

**ADVANCED INTEGRATED COURSE ON INFORMATION TECHNOLOGY AND SOFT SKILLS
(ADVANCED ICITSS) - ADVANCED INFORMATION TECHNOLOGY COMPUTER BASED TEST**

GUIDELINES FOR OBSERVERS

MOST IMPORTANT

MOBILE PHONES, PENDRIVES OR ANY OTHER ELECTRONIC GADGET / DEVICE IN ANY FORM ARE STRICTLY PROHIBITED IN THE EXAMINATION CENTRES

1. Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS)- Advanced Information Technology Computer Based Test is to be held on scheduled date details given below.

Timings of the Examination
From 10.30 a.m. to 12.30 p.m.

2. Kindly note that it is a **Computer Based Test.**
3. You are required to be present at the Examination Centre from by 9 a.m sharp till hand over of Examination Material(s) i.e. Attendance Regsiter, Working Sheets etc. to authorised representative of M/s Blue Dart Courier Limited after the conclusion of the test.
4. **The timings of Test should be strictly observed. Candidates are advised to reach the examination centre at 9.30 AM. Candidates are required to be seated at the designated computer at 10.15 AM and are in a position to commence answering the questions at 10.30 AM**

No candidate is allowed to enter the examination premises after 10.30 AM. Similarly, candidates cannot leave before the conclusion of the Test i.e. at 12.30 P.M. In short, they have to attend the test from 10.30 AM to 12.30 PM, under any circumstances.

5. In order to ensure that no candidate takes undue advantage, the gap / space between two computers / seats should be such that neither the candidates can communicate with each other, nor peep in/see each other's computer. Therefore, there should be adequate gap between the two students.
6. Candidates have to download their admit card from the website and print it on a plain paper which will bear his / her Name, Roll No., Reg No., Centre, Photo and Signature and can also be verified with reference to any identity card issued by the Govt (such as PAN Card, Driving License, Aadhar Card) or issued by the Institute and the attendance register. It is clarified that there will be no hard copy of admit card printed / issued on ICAI official stationery.

It may be noted that if the candidate does not possess any identity card, his/her identity must be established with reference to the scanned photograph and specimen signatures available in the attendance register only, without insisting for any other proof(s) except in cases where such proof(s) are utmost required to prove identity, to avoid any hardship to the candidates.

In case the admit card does not bear the photograph and / or signature of the candidate, he / she is advised to paste the photograph and affix his / her signature in the area marked on the printout of the admit card and get this page attested by a member of the Institute (member may indicate his / her Name, membership number, and office stamp while signing / attesting at the bottom of this page) and carry the same to the examination centre, in duplicate, as proof of his / her identity. He/She will be required to hand over the original attested admit card to the examination centre, while retaining one copy of the same, for his / her own record. He / She is also advised to carry one stamp size photograph (matching with the photograph affixed on the attested printout of admit card referred above) to the exam centre for affixing the same at the appropriate place in the attendance register.

7. The Centre Superintendents have been advised guidelines regarding appointment of invigilators which are reproduced below:

i) Invigilators should normally be over 30 years of age should possess a minimum qualification of graduation

iii) The number of Invigilators should be strictly in the proportion of 1 for every 30 candidates. If, in a room there is a marginal increase in the number of students over 30, one invigilator only should be appointed.

iv) The number of Class IV staff (Peon, Watchman, etc.) should not exceed the proportion of one (all categories of Class IV staff included) for every 50 candidates.

You are required to see that the guidelines as stated above are followed and your observation on this aspect be recorded in your report under the relevant column.

8. You are also required to observe the arrangements made by the centre for the conduct of examinations such as proper seating arrangements with display of seating plan, adequate spacing in between the seats, adequate fans, drinking water (250 ml water bottle), vigil on bath rooms, etc. and politely impress upon the Centre Superintendent to rectify inadequacies, if any, or where you find some scope for improvement in facilities. **However, any direct interaction with the Centre Superintendent, Invigilators and candidates be avoided.**

Candidates are required to sign the physical attendance register, in the normal course.

