



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament



!!!ATTENTION STUDENTS !!!

Steps for appearing in Online Pre-Exam Test and Process of Payment of Fee by the Professional Students who are yet to Remit fees towards Pre-Examination Test

Dear Student

This is to welcome you in the New Syllabus (2017) for Professional Programme of CS Course.

As per the notification for the new syllabus, https://www.icsi.edu/media/webmodules/SYLLABUS_2018N.pdf a mandatory Pre-Examination Test has been introduced as a pre-requisite for seeking enrolment in CS Examinations. You have to take this test before you enroll for June,2019 Examinations.

The Pre-Examination test shall be conducted by ICSI for all the students of Professional Programme (under New Syllabus). This Test will serve as eligibility criteria for appearing in the main Examination. In order to take this test, a fee of Rs1000/- is to be paid, which can be paid online as per procedure mentioned at Annexure-1. Please follow the steps as indicated therein and make the payment.

Once the payment is realised, you will get an invitation (along with login ID and default password) in due course of time to join the online portal for giving the Pre Examination Test. Steps for using the platform may be seen at Annexure-2. Please read it carefully and follow the steps after receipt of the invitation.

You are free to raise your queries, if any, at <http://support.icsi.edu>

Annexure-1

PROCESS FOR REMITTING THE FEE FOR PRE-EXAMINATION TEST

1.Login Page: Student can login in to the application by entering Registration Number and DOB.

<http://www.icsi.in/PreExamFees/Login.aspx>



The screenshot shows a web browser window with the address bar displaying "www.icsi.in/PreExamFees/Login.aspx". The page header features the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India" and "भारतीय कम्पनी सचिव संस्थान" with the tagline "IN PURSUIT OF PROFESSIONAL EXCELLENCE". The main heading is "PRE - EXAM TEST FEE PAYMENT". Below this, a prompt says "Please enter your Registration Number and DOB". There are two input fields: "Registration No:" with the value "140545237/02/2018" and "DOB:" with the value "24/11/1992". A "Submit" button is located below the input fields.

It will not allow student to enter into application if he has already made payment and his transaction is Successful or after Successful reconciliation.

Both Registration Number and DOB are mandatory.

2. Student Profile Page: This page populates student details along with **Pre-Exam Test Fee**



PRE - EXAM TEST FEE PAYMENT

Registration Number	140545237/02/2018
Student Name	ANANT ALOKE
Date of Birth	11/24/1992
Gender	Male
Mobile	918340398583
EmailID	noddyisone@gmail.com
Stage	Executive
Registration Date	10/02/2018 11:25AM
Expiry Date	31/01/2023
Address	Flat No. 102, Gurukripa Apartment Shukla Colony, Hinoo Ranchi
City	Ranchi
District	Ranchi
State	Jharkhand
PinCode	834002
Country	India
PRE - EXAM TEST FEE	1000.00

Next

3.PaymentInstruction Page: This page displays TransactionID, ReceiptID and Instructions. Student can “**Proceed to Payment**” by giving his consent on the same by checking the check box.

Confirmation / Declaration

Ref No:- ICSIPMT4057016

Your Payment ID is : 4057016 and Transaction ID is : 0. Please note the same for future use.

Payment Instructions related guidelines

1. Some times the user can not get the print out of the acknowledgement / payment receipt. The reason might be the "Failed Transaction" OR "Acknowledge not generated (incomplete)" due to heavy traffic or network connectivity issues.
 2. In case the receipt is not available within two working day, the stakeholder should send an email to the Institute at clearing@icsip.edu with details (Registration No, details of the Transaction i.e Transaction ID, Request ID, Date and Time) with the subject line: ONLINE PRE EXAMINATION FEE RECEIPT.
 3. The institute takes approximately 48 hours to reconcile the data with the bank.
- I have read the above mentioned conditions and agree on the same.

