

Council of Architecture

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

TEST CENTER MANUAL - NATA 2025

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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 2025, the Council shall be establishing Test Centres all over India. The requirements to be met by Test Centres for NATA 2025 are detailed out 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 2025 Information Brochure.

NATA 2025 will be conducted as a comprehensive aptitude test consisting of Part - A (Drawing and Composition) as offline test and Part B (MCQ and NCQ) to be conducted as ONLINE Adaptive computer- based test.

3.0 PATTERN OF QUESTIONS & MARKS OF TEST:

Part A- Drawing and Composition Test - Offline Mode – test duration -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 marks for all the above 3 Questions (A1, A2 & A3) - 80 Marks

Part B - MCQ and NCQ - Computer-based Test - 90 Minutes, 120 marks
(Maximum of 108 seconds/ question)

B1 - 42 questions – MCQ.

B2 - 08 questions – NCQ.

Total 50 Questions (B1 & B2) – 120 Marks

GRAND TOTAL MARKS (PART A + PART B) (80+120) =200

4.0 INFRASTRUCTURE REQUIREMENTS:

4.1. The test centre shall be made available on days as detailed below:

Date & Time of Examination	
NATA 2025 commencing from:	01-03-2025 onwards till June 2025
FRIDAYS No Morning Session	Afternoon Session: 1.30 pm to 4.30 pm (180 mins / 3.0 hours)
SATURDAYS Morning Session: 10.00 a.m. to 1.00 pm (180 mins /3.0 hours)	Afternoon Session: 1.30 pm to 4.30 pm (180 mins / 3.0 hours)

4.2 A suitable separate room has to be earmarked for conducting NATA test with only one door which is to be used for both entry and exit. The room shall have space for computer tables and tables for drawing test for minimum of 10 and maximum of 30 candidates can be seated. The room shall not have any glass partitions and should be preferably air conditioned.

5.0 HARDWARE REQUIREMENTS:

5.1. Computers

For Every 5 PCs used for Test, 20 Mbps bandwidth of Internet should be available (So if you have a 20 PC setup for Test Center then 80Mbps of Internet speed should be available.) and a minimum 30-minute power back up.

The center must have a minimum of 10 and maximum of 30 computers.

The specification of the Computers shall be as follows:

- a. Intel Core i3 / AMD Ryzen 3 or better processor
- b. 4GB or better RAM
- c. 20 inch or better, Full HD (1980x1080) resolution monitor
- d. Keyboard and Optical Mouse
- e. Genuine Window 10 or Windows 11 Operating System with all the latest security patches installed
- f. Microsoft EDGE, Google Chrome, Safe Exam Browser Installed with latest updated version
- g. 1 GBPS LAN Card

5.2 Scanner

- a. USB / Network Connected TWAIN supported FLATBED Scanner (Scanner part of Multifunction Device is acceptable provided it is within the view of the IP Camera).
- b. Minimum Supported Scanning Size: A4
- c. Minimum Supported Scanning Resolution: 300 DPI Color

5.3 IP Camera

- h. IP CCTV Cameras to cover entire area of test center.
- i. All IP Camera shall support ONVIF Specifications
- j. Each IP Camera shall be assigned a PUBLIC static IP sourced from your Internet Service Provider and shall be accessible over the internet.

5.4. The center must have one Laser printer with a minimum 300 DPI resolution.

5.5 Scanner with the following specifications:

- k. USB / Network Connected TWAIN supported FLATBED Scanner (Scanner part of Multifunction Device is acceptable provided it is within the view of the IP Camera).
- l. Minimum Supported Scanning Size: A4
- m. Minimum Supported Scanning Resolution: 300 DPI Color

5.6 Mobile Phone

- Android version 13 or above based mobile phone with at least 13MP camera.

5.7 Two or more Internet protocol cameras with public static IP assigned to them by your Internet service provider, 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 Centers, which are architectural institutions, shall make a provision of a permanent exhibition space to show case Architecture students work etc.

