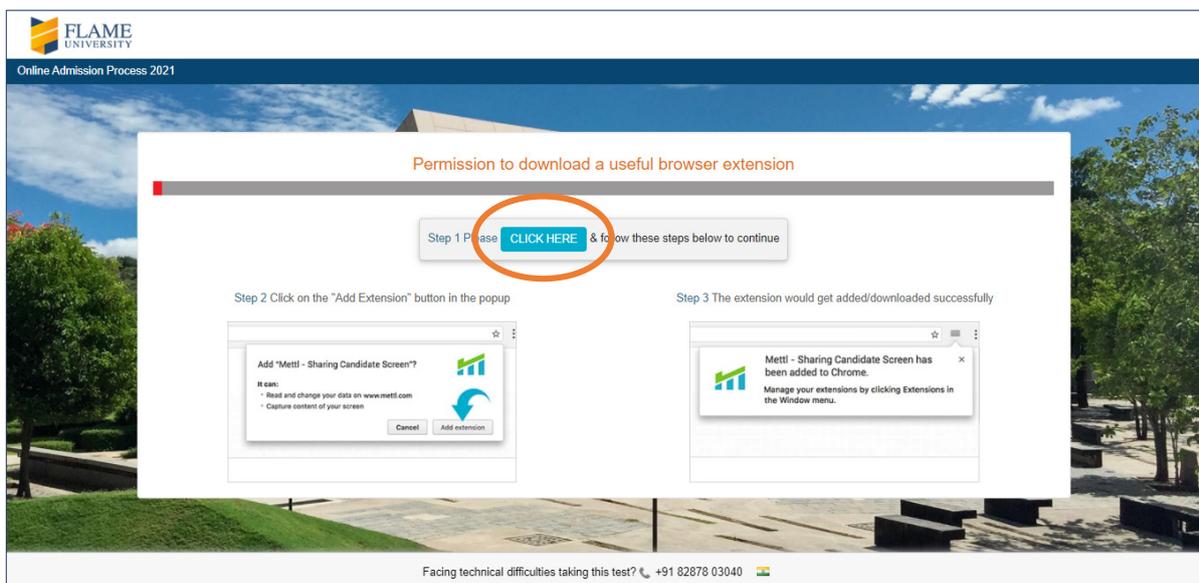
A few days prior to your scheduled admission process day, you will receive an email with links to check your system compatibility and to start your admission process. We recommend to check your system compatibility before your scheduled admission process day. In the event that you are not able to do so, you can check the system compatibility on your scheduled admission process day as well. It does not take more than a few minutes. Kindly note, that the time taken to check your system compatibility, is not counted towards the duration of your admission process.

1) Launch the Systems Test Window – Click on ‘Launch Test’ to initiate checking your system compatibility.



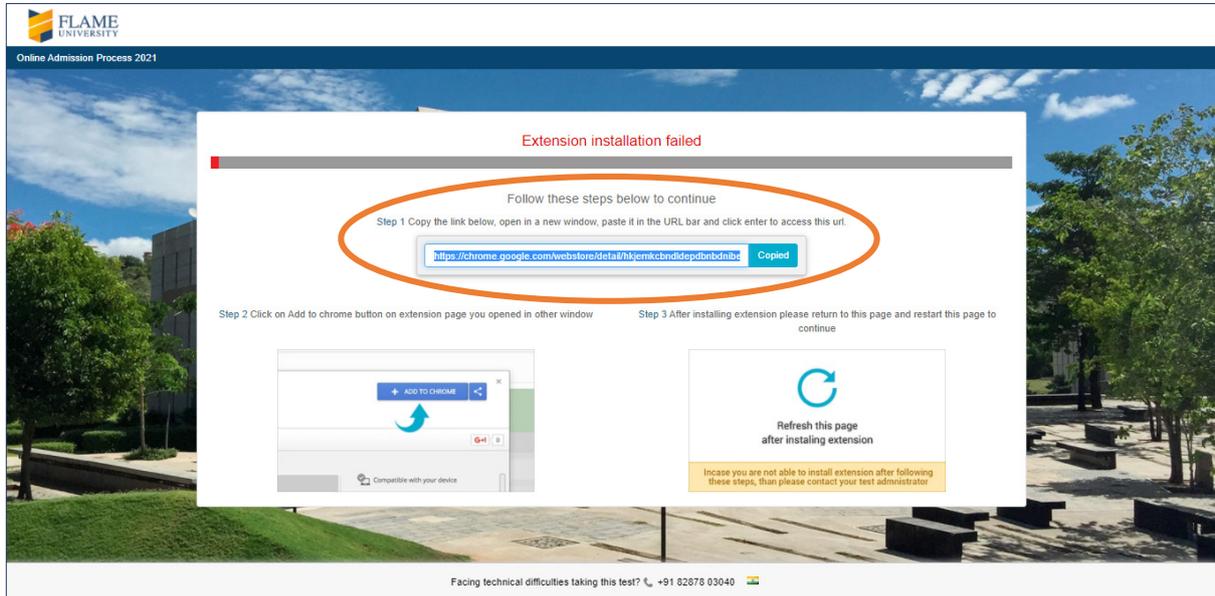
2) Download browser extension.

Chrome version 63 and above, Internet Explorer version 10 and above, Firefox version 52 and above and Safari version 12 and above will support FLAME University's online admission process. We recommend using Chrome as your browser.

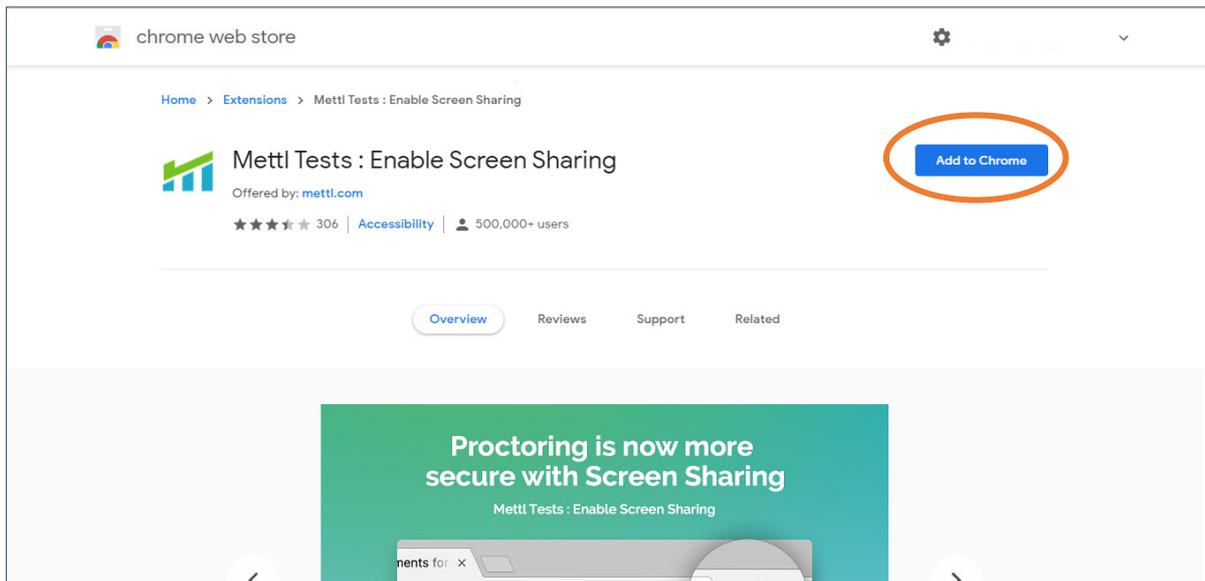


3) If downloading browser extension fails, follow the following steps:

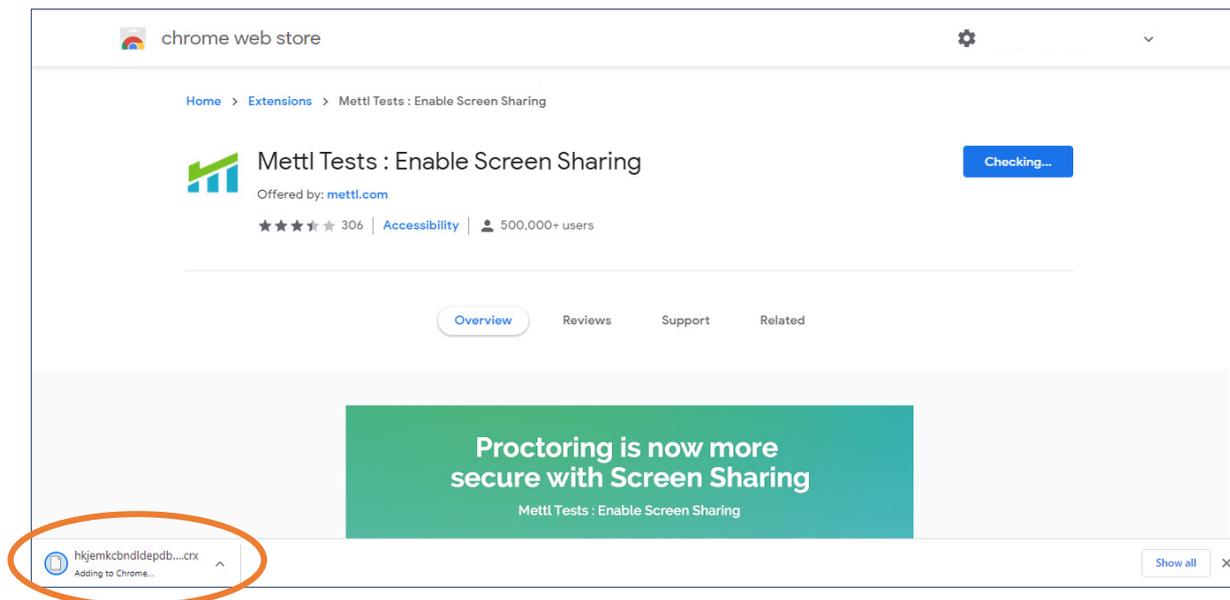
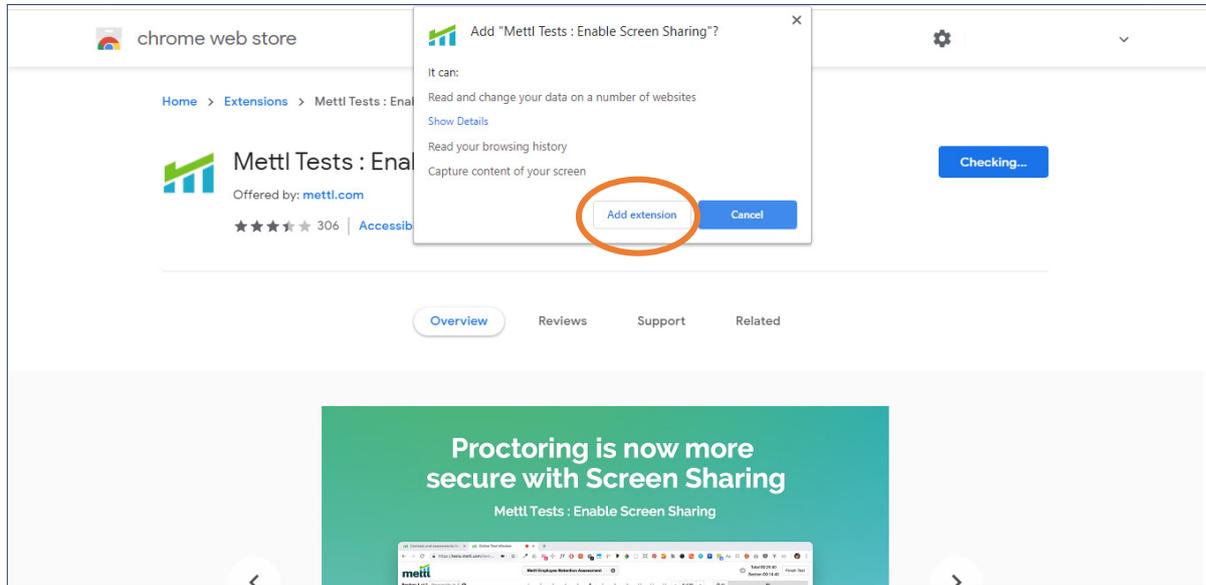
a) *Copy the highlighted link, open a new browser window, paste it in the URL bar and press enter.*



