

**NOTES FOR INFORMATION AND GUIDANCE****Information Systems Audit (ISA) Course Assessment Test - June 2014****(under regulation 204 of the chartered accountants regulations, 1988)****Cost of Online Application Form : Rs. 100/-****Exam Fee : Rs. 1000/-****Online Form Starts at 10AM on 22<sup>nd</sup> May 2014****Last Date : 4<sup>th</sup> June, 2014 (Upto 5:30PM)**

Candidates are advised to carefully read, understand and follow the instructions while filling in the Form and retain the same for future reference

1. **Date of Examination** Saturday, 28<sup>th</sup> June, 2014
2. **Timings of Examination** 10.30 a.m. to 2.30 p.m. (IST)
3. **Examination Fee** Rs. 1100/- (Rupees One Thousand One Hundred Only) including Rs.100/- as cost of form.
4. **Mode of Payment of Fee** Exam fee is to be remitted Online only using Master/ Visa/ Maestro Credit/Debit Card. However, payment through NetBanking is NOT accepted.
5. **Syllabus**

Syllabus for ISA-AT shall be as already notified by the Committee on Information Technology.

#### 6. Examination Centres

The Institute reserves its right to withdraw any centre and / or the Zone and / or transfer all or a part of the candidates of a zone to another zone at any stage without assigning any reason. Once a centre is opted for, no change is allowed under any circumstances unless the centre has been withdrawn. Some of the big cities (Mumbai and New Delhi) have been divided into zones, each zone covering certain areas. Each zone is treated as an examination centre and allotted with a code number.

[CLICK HERE TO SEE THE LIST OF EXAM CENTRES](#)

#### 7. Last date for filling of online application at the site <http://isaat.icaieexam.icaai.org> is 4<sup>th</sup> June, 2014 (Upto 5.30PM)

##### **How the application form (PDF) should reach the Institute?**

Though the details have been captured online, yet, it is advised to send the printout (PDF) of the filled-in form by Speed Post / Registered Post along with copy of Membership Certificate or Identity Card etc. to the Joint Secretary (Exams), The Institute of Chartered Accountants of India, 'ICAI Bhawan', Indraprastha Marg, New Delhi 110002, so as to reach him on or before 9<sup>th</sup> June, 2014 and also keep the copy of PDF for their records at least till the release of admit cards. Candidates are further advised to check and ensure that a numbered Barcode and Fee transaction details are appearing in the PDF indicating that their application has been successfully captured.

#### 8. Eligibility Certificate

Candidates who are not in receipt of Eligibility Certificate are advised in their own interest to pursue their cases with the Secretary, Committee on Information Technology, The Institute of Chartered Accountants of India, "ICAI" Bhawan, A-29, Sector-62, Noida.

Candidates may submit the Application Form pending receipt of Eligibility Certificate by them, in case, they have otherwise fulfilled all required criteria.

However, mere possession of Professional Training Certificate is not enough for becoming eligible to appear in the Assessment Test unless a formal Eligibility Certificate is issued by the Committee on Information Technology of the Institute consequent to passing of Eligibility Modular Tests.

#### 9. Admission to ISA Assessment Test

No candidate shall be admitted to the ISA Course Assessment Test unless he / she has been enrolled as a Member of the Institute and has been issued the Eligibility Certificate by the Committee on Information Technology of the Institute.

#### 10. Issue of Admit Card

- The Admit Cards for the ISA Course Assessment Test will be hosted on the same site i.e. <http://isaat.icaieexam.icaai.org> by 19<sup>th</sup> June 2014 and candidates are requested to download the same from the above web site  
All correspondence in the above matter should be addressed to the Joint Secretary (Exams.) of the Institute at New Delhi quoting the following for prompt action.

- ISA Regn. No.
- BarCode Number of Application Form
- Fee Transaction Number
- Name of the Centre Opted
- Telephone No.
- Fax No.
- E-mail ID

- In Case of any difficulty, Joint Secretary (Exams.), ICAI, C-1, Sector-1, Noida should be contacted by e-mail at [isa\\_examhelpline@icai.in](mailto:isa_examhelpline@icai.in) or on Fax No. 0120-3054841 and 3054843.

Helpline Desk telephone Nos. 0120-3054851, 3054852, 3054853, 3054854, 3054835, 3054836, 3054842 and 3989398.

#### 11. Record of Question Paper Booklet and OMR Answer Sheet tendered at the Examination Centre.

The Superintendents of Examination Centres are being advised to issue receipt for the Question Paper Booklet and OMR Answer Sheet handed over, through the Invigilator, in the Admit Card.

Candidates are, therefore, advised to secure the signature of the Invigilator concerned while submitting their Question Paper Booklet and OMR Answer Sheet and retain the Admit Card with themselves as record of receipt, at least till the declaration of result.

The Candidates should surrender the Question Paper Booklet and OMR Answer Sheet before they leave the examination hall.

#### 12. Requirement for passing the ISA Course Assessment Test

A candidate for the Information Systems Audit (ISA) Course Assessment Test shall be declared ordinarily to have passed the examination if he / she obtains a minimum of 75% of the scaled marks in aggregate in the ISA Course Assessment Test.

