



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

▶ WELCOME TO ICAI EXAM TEAM

BULLET POINTS FOR OBSERVERS

PRE- EXAMINATION ACTIVITIES

Activity to be done by the Observer

BEFORE 12.15 PM

- ▶ Reach at BOB and download the Mobile Application "ICAI Observer" from the Play store/App store.

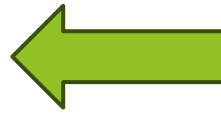


AT 12.15 PM

- ▶ Take selfie in the background of the Bank through the app. The app will capture the location along with the date and time.

12.25 PM to 12.30 PM

- ▶ Cut open the "Code Key".
- ▶ Verify the "Codes on Code key with sealed packets" and Total number of packets to be collected with packet statement.
- ▶ Collect all the sealed packed packet.
- ▶ Scan QR code of all the sealed packets.
- ▶ Contact ICAI Exam department immediately, if any discrepancy /mismatch found.



12.15 PM to 12.25 PM

- ▶ The Code of Question Paper Booklet meant for the day of exam will be updated in the Portal through System on day of exam.



Activity to be done by the Observer

12.30 PM to 1.00 PM

- **Reach the Exam Centre with confidential material.**
- **Ensure sealed packets are kept in safe custody of the Centre Superintendent at the Centre.**

01:30 to 1:40 PM

- ▶ Sealed packets are to be opened at 1:30 PM by the Centre Superintendent/Chief Invigilator.
- ▶ Form C is to be signed by the Observer and those who are present in control room when the question paper packets are opened.
- ▶ Ensure that No Exam functionary is in the possession of Mobile/Smart Watch/ Electronic Device, while opening the question paper in the control room / in Exam Hall during Exams.
- ▶ Entry of the candidates to be allowed in the exam premises.
- ▶ Mobile Phone, smart watch or other electronic device/Bags/belongings of students not allowed inside the exam room. Ensure that they are deposited at Mobile/Bag Counter at the centre immediately after entering.
- ▶ Mobile/Bag Counter should be kept before Frisking point of the candidates.
- ▶ Frisking of all the candidates to be done by the centre at the entry.
- ▶ Frisking of female candidates are to be done by female staff only.
- ▶ Entry of the candidates in the Exam Rooms/Hall according to seating plan.

DURING EXAMINATION ACTIVITY

1.45 pm sharp

- Question Paper with correct code distributed to candidates / placed on all seats in order irrespective of Present/absent.
- Ensure that all candidates are received question paper.
- Codes are announced / written on notice board in exam room.

1.45 PM to 2:00 PM

- Reading time to the candidates (Only descriptive paper)
- No reading time is allowed for MCQ based question paper.
- No reading time is allowed to PQC Exams i.e. INTT AT Technical Exams

Observers are required to observe that CA Examinations are held as per given time schedule in orderly manner.

1.58 PM to 2:00 PM

- Distribute the Answer books (relevant prescribed (format) as applicable
- To open Seal of MCQ based question paper.
- Start writing Exams at 2 PM Sharp.

2:15 PM

- Late entry allowed upto 2:15 PM (IST)
- For PQC Exams late entry allowed upto upto 2:30 PM (IST)

2:00 PM to conclusion of the examination

- ▶ No student/exam functionaries should carry mobile phone, smart watch, or any electronic device or books etc. in Exam hall/rooms during Exams.
- ▶ No corrections or clarifications to the question paper are to be announced.
- ▶ Guidelines relating to Unfair Means (UFM) and Concessions to Differently Abled candidates. In UFM, ensure to report in the prescribed format.(Annexure 19)
- ▶ The UFM report to be signed by the Observer, on duty, on the day along with other exam functionaries.
- ▶ Candidates be advised through the respective Invigilators to write the Roll No. as indicated in the Admit card on the cover page of the main answer book(s) only.
- ▶ Kindly note that Roll No, Name, Signature, Registration Number should not be written on any other places including additional answer book by candidates, room invigilator or other exam functionaries.
- ▶ To check that the name of exam, Group / Paper No. and subject/s of the examination and their respective code/s properly and prominently displayed on the black/ white board and in each examination room.

Observer should ensure the arrangement is as per the ICAI guidelines.

- ▶ Invigilators should normally be over 30 years of age.
- ▶ Invigilators should be members of the teaching staff of such institution.
- ▶ where the invigilators are not the teaching staff, the invigilators should possess a minimum qualification of graduation.
- ▶ The number of Invigilators should be strictly in the proportion of 1 for every 20 candidates.
- ▶ 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.
- ▶ Proper seating arrangements in row of 5/6 with display of seating plan, drinking water (500 water bottle), vigil on bathrooms, etc. Seating arrangements should not be in row of 4/multiple of 4 under any circumstances.




Observer should ensure the adherence of the facilities made by the centre.