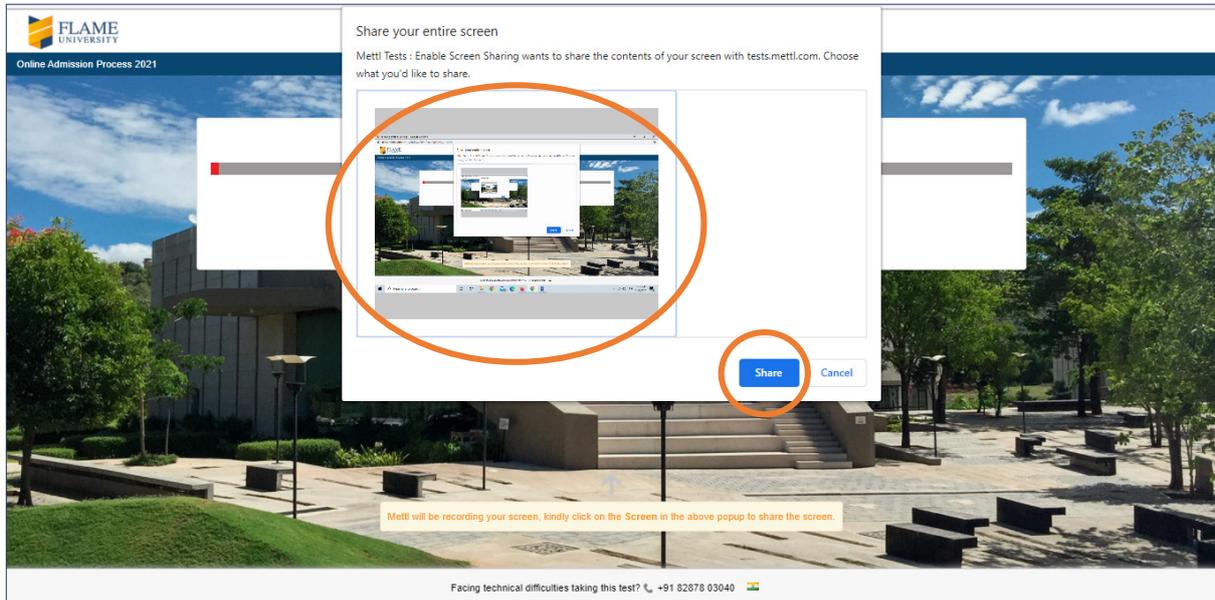
b) *Click on 'Add to Chrome' or the web browser that you may are using.*



c) Click on 'Add Extension' and wait till the extension is installed. Please note, once the installation is complete, you need to refresh the test window. Once it is refreshed, you are ready to start the test.

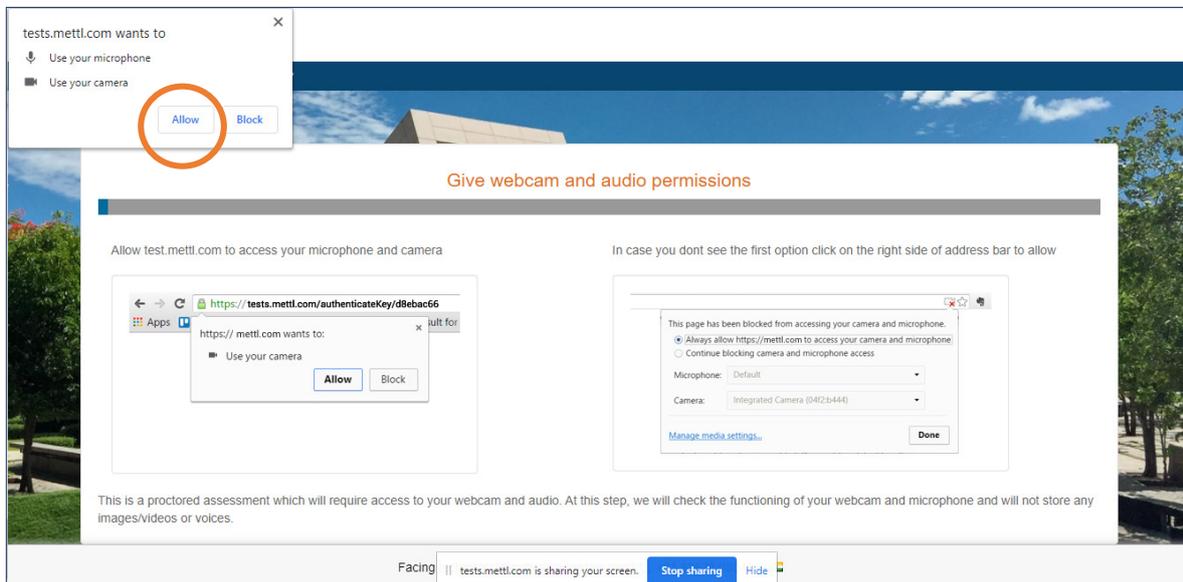


- 4) Enable screen sharing - Select the screen and click on 'Share'. Applicants have to share their screen with the proctor before they commence the online admission process.

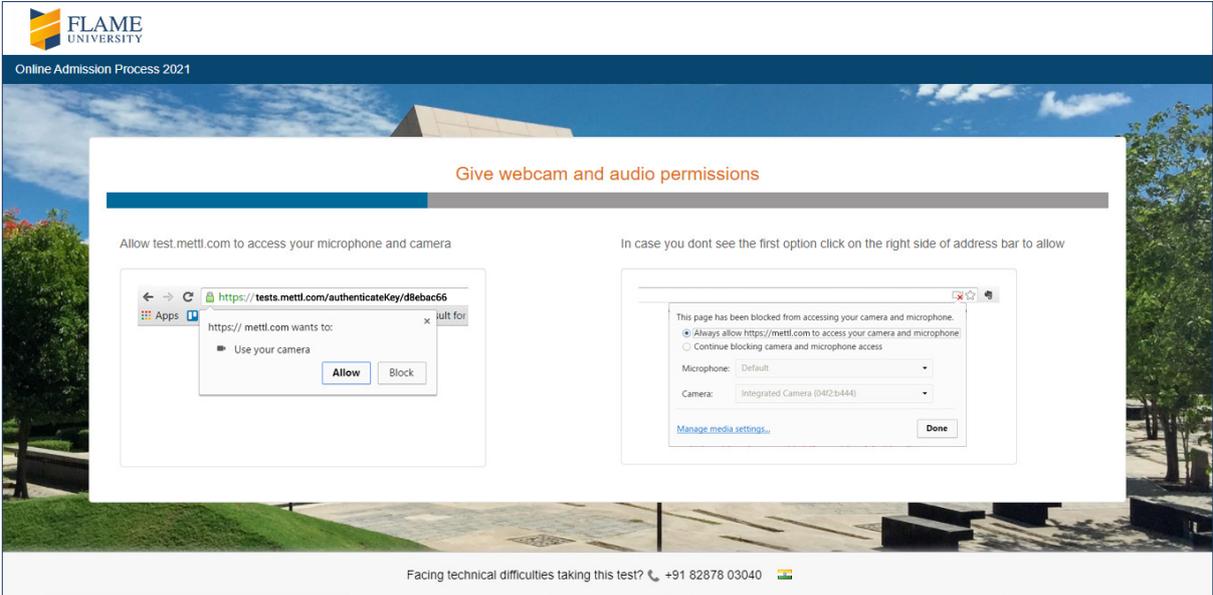


- 5) Give webcam and audio permissions.

- a) *If the screen below does not appear, kindly wait for a few seconds for the next screen. Sometimes, it takes a few seconds for the webcam to switch on.*



- b) *In case you don't see the first option above, click on the right side of address bar to allow access to your camera and microphone.*



FLAME UNIVERSITY
Online Admission Process 2021

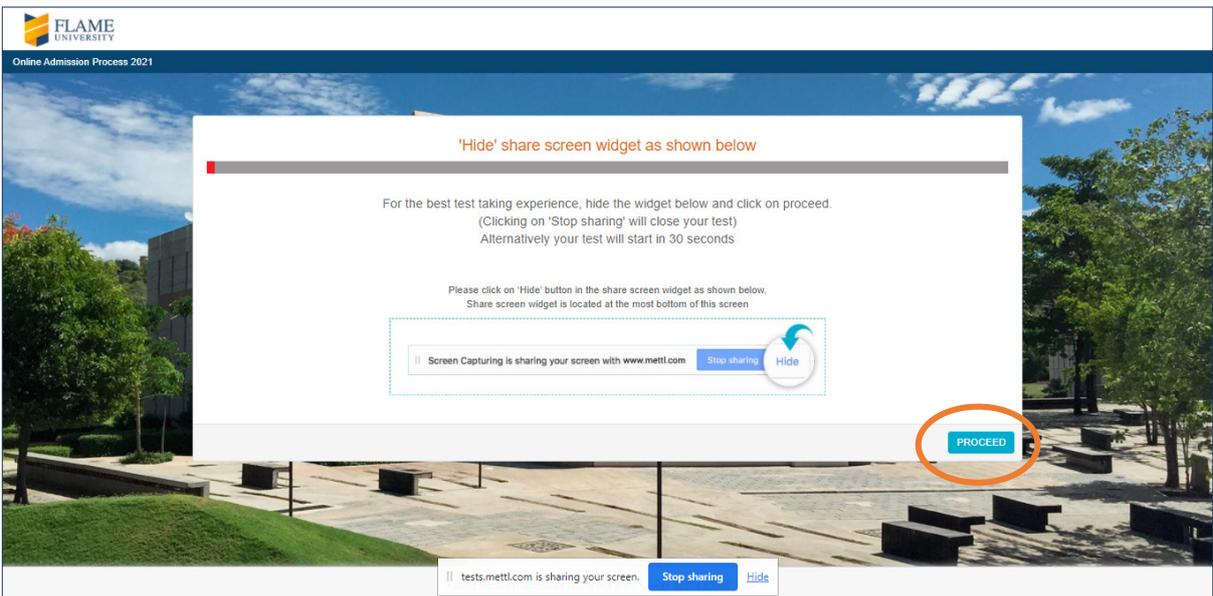
Give webcam and audio permissions

Allow test.mettl.com to access your microphone and camera

In case you dont see the first option click on the right side of address bar to allow

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- 6) Hide the share screen widget shown below. Before clicking on 'Proceed', read the instructions on this screen carefully.



FLAME UNIVERSITY
Online Admission Process 2021

'Hide' share screen widget as shown below

For the best test taking experience, hide the widget below and click on proceed.
(Clicking on 'Stop sharing' will close your test)
Alternatively your test will start in 30 seconds

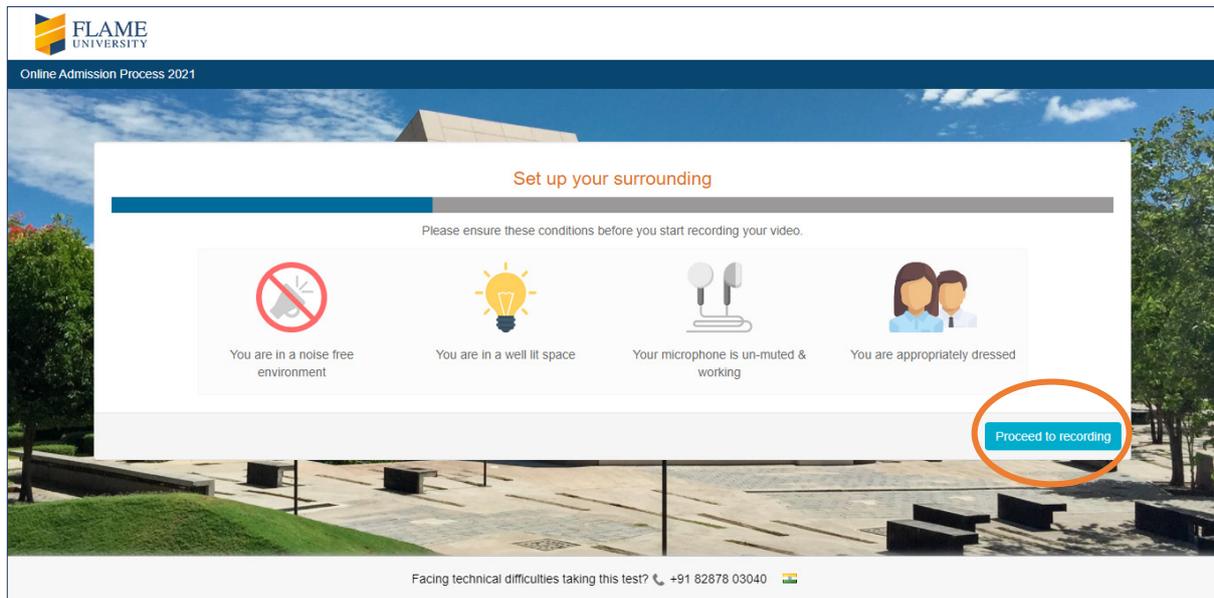
Please click on 'Hide' button in the share screen widget as shown below.
Share screen widget is located at the most bottom of this screen

