



The Institute of Chartered Accountants of Nepal Online Pretest Examination Operational Guidelines

Online Pretest Examination Registration:

1. Students need to go to the ICAN website www.ican.org.np, click on 'Student Login', enter Registration Number, Password, click on proceed check mark on "I'm not a robot" and click 'Login'. and click 'Login'. After login, click on 'Pretest Registration'. Alternatively, students can directly go to <https://pte.ican.org.np/> and login for online pretest examination. Students can register from their computer, laptop or mobile devices having webcam or front camera.
2. If you are registering first time, you can update your mobile number and email address and click Proceed.

The screenshot shows the 'Update student details' form on the ICAN Online Pretest Examination portal. The form is titled 'Update student details' and contains the following fields:

- Regd No: KFD0XXXXX
- Full Name: Loojah
- Address: Test
- Email *: test@gmail.com
- Mobile No. *: 9898988898

A green 'Proceed' button is located at the bottom right of the form. The left sidebar shows the user's profile information: Loojah, KFD0XXXXX, and navigation links: Home, Edit Profile, Exam Registration, Exam Details, and Log out.

One Time Password (OTP) will be sent to your mobile number and email address. You need to put the add(sum) of OTP numbers you received in both mobile number and email address to proceed further.

Note- Check all the folders of email including promotion, spam and junk. If you still don't get OTP, then you can request for 'Resend OTP' after one and half minutes and proceed.

3. Click to 'Exam Registration', where you will find the available subjects for pretest registration. Select the subject you are preparing to appear and click 'Proceed'.

The screenshot shows the 'Online Pretest Examination Registration' form on the ICAN Online Pretest Examination portal. The form is titled 'Online Pretest Examination Registration' and contains the following fields:

- Available Subjects: A dropdown menu with the following options: Select, Test1 Anima, Test2 Anima, Test3 Anima, Test5 Anima, Sub 1 Himai, Test6 Anima, and Demo Online Pretest.

A