

OFFICIAL CANDIDATE GUIDE

Odisha Joint Entrance Examination (OJEE) Exam Day Guidelines

A Comprehensive Blueprint & Handbook for Computer Based Testing
(CBT) Success

Prepared for: OJEE Aspirants

Version: 1.0 (Current Academic Session)

Instruction Level: Mandatory Protocols & Operational Standards

1. Introduction to OJEE CBT Protocol

The Odisha Joint Entrance Examination (OJEE) has migrated completely to a highly secure Computer Based Test (CBT) platform. Maintaining the integrity, equity, and efficiency of the examination system requires absolute compliance with administrative protocols. This guide outlines every operational requirement expected of candidates on exam day.

2. Reporting Windows & Shift Schedules

Punctuality is critical. To avoid crowd aggregation and allow adequate time for multi-stage verification (including biometric registration, temperature screening, and secure body frisking), candidates must adhere closely to the schedule below:

Exam Shift	Reporting Time	Gate Closure Time	Exam Duration
Shift 1 (Morning)	07:30 AM	08:15 AM	08:30 AM – 10:30 AM
Shift 2 (Afternoon)	11:30 AM	12:15 PM	12:30 PM – 02:30 PM
Shift 3 (Evening)	03:30 PM	04:15 PM	04:30 PM – 06:30 PM

Strict Policy: Gate Closure

The examination entry gates will lock exactly 15 minutes before the scheduled start of the test. Absolutely no entry will be permitted under any circumstances after the gate closes.

3. Mandatory Documentation Hierarchy

Candidates will be denied access to the examination premises if they fail to present the correct physical documents. Digital copies saved on smartphones, tablets, or storage clouds are explicitly invalid.

- OJEE Admit Card:** Must be a clear, legible printout. It is highly recommended to bring a color copy.
Note: Do not sign the signature block in advance. The signature must be performed exclusively in front of the invigilator inside the laboratory environment.
- Valid Photo Identification (Original Only):** Acceptable government-issued credentials include:
 - o Aadhaar Card (Physical or E-Aadhaar printout)
 - o PAN Card
 - o Voter Identity Card

- Passport / Driving License

- 3. Passport Size Photographs:** Bring a minimum of two identical color photographs matching the image uploaded during the application process.
- 4. Self-Declaration / Undersigned Form:** If mandated on the bottom pages of the admit card, ensure fields are legibly filled prior to arrival.

4. Standardized Dress Code

The OJEE board enforces a practical dress code designed to speed up the frisking process and minimize security risks. Candidates wearing complicated clothing may face lengthy delays during security checks.

Recommended Attire

- **Upper Wear:** Simple, light-colored T-shirts, shirts, or casual kurtas with half-sleeves. Avoid large graphics, massive buttons, excessive zippers, or multi-layered designs.
- **Lower Wear:** Simple trousers, pants, or regular jeans with minimal pockets. Multi-pocket cargo pants are strictly prohibited.
- **Footwear:** Slip-on sandals, slippers, or open flip-flops. Footwear should be easy to remove for physical inspection. Avoid closed leather shoes, formal sports boots, or elevated heels.

Prohibited Jewelry & Accoutrements

All personal ornaments including metallic rings, chains, necklaces, nose pins, earrings, bangles, and heavy hair bands must be removed before arriving at the testing venue.

5. Inventory Control: Prohibited vs. Permitted Items

The exam center features a sterile zone policy. Review the table below to ensure non-compliant items are not brought into the testing environment.

Permitted Items	Prohibited Items
✓ OJEE Admit Card & Original ID	✗ Mobile Phones, Smartwatches, Earbuds
✓ Plain Transparent Ballpoint Pen (Blue/Black)	✗ Geometry Boxes, Pencil Cases, White-out
✓ Transparent Drinking Water Bottle	✗ Calculators, Log Tables, Digital Pagers
✓ Small Personal Hand Sanitizer (50ml)	✗ Wallets, Handbags, Heavy Belts, Back-packs

6. Computer-Based Test (CBT) Environment Rules

Upon entering the examination lab, candidates will be guided to an assigned workstation consisting of a monitor, keyboard, and mouse. The keyboard remains locked throughout the duration of the exam; all interactions are handled via the mouse cursor.

Scratch Sheets & Calculations

Candidates will be provided with $N = 5$ blank sheets of scratch paper for calculations. You must write your full Roll Number and Name at the top of each sheet. Before leaving the testing lab, all scratch sheets must be dropped into the designated collection bins. Retaining scratch paper is treated as a security violation.

Scoring & Penalty Matrix

Questions follow a standardized objective multiple-choice format. The scoring dynamics follow strict parameters:

$$\text{Score} = (4 \text{ times } C) - (1 \text{ times } I)$$

Where C represents the total number of correct responses and I accounts for incorrect entries. Unanswered questions do not result in any penalty (0 marks).

Workstation Anomalies

In the event of hardware failure, screen freezes, or system lag, remain calm and quietly raise your hand to alert the room invigilator. Your exam timer will automatically pause, ensuring zero loss of allotted testing time while your system is rebooted or switched.