

The Institute of Chartered Accountants of India



INFORMATION SYSTEMS AUDIT (ISA) COURSE ASSESSMENT TEST

June, 2012

(Under Regulation 206 and Schedule 'F' of the Chartered Accountants Regulations, 1988)

Cost of Application Form : Rs. 100/-

Last Date : 1st June, 2012

NOTES FOR INFORMATION AND GUIDANCE OF APPLICANTS

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, 23 rd June, 2012																																																				
(2)	Timings of Examination	10.30 a.m. to 2.30 p.m. (IST)																																																				
(3)	Examination Fee (Note : Candidates are advised not to send any fee other than examination fee along with the Examination Application Form)	Rs. 1000/- (Rupees One Thousand Only) Rs. 1100/- (Rupees One Thousand One Hundred Only) if the examination form is downloaded from Institute's website																																																				
(4)	Mode of Payment of Fee	<ul style="list-style-type: none"> • The Examination Fee should be paid only by way of Demand Draft which may be of any Scheduled Bank. • Drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" and should be payable at New Delhi only. • Candidates are advised to furnish the following details on the reverse of the Demand Draft in their own interest. <ul style="list-style-type: none"> • Name • ISA Registration No. • Application form No. • Centre Opted 																																																				
(5)	Filling up of Admit Card	Candidates are required to fill in the relevant columns in the Admit Card and submit the same to the Examination Department alongwith the examination form.																																																				
(6)	Syllabus	Syllabus (New Pattern) for ISA-AT shall be as notified by the Committee on Information Technology.																																																				
(7)	Examination Centres	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">1. Agra</td> <td style="width: 25%;">11. Chennai</td> <td style="width: 25%;">21. Indore</td> <td style="width: 25%;">31. Ludhiana</td> <td style="width: 25%;">41. Siliguri</td> </tr> <tr> <td>2. Ahmedabad</td> <td>12. Coimbatore</td> <td>22. Jabalpur</td> <td>32. Mumbai-I**</td> <td>42. Surat</td> </tr> <tr> <td>3. Akola</td> <td>13. Delhi/New Delhi-I*</td> <td>23. Jaipur</td> <td>33. Mumbai-II**</td> <td>43. Trichur</td> </tr> <tr> <td>4. Amritsar</td> <td>14. Delhi/New Delhi-II*</td> <td>24. Jalandhar</td> <td>34. Nagpur</td> <td>44. Vadodra</td> </tr> <tr> <td>5. Aurangabad</td> <td>15. Dehradun</td> <td>25. Jamshedpur</td> <td>35. Nasik</td> <td>45. Vapi</td> </tr> <tr> <td>6. Bangalore</td> <td>16. Faridabad</td> <td>26. Jodhpur</td> <td>36. Patna</td> <td>46. Varanasi</td> </tr> <tr> <td>7. Bareilly</td> <td>17. Goa</td> <td>27. Kanpur</td> <td>37. Pune</td> <td>47. Visakhapatnam</td> </tr> <tr> <td>8. Bhopal</td> <td>18. Guwahati</td> <td>28. Kolhapur</td> <td>38. Raipur</td> <td></td> </tr> <tr> <td>9. Bhubaneswar</td> <td>19. Gwalior</td> <td>29. Kolkata</td> <td>39. Rajkot</td> <td></td> </tr> <tr> <td>10. Chandigarh</td> <td>20. Hyderabad</td> <td>30. Lucknow</td> <td>40. Ranchi</td> <td></td> </tr> </table> <p>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. If no option of zone is given, zone-I will be taken as the option, by default.</p> <p>*Delhi / New Delhi is divided into two zones namely zone-I and Zone-II Zone - I : South, Central, North & West Delhi areas Zone - II : Trans Yamuna Area</p> <p>**Mumbai is divided into two zones namely Zone-I and Zone-II. The possible locations of the centres of the respective Zones will be: Zone - I : Western Railway Line (i.e. Churchgate to Andheri and onwards) Zone - II : Central Railway Line (i.e. VT to Thane and Kalyan)</p>			1. Agra	11. Chennai	21. Indore	31. Ludhiana	41. Siliguri	2. Ahmedabad	12. Coimbatore	22. Jabalpur	32. Mumbai-I**	42. Surat	3. Akola	13. Delhi/New Delhi-I*	23. Jaipur	33. Mumbai-II**	43. Trichur	4. Amritsar	14. Delhi/New Delhi-II*	24. Jalandhar	34. Nagpur	44. Vadodra	5. Aurangabad	15. Dehradun	25. Jamshedpur	35. Nasik	45. Vapi	6. Bangalore	16. Faridabad	26. Jodhpur	36. Patna	46. Varanasi	7. Bareilly	17. Goa	27. Kanpur	37. Pune	47. Visakhapatnam	8. Bhopal	18. Guwahati	28. Kolhapur	38. Raipur		9. Bhubaneswar	19. Gwalior	29. Kolkata	39. Rajkot		10. Chandigarh	20. Hyderabad	30. Lucknow	40. Ranchi	
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(8)	Last date for receipt of application at the Institute's Headquarters at New Delhi.	<p>1st June, 2012 (Application received after 1st June, 2012 will not be entertained under any circumstances. Therefore, candidates sending their application by post must send the same at least 3-4 days in advance of the last date and avoid sending it on the last date for receipt of application forms).</p>
(9)	How the application form should reach the Institute?	<p>The application form together with Demand Draft for Rs. 1000/- or Rs. 1100/-, as the case may be, of any Scheduled Bank be sent by Speed Post / Registered Post only in the special envelope attached to this Form to the Addl. Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110 002.</p> <ul style="list-style-type: none"> ● Candidates are advised to retain the receipt issued by Post Office till the receipt of Admit Card. ● Candidates are advised not to send the application through private courier. ● Candidates should not submit / send the application form to regional / branch offices of the Institute.
(10)	Eligibility Certificate	<ul style="list-style-type: none"> ● 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. <p>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.</p>
(11)	Admission to the ISA Course Assessment Test	<ul style="list-style-type: none"> ● 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.
(12)	Issue of Admit Card	<p>(a)</p> <ul style="list-style-type: none"> ● A list of Candidates to whom the Admit Cards have been issued for the ISA Course Assessment Test will be hosted on the Institute's website www.icai.org. from 18th June, 2012 <p>All correspondence in the above matter should be addressed to the Addl. Secretary (Exams.) of the Institute at New Delhi quoting the following for prompt action.</p> <ul style="list-style-type: none"> * ISA Regn. No. * Application Form No. * Receipt No. Issued (if any) * Name of the Centre Opted * Telephone No. * Fax No. * E-mail ID : <p>(b)</p> <ul style="list-style-type: none"> ● In Case of any difficulty, Addl. Secretary (Exams.), ICAI, C-1, Sector-1, Noida should be contacted on Fax No. 0120-3054807 and 3054838. ● Helpline Desk telephone Nos. 0120-3054851, 3054852, 3054853, 3054836 and 3989398
(13)	Record of question paper-cum-answer book tendered at the Examination Centre.	<ul style="list-style-type: none"> ● The Superintendents of Examination Centres are being advised to issue receipt for the question paper-cum answer books 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-cum answer book and retain the Admit Card with themselves as record of receipt, at least till the declaration of result. <p>The Candidates should surrender the question paper-cum-answer book before they leave the exam hall.</p> <ul style="list-style-type: none"> ●

