ICSI E-LEARNING PORTAL USER MANUAL and FAQs
2022 Syllabus

Dear Candidate,

Welcome to ICSI Elearning portal your gateway to access various courses being offered through this LMS.

A. First of all please refer information given below to have an understanding of the process and technical requirements to access the courses.

Having read the entire document select the Exam Stage/Course from the link given below

https://www.icsi.edu/e-learning/

Alternately, find E-Learning tile on the ICSI website and click on it.

After this the next screen you can select the syllabus.

On the screen shown below please select the Exam Stage like Executive or Professional. Read the User Manual for Pre Examination Test to understand each step of accessing the LMS portal. Select the Module to appear in test. Portal will redirect to the login page shown below.

You can also reach the login page by copy paste the following link in updated Google Chrome Browser. https://www.tcsion.com/LX/login#lx

B. Now use the following **Login Credentials** information

1. Your **Login id** is Your Registration Number (without any **slash** sign) suffix with **@icsi.edu**

For example- If your registration number is 1234567/10/2018 then your login ID will be **1234567102018@icsi.edu**

2. Default **password for first time login** is
Learn@1234

Login

1400000072018@icsi.edu

Forgot Login ID?

Learn@1234	

☐ Keep me signed in   Forgot Password?

Refer point 4 below in case you forgot password

Login

3. Upon first login, you will be redirected to **Expired password page where old password is 'Learn@1234'** and then you can enter New Password to reset password. Your new password shall be like Study@3214 or Cap@99989.*__Once you reset the password please note it for future reference.__*

4. In case of forgotton password use forgot password link:
https://www.tcsion.com/dotcom/PasswordPolicy/forget_pwd.jsp?orgFolder=TCSSMB&loginType=12NaN1
Where Login Id is your registration number without slash@icsi.edu
e.g1400000072018@icsi.edu and the only option is email. Do not select OTP option. The link to reset password will be sent to your registered e-mail Id.

5. After successful login please take the Pre-Examination Test and Download the certificate by following the steps at the end of this document in section **F**.

C. Technical Requirements for Using the LMS

a. Good Speed internet connection (4MB/s)
b. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer.
c. Preferred Screen resolution - 1366 x 768 / 1280 x 720.
d. Regular cleaning of browser cache memory
e. The preferred screen resolution is of width 1440px to 768px.

D. Devices Recommended.

1. We recommend to use Desktop/Laptop of Latest configuration for taking Pre-Examination or for accessing other courses being offered through the LMS.

2. You may access the e-learning platform for viewing content on Tablets and Mobile handsets by using the desktop site option.

   Please DO NOT take assessments/examinations on mobile/Tablet devices.

E. Guidelines for Online Pre-Examination Test

1. Qualifying the Online Pre-examination Test will be mandatory both for examination for the Executive and Professional Programmes.
2. The test will be conducted as follows :
3. Online Computer Based
   - The student can take the test from his home, cyber café or any other location.
   - Multiple Choice Question (MCQ) type with negative marking of 25% of the allotted marks;
   - The online test shall be of 100 marks.
   - The duration of the test shall be 60 minutes.
   - Total questions in the test shall be 50.

4. The qualifying marks in each subject will be 40%.
5. Students may appear in Pre-Examination Test in any specific subject thrice (three times) in a day. However there must be a gap of at least 8 Hrs between any two successive attempts in that subject.
6. A student shall have to qualify in all the subjects of the Module in which he wants to appear in an Examination Session;
7. The result of the Test of a subject, in which a student has qualified will remain valid for future Examinations.
8. Students who have not cleared the Pre-exam test shall not be eligible to enrol for the examinations.
9. After switchover into New Syllabus (2017), the students shall only be allowed to enrol for the examinations in the new syllabus after passing the Pre-Exam Test.
10. After switchover, the student has to clear the pre-examination test for the subjects which are not exempted to be eligible to take the main examination.

