

Information for Pre-Examination Test, E-Learning & Frequently Asked Questions (FAQs)

Key Information	
<u>Steps for PRE-EXAMINATION TEST & Claiming Exemptions</u>	
	<p># Step 1: Fee payment</p> <p>Case 1: Using SMASH credentials</p> <ul style="list-style-type: none"> → Login Page → Student Profile Page → Payment Instruction Page → Payment Gateway → Receipt Generation <p>Case 2: New Syllabus students with registration in March and April 2018 and having received a link for payment & Students who have switched from old syllabus to new syllabus may pay fee using the following:</p> <p>http://www.icsi.in/PreExamFees/Login.aspx</p> <p># Step2: Taking the Pre-Examination Test</p> <p>Case 1: Pre-Test</p> <ul style="list-style-type: none"> → Login E-learning Portal (https://elearning.icsi.in) using your credentials → Click on My Course → Pre Examination Guidelines page will open → Click on Assessment Tab given just below paper name → Tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them) → Click on “I am ready to begin” to go to assessment screen <p>Case 2: Pre-Test exemption in certain papers</p> <p>Use the following steps for claiming exemption from Pre-Exam Test:</p> <ul style="list-style-type: none"> → Logging into the E-learning Module → Launch the test of such papers after. → Click on ‘I have read and understood the instructions and agree to adhere to them’ → Click on 'I am ready to begin' <p>Use the mentioned steps for all such exempted subjects</p> <p>Note: Detail guidance is at Q3,Q4 and Q5.</p>
Frequently Asked Questions (FAQs)	
Q1.	Students of which stage of CS Course are required to complete the PreExamination Test?
	The Pre-Examination Test is applicable for students of New Syllabus (2017) of Executive Programme and Professional Programme Stage. Initially, the PreExam Test will be introduced for Executive Programme (2017) New Syllabus Students which will be a pre-requisite for students seeking enrolment to December, 2018 Session of Examinations.
Q2.	Please let me know the pattern and other related details of Pre-Examination Test?
	The pattern of Pre-Examination Test will be as follows : a) Online Computer Based b) The student can take the test from his home, cyber café or any other location.

c) Multiple Choice Question (MCQ) type with negative marking of 25% of the allotted marks; d) Result of the test would be available immediately on completion of the test;
 e) Result of the test would be linked with the enrolment process for examination;
 f) The questions will be categorized as per three difficulty levels i.e. Easy, Medium and Tough and shall have a ratio of 30:40:30 in the overall marking scheme.

Q3. What will be the process of making payment of fee for Pre-Examination Test?

PROCESS FOR REMITTING THE FEE FOR PRE-EXAMINATION TEST is explained with help of following stages.

A. Login Page: Student can login in to the application by entering Registration Number and DOB. Both Registration Number and DOB are mandatory. It will not allow student to enter into application if he has already made payment and his transaction is Successful or after Successful reconciliation.
<http://www.icsi.in/PreExamFees/Login.aspx>

B. Student Profile Page: This page populates student details along with Pre- Exam Test Fee.

PRE - EXAM TEST FEE PAYMENT	
Registration Number	140545237/02/2018
Student Name	ANANT ALOKE
Date of Birth	11/24/1992
Gender	Male
Mobile	918340398583
EmailID	noddyisone@gmail.com
Stage	Executive
Registration Date	10/02/2018 11:25AM
Expiry Date	31/01/2023
Address	Flat No, 102, Gurukripa Apartment Shukla Colony, Hinoo Ranchi
City	Ranchi
District	Ranchi
State	Jharkhand
PinCode	834002
Country	India
PRE - EXAM TEST FEE	1000.00

[Next](#)

C. Payment Instruction Page: This page displays Transaction ID, Receipt ID and Instructions. Student can “Proceed to Payment” by giving his consent on the same by checking the check box.

Confirmation / Declaration

Ref No:- ICSIPMT4057016

Your Payment Id is : 4057016 and Transaction Id is : 9. Please note the same for future use.