6.0 HUMAN RESOURCE REQUIREMENTS:

- 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. The institute needs to set up the network at the center before the commencement of registration and tests.
- 6.2 The first step towards establishing a secured network is to get digital certificates for computers from NATA server. To obtain a digital certificate from NATA Server, the following requirements must be satisfied:
 - 1. Computers must be running the latest legal operating system (windows 10/11) as per the need of NATA Server with all the necessary legal service packs installed.
 - 2. Computers must support the latest Browser. (Microsoft Edge or Google Chrome)
 - 3. Computers must have Antivirus software installed and fully updated to the latest antivirus definitions. Automatic updates are preferred.
 - 4. TCI must be able to log in as an Administrator or through an account having administrator privileges on the computer.
 - 5. The date and time on the computer be set to the current date and IST.
 - 6. It is highly recommended that your system administrator works closely with the Service Provider (SP) while performing operations, as this collaboration will make the ITP much more effective.
 - 7. Naming Conventions for computers will be as follows: Center Code_yyy (Where yyy is a 3 digit 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 2025 Information Brochure.
- 8.2 Registration form:

Registration forms for NATA can be filled online by the student at www.nata.in. The NATA system will allocate a test center from the city/ region 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 24 hrs. prior to the scheduled test. The list of such students is to be displayed on the notice board before the test.

- 8.3 Documents required:

The candidate will have to carry a clear print of the Appointment Card and original Photo ID or Photo ID through Digi locker. (Aadhar Card, Passport, Driving License, School ID) for verification and login. The appointment card is valid for only one specific test with date, session & center as mentioned in the card.

- 8.4 Schedule of Test:

NATA 2025 Tests will be conducted as per following timing at the identified Test Centers

as mentioned in 4.1 or as specified by COA from March 2025 to June 2025.

Tests will be conducted in TWO sessions on
Saturdays and One session in the afternoon on Fridays

Session 1: 10:00 AM to 01:00 PM
Session 2: 01:30 PM to 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 Camera installed at the Test Center MUST be powered on and always configured as per the specifications provided by the COA in the manual.

The NATA ecosystem monitors the functioning of the test centre cameras and if it is found to be not functioning from commencement till the completion of Test the same will be reported to the authorized COA officials immediately. The test centres will be unable to commence the test if the cameras are not functioning and will get a notification to that extent. 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 without assigning any reason. Providing additional attempt for such cancelled Test will be solely 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 the 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 the 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 Supplementary Identification Documents:

In case the 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 / Institute Identity card issued in the current academic year, where the 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 the 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. The TCI will take print outs of Question paper and three Answer sheets with bar codes for the student. The printer used for printing these should be a laser printer with original cartridge so that clear prints are made available.

Students are required to appear for Part A first and Part B after completion 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 FOUR A4 size Cartridge paper and print the Question paper and three answer sheets (A1, A2 and A3). The TCI shall ensure that the printouts have clear and legible 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 column to write the KIT CODE on the A3 answer paper, like D1, D2, D3 The TCI shall write the same code as issued to the student from the set provided by the COA. The kit contains set of 3D forms made out of foam material and a base foam sheet of size 15cm x 20 cm. TCI shall ensure that the base sheet is glued on the designated space on the candidate's 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 the designated answer sheet viz A1, A2 and A3 respectively ONLY.

Uploading of PART A answer sheet:

At the end of the prescribed time TCI shall collect all the answer sheets A1, A2 & A3. TCI with the help of ITP will log in to NATA Mobile App/ NATA web application and upload the answer sheets of A1 and A2 against respective candidate's appointment number IMMEDIATELY after collecting the answer sheets. **These sets of drawings along with the question paper signed by the candidate should be carefully preserved under the protection of the NATA TCI.** These 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 the address given above, along with a covering letter mentioning the date of the 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 capture THREE photographs with the NATA mobile App installed in an Android-based mobile as indicated in the shooting setup, 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.

All three photographs are to be uploaded immediately on the NATA App against the respective candidate's appointment number. **The 3D model should be carefully preserved under the protection of the NATA TCI** and shall be dispatched to Council of Architecture, 7th Floor, NBCC Center, Plot No. 2, Community Center, Okhla Phase-I, New Delhi-110020 within a month.

