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 the FLAME Entrance Aptitude Test [FEAT] (if you do not have SAT or ACT scores), Essay, and Online Personal Interview.

1. 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 type your answer to the essay question in ~200-250 words. **You will be given 20 minutes for the on-the-spot Essay.** Once you complete the Essay, you will be able to proceed with the FEAT.

2. 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. **The total duration of the FEAT shall be 120 minutes**. For applicants who have submitted their SAT/ACT scores, only Essay will be conducted (FEAT is optional for them).

3. Online Personal Interview: This part of the admission process will also be conducted online after you complete the FLAME Entrance Aptitude Test (FEAT) and the Essay. The Panel for the Online Personal interview will consist of two faculty members. Possible questions may include your reasons for applying to FLAME, your passions, role model, learning, and aspirations. Your responses will help the university know more about you, your personality, communication skills, and clarity of thought. It is meant to allow you to express what may not be stated in your application.

Below you will find a complete **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 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 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 invite from FLAME University, Pune (If not found, please check the SPAM folder). It will include:

a) Link 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.

b) Link to take the sample test: This is provided for you to get acquainted with the test platform, so as to easily naviagate through the actual test.

c) Link – 'Start Test': This link will allow you to take the final test, only on the day when your test is scheduled.

1. **Once you click on the 'Start Test", the following screen will appear. Click on 'proceed'**
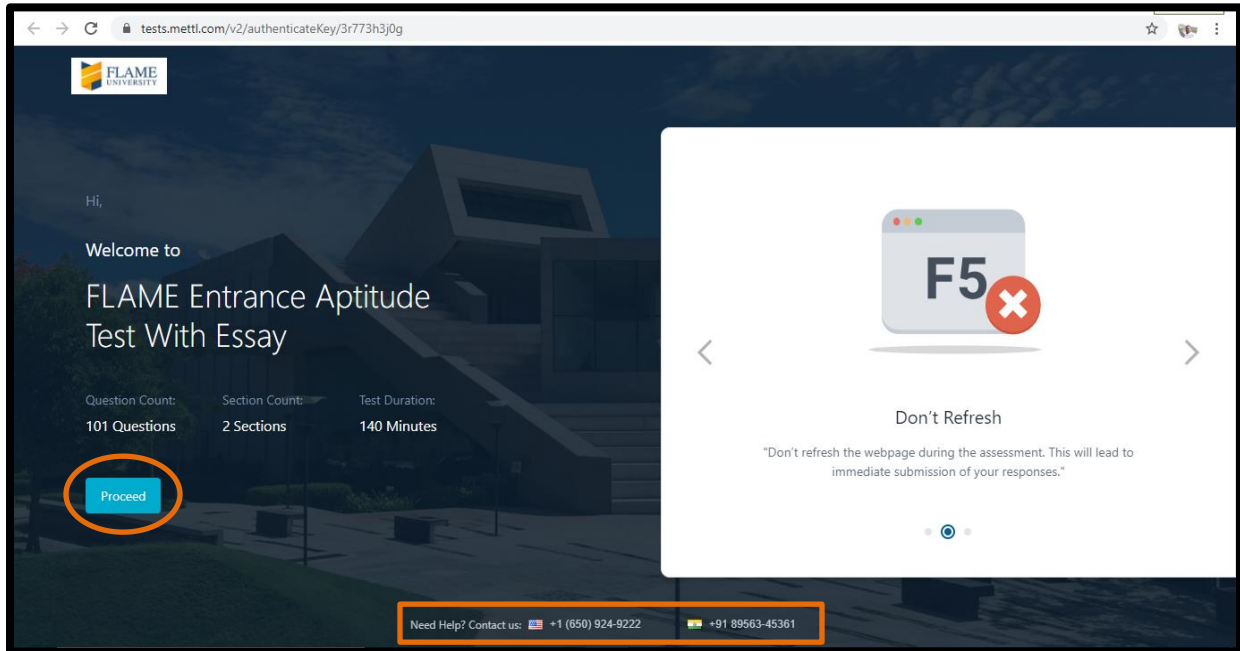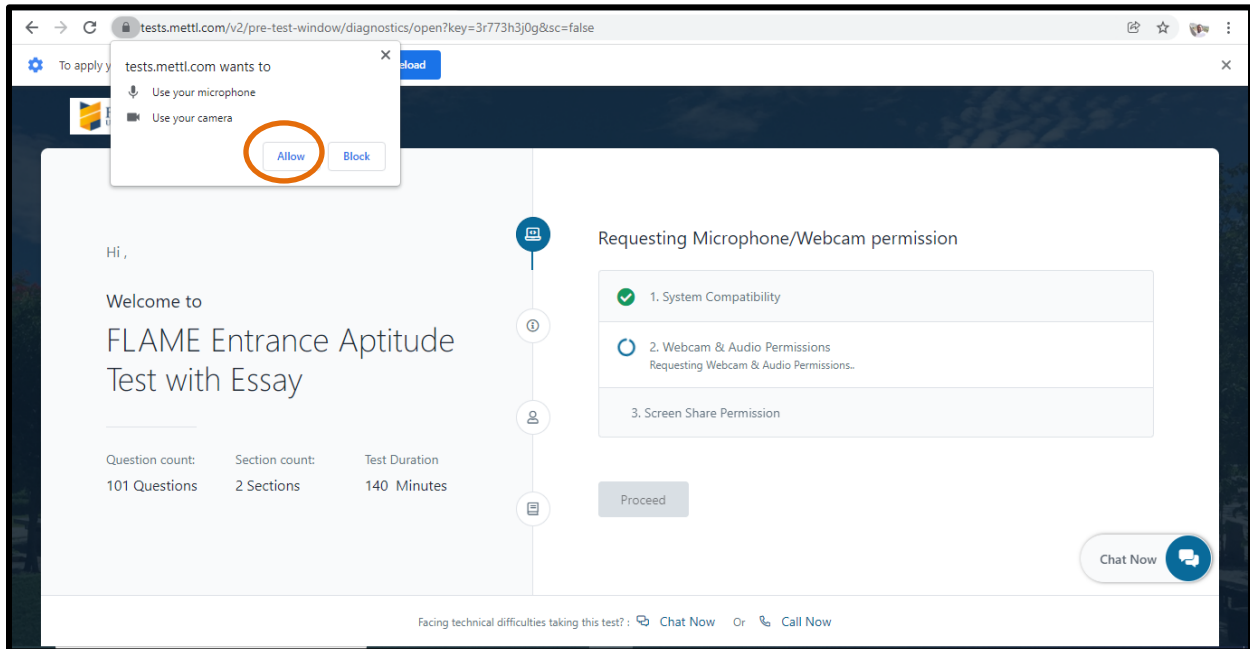

