



INSTRUCTIONS WITH STEP-BY-STEP GUIDE FOR INTERMEDIATE & FINAL COURSE EXAMINATION- DECEMBER 2020 TO BE HELD

FROM 3rd – 10th JANUARY 2021

Candidates appearing in HOME BASED ONLINE EXAMINATION

INSTRUCTIONS

Read very carefully, do not ignore any information

General guidelines:

Read carefully all the details and instructions from official websites. If you read all the instructions very carefully, then you will not face any issue during your examination. Examination instructions must be considered with priority and any type of negligence is not acceptable.

Caution - Mobile phone / head phone / any other electronic gadgets are not allowed during the examination. Candidates who are found to use unfair means during the examination shall be debarred for a period of 5 terms or permanently.

Students are requested to check their e-mail/Spam in-box, SMS and Website of the Institute regularly for updates and notifications related to the examination.

Students will receive examination link and relevant details in their e-mail Id/SMS.

Students can also use examination links as provided below in step-by-step guide for the Intermediate & Final course examination 3rd – 10th January 2021.

Keep your registration number, date of Birth as per exam application form, passkey and other details in hard copy print out/ write on a paper before getting ready for examination.

Students must keep government issued id (e.g. voter card, Driving license, passport, Aadhaar, etc.) or Institute ID card or Admit card to verify identity and upload it at the time of starting of the examination.

Students must log in sharp at 10 AM for 1st session and 2.00 PM for 2nd session of Intermediate & Final course examination to avoid any time loss due to any problem or delay.

For every exam sessions (10AM to 1PM or 2PM to 5PM) there will be question paper of 100 marks, you can scroll any question at any point of time. The section in each session represents papers as per the syllabus.

It is highly recommended that you use a Windows OS Laptop/Desktop or an Android 5 and above Tablet with required configurations for the examination. Please ensure you do the System check one day before to avoid any inconvenience on the actual day of the examination.

Do not change or shift to another device / system during the 3 hours of examination.



In case of any malfunction in desktop / laptop / Tab, Candidate can appear in examination from another system except during the 3 hours of on-going examination.

Keep sufficient power / electricity back-up. The Institute will not be responsible for any electricity, power failure; so arrange backup solutions like UPS, Inverter, and Generator, etc. Laptops / PC / Tab must be fully charged having sufficient backup during the exam.

Students are allowed to use non-programmable calculator/ normal calculator, pen, pencil, and blank page for rough work.

Students are allowed to use water bottle during the examination but do not keep it in front of the webcam.

Use faster, reliable and continued internet connection. Do not use the internet connection which frequently disconnects or having any other issues.

The Institute is not responsible for any losses due to unavailable of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer / internet, misuse of email id, misuse of your login key by someone, delay in login, and other conditions.

All our exam servers and the backup server will be active for the examination period, if any problem persists; it means there is a problem in your computer / device, settings, and/or Internet. If any student lacks sufficient computer / technical knowledge, please consult with your friend or family member who knows about computer / technology and the internet, before the exam starts.

Scheduled / Auto-scheduled Online exam cannot be changed, postponed or extended in any condition.

Before the start of Examination:

- Prepare Your Workspace. You must be in a private location with a clean desk area. You must also remove unauthorized materials, all books, and a large number of papers around you.
- Please ensure nobody (family members, friends, teachers, etc) is around you while giving the exam.
- **Check your webcam and microphone in your laptop / desktop / Tab that all those are working properly, everything like camera / microphone is working properly.**
- Check your internet connection with the availability of data limit, ensure it is enough.
- Keep your Computer/Laptop/Tab ready for examination.
- Check System Requirement for Online Assessment through the online links given for Online Examination.
- **Please update your Google Chrome and give permission to your Webcam and Microphone from settings before your download the applications on your Laptop/Desktops /Tablet.**
- Download and install online assessment tool before starting of the examination depends on your device (Laptop / PC / Tab) and operating system Application.
- Enter **cma2020** in assessment URL and Click to continue.
- Enter your registration number, date of birth as per examination application form, passkey and other details to log in to examination screen and keep these details with you in hard copy/write on a paper before getting ready for examination.
- For the main examinations, new passkey will be provided in your mail/SMS.



- In case your internet is not working properly, you will be allowed to log in till 10.30 in **1st session** (for Intermediate students) and 2.30 PM in **2nd session** (for Final students) of the starting of examination in case of any delay.(In consultation with Proctor/Invigilator)
- Your photo will be captured through the webcam in the examination screen.
- Upload your Institute ID card or Admit card / Govt Photo Identity card (e.g. passport, voter card, Driving license, Aadhaar, etc.) that you have with you.
- You will receive your proctor/invigilator contact detail before the starting of the examination. **Please remember mobile phone / head phone / any other electronic gadget not allowed during the examination.**
- If the exam is interrupted, the candidate must not Press the Back Button/ refresh, he should immediately get in touch with the invigilator/Proctor.