F. Steps to take Pre-Examination Test and Download Certificate

Step 1. After login select my courses option and Search for "Online Pre Examination Test Executive Module – 1" or "Online Pre Examination Test Executive Module – 2" Or "Online Pre Examination Test Executive Module – 3" as the case may be and click on the launch Button.
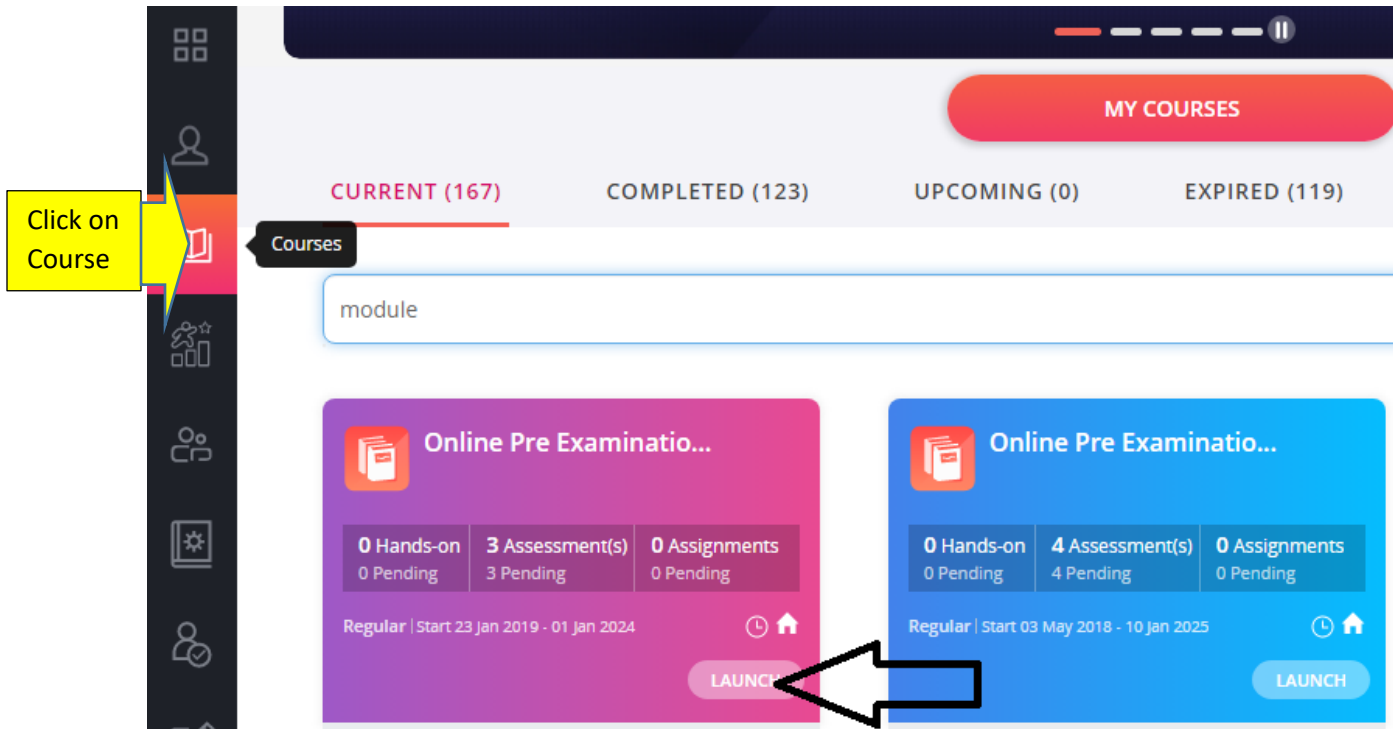
Step 2. After click on launch button Table of content will appear, please click on the Expand TOC to select the subject for which want to take the Pre-Examination Test and then click on LAUNCH ASSESSMENT as shown below.

Step 3. Click on Attempts Taken to check attempts and marks.

Step 4. You will be guided to Instructions page. Read the Instructions carefully.

Instructions

Please read the instructions carefully

General Instructions:

1. Total duration of examination is 90 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

> 1   You have not visited the question yet.

> 2   You have not answered the question.

> 3   You have answered the question.

> 4   You have NOT answered the question, but have marked the question for review.

> 5   The question(s) "Marked for Review" will be considered for evaluation.

> 6   The question(s) "Marked for Review" will be not be considered for evaluation. Hence, no marks will be allocated for the same.

The Marked for Review status for a question simply indicates that you would like to look at that question again.

4. You can click on the > arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on which appears on the right side of question window.
5. You can click on your Profile link on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile link you will get a drop-down to change the question content to the desired language.
6. You can click on ⬇ to navigate to the bottom and ⬆ to navigate to the top of the question area, without scrolling.

