

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 navigate 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.

Admissions Team from FLAME UNIVERSITY PUNE invites you to take FLAME Entrance Aptitude Test with Essay External Inbox X

FLAME UNIVERSITY PUNE - admin.metti@mercer.com> to me 3:49 PM (0 minutes ago)

FLAME UNIVERSITY

Dear

Greetings from FLAME University!

You have been invited to take the assessment **FLAME Entrance Aptitude Test with Essay**. The duration of this test is **2 hours 20 mins**. Before you proceed to take the assessment, we will need to check your system's compatibility.

[Check System Compatibility](#)

[Sample Test](#)
(Prepare, Practice and get more marks.)
Take a look at how your test format will look like.

The test button will be valid from **27 Nov 2021, 12:00 PM** till **27 Nov 2021, 05:00 PM** (Timings are as per **Asia/Kolkata** timezone . please ensure the date and time in your time zone)

Please click on the button given below to start the test.

[Start test](#)

FLAME University's admission process is conducted completely online. You will be able to attend the admission process from your home. You can try taking the sample test (which is created for you to get acquainted with the platform) at your convenience

Before you start the test on the scheduled date and time:

1. Check the webcam before the test. It should be in working condition.
2. Turn off chat applications (Google talk, yahoo messenger, etc.), antivirus, auto-updates, screen-saver, and other notifications.
3. Provide permission for webcam and microphone and access for capturing the screen.
4. Please ensure the room is sufficiently lit.
5. Please note that your activities during the assessment would be recorded and reported to the concerned authorities.
 - (i) DO NOT navigate away from the test window.
 - (ii) DO NOT use a mobile phone, smartwatch, earphone, calculator, or any other electronic device during the test.
 - (iii) DO NOT move away from the test screen.
 - (iv) DO NOT press the 'F5' key while giving the test as this will lead to FINISHTEST" suddenly and you will not be able to continue the test.
 - (v) If your computer system shuts down due to the power supply being disconnected, you can resume the test by following the same steps as stated earlier. All your previous answers will be saved, and the test will start from the question you had left.
6. You have to complete the test in one sitting.

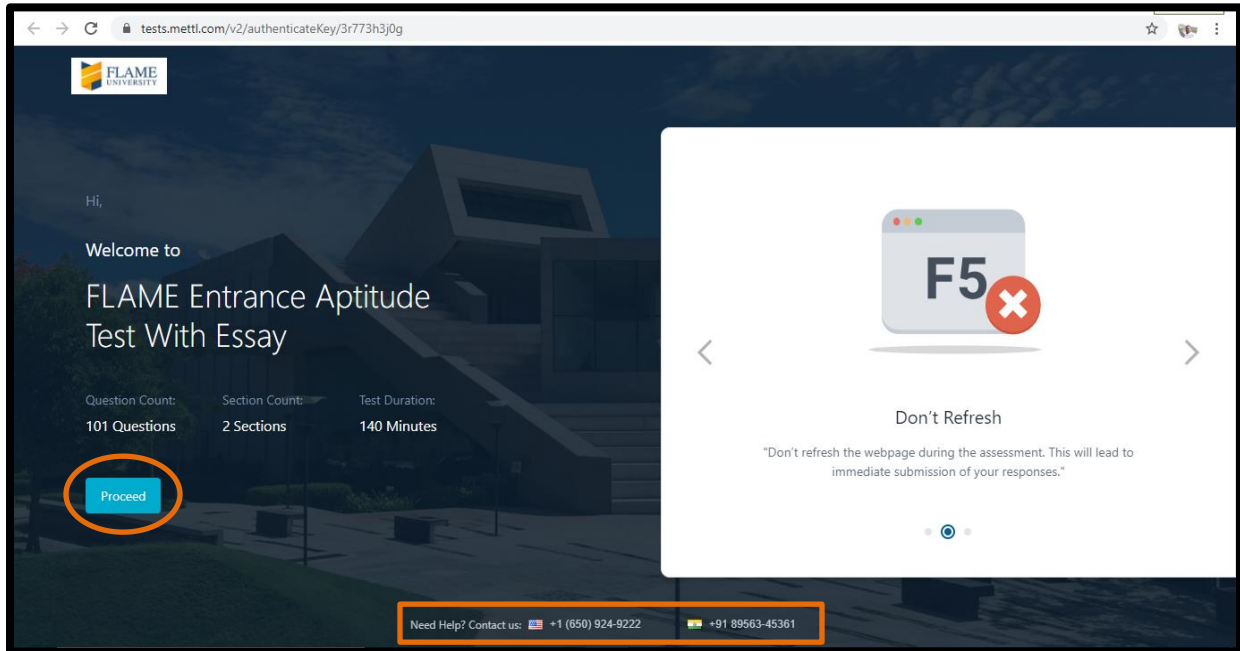
Kindly note that any attempt of cheating or using unfair means during the assessment will result in your dismissal from the FLAME University admission process.

You will be monitored via webcam while taking the test. Please make sure that your webcam is connected and functional.

All the best!

