

The Institute of Chartered Accountants of India



INFORMATION SYSTEMS AUDIT (ISA) COURSE ASSESSMENT TEST December, 2010

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

Cost of Application Form : Rs. 100/-

Last Date : 3rd December, 2010

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, 18 th December, 2010
(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	- 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. - 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)	Option to choose Syllabus	Effective from April, 2010 the Committee on Information Technology has introduced New Syllabus, for which the First Assessment Test Will be held in December, 2010. It has been decided that the members already registered for the ISA course, prior to the introduction of the New Syllabus from April, 2010, will have the option to appear in ISAAT to be held in December, 2010 either in the syllabus effective from April, 2010 hereinafter to be referred as "New Syllabus" or in the syllabus as existed until March, 2010 hereinafter to be referred as 'Old Syllabus'. The members, however, registered for ISA Course effective from April, 2010 will be eligible to appear only in the New Syllabus. Members, registered for ISA Course until March, 2010 may tick the syllabus column i.e. New or Old, as opted for appearing in the ISA AT to be held in December, 2010. Members may note the option once exercised will be final and irrevocable and no change will thereafter be allowed under any circumstances. In case, the option of syllabus i.e. Old or New is not given by the members registered for ISA course until 31st March, 2010 the Institute will in that case treat the option as the "Old Syllabus", by default, deemed to have been exercised by the member.
(7)	Examination Centres	1. Ahmedabad 2. Allahabad 3. Ambala 4. Aurangabad 5. Bangalore 6. Bhilwara 7. Bhopal 8. Bhubaneswar 9. Baroda 10. Belgaum 11. Chandigarh 12. Chennai 13. Coimbatore 14. Delhi/New Delhi-I* 15. Delhi/New Delhi-II* 16. Ernakulam 17. Erode 18. Guwahati 19. Gwalior 20. Goa 21. Hyderabad 22. Indore 23. Jaipur 24. Jalandhar 25. Jamnagar 26. Jodhpur 27. Kanpur 28. Kolhapur 29. Kolkata 30. Kota 31. Lucknow 32. Ludhiana 33. Madurai 34. Mumbai-I** 35. Mumbai-II** 36. Muzaffarnagar 37. Nagpur 38. Nashik 39. Panipat 40. Pune 41. Raipur 42. Rajkot 43. Ranchi 44. Rourkela 45. Salem 46. Surat 47. Udaipur 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.

*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 **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)		
(8)	Last date for receipt of application at the Institute's Headquarters at New Delhi.	3rd December, 2010 (Application received after 3rd December 2010 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).
(9)	How the application form should reach the Institute?	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 Sr. Deputy Director (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110 002. • 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	• 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, 52-53, Institutional Area, Vishwas Nagar, Delhi - 110 032. • 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.
(11)	Admission to the ISA Course 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.
(12)	Issue of Admit Card	(a) • 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.icaai.org. from 10th December, 2010 All correspondences in the above matter should be addressed to the Sr. Deputy Director (Exams.) of the Institute at New Delhi quoting the following for prompt action. * ISA Regn. No. * Application Form No. * Receipt No. Issued (if any) * Name of the Centre Opted * Telephone No. * Fax No. (b) • In Case of any difficulty, Sr. Deputy Director (Exams.), ICAI, C-1, Sector-1, Noida should be contacted on Fax No. 0120-3054843 and 3054841. • Helpline Desk telephone Nos. 0120-3054836 and 3989398
(13)	Record of question paper-cum-answer book tendered at the Examination Centre.	• 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. • The Candidates should surrender the question paper-cum-answer book before they leave the exam hall.

(14)	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 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	● Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely. ● 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. 5/-) envelope for sending statement of marks. ☐ ● Address Slip ☐ ● Copy of the membership Certificate / Identity Card etc. ☐ 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.
(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 :
a) Application should be complete in all respects, otherwise it is liable to be rejected.
b) In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.
c) 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)

(Full Signature of Candidate)

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.

Sr. Deputy Director (Exams.)
The Institute of Chartered Accountants of India

ADMIT CARD (DUPLICATE)

Roll No.

ISA COURSE ASSESSMENT TEST DECEMBER, 2010

(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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Membership No.

I.S.A. Regn. No.

Centre : City :

Specimen Signature of the Candidate

Venue of the examination :

(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
18-12-2010		

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
18-12-2010		



ISA

SPEED POST / REGISTERED

To,

The Sr. Deputy Director (Examinations)

The Institute of Chartered Accountants of India

'ICAI Bhawan'

Indraprastha Marg

New Delhi - 110 002

From : _____

SPEED POST

**Admit Card - Information Systems Audit (ISA) Course Assessment Test
December, 2010**

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

To,

City

Pin

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State



THE SR. DEPUTY DIRECTOR (EXAMINATIONS)

The Institute of Chartered Accountants of India

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



Statement of Marks

ISA

**Affix
Stamp
for
Rs. 5/-**

To,

Pin

If undelivered please return to :

THE SR. DEPUTY DIRECTOR (EXAMINATIONS)

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112,

Indraprastha Marg

New Delhi - 110 002