

# Council of Architecture

(A statutory authority of Govt. of India under the Architects Act, 1972)

## TEST CENTER MANUAL - NATA 2024

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## 1.0 INTRODUCTION :

The Council of Architecture (CoA) an autonomous statutory body of Ministry of Education, Government of India constituted under the provisions of the Architects Act, 1972 is conducting National Aptitude Test for Admission to First year of B.Arch. Course. For conducting NATA 2024, the Council shall be establishing Test Centres all over India. The detailed requirements to be met by Test Centres for NATA 2024 are detailed below:

## 2.0 ELIGIBILITY TO BECOME TEST CENTRE :

Any Institution with at least 5 years of establishment and approved by COA/ UGC/AICTE, can be registered as test centers for NATA test if they fulfill the criteria enumerated below.

This document is to be read together with NATA 2024 Information Brochure.

**NATA 2024 will be conducted as a comprehensive aptitude test consisting of Part -A (Drawing and Composition) as offline test and Part B (MCQ) to be conducted as ONLINE computer-based test**

## 3.0 PATTERN OF QUESTIONS & MARKS OF TEST

Part A- Drawing and Composition Test - Offline Test - 90 Minutes

A1 – 1 Question – Composition and Color - 25 Marks

A2 - 1 Question– Sketching & Composition (Black and White)- 25 Marks

A3 – 1 Question - 3D Composition - 30 Marks

Total 3 Questions - 80 Marks

Part B- MCQ - Computer based Test -90 Minutes

B1 - 30 questions x 2 Marks -60 Marks

B2 - 15 questions x 4 Marks -60 Marks

Total 45 Questions – 120 Marks

TOTAL MARKS (A+B) - 80+120=200

## 4.0 INFRASTRUCTURE REQUIREMENTS:

4.1. The test center has to make itself available for conducting the test for a minimum of 32 days, every Saturdays and Sundays, in two shifts, during the period of the NATA test i.e., from April 2024 – July 2024.

4.2 A suitable separate room has to be earmarked for conducting NATA test with only one door for entry and exit. The room shall have space for computer tables and tables for drawing test for minimum of 5 and maximum of 20 candidates can be seated. The room shall not have any glass partitions and will be preferably air conditioned.

## 5.0 HARDWARE REQUIREMENTS:

5.1. Have at least five computers connected to internet by broadband connection with a dedicated band width of minimum 10 mbps and a minimum 30 minutes power back up. The center can have minimum of 5 and maximum of 20 computers. For additional computers, additional bandwidth of 1 mbps per 5 computers should be available exclusively for NATA tests.

5.2 An A4 size colour scanner with software to save the scanned image in JPEG format (.jpg file) for a set of 5 computers.

5.3. One Laser printer with minimum 300 DPI resolution for 5 computers set.

5.4 Two or more Internet protocol cameras depending on the geometry of the space, connected to the network, must be installed in a manner to cover all the computers, printer, scanner along with space used for drawing and composition Test. There should be no grey areas between the cameras and the entire room has to be visible. The surveillance team shall check the position and coverage of cameras before approval as Test Centre by the COA.

The Test Centres, which are architectural institutions, shall make a provision of a permanent exhibition space to show case Architecture students work etc.

## **6.0 HUMAN RESOURCEREQUIREMENTS:**

6.1 One dedicated faculty to be appointed as NATA Test Centre In-Charge (TCI).  
TCI shall be ONE point contact with COA.

6.2 One Test Centre Supervisor. (TCS)

6.3 One computer / IT personal. (ITP)

## **7.0 PREPARING FOR NATA:**

6.1 NATA test will be available only through a Secured Network. Institute needs to setup the network at the center before commencement of registration and tests.

6.2 First step towards establishing secured network is to get digital certificates for computer from NATA server. To obtain a digital certificate from NATA Server, following requirements must be satisfied:

1. Computers must be running legal Windows 7 or above as per the need of NATA Server with all the necessary legal service packs installed.

