

ICSI E-LEARNING PORTAL USER MANUAL and FAQs

Dear Candidate,

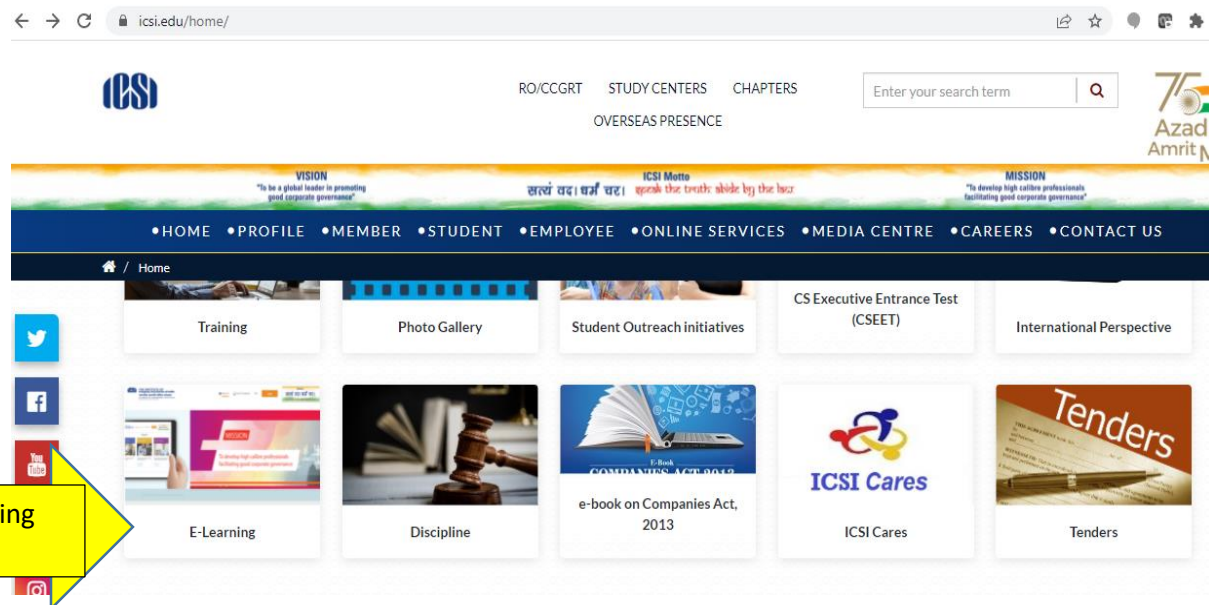
Welcome to ICSI Elearning portal your gateway to access various courses being offered through this LMS.

- 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/>

or click on the E-Learning tile as shown on the ICSI website and select the desired course and module to access.



After this the next screen will be shown as

The screenshot shows the ICSI website's E-Learning page. The header includes the ICSI logo, the text 'THE INSTITUTE OF Company Secretaries of India' and 'भारतीय कम्पनी सचिव संस्थान', and navigation links for 'RO/CCGRT', 'STUDY CENTERS', 'CHAPTERS', 'OVERSEAS PRESENCE', 'RTI', 'FAQs', and a search bar. A banner below the header contains the ICSI motto 'सत्यं वद। धर्मं चर।' and the motto 'speak the truth, abide by the law'. The main navigation menu includes 'HOME', 'PROFILE', 'MEMBER', 'STUDENT', 'EMPLOYEE', 'ONLINE SERVICES', 'MEDIA CENTRE', 'CAREERS', and 'CONTACT US'. The breadcrumb trail shows 'E-Learning'. The main content area lists five E-academic programs: '15 days E-academic program', 'Online Pre-Examination Test (PET)', 'One Day Orientation Program (ODOP)', 'EMSOP', and 'e-EDP(15 Days)'.

On the screen shown below please select the Exam Stage like Executive or Professional