Proceed For Payment

4. Payment Gateway

Secure | <https://pgi.billdesk.com/pgidsk/ProcessPayment?wpage=HQ5j5ZRMEnGT0Y1XF6Pp5kh>

Credit Card



Debit Card >

Debit Card + ATM PIN

Internet Banking

Wallet/ Cash Cards

Pay using Debit Card

VISA   RuPay

Card Number

Enter card number

Expiration Date

Month Year CVV/CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel


Merchant Name

The Institute of Company Secretaries of India

Payment Amount: ₹ 2.00

BillDesk

Secure | <https://acs.icicibank.com/acspage/cap?RID=94&VAA=8>

Verified by Visa 

Authenticate using OTP

We have successfully verified your details. We will now send a One Time Password (OTP) to your registered mobile number. For added security, you will be required to enter this password instead of your 3D Secure PIN.

Below is the information stored in our database :

Mobile Number: X9XXXX6XX9

Please select your preferred option to receive the OTP:

Mobile Number

My details do not match

Submit Cancel

This page will automatically timeout after 180 seconds.

5.Receipt Generation

The Institute of Company Secretaries of India
TCSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi - 110003
Website :- www.icsi.edu; Email:- info@icsi.edu; phone : 011-45341020

ACKNOWLEDGEMENT RECEIPT

Receipt No. : 9900000140 Date: 19/6/2018

Received with thanks from GAURAV KUMAR GUPTA, holding Registration No. as 440511428/01/2017, a sum of Rs. **2.00 (Rupees Two Only)** towards **PRE -EXAM TEST FEE – EXECUTIVE**

This is a computer generated receipt and requires no signature.

[Print](#)

Annexure-2

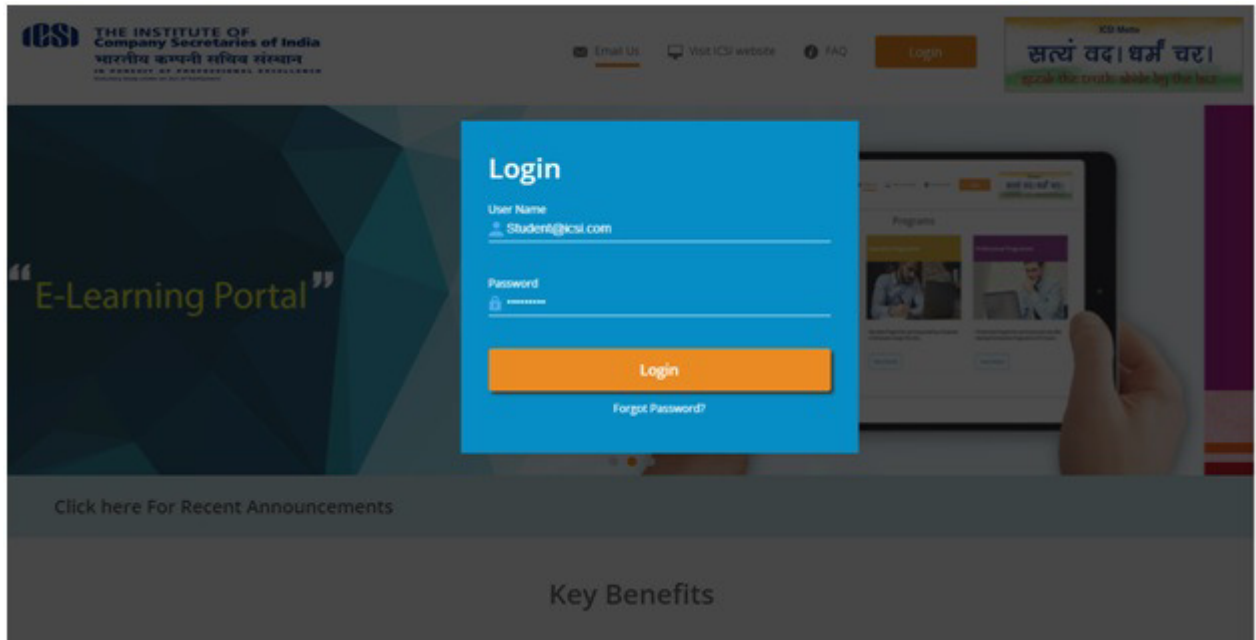
1.