Navigating to a Question:

☐ have read and understood the instructions and agree to adhere to them.

I am ready to begin

After reading the instruction,

◊ **Tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them).**

◊ **Click on "I am ready to begin"**

Step 5. Assessment will start just after you click on this button. Given below is assessment screen:

Sections | Time Left : 89:56

Secretarial Audit *i*

Marks for correct answer 2 | Negative Marks 0.5

Question No. 1

Which of the following is not required to be prepared by OPC in its financial statements?

○ Balance sheet as at the end of the financial year

○ Profit and loss account for the financial year

○ Cash flow statement for the financial year

○ Any explanatory note annexed to, or forming part of, any document in financial statement

RAJESH GOPI...

0	Answered	1	Not Answered
49	Not Visited	0	Marked for Review
0	Answered & Marked for Review (will not be considered for evaluation)		

Secretarial Audit

Choose a Question

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36

Mark for Review & Next | Clear Response | Save & Next | Submit

Step 6. Once the Test is completed use the SAVE and Next option and submit the test

Marks for correct answer 2 | Negative Marks 0.5

Question No. 1

What requirements make it mandatory for a company to allocate its profits to CSR activities?

○ Net worth 700 cr., Turnover 500 cr., Net Profit 10 cr.

○ Net worth 500 cr., Turnover 1000 cr., Net Profit 10 cr.

○ Net worth 700 cr., Turnover 500 cr., Net Profit 5 cr.

○ Net worth 500 cr., Turnover 1000 cr., Net Profit 5 cr.

0	Answered	1	Not Answered
49	Not Visited	0	Marked for Review
0	Answered & Marked for Review (will not be considered for evaluation)		

GRCE 2022

Choose a Question

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36

Mark for Review & Next   Clear Response

Save & Next   Submit

**Step 7. Click on Yes to further proceed**

Assessment Summary

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
GRCE 2022	50	0	1	0	0	49

Are you sure to submit this Group? Click 'Yes' to proceed; Click 'No' to go back.
Dear Candidate, Once the Group is submitted, you cannot revisit and edit your responses.
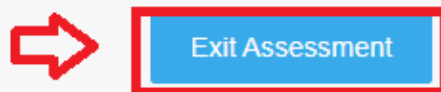
Yes   No

Step 8. Now click on ok to further proceed

Dear Candidate, Thank you. Please note that, your Assessment is about to be submitted. Click on 'Ok' to proceed further.
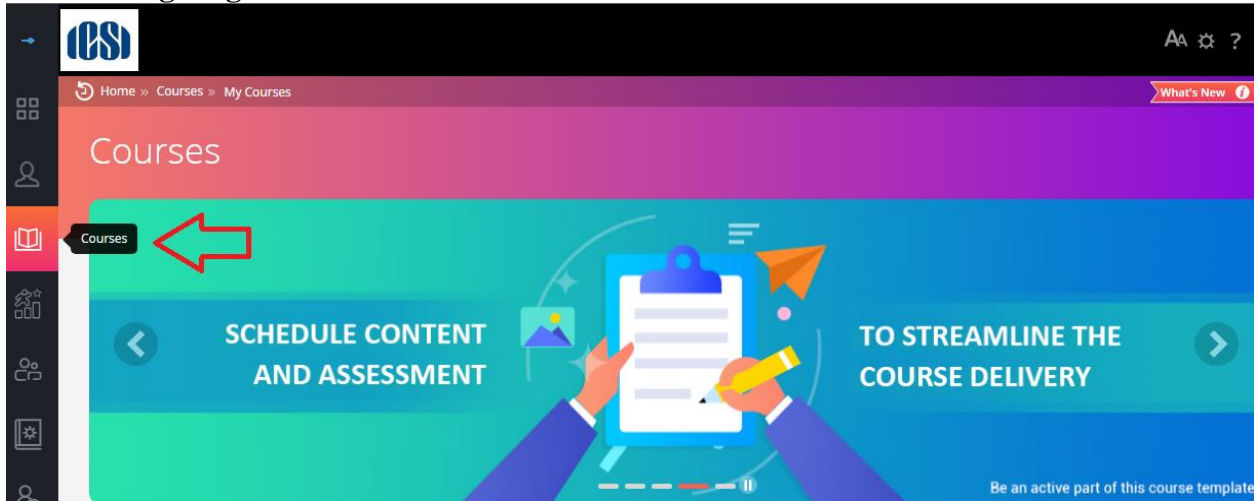
⇨ [Ok]   [Cancel]
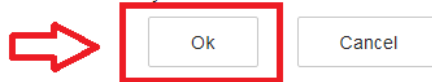
Step 9. Now click on ok to Exit