2. **Compatibility check, Webcam & Audio Permissions and screen sharing:**
   a. *A system check is run automatically in the background to check the system compatibility for the test.*
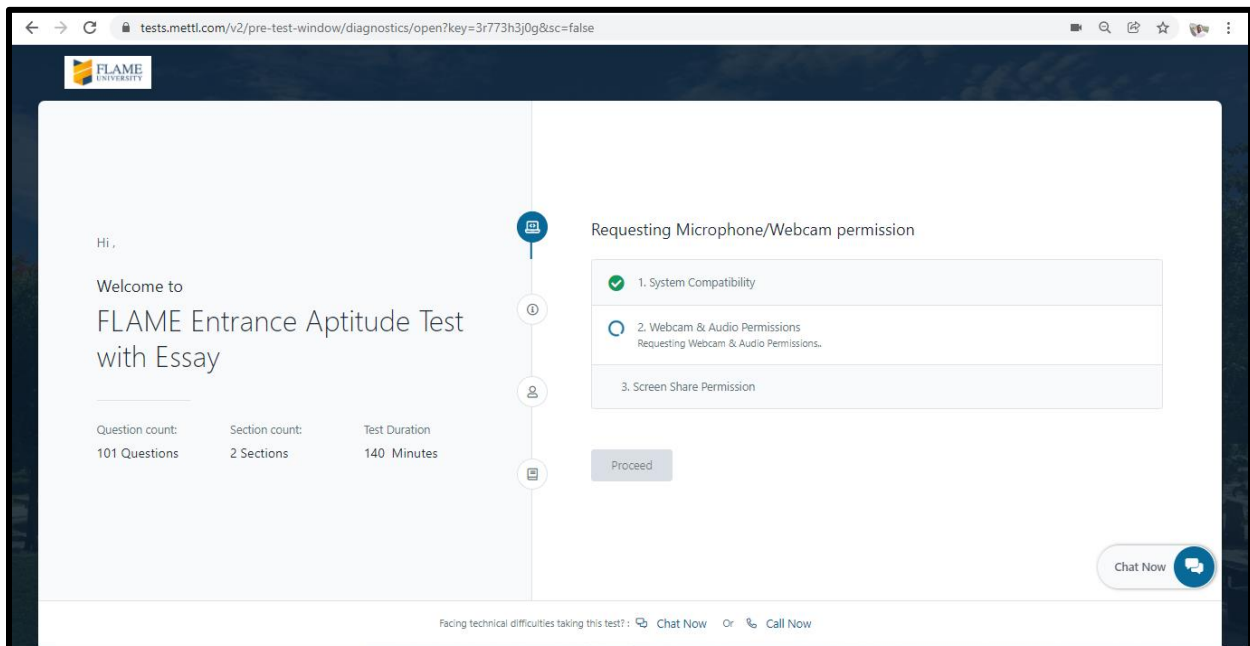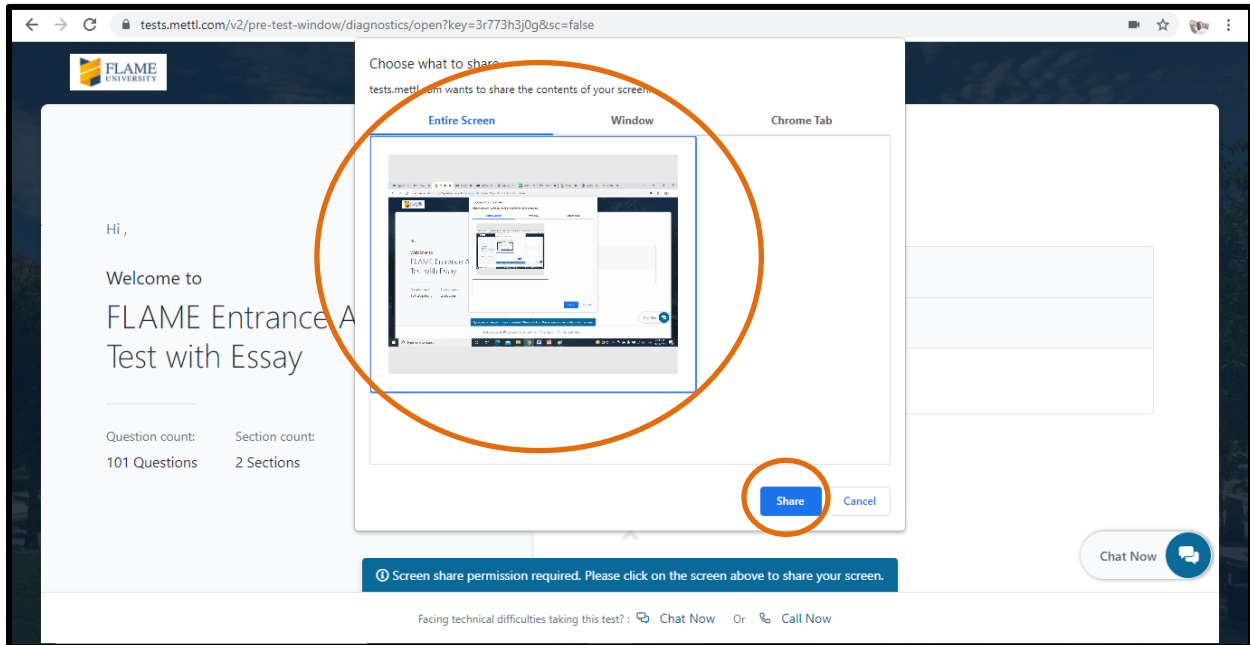
b. *After successful system compatibility check, click 'Allow' button on the pop-up displayed on the top left corner of your screen to enable the webcam and microphone permissions on your system*
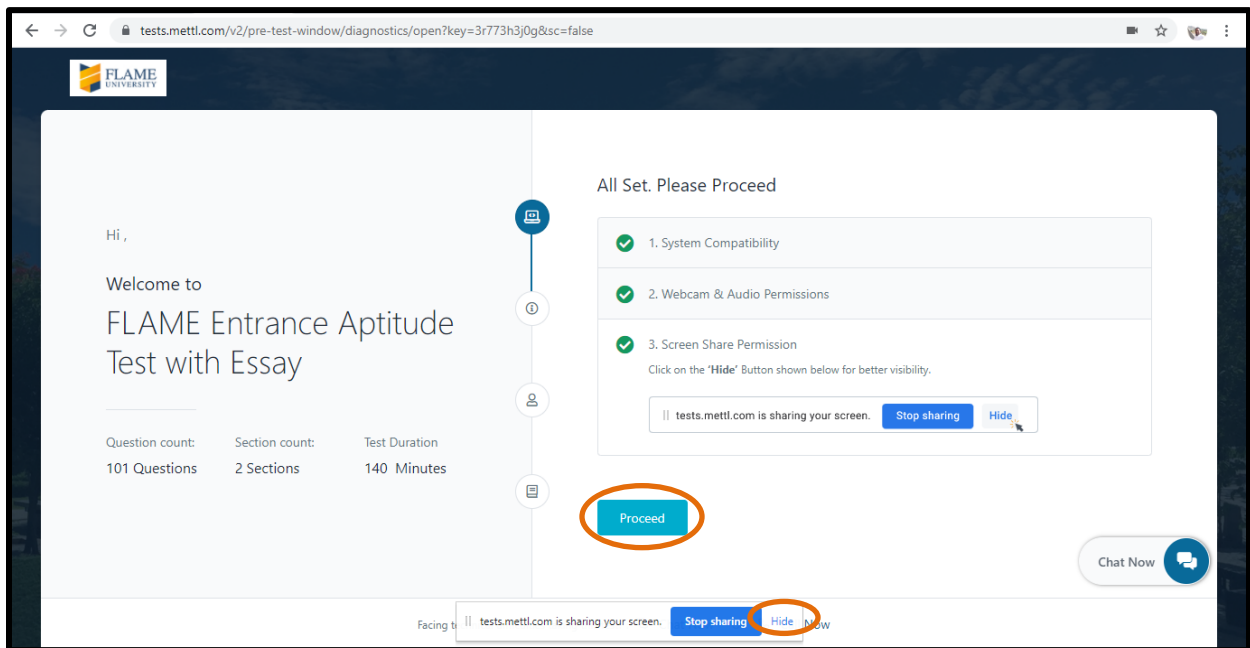