Centres should physically count the candidates present after half an hour of the commencement of the test and tally the count with the signatures on the register and the log in counts in the system and sign the Form A, **counter signed** by Observer appointed by ICAI.

Observer are required to ensure that the centres forward to Prashant.sharma@gingerwebs.co.in the following after the conclusion of the test

(a) List of Absentees

(b) Candidate Wise responses captured in the system

They can leave the examination hall only after the above are uploaded.

9. **It is clarified that the Superintendents of the examination centre is the final authority in respect of all matters relating to conduct of examinations.**

10. The Attendance Register & Form A (Physical) be packed in a separate envelope addressed to Sh. S. K. Garg , Additional Secretary (Exams) , The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, Sector-62 NOIDA-201301 and to be handover to the authorised representative of M/s Blue Dart Courier Limited against their official airway receipt no.

11. All issues that may arise with regard to the conduct of Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS) - Advanced Information Technology Computer Based Test have been appropriately covered in the Instructions to the Centre Superintendents. Such instructions have to be followed scrupulously.

12. Candidates are not permitted to logout/switch-off the computer for the sake of going to washroom and if they log out/switch-off NO re-login, will be permitted. Further the candidate's are advised that the time taken for going to the washroom would be inclusive of the duration of two hours permitted to them to answer the question paper.

13. Candidates are not allowed / permitted to use calculator and / or any such devices.

14. Candidates should not possess and/ or use books, notes, periodicals, etc. in the examination hall at the time of examination / or use mathematical tables, slide rules, stencils etc. during the examination.

15. For any emergency, prior to or during the course of Test, you may contact any of the following Officers of the Examination Department

Escalation Levels	Name of the designated officer	Contact Numbers/ Mobile Number
1.	Shri. Sunil Pandey, Executive Officer (E U)	0120-3054846 / 3054829/ 09560507605
2.	CMA Prashant Bakshi, Deputy Secretary	0120- 4953722 /3054822/ 09310542611
3.	Shri S. K. Garg, Additional Secretary	0120-3054815 / 4953715/ 09350852388

16. You will be provided honorarium of ` 1500/- **per day** and reimbursed travel expenses (to cover cost of local travel) limited to @ ` 350/-(for A class cities) / ` 250/- for other cities **per day** besides reimbursement of postal, stationery, telephone expenses (if any). You are required to submit your report and claim online, and send the printout of duly signed Bills A & B by Speed Post to the Joint Secretary Examinations.

'A' Class Cities -

Ahmedabad	Kanpur
Bangalore	Kolkata
Chennai	Lucknow
Darjeeling	Mumbai
Delhi	Nagpur
Hyderabad	Pune
Jaipur	Secundrabad

17. The Observer is requested to ensure that none of his/her relatives* or dependants*are appearing in Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS)- Advanced Information Technology Computer Based Test .

*** the term "relative" or "dependant" for the purpose shall include, in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grandson, granddaughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI**

**ADVANCED INTEGRATED COURSE ON INFORMATION TECHNOLOGY AND SOFT SKILLS
(ADVANCED ICITSS)-ADVANCED INFORMATION TECHNOLOGY COMPUTER BASED TEST**

