THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

INSTRUCTIONS TO CANDIDATES

CAT Course (Part- I) – 23rd January 2022 (Sunday)

Date	Time	Examination
23rd January 2022, Sunday	10:00 AM - 12:00 Noon	**Paper 1:** Section 1 - Fundamentals of Financial Accounting Section 2 - Applied Business & Industrial Laws
	12:00 Noon - 2:00 PM	**BREAK**
	2:00 PM - 4:00 PM	**Paper 2:** Section 1 - Financial Accounting - 2 Section 2 - Statutory Compliances

READ VERY CAREFULLY; DO NOT IGNORE ANY INFORMATION-

GENERAL GUIDELINES:

- Read carefully all the details and instructions from official websites. 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 in-box, 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 CAT Course (Part-I) examination – 23rd January 2022.
- Students must log in sharp at 10 AM for 1st session and 2.00 PM for 2nd session of CAT Course (Part-I) to avoid any time loss due to any problem or delay.
- For every exam sessions (10AM to 12PM or 2PM to 4PM) there will be question paper of 100 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 that you use a Windows OS Laptop/Desktop or an Android 5 and above Tablet with required configurations for the examination. Please ensure you do the System check one day before to avoid any inconvenience on the actual day of the examination.**
- **Do not change or shift to another device / system during the examination.**
- In case of any malfunction in desktop / laptop / Tab / mobile phone, Candidate can appear in examination from another system except 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.
- Laptops / PC / Tab/Mobile Phones must be fully charged having sufficient backup during the exam.
- 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.
- 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 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 / desktop / Tab / mobile phone that all those are working properly, everything like camera / microphone is working properly.
- Check your internet connection with the availability of data limit, ensure it is enough.
- Keep your Computer/Laptop/Tab/Mobile phone 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 / Tab/ Mobile phone) and operating system Application.
- Please sit in a quiet room. Try to avoid bright lights behind you, e.g. Windows. **You will be monitored throughout your examination, so please avoid any means of cheating**
- **Please update your Google Chrome and give permission to your Webcam and Microphone from settings and clear the cache and cookies of your browser before your download the applications on your Laptop/Mobile**
- **Please use the same device (Mobile/Laptop/Desktop) to give the examination which was used by you during the Mock Test**
- **Please do not login the test link before the start time – The test will not start before 23rd January 2022, 10 AM**
- Please **keep you Government Identity Proof (e.g. voter card, driving license, Aadhaar, etc.) /Student ID card/Admit Card with you**. Please click the picture of the same by placing it in front of the camera when asked
- Please keep your login details (Registration ID and Passkey) before starting the examination. **PLEASE DO NOT SHARE YOUR REGISTRATION ID AND PASSKEY WITH ANYONE. Once you open the examination page, you will not be able to access your mails/files on your laptop/mobile**
- **For the main examinations, new passkey will be provided in your mail/SMS**
- **Students must not use the passkey before the examination time.**
- **The examination will start sharp at 10 AM. Please ensure you login at 10.00 AM.** If due to any issue you are not able to login, then please call your invigilator/Proctor and inform him/her of the same. **Please note**: You may login till 30 Minutes of the start time, i.e. for Paper 1, you may login till 10:30 AM and for Paper 2, till 2:30 PM. This is needs to be followed in case you are facing issues during login.
- Please make sure you have enough power backup so that in case of electricity failure, your laptop or mobile does not shut down/switch off. Also, please use a fast and reliable internet connection during the exam so that you do not face any internet issues
- In case you are facing any issues, you must immediately contact your invigilator/Proctor for resolution. Please use a different mobile device in case you are giving examination from Mobile

To check the working functionality of your Webcam and microphone, use the following links –

- ✓ https://assess.cocubes.com/check-system (*For overall system compatibility*)

BASIC INFRASRUCTURAL REQUIREMENT FOR THE EXAMINATION

Laptops/Desktops:
- Continuous Internet connection with **1 - 4 MBPS speed**
- Laptop or desktop with Webcam and microphone (functioning)
- **Recommended Browser – Google Chrome (Latest version)**