Steps to attempt Online Pre-Examination Test:

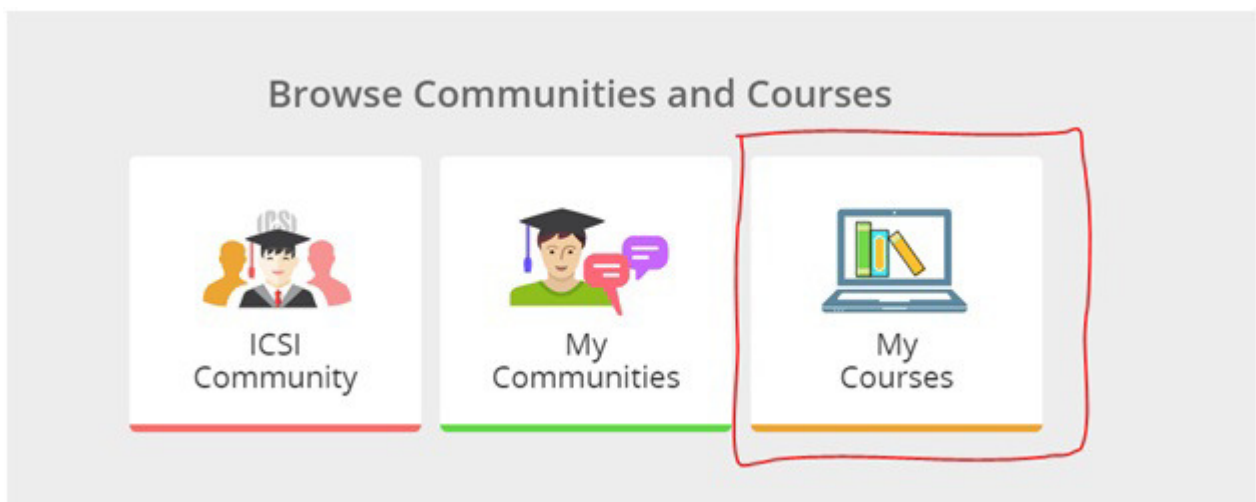
1. Login using your credentials:

Link - <https://elearning.icsi.in>

(Please note, your Login credentials (Login Id and password) would be intimated to you once you pay the requisite fee)



2. Click on My Course:



3. After Clicking on My Courses, all the courses in which you are enrolled will appear on the screen. You can select Online Pre Examination Test Executive Module -1 from the list of courses.

Click on Online Pre Examination test Module – 1.

Click on Launch Button in Green Color.

The screenshot shows a student dashboard with a dark header containing the logo and the motto 'सत्यं वद। धर्मं चर।'. A search bar and utility icons are on the right. The main content area is titled 'My Courses' and features a search bar and three tabs: 'CURRENT COURSES', 'UPCOMING COURSES', and 'COMPLETED COURSES'. Under 'CURRENT COURSES', a course titled 'Online Pre Examination Test Executive Module - 1' is listed with a green lock icon. Below the title, it shows 'Start 03 May 2018 - End: 14 Aug 2021' and '3 years Left'. To the right of the course details are three statistics: '1 Assessments' (0 Pending), '0 Assignments' (0 Pending), and a progress gauge showing '0.0% Completed'. A green 'Launch' button with a person icon is highlighted with a red box. A sidebar on the left contains navigation links: My Courses, My Communities, My Actions, My Posts, My Activities, My Calendar, My Favourites, My History, and Manage Courses. The top right corner shows 'Last Login: 29 Jun 2018 14:25 Type: LX' and links for 'Privacy Notice' and 'Help'.

4. Upon Launching, Pre Examination Guidelines page will open, please read guidelines carefully.

The screenshot shows a web application interface for an online pre-examination test. The top navigation bar includes the logo 'ICS' and the text 'करवाये वरद। वरद। वरद।'. Below the navigation bar, there is a 'TABLE OF CONTENTS' section on the left and a main content area on the right. The main content area is titled 'Online Pre Examination Test Executive Module - 1' and 'Unit- Module 1: Paper 1 - Jurisprudence, Interpretation and General Laws'. A green checkmark icon with the text 'Mark as Read' is visible in the top right corner of the main content area. The main content area contains the following text:

Guidelines for Online Pre-Examination Test:

1. Qualifying the Online Pre-examination Test will be mandatory both for examination for the Executive and Professional Programmes.
2. The test will be conducted as follows :
 - a. Online Computer Based
 - b. The student can take the test from his home, cyber cafe or any other location.
 - c. Multiple Choice Question (MCQ) type with negative marking of 25% of the allotted marks;
 - d. Result of the test should be available immediately on completion of the test;
 - e. Result of the test should be linked with the enrolment process for examination. The questions will be categorized as per three difficulty levels i.e. Easy, Medium and Tough and shall have a ratio of 30:40:30 in the overall marking scheme.
3. The online test shall be of 100 marks.
4. The duration of the test shall be 60 minutes.
5. Total questions in the test shall be 50.
6. The qualifying marks in each subject will be 40%.
7. A student shall have to qualify in all the subjects of the Module in which he wants to appear in an Examination Session;
8. The result of the Test of a subject, in which a student has qualified will remain valid for future Examinations.

At the bottom of the main content area, there is a 'Comment' button and a 'Recent comments' dropdown menu. The text '0 Comment(s)' is displayed below the comment button.

5. After reading Guidelines, Please click on Assessment Tab given just below paper name

The screenshot shows the same web application interface as the previous screenshot, but with the 'Assessment' tab selected in the 'TABLE OF CONTENTS' section. The 'Assessment - Paper 1: Jurisprudence, Interpretation and General Laws' tab is highlighted with a red rectangle. The main content area is titled 'Pre-Examination Test Demo' and contains a table with the following data:

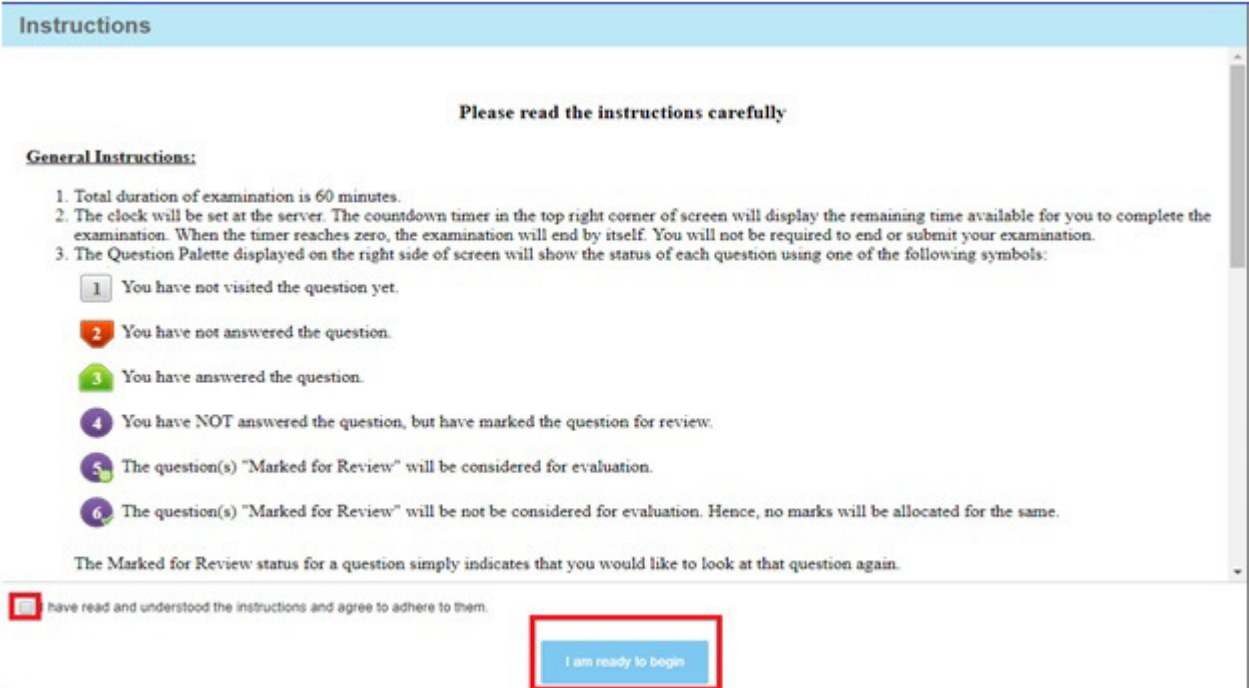
Total Marks	Pass Marks	Attempts Available	Duration	View Assessment Analysis At the End of Assessment	
100.0	40.0	1 of 1	60 Mints	Launch Assessment	

6. After Clicking on Assessment, Please click on launch assessment button:

A green rectangular button with the text "Launch Assessment" in white.