Screen Capturing is sharing your screen with www.mettl.com Stop sharing Hide

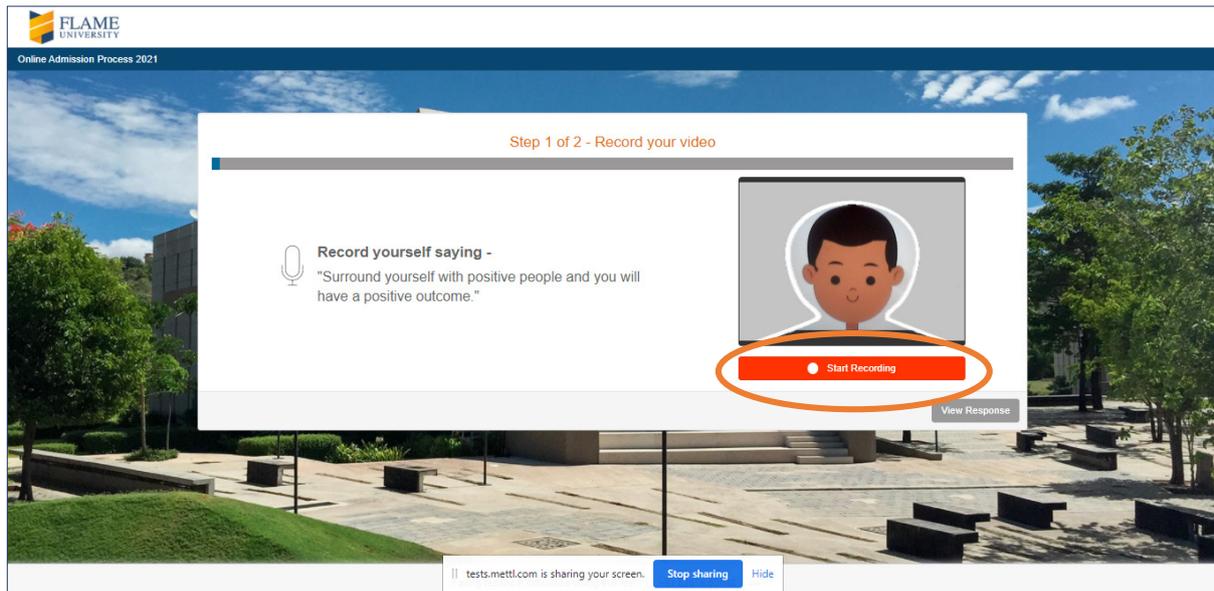
PROCEED

tests.mettl.com is sharing your screen. Stop sharing Hide

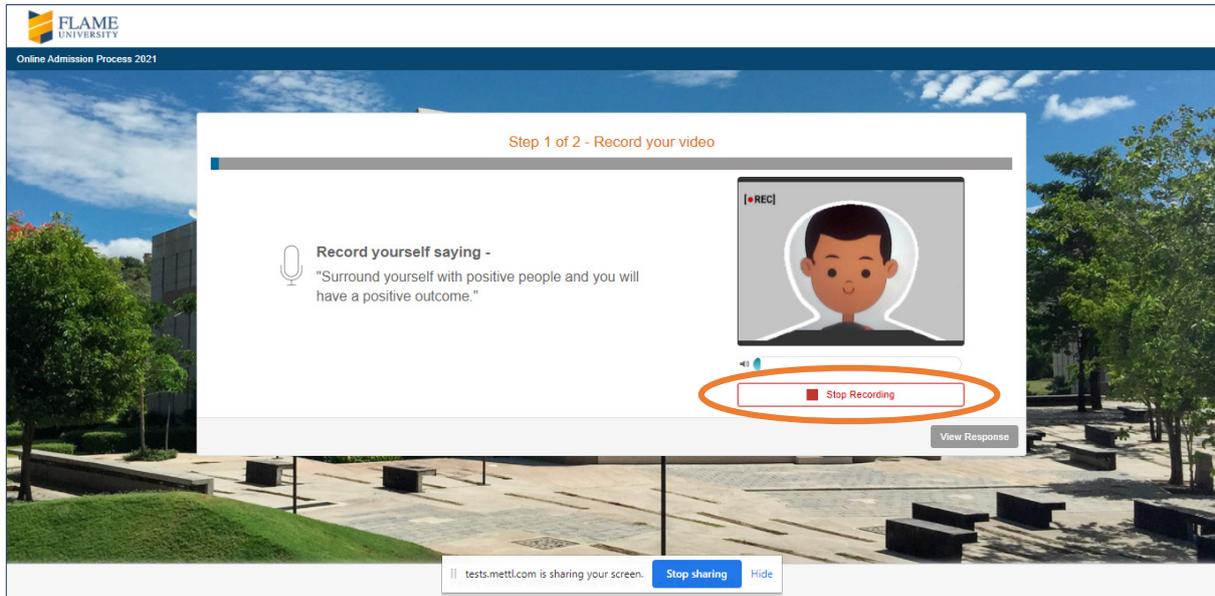
7) Set up your surrounding and 'Proceed to recording'.



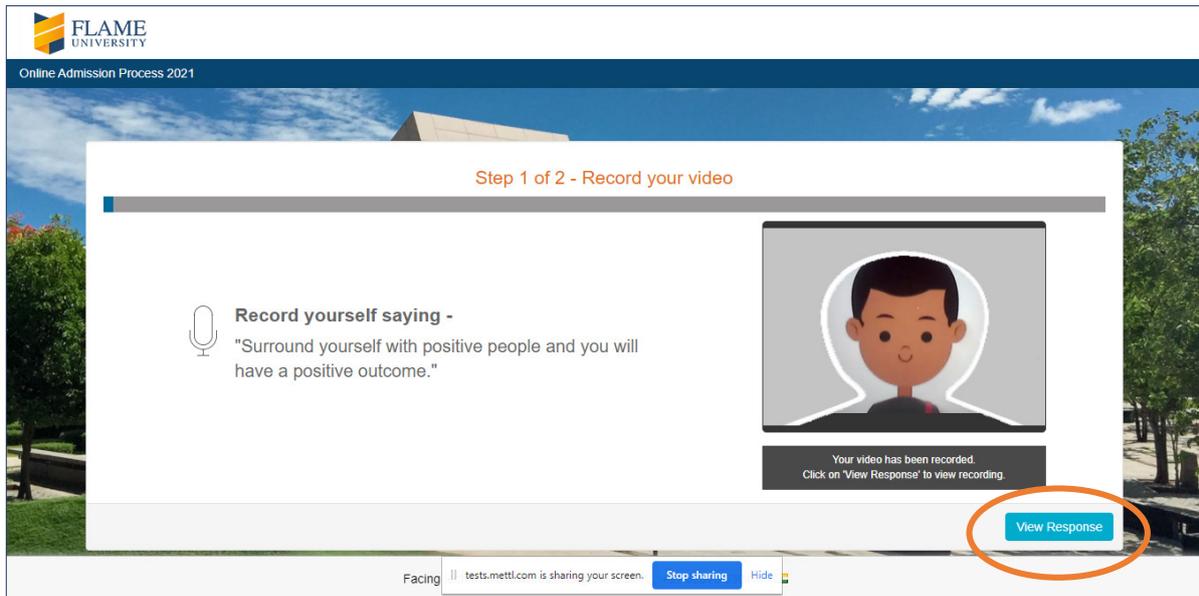
8) Test recording your video and audio. Please ensure your face is clearly visible in the given space and click on 'Start Recording'. Test record the text displayed.



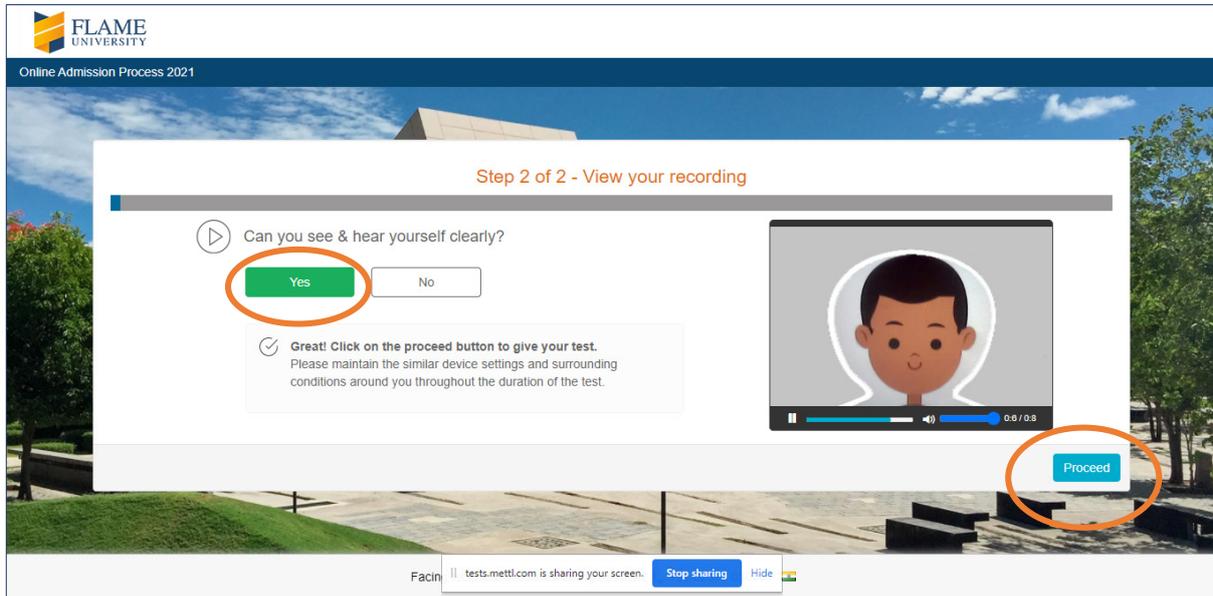
9) On completion, click on 'Stop recording'.



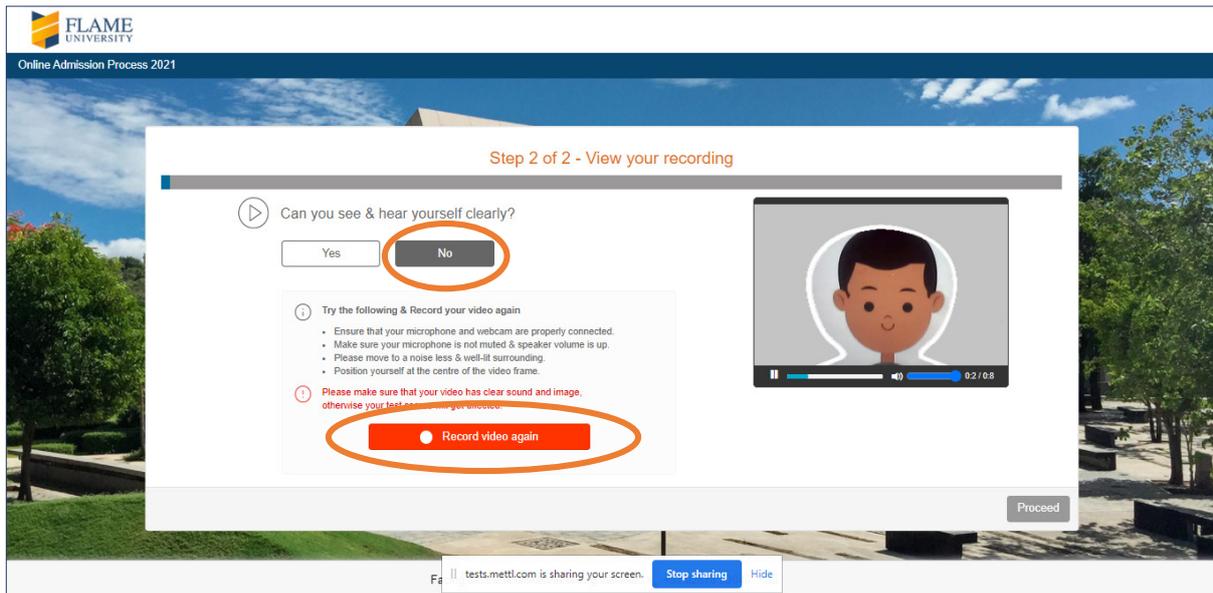
10) Check your recording quality by clicking on 'View Response'.