Dear Learner,
You have now successfully submitted the
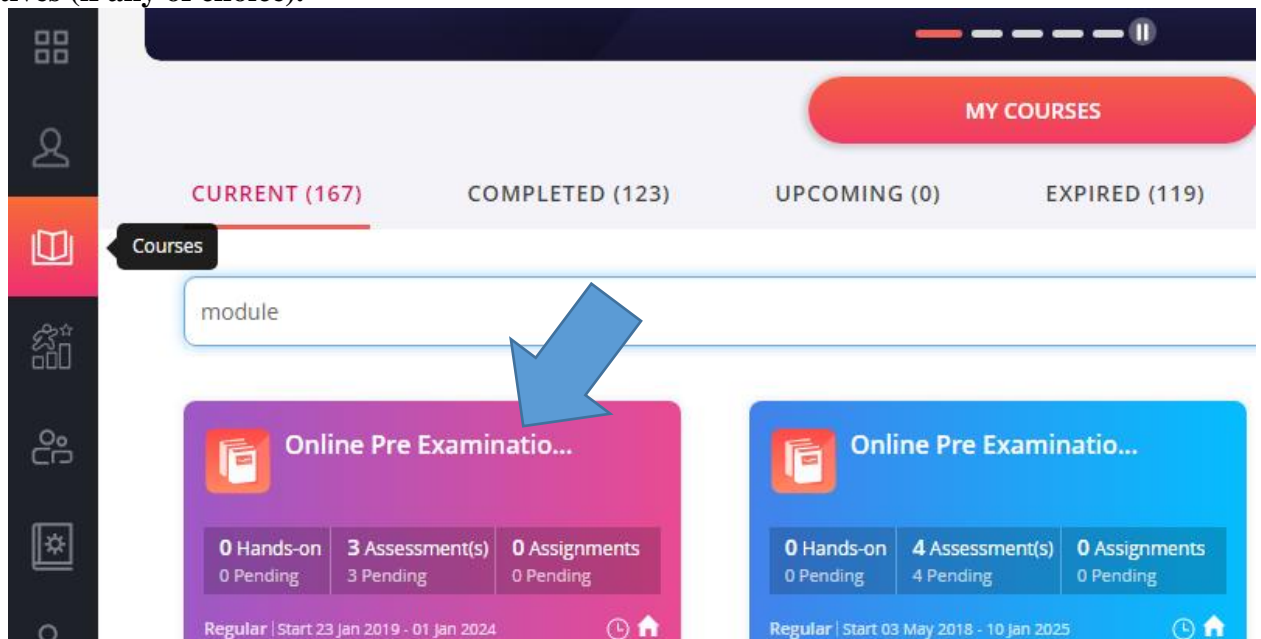assessment. Click on "Exit Assessment" to
close this window.

⇨ [Exit Assessment]

Step 6. You can download the certificate by using the following steps.

1. **You shall again go to Courses where Current courses will be shown.**


2. **Click on the name of the course for which you have passed all the assessments including the electives (if any of choice).**