REPORT OF OBSERVER DEPUTED TO THE EXAMINATION CENTRE

Exam. Centre No. _____ Date of Test: _____ Place _____

**Report A - Specific Observations on the Covid-19 related
(Yes / No)**

1	Name	
2	Membership Number	
3	Examination Centre (Name & Place)	
	Observations	Yes / No
4	Was all the staff on examination duty wearing Gloves and Mask for their safety and that of others during the examination exercise?	
5	a. Were extra masks available at the centre for any candidate(s) who report to require face mask or in case of malfunctioning of mask during appearance for examinations? b. Was Hand Sanitizer available at the venue entry and inside the examination centres in sufficient quantity on prominent places during the conduct of examination?	
6	Was deep sanitization of the examination rooms, common areas and washroom, to ensure safety and hygiene, done after the conclusion of the examination so that safety requirements are met for the next day of examination?	
7	Sufficient quantity of liquid hand wash / soap was made available in washrooms for washing of hands?	
8	Was sufficient number of thermo guns deployed for temperature check of candidates and all staff on duty at the entry point? (Did any candidate(s) / staff who are not coming within the prescribed temperature limit and not allowed to enter inside the venue (give details if yes). Yes / No	
9	Did the examination centre identify their different wings of the premises separately highlighting them as Wing A, B and so on. Did each wing function as a standalone examination centre with a separate entry to each wing to an extent possible?	

10	Was adequate staff deployed at the exam centre to ensure that there is no crowding at the entry point and due social distancing is maintained?	
11	Was the exit of the candidates from 12.30 pm (IST) onwards was planned on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap difference between exit of candidates of two rooms?	
12	All examination staff were carrying No Risk status in Aarogya Setu App installed in their Mobile?	
13	As an exception due to COVID -19 precautions, were the candidates allowed entry to the examination centre from 9.30 AM onwards and leave the examination centre from 12.30 PM onwards for Advanced ICITSS Examination ?	
14	In case Invigilator is required to help a candidate to resolve any issue, he / she has sanitized his / her hands before and afterwards (without removing gloves)?	
15	Arrangements for informing the candidates of the items they are not allowed to take inside the examination hall such as bags, mobile phone, smart watch, written material/books, electronic/IT gadgets or equipment capable of being used as communication / copying device and safe keeping of these materials, if any, was made at the examination Centre.	
16	Proper / Adequate Social distancing maintained among the candidates while appearing for examinations as per guidelines issued by the Government of India. Physical distancing / social distancing was ensured while planning the seating arrangement.	
17	All candidates and examination staff arrived at examination centre wearing a face mask and continued wearing it all through examination, especially when in examination hall.	
18	Whether backdrop containing covid instructions outside the venue to be installed or not.	
19	(a) Whether at the entrance of examination centre suitable barricading to avoid crowding at the main gate were made. (b) Whether circle was made at 6 ft. distance for students to stand in queue and get themselves checked.	
20	Whether Local Security Guard's arrangements was made at the entrance of centre, if yes then name of the /Security Guard's Agency Name on duty.	
21	Whether the exam started on scheduled time.?	
22	Whether the exam concluded on scheduled time?	

23	Whether CCTVs are installed at the entrance and common areas.	
24	Whether CCTVs are in working condition.	
25	Are you overall satisfied with the Covid-19 arrangement at the centre.	

Report B – General Observations

S. No.	PARTICULARS	REMARKS
1	Name of the Observer	
2	Membership No.	
3	Name of the centre	
4	Date of the Test	
5	Time when you entered the centre premises	
6	Whether Superintendent and Invigilator found on duty	
7	a) Number of persons who were on duty (Invigilators, clerks and class – IV staff) and quality of invigilation.	
	b) Whether all invigilators and other staff on examination duty are employees of the Institute.	
	c) If not, state the number of invigilators and other staff from outside and also criteria of their engagement and about verification of their qualification, integrity, identification, credentials and their involvement in other examinations/ coaching for CA students.	
8	Whether the seating and other arrangements including illumination, fans, toilets and drinking water facility etc. made by the centre were up to your satisfaction?	
9	Details of the students at the Centre	a) Total No. of Students allotted b) No. of Students Present c) No. of students Absent
10	Whether the Centre provided/ arranged the following:	
	a) Whether seating plan was displayed?	
	b) Whether the quality of lighting provided in the Examination Halls was adequate and whether the tube lights/ fans in the halls/ rooms were all functioning properly?	
	c) Whether the Centre ensured packaged drinking water (250 ml water bottle) to be provided to the candidates?	