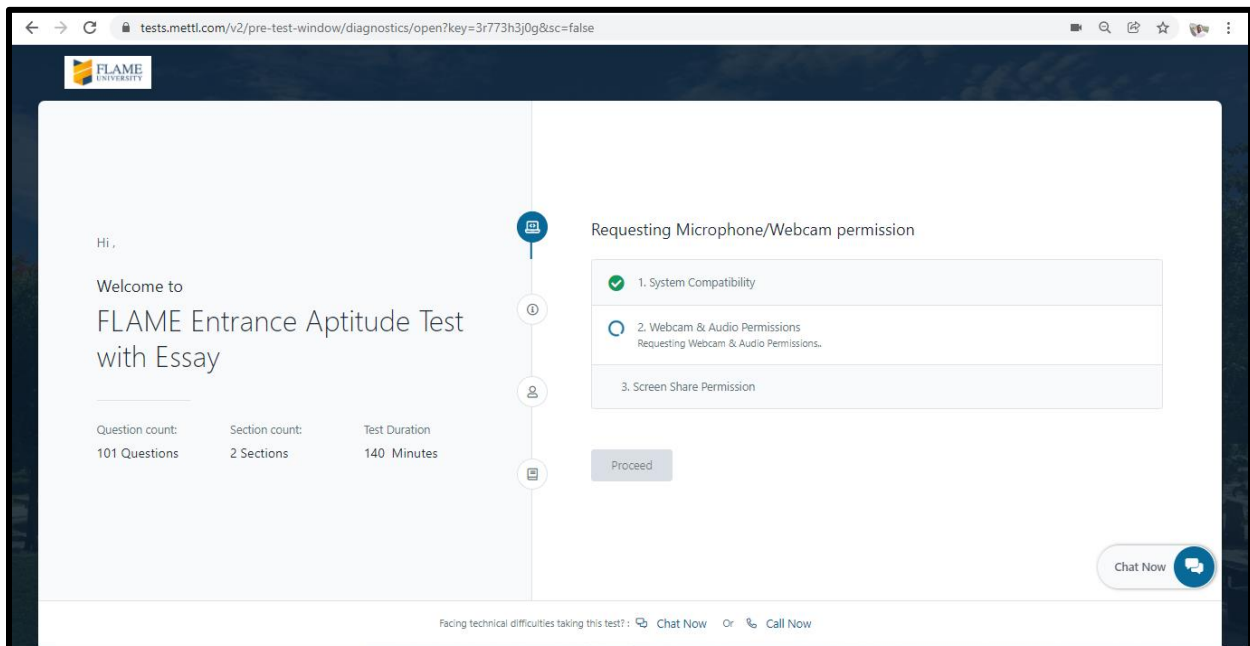
Regards,
FLAME UNIVERSITY PUNE

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

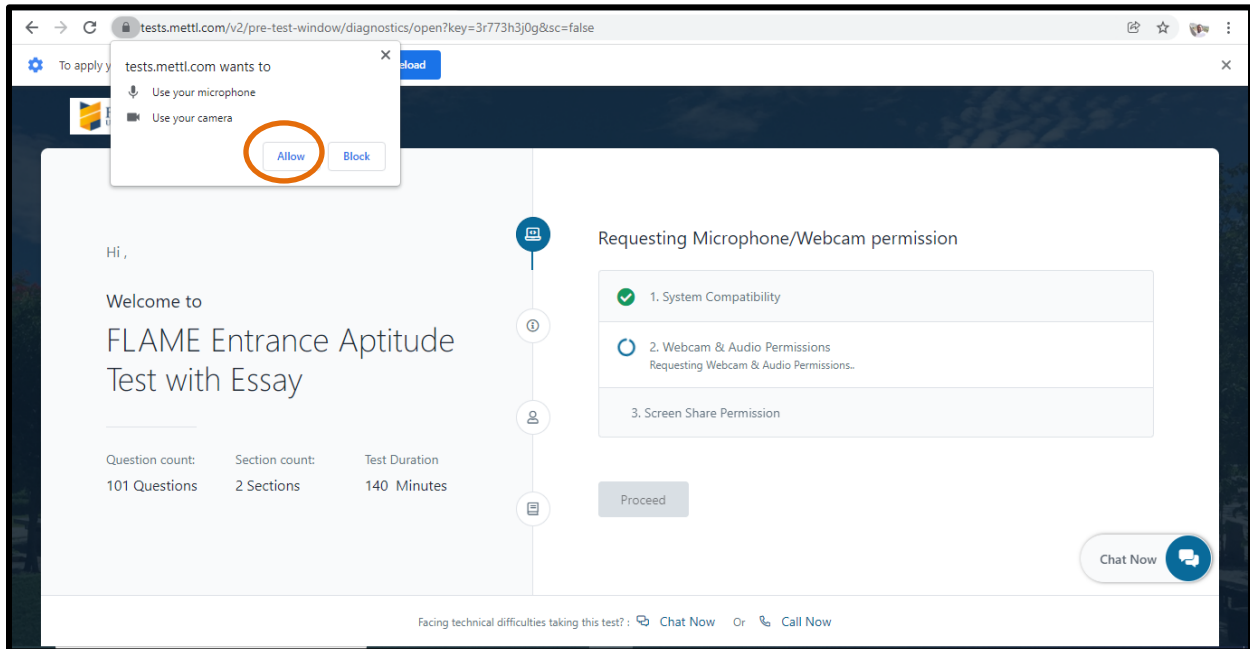


2. **Compatibility check, Webcam & Audio Permissions and screen sharing:**

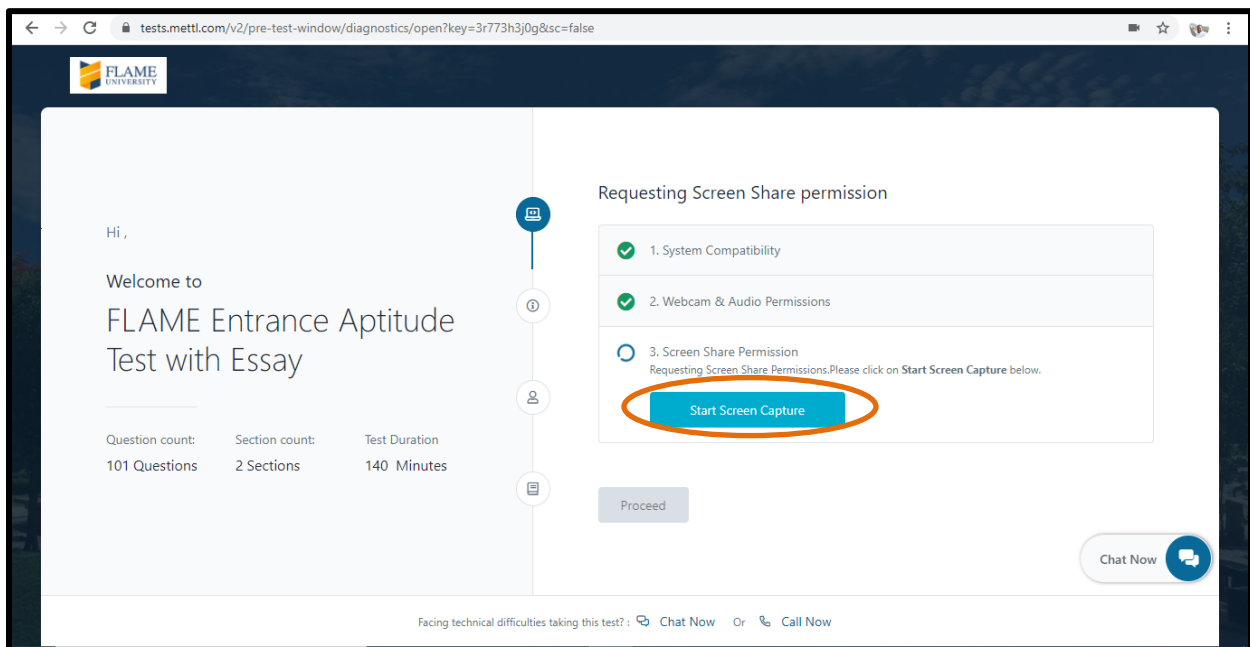
a. *A system check is run automatically in the background to check the system compatibility for the test.*