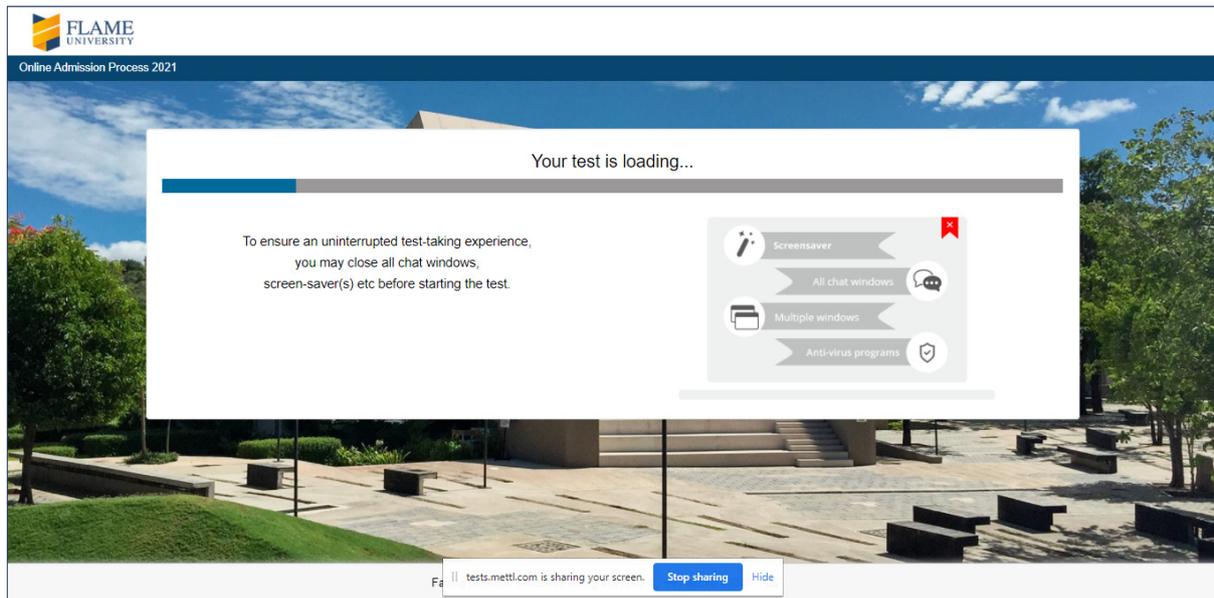
11) If you can see and hear your recording clearly, click on 'Yes' and 'Proceed'.



12) If you cannot see or hear your recording clearly, click on 'No' and 'Record Video Again'.

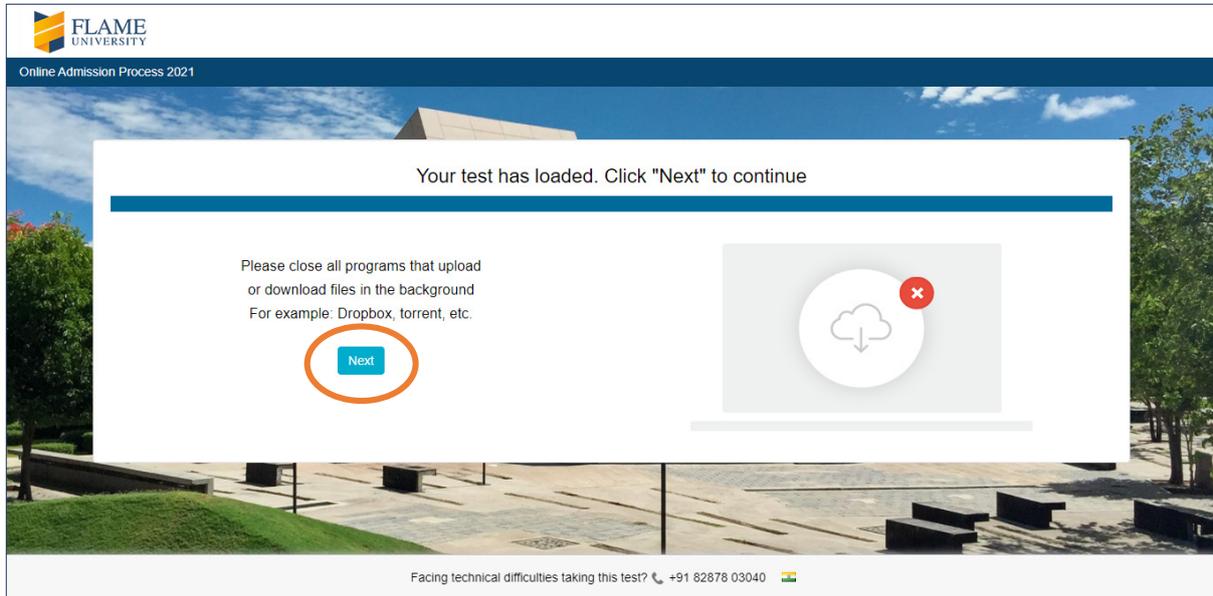


13) Once you are satisfied with the quality of your recording, click on 'Proceed' and wait for the different components/sections of FLAME University's admission process to load.

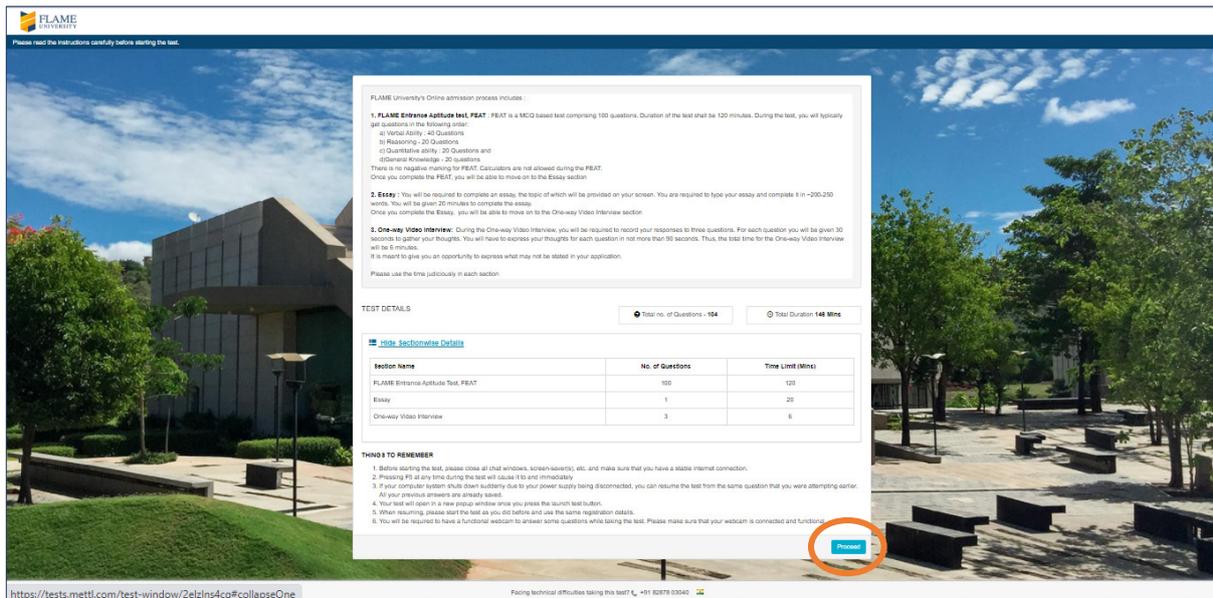


STEPS TO BEGIN YOUR ONLINE ADMISSION PROCESS

- 14) Once the different components/sections of the admission process are loaded, click on 'Next' to commence.

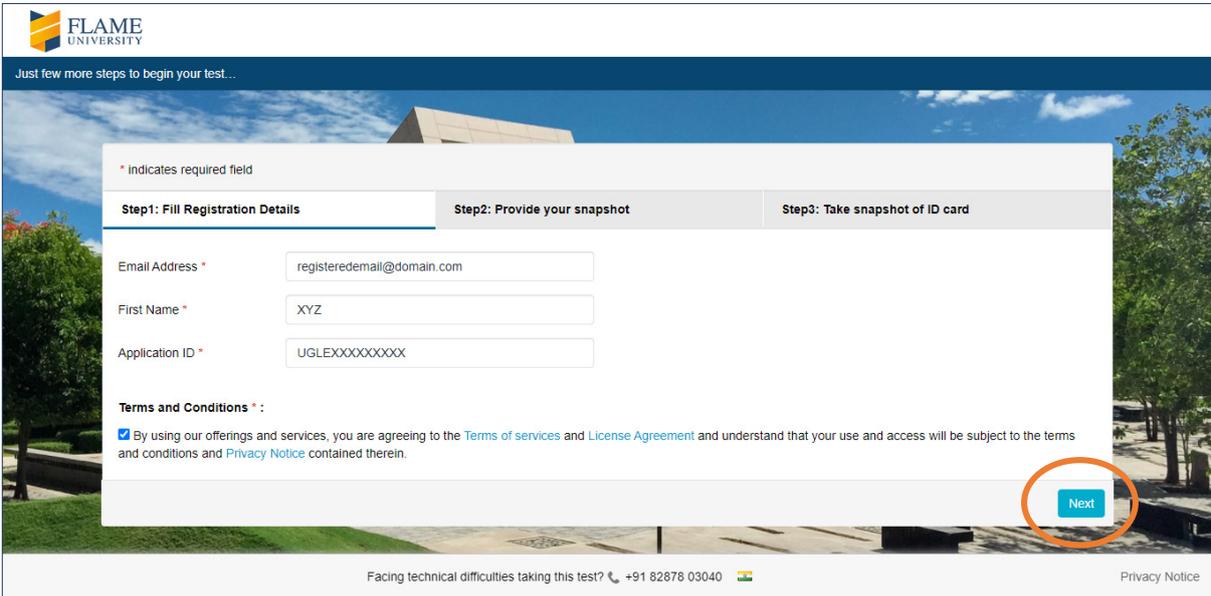


- 15) Read the FLAME University online admission process instructions very carefully, before you click on 'Proceed'. It is very important that you do not refresh your browser window (do not press F5), do not navigate or click away from the shared window and disable all automatic updates in your system.



16) Just few more steps remain to begin the FLAME University online admission process.

a) *Complete your registration details, accept the terms & conditions and click on 'Next'.*



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Just few more steps to begin your test...

* Indicates required field

Step1: Fill Registration Details Step2: Provide your snapshot Step3: Take snapshot of ID card

Email Address * registeredemail@domain.com

First Name * XYZ

Application ID * UGLEXXXXXXXXX

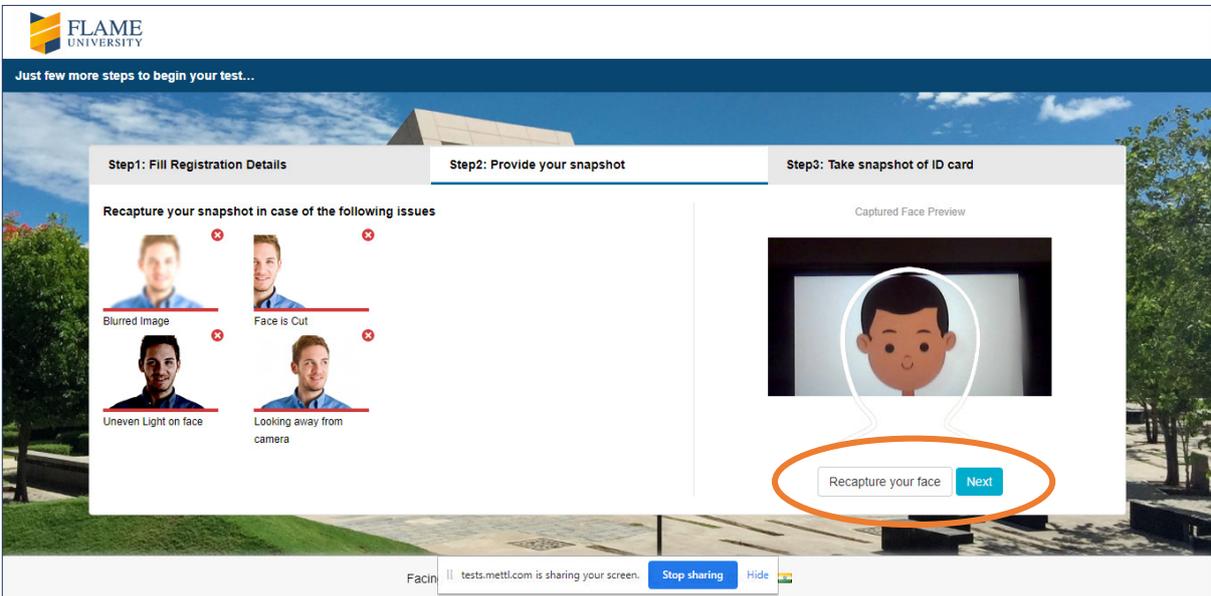
Terms and Conditions * :

By using our offerings and services, you are agreeing to the [Terms of services](#) and [License Agreement](#) and understand that your use and access will be subject to the terms and conditions and [Privacy Notice](#) contained therein.

Next

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b) *Provide a clear snapshot of yourself. Kindly adjust your face on the given screen. If your face does not appear clearly or the image is blurred, click on "Recapture your face". Once a clear snapshot is provided, click on "Next".*



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Just few more steps to begin your test...

