

Online Assessment Test of Certificate Course on GST

scheduled on

8th May, 2022 from 11:30 am to 12.30 pm

Next Assessment Test of all the participants of Certificate Course on GST (who have completed classes on or before 31st March, 2022) will be conducted online via remote proctoring on 8th May, 2022 from 11:30 am to 12:30 pm through Digital Learning Hub of ICAI (<https://learning.icai.org/>).

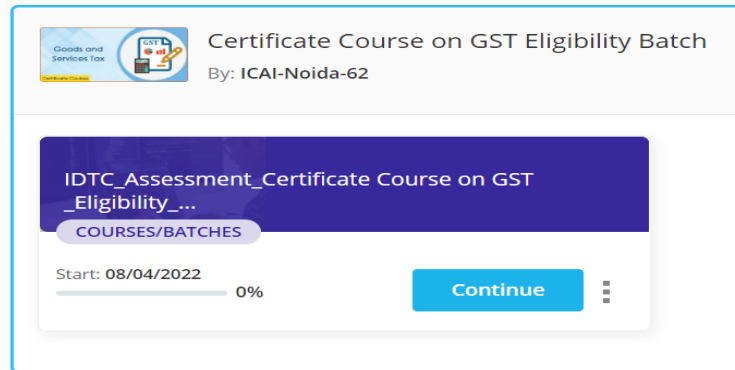
Details about the Assessment Test

- 1. Pattern of Assessment Test:** Question paper will be of 100 marks, containing 50 multiple choice questions carrying 2 marks each with no negative marking.
- 2. Applicable Law:** GST law comprising of CGST Act, 2017, IGST Act, 2017, State GST law, relevant rules, notifications and circulars issued till 31st March, 2022.
- 3. Passing Marks:** The passing marks for the Assessment Test is 50. The candidate securing less than 50% marks will have to re-appear in the next test.
- 4. Results of Mock and Assessment Test:** The result of Mock Test will not be declared. The result of Assessment Test will be declared after the completion of the Test on the same day at 2:00 pm and will be made available at <https://learning.icai.org/>. Further, it will also be hosted on the website of the Committee <https://idtc.icai.org/>.
- 5. Certificate:** Simultaneously with the declaration of the result, the soft copy of the Certificate would be available for download at <https://learning.icai.org/> from 2:00 pm onwards. Further, the hard copy of the Certificate to the successful candidates will be dispatched within 3 months from the declaration of the result.
- 6. 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.
- 7. 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.

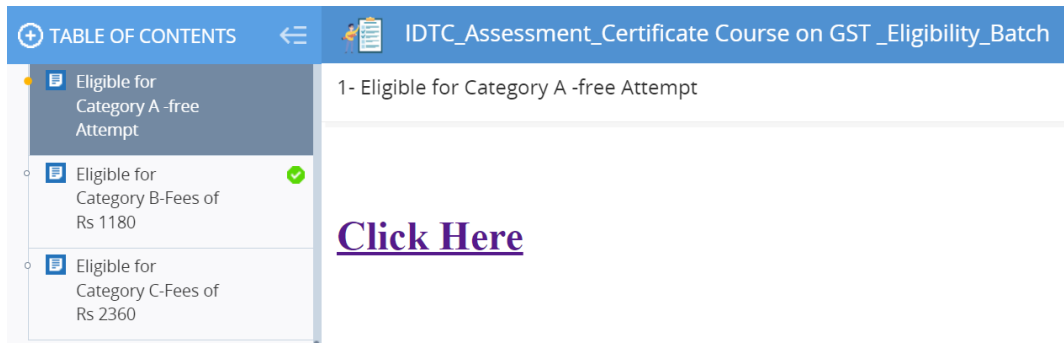
Registration for Assessment Test

1. Registration for Assessment Test:

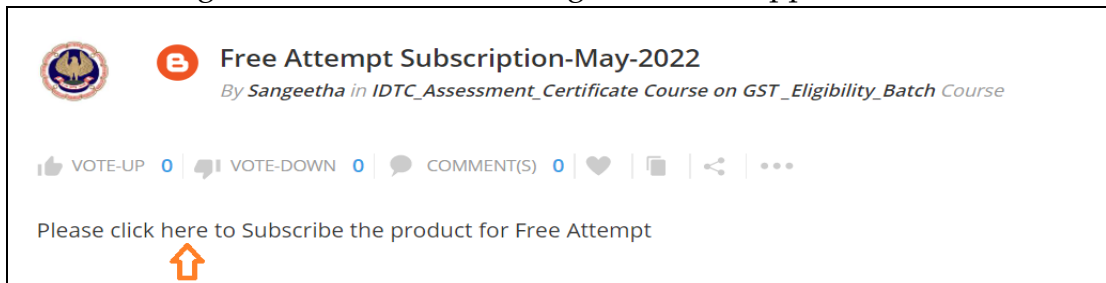
- The product “Certificate Course on GST Eligibility Batch” has already been assigned in your dashboard at Digital Learning Hub. You may log-in at [ICAI Digital Learning Hub](#) by using your SSP Portal credentials. You need to press ‘Continue’ button. The screen shot is given below:



- After clicking the Continue button, following screen will appear:



- After clicking the **Click Here**, following screen will appear:



