

ONLINE COMMON PROFICIENCY TEST

TO BE HELD IN

May 23rd & 24th, 2009

INFORMATION BROCHURE

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EXAMINATION APPLICATION FORM

1. All candidates registered with Board of Studies of the Institute for CPT Course on or before 1st March 2009 are advised to submit the application online for ONLINE CPT with the Institute's Portal at <http://icaiaexam.icaai.org> on or before the prescribed date as given in the schedule at Para-1 above.

NOTE: Candidates who have not received their CPT Registration number will not be able to submit examination application online.

2. Examination Centers for online CPT to be held in May 2009:

	Examination Centres for May, 2009
Name of the Centres	Western Region : Ahmedabad, Mumbai, Nagpur, Pune, Surat and Vadodara, Southern Region : Bangalore, Coimbatore, Chennai, Ernakulam, Guntur, Hyderabad, Thiruvanthapuram and Vishakhapatnam Eastern Region Kolkata Central Region Jaipur, Kanpur, Indore, Lucknow, Raipur and Udaipur Northern Region Delhi/New Delhi and Chandigarh
Total Centres	Twenty three
Available No. of Seats for Test	1,020

3. Having limited number of seats in each centre (total of all Centers 1020 as indicated above) the admission to each Online CPT will be first come first serve basis.
4. Candidate may note the choice of centre once exercised is final and no request for change of examination centre will thereafter be entertained under any circumstances
5. A student is entitled to appear only once in six months in CPT examination be it Online or Paper-pencil mode examination. Therefore a student can either appear in the Online CPT to be held in May 2009, or in the in the Paper-pencil Mode CPT to be held on 28 th June, 2009.
6. Date and Timings of Online Common Proficiency Test:

The Online Common Proficiency Test will be held on Saturday and Sunday, 23rd and 24th May, 2009 in single Batch comprising of two sessions as per details given below

Session	Section	Subject	Maximum Marks	Reporting Time	Timings of the Test
First	A	Fundamentals of Accounting	60	10.00 A.M. (IST)	10.30 A.M.
	B	Mercantile Laws	40		TO
					12.30 P.M.

BREAK FROM 12.30 P.M. TO 13.30. P.M.

Session	Section	Subject	Maximum Marks	Reporting Time	Timings of the Test
Second	C	General Economics	50	13.30. P.M.	14.00 P.M.
	D	Quantitative Aptitude	50		TO
					16.00 P.M.

7. How to Fill up Online Examination Application Form and payment of Examination Fee on <http://icaiaexam.icaai.org>

The candidate shall visit the website <http://icaiaexam.icaai.org> and open an account by submitting his/ her CPT Registration Number, Date of Birth and e-Mail ID. The Username (shall be in the form of CRO0278142-CPT) and the password shall be mailed to the candidate to the e-Mail ID supplied by him/her at the time of creation of account.

The basic details of the candidate are picked-up from the CPT registration data available with the Institute. Candidates are allowed to change their address while filling-up the online examination application form.

8. Examination Fee

For online filing of examination application form, fee of Rs. 600/- (Rupees Six hundred only) for admission to the Online Test should be remitted using Online payment gateway facility with Visa/Master Card

9. Submission of printout of online Application to the Institute

10.

Candidates after filling the Online Examination Application Form are required to take a print out of the application form using Print Reg Form link on <http://icaiaexam.icaai.org>, paste their photograph (pass port size – 3.5X4 cms. and sign at specified place, get it attested from a Chartered Accountant or a Gazetted Officer or Principal of a College/School) and send by Speed Post/Registered Post to the **Additional Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, I.P. Marg, New Delhi – 110 002**, so as to reach him on or before 2nd May 2009 **Eligibility requirements to appear in Online CPT (Regulation 25D (1) may be referred to for full details).**

(a) A candidate shall be eligible to appear in Online Common Proficiency Test on 23rd & 24th May, 2009, if he/ she has:

(i)

Either passed the Senior Secondary Examination (10+2 examination) or its equivalent or must have appeared in the Senior Secondary Examination (10+2 examination) or its equivalent of a recognized Institution, and

(ii)

Registered for CPT Course with Board of Studies of the Institute on or before, 1st March, 2009 for May, 2009 online CPT.

(b) A candidate who is already registered for Professional Education-I (PE-I) Course with Board of Studies of ICAI and switched over to CPT course on or before, 1st March 2009 will also be eligible to appear in Online CPT in May, 2009.

11. Admit Card

All the candidates admitted to the above Online Test will be allowed to download the Admit Cards from the portal at <http://icaiaexam.icaai.org> 07 days prior to the day of the examination. The admit card so downloaded will be valid for admission/ entry to the examination centre/ hall. Candidates not carrying the Admit Card will not be allowed to appear in the Examination.

In case of any difficulty, Helpline Desk may be contacted on telephone Nos. 0120-3054851, 3054852 and 3054853 or Fax No. 0120-3054841/ 3054843 and by e-mail to cpt_exam@icai.in.

On receipt of admit card, each candidate is advised to verify the Name, Registration Number, and Examination Centre etc. In case of any discrepancy, Helpline Desk be contacted immediately.