c. *Click 'Start Screen Capture' button as shown below.*
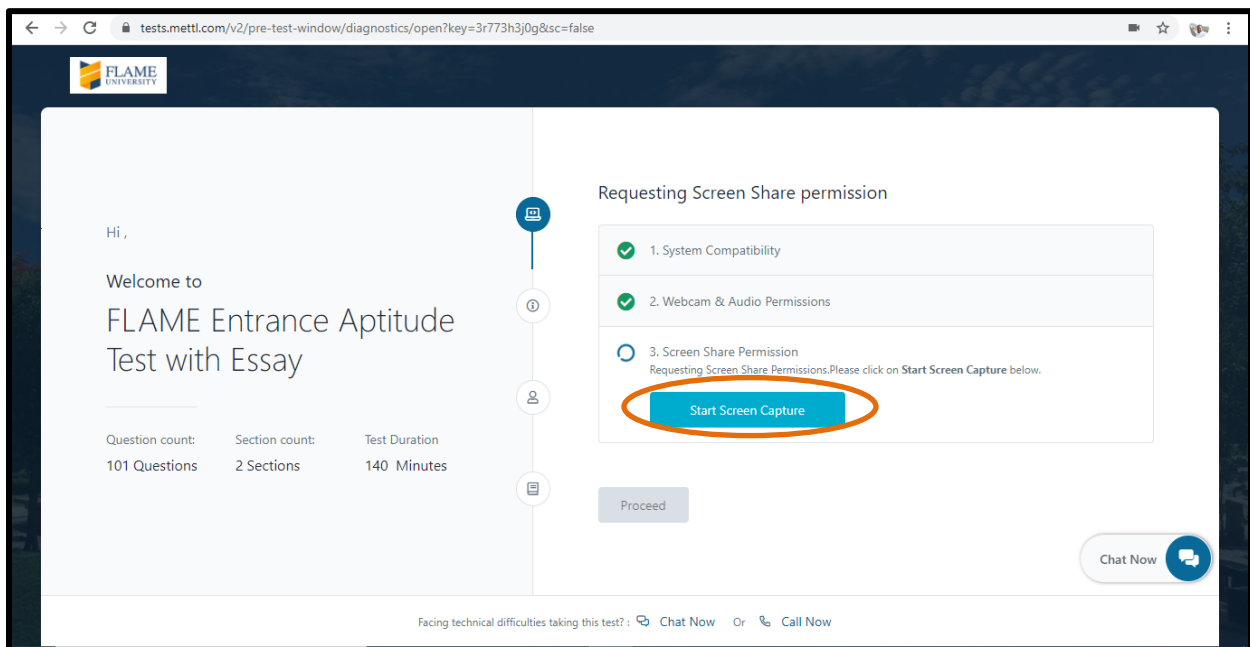
d. *A pop-up will appear, select your entire screen by selecting the window as displayed, click 'Share' button.*

