

ON LINE COMMON PROFICIENCY TESTS

ARE TO BE HELD ON

AUGUST-2009	SEPTEMBER-2009	OCTOBER-2009	NOVEMBER-2009
22ND & 23RD	26TH AND 27TH	24TH & 25TH	21ST & 22ND
AUGUST-2009	SEPTEMBER-2009	OCTOBER-2009	NOVEMBER-2009

INFORMATION BROCHURE

AND

ONLINE EXAMINATION APPLICATION FORM

NOTES for Information and Guidance of Candidates

- 1- A candidate can appear in the Common Proficiency Test two times in a period of six months, i.e. once in Online Test to be conducted either in the months of August or September or October or November 2009 and once in Paper-pencil Mode CPT in the month of December 2009.

- 2- The Online CPT Examination will be held in August, September, October and November, 2009 in accordance with the Revised Scheme of Education, Training and Examination of the Chartered Accountancy Course as per the schedule given below.

Month of Examination	AUGUST 2009	SEPTEMBER 2009	OCTOBER 2009	NOVEMBER 2009
Date of Examination	22 ND & 23 RD August 2009	26 th & 27 th September 2009	24 th & 25 th October 2009	21 st & 22 nd November 2009
Eligibility (Registered for CPT course or or before)	1 st June, 2009	1 st July, 2009	1 st August, 2009	1 st September, 2009
Commence ment of submission of application for ONLINE CPT	22 nd July, 2009 From 10.00 hrs	24 th August, 2009 From 10.00 hrs	26 th September, 2009 From 10.00 hrs	26 th October, 2009 From 10.00 hrs

Last Date for ONLINE submission of application for CPT	5 th August, 2009* Upto 17.30 hrs	7 th September, 2009* Upto 17.30 hrs	8 th October, 2009* Upto 17.30 hrs	9 th November 2009* Upto 17.30 hrs
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***17.30 hrs or till the seats are full, whichever is earlier.**

NOTE : Eligible candidate can appear Only in one of the Tests to be held between August and November 2009 as indicated in the table above.

3. It is a four hours duration test comprising of two sessions of 2 hours each with a break of half an hour between two sessions. The test will comprise of objective type questions with negative marking for choosing wrong answers.
4. All students registered for Common Proficiency Test Course on or before 1st June, 2009 for CPT to be held in August 2009, 1st July, 2009 for CPT to be held in September, 2009, 1st August, 2009 for CPT to be held in October, 2009 and 1st September, 2009 for CPT to be held in November, 2009 with the Board of Studies of the Institute and have passed / already appeared in the Senior Secondary Examination (10+2 examination) or its equivalent of a recognized institution will be eligible to appear in one of online CPTs as given in the table at Para 2 above.
5. Accordingly all candidates registered with Board of Studies of the Institute for CPT Course 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 dates as given in the schedule at Table at Para 2 above.

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

6. Examination Centers for online CPTs.

	Examination Centres for August, September, October and November 2009 CPTs
Name of the Centres	1-AHMEDABAD 2-BANGALORE 3-CHENNAI (SRO) 4-DELHI (NRO) 5-DELHI (ROHINI) 6-HYDERABAD 7-JAIPUR 8-KANPUR (CRO) 9-KOLKATA (ERO) 10-MUMBAI (WRO) 11-PUNE 12-CHANDIGARH 13-ERNAKULAM 14-GUNTUR 15-INDORE 16-LUCKNOW 17-SURAT 18-THIRUVANTHAPURAM 19-UDAIPUR 20-VISAKHAPATNAM 21-COIMBATORE 22-NAGPUR (FOR SEPTEMBER, OCTOBER AND NOVEMBER 2009 ONLY) 23-PIMPRI-CHINCHWAD (FOR SEPTEMBER, OCTOBER AND NOVEMBER 2009 ONLY) 24- JODHPUR (FOR SEPTEMBER, OCTOBER AND NOVEMBER 2009 ONLY)
Total Centres	FOR AUGUST 2009= TWENTY ONE CENTRES FOR SEPTEMBER, OCTOBER AND NOVEMBER 2009 = TWENTY FOUR CENTRES
AvailableNo. of Seats for Test	FOR AUGUST 2009 = 899 FOR SEPTEMBER, OCTOBER AND NOVEMBER 2009 = 1011

NOTE: 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.

7. Having limited number of seats in each centre (total of all Centers is 899/1011 as indicated above) the registration and availability of seat to each CPT will be ***first come first served basis***.