2. Computers must be running with the latest Internet Browser.

3. Computers must have an Antivirus software installed and fully updated to the latest antivirus definitions. Automatic updates are preferred.

4. TCI must be able to login as an Administrator or through an account having administrator privileges on the computer.

5. Date and time on computer be set to today's date and current IST.

6. Apart from the above requirements, it is recommended that the ITP will be very beneficial if your system administrator is in close loop with the **Service Provider (SP)** to perform the operations.

8. Naming Conventions for computers will be as follows: Center Code\_yyy (Where yyy is a 3digit serial number for the computers you want to register starting from 001) e.g. DL01\_001, DL01\_002, etc.,

## **8.0 PROCEDURE FOR STUDENTS' REGISTRATION :**

8.1 Eligibility: as per NATA 2024 Information Brochure.

8.2 Registration form:

Registration forms for NATA can be filled online by the student at [www.nata.in](http://www.nata.in). The NATA system will allocate a test center from the city selected, by the candidate, based on the availability of Appointment. The list of students allotted to the center, as per the capacity, shall be shared by the SP 24hrs. prior to the scheduled test. The list of such students to be displayed on the notice board before the test.

### 8.3 Documents required:

The candidate will have to carry original Appointment Card and Photo id. (Aadhar Card, passport, Driving License, School ID) for verification and login. Appointment card is valid for only one specific test as mentioned in the card.

### 8.4 Schedule of Test:

NATA 2024 Tests will be conducted as per following timing at the identified Test Centers on all Saturdays and Sundays starting from April 2024 to July 2024.

Tests will be conducted in TWO sessions i.e.,  
Session 1: 10:00 AM till 01:00 PM  
Session 2: 01:30 PM till 04:30 PM.

The candidates will have to follow the time schedule as follows:

- (a) Report to the Examination Center by 9.00 am (1st Session) / 12.30 pm (2nd Session)
- (b) Opening gate to the examination hall at 9.15 am (1st Session) / 12.45 pm (2nd Session)
- (c) Registration of candidate to be completed by 9.45 am (1st Session) / 1.15 pm (2nd Session)
- (d) Closing gate to the examination hall at 10.00 am (1st Session) / 1.30 pm (2nd Session)
- (e) Commencement of examination at 10.00 am (1st Session) / 1.30 pm (2nd Session)
- (f) Duration of examination: 10.00 am to 1.00 pm (1st Session) / 1.30 pm to 4.30 pm (2nd Session)

Late entry of candidates will not be permitted in the examination hall after 10.15 am (1st Session) / 1.45 pm (Second Session) and no extra time shall be granted. Exit from the examination centre shall not be allowed before 1.00 pm (1st Session) / 4.30 pm (2nd Session)

In each session, the maximum students that can appear for Test will be less than or equal to number of computer systems allocated for NATA. The NATA Dashboard at <https://exam.nata.in/webapp> will display the upcoming exams scheduled at your test center. Students will approach the test center on the specified date and time for Test along with the Appointment Card and Photo Identity Proof.

### **IMPORTANT:**

*All the NATA Tests will be conducted under electronic surveillance and will be recorded by COA. Therefore, all the IP Cameras installed at the Test Center MUST be powered on and always configured as per the specifications provided by COA.*

The NATA ecosystem has a provision to trigger the alarm if any of the camera at any of the Test Center is not functioning (from commencement till the completion of Test) and the same will be reported to the authorized CoA officials immediately. The Council reserves the right to Cancel any Test without assigning any reason. The Council also reserves the right to suspend the activities of any Test Center for any duration of time span without assigning any reason. Providing additional attempt for such cancelled Test is at the discretion of the Council.

## **9.0 PROCEDURE DURING TEST:**

### **9.1 Verification of Identity:**

The candidate approaching the test center on the date of test will produce the Appointment Card to the TCI. The TCI will verify the identity by cross confirming the name of the candidate, from the list forwarded by the SP. The candidate will then sign the attendance register with date and time. The identification shall be verified through the ORIGINAL document, details of which already appear on the Appointment Card and Photo ID.