e. *After screen sharing is enabled, click 'hide' button that appears on the bottom of screen and then click on 'Proceed' button.*

3. **Test Instructions**

Carefully read the assessment details and test instructions. First you need to appear for Essay, and then you can proceed to the MCQ based aptitude test.

4. **Registration (*Keep your Application no. handy*)**

   a. *Enter your registration details in the box provided (* defines the mandatory field),. Read and accept the terms of service by clicking on the 'check box' as shown. Scroll down a little, Verify and click 'Proceed' button to complete your registration details.*

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.*
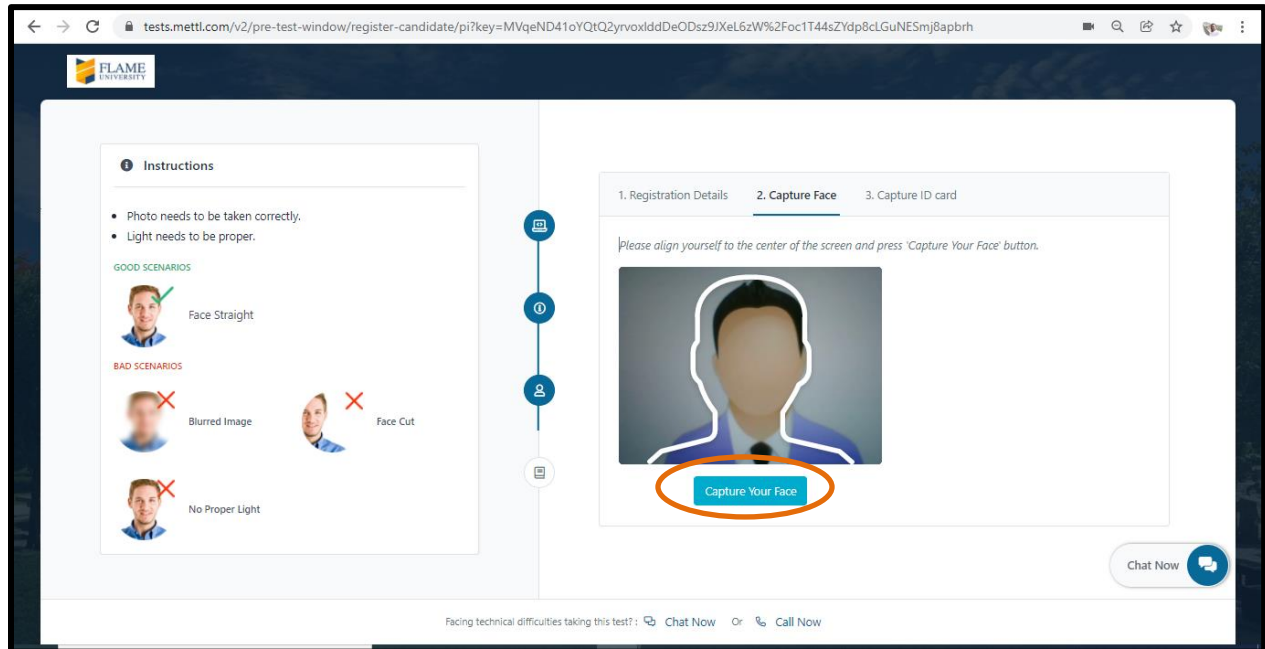

