

# The Institute of Chartered Accountants of India



*(Set up by an Act of Parliament)*

**WELCOME ICAI EXAMS**

**BULLET POINTS FOR**  
**OBSERVERS**



***PRE - EXAMINATION  
ACTIVITY***

# ***PRE – EXAMINATION ACTIVITY***

- The Observer should make himself present at the premises of the BANK OF BARODA daily on all assigned examination days at 12.15 PM to verify that the correct codes packets are being collected and all packets pertaining to each Code are being collected by the Centre Superintendent or his authorized representative and accompany them to the Centre along with the Confidential Material. He should ensure that confidential material be transported in a closed vehicle only.
- Download the Mobile Application and keep the mobile application open at all the times during the assigned activities of the Exam. Mobile app will be functional at 12 Noon on the day of the Exam.

# **PRE – EXAMINATION ACTIVITY**

- On reaching the bank branch the observer must click a photograph of himself / herself with the bank in the background through the app. The app will capture the location along with the date and time.
- The Code of Question Paper Booklet meant for the day of exam will be updated in the Portal through System on day of exam itself.
- After verifying the Correct Code(s) of the Sealed Packets the observer must scan the QR Codes printed on all the Sealed Question Paper Packets while collecting the same. (IF match **Green**/ Not Match **Red**). If Red, need to contact ICAI Exam Department Immediately for guidance.

# ***PRE - EXAMINATION ACTIVITY***

- QR Code on all packets for the day are to be scanned and verified. For e.g. if there are 10 packets for the day then all packets from 1 to 10 must be scanned as each of these packets have a unique QR Code.
- Final submission on mobile app can be done only if all sealed packets meant for the day of exams are scanned, and codes are matched/Green.
- The QR Code will contain information of Paper Code, Exam Centre Code, Packet No, and Total number of Packets to be collected.


# ***PRE – EXAMINATION ACTIVITY***

- After collection of Sealed Packets, as soon as the observer reach the Exam Centre, his / her location again to be captured at the Exam centre.
- The observer again is required to verify all the Codes of the collected sealed packets at the Exam Centre. In case of any discrepancy, they need to contact ICAI Immediately.
- The Observer should ensure that the sealed packets shall be kept in safe custody of the Centre Superintendent and opened at 1.30 PM by the Centre Superintendent / Chief Invigilator. Form C is to be signed by the observer also as his / her presence at the time when the question paper packets are opened is mandatory.

# ***PRE - EXAMINATION ACTIVITY***

- No exam functionaries including observer and others should be in possession of mobile phone or any electronic device at the time of opening of the question paper packets, in the control room or in the Exam rooms
- Entry of the Examinees is allowed 1.30 PM Onwards.





***DURING EXAMINATION  
ACTIVITY***

# ***DURING – EXAMINATION ACTIVITY***

- Both parts of the question paper descriptive as well as MCQ (where applicable) are to be kept on the desk of the candidates at 1.45 PM (IST) but ensure that seal of MCQs based question paper shall be opened at 2 PM (IST) only. In short reading time of 15 minutes is not allowed for MCQ based QPs.
- The Observer should ensure that Centre has displayed the subject/s and their respective code/codes meant for the relevant day on the notice board and in each examination room so that the students know that they have been given the correct papers.
- The Observer should ensure that no student should carry any mobile phone or any electronic device or books etc. into the exam hall, except calculators as permitted.

# ***DURING – EXAMINATION ACTIVITY***

- Late entry is allowed upto 2.15 PM (IST)
- No corrections or clarifications to the question paper are to be announced in the exam hall.
- Familiarise with the guidelines relating to Unfair Means (UFM) and Concessions to Differently Abled candidates. In case of use of UFM, centres are required to fill a report in the prescribed format given in the Instructions to Center Superintendents and submit to us through the Centre Superintendent. The said UFM report is also required to be signed by the Observer, on duty, on the day.