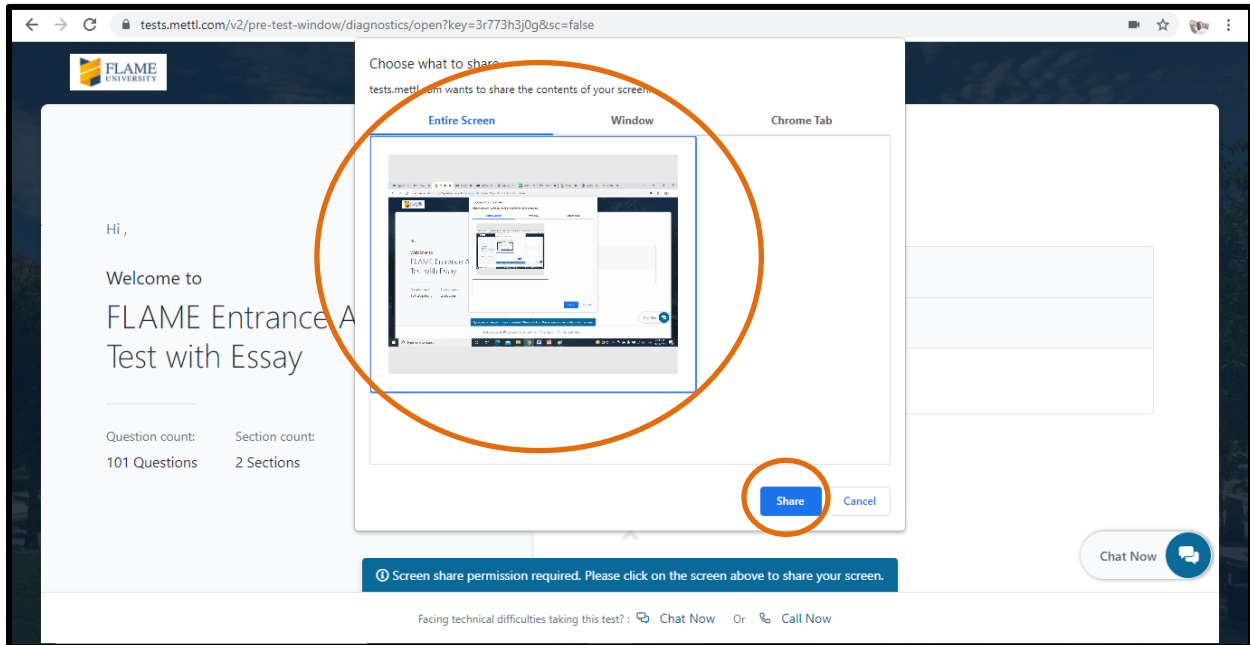
- b. After successful system compatibility check, click 'Allow' button on the pop-up displayed on the top left corner of your screen to enable the webcam and microphone permissions on your system



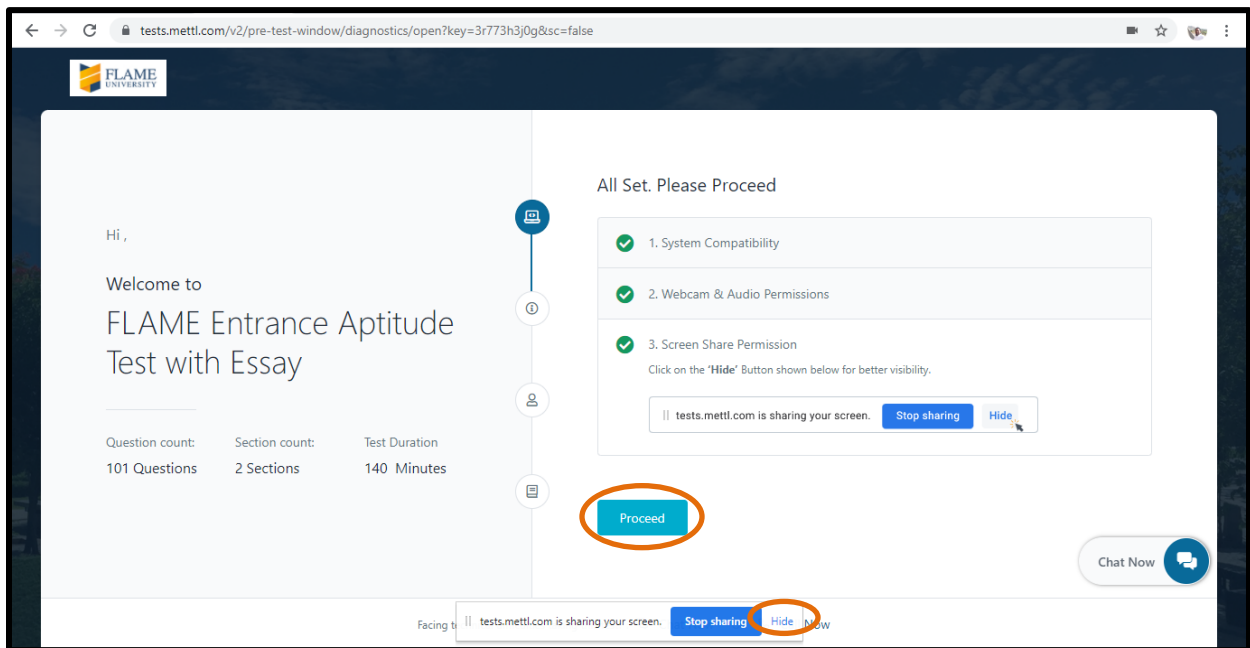
- c. Click 'Start Screen Capture' button as shown below.



- 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.

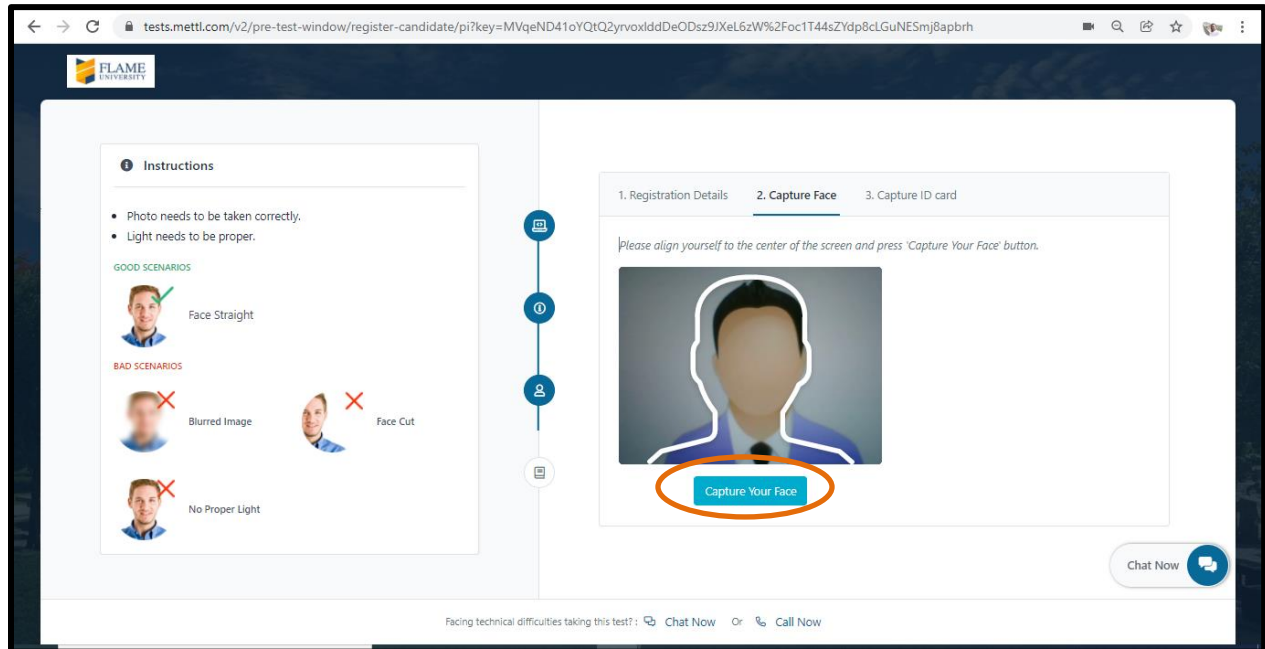
The screenshot shows the 'Test Instructions' page for the FLAME Entrance Aptitude Test. The page is titled 'Welcome to FLAME Entrance Aptitude Test with Essay'. It provides details about the test: 101 Questions, 2 Sections, and a duration of 140 Minutes. The instructions are divided into two main sections: 'ESSAY' and 'FLAME Entrance Aptitude test, FEAT'. The 'ESSAY' section states that candidates will be required to complete an essay on a provided topic within 20 minutes, with a word count of 200-250 words. The 'FEAT' section describes it as a 120-minute MCQ-based test with 100 questions, divided into four categories: Verbal Ability (40), Reasoning (20), Quantitative ability (20), and General Knowledge (20). A list of instructions for starting the test is provided, including closing chat windows, ensuring a stable internet connection, and using the F5 key to end the test. A blue 'Agree & Proceed' button is highlighted with an orange circle. A 'Chat Now' button is also visible. The browser address bar shows the URL: tests.mettl.com/v2/pre-test-window/test-instructions/open?key=3r773h3j0g.