9.4 PART B – MCQ AND NCQ.

Part B – MCQ and NCQ, Test is a computer-based online test. The candidate has to appear for this test after completion of PART A. The Candidate can avail of a ten minute break between the tests; however, shall not be allowed to leave the Test Center. The TCS will verify the identity of the candidate once again, from the appointment card and ask the candidate to sign the second attendance register. The candidate shall be allotted a seat in front of a computer registered for NATA connected to the internet through a broadband connection, the TCI/TCS will type in login details to go to the start page. The candidate will then log on to the NATA server with his Appointment Number and Key appearing on his/ her Admit Card and choose Part B- MCQ, Test from the menu.

The test consists of 50 Questions, 42 Multiple Choice Questions (MCQ) and 08 No Choice Questions (NCQ) which appear one after the other on the computer screen. Each question will get a maximum of 108 seconds to answer. On the completion of this test, the 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, the candidate will have to return all the rough papers used by him/ her before leaving the hall. No candidate shall carry the rough papers outside 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 are 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 the conduct of computer-based test, the questions are available and valid for four hours from the start of the test. After resuming of connectivity, the 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 the beginning.

In case the connectivity does not resume for more than 6 hours, candidate should be given a 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 through email.

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 Answer sheets (A1, A2 and A3) :

In case the failure occurs while uploading the images of the answer sheets, the TCI will immediately inform the service provider and COA about it before the end of the time limit to upload and shall preserve the answer sheets in safe custody and shall wait for appropriate instructions.

10.3 Other problems:

In case the test cannot be commenced for either or both parts for any reason beyond the control of the test center, the test shall be rescheduled and fresh appointments shall be given by COA 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 cases. However, 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 the 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. Eraser
5. Dry Colouring set
7. Analog wrist watch
8. Appointment Card
9. Original Photo ID and
10. Transparent water bottles

No other items shall 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 Appointment number shall be reported to COA.

11.3 Any kind of behavior of the candidates that is disturbing the smooth conduct of test shall be severely dealt with and any candidate causing such disruption / behavior shall be removed from the test center. TCI must 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 shall apply to COA in the prescribed format of EOI – (Appendix-I) on or before **31.01.2025** (by 15 Hours) at the email ID **coa.natatest@gmail.com** and also by hardcopy to be sent to the office of the Council of Architecture, NBCC Centre, 7th floor, Okhla Phase I, New Delhi-110020.

12.2 The interested institution shall request for user name and password of the NATA Test Centre registration portal through email to **coa.natatest@gmail.com**. Once approved by COA they shall receive an email with username and password for the portal, where they shall fill the application form.

12.2. Submission of Expression of Interest implies that the Institution shall at all times comply and follow the directions of the COA and instructions 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 by and adhere to the guidelines/advisories issued by the State / Central Government in respect to the 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 the Architecture Programme provided by the COA shall be displayed 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 be proceeded. Hence, 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 cases contact service provider and COA and follow their instructions.

16.4 Whom to contact in case of doubts?

In case of any technical help/query, you may please reach out to NATA 2025 Technical Support for test centres: 7620701634, 9422245206, 8007027722 or email: techsupport@nata-app.online. Please write to coa.natatest@gmail.com to contact office of the Council for any other matter.

Date: _____

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

Subject:- Submission of Expression of Interest (EOI) for NATA 2025 Test Centre – reg.

Dear Sir,

This has reference to Notice dated _____ on the website of the Council / Test Centre Manual - NATA 2025 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 2025 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 : _____ COA Regn. No: _____
4	Year of establishment	_____

	Proposed NATA Test Centre In-Charge (TCI)	Name: _____
	Proposed Test Centre Supervisor (TCS)	Mobile: _____
		Email: _____ COA Regn. No. _____ (For Architecture Institutions Only)
	Proposed Computer/IT personnel (ITP)	Name: _____ Mobile: _____ Email: _____
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 times, 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, confidentiality and full integrity in the conduct of the NATA 2025. In case our institution or any official / staff is found indulging in 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