



FOUNDATION COURSE EXAMINATION - 5th SEPTEMBER 2021

INSTRUCTIONS WITH STEP-BY-STEP GUIDE FOR FOUNDATION COURSE EXAMINATION-2021

HOME BASED ONLINE

INSTRUCTIONS

Read very carefully, do not ignore any information

General guidelines:

Read carefully all the details and instructions from official website. If you read all the instructions very carefully, then you will not face any issue during your examination. Examination instructions must be considered with priority and any type of negligence is not acceptable.

Students are requested to check their e-mail/Spam, SMS and Website of the Institute regularly for updates and notifications related to the examination.

Students will receive examination link and relevant details in their e-mail Id/SMS.

Students can also use examination links as provided below in step-by-step guide for the foundation course examination-5th September 2021.

Keep your Identification/registration number, date of birth (as per ICAI record) passkey and other details in hard copy print out/ write on a paper before getting ready for examination.

Students must keep government-issued id (e.g. Voter card, Driving license, Passport, Aadhaar, etc.) or Institute ID card or Admit card to verify identity and upload it at the time of starting of the examination.

Students can download the admit card for Foundation examination form the website www.icmai.in

Students must log in sharp at 10 AM for 1st session and 2.00 PM for 2nd session of foundation course examination to avoid any time loss due to any problem or delay.

For every exam session (10AM to 12 noon or 2PM to 4PM) there will be two papers 50+50 = 100 MCQ questions of 200 marks, you can scroll any question at any point of time. The section in each session represents papers as per the syllabus.

It is highly recommended to use the same system through which you have successfully appeared in the Model test to avoid any inconvenience on the actual day of the examination. Please do not change system during the on-going examination.

Keep sufficient power / electricity back-up. The Institute will not be responsible for any electricity, power failure; so, arrange backup solutions like UPS, Inverter, and Generator, etc. Laptop/ PC/ notebook/ Mobile must be fully charged having sufficient backup time during the exam.

Students are allowed to use non-programmable calculator/ normal calculator, pen, pencil, and blank page for rough work in Fundamentals of Accounting and Fundamentals of Business Mathematics & Statistics.



Students are allowed to use water bottle during the examination but do not keep it in front of the webcam.

Use faster, reliable and continued internet connection. Do not use the internet connection which frequently disconnects or having any other issues. In case of Internet failure, please do not panic, restart the test using the same login information, from the same computer / laptop/ mobile, you may change the internet service provider or internet connection system, the test will start from the same question which you had left earlier, and all attempted questions remain attempted.

Students should avoid use of common internet network or premises during the examination.

The Institute is not responsible for any losses due to unavailable of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer / internet, misuse of email id, misuse of your login key by someone, delay in login, and other conditions.

All our exam servers and the backup server will be active for the examination period, if any problem persists; it means there is a problem in your computer/device, settings, and/or Internet. If any student lacks sufficient computer/technical knowledge, please consult with your friend or family member who knows about computer / technology and the internet, before the exam starts.

Scheduled / Auto-scheduled Online exam cannot be changed, postponed or extended in any condition.

Before the start of Examination:

- Prepare Your Workspace. You must be in a private location with a clean desk area. You must also remove unauthorized materials, all books, and a large number of papers around you.
- Please ensure nobody (family members, friends, teachers, etc) is around you while giving the exam.
- Check your webcam and microphone in your Laptop / PC that all those are working properly or for mobile, everything like camera / microphone is working properly.
- Check your internet connection with the availability of data limit, ensure it is enough.
- In case you are using Mobile to appear in the examination, keep your mobile phone on DO NOT DISTURB MODE.
- Keep your Laptop/ PC/ Notebook/ Mobile ready for examination.
- Check System Requirement for Online Assessment through the online links given for Online Examination.
- Download and install online assessment tool before starting of the examination depends on your device (Laptop / PC / Notebook/ Mobile) and operating system and Mobile Application.
- Enter “**cma2021**” in assessment URL and Click to continue.
- Enter your identification / registration number, Date of Birth (as per ICAI record), passkey and other details to log in to examination screen and keep these details with you in hard copy/write on a paper before getting ready for examination.
- In case your internet is not working properly, you will be allowed to log in till 10.30 in 1st session and 2.30 PM in 2nd session of the starting of examination in case of any delay (In consultation with Proctor/Invigilator).
- Your photo will be captured through the webcam / mobile camera in the examination screen.



- Upload your Institute ID card or Admit card / Govt Photo Identity card (e.g. voter card, Driving license, Passport, Aadhaar, etc.) that you have with you.
- You will receive your proctor/invigilator contact detail before the starting of the examination, **in case of any difficulty and necessity you may contact him/her or he/she may contact you.**
- You are requested to call proctor/invigilator or helpline number from another mobile number.
- If the exam is interrupted, the candidate must not Press the Back Button/refresh, he should immediately get in touch with the invigilator/Proctor.