11	Mention the time when test was started and concluded										
12	Give details of technical failure, if any, during the test										
13	Whether working sheets from all candidates were collected?										
14	Time when the physical Attendance Register & Form A were packed & handed over to the M/s Blue Dart Courier. Also mention the airway receipt no. issued by M/s Blue Dart Courier Limited										
15	Time when the responses & the list of absentees were uploaded										
16	Time when you left the premises										
17	Any other observations which require immediate attention/ further action of the Examination Department. (please attach additional sheet, if required)										
18	Overall assessment [Please tick] 1. Examination Centre 2. Blue Dart	<table border="1"> <thead> <tr> <th>Good</th> <th>Satisfactory</th> <th>Not Upto the Mark</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Good	Satisfactory	Not Upto the Mark						
Good	Satisfactory	Not Upto the Mark									
19	Whether any case of resort/attempt to resort to unfair means noticed or reported? [If no case was noticed/reported, it may be so stated specifically] If yes, the following be furnished?	Yes <input type="checkbox"/> No <input type="checkbox"/> {Please tick one}									
	a) Name of the candidate										
	b) Roll Number of the candidate										
	c) Nature of Unfair Means	(i) Possession of materials relevant to the examination. (ii) Copying from / interacting with fellow candidate. (iii) Possession of Calculator / Mobile phone / other Electronic Gadgets (Pls give specific details Model No. name of Company etc.) (iv) Misbehaved with invigilator or other exam functionaries. (v) Any other (Please specify)									
	d) Time (when caught)										
	e) Whether any material found / confiscated (where applicable). In case of possession of calculator / mobile phone/ any other electronic gadget by the candidate, the same has to be seized and sent to the institute.										

	f) Whether written explanation of the candidate taken	
	g) Whether the invigilator concerned gave his / her report	
	h) Whether signature of any witnesses (preferably two neighboring candidates) was taken. [If no signature of witness was taken, it may be so stated specifically with reasons], if yes,	
	(i) Name of the First witness	
	(ii) Roll/Registration Number of the first witness	
	(iii) Name of the Second witness	
	(iv) Roll/Registration Number of the second witness	
	I) Whether the case(s) of resort/ attempt to resort to unfair means was reported by the Centre Superintendent?	
20	(i) Whether any differently abled- Physically and/ or Visually - Candidate(s) appeared from your centre?	
	(ii) If yes, Name(s) and Roll No.(s) of the said candidate(s).	
	(iii) Whether writer Certification [declaration], in the given format is submitted by the candidate as well as by the writer engaged / brought by the candidate	
	(iv) What was the facility made available to the above candidate(s). (Candidatewise)	
		(a) Extra time of ½ hour.
	(b) Extra time of 1 hour.	
	(c) writer with extra time ½ hour	
	(d) Writer with extra time 1 hour	

Signature:

Date:

Name & Address of the Observer:

Time:

Contact No.:

Observers need not send their signed report to the Institute, only Bill format is required to be sent to the **Additional Secretary (Examinations), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi - 110002.**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA NEW DELHI
BILL – OBSERVER – (Advanced ICITSS)-Advanced Information Technology Computer
Based Test –held on dated 25th November 2021

GST NO. of ICAI Exam Dept. : - 09AAAAT7798M3ZF

CLAIM DETAILS: Honorarium & Conveyance Charges for observer

Name of the Claimant (Observer)		CA.	
Centre No		Name of the Centre & City	

Particulars / Details/ dates of the duty performed	Honorarium	Conveyance ` 350	Postal expenses	Stationery/ Telephone/ other Expenses*	TOTAL Amount ()
	`1500/-per day	(For A class cities)/ `250 (for			
Total No. of day/s	Amount (in words) `				
* (please specify) (supported by bill/vouchers, in original) (Reimbursement of food charges is not permitted)					

Declaration:- I, Shri/Ms./Dr./CA.....do hereby declare that, I have actually incurred the above said incidental expenses and relevant vouchers enclosed.