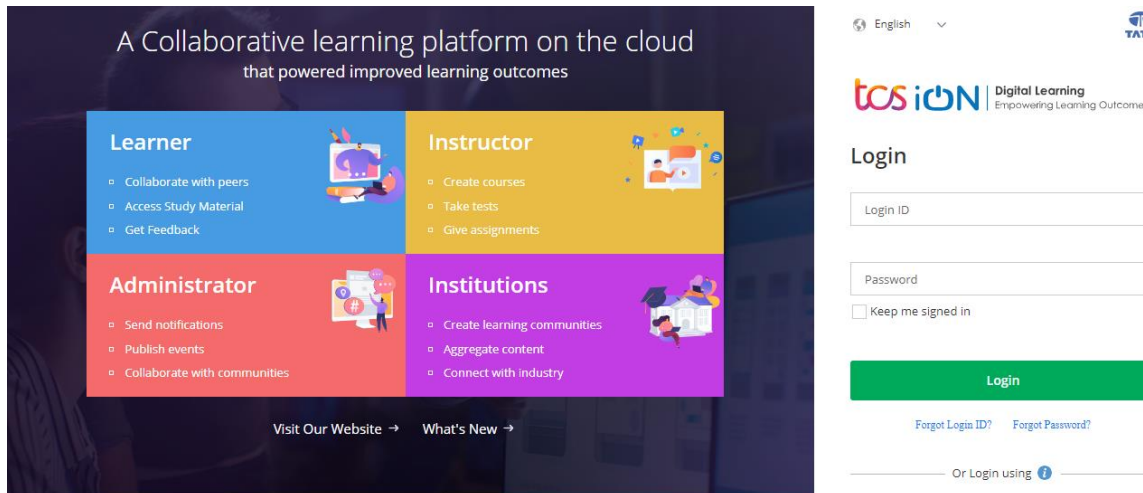
The screenshot shows the ICSI website's 'Online Pre-Examination Test' page. The header is identical to the previous screenshot. The breadcrumb trail shows 'Online_Pre-Examination_Test'. The main content area lists three options: 'Executive', 'Professional', and 'Guidelines to take Pre-Examination test'.

Finally you can select the Module you wish to appear



Module 1
Module 2

Once you select the module you will be redirected 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

Login

140000072018@icsi.edu

Forgot Login ID?

Learn@1234

Keep me signed in

Forgot Password?

Login

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**

3. Upon first login, you will be redirected to **Expired password page** where old password is

Expired Password

Your password has been reset by the administrator. Please change your password

Learn@1234

New Password

Confirm New Password

Confirm

'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 you forget password then use forgot password link:

https://www.tcsion.com/dotcom/PasswordPolicy/forgot_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.

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 can also access the e-learning platform on Tablets and Mobile handsets.

A dedicated Application “mTOP” is available for Android and IOS devices. You may download and install mTop on your mobile sets from the following link:

Android Users

<https://play.google.com/store/apps/details?id=com.tcs.mobile.mtop&hl=en&IN&gl=US>

IOS Users

<https://apps.apple.com/in/app/mtop/id1239667765>

Please DO NOT take assessments/examinations on mTOP application

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.

The screenshot displays the 'My Courses' section of a learning management system. On the left sidebar, a yellow arrow points to the 'My Courses' icon, with a text box labeled 'Click on My course icon'. The main content area shows a search bar with the text 'Online Pre Examination Test Professional Module 1'. Below the search bar, a course card for 'Online Pre Examination Test Professional Modu...' is visible. The card displays the following statistics: 0 Hands-on (0 Pending), 3 Assessments (3 Pending), and 0 Assignments (0 Pending). The course is labeled 'Regular' and has a start date of '23 Jan 2019 - 21 Jan 2023'. A 'LAUNCH' button is located at the bottom right of the course card, with a black arrow pointing to it and a text box labeled 'Click on Launch Button'.

Step 2.

After click on launch button Table of content will appear, please click on the + sign to select the subject for which want to take the Pre-Examination Test and then click on LAUNCH ASSESSMENT as shown below.