12. Requirement for Passing the Common Proficiency Test

- I A candidate shall ordinarily be declared to have passed the Common Proficiency Test if he/she obtains at one sitting a minimum of 50 percent marks in the aggregate of all the four subjects/ sections comprised in CPT Examination, subject to the principle of negative marking. It is clarified that there is no requirement of securing minimum passing marks in a subject/ section of CPT examination.

II *There will be negative marking for each wrong answer. $\frac{1}{4}$ (One Fourth) mark will be deducted for each wrong answer.*

- III Any fraction of mark in aggregate will be rounded off to the next full mark.

- IV It is clarified that there is no provision for improvement of result of CPT examination, either Online or Paper-pencil mode, in the Chartered Accountants Regulations, 1988. Therefore, such students who have once passed the CPT examination are not eligible to apply again/appear afresh in CPT Online Examination or Paper-Pencil mode examination.

13. Need to appear in both sessions of CPT

CPT will be held in two sessions, as explained above. Candidates are necessarily required to appear in both the sessions of Online CPT. It may be noted carefully that in the event of any candidate appearing in the first session and choosing to absent himself in the second session or vice-versa due to any reason whatsoever, he shall be deemed to be absent in toto in Online CPT and his result shall not be processed/prepared/ published.

i) Question Paper Booklet in English only

The medium for Online CPT scheduled to be held in May will be English only.

ii) Refund of Fee

Fee once paid for Online CPT will not be refunded/adjusted under any circumstances.

iii) Use of CD/ Floppy or Pen Drive/ Calculator

No candidate is allowed to use CD/ Floppy or Pen Drive or any other electronics device in the Examination Centre during conduct of the Test. However, candidates will be allowed to use battery operated portable calculator upto 6 functions, 12 digits and upto two memories. Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount to use of unfair means.

(iv)) Representation against Question Paper

If a student of CPT feels that any question asked in any subject of CPT was out of syllabus or outside the ambit of the level of knowledge expected as laid down in the syllabus or the language used in the question was ambiguous or any other valid reason, he may, if he so desires, send his representation to the Additional Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi – 110 002 so as to reach him within a week of the date of CPT Online Examination.

v) Unfair means in the examination

If a candidate is found to have resorted to or has made an attempt to resort to unfair means in the examination, the Examination Committee may, on receipt of a report to that effect and after such investigation as it may deem necessary, take such disciplinary action against the candidate concerned as it may think fit. The Test Administrator (TA) has absolute authority to expel a candidate from the examination hall, if in his opinion, the candidate has adopted or attempted to adopt unfair means in connection with the examination. Any candidate expelled from the examination hall must before leaving the hall submit his explanation in writing to the Test Administrator.

Smoking, chewing of tobacco/ betel, intoxicant, etc. is strictly prohibited in the examination hall.

Mobile Phones and other electronic gadgets (except calculator as permissible and specified in (iii) above) are not allowed in the examination hall. It is clarified that mere possession of mobile phone in the examination hall whether in switch off mode or silent mode shall be deemed to be resorting to adoption of unfair means in the examination.

vi) Result of Online CPT

Date of declaration of Online CPT will be notified later. It will be displayed on the notice board of the Institute at New Delhi and hosted on portal at <http://icaiaexam.icaai.org>

Result Card will be issued to all students who appeared in CPT normally within two weeks of the declaration of result.

No Pass Certificate will be issued.

14. Merit List

A merit list upto 10th rank of the candidates securing a minimum of 60 percent marks will be prepared and a Certificate of Merit to such candidates will be issued within 4 weeks of the declaration of result.

15. Declaration

Each candidate of CPT will be required to give a declaration in the CPT Online Examination form duly signed by him and countersigned by his parent/ guardian that he is eligible to appear in CPT Online Examination or Paper-Pencil based CPT Examination as the case may be in accordance with the Chartered Accountants Regulations, 1988 and if it is discovered at any latter stage that he was not eligible to appear in CPT Online Examination, his admission to CPT Online Examination or if appeared and passed the CPT Online Examination, the result thereof and further admission to Professional Competence Course, if secured will be treated automatically null and void and he will have no claim whatsoever. He will abide by the decision of the Institute in such a situation.

16. Verification of Answer Sheets

A candidate if he so desires can apply for verification of answer sheets as per Regulation 39(4) of the Chartered Accountants Regulations, 1988 within a month of declaration of result along with a fee of Rs. 200/- by way of a demand draft payable in favour of The Secretary, The Institute of Chartered Accountants of India, payable at New Delhi and sent to the Additional Secretary (Exams.) The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi – 110002. It may be noted that the fee is for verification and not for revaluation. Pending receipt of out come of the verification, a candidate may apply for appearing in the next CPT Online or Paper-Pencil mode Test, if he so desires.

17. Admission to Integrated Professional Competence Course

A candidate after passing the CPT will be eligible to register himself for Integrated Professional Competence Course in accordance with the Chartered Accountants Regulations, 1988, subject to otherwise being eligible.