HOW TO DOWNLOAD CPCT SCORE CARD

Candidates who are willing to appear in CPCT are advised to register for CPCT exam and will receive an Application Number for a certain CPCT Exam Date.

During CPCT Form filling usually candidates have 2 different kind of numbers which are explained below.

1. **Registration Number**: - This number is generated only once, when a candidate creates its profile. This number is used to Login into the candidate's registered account. Candidate is also provided a password with this Registration Number for login purpose. This Registration Number (Username) and Password is send to the registered Mobile Number and Email ID. **Multiple Profile of a candidate shall not be created**.

2. **Application Number**: - This number is generated every time, when a candidate fills an application for upcoming CPCT and pay the required fees. Candidate shall remember this application number while referring to any process related to certain CPCT Exam. Post payment the application number will be send to candidate registered Mobile number.

Once a candidate had paid the full CPCT application fee and the CPCT application form is submitted and the candidate can see the option as PAYMENT DONE in the registered application form, such candidates can expect their Admit Card / Hall Ticket for CPCT. This Admit Card / Hall Ticket can be downloaded from CPCT official website approximately 7 days before the exam date. The Process to download the Admit Card / Hall Ticket from the candidate's account can be viewed on CPCT Official Website https://www.cpct.mp.gov.in by clicking on "How to download the Admit Card" in Instructions section.

On the schedule date of CPCT exam candidate shall be present at the allocated exam centre on or before the reporting time to appear in CPCT. CPCT exam assesses Computer Proficiency and Typing skills of the candidate. Candidate shall appear for Multiple Choice Questions (MCQ), English Typing and Hindi Typing in the exam. At the end of each part/section(s) the candidate will be displayed with his/her scored marks based on the options selected and typing performance for current CPCT. Post exam candidate will receive a Score Card which will carry marks scored by the candidates based on the options selected and typing performance in the appeared CPCT exam. *Score card will be declared for only those Candidates who have appeared in both the sections of CPCT.*
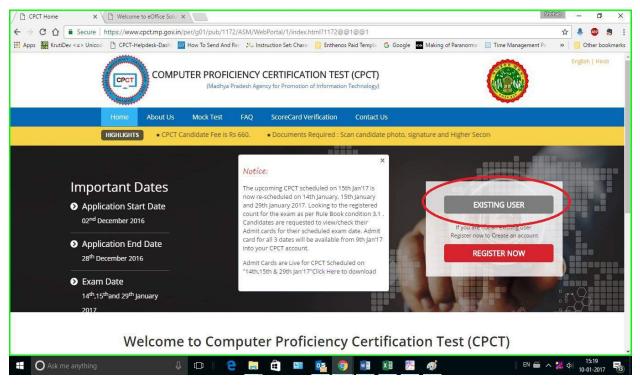
The detailed process to download the Score Card from candidate's account is as follows:

1. Go to CPCT Official Website https://www.cpct.mp.gov.in, click on *Existing User* (Circled in Red) as shown in the picture below.

2. On click of Existing User, candidate will be diverted to a New Screen where candidate shall enter its Registration Number (Username) and Password (Circled in Red) to login, then click on Login button (Circled in Blue).

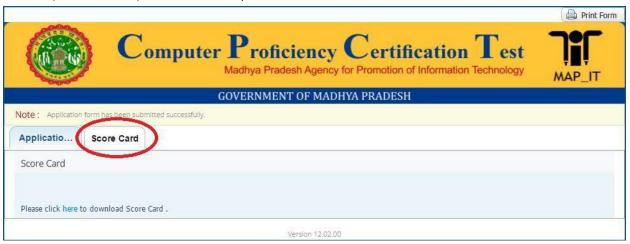3. Click on the Application Form Tab (Circled in Red) as shown in the picture below

4. Click on the Action button (Circled in Red) as shown in the picture below

5. On Click of Action button, a new screen will be displayed, wherein Click on the Score Card Tab (Circled in Red) as shown in the picture below

6. On click of Score Card tab a new screen will be displayed where in click on "Please click here to download Score Card (Circled in Blue) as shown in the picture below.

7. The Score Card will be downloaded on your computer and can be saved for your future reference.

8. This score card is valid for 2 years from the date of Exam and will be available in your CPCT account for the same 2 years from the date of Exam mentioned on the Score Card.