Step1: Fill Registration Details Step2: Provide your snapshot Step3: Take snapshot of ID card

Recapture your snapshot in case of the following issues

Blurred Image

Face is Cut

Uneven Light on face

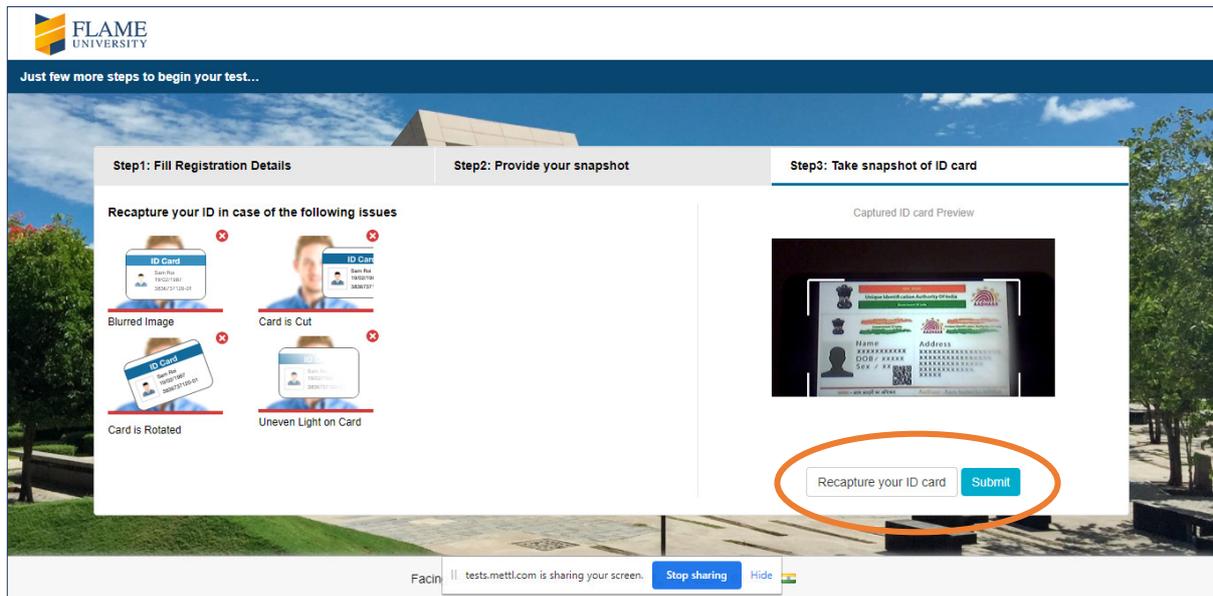
Looking away from camera

Captured Face Preview

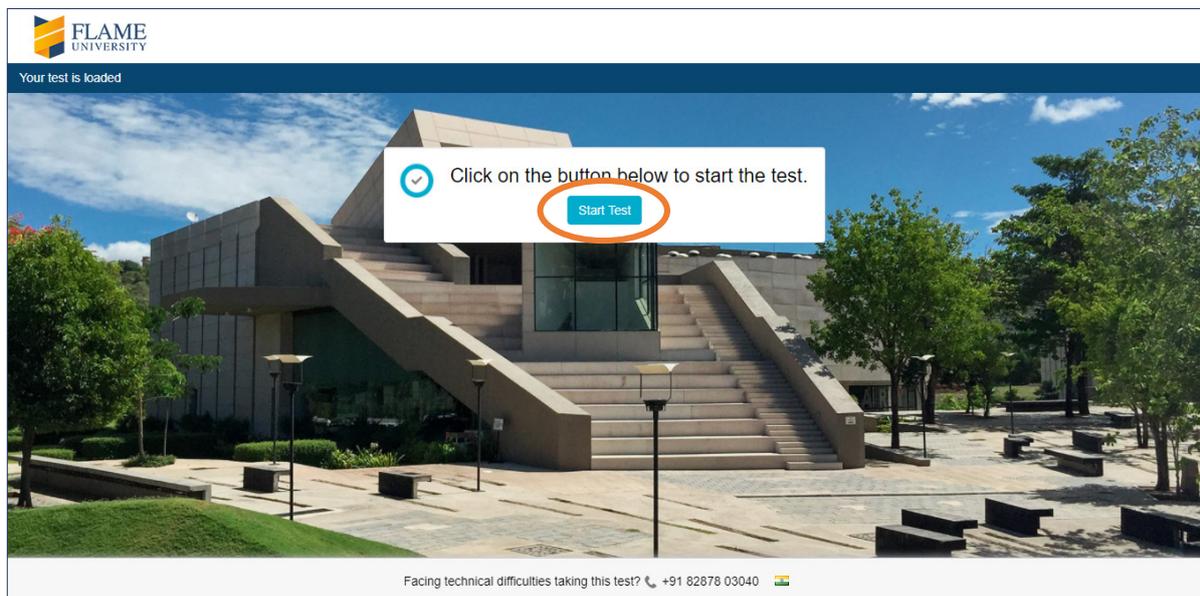
Recapture your face Next

Facin || tests.mettl.com is sharing your screen. Stop sharing Hide 🇮🇳

c) *Take a clear snapshot of your valid identity card (AADHAR card or PAN card or Passport).*



17) Click on 'Start Test' and then on 'Proceed to Test' to begin the FLAME University online admission process. Your entire admission process will be monitored.



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Your test is loaded

 **Monitored Session**

Mettl will monitor your session for review.

Please note that by proceeding to participate and/or complete this session you consent to be monitored via video/screen feed. This monitoring is being undertaken to eliminate any use of unfair means during conduct of this session. The said video/screen feed can be viewed whether on a real time basis and/or accessed subsequently by an authorised personnel only.

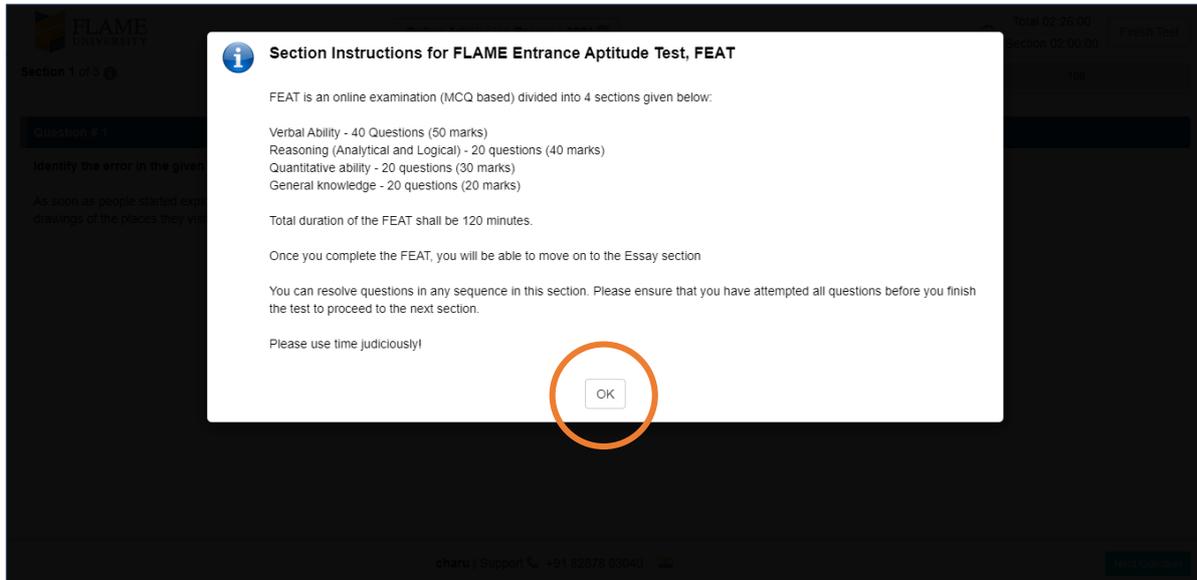


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STEPS DURING YOUR ONLINE ADMISSION PROCESS

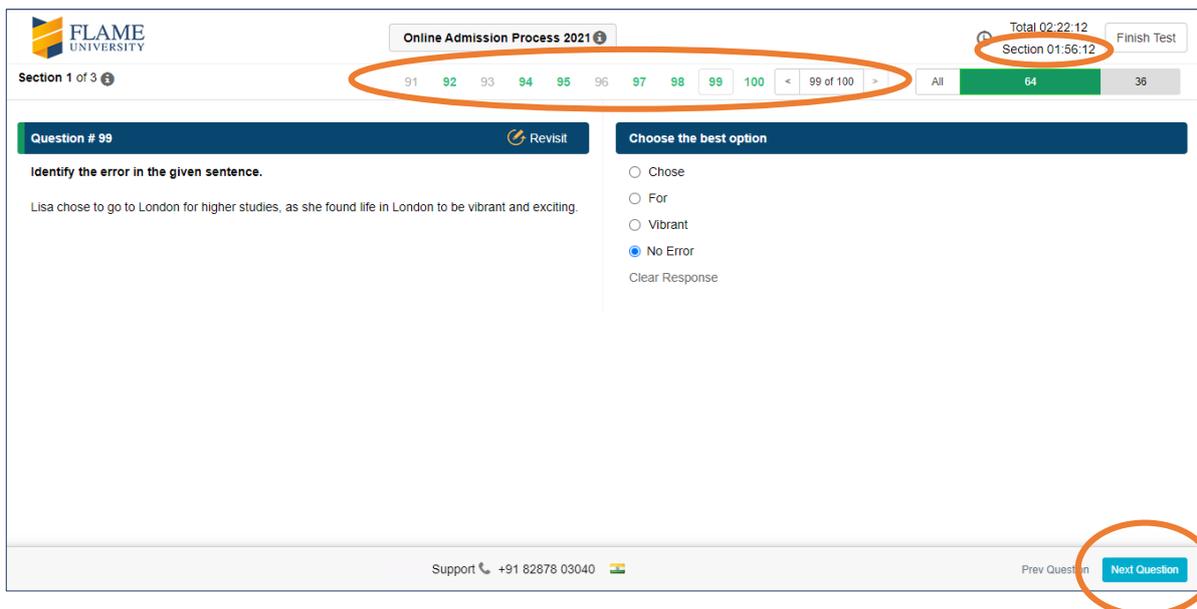
Section 1 : FLAME Entrance Aptitude Test (FEAT)

18) Please read the instructions for the FEAT carefully before clicking on 'OK'.



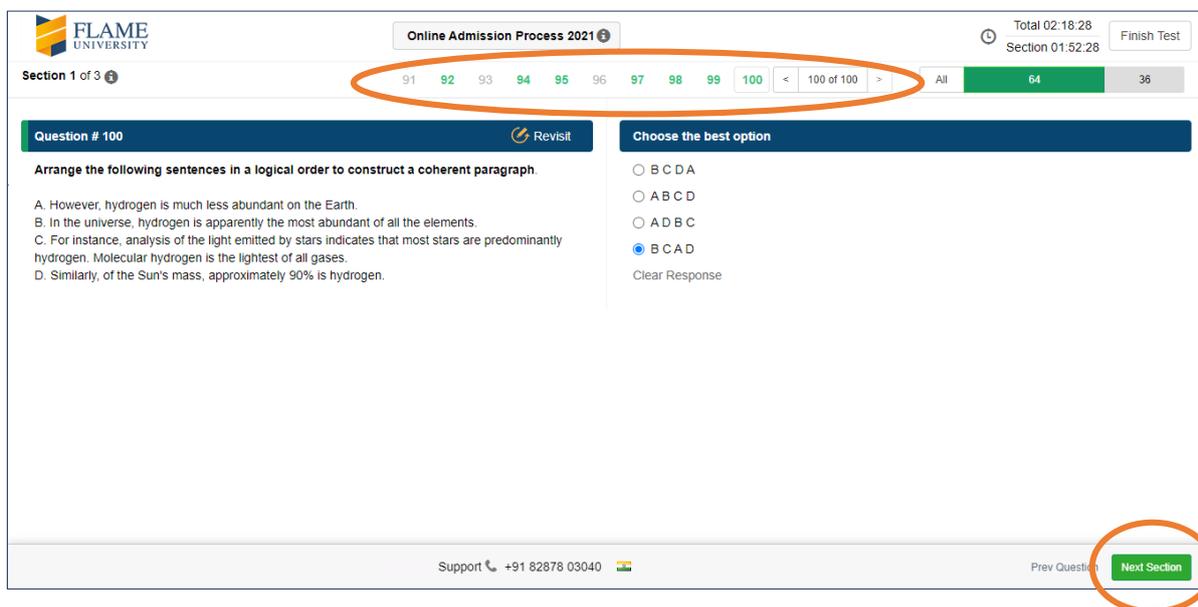
The screenshot shows a dialog box titled "Section Instructions for FLAME Entrance Aptitude Test, FEAT". The text inside the dialog box reads: "FEAT is an online examination (MCQ based) divided into 4 sections given below: Verbal Ability - 40 Questions (50 marks), Reasoning (Analytical and Logical) - 20 questions (40 marks), Quantitative ability - 20 questions (30 marks), General knowledge - 20 questions (20 marks). Total duration of the FEAT shall be 120 minutes. Once you complete the FEAT, you will be able to move on to the Essay section. You can resolve questions in any sequence in this section. Please ensure that you have attempted all questions before you finish the test to proceed to the next section. Please use time judiciously!". An orange circle highlights the "OK" button at the bottom center of the dialog box.