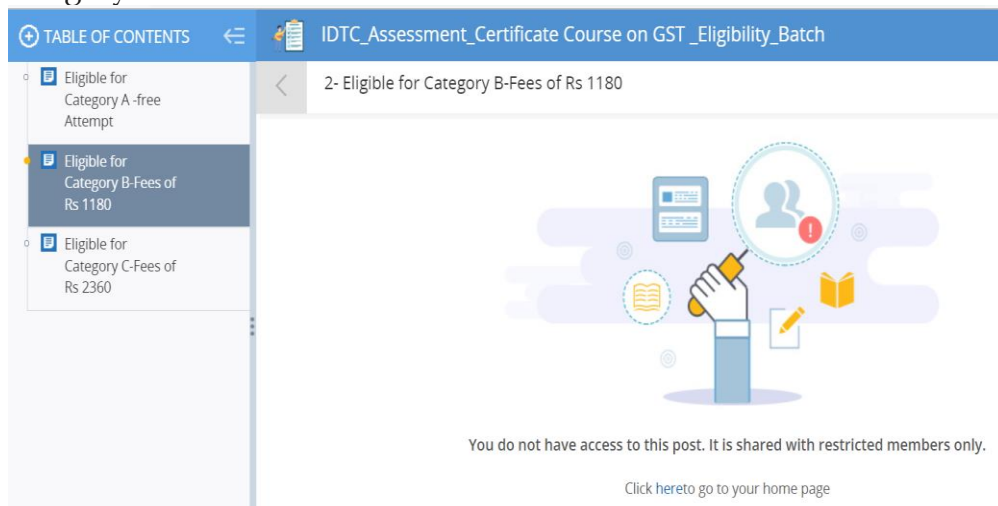
Member are requested to click at **click here** indicated by the arrow above and refresh the screen. The product **Assessment Certificate Course on GST_May_2022** will appear. The member should click on “**Subscribe/Buy**”

Now” for subscribing to the product “**Assessment Certificate Course on GST_May_2022**” and pay the applicable fee, if any.

- Participants are required to select the Eligible category in the ‘Table of Contents’ and thereafter click at “**Click Here**” to register for the Assessment Test till 5:30 pm on 27th April, 2022. The “**Assessment Certificate Course on GST_May_2022**” has been activated based on the applicable fee given hereunder:

S. No.	Particulars	Assessment Test Fees
1.	Participant who has attended physical classes by paying fees of Rs 20,000/14,000 or 18,000/12,600	Nil for 1 st Time
2.	Participant who has attended virtual classes by paying fee of Rs. 7080 (Rs 6,000/- plus GST) in the year 2020, 2021 or 2022.	Nil for 1 st Time
3.	Participant who has attended virtual classes/ bridge course by paying fee of Rs 10,000/- or 8,000/- in the year 2017 or 2018	Rs 1,000/- plus GST for 1 st Time
4.	Participant who has not qualified in earlier test or was absent in earlier test and wishes to re-appear in the Assessment Test	Rs 2,000/- plus GST

- The following screen will appear in case of wrong selection of eligible category:



- After the successful registration and payment of fess, if any, the product “**Assessment Certificate Course on GST_May_2022**” will appear in your dashboard under “My Products” at <https://learning.icai.org>
- Face Registration, Authentication, Mock Test and Assessment Test will all be conducted on the product “**Assessment Certificate Course on GST_May_2022**”

Face Registration, Face Authentication and Mock Test

1. **Face registration process:** Log in to Digital Learning Hub of ICAI (<https://learning.icai.org>) using your SSP portal Credentials. Check “My Products” tab, click on "**Assessment Certificate Course on GST_May_2022**" and press on “Launch”. Complete your Face Registration process (without spectacles). Refer **Annexure - A** for detailed process. **Last date of Face Registration is 28th April, 2022 till 5:30 pm.**
2. **Face authentication process:** Complete your face authentication by visiting "**Assessment Certificate Course on GST_May_2022**" which would be available under “My Products” at <https://learning.icai.org> after 24 hours of face registration but not later than 2nd May, 2022 till 5:30 pm. If you are able to log-in after showing your face and blinking your eye, it means your face authentication has been done. This process will be followed every time whenever you log-in at the “**Assessment Certificate Course on GST_May_2022**”.
3. **Mock Test:** A mock test for 30 minutes will be conducted on **4th May, 2022** for the registered participants, 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 online Assessment Test. No results will be declared of the mock test as the objective of the mock test is to familiarize the participants with the technology.

Pre-requisites for appearing in the Assessment Test of Certificate Course on GST

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. Assessment Test 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, 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 given in 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 at <https://learning.icai.org> by 5.30 pm of 28th April, 2022.
8. Also ensure that your **recent photo is uploaded** on your **SSP dashboard**.

General Instructions

1. Please ensure that you have proper internet connectivity, power back up and web camera 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 camera 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, the Assessment Test will be cancelled for such candidate.
5. You cannot submit the Assessment Test within first 30 minutes of the Test.
6. **If 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. 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.

8. 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 (will be considered for evaluation)
	You have NOT answered the question but have marked the question for review (will not be considered for evaluation)
	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 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 on ↑ to navigate to the top of the question area, without scrolling.

Navigating to a Question:

9. 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:

10. Procedure for answering a multiple-choice type of 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.
11. 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:

12. 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.
13. 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.
14. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
15. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

What not to do during online Assessment Test:

- 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 Test:

- 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 your eyes are in line of sight of the web cam and you blink your eyes for liveliness and immediate face authentication.
- e. Ensure that you sit properly in front of the camera during the entire Assessment Test.
- f. Do not disconnect the camera during the Assessment Test else, the Assessment will get locked.
- g. Ensure proper lighting throughout the Assessment Test duration, so that your face is clearly visible.

For any technical assistance

Contact DLH admin at 8800247797 / 9789864024 or email at yasmeen.thanveer@icai.in / sheeba@icai.in for any issues regarding face registration/ face authentication/ log-in or any other issues on the day of Mock Test/ Assessment Test.

You may also write to Secretariat of GST & Indirect Taxes Committee, ICAI at gst@icai.in; or send a WhatsApp message at 9212256643/9818240634 for any assistance.