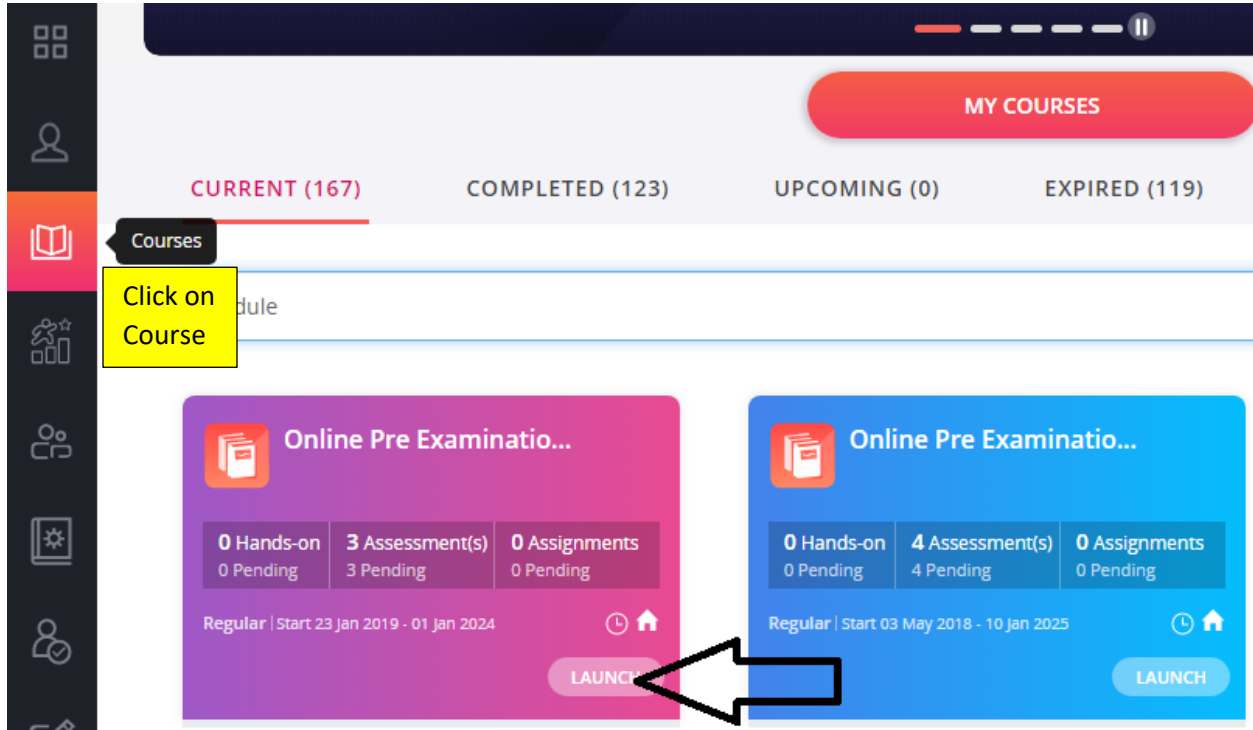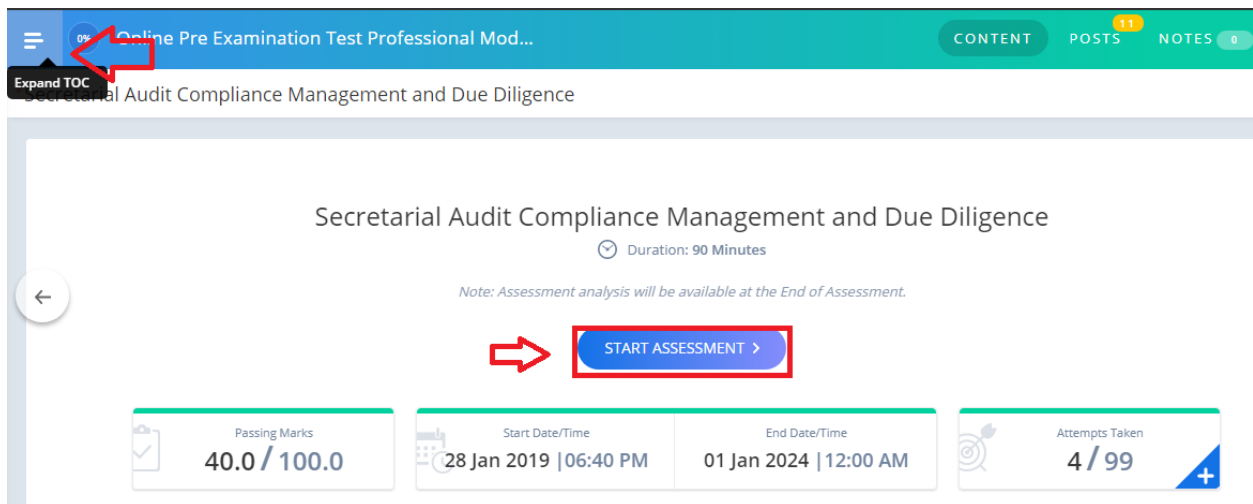# Steps to appear for Pre-Examination test