During the Exam:

- You will have to complete your examination within 2 hours in each session.
 - **At the time of examination, you will be strictly under surveillance, you must maintain the examination rules and regulations otherwise, you will be under -reported against examination rule violation.**
 - **There is no negative marking in this examination.**
 - The test is webcam and microphone enabled. **If the webcam/microphone is not detected at the time of starting the test, the question paper will not load. Kindly allow the webcam/microphone access from Google Chrome -> Settings-> Privacy and security-> Site Settings before the test.**
 - Do not press backspace, refresh, or close the window during the examination.
 - Students must keep patience and try to complete all the 100 multiple-choice questions within the time frame allotted for the examination.
 - Students must not stop the session forcefully. This is especially important in the online environment where the system will "time-out" and not allow you to re-enter the exam site.
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- If logged out within exam time due to power or internet failure then the candidate may return to it.
 - Students must make sure that they have attempted both the papers and all the questions before pressing the submit button on-screen in each session.
 - Once you have answered all the questions, you will be able to review your answers on the "Answer Review" screen before you finally submit the paper.
 - Once you have finished reviewing all of your selected answers and you're ready to grade your exam, select "Submit" once finished both the papers.
 - **The proctor/invigilator will be monitoring your live and your exam screen. If the proctor/invigilator notices any violation, the proctor/invigilator has the right to report or pause or even terminate the exam, as per the level of violation.**
 - Leaving the view of the webcam during the exam is not allowed except for some urgency or emergency contact your proctor/Invigilator.
 - Reading the questions aloud will not be permitted.
 - The proctor/invigilator may ask you to remove any unauthorized materials, mobile phones, and other people from your workspace before you can start.
 - Do not use earphones or headphones during the examination.

After the Exam

- Candidate submission will be visible on the screen itself and save the page for reference.



- Do not appear for the exam before or after exam time. Login is for a single day only. It will be deactivated automatically after first use.
- The Institute reserves the final decision on examination.

What to do if your online exam is interrupted

- If the candidate's exam gets closed by mistake (Not submitted) – candidate can simply log in and start from where he/she left. All previously marked answers will be saved. If not, immediately report the matter to the Proctor / Invigilator.
- Answers are saved by the system in intervals. If you have to log back in order to complete your exam, your prior answers will be remaining and will continue from the last session.
- Reconnect to the Internet and log back into the system. Follow your original instructions to access the exam login page once again.
- Candidate can simply log in and start from where he/she left. All previously marked answers will be saved.

In case of any queries during the examination, please mail at icmaisupport@cocubes.com or contact ICAI team

STEP- BY- STEP GUIDE FOR EXAM ON 5TH SEPTEMBER 2021

Please find below the details for your Foundation Exam of “The Institute of Cost Accountants of India - Foundation Course on 5th September 2021”

You can appear for the examination through any of the preferable devices (Computer/Laptop/Desktop (recommended) /Mobile)

Please go through the candidate manual, videos, and test instructions as given in the Links-

Links to Manual and Test Instructions: [Click Here](#)

PLEASE DO NOT USE THE SAB TOOL BEFORE THE EXAM DATE AND TIME

STEPS TO START THE EXAMINATION:

Laptops/Desktops:

1. Check if your system is compatible for the test: <https://assess.cocubes.com/check-system>
2. Download the Safe Assessment Browser (SAB) tool from the below link:
 - Windows Operating System: [SAB Tool](#)
 - Run the SAB (for Windows 10) or use SAB (for Windows 7,8) as per your operating system -> More info -> Run anyway
 - Enter “**cma2021**” in Access Token
 - Click on Start
3. Note: Please close all other applications and save your work before running the SAB tool



Mobile Phones (Android devices only)

1. Download the app “**COCUBES ASSESSMENT**” from Google play store. Please find below direct link to download the app- <https://play.google.com/store/apps/details?id=com.cocubes.assessment>
2. Before the exam, please go to play store and update your Google chrome browser
3. Enter “**cma2021**” in assessment URL
4. Click on Continue
5. Please note the login details before running the application

Login Details (Note down on paper before test):

- REGISTRATION ID: - ENTER YOUR OWN IDENTIFICATION-NO / REGISTRATION-NO
- REGISTERED DATE OF BIRTH - YOUR REGISTERED DATE OF BIRTH WITH ICAI
- PASKEY: - WILL BE INTIMATED TO YOU ONE DAY BEFORE THE TEST.

In case of submission failure at the end of the examination or any queries during the exam, please send your saved answer to us on icmaisupport@cocubes.com