4. Registration (Keep your Application no. handy)

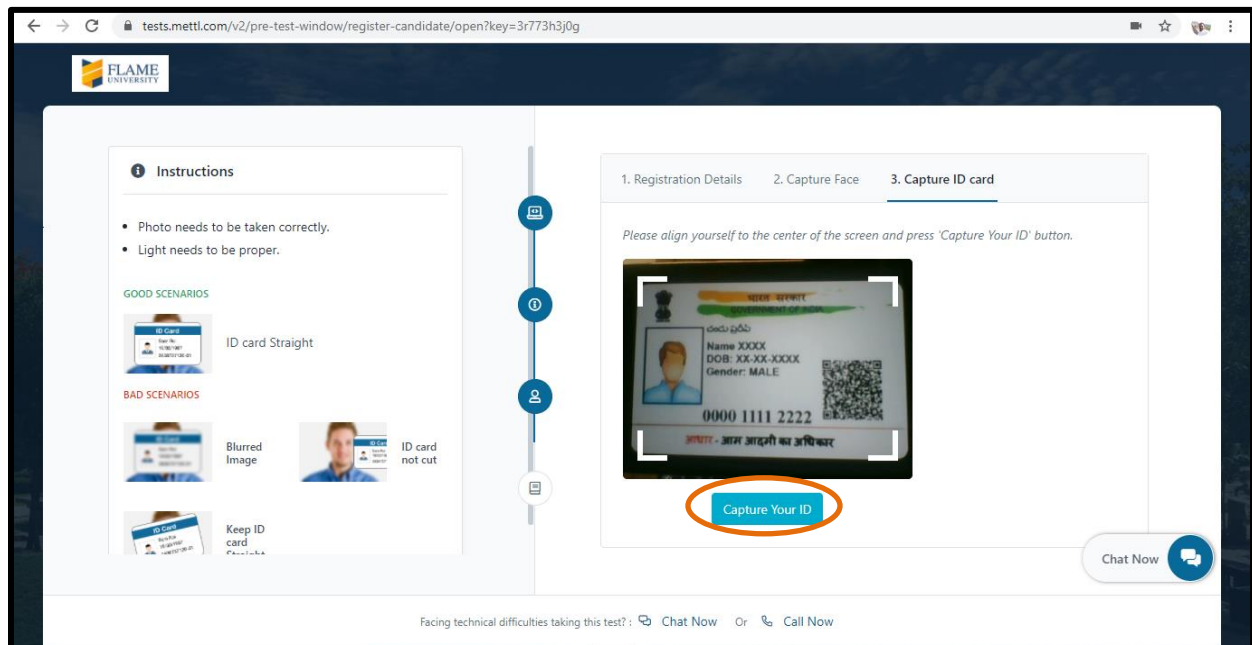
- a. Enter your registration details in the box provided (* defines the mandatory field),. Read and accept the terms of service by clicking on the 'check box' as shown. Scroll down a little, Verify and click 'Proceed' button to complete your registration details.

The screenshot shows the 'Registration' page for the FLAME Entrance Aptitude Test. The page is titled 'Welcome to FLAME Entrance Aptitude Test with Essay'. It provides details about the test: 101 Questions, 2 Sections, and a duration of 140 Minutes. The registration process is divided into three steps: 1. Registration Details, 2. Capture Face, and 3. Capture ID card. The 'Registration Details' section includes fields for First Name, Last Name, and Application ID. Below these fields is a 'Terms and Conditions' section with a checked checkbox indicating agreement. A blue 'Proceed' button is highlighted with an orange circle. A 'Chat Now' button is also visible. The browser address bar shows the URL: tests.mettl.com/v2/pre-test-window/register-candidate/open?key=3r773h3j0g.

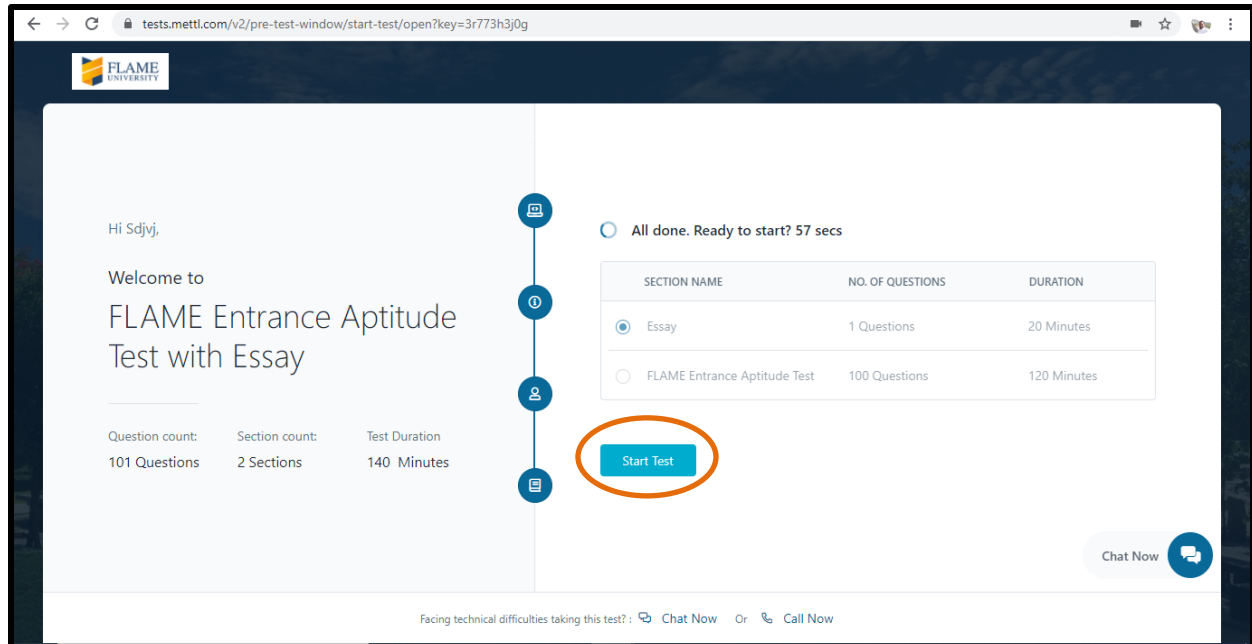
- b. Provide a clear snapshot of yourself. Kindly adjust your face on the given screen. If your face does not appear clearly or the image is blurred, click on "Recapture your face". Once a clear snapshot is provided, click on "Next".