19) During the FEAT, you can attempt any question in any order. However, you must complete this component/section of the admission process within the stipulated duration.

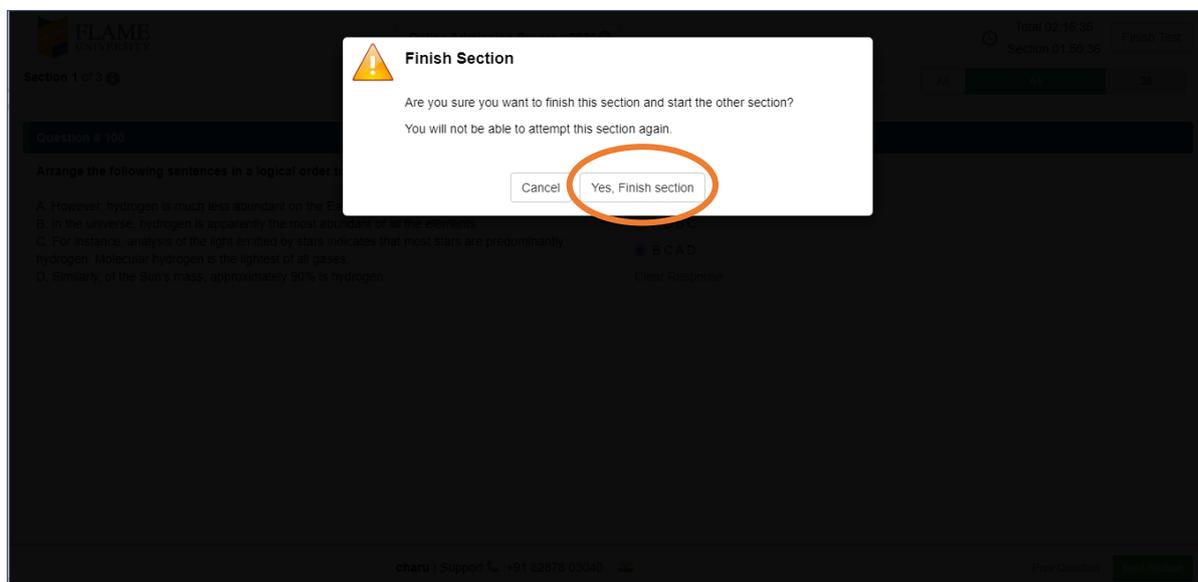


The screenshot shows the FEAT interface. At the top, it says "Online Admission Process 2021". The total time is "Total 02:22:12" and the section time is "Section 01:56:12". The question number is "Section 1 of 3" and "Question # 99". The question text is "Identify the error in the given sentence. Lisa chose to go to London for higher studies, as she found life in London to be vibrant and exciting." The options are: "Chose", "For", "Vibrant", "No Error", and "Clear Response". The "No Error" option is selected. An orange circle highlights the "Next Question" button at the bottom right of the interface.

20) Once you complete the FEAT component/section of the admission process, please click on 'Next Section' to proceed to the online Essay. The 'Next Section' button can be found in the window that displays the final FEAT question.

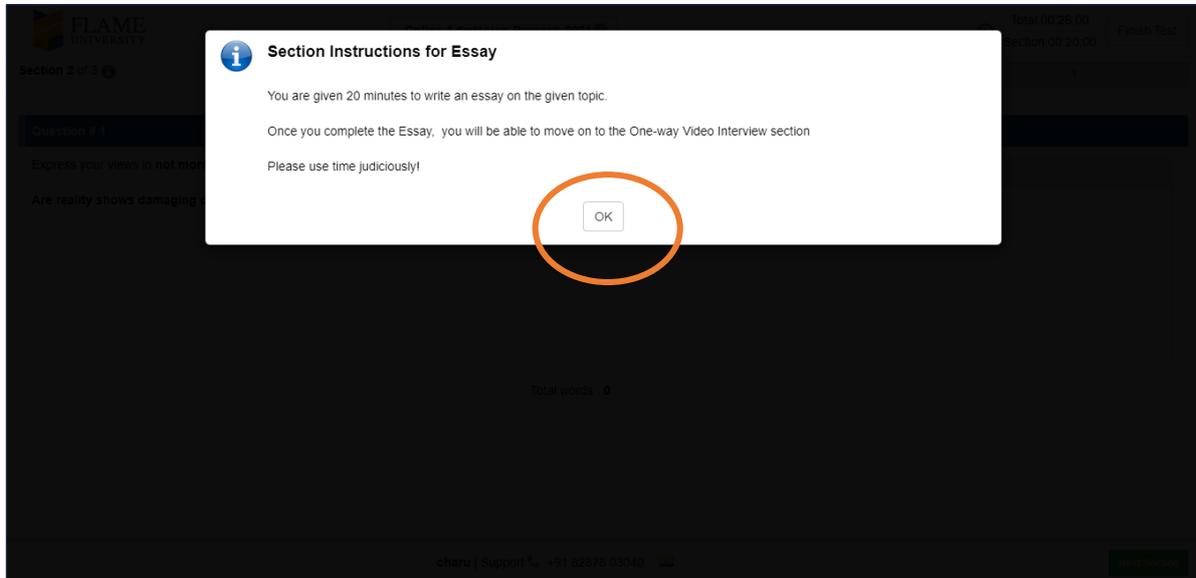


21) Before you click "Finish Section", kindly ensure that you have attempted all possible questions in the FEAT. Once you proceed to the online Essay, you will not be able to come back and attempt any questions from the FEAT component/section of the admission process.

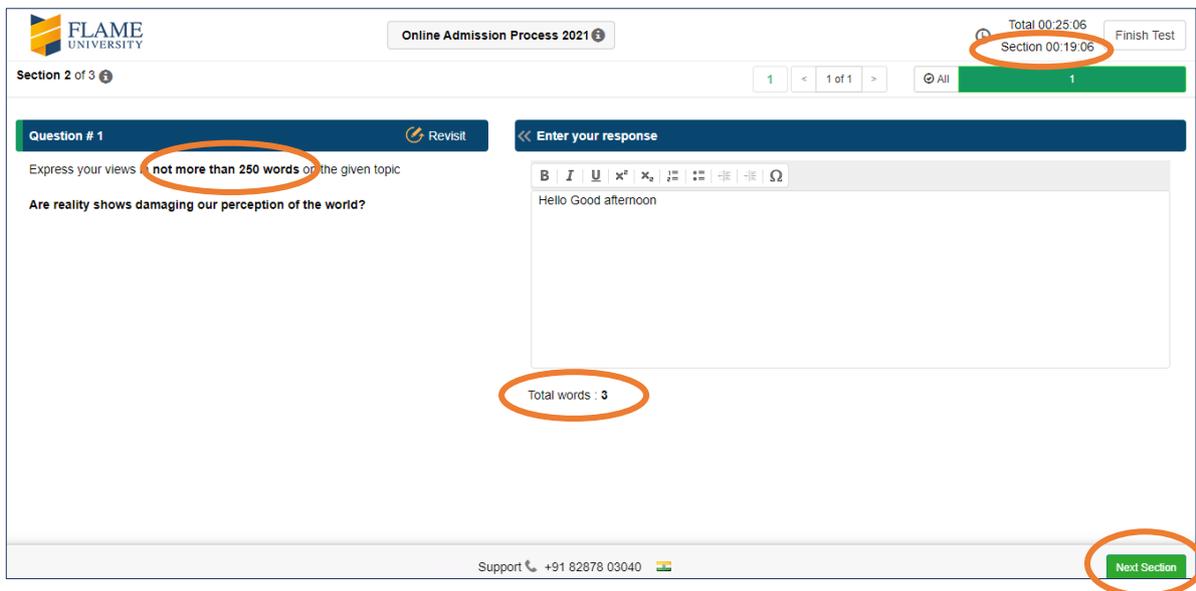


Section 2 : Essay

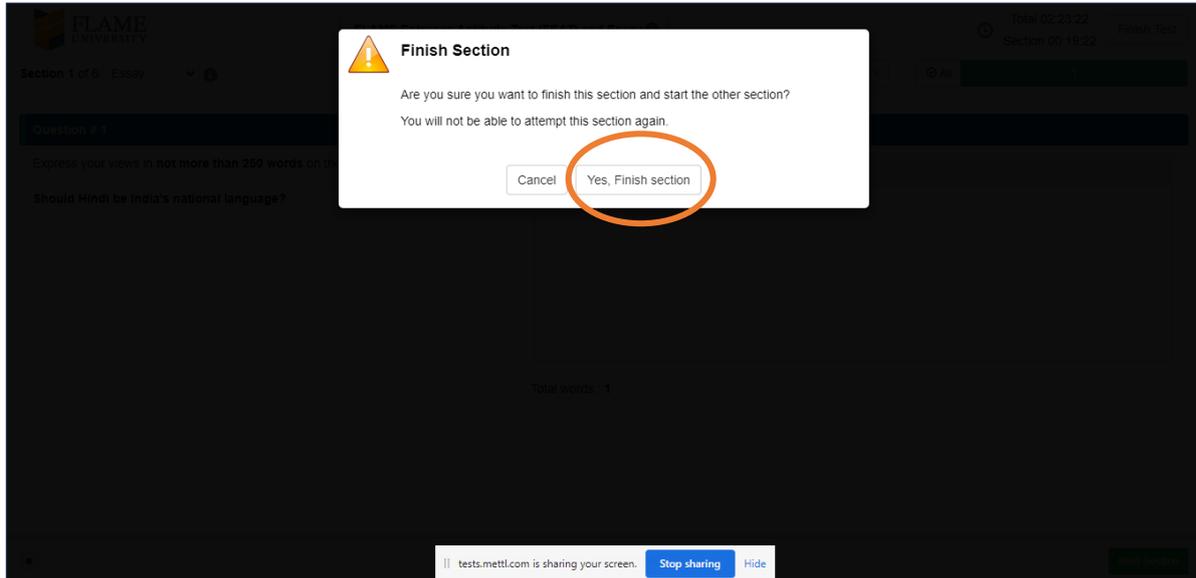
22) Please read the instructions for the online Essay carefully before clicking on 'OK'.



23) An essay topic will be given on the spot. You are required to complete your essay in ~200-250 words. You must complete the Essay component/section of the admission process within the stipulated duration. Once you complete the Essay, please click on 'Next Section' to proceed to the One-way Video Interview.

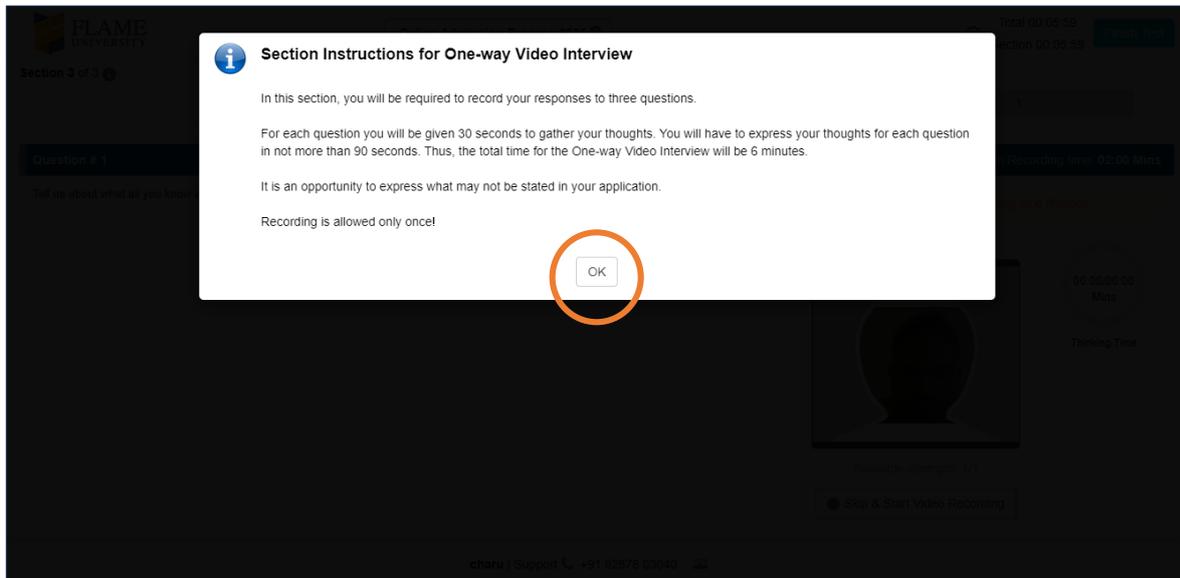


- 24) Before you click “Finish Section”, kindly ensure that you have checked your response to the Essay question. Once you proceed to the One-way Video Interview, you will not be able to come back to review or edit the Essay component/section of the admission process.