Payment Transactions related guidelines

1. Some times the user can not get the print out of the acknowledgement /payment receipt. The reason might be the “Failed Transaction” OR, “Acknowledge not generated (exclusively)” due to heavy traffic or network connectivity issues.
2. In case the receipt is not available within two working day, the stakeholder should send an email to the Institute at elarning@icsi.edu with details (Registration No, details of the Transactions i.e Transaction ID, Request ID, Date and Time) with the subject **PRE EXAMINATION FEE RECEIPT**.
3. The institute takes approximately 48 hours to reconcile the data with the bank.

I have read the above mentioned conditions and agree on the same

Proceed For Payment

D. Payment Gateway

<https://pgi.bilidesk.com/cgi-bin/ProcessPaymentPage.aspx?HQID=IC23ME+CTOY1334Pp54n>

- Credit Card
- Debit Card
- Debit Card + ATM PIN
- Internet Banking
- Water Cash Cards

Pay using Debit Card

Card Number
Enter card number

Expiration Date
Month Year **CVV/CVC**

Card Holder Name
Enter card holder name

Make Payment Cancel

Merchant Name
The Institute of Company Secretaries of India

Payment Amount **₹ 2.00**

BILLDESK

<https://acs.icicibank.com/acspage/cap?RID=948VAA=8>

Verified by Visa

Authenticate using OTP

We have successfully verified your details. We will now send a One Time Password (OTP) to your registered mobile number. For added security, you will be required to enter this password instead of your 3D Secure PIN.

Below is the information stored in our database :

Mobile Number: X9XXX6XX9

Please select your preferred option to receive the OTP:

Mobile Number
 My details do not match

Submit Cancel

E. Receipt Generation

The Institute of Company Secretaries of India
 TCSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi - 110003
 Website :- www.icsi.edu; Email:- info@icsi.edu; phone : 011-45341020

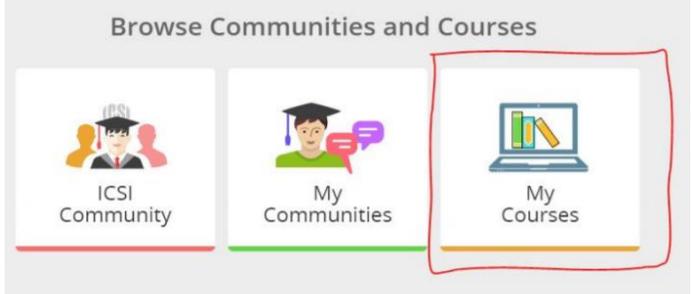
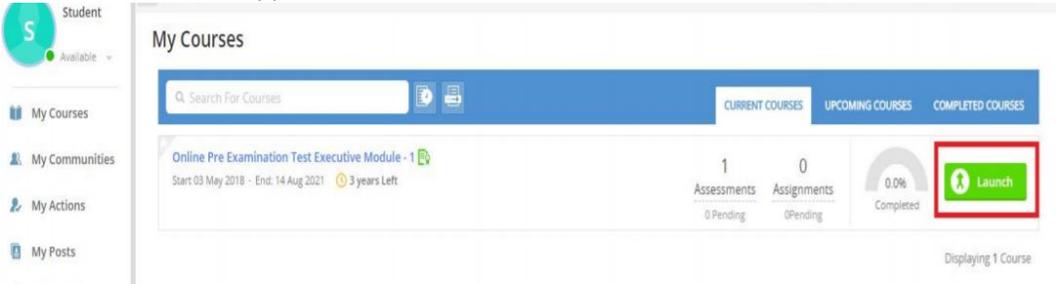
ACKNOWLEDGEMENT RECEIPT

Receipt No. : 9900000140 Date: 19/6/2018

Received with thanks from GAURAV KUMAR GUPTA, holding Registration No. as 440511428/01/2017, a sum of Rs. 2.00 (Rupees Two Only) towards PRE -EXAM TEST FEE – EXECUTIVE

This is a computer generated receipt and requires no signature.