(14)	Requirement for passing the ISA Course Assessment Test	<ul style="list-style-type: none"> ● A candidate for the Information Systems Audit (ISA) Course Assessment Test shall be declared ordinarily to have passed the examination if he / she obtain a minimum of 75% of the scaled marks in aggregate in the ISA Course Assessment Test.
(15)	Issue of Statement of Marks and Pass Certificate of Information Systems Audit (ISA) Course	Statement of Marks will be issued to all the candidates who appeared in Assessment Test normally in two week's time from the date of declaration of result, while pass certificates to the qualified candidates will be issued normally in three months time from the date of declaration of result.
(16)	Check-list to ensure correctness of enclosures to the Application	<ul style="list-style-type: none"> ● Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely. <ul style="list-style-type: none"> ● Demand Draft for Rs.1000/- / Rs. 1100/- ● Application Form ● Admit Card with self attested photo ● Self-addressed pre-stamped (of the value of *Rs. 25/- or as applicable) Envelope for sending Admit Card. ● Self addressed pre-stamped (of the value of Rs. 25/-) envelope for sending statement of marks. ● Address Slip ● Copy of the membership Certificate / Identity Card etc. <p>Before sending the application, candidates are requested to arrange serially the pages of application keeping the demand draft, admit card and envelopes on the Top of the Bunch.</p>
(17)	Verification of answer book	After declaration of result, in accordance with Para 10(4) of Schedule-F to the Chartered Accountants Regulations, 1988, a candidate may, if he so desires, apply for verification of his answer book within one month from the date of declaration of result. The verification fee is Rs. 500/- .
(18)	Refund of fee	The Fee once paid by a candidate shall not be refunded / adjusted under any circumstances except as provided in Sub Para (2) of Para 9 of schedule 'F' to the Chartered Accountant Regulations, 1988.

PLEASE NOTE :

- Application should be complete in all respects, otherwise it is liable to be rejected.**
- In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.**
- No correspondence in this regard shall be entertained.**

* Rs. 12/- Local (i.e. Delhi / New Delhi)

* Rs. 25/- For other cities across India.
(upto 50 grams weight)

Address Slip
(Please fill in Name & Address)

Address Slip
(Please fill in Name & Address)





THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Examination Department)

ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi - 110 002

ISA

**LATEST
PHOTO
ONLY**

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

Additional Secretary (Exams.)
The Institute of Chartered Accountants of India

ADMIT CARD (DUPLICATE) Roll No.
ISA COURSE ASSESSMENT TEST June, 2012

(To be filled in by the Candidate in BLOCK LETTERS)

Name of the Candidate
Membership No.
I.S.A. Regn. No.
Centre : City :
Specimen Signature of the Candidate

Venue of the examination :
(To be filled by the office)



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Examination Department)

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(To be filled by the office)

Record of Answer Book tendered at the examination centre		
Date of Examination	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of answer book
23-06-2012		



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Date of Examination	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of answer book
23-06-2012		



Statement of Marks
ISA

Affix
Stamp
for
₹ 25/-

To,

Pin

If undelivered please return to :

THE ADDITIONAL SECRETARY (EXAMINATIONS)

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112,

Indraprastha Marg

New Delhi - 110 002

SPEED POST

**Admit Card - Information Systems Audit (ISA) Course Assessment Test
June, 2012**

To, _____

City _____

Pin

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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State _____

Affix Stamp
for ₹ 25/-
or
as applicable
for speed post
from New Delhi
to your place



THE ADDITIONAL SECRETARY (EXAMINATIONS)

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112, Indraprastha Marg, New Delhi - 110 002

ISA

SPEED POST / REGISTERED

To,

The Additional Secretary (Examinations)

The Institute of Chartered Accountants of India

'ICAI Bhawan' Post Box No. 7112

Indraprastha Marg

New Delhi - 110 002

From : _____