7. After clicking on launch assessment, instruction page will open. Please read these instructions carefully. After reading instruction, please tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them).

Please click on "I am ready to begin button".

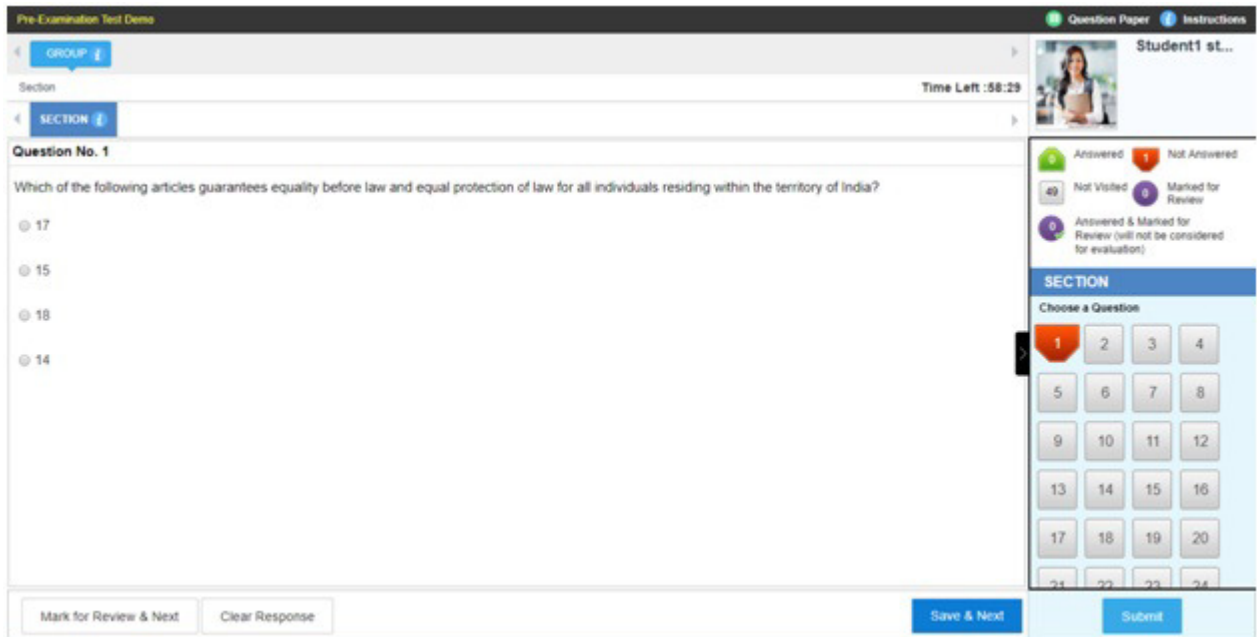
A screenshot of an "Instructions" page. At the top, there is a light blue header with the word "Instructions". Below the header, the text "Please read the instructions carefully" is centered. Underneath, the section "General Instructions:" is followed by three numbered points. Below these points is a list of six numbered items, each with a colored circle icon: 1 (grey), 2 (red), 3 (green), 4 (purple), 5 (blue), and 6 (purple). At the bottom of the page, there is a checkbox that is currently unchecked, followed by the text "I have read and understood the instructions and agree to adhere to them." To the right of this text is a blue button with the text "I am ready to begin" inside it, which is highlighted with a red rectangular border.

Important :

The Institute might have granted paper-wise exemptions to some of the students on the basis of higher qualification / corresponding exemption(s) on the basis of switchover. Even though such students are not required to pass the Pre-Examination Test, they are required to launch the test of such papers after

logging into the E-learning Module. They must agree to the instructions by clicking on the relevant check box and then click on '**I am ready to begin**' for all such exempted subjects, as per the screenshot given above. Only after completing the aforesaid process, the respective papers shall be marked as passed for issue of Pre-Examination Test Completion Certificate for the respective Module.

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



Team ICSI