### **Acceptable Supplemental Identification Documents:**

In case Aadhar or any other primary identification document is not available with a candidate, then he / she must carry any government issued identification document or School Identity card in which student is enrolled.

### **9.2 Attendance register:**

Every TCI shall ensure that each candidate appearing for test shall sign and record the time in the attendance register at arrival and also while leaving the test center after test. The candidate shall sign the register only after his identity is confirmed.

### **9.3 Logging in for test:**

After signing the attendance register the TCI shall allot a Computer and login onto NATA server using the Test Center login details, and candidate will enter his Appointment No. and Key appearing on the Appointment Card. A tab "PART A" shall appear, student is required to click the tab.

*Students are required to appear for Part A first and Part B after completing of 90 minutes of Part A.*

## **PART A - (Drawing and Composition)**

TCI shall choose Part A (Drawing and Composition) as offline test for the exam. Once Part A, tab is selected, three further buttons shall appear VIZ, A1, A2 and A3.

The TCI shall then feed to the laser printer THREE A4 size Cartridge – 72 lbs paper and print the three question A1, A2 and A3. The TCI shall ensure that the printout has a clear and legible Appointment Number and a BAR CODE in addition to the question statement.

Questions A1 and A2 have a graphical composition as probable answer.

Question A3 is a 3D composition task. The printout shall have a KIT CODE printed on the A3 question paper, like D1, D2, D3 .... The TCI shall issue the same coded kit from the set provided by the COA. The kit contains set of 3d foam shapes and a base foam sheet sized @ 15cm x 20 cm. TCI shall ensure that the base sheet is glued on the designated space on the candidate question paper. TCI shall further ensure that glue, for pasting of the 3d forms is also given to the candidate.

The TCI shall ensure that the candidate solve the questions on respective answer sheet viz A1, A2 and A3 respectively ONLY.

Uploading of PART A answer sheet:

At the end of prescribed time TCI shall collect all the answer sheets A1, A2 & A3. TCI with help of ITP will log in to NATA Portal and upload all the answer sheets of A1 and A2 against respective candidate's appointment number IMMEDIATELY after collecting the answer sheets. These sets of drawings should be carefully preserved under the protection of the NATA TCI. They shall be dispatched to Council of Architecture, 7th Floor, NBCC Center, Plot No. 2, Community Center, Okhla Phase-I, New Delhi-110020, on the following working day as per address given below, along with a covering letter mentioning Date of test and Appointment Nos.

For A3, The TCI / TCS shall place the 3D model in the shooting kit as provided by COA, at the pre marked place and shoot THREE photographs with a high resolution cameras, as indicated in the shooting set up, viz.

- a. Front View –F
- b. Oblique view –R
- c. Oblique view –L.

Care should be taken that the bar code appears in all the photographs.

The three photographs to be uploaded immediately on the NATA portal against respective candidate's appointment number after collecting the answer sheets.

#### **9.4 PART B - MCQ**

Part B - MCQ, Test is a computer based online test. The candidate has to appear for this test after completion of PART A. Candidate can avail a ten minutes break between the tests; however, shall not be allowed to leave Test Center. The TCS will verify identity of the candidate once again from the appointment card and ask the candidate to sign the second attendance register. Candidate shall be allotted seat in front of computer registered for NATA connected to internet through broadband connection, the TCI/TCS will type in login details to go to start page. Candidate will then log on to NATA server with his Appointment No and Key appearing on his Admit Card and choose Part B- MCQ, Test from the menu.

The test consists of 45 Multiple Choice Questions (30 Questions of 2 Marks each and 15 Questions of 4 Marks each) that will appear one after other on the computer screen. The total time allotted is 90 minutes. For visibility of all the 45 questions candidate can scroll the entire question sheet. The candidate can review all his answers within the time allotted and then finally submit, once the SUBMIT tab is clicked nothing can be changed. On completion of this test candidate shall leave the test center after logging off.

The candidate shall be given a rough paper during this test to scribble and carry out calculations if required. However, candidate will have to return the rough paper before leaving the hall. No candidate shall carry the rough paper out of the hall. These papers must be destroyed at the end of the day.