c. *Take a clear snapshot of your valid identity card (AADHAR card or PAN card or Passport).*
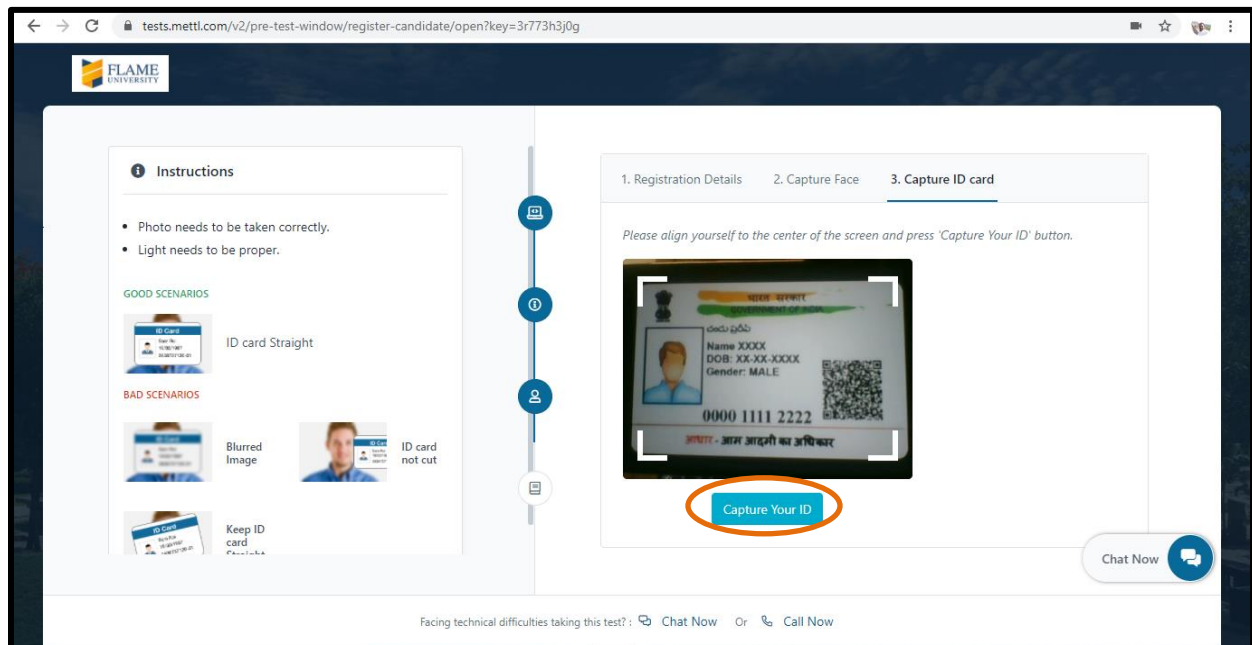
d. Click on 'Start Test' and then on 'Proceed to Test' to begin the FLAME University online admission process. Your entire admission process will be monitored.