3. **On the next page click on 'Mark course as complete". Please ensure that you have passed all the assessments before using this option. If you mark course as complete without passing the assessments you will NOT GET ANY CERTIFICATE.**
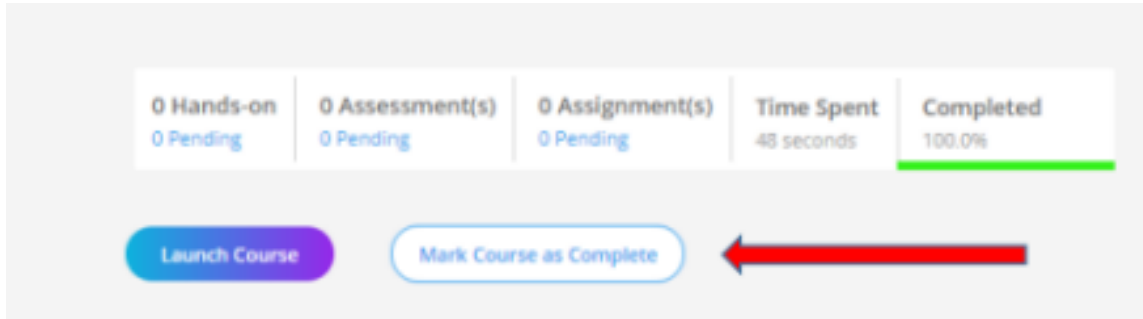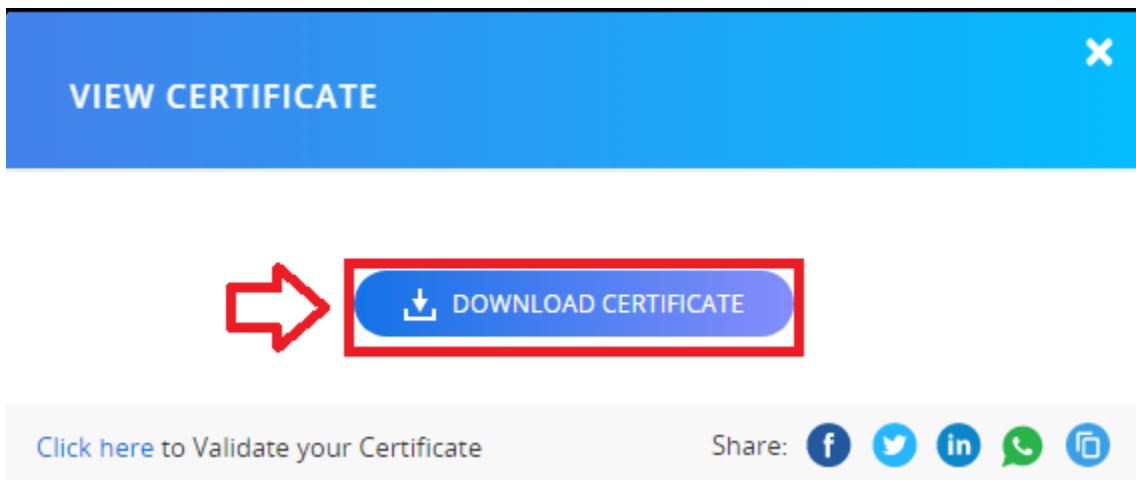