Print

Q4.	What will be the steps for appearing in the Pre-examination Test?
	<p>Steps to attempt Online Pre-Examination Test:</p> <p>A. Login using your credentials: Link - https://elearning.icsi.in (Please note, your Login credentials (Login Id and password) would be intimated to you once you pay the requisite fee) The appearance displayed below</p>  <p>Your Login activation for Pre-Examination Test may take 7 to 8 days after you get login credentials.</p>
	<p>B. Click on My Course After Clicking on My Courses, all the courses in which you are enrolled will appear on the</p>  <p>screen. Now this screen will appear</p>  <p>Click on Online Pre Examination test Module – 1 Click on Launch Button in Green Color.</p>
	C. Pre Examination Guidelines page will open

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 :
 - a. Online Computer Based
 - b. The student can take the test from his home, cyber café or any other location.
 - c. Multiple Choice Question (MCQ) type with negative marking of 25% of the allotted marks;
 - d. Result of the test should be available immediately on completion of the test;
 - e. Result of the test should be linked with the enrolment process for examination, The questions will be categorized as per three difficulty levels i.e. Easy, Medium and Tough and shall have a ratio of 30:40:30 in the overall marking scheme.
3. The online test shall be of 100 marks.
4. The duration of the test shall be 60 minutes.
5. Total questions in the test shall be 50.
6. The qualifying marks in each subject will be 40%.
7. A student shall have to qualify in all the subjects of the Module in which he wants to appear in an Examination Session;
8. The result of the Test of a subject, in which a student has qualified will remain valid for future Examinations.

Please read the instructions very carefully and then only go to the next step

D. Click on Assessment Tab given just below paper name

Total Marks	Pass Marks	Attempts Available	Duration
100.0	40.0	1 of 1	60 Mins

On this page click 'Launch Assessment' highlighted in Green.

E. → Read the Instructions carefully.

General Instructions:

1. Total duration of examination is 60 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 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.

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

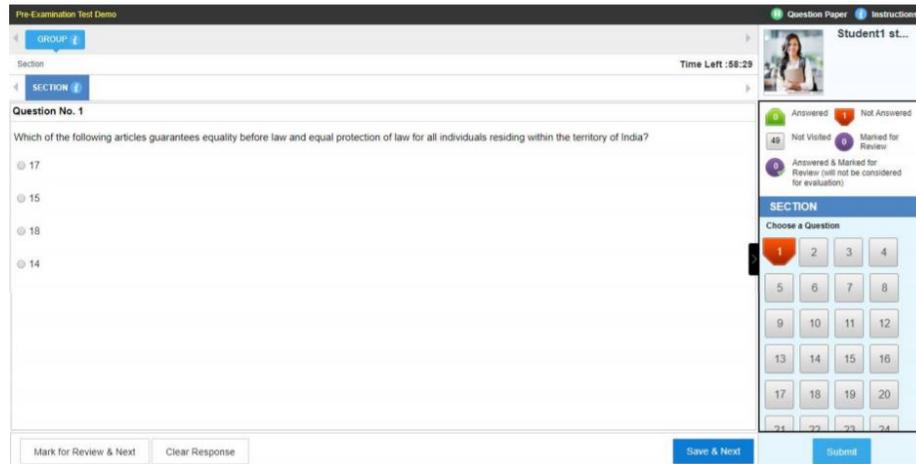
I am ready to begin

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”

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



Q5. I have been granted exemption in certain papers on the basis of higher qualifications / corresponding exemption(s) on the basis of switchover and I understand that I am not required to give Pre-Exam Test of the said subjects/ papers? Kindly clarify the process for claiming exemption from Pre-Exam Test in respect of such subjects/ papers?

The Institute might have granted paper-wise exemptions to some of the students on the basis of higher qualification / corresponding exemption(s) on the basis of switchover.

Use the following steps for claiming exemption from Pre-Exam Test:

→ Logging into the E-learning Module

→ Launch the test of such papers after.

→ Click on ‘ I have read and understood the instructions and agree to adhere to them’

→ Click on 'I am ready to begin'

Use the mentioned steps for all such exempted subjects.

Only after completing the aforesaid process, the respective papers shall be marked as passed for issue of Pre-Examination Test Completion Certificate for the respective Module.