e. By default you have to start with Essay, either you can click on start test or wait till the timer ticks to 0 (Once you click on start test your window will automatically go to full screen mode)
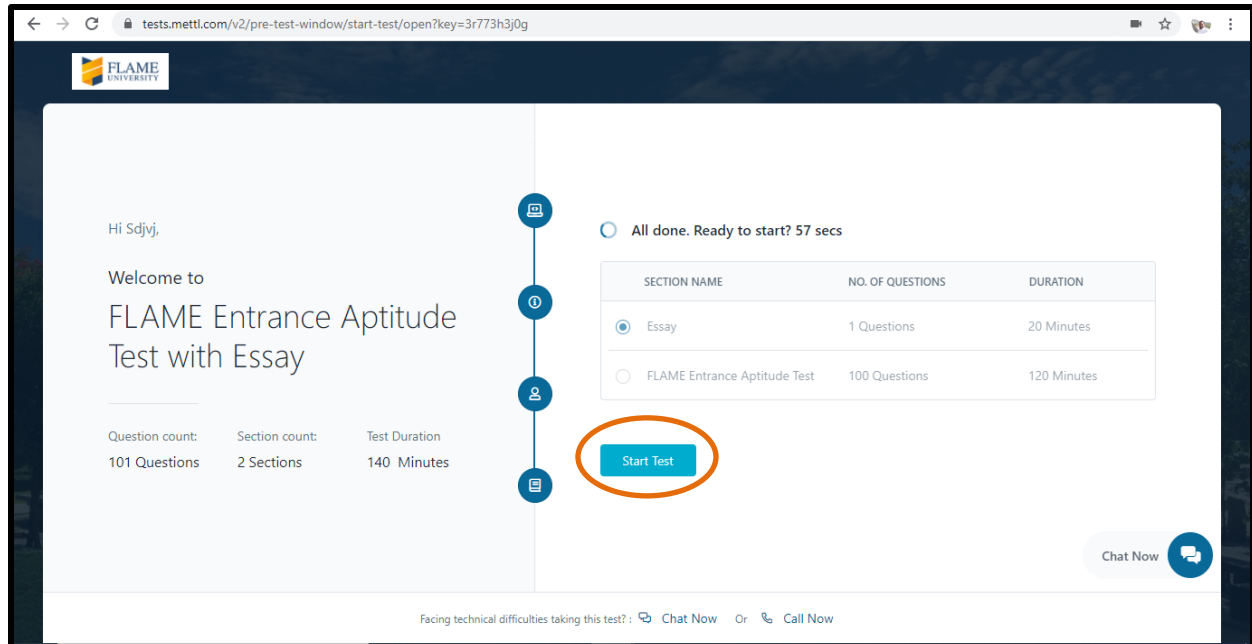
f. Once you start the test the monitored session window will appear. Please don't click on 'Cancel' as this will end your test.
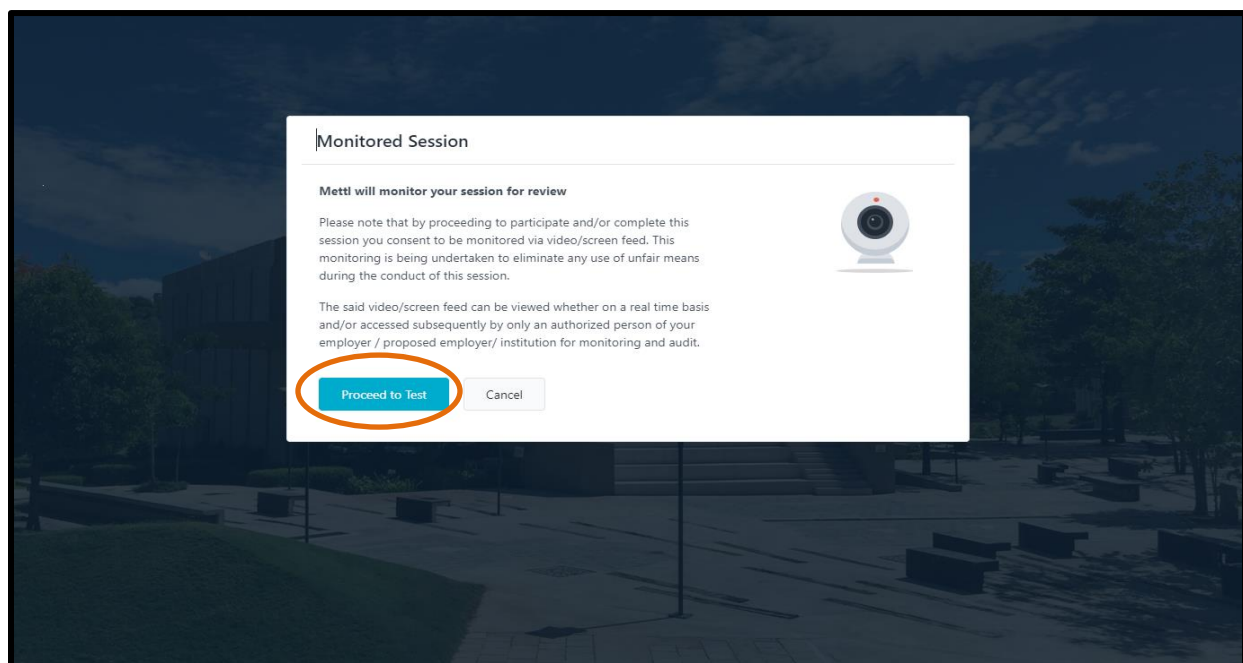
Section 1: Essay

5.   Please read the instructions for the online Essay carefully before clicking on 'Proceed to test'.

Essay

You will be required to complete an essay, the topic of which will be provided on your screen. You are required to type your essay and complete it in 200-250 words. You will be given 20 minutes to complete the essay

Once you finished typing your response to the essay question, click on Next Section to proceed with the FLAME Entrance Aptitude Test.

Please use time judiciously!