8. A student is entitled to appear only once in the above mentioned Online CPTs to be held in the months of August or September or October or November 2009. Apart from the Online Test, a candidate can also appear in the Paper-pencil Mode CPT to be held in December, 2009. Please note that online submission of Application to any of the CPTs to be held from the month of August, 2009 to November, 2009 will be counted as “One Attempt” irrespective of the fact whether the candidate is absent in the Online Test wherein he is admitted. In a nutshell a candidate can appear in two CPTs in a period of six months i.e. one in Online Test and the other one in Paper-pencil Mode Examination from the period from August, 2009 to December, 2009.

9. Date and Timings of Online Common Proficiency Test

The Online Common Proficiency Test will be held on Saturday and Sunday, the 22nd & 23rd August, 26th and 27th September, 24th & 25th October and 21st & 22nd November, 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. TO 12.30 P.M.
	B	Mercantile Laws	40		

Session	Section	Subject	Maximum Marks	Reporting Time	Timing s of the Test
Second	C	General Economics	50	1.30. P.M.	14.00 P.M. TO 16.00 P.M.
	D	Quantitative Aptitude	50		

NOTE; Conduct of the Online CPT in a single day or two days will be decided by the Institute and its decision will be final.

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

Step 1 – Creation of Account

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 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 candidates are required to retain the User ID and Pass Word till the declaration of result of the Online CPTs.***)

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.**

Step 2 – Online Payment of Examination fee

For online filling of Examination application form, a fee of Rs. 600/- (Rupees Six Hundred Only) for admission to Online Test should be remitted using Online Payment gateway facility with Visa/Master card or Net Banking.

Please note that payment is to be made through Credit Card or Net Banking (The participating banks are: Bank of India, Bank of Rajasthan, Corporation Bank, Federal Bank, ICICI Bank, Oriental Bank of Commerce, South Indian Bank, Vijaya Bank and Yes Bank). Examination fees once paid will not be refunded under any circumstances including failure in electronic transmission, double payment, etc.

Step 3 – Submission of Print out of Online Application Form to the Institute

After successful Online payment candidates will be able to generate Online Examination Application Form and are required to take a print out of the application form using Print Reg Form link on <http://icaiaexam.icaai.org> and take the following further course of action before sending it to the Institute:-

- (i) Paste latest photograph (pass port size – 3.5X4 cms.);
- (ii) Sign at specified place;
- (iii) Get the Application Form attested from a Chartered Accountant or a Gazetted Officer or Principal of a College/School) and
- (iv) Send the form 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 10th August 2009 for Online CPT to be held in August, 2009; 11th September, 2009 for Online CPT to be held in September 2009; 12th October 2009 for Online CPT to be held in October 2009 and 12th November 2009 for Online CPT to be held in November, 2009.

NOTE : (A) In case Print out of the so filled in Online Application Form, complete in all respects as stated in Step-3 above, does not reach the Office within the stipulated last date, the candidate will not be permitted to appear in the respective examinations.

(B) Candidates are advised not to send their application form through Private Courier Services or Ordinary Post. No responsibility for late/non – delivery will be taken by the Institute.

11. 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 22nd & 23rd August, 2009, 26th & 27th September, 2009, 24th & 25th October, 2009 and 21st & 22nd November, 2009, if he/ she has:

- (i) Registered for CPT Course with Board of Studies of the Institute on or before the cut off date as given in the Table at Para 2 above for respective examinations, and
- (ii. 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

12. Admit Card

All the candidates admitted to the above Online Tests will be allowed to download the Admit Cards from the portal at <http://icaiaexam.icaai.org> 7 days prior to the day of the examination as indicated in Table at Para 2 above. 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. Please note admit cards will not be e-mailed to the candidates.

In case of any difficulty, Helpline Desk may be contacted on Fax No. 0120-3054841/ 3054843 or on telephone No. 0120-3054806 and by e-mail to cptonline@icaai.org

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.

13. Requirement for Passing the Common Proficiency Test

- I. A candidate shall ordinarily be declared to have passed the Common Proficiency Test if he 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.

14. 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) Option to choose Question Paper Booklet in English only

The medium for Online CPT will be English only.

ii) Refund of Fee

Fee once paid for Online CPT will not be refunded 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 Centre Superintendent / 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 Centre Superintendent / 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

The result Online CPT is likely to be declared tentatively within a month from the date of Online CPT and will be published at New Delhi. 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.

15. Merit List

No Merit List will be issued.

16. 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 Integrated 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.

17. 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.

18. 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.

19. Any dispute/s with regard to CPT Online Examination will be entertained in the Courts of Delhi/New Delhi.