Signature of the Observer

Name:	Membership No:
Address:	Contact phone Nos.:
	GST No.: (if applicable)
	PAN:
	(Pl. attach copy of the Permanent Account Number and a cancelled leaf of a cheque)

Banking details for remittance of Honorarium and other expenses											
Name of the Bank											
Bank Branch with Address											
Bank A/c NO. (full digits)											
Type of Account	Saving () Current ()										
IFSC CODE											

Since the payment is to be made through NEFT mode, furnishing the address **and the Banking details and above** information is mandatory failing which payment would be inordinately delayed. Each letter/ numeral should be clear and legible. Please fill in Bank A/c No. from left to right and put [X] across the left over boxes.

After submission of this Bill take printout, sign and send them in one lot to the Additional Secretary (Examinations), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi -110002.

STRICTLY CONFIDENTIAL

FORM FOR DECLARATION OF INTEREST (OBSERVER)

To

Shri S. K. Garg
Additional Secretary (Exams)
The Institute of Chartered Accountants of India
Post Box No. 7112, Indraprastha Marg
NEW DELHI - 110002

Dear Sir,

With reference to your letter bearing No. No.13-CA(Exam)/(Advanced ICITSS)- Advanced Information Technology Computer Based Test /Nov -2021/OBS/C. No. dated _____, and having gone through the same carefully, and being eligible, I hereby accept to act as an Observer for (Advanced ICITSS)- Advanced Information Technology Computer Based Test scheduled to be held on **25th November 2021**.

I hereby declare that (a) I am not more than 65 years of age as on the date of empanelment i.e. 1st March, 2021 (b) my name is borne on the Register of Members as on **1st November, 2018** and continued to be borne so, (c) none of my **relations*/dependants***, as defined below, is/will be appearing in the **(Advanced ICITSS)- Advanced Information Technology Computer Based Test scheduled to be held on 25th November, 2021**, in any examination centres in India. (d) I am not coaching students for any of the examinations / test conducted by the Council of the Institute in any institutions / organization including Regional Councils / Branches of the Institute and also private coaching, (e) I have not been convicted by any court of Law and no disciplinary proceedings are pending against me either by the ICAI / Disciplinary Directorate or by any other organization, both in India or abroad, and (f) I am not associated with the Institute as an elected/co-opted member of the Council / Regional Council / Managing Committee of any Branch of the ICAI; and (g) I shall abide by the Guidelines for Observer and / or any other instructions.

I also declare that the reports of the duty assigned by the Institute will be submitted soon after the completion of respective Test but not later than three days from the day of the Test.

I affirm that what is stated above is true and correct and nothing has been concealed. I also note that in case the declaration as above is found to be incorrect / false, I am liable for action under the provision of the disciplinary mechanism of the Chartered Accountants Act, 1949 and the regulations made there under.

I further declare that I shall not divulge/report any piece of information / experience or discrepancy/deviation from the Institute's guidelines observed by me directly or indirectly in the process of performance of examination assignment as an Observer of the Institute of Chartered Accountants of India or any other material information/suggestions to any person except the **Additional Secretary (Examinations), Acting Secretary, Vice-President or President of the Institute of Chartered Accountants of India.**

Date: _____

Signature _____

Place: _____

Name _____ **E-mail ID:** _____

Definition of Relative:

* the term "relative" or "dependant" for the purpose shall include, in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grandson, granddaughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister.

From: Membership No.:	Communication details:
Name:	STD Code::
Address:	Phone (O) :
	Phone (R) :
	Mobile Ph :
Enrolment Date:	Mobile Ph :
PAN No:	Fax No. :
	e-mail:

PS: Please take a print out of this page, after submitting it online, sign it, scan it and upload the same at the Portal.