- ▶ **Displaying signboard/ Banner near main entrance of the School/ College/ Institute.**
- ▶ **Seating Plan and arrow marks guiding the students to their respective Room/ Hall.**
- ▶ **Shuffling of seating plan / or shuffling of Invigilators on daily and regular basis.**
- ▶ **No. of exam rooms/hall engaged / No. of invigilators engaged as per ICAI Norms (1:20).**
- ▶ **Proper lighting in the rooms/ halls and also in staircases/ corridors.**
- ▶ **Arrangement of proper power back-ups such as generators, emergency lights etc. (KVA capacity is mandatory to mention)**
- ▶ **Engaging sufficient staff to keep the examination premises and toilets clean every day.**
- ▶ **Packaged drinking water-500 ml water bottle is provided to the candidates.**
- ▶ **Instructions for the candidates is to be read out by the Invigilators.**
- ▶ **Do not directly interact with the Centre Exam Functionaries or the candidates**
- ▶ **Sort/Resolve any issue politely with/ through the Centre Superintendent or Chief Invigilator.**
- ▶ **No Candidates will be allowed to leave the examination hall before the scheduled time.**
- ▶ **To ensure that our examination is conducted as per the ICAI guidelines in orderly manner.**
- ▶ **Do not take any decision at your end without consulting/ approval of the ICAI Exam Department (including giving any extra time to the candidates).**

POST EXAMINATION ACTIVITY

- ▶ To collect answer books and MCQ booklets as applicable from the candidates immediately at conclusion of the examination.
- ▶ Room wise Numbers of used answer books and MCQ Booklets are reconciled with the attendance register and Form 'A' is prepared on the basis of the Attendance Register. To confirm absentee and sign form A.
- ▶ All the used answer books /MCQ Booklet of the day is reconciled, properly packed, sealed and handed over to the representative of M/s Blue Dart Courier against their official Receipt, and send us.
- ▶ No answer book/MCQ Booklet as applicable is left in exam room/ control room while packing/dispatching. Attendance Register is to be sent to ICAI after each Group/UNIT.
- ▶ Submit a report on the observer portal at <http://observers.icaiaexam.icaai.org> in the prescribed format, on a day-to-day basis without fail.
- ▶ Take a report of unused answer book stationery left at the Centre, in the prescribed format after conclusion of the exam term.(on Last day of Main/Foundation Exam). All the unused answer books Main/Supplementary) left at the Centre are to be returned to the ICAI Examination Department after three days of the last date of exam. Exam Store Section of ICAI will arrange for the reverse pick up of all unused answer books left at the Centre after three days of exam term through authorized courier agency.
- ▶ The concerned Exam Centre is required to issue a certificate that they have No Answer Book (either Main or Supplementary) left with them after conclusion of every exam term.
- ▶ Last day of Exam, submit your Bill online without fail within 3 days of conclusion of all exams to enable us to process your claim.

FORM/ANNEXURE

FORM C		To be signed by Observer and other Exam Functionaries who are present in the Control Room while opening of question paper
FORM A		Ensure Absentee of the candidates, to be confirmed and signed by Observer and Centre functionaries.
ANNEXURE 19		To report UFM Cases (Available with centre in Instruction to Centre Superintendent) To be signed by all exam functionaries (Centre Superintendent, Chief Invigilator, Invigilators and Observer/Special Observer)

MOST IMPORTANT

- ▶ If you are not able to perform the observer ship duty selected by you for any reason, it is must to decline the duty on the Portal and inform the ICAI Exam Department **well in advance** to enable us to make alternative arrangements. Kindly have a note that if the observer ship duty is not followed as per ICAI Guidelines or any unauthorized absence from observer duty/ from the Exam Centre will be viewed seriously.
- ▶ Do not take any decision by your own without prior permission of ICAI Exam Dept, including extra time.

EXAMINATION HELPLINE

- ▶ In case of any clarification/assistance, prior to or during the course of examinations, you may contact any of the following Officers of the Examination Department

Sl No	Name and Designation of the designated officer	Contact Numbers
1	Dr. Sunil Pandey, Sr. Executive Officer	09560507605 / 0120-3054846 / 3054829
2	Dr. (CMA) Prashant Bakshi, Deputy Secretary	09310542611 / 0120- 4953722 / 3054822
3	CA. Anand Chaturvedi, Joint Secretary	08130377889 / 0120-3054825
4	Shri S.K. Garg, Director	09350852388 / 0120-3054815 / 4953715

EXAMINATION COMMITTEE MEMBERS

► In case, your issues remain unsolved, you can reach to any of us:

Name of the Committee Member	Mobile No.
CA. Umesh Sharma, CCM	9822079900
CA. Cotha S Srinivas, CCM	9845063387
CA. Abhay Chhajed, CCM	9009044477
CA. (Dr.) Raj Chawla	9811081083



THANK YOU



The Institute of Chartered Accountants of India
[Set up by an Act of Parliament]

“ICAI Bhawan”, Indraprastha Marg, New Delhi – 110 002.