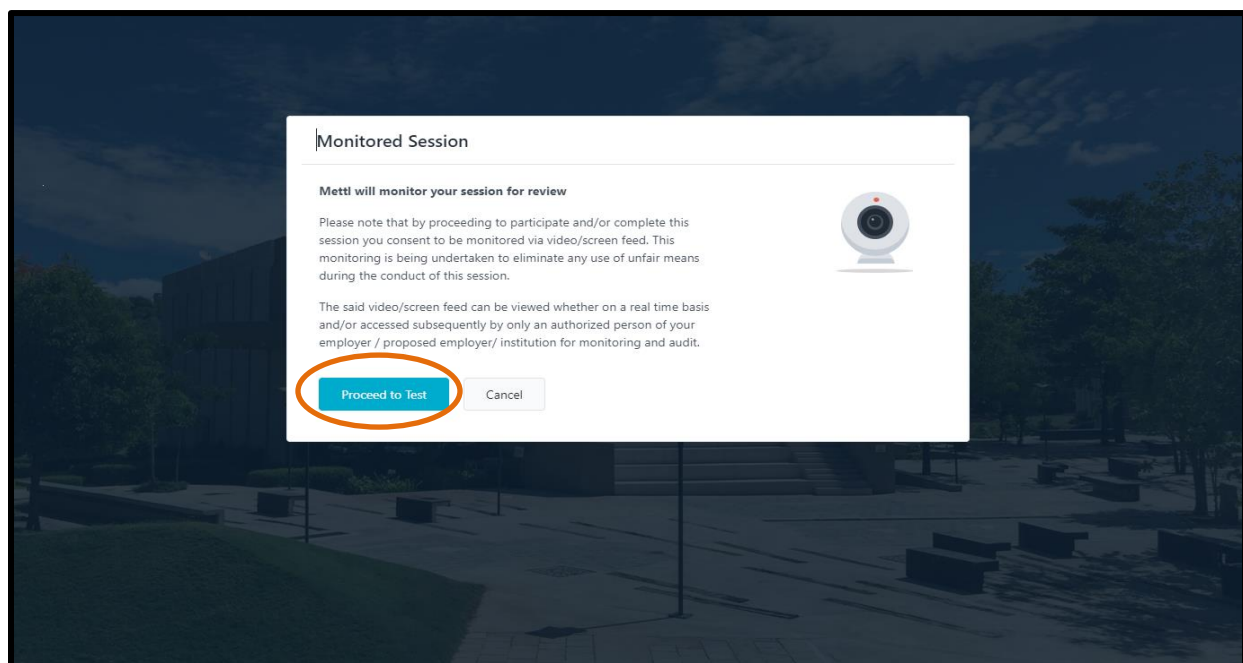
- c. Take a clear snapshot of your valid identity card (AADHAR card or PAN card or Passport).



- 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)



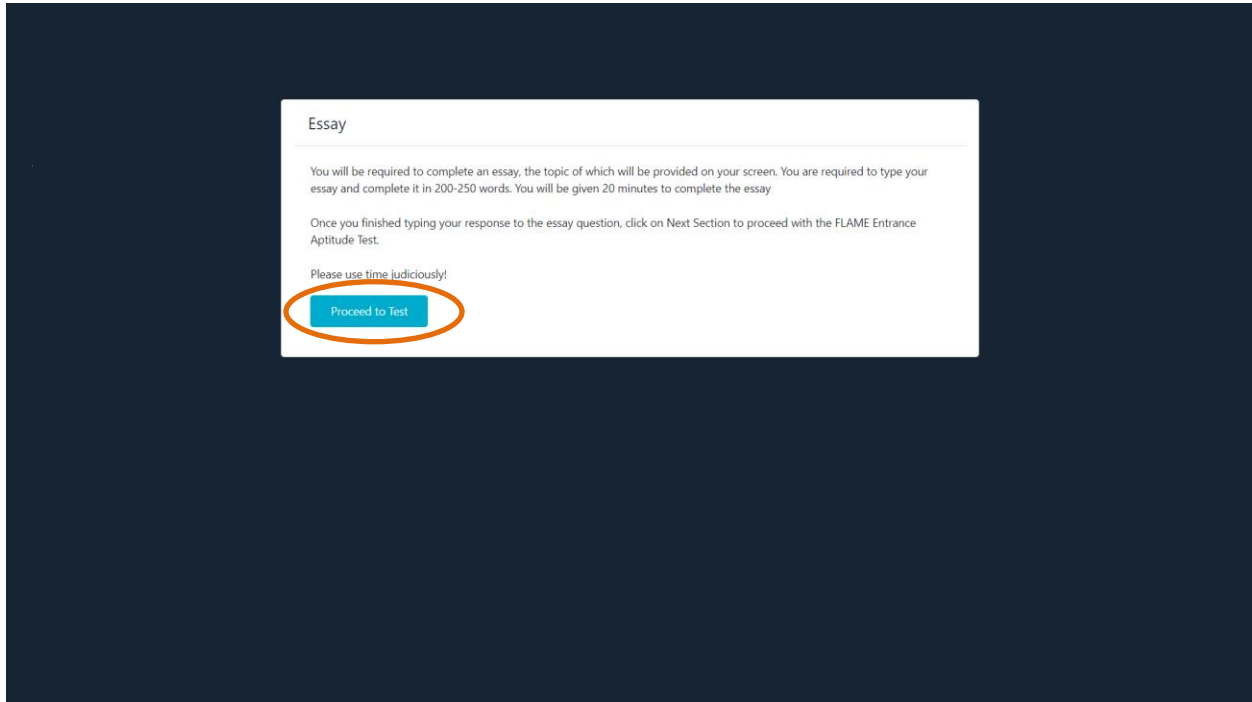
- f. Once you start the test the monitored session window will appear. Please don't click on 'Cancel' as this will end your test.



