

Assessment Test of Certificate Course on GST

scheduled on

6th December 2020 from 11:30 am to 12.30 pm

Next (7th) Assessment Test of all the participants of Certificate Courses on GST (who have completed/will complete classes on or before 10th Nov, 2020) will be conducted online through Remote Proctoring on 6th December, 2020 from 11:30 am to 12:30 pm through Digital Learning Hub of ICAI (<https://learning.icai.org/>).

Details about the Assessment Test

- 1. Pattern of Assessment Test:** Question paper will be of 100 marks, containing 50 multiple choice questions carrying 2 marks each. No Negative Marking.
- 2. Applicable Law:** The GST Act, 2017 and Rules/Notifications/Circulars issued till 10th November, 2020 would be applicable.
- 3. Passing Marks:** The passing marks for the Assessment Test is 50. The Institute is not undertaking any assessment in the strict sense but evaluating the capabilities inculcated through the learning process. The candidate securing less than 50% marks in the assessment test will have to re-appear in the next test. No negative marking will be done.
- 4. Duration of Assessment Test:** Total duration of Assessment Test is 60 minutes i.e. from 11.30 am to 12.30 pm. Please start the test on time. No extra time will be granted in any case.
- 5. Fees for the Assessment Test**

S. No.	Particulars	Assessment Test Fees
1.	Member who attended physical classes by paying the fees of Rs 20,000/14,000 or 18,000/12,600	Nil for 1 st Time
2.	Member who attended Virtual Classes by paying fee of Rs 6,000/-	Nil for 1 st Time
3.	Member who attended Virtual Classes/ Bridge Course by paying fee of Rs 10,000/- or 8,000/-	Rs 1,000/- Plus GST for 1 st Time

4.	For Re-appearing in Assessment Test who have not qualified in earlier test or absent in earlier assessment test	Rs 2,000/- Plus GST
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6. **Log-in on the date of Assessment Test:** The login facility on the date of Assessment test will be available from 11:00 am, however, the Assessment Test would start at 11:30 am only.

7. **Face registration/authentication process:** Log in to Digital Learning Hub of ICAI (<https://learning.icai.org>) using your SSP Credentials. Check My Products Tab and click on **IDTC_Assessment_Certificate Course on GST Dec_2020** and press on launch Assessment. Complete your Face Authentication process (without specs, if using). Refer **Annexure - A** for details process. **Last date of Face Authentication is 17th November 2020 till 5:30 PM.**

Note: The Assessment course registration on the DLH will be enabled with a Face Registration process.

8. **Mock Test:** Mock Test of half hour (30 minutes) duration will be conducted on 29th November 2020 for the registered members, which will be available from 11:30 AM to 3:30 PM. It is advised to appear in the same to have a look and feel of the Assessment Test.

Pre-requisites for appearing in the Assessment Test of Certificate Course on GST
<ol style="list-style-type: none"> 1. Active ICAI membership number 2. Completion of the Eligibility Criteria (80% attendance in the Certificate Course) 3. Desktop/ Laptop with windows/Mac OS and good internet connectivity 4. Camera attached with Desktop/ Laptop. 5. The Assessment course can be accessed in Google chrome/Mozilla Firefox browsers

6. Active login at Digital Learning Hub of ICAI (<https://learning.icai.org>) using SSP Login credentials. Please check the same and in case of any issue with the login, please write to us at gst@icai.in and sangeetha.jaganathan@icai.in

In case you are not registered at Digital Learning Hub, follow the instructions as per the link User Manual for “Fresh Login creation for Members Already Registered with ICAI”(<https://resource.cdn.icai.org/55774sspfaq-45144c.pdf>)
7. Completion of Face Registration Activity at <https://learning.icai.org> by 5.30 pm of 17th November, 2020
8. Also ensure that your **recent photo is uploaded** on your **SSP dashboard**.
9. Launch of the Assessment enables Face Authentication to confirm liveliness (Blink of eyes)

General Instructions

1. Please ensure that you have proper internet connectivity, power back up and web cam attached to your system. In case of Internet or Power Failure, we will not be able to help you.
2. Further, please ensure that you have active ICAI Membership Number, in case it is found that your ICAI Membership number is inactive, the result will be withheld.
3. If it is found that the candidate has not fulfilled the eligibility criteria (i.e. less than 80% attendance in the Certificate Course), the result will be withheld.
4. **The web cam needs to be kept connected during the test, as the candidate will be monitored/ proctored virtually during the test. In case it is found that any candidate is using other device/mobile etc. during the test or it is found that someone else is present along with the candidate during the test or someone else is attempting the test, then the Assessment Test will be cancelled for such candidate.**
5. You cannot submit the Assessment Test before 30 minutes.
6. **In case you minimize the Assessment Test window or open any other browser/ tab or any other screen on the system except the Assessment Test window; the test will be locked and you will not be able to attend the same. Please take proper care during the test.**
7. In case of any issues related to login, please mail at sangeetha.jaganathan@icai.in, gst@icai.in; manish.agarwal@icai.in; ajay@icai.in; ratika.katyal@icai.in.

8. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the Assessment Test. When the timer reaches zero, the Assessment Test will end by itself. You will not be required to end or submit your Assessment Test.
9. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

	You have not visited the question yet.
	You have not answered the question.
	You have answered the question.
	You have NOT answered the question, but have marked the question for review.
	You have answered and marked the question for Review (will be considered for evaluation)

- The Marked for Review status for a question simply indicates that you would like to look at that question again.
- You can click on the > arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on which appears on the right side of question window.
- You can click on your Profile link on top right corner of your screen to change the language during the Assessment Test for entire question paper. On clicking of Profile link, you will get a drop-down to change the question content to the desired language.
- You can click on to navigate to the  bottom and to navigate to the  top of the question area, without scrolling.

Navigating to a Question:

10. To answer a question, do the following:
 - a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
 - b. Click on **Save & Next** to save your answer for the current question and

then go to the next question.

- c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question:

11. Procedure for answering a multiple-choice type question:
 - a. To select your answer, click on the button of one of the options
 - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button
 - c. To change your chosen answer, click on the button of another option
 - d. To save your answer, you **MUST** click on the **Save & Next** button
 - e. To mark the question for review, click on the **Mark for Review & Next** button.
12. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through sections:

13. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
14. After clicking the Save & Next button on the last question for a section, you will automatically be taken to the first question of the next section.
15. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
16. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

Interruption Instructions for Online Assessment:

- a. Do not try to minimize the Assessment console.
- b. Do not press F5 or refresh the assessment.
- c. Do not toggle between Assessment console and other application.

- d. Do not press special keys (such as Windows key) on the keyboard.
- e. Do not click the Taskbar, Settings on the browser.

Guidelines for camera access during the Assessment:

- a. Please ensure that your system has the inbuilt camera, or the external camera is connected to the system.
- b. If you are using external camera, please ensure that the Camera is connected properly to the system.
- c. Please ensure that the camera is in working condition.
- d. Ensure that you sit properly in front of the camera during the assessment.
- e. Ensure that your face is clearly visible in the camera during the assessment.
- f. Do not disconnect the camera during the assessment, else, assessment will get locked.
- g. Ensure proper lighting throughout the assessment duration, so that your face is clearly visible.

For further assistance

Contact GST & Indirect Taxes Committee, ICAI at gst@icai.in; manish.agarwal@icai.in; ajay@icai.in; ratika.katyal@icai.in or what up at 9333663575; 9818240634.