Proceed to Test
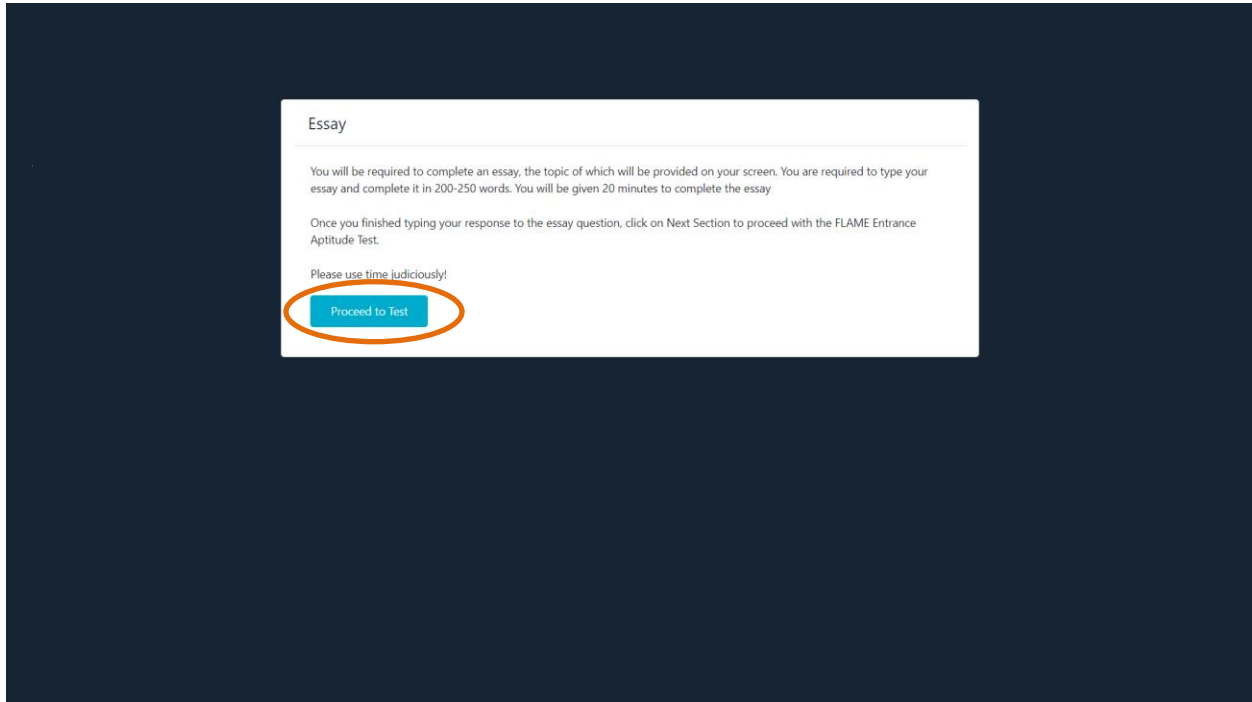
6. Essay Section

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 FEAT Aptitude test.

a. *Keep a watch on section time and test time as circled below.*

b. *Don't click on finish test button after completing the essay.*

c. *Restrict your essay to 250 words only.*

7. **Exit essay Section**

    Before you click "Yes", kindly ensure that you have checked your response to the Essay question. Once you finish essay section, you will not be able to come back to review or edit the Essay component/section of the admission process.
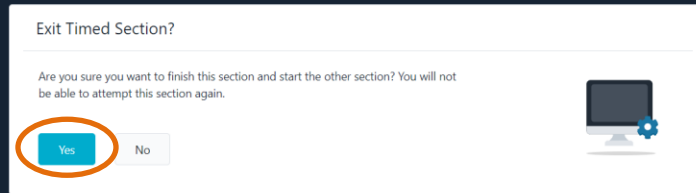
8. **Please read the instructions for the FEAT carefully before clicking on 'Proceed to test.**

9. **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.**

   a. *You can move your cursor to Section time link on the test window that will display the remaining timing for this particular section.*

   b. *Click on 'Next tab* [Next] *OR* [→] *to move on to next question*

   c. *Simultaneously you can click on any question from the Q.No.* [< 1 2 3 4 5 6 7 8 9 10 >] *ribbon to go on to the particular question number on the window*

   d. *Don't click on 'Finish Test' tab till you appear for all 100 questions of the FEAT MCQ's*

   e. *You may also attempt any question at any given point of time by clicking on the 'revisit later' tab*
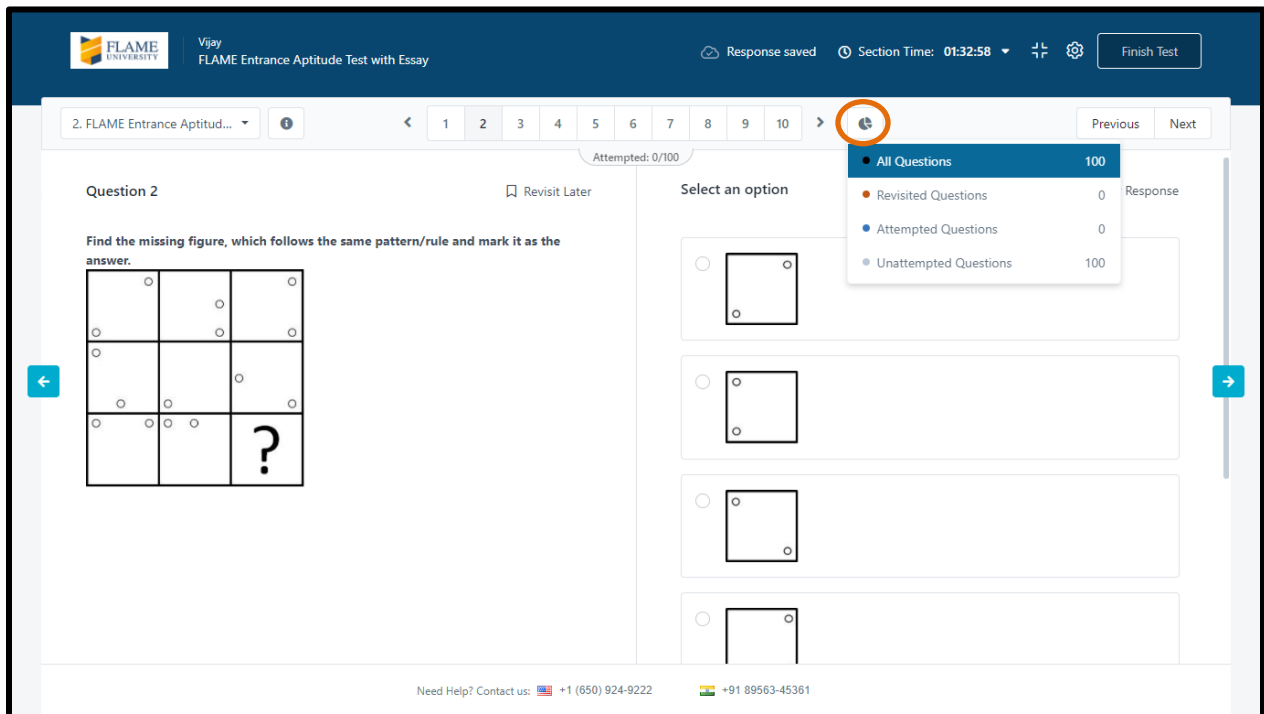
   🔖 Revisit Later