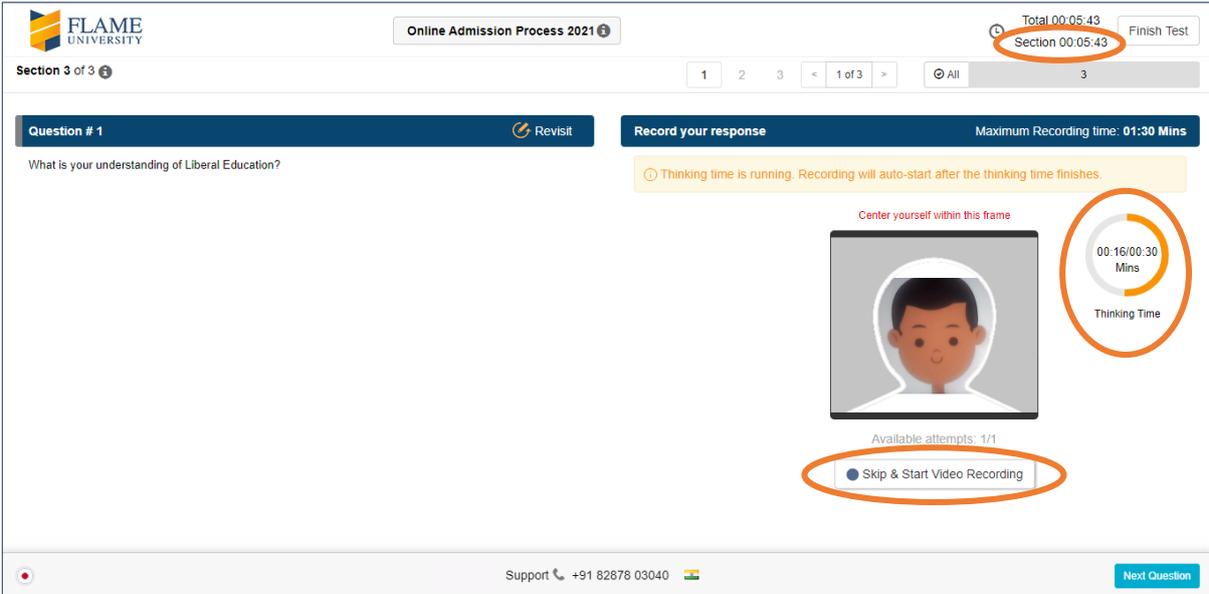


Section 3 : One-way Video Interview

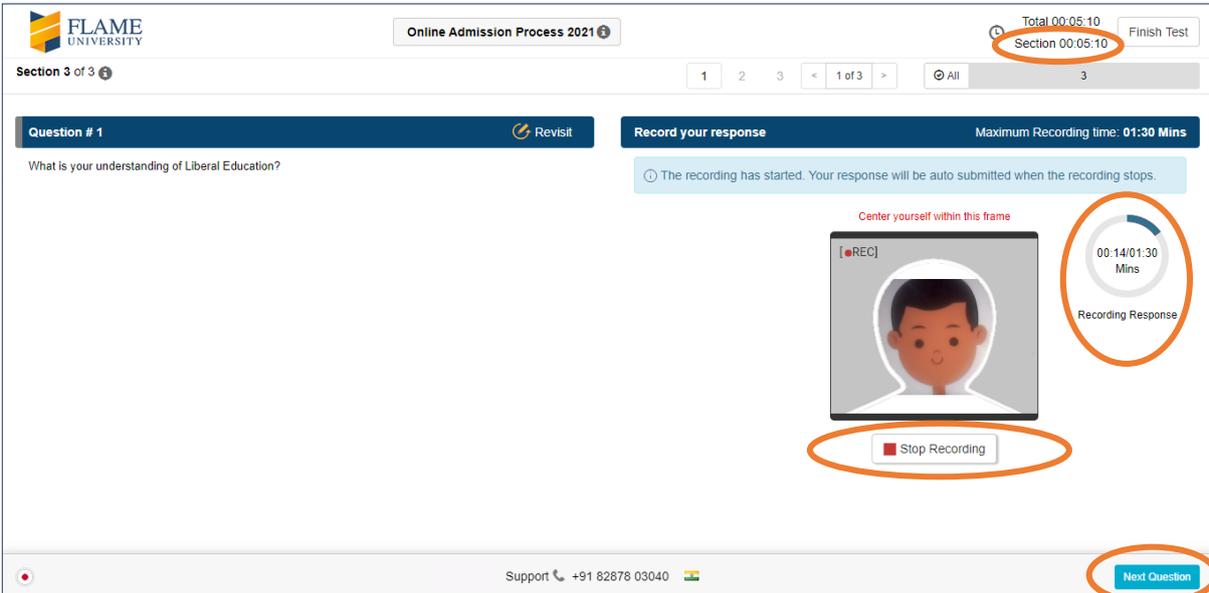
- 25) Please read the instructions for the One-way Video Interview carefully before clicking on ‘OK’.



26) During the One-way Video Interview, you will be required to record your responses to three questions. For each question you will be given 30 seconds to gather your thoughts. After 30 seconds, recording will start automatically. You will have to express your thoughts for each question in not more than 90 seconds (cumulative 2 minutes per question). Thus, the total time for the One-way Video Interview component/section of the online admission process will be 6 minutes. The video interview questions will appear one at a time on your screen and you will be asked to record an answer for each. If you finish early, you can click on 'Stop recording'. You will not be able to edit your responses, once the recording is completed.

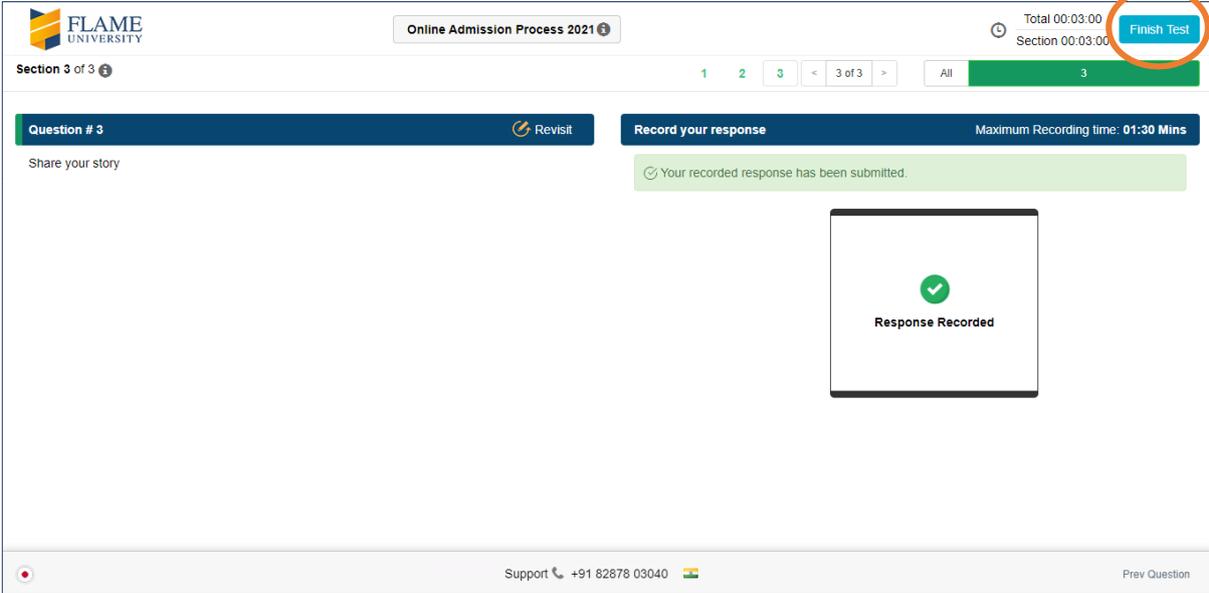


The screenshot shows the 'Thinking Time' phase of the video interview. At the top, the FLAME University logo and 'Online Admission Process 2021' are visible. The progress bar indicates 'Section 3 of 3' and '1 of 3' questions. The question is 'What is your understanding of Liberal Education?'. A 'Revisit' button is present. The 'Record your response' section shows a maximum recording time of 01:30 Mins. A yellow notification states: 'Thinking time is running. Recording will auto-start after the thinking time finishes.' A central video frame shows a placeholder for the user's video, with the instruction 'Center yourself within this frame'. To the right, a circular timer shows '00:16/00:30 Mins' for 'Thinking Time'. Below the video frame, it says 'Available attempts: 1/1' and a 'Skip & Start Video Recording' button is highlighted with an orange circle. At the bottom, there is a 'Next Question' button and a support contact number: '+91 82878 03040'.



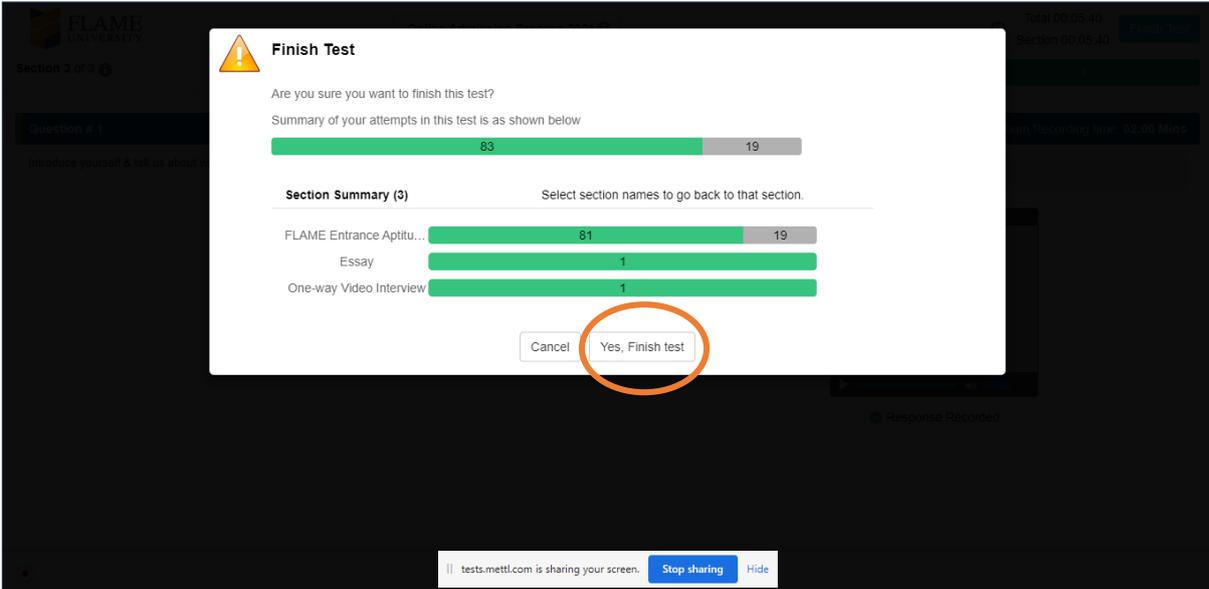
The screenshot shows the 'Recording Response' phase of the video interview. The interface is similar to the previous one, but the timer now shows '00:14/01:30 Mins' for 'Recording Response'. A blue notification states: 'The recording has started. Your response will be auto submitted when the recording stops.' The video frame now shows a red recording indicator '[●REC]' and the user's video. Below the video frame, a 'Stop Recording' button is highlighted with an orange circle. The 'Next Question' button at the bottom right is also highlighted with an orange circle. The support contact number '+91 82878 03040' remains at the bottom.

27) Once you have recorded your responses, click on 'Finish Test'.



The screenshot shows the 'Online Admission Process 2021' interface. At the top right, there is a 'Finish Test' button circled in orange. Below the header, the user is in 'Section 3 of 3'. A progress bar shows 3 out of 3 questions completed. The main area displays 'Question # 3' with a 'Revisit' button and a 'Record your response' button. A message states 'Your recorded response has been submitted.' and a 'Response Recorded' confirmation box is visible. The bottom of the page includes a support number (+91 82878 03040) and a 'Prev Question' link.

28) Please check the summary of your FLAME online admission process before final submission. Green indicates attempted questions. Grey indicates questions not attempted/completed.

