



SuchitraACS

Empowering Dreams, Inspiring Success
Phone/Whatsapp No. 6000452802 / 9395056624

Instructions

APSC CCE Mains Test Series

1. Accessing the Test Series

After your payment for the Test Series has been successfully verified by the SuchitraACS Team, you will receive a **Google Drive link** in your Whatsapp Number.

Please follow these steps:

1. Click the Google Drive link provided by SuchitraACS. Via Whatsapp.
2. Click on "**Request Access**" using your **personal Gmail account**.
 - **Use only one Gmail account.** Do not request access from multiple email IDs, if you do so your access request will be rejected.
3. Wait for your access request to be approved. Approval may take **a few minutes to a few hours**. If your access request remains pending for **more than 12 hours**, please contact us at +91 93950 56624 (Call / WhatsApp).

2. Google Drive Structure

The Google Drive contains the following folders:

📁 1. Question Papers

This folder contains all the question papers for the Test Series.

📁 2. Model Answers (Open Only After Attempting the Test)

This folder contains:

- Question-cum-Model Answer PDFs
- **Important:** Please do not refer to the model answers before attempting the test.

3. Test Schedule

The Test Schedule is provided in the attached PDF file.

4. How to Attempt the Test

Before starting the test:

- Download and print the question paper from the "**Question Papers**" folder.
- Create an exam-like environment with minimal distractions.

- Strictly follow the **time limit** mentioned in the question paper. You may use a stopwatch or timer.

Write your answers only on:

- Official APSC/UPSC Mains Answer Sheets (if available), **or**
- A4-size plain sheets.

While writing your answers:

- **Do not write the questions.** You may **leave the space of the question** in the answer sheet. Write the **question number** followed by your answer.
- Maintain proper border margins and spacing as per APSC Mains standards.
- Arrange the pages in the correct sequence. Give Page Number.

On the cover page, clearly mention:

- Name
- APSC Roll Number (if available)
- WhatsApp Number

5. How to Submit Your Answer Sheet

After completing the test:

1. Scan your answer sheets using the **OKEN Scanner App** (available on the Google Play Store and Apple App Store) or any good document scanner.
2. Ensure:
 - All pages are clearly scanned.
 - Page numbers are visible.
 - The pages are arranged in the correct order.
3. Save the file in **PDF format**.
4. Send the PDF to the official SuchitraACS WhatsApp number: +91 93950 56624.

6. Evaluation Process

- Model Answers are available in the folder:
"2. Model Answers (Open Only After Attempting the Test)" of the given Google Drive.
- After writing the test, you are encouraged to compare your answers with the model answers for self-assessment.
- Your answer sheet will be evaluated by Expert Faculty.
- Within **72 hours** of submission, you will receive:
 - Your evaluated answer script

- Personalized remarks and feedback
- Suggestions for improving answer writing

7. Important Guidelines

- Attempt every test with honesty and discipline.
- Do not use books, notes, or the internet during the test.
- Preserve your evaluated copies for future revision and improvement.

We Wish You the Very Best!

Consistent practice and regular evaluation are the keys to success in the APSC CCE Mains Examination.

Team SuchitraACS, Assam

 **Call / WhatsApp / Telegram: +91 93950 56624**