



24-1-2019

**EXAM NOTIFICATION FOR ‘CERTIFIED CSR PROFESSIONAL COURSE’
ONLINE COMPUTER BASED EXAMINATION OF 3 MONTH CERTIFICATE
COURSE ON ‘CERTIFIED CSR PROFESSIONAL’**

All registered candidates of 1st batch of 3 month Certificate Course on ‘Certified CSR Professional’ are hereby informed that, the Online Final Assessment of Certificate Course on ‘Certified CSR Professional’ will be held **on Saturday, February 23rd 2019, from 2.00 p.m - 4.00 p.m.**

Examination Schedule is as follows:

Date of the Examination	Day	Timing	Mode of Examination
23.02.2019	Saturday	2.00 p.m. to 4.00 p.m.	Online Computer based Examination (Any where on fixed time basis)

General Instructions

1. Students shall login by using their user ID and password for appearing the Online Final Assessment.
2. After login, the candidate has to launch the Test. And thereafter they will be directed to Assessment console.
3. The candidate can appear the Final Online Assessment from anywhere on the given schedule.
4. Total number of Multiple choice questions shall be 80.
5. Each question will have four Multiple choice answers. The candidate has to select the correct option.
6. Each correct answer carries 1 mark. However, there is no negative marking for the wrong answer.

Examination Instructions

1. Total duration of examination is 120 minutes with 80 Multiple Choice Question having 1 mark each. The total marks for the test is 80 marks.
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 the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Please click on the submit button before the time out.
3. Only 1 question will be display on the exam window at a time.
4. The Question Palette displayed on the right side of screen will show the status of each question using Coloured Symbols indicating following:
 - Purple with tick: Marked for Review and answered
 - Purple without tick: Marked for Review unanswered
 - Green: Answered and Saved
 - Red: Not answered
 - No Colour: Not Visited
5. The Marked for Review status for a question simply indicates that you would like to look at that question again.

Navigating to a Question:

To answer a question, the candidates are required to follow the following steps:-

- a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
- b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
- c. Click on **Mark for Review & Next** to mark it for review, and then go to the next question. Please visit this question again and select **Save & Next** to freeze your answer this question.

Answering a Question :

8. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the radio button of one of the options
 - b. To unselect your chosen answer, click on the radio button of the chosen option again or click on the **Clear Response** button
 - c. To change your chosen answer, click on the button of another option
 - d. To save your answer, you MUST click on the **Save & Next** button
 - e. To mark the question for review, click on the **Mark for Review & Next** button.
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering any question.
10. The detailed Instructions with Screen shot shall be communicated before the final Assessment.

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