Step 1. After login select my courses option and select the desired course. You can also copy and paste the desired batch link in a new tab in the browser to get direct access.

Step 2. After click on launch button Table of content (TOC) will appear, please click on the "Expand TOC" to select the desired subject to take the Pre-Examination Test and then click on START ASSESSMENT as shown below.

Step3. Now the Instructions page will appear. Read the Instructions carefully.

Instructions

Please read the instructions carefully

General Instructions:

1. Total duration of examination is 90 minutes.
2. 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 examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

   1   You have not visited the question yet.

   2   You have not answered the question.

   3   You have answered the question.

   4   You have NOT answered the question, but have marked the question for review.

   5   The question(s) "Marked for Review" will be considered for evaluation.

   6   The question(s) "Marked for Review" will be not be considered for evaluation. Hence, no marks will be allocated for the same.

   The Marked for Review status for a question simply indicates that you would like to look at that question again.

4. 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.
5. You can click on your Profile link on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile link you will get a drop-down to change the question content to the desired language.
6. 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:

☐ have ... understood the instructions and agree to adhere to them.

I am ready to begin

Step4. Tick the checkbox displaying 'I have read and understood the instructions and agree to adhere to them"

Step5. Click on "I am ready to begin"

Step 6. Assessment will start just after you click on this button. Given below is assessment screen:

Secretarial Audit ⓘ

Sections   Time Left : 89:56

Secretarial Audit ⓘ

RAJESH GOPI...

Marks for correct answer 2 | Negative Marks 0.5

Question No. 1

Which of the following is not required to be prepared by OPC in its financial statements?

○ Balance sheet as at the end of the financial year

○ Profit and loss account for the financial year

○ Cash flow statement for the financial year

○ Any explanatory note annexed to, or forming part of, any document in financial statement

0	Answered	1	Not Answered
49	Not Visited	0	Marked for Review
0	Answered & Marked for Review (will not be considered for evaluation)		

Secretarial Audit

Choose a Question

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36

| Mark for Review & Next | Clear Response | | Save & Next | Submit |

Step 7. Once the Test is completed use the SAVE and Next option and submit the test

Marks for correct answer 2 | Negative Marks 0.5

Question No. 1

What requirements make it mandatory for a company to allocate its profits to CSR activities?

○ Net worth 700 cr., Turnover 500 cr., Net Profit 10 cr.

○ Net worth 500 cr., Turnover 1000 cr., Net Profit 10 cr.

○ Net worth 700 cr., Turnover 500 cr., Net Profit 5 cr.

○ Net worth 500 cr., Turnover 1000 cr., Net Profit 5 cr.

0	Answered	1	Not Answered
49	Not Visited	0	Marked for Review

0 Answered & Marked for Review (will not be considered for evaluation)

GRCE 2022

Choose a Question

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36

Mark for Review & Next   Clear Response   Save & Next   Submit

Step8. On the next page click on "Yes"
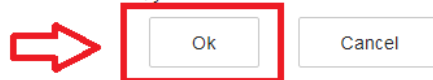
Assessment Summary

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
GRCE 2022	50	0	1	0	0	49

Are you sure to submit this Group? Click 'Yes' to proceed; Click 'No' to go back.
Dear Candidate, Once the Group is submitted, you cannot revisit and edit your responses.

Yes   No

Step 9. On the next page click on "OK"

Dear Candidate, Thank you. Please note that, your Assessment is about to be submitted. Click on 'Ok' to proceed further.

Ok   Cancel

Step 10. On the next page click on Exit Assessment

Dear Learner,
You have now successfully submitted the
assessment. Click on "Exit Assessment" to
close this window.

Exit Assessment

Step 11. After this step follow the instruction to download certificate