



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Instructions for submission of Response Sheets to Test Papers

1. Test Papers are appended at the end of the study material of each subject. Answer to these Test Papers must be sent to the Institute for evaluation within the prescribed date.
2. Partial use both of English & Hindi medium is not allowed.
3. **The answers should be written on single foolscap ruled sheets of approx. 12½" x 8½" size.**
4. A margin of 2" on each answer sheet should be left for tutorial remarks of the examiner.
5. In all events the answer should be written by the student only in his/her own handwriting under examination conditions and after thorough preparation.
6. Required number of questions in each Test Paper must be attempted.
7. Answer should not be copied from the study material or guideline answers. Student will be awarded "ZERO" & would be required to resubmit the response sheet if the answers are found to have been copied.
8. One title sheet should be **PASTED** on the First/Title page of response sheet to each test paper as its cover page.
9. The student must write his/her Name, Admission No., Subject, Test Paper denomination, Number of sheets used, Postal address with PIN code number correctly on the title sheet. **Admission/Registration No. should also be written at the right hand top of every page of the response sheets.**
10. A self-addressed stamped post card may be attached alongwith each response sheet for acknowledgement by the Institute. In case the card is not received back within a fortnight, write to the Institute immediately. Credit is given for only those response sheets which are received in the Institute within the last date fixed for the purpose. For Foundation Programme there are **Two** test papers. Students are required to submit to the Institute response sheets in respect of **any one** test paper, for Executive and Professional Programme there are **Five** test papers, students are advised to attempt at least **any one** test paper from **Test Paper 3, Test Paper 4 and Test Paper 5** written under examination conditions after going through the study material and the recommended books.
11. Response sheet to each test paper should be stitched separately. In no case Response Sheets to two or more test papers should be stitched together.
12. Use the wrapper for wrapping response sheet in the form of a roll. Adequate postage must be affixed before despatch to the Institute. Please note that wrappers are for sending the Response Sheets which should not be used for writing letters and not for any other purpose.
13. Ordinarily a period of 45 days is required for evaluation and return of response sheets after their receipt in the Institute. Query in this regard should be made only after this period.
14. Last date for receipt of response sheets (including resubmissions, if any) in the Institute from students who wish to be considered for admission to the examination to be held in June/December is 28th Feb. and 31st Aug. respectively. These dates have been fixed keeping in view the enrolment dates for the examination. Student should, therefore, send response sheets in regular flow immediately after their Admission to Foundation Programme and for Postal Tuition without waiting for the last date. This will enable them to have adequate time in hand in respect of resubmission of answer papers and their assessment.
15. A student securing less than 40% marks in test paper is required to be rewrite the same and resubmit. No separate advice in this regard is sent by the Institute.
16. Suggested answers are issued to a student when his/her performance in all the response sheets is found satisfactory.
17. Coaching Completion Certificate is issued if the student's performance in all the response sheets is found satisfactory.
18. A student, who has submitted/resubmitted all the response sheets within the stipulated time and response sheets are still under evaluation, may submit enrolment application for appearing in the examination alongwith requisite fee so as to reach the Institute on or before 25th March/25th September pending receipt of the coaching completion certificate.
19. Students can submit the Response Sheets with Regional Offices at Delhi, Kolkata, Chennai & Mumbai also. They may enquire about the Response Sheets position/Marks obtained from the Regional Office concerned after 45 days of its receipt at the Regional Office. However, if no satisfactory reply is received from the respective regional office, they may write to the Head Office.



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

C-37, SECTOR-62, NOIDA-201 309, U.P.

EXECUTIVE / PROFESSIONAL PROGRAMME
TITLE SHEET

Name.....

Regn. No.*

Subject.....

No. of Sheets used..... Test Paper No.

Medium : English/Hindi (Strike off whichever is not applicable)

Question No.	1	2	3	4	5	6	7	8	9	10	
("X" to be put by the student against the number of questions attempted)											Total marks awarded
Marks (to be filled in by the examiner)											

Remarks

Signature of the examiner with date

Examiner No.....

* Admission/Registration number should also be written at the right hand top of every page of the response sheets.

(To be filled in by the student)

Name.....

Address.....

.....

.....

.....PIN.....

BOOK-POST
Posted vide P.O. Guide
Clause 114(8)