STEPS DURING YOUR ONLINE ADMISSION PROCESS

Section 1: Essay

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



6. Essay Section

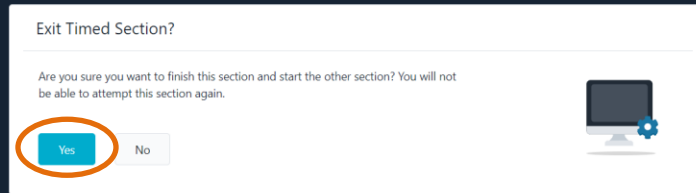
An essay topic will be given on the spot. You are required to complete your essay in ~200-250 words. You must complete the Essay component/section of the admission process within the stipulated duration. Once you complete the Essay, please click on 'Next Section' to proceed to the FEAT Aptitude test.

- 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.*

The screenshot displays the FLAME Entrance Aptitude Test with Essay interface. The top navigation bar includes the FLAME University logo, the test name, and a 'Response saved' indicator. A timer shows 'Section Time left: 00:19:26' and 'Test Time left: 02:19:26', both circled in orange. A 'Finish Test' button is present but crossed out with a red 'X'. A 'Next Section' button is also circled in orange. The main content area shows 'Question 1' with the prompt 'What are your views on India's self-reliance mission?'. Below the question is a text input area with a rich text editor toolbar. At the bottom of the input area, a word count display shows 'Total Words: 0 | Word limit: 250 Words', which is also circled in orange. The footer contains contact information for the test.

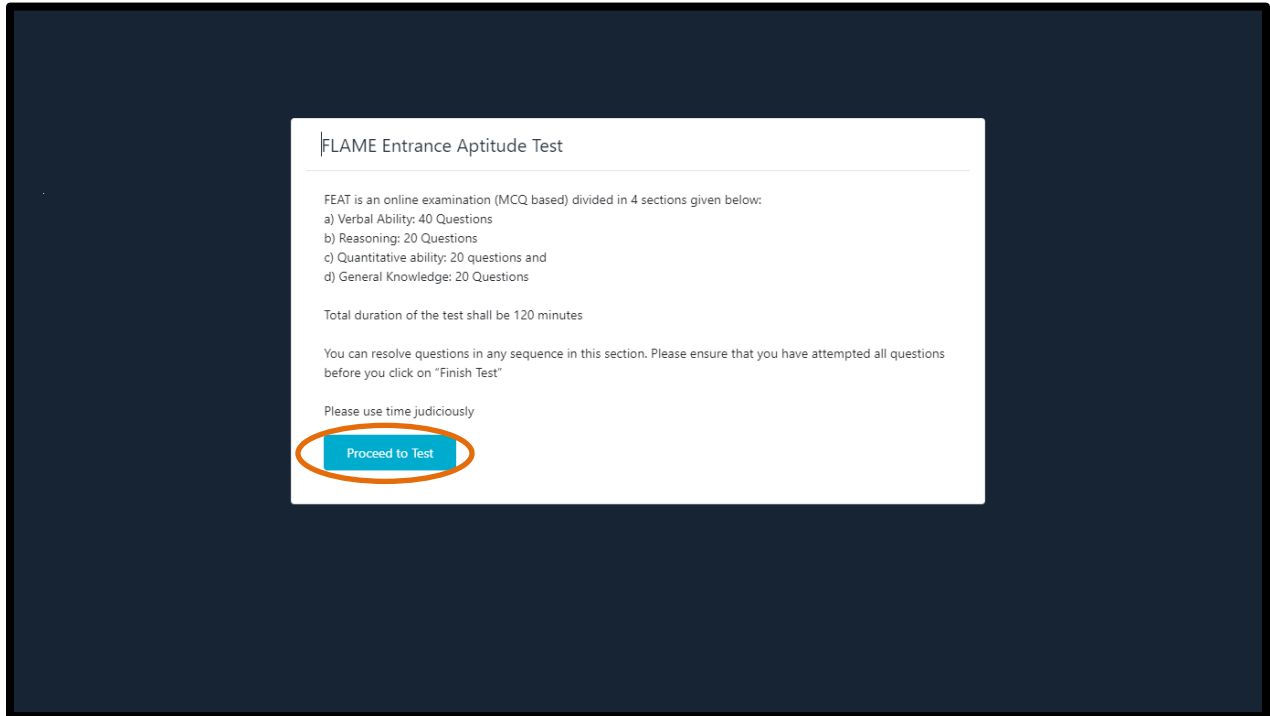
7. Exit essay Section

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.



Section 2: FLAME Entrance Aptitude Test (FEAT)

8. Please read the instructions for the FEAT carefully before clicking on 'Proceed to test.'



FLAME Entrance Aptitude Test

FEAT is an online examination (MCQ based) divided in 4 sections given below:

- a) Verbal Ability: 40 Questions
- b) Reasoning: 20 Questions
- c) Quantitative ability: 20 questions and
- d) General Knowledge: 20 Questions




Total duration of the test shall be 120 minutes

You can resolve questions in any sequence in this section. Please ensure that you have attempted all questions before you click on "Finish Test"