##### **9.5.1 Re-starting disrupted test:**

At the start page of the test a unique code is generated. This is the NATA exam re-entry code; required in case of any power / internet disruption, wherein, the candidate may re-login at the exact point of stoppage. The candidate and the test center in-charge shall note down this code for their use. The candidate can then click the start test button on screen to begin the test.

In case any discrepancies / anomalies found strong action will be taken.

## **10.0 HANDLING EMERGENCIES:**

### **10.1 Internet / Electric supply failure:**

In case the internet connectivity or electricity supply fails during conduct of computer-based test, the paper is available and valid for four hours from start of the test. After resuming of connectivity, candidate shall be made to log in again and on giving the Exam Re-entry code, the test shall resume from the point where failure has occurred. In case connectivity fails to resume, the candidate will have to appear for the test again from beginning.

In case the connectivity does not resume for more than 6 hours candidate should be given fresh appointment for the computer-based test only. To resume the test the test center in-charge will type in the Exam Re-entry code and candidate has to type in his appointment number and exam key. In all cases COA should be immediately informed of the failure and cause of such failure first by telephone and at the end of the day through written report in prescribed format.

In case the question does not appear in full and some images are not seen try to refresh using right click of the mouse. If red X mark appears instead of image right click on the same and select show image.

### **10.2 Failure in Uploading Images of Drawing paper:**

In case the failure occurs while uploading the images of drawing paper, the TCI will immediately inform service provider and COA about it before end of time limit to upload and shall seal the paper in envelope after instructions.

### **10.3 Other problems :**

In case the test cannot be started for both papers for any reason beyond control of test center, the test shall be rescheduled and fresh appointments shall be given to all the candidates appearing for the test for that date / time slot. No rescheduling fees shall be charged in such case. COA should be immediately informed in such case. However, the rescheduling in such cases should not be done at test centers. The Test center in-charge should get in touch with COA with a request for rescheduling on phone to be followed by email stating details of the candidate and reason.

## **11.0 CONDUCT OF CANDIDATES:**

**11.1** Materials permitted to be taken in the test centre. The candidates shall be permitted to carry the following material only:

1. Pencils of different grades;
2. Ink / Ball point pen;
4. Sharpener, Eraser and Scale upto 15 cms;
5. Dry Colouring set;
7. Analog wrist watch;
8. Appointment Card;
9. Original Photo ID; and
10. Transparent *water bottles*

*All other items including and not restricted to bags, wallets, purses, cellphones, any electronics gadgets with or without memory, food items, etc. shall not be allowed to be carried into the test centre.*

11.2 Candidate found in possession of items other than listed above shall be immediately removed from the test centre and the enrollment number be reported to COA.

11.3 Any kind of behavior of any of the candidate that is disturbing smooth conduct of test shall be severely dealt with and candidate causing such behavior shall be removed from the test center. TCI should not hesitate to report such behavior to local Police if needed. All cases of indiscipline shall be reported to COA immediately by telephone and also through report in the prescribed format through email.

## **12.0 SUBMISSION OF EXPRESSION OF INTEREST FOR NATA TEST CENTRE:**

12.1 The interested institution may apply to COA in the prescribed format of EOI – (Appendix-I) on or before **01.02.2024 (upto 15:00 Hours)** at the email ID “coa.nata2024@gmail.com” and also by hardcopy to be sent to the office of the Council of Architecture at India Habitat Centre, Core 6A, 1st Floor, Lodhi Road, New Delhi-110003.

12.2. Submission of Expression of Interest implies that the Institution shall all time comply and follow the directions of the COA and instruction as mentioned in this Manual. In case of any discrepancies / anomalies found on the part of the Institution or its personnel the COA shall be at liberty to take appropriate legal action.

## **13.0 REMUNERATION:**

13.1 The remuneration to Test Centres shall be paid by the COA @ Rs.300/- per candidate per appointment.

## **14.0 PANDEMIC RESTRICTIONS:**

The Test Centre shall abide and adhere to the guidelines/ advisories issued by the State/ Central Government in respect to Pandemic from time to time.