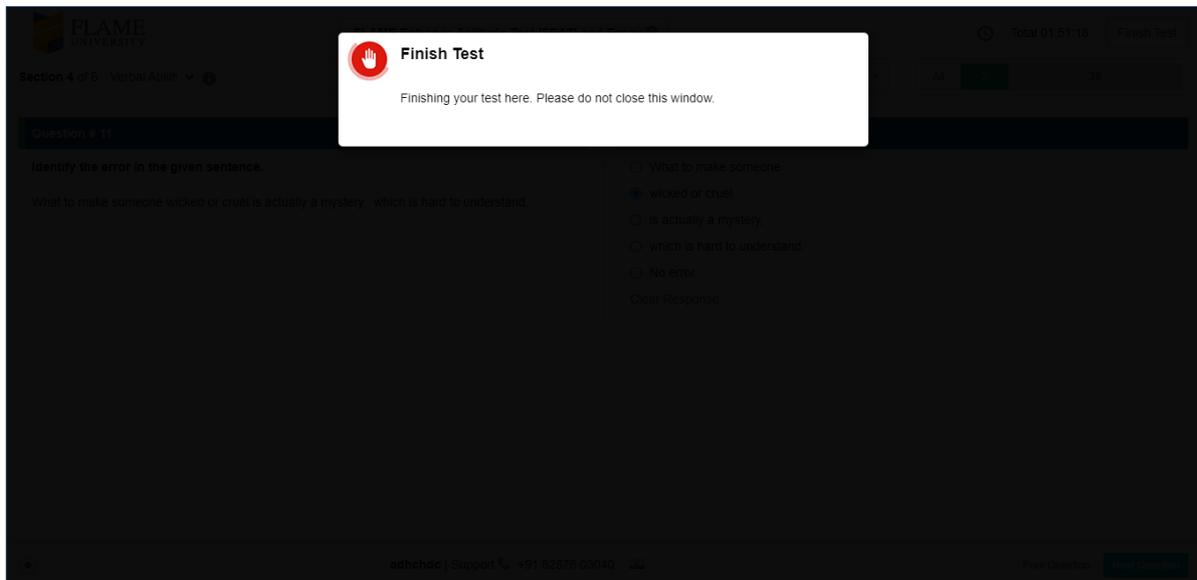


The screenshot shows a 'Finish Test' confirmation dialog box. It asks 'Are you sure you want to finish this test?' and provides a 'Summary of your attempts in this test is as shown below'. The summary shows 83 attempted questions (green) and 19 not attempted (grey). Below this is a 'Section Summary (3)' table:

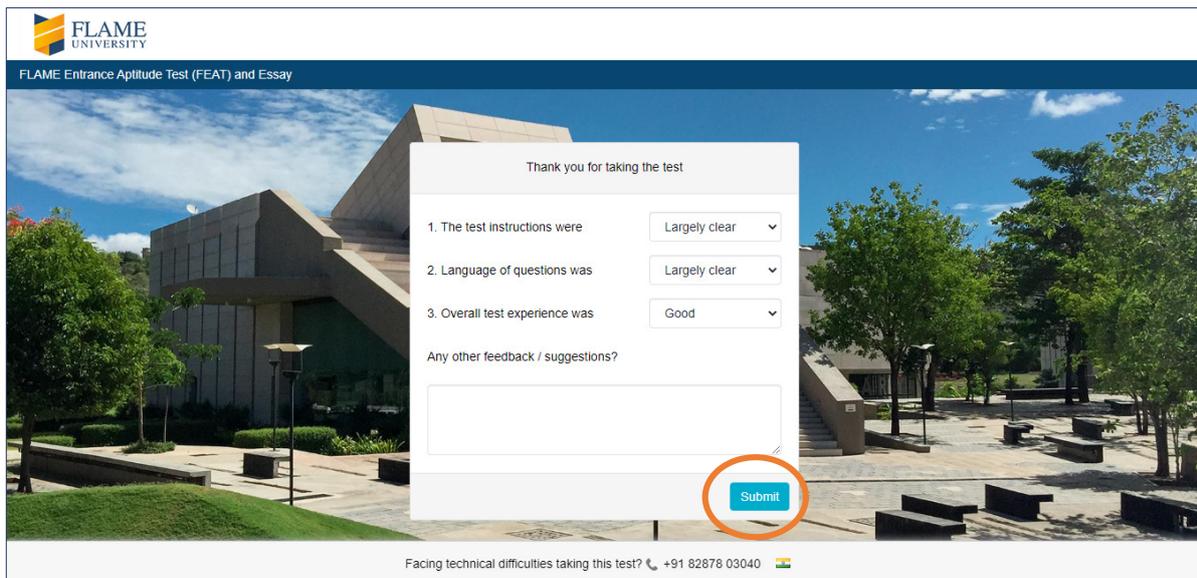
Section	Attempted (Green)	Not Attempted (Grey)
FLAME Entrance Aptitu...	81	19
Essay	1	
One-way Video Interview	1	

At the bottom of the dialog, there are 'Cancel' and 'Yes, Finish test' buttons, with the latter circled in orange. A system message at the bottom indicates 'tests.mettl.com is sharing your screen.' with 'Stop sharing' and 'Hide' options.

29) Once you click on 'Yes, Finish test', the system will display the following message:

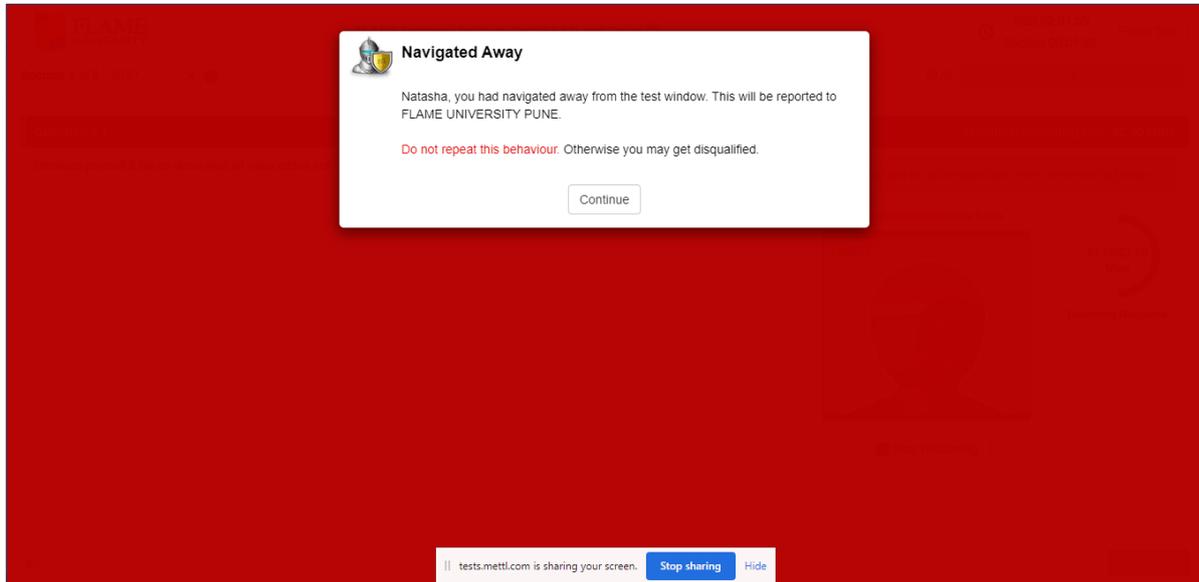


30) Thank you message and request for feedback (not mandatory, but recommended).

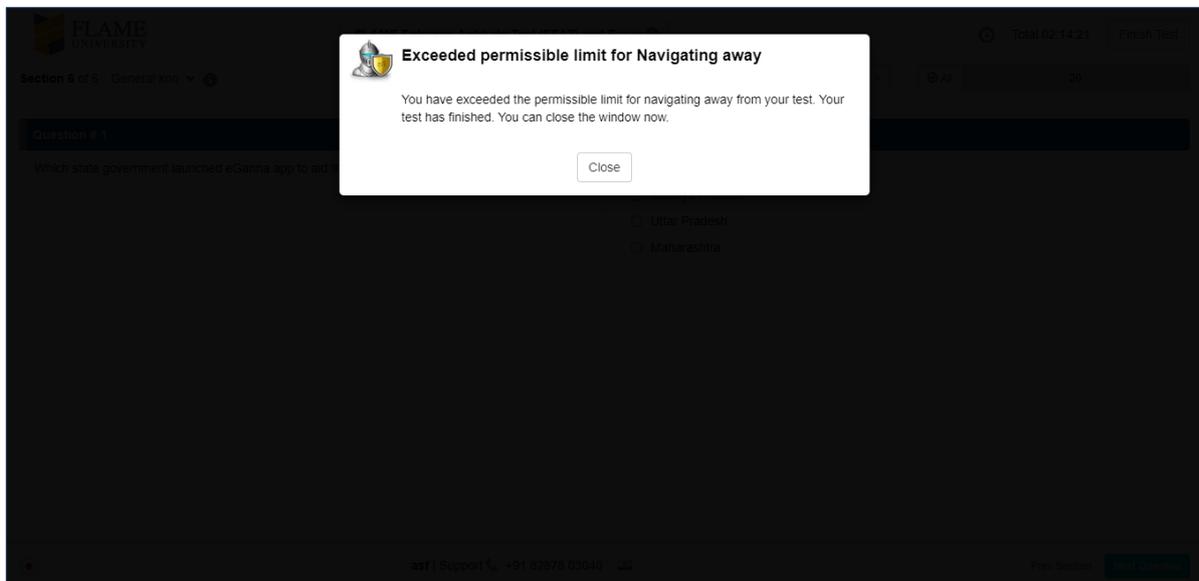


GENERAL INSTRUCTIONS

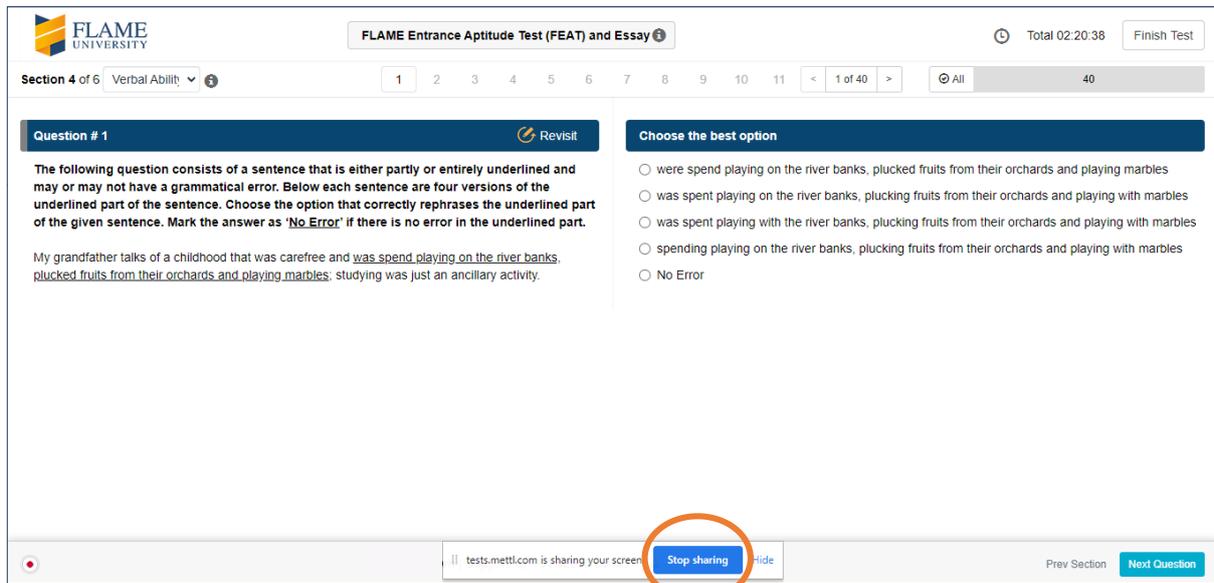
- A) In case you navigate away from the admission process window; the following message will appear on your screen:



- B) If you navigate way multiple times, you will be disqualified from appearing for the online admission process.



C) Never click on 'Stop sharing' during the FLAME online admission process.



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FLAME Entrance Aptitude Test (FEAT) and Essay

Total 02:20:38 Finish Test

Section 4 of 6 Verbal Ability

1 2 3 4 5 6 7 8 9 10 11 < 1 of 40 > All 40

Question # 1 Revisit

Choose the best option

The following question consists of a sentence that is either partly or entirely underlined and may or may not have a grammatical error. Below each sentence are four versions of the underlined part of the sentence. Choose the option that correctly rephrases the underlined part of the given sentence. Mark the answer as 'No Error' if there is no error in the underlined part.

My grandfather talks of a childhood that was carefree and was spend playing on the river banks, plucked fruits from their orchards and playing marbles; studying was just an ancillary activity.

- were spend playing on the river banks, plucked fruits from their orchards and playing marbles
- was spent playing on the river banks, plucking fruits from their orchards and playing with marbles
- was spent playing with the river banks, plucking fruits from their orchards and playing with marbles
- spending playing on the river banks, plucking fruits from their orchards and playing with marbles
- No Error

tests.mettl.com is sharing your screen Stop sharing Hide

Prev Section Next Question