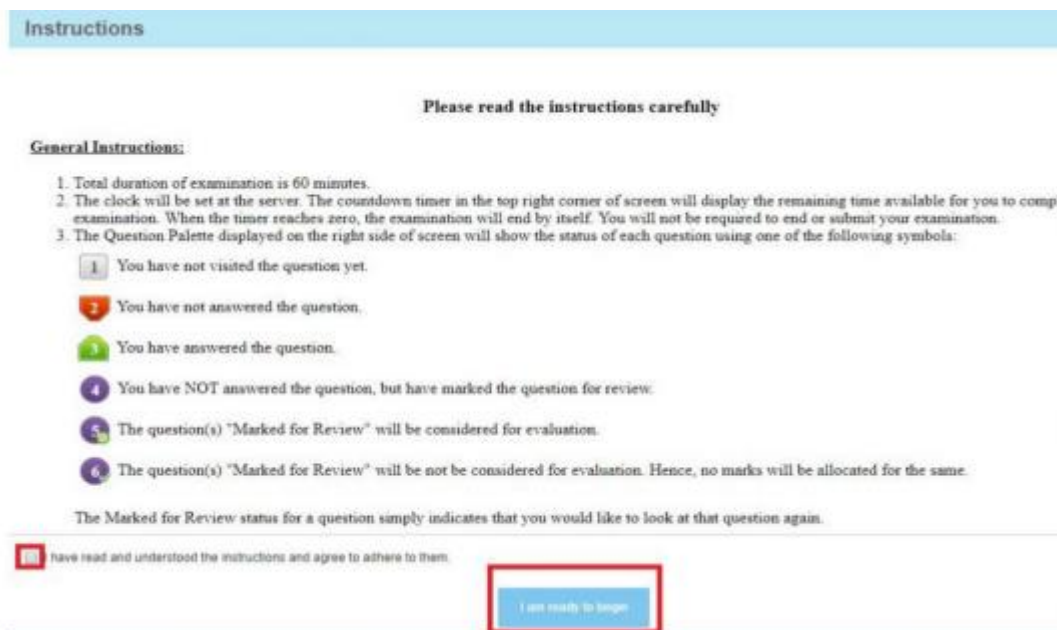
The screenshot shows a web application interface for an online pre-examination test. The title bar reads "TABLE OF CONTENTS" and "Online Pre Examination Test Executive Module - 2". A sidebar on the left lists subjects: "Corporate & Management Accounting", "Securities Laws & Capital Markets", "Economic, Business and Commercial Laws", and "Financial and Strategic Management". The main content area displays details for "Corporate and Management Accounting":

Total Marks	Pass Marks	Attempts Available	Duration	Scheduled From	View Assessment
100.0	40.0	99 of 99	60 Mins	01 Aug 2018 05:20 PM TO 21 Jan 2025 11:59 PM	Analysis At the End of Assessment

A green "Launch Assessment" button is visible on the right side of the table, with an orange arrow pointing to it.

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

Step 3. You will be guided to Instructions page. Read the Instructions carefully.



The screenshot shows the "Instructions" page. The title is "Instructions". Below the title, it says "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.
 - 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.

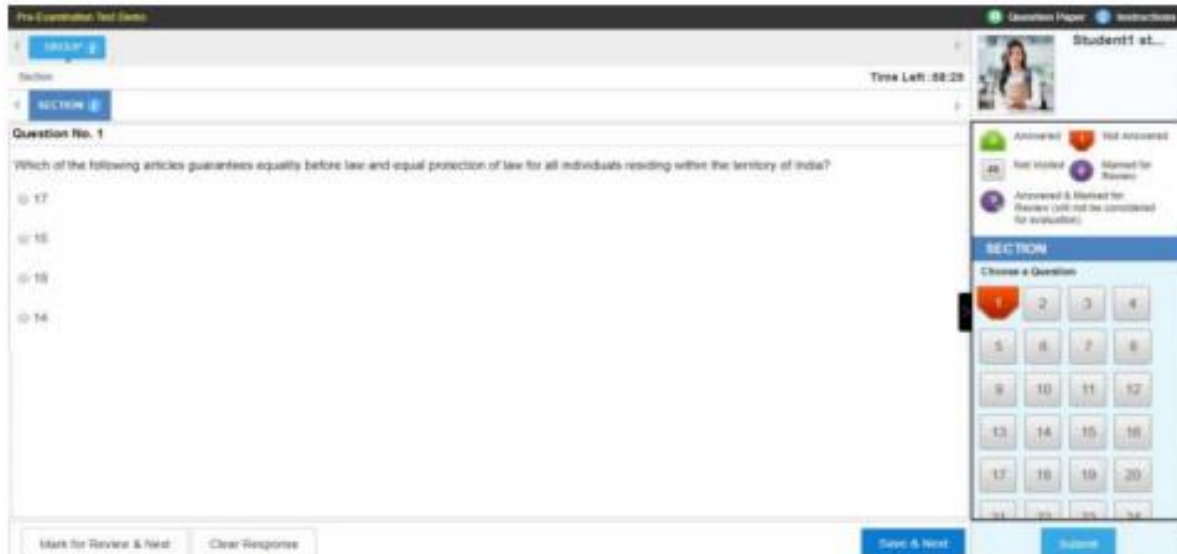
have read and understood the instructions and agree to adhere to them.

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



Step 5. Once the Test is completed use the SAVE and Next option and submit the test

Question No. 2

The Central Vigilance Commission (CVC) is in news for appointing Sharad Kumar as new Vigilance Commissioner. As per which committee's recommendations, the CVC was set up?