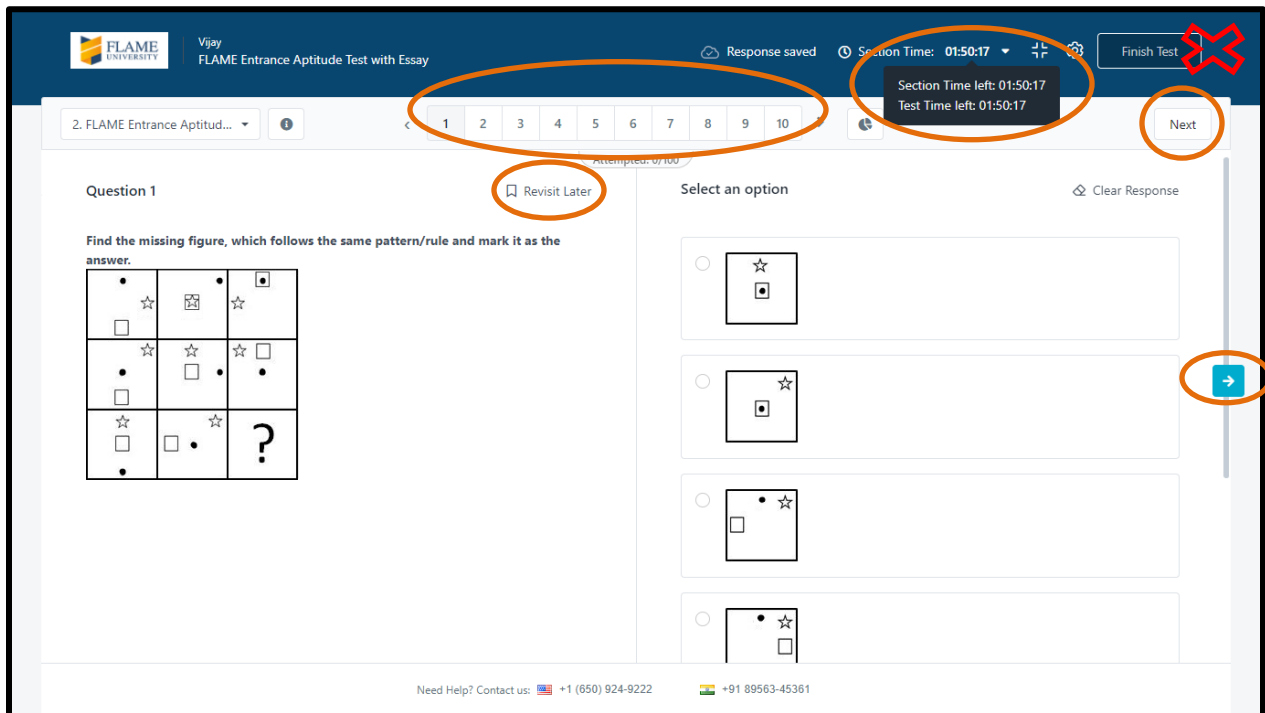
Please use time judiciously

[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'  OR  to move on to next question
- c. Simultaneously you can click on any question from the Q.No.  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



The screenshot shows the FEAT test interface with several annotations in orange circles:



- The 'Next' button in the top right corner is circled.
- The 'Section Time left: 01:50:17' and 'Test Time left: 01:50:17' display is circled.
- The question number ribbon (1-10) is circled.
- The 'Revisit Later' button below the question is circled.
- The 'Next' arrow button on the right side of the question area is circled.
- The 'Finish Test' button in the top right corner is crossed out with a red 'X'.



The question displayed is:

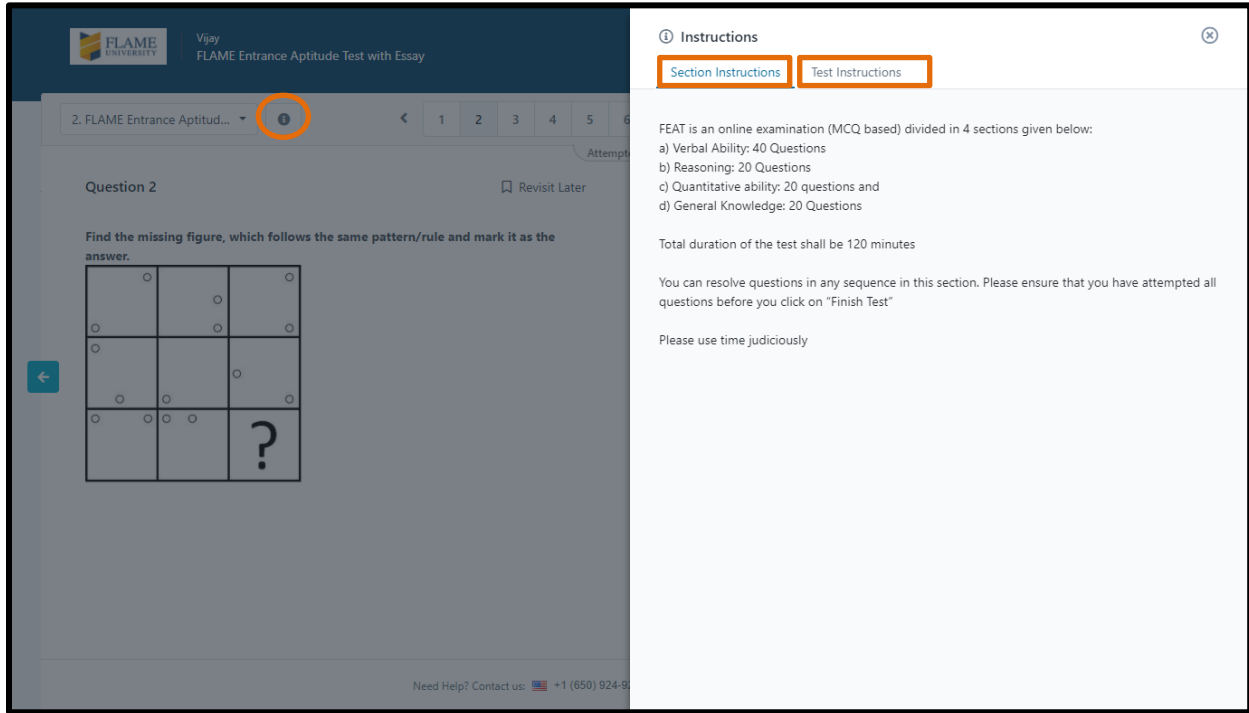
Question 1
Find the missing figure, which follows the same pattern/rule and mark it as the answer.

Select an option

-
-
-
-

Need Help? Contact us:  +1 (650) 924-9222  +91 89563-45361

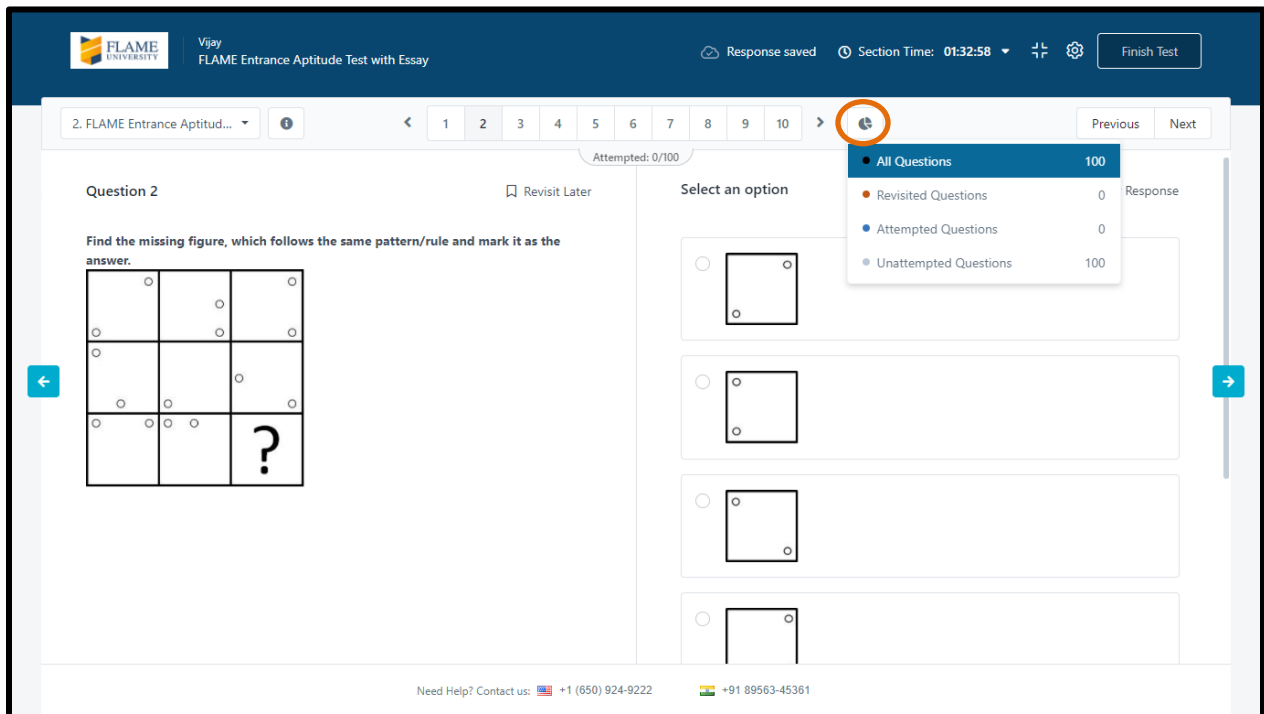
- f. Any time during the test you may refer to the  icon to know the Test & Section Instructions. Also you may refer to the  icon to know the summary of FEAT MCQ's