Mobile Phones:
- Android version **5 and above**
- Mobile phone with a functional Front Camera

DURING THE 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 before the test.**
- **In case you are giving your exam from Mobile Phone, kindly ensure to place your Mobile phone on a stand so that your face is visible, and you can be monitored properly.**
- **Please ensure you are uploading your correct ID proof since your ID proof will be verified by the invigilator/Proctor before the exam starts**
- Do not press backspace, refresh, or close the window during the examination
- Do not submit the examination unless you have attempted all the questions. Test once submitted will not be reset
- You need to attempt all questions of the test in one go, all questions are mandatory – there is no negative marking
- In case of power failure, do not panic, restart the test using the same login information and the same browser, the test will start from the same question which you had left earlier, and all attempted questions remain attempted
- Usages of Mobile phones, electronic gadgets are strictly prohibited. It will be recorded as an act of violation
- The invigilator/proctor will be monitoring you live and your exam screen. If the invigilator/proctor notices any violation, the invigilator/proctor 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 Invigilator/proctor.
- Reading the questions aloud will not be permitted.
- The invigilator/proctor 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.
- Please refrain from indulging in any unethical practice since you are being monitored and if found cheating, you would be disqualified
- **Students can use non-scientific calculator/ normal calculator, pen, pencil and rough sheet in examination.**

AFTER THE EXAMINATION:

- Candidate submission will be visible on the screen itself and save the page for reference. No mail will be triggered for submission.
- Do not appear for the exam before or after exam time. 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 login and start from where he/she left. All previously marked answers will be saved. If not, immediately report the matter to the Invigilator/ Proctor.
- 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 from the same system and start from where he/she left. All previously marked answers will be saved.
- In Case of any Submit Failure – Please download the submit failures (link will be available on the screen) and share the same with us on icmaisupport@cocubes.com within 24 Hours of the Examination. **Any entry received after 24 hours will not be considered**

You may close the window once Paper 1 is over. You must re-login on the same browser with same login details to start examination for Paper 2 sharp at 2:00 PM

STEP- BY- STEP GUIDE FOR EXAM ON 23rd JANUARY 2022

Please find below the details for "The Institute of Cost Accountants of India – CERTIFICATE IN ACCOUNTING TECHNICIANS (CAT) Examination"

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

Important Note:

1. Please do not login to the test before the start time of the examination – Your paper will not load if you do so

2. Please keep your Govt ID proof/Admit Card with you, since you will have to click a picture of the same on the examination portal before starting the exam

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

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

Links to Manual and Test Instructions: **Click Here**

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:
   a. Windows Operating System**: SAB Tool**
   b. Run the SAB (for Windows 10) or use SAB (for Windows 7) as per your operating system
   c. Enter "**CAT2022**" in Access Token

      d.   Click on Start
3. **Note: Please close all other applications and save your work before running the SAB tool. You will not be able to exit the test screen till the exam is over**

<mark>Please Note: Candidates with Windows 8 system can run SAB for Windows 7 or 10</mark>

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 "**CAT2022**" in assessment URL
4. Click on Continue

Please note the login details on a paper before running the application for quick access. <mark>Please enter the Registration ID, Date of Birth and Passkey which will be shared with you over Email:</mark>

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

In case of any queries during the Exam, please reach out to your technical support person (contact details will be shared one day before the examination)

SUBMIT FAILURE:

In case at the time of submission, you do not have internet connection, please do not panic – Please download the submit failures (link will be available on the screen) and share the same with us on icmaisupport@cocubes.com within 24 Hours of the Examination. **Any entry received after 24 hours will not be considered**

In case of any queries during the examination, please call your invigilator/Proctor (contact details will be shared one day before the examination).

 For any query please contact:

Name	Designation	Email Id	Phone No.
CAT Helpline			9818843933
CMA R.K. Jain	HOD	cat.hod@icmai.in	9871769101
CMA Pardeep Khaneja	Joint Director	cat.jd1@icmai.in	9871438400

All the Best!!

CAT Directorate