- Nittoor Srinivasa Rau committee
- Tejendra Mohan Bhasin committee
- KV Chowdary committee
- K. Santhanam committee

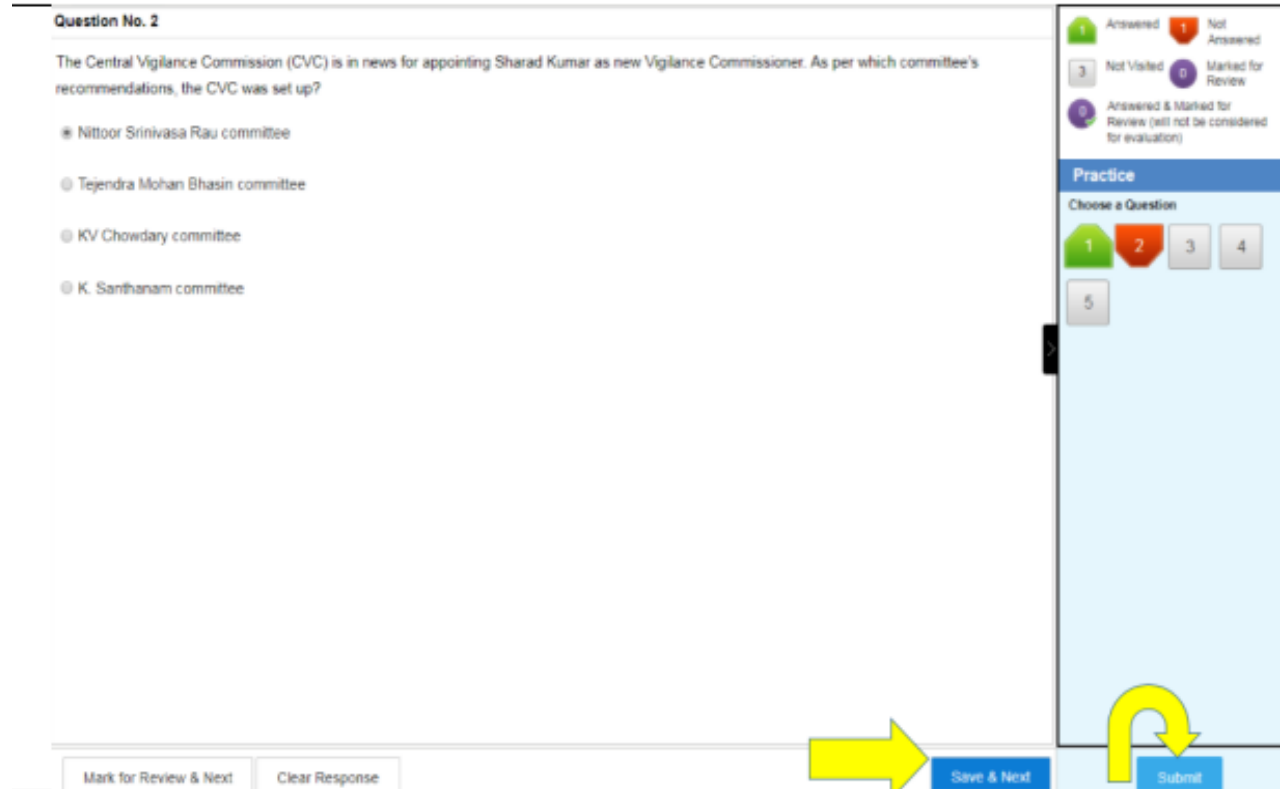
Mark for Review & Next Clear Response **Save & Next** **Submit**

Practice

Choose a Question

1 2 3 4

5



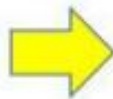
Assessment Summary

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
SECTION	50	2	2	0	0	46

Are you sure you wish to submit this group of questions for marking?
You cannot revisit and edit your responses upon submission.



Thank you, your Assessment is about to be submitted - click on Ok to proceed



Ok

Cancel

Step 6. You can download the certificate after two hours of completing the pre examination test for any module. Certificate of completion is available under completed courses section. To download certificate, click on “View certificate”.

You shall again go to my courses and click on the Module which you have completed.

1. Click COMPLETED

2. Click on the Name of the module shown

0 Hands Ons
0 Pending

1 Assessments
-2 Pending

0 Assignments
0 Pending

Time :
53 min

Course has been marked as complete

Launch view report **VIEW CERTIFICATE**

Click on the View Certificate to download the certificate.

G. Pre-Exam Fee Payment (*Only for students who have switch over from Old Syllabus 2012 to New Syllabus 2017*): Students who have switch over from Old Syllabus 2012 to New Syllabus 2017, may remit Pre-Examination Fee via 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** level 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.

You may write to us elarning@icsi.edu in case you have any confusion about the above.