The screenshot shows the FEAT MCQ interface. On the left, a question titled "Question 2" asks to find a missing figure in a 3x3 grid. The grid contains the following patterns:

On the right, an "Instructions" panel is open, showing "Section Instructions" and "Test Instructions" tabs. The "Test Instructions" content includes:

- FEAT is an online examination (MCQ based) divided in 4 sections given below:
 - Verbal Ability: 40 Questions
 - Reasoning: 20 Questions
 - Quantitative ability: 20 questions and
 - General Knowledge: 20 Questions
- Total duration of the test shall be 120 minutes
- You can resolve questions in any sequence in this section. Please ensure that you have attempted all questions before you click on "Finish Test"
- Please use time judiciously



The screenshot shows the FEAT MCQ interface with a question and a summary dropdown menu. The question is the same as in the previous screenshot. The summary dropdown menu is open, showing the following data:

Category	Count
All Questions	100
Revisited Questions	0
Attempted Questions	0
Unattempted Questions	100

The interface also shows a "Response saved" message, a "Section Time: 01:32:58" timer, and a "Finish Test" button. The question is marked as "Attempted: 0/100".

- 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.

The screenshot displays the FLAME Entrance Aptitude Test interface. At the top, the FLAME University logo is on the left, and the user's name 'Vijay' and the test title 'FLAME Entrance Aptitude Test with Essay' are in the center. On the right, there are status indicators: 'Response saved', 'Section Time: 01:29:03', and a 'Finish Test' button highlighted in red. Below the header, a navigation bar shows question numbers 91 through 100, with '100' being the active question. A 'Previous' button is on the far right. The main content area is divided into two columns. The left column contains 'Question 100' with a 'Revisit Later' icon. Below the question number, it says 'Read the following passage and answer the given question.' The passage discusses organic farming, its benefits, and the challenges of chemical farming. The question asks for a compensatory argument in favor of organic products. The right column is titled 'Select an option' and has a 'Clear Response' icon. It contains four radio button options: 'They have natural benefits', 'They reduce the incidence of diseases', 'They result into no intake of poisonous substances', and 'They create value addition'. At the bottom of the page, there is a footer with contact information: 'Need Help? Contact us: +1 (650) 924-9222' and '+91 89563-45361'.

- 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.

The screenshot shows the 'Finish Test' summary window. The 'Your Test Summary' box contains the following data:

Category	Count
Total Questions	101
Attempted	1/101
Marked for Revisit	0/101
Unattempted	100/101

The 'Section Summary' table is as follows:

#	SECTION NAME	STATUS
1.	Essay Remaining Time: 00:00:00	1 Total: 1 Questions
2.	FLAME Entrance Aptitude Test Remaining Time: 01:20:15	100 Total: 100 Questions

At the bottom of the window, there are two buttons: 'Yes, End Test!' and 'No, Back to Test!'.

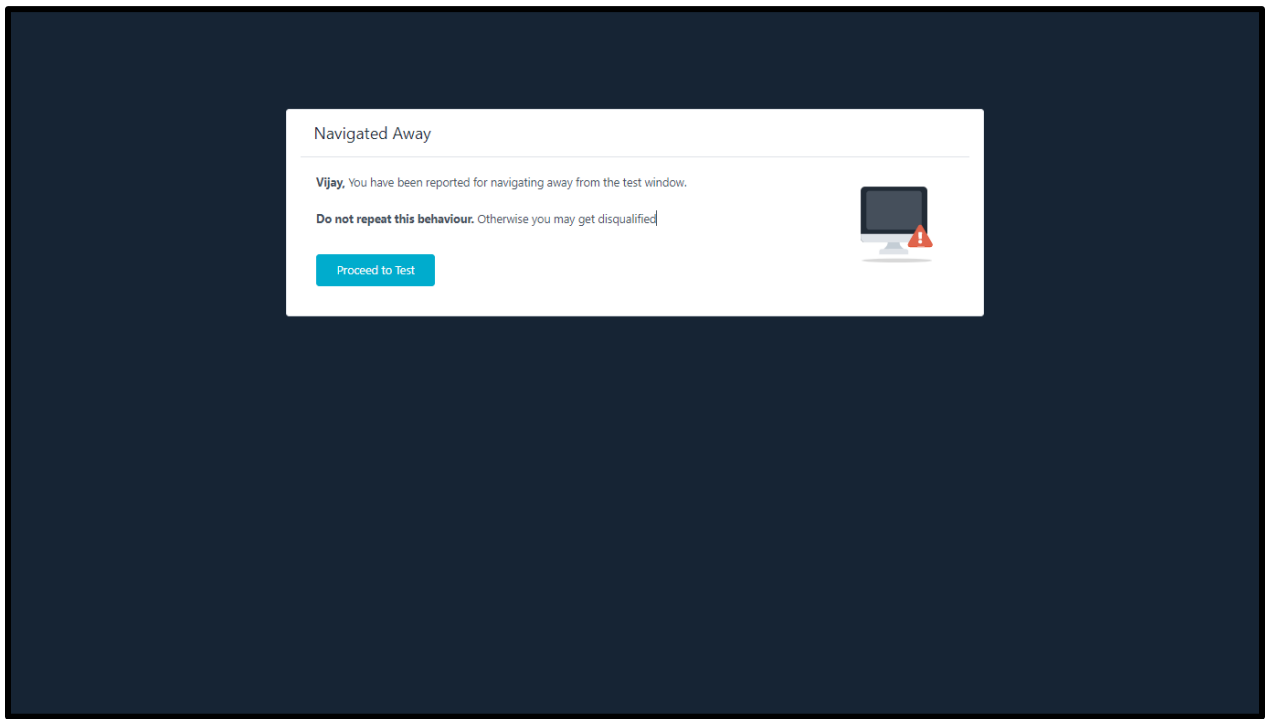
10. Ending The FLAME Entrance Aptitude Test

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.

The screenshot shows the test result feedback page. The main message is: "Great, your Test has been completed! Your responses have been submitted". Below this, there is a section for feedback with a star rating system (5 stars) and a text input field for comments. A "Share your Feedback!" button is at the bottom.

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.