4. **Ensure that Pop-Up blocker for the LMS website is disabled so that the website can show this pop-up where you can select "PROCESS MY RESULT"**
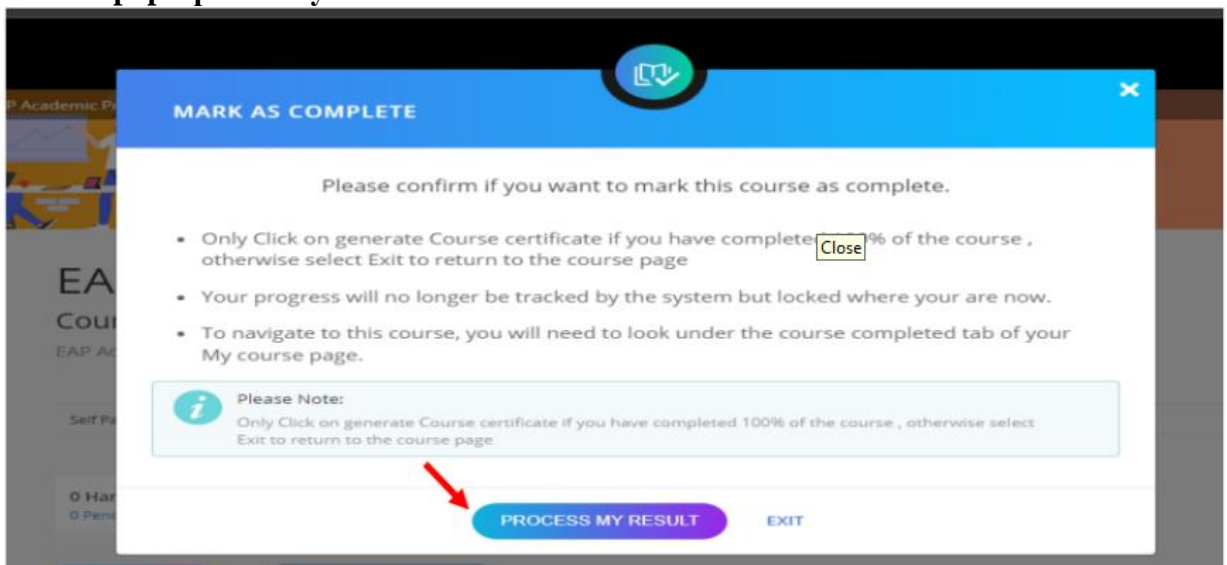
5. Click on view certificate
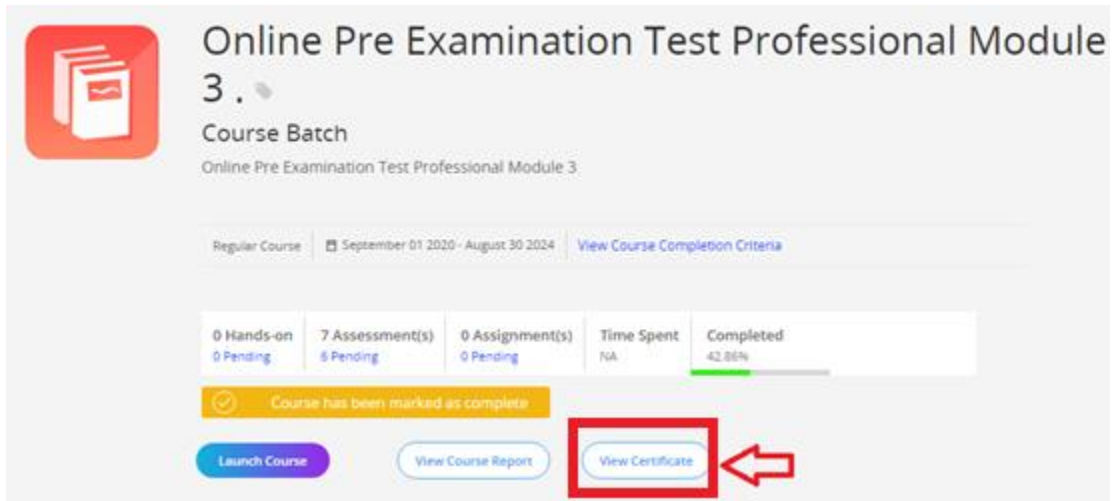
6. . Now you can download your completion certificate by Clicking on download certificate.

G. Pre-Exam Fee Payment link http://www.icsi.in/PreExamFees/Login.aspx

H. FAQs :Frequently asked Question

Q1. When I launch the **online assessment** a screen is displaying online assessment prerequisites check error in **zoom l**evel 100 –

A1. For taking pre examination test zoom level of screen should be 100%.

Q2. For students who will give the main exams in June or December, what is the **cut-off date for clearing the pre-examination tests**?

A2. Students may appear in Pre-Examination Test anywhere and number of times after receiving Login Credentials but they shall be able to appear in the Pre-Examination Test only ONCE every 8 hours or 480 minutes. If student closes/exits the browser by mistake it will take 70 second to launch depending on internet connectivity. Further Students shall try to clear Pre-Test well before his/her due date to fill main examination form to avoid closing days rush.

Q3. I have paid the exam fee and after that I cleared pre exam test. So **where should I upload certificate**?

A3 . You are not required to upload certificate after successful completion of pre examination test. Keep the record with you for reference in future.

Q4. I appeared for main exam in June or December after passing Pre-Examination Test failed. So I am going to appear in next attempt again. Do I need to **pass the pre-examination test again**?

A4. If your registration has not expired your pre-exam will remain valid for all successive terms. Keep the certificate with you for reference in future.

Q5. I have **exemption** of module 1 and module 3 of old syllabus. When I am going for pre exam it is showing all the paper?

A5: If you have module exemption then please ignore it. However, if you have subject wise exemption please launch the exempted subjects and submit the assignment without answering any question. It will mark your attendance for the pre-test of the exemption subject and the score will be processed within two/three working days.

Q6. Is there any **negative marking** in the online Pre-exam Test?

A6. Yes the Pre-Exam Test carries a negative marking of 1/4.