## **15.0 OTHER CONDITIONS**

15.1 All the Test Centres shall abide by the instructions issued by COA from time to time.

15.2 The standardized information about Architecture Programme provided by the COA shall be at display at all the Test Centres.

## **16.0 FREQUENTLY ASKED QUESTIONS:**

### **16.1 Can the Test Centre In-charge depute someone to carry out his tasks?**

NO. Test Center in-charge must remain present in the test center during the time of the registration of the candidates and also must be present within the premises during the test schedules. However, the head of the Institution will be held responsible for all the activities in the test center.

Although operators may assist the candidates in the process of registration the whole process must be supervised by the Test Center In-Charge. In case the Test Center In-Charge is not able to attend a test session, the session must be conducted by the second in charge, enrolled for the purpose, following the same procedure laid out above.

**16.2 What to do when the candidate has logged in for PART B test but nothing is happening?**

Please check that on the particular computer in the browser Pop-ups are NOT Blocked. If the Pop-ups are blocked test cannot proceed. Hence, please allow pop-ups for website <http://www.nata.in>. Also see that cookies are allowed on this computer & javascript is enabled.

**16.3 What to do when there is failure in electricity supply or internet connectivity and tests cannot be conducted?**

In such case contact service provider and COA and follow the instructions.

**16.4 Whom to contact in case of doubts?**

Please write to COA to clarify the doubts at [techsupport@nata.in](mailto:techsupport@nata.in) (all the communications should be made through the official email ID allotted by COA).

In case of emergencies only contact the following numbers –

For Academic and other: Convenor, NATA - to be updated  
and issues for all Technical Issues: - to be updated

Date : \_\_\_\_\_

The Registrar  
 Council of Architecture  
 India Habitat Centre  
 Lodhi Road, New Delhi – 110 003

Subject:- Submission of Expression of Interest (EOI) for NATA 2024 Test Centre – reg.

Dear Sir,

This has reference to advertisement dated 31.12.2023/ Test Centre Manual - NATA 2024 issued by the Council. In this regard, our Institution (Institute Code & name) approved by COA/ AICTE/ UGC (whichever is applicable) hereby submits its Expression of Interest to the Council to show its willingness to act as NATA 2024 Test Centre.

We hereby provide the following particulars as enumerated in the EOI:

Sl. No.	Particulars	Details to be provided
1	Name and address of the Institution	_____ _____ _____ _____ Email : _____ Mobile : _____
2	Institution Code allotted by COA/ UGC/ AICTE	_____
3	Name of the Head of the Institution	_____ Email : _____ Mobile : _____
4	Year of establishment	_____
5	Details of courses imparted and their approval authorities i.e. COA/ UGC/ AICTE	_____ _____ _____



8	<b>HUMAN RESOURCE REQUIREMENTS:</b>  Proposed NATA Test Centre In-Charge (TCI)    Proposed Test Centre Supervisor (TCS)    Proposed Computer/IT personnel (ITP)	Name: _____ Mobile: _____ Email: _____  Name: _____ Mobile: _____ Email: _____  Name: _____
9	PAN No. of Institution	_____
10	Bank Account Details of Institution	A/c.No.: _____ Bank: _____ Address of the Branch: _____ _____ IFSC CODE: _____

We hereby undertake that the Institution shall create necessary infrastructure, human resource and other facilities required by the COA and that the Institution shall, at all time, comply with the instructions as mentioned in Test Centre Manual and follow the directions of the COA.

We also undertake that our institution shall strictly follow anonymity, secrecy AND full integrity in the conduct of the NATA 2024. In case our institution or any official/ staff is found to be carrying out any malpractice/ unethical activity, the Council shall be at liberty to take any legal action apart from cancellation of the Test Centre. We agree to the remuneration offered by the Council in the Test Centre Manual.

SIGNATURE OF HEAD OF INSTITUTION & SEAL

NAME OF HEAD OF INSTITUTION