#### 13. Issue of Statement of Marks and Pass Certificate of Information Systems Audit (ISA) Course Assessment Test

Statement of Marks will be issued to all the candidates who have appeared in the ISA Assessment Test normally in two weeks time from the date of declaration of result, while pass certificates to the qualified candidates will be issued normally in three months time.

#### 14. Verification of answer book

After declaration of result, a candidate may, if he/she so desires, apply for verification of his/her answer book within one month from the date of declaration of result. The verification fee is Rs. 500/- .

#### 15. Refund of fee

The Fee once paid by a candidate shall not be refunded / adjusted under any circumstances except where a candidate applies to the Joint Secretary (Exams) for the transfer of fee to the next Assessment Test only, on the ground that he/she was prevented from attending the Assessment Test on account of circumstances beyond his/her control. Multiple payments made online, if any, received by the Institute, due to systemic error, for a single member (using the correct membership number) , will be identified by the system and excess fee received will be refunded to the credit of the respective accounts from where they originated, by the Institute, within 45 days of the last date for submission of applications.

In case multiple online payments are received by the Institute due to systemic error and you do not get a refund within 45 days from the last date for submission of applications, you can claim a refund of the excess amount paid by you, by writing an email to us at isa\_examhelpline@icai.in within 60 days from the last date for submission of forms, along with documentary evidence, such as bank/credit card statement, of having paid the exam fees more than once. ICAI will verify the same and refund the excess amount, if any, paid by you.

#### 16. For any/all dispute(s) relating to the Information Systems Audit (ISA) Assessment Test conducted by the Institute of Chartered Accountants of India, the Courts at Delhi shall have exclusive jurisdiction.

**NOTE : In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid and No correspondence in this regard shall be entertained.**

How to fill up Online Application Form for appearing in June, 2014 ISA-AT Examination and make online payment of Examination fee on <http://isaat.icaiexam.icai.org>

#### Step – 1 Login to the portal

The applicant shall visit the website [isaat.icaiexam.icai.org](http://isaat.icaiexam.icai.org). Click on **APPLY ONLINE** link on the home page and enter his/her Six Digit Membership number and ISA registration number. These details will be validated with our database and the ISA-AT Application form will be released for filling. In case these details are not validated, the applicant will be advised that the combination of membership number and ISA registration number is not matching in which case the membership number or ISA registration number or both could be wrong and the applicant is advised to correct that. You may visit [cit.icai.org/login.aspx](http://cit.icai.org/login.aspx) to know your membership no. or visit [cit.icai.org/registrationstatus.aspx](http://cit.icai.org/registrationstatus.aspx) to know your ISA registration no. In case the applicant wishes to still proceed with this combination, the ISA-AT online form will be released and the particulars will still be captured but as 'Provisional' candidate.

In case of any difficulty in filling online application form for June, 2014 ISA-AT, please call helpline Nos. 0120- 3054851/852/853/854/835/836/842 and 3989398 sufficiently well in time.

The applicant will fill the details and upload the photograph & signatures. **Uploading of photograph & signatures as jpeg / jpg files is Mandatory.** The size of photo / signature should not be more than 50KB each. Please do not include dots in the name of files (eg. Incorrect naming A.P.Kumar.jpg , Correct naming APKumar.jpg) [Click here to know more about cropping of scanned files.](#) (i.e. Photograph and Signature)

#### Step – 2 Online payment of Examination fee

For filling of Online Examination application form for appearing in June, 2014 ISA-AT exam, a candidate has to remit a fee of Rs. 1100/- (Rupees Eleven hundred only) including Rs. 100.00 as the cost of Exam Form. The Fee should be remitted using Online Payment gateway facility with Visa/Master/Maestro Credit/Debit Card. **In case you are not able to make online payment successfully, you may use some Other Bank's Master/Visa Credit/Debit Card and make online payment of Examination fee.**

Examination fees once paid will not be refunded under any circumstances (except as provided in Para No. 15 hereinbefore).

#### Step – 3 Check & Confirm Status of Application / Submission of Printout (PDF) of the application submitted online

At the end of payment process, a PDF file will be generated containing a Barcode number and Fee Payment Transaction particulars. Applicants are advised to send it by Speed Post / Registered Post along with copy of Membership Certificate or Identity Card etc. at the address given below so as to reach us on or before 9<sup>th</sup> June, 2014 and safely keep a copy of this PDF for their records. The applicants are also advised to **"Check & Confirm Status of Application"** through this link given on the site which intimates if the payment status at the exam portal has been captured successfully. In a small number of cases, the money may get deducted from your account but while it is writing these details to our servers, a disconnection may happen and hence, the request to check the status of application.

If the payment has not been recorded as successful for an attempt made by you, we request you to please pay again. In case multiple online payments are received by the Institute due to systemic error and you do not get a refund within 45 days from the last date for submission of applications, you can claim a refund of the excess amount paid by you, by writing to us at isa\_examhelpline@icai.in within 60 days from the last date for submission of forms, along with documentary evidence, such as

bank/credit card statement, of having paid the exam fees more than once for the same Membership Number. ICAI will verify the same and refund the excess amount, if any, paid by you.

**Address to which the printout (PDF) of the application form submitted online has to be sent by Speed Post / Registered Post:**

**The Joint Secretary (Exams)**

**The Institute of Chartered Accountants of India**

**ICAI Bhawan**

**Indraprastha Marg**

**New Delhi 110 002.**

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