f. *Any time during the test you may refer to the* *icon to know the Test & Section Instructions. Also you may refer to the* *icon to know the summary of FEAT MCQ's*

g. *Once you are on 100th Question number, the 'Finish Test' tab will get highlighted in red, which indicates you to click on 'finish test' tab once you have completed all your MCQ's.*

h. Once you click on *'Finish Test'* tab a summary window will be opened. This window will give you an idea about questions which you have attempted, not-attempted and marked as re-visit later, in order to attempt revisit later questions, please click on *'No, Back to Test'* tab. Once reviewed you may proceed to click on *'Yes, End Test!'* tab. Once you click Yes, End test, the test will end and you will not be able to go back to re-attempt any questions.

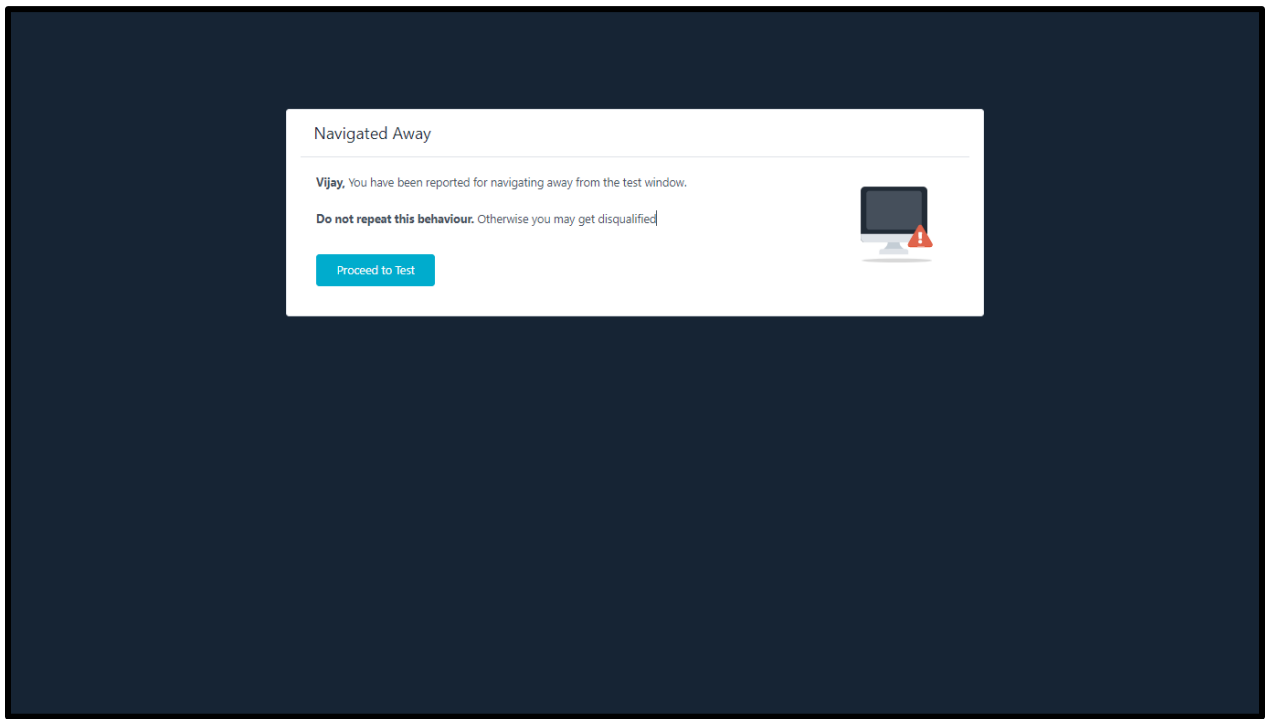10. **Ending The FLAME Entrance Aptitude Test**

Your response is saved; Feedback is not mandatory but recommended. If you don't wish to give any feedback you may close the test window directly.

GENERAL INSTRUCTIONS

A. <u>In case you navigate away from the admission process window; the following message will appear on your screen:</u>

B. <u>If you navigate way multiple times, you will be disqualified from appearing for the online admission process.</u>