# ***DURING – EXAMINATION ACTIVITY***

- The candidates be advised through the respective Invigilators to write the Roll No. as indicated in the Admit card ONLY on the cover page of the answer books. The Superintendent may be requested to instruct the person obtaining the signature of the candidates on the Attendance Register to simultaneously verify the identity of the candidates.

# ***DURING – EXAMINATION ACTIVITY***

- **The Observer should ensure the below arrangement is as per the ICAI guidelines.**
- ❖ Invigilators should normally be over 30 years of age.
- ❖ Where an educational institution is the venue, as far as possible, the invigilators should be members of the teaching staff of such institution. In the case of educational and other centres, where the invigilators are not the teaching staff, the invigilators should possess a minimum qualification of graduation.

# ***DURING – EXAMINATION ACTIVITY***

- ❖ The number of Invigilators should be strictly in the proportion of 1 for every 12 candidates. If, in a room there is a marginal increase in the number of students over 12, one invigilator only should be appointed.
- ❖ 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.

# ***DURING – EXAMINATION ACTIVITY***

- The Observer is 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 seats, adequate fans, drinking water (Mineral water to be given in disposable glasses), vigil on bath rooms, etc.

# ***DURING – EXAMINATION ACTIVITY***

- The Observer should ensure the adherence of following facilities made by the centre.
- ❖ Displaying signboard/ Banner near main entrance of the School/ College/ Institute one day before the commencement of examination indicating that the said institution is an examination centre for the Chartered Accountants Examination and removed on the last day of the examination.
- ❖ Displaying of Seating Plan and arrow marks guiding the students to their respective Room/ Hall for easy access.
- ❖ Shuffling of seating plan in each group and/ or shuffling of Invigilators on daily and regular basis has been recommended in order to improve the quality of invigilation.



# ***DURING – EXAMINATION ACTIVITY***

- ❖ Providing proper lighting to avoid eye strain to the candidates in the rooms/ halls and also in stair cases/ corridors.
- ❖ Arrangement of proper power back-ups such as generators, emergency lights etc. in case of power failure.
- ❖ Engaging sufficient staff for keeping the examination premises, toilets neat and clean every day during the examination period and ensuring good quality water/ mineral water in disposable glasses is provided to the candidates.
- ❖ Instructions for the candidates is to be read out by the Invigilators..

# ***DURING – EXAMINATION ACTIVITY***

- Do not directly interact with the Invigilators or the candidates. Kindly sort/resolve any issue with/ through the Centre Superintendent or Chief Invigilator. You may also bring the same into notice of the ICAI, if the same is unresolved.
- No Candidates will be allowed to leave the examination hall before the scheduled time i.e., conclusion of the Examination.
- Kindly ensure that our examination is conducted as per the ICAI guidelines in orderly manner



# ***POST EXAMINATION ACTIVITY***

# **POST – EXAMINATION ACTIVITY**

- It is to be ensured that answer books are collected immediately from the candidates as soon as conclusion of the examination, numbers of answer books are reconciled with the attendance register and Form 'A' is prepared on the basis of the Attendance Register. It is further to be ensured that the answer books parcel is packed, sealed and handed over to the representative of M/s Blue Dart Courier against their official Receipt, and send us.
- You will be required to submit a report on the observer portal at <http://observers.icaiaexam.icaai.org> in the prescribed format, on a day-to-day basis.
- The Observer, who is on duty on the last day of exam at the centre, will be required to submit a report of unused answer book stationery lying at the centre, in the prescribed format.

# **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

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

# ***EXAMINATION COMMITTEE MEMBERS***

**You can also reach to us:**

<b>Name of the Committee Member</b>	<b>Region</b>	<b>Mobile No.</b>
CA. Khandelwal Purushottamlal Hukamichand, CCM	Western	9825020844
CA. Srinivas Cotha S, CCM	Southern	9845063387
CA. Misra Gyan Chandra, CCM	Central, Northern and Eastern	9810816012

# THANK YOU



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

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