During the Exam:

- You will have to complete your exams within 3hours.
- At the time of examination, you will be strictly under surveillance, you must maintain the examination rules and regulations otherwise, you will be under-reported against examination rule violation. Candidate can be debarred from the Institute for using any unfair means during the examination.
- **There is no negative marking in this examination.**
- The Roll Number/ Registration Number **MUST NOT** be written anywhere in the Digital Answer book or uploaded documents.
- No candidate shall be permitted to submit digital answer script until the expiry of one hour after the log-in.
- Question Papers will contain both MCQ and Descriptive type questions to judge subject knowledge and analytical skill of the students.
- The candidate will have to type the text part of descriptive answer in the given text space. Photo capturing or uploading of text part is not allowed.
- Any pictorial description like chart, graph and diagram, students can draw on a piece of paper-A4 Size in black/blue ink only and same can be uploaded with the help of capturing photograph by clicking on “Take Photo” button with the help of your webcam.
- Candidates must log in at right time as per Timetable.
 - For Intermediate Student: The examination will start sharp at 10 A.M. Please ensure you login at 10 A.M. itself.
 - For Final Student: The examination will start sharp at 2 P.M. Please ensure you login at 2 P.M. itself.
- Students must keep patience and try to complete all the questions within the time frame allotted for the examination.
- In case of power failure / internet failure, do not panic, restart the test using the same login information, from the same computer / laptop or tablet, you may change the internet service provider or internet connection system, the test will start from the same question which you had left earlier, and all attempted questions remain attempted.
- Students must not stop the session forcefully. This is especially important in the online environment where the system will "time-out" and not allow you to re-enter the exam site.
- If logged out within exam time due to power or internet failure then the candidate may return to it.
- Students must make sure that they have attempted paper and all the questions before pressing the submit button on-screen in each session.
- Once you have answered all the questions, you will be able to review your answers on the “Answer Review” screen before you finally submit the paper.



- Once you have finished reviewing all of your selected answers and you're ready to grade your exam, select "Submit" button.
- The SUBMIT button will be activated after the one hour of starting of Examination only before that a candidate cannot SUBMIT his/her digital Answer script online.
- Once SUBMITTED no re-login is possible in any condition.
- So Press SUBMIT BUTTON once you are sure for submission.
- If internet failure at the time of Submission of paper, only restate the internet to the same system, submission will be automatically done.
- Once you have submitted the exam, you cannot log in to that paper again. Hence make yourself sure before clicking on the 'submit' button.
- The proctor/invigilator will be monitoring you live and your exam screen. If the proctor/invigilator notices any violation, the proctor / invigilator has the right to report or pause or even **terminate the exam after three warnings**, as per the level of violation.
- Leaving the view of the webcam during the exam is not allowed except for some urgency or emergency contact your proctor/Invigilator.
- Reading the questions aloud will not be permitted.
- The proctor/invigilator may ask you to remove any unauthorized materials, mobile phones, and other people from your workspace before you can start.
- Do not use earphones or headphones during the examination.

After the Exam

- Candidate submission will be visible on the screen itself and save the page for reference. No mail will be triggered for submission.
- Students are requested to fill up Feedback form after the examination to improve the examination system.
- Do not appear for the exam before or after exam time. It will be deactivated automatically after first use.
- The Institute reserves the final decision on examination.

What to do if your online exam is interrupted

- If the candidate's exam gets closed by mistake (Not submitted) – candidate can simply log in and start from where he/she left. All previously marked answers will be saved. If not, immediately report the matter to the Proctor / Invigilator.
- Answers are saved by the system in intervals. If you have to log back in order to complete your exam, your prior answers will be remaining and will continue from the last session.
- Reconnect to the Internet and log back into the system. Follow your original instructions to access the exam login page once again.
- Candidate can simply log in from the same system and start from where he/she left. All previously marked answers will be saved.



STEP- BY- STEP GUIDE FOR EXAM ON 3rd – 10th January 2021

Please find below the details for “The Institute of Cost Accountants of India – Intermediate/Final Examination”

You can appear for the examination through any of the preferable devices (Laptop/Computer (**recommended**)/Tablet)

Important Note:

1. Please do not login to the test before the start time of the examination – Your paper will not load if you do so
2. Please keep your Govt ID proof/Admit Card with you, since you will have to click a picture of the same on the examination portal before starting the exam

PLEASE DO NOT USE THE SAB TOOL BEFORE THE EXAM DATE AND TIME

Please go through the candidate manual, videos, and test instructions as given in the [Links-](#)

Links to Manual and Test Instructions: [Click Here](#)

STEPS TO START THE EXAMINATION:

Laptops/Desktops:

1. Check if your system is compatible for the test: <https://assess.cocubes.com/check-system>
2. Before you download the SAB Tool, please update your google chrome browser
3. Download the **latest** Safe Assessment Browser (SAB) tool for **main exam separately** from the below link:
 - a. Windows Operating System: [SAB Tool](#)
 - b. Run the SAB (for Windows 10) or use SAB (for Windows 7,8) as per your operating system
 - c. Enter “**cma2020**” in Access Token
 - d. Click on Start
4. **Note: Please close all other applications and save your work before running the SAB tool. You will not be able to exit the test screen till the exam is over**

Tablets (Android Versions only):

1. Check if your tablet is compatible for the test: <https://assess.cocubes.com/check-system>
2. Before you download the application, please go to play store, and update your google chrome browser
3. Download the app “**COCUBES ASSESSMENT**” from Google play store. Please find below direct link to download the app- <https://play.google.com/store/apps/details?id=com.cocubes.assessment>
4. Enter “**cma2020**” in assessment URL
5. Click on Continue

Please note the login details before running the application for quick access. Please enter the Identification No / Registration ID, Registered Date of Birth and Passkey which will be shared with you:

- REGISTRATION ID: - ENTER YOUR OWN REGISTRATION-NO
- REGISTERED DATE OF BIRTH - YOUR REGISTERED DATE OF BIRTH WITH ICAI
- PASSKEYS: - WILL BE INTIMATED TO YOU ONE DAY BEFORE THE TEST.

In case of any queries during the Exam, please reach out to your technical support person (contact details will be shared one day before the examination)