Instructions

Please read the instructions carefully

General Instructions:

1. Total duration of examination is 60 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 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.
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- 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.

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

I am ready to begin

Q6. What will be the qualifying marks for each subject?

	The subject-wise qualifying marks will be minimum 40% marks.
Q7.	I am planning to appear in Module-1 of Executive Programme during December, 2018 Session? Am I required to complete the Pre-Exam Test of Module-2 also before enrolment to December, 2018 Session?
	No. You are required to complete the Pre-Exam Test of subjects covered under Module-1 only. Students are required to successfully complete the PreExam Test of all subjects forming part of specific Modules in which they are planning to appear in the main Examinations. They may complete the PreExam Test of remaining modules separately before seeking enrolment to examinations of such Module(s).
Q8.	Can I complete the Pre-Examination Test after enrolling and appearing in the main examinations?
	No. Students are required to complete the Pre-Examination Test before enrolling for the main examinations.
Q9.	If I successfully complete the Pre-Examination Test before seeking enrolment to December, 2018 Examinations, will it be valid for future sessions if I fail in the main examinations?
	The Pre-Examination Test will be valid for future sessions of examinations for the respective subjects and students will NOT have to clear the PreExamination Test each time they are seeking enrolment to main examinations.
Q10.	Am I required to remit any fee for appearing in the Pre-Examination Test?
	Yes. Students seeking enrolment to Pre-Examination Test are required to remit a fee of Rs.1000/-. However, students who have already remitted the Pre-Examination Test Fee while seeking registration to CS Executive / Professional Programme Stages are not required to remit the fee again.
Q11.	What will be the syllabus for Pre-Examination Test?
	The questions will be according to the 2017 New Syllabus of CS Course.
Q12.	I was an Old Syllabus Student and I have switched over to New Syllabus (2017) of Executive Programme. Shall I be required to pass the Pre-Examination Test before appearing in the main Examinations? Is any fee applicable in such case?
	Yes. Students who have switched over from Old Syllabus to New Syllabus (2017) of Executive and Professional Programme Stages shall be required to pass the PreExamination Test before seeking enrolment to Main Examinations. Yes all students who switch from Old Syllabus to New Syllabus 2017 will have to pay fee to appear at Pre-Executive Examination Test.
Q13.	I have been granted exemption in some of the subjects on the basis of higher qualification/ switchover/ 60% marks criteria, etc. Am I required to pass the PreExamination Test of these subjects before appearing in main examinations?
	No. Students are not required to pass the Pre-Examination Test of subjects in which they have already been granted exemption under different criteria for grant of exemption.
Q14.	I have enrolled myself for Class Room Teaching conducted by the Regional / Chapter Office of the Institute in my city. Shall I be exempted from appearing in Pre-Examination Test if I pass the Tests conducted by the said Regional/ Chapter Office after completion of the Class Room Teaching Session?
	Yes. Students who have cleared the Offline Test in specific subjects after undergoing Class Room Teaching session in the Regional and Chapter Offices shall be exempted from the specific subjects of Online Pre-Examination Test.
Q15	Please let me know if the marks scored in the Pre-Examination Test will be considered for computing the result of main CS Examinations?
	No. The Pre-Examination Test will be a qualifying test to assess the level of preparation of the

	students before appearing in the main examinations. The marks scored in the Pre-Examination Test will NOT be used for computing the results of the main CS examinations.												
Q16.	Please let me know if there is any concession in fee for students belonging to categories like SC/ST, Physically Challenged, etc.												
	Yes. Concession in fee would be extended to certain categories of students as per details given hereunder :												
	<table border="1"> <thead> <tr> <th>Category</th> <th>Percentage of Concession</th> </tr> </thead> <tbody> <tr> <td>Staff & Ward of Staff</td> <td>75%</td> </tr> <tr> <td>SC/ST, Wards & Widows of Martyrs</td> <td>50%</td> </tr> <tr> <td>Disabled Person</td> <td>75%</td> </tr> <tr> <td>ICSI Signature Award/CS Olympiad /ICLS</td> <td>100%</td> </tr> <tr> <td>Students registered under Fee Waiver Scheme for North Eastern Chapters and Jammu & Kashmir</td> <td>100%</td> </tr> </tbody> </table>	Category	Percentage of Concession	Staff & Ward of Staff	75%	SC/ST, Wards & Widows of Martyrs	50%	Disabled Person	75%	ICSI Signature Award/CS Olympiad /ICLS	100%	Students registered under Fee Waiver Scheme for North Eastern Chapters and Jammu & Kashmir	100%
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Q17.	Whether students of Professional Programme who shall be registering under New Syllabus 2017 effective from September, 2018 have to remit the fees of Pre-Examination test if they have paid Executive Pre Examination test fees?												
	Yes. Students of Professional Programme who shall be registering under New Syllabus 2017 effective from September, 2018 are required to remit the Pre-Examination Test Fee.												
Q18.	I am registered to Executive Programme on provisional basis and I am expected to submit the proof of passing Bachelor's Degree Examinations within six months. I have also remitted the Pre-Exam Test Fee. In case I fail to regularise my registration within six months, shall the Pre-Exam Test Fee also be forfeited alongwith the Registration Fee, Education Fee, etc. while cancelling the registration?												
	Yes. If a student fails to regularise the provisional registration within the stipulated time of six months, the Pre-Exam Test Fee shall also be forfeited alongwith the Registration Fee, Education Fee, etc. as remitted by such student.												
Q19.	I would like to cancel my registration due to personal reasons. Shall I be refunded the Pre-Exam Test Fee if my registration is cancelled after the stipulated period?												
	No. In case a student requests for cancellation of registration, the Pre-Exam Test Fee shall also be forfeited alongwith other fees remitted by the student.												
Q20.	I understand that in case I pass the Tests as part of the Class Room Teaching, I shall be exempted from taking the Pre-Examination Tests of the respective subjects/ modules. In such case, shall I be eligible to get refund the Pre-Exam Test Fee ?												
	While students shall be exempted from taking the Pre-Examination Test if they pass the Tests as part of the Class Room Teaching, the Pre-Examination Test Fee will not be refunded as it is a composite fee for using the E-learning Portal.												
Q21.	In case registration of the Student has been cancelled which was pending for more than one year, whether fees remitted by the student towards Pre-Exam Test fees will also get forfeited?												
	The total fees paid by the Student shall be deducted @ 30% which will include Pre-Exam Test fees.												
Q22.	Shall I be eligible for refund of Pre-Examination Test Fee also in case I am eligible for reimbursement as per the guidelines of ICSI Student Education Fund Trust (SEFT)?												
	Yes. If a student is eligible for refund of Registration, Education Fee, etc. as per the guidelines of the SEFT, then the Pre-Exam Test Fee shall also be refunded.												
Q23.	I am eligible under the Merit-cum-Means Assistance Scheme for refund of Education Fee and Examination Fee. Whether Pre-Exam Test Fee shall also be refunded to me?												
	No. Pre-Examination Test Fee shall not be refunded to such students.												

Q24.	In case I fail to pass the Pre-Exam Test during the validity of registration, shall I be required to pay the Pre-Exam Test Fee again at the time of seeking Registration Denovo/ Extension of Registration?
	Yes. Such students, who fail to successfully complete the Pre-Exam Test during the initial validity period of five years, shall have to remit the Pre-Exam Test Fee again at the time of seeking Registration Denovo and Extension of Registration.
Q25.	What will be the duration of Pre-Examination Test, Total Number of Questions and the Total Marks?
	Duration of Pre-Examination Test: 60 Minutes; Total Number of Questions : 50; Total Marks : 100.
Q26.	In case, I fail in the Pre-Examination Test, shall I be given another opportunity to appear in the Pre-Examination Test?
	Students may appear in Pre-Examination Test any number of times, but they shall be able to appear in the Pre-Examination Test only ONCE in a day. The second attempt can only be made after 24 hours or 1440 minutes. If the student closes/exit the browser by mistake it will take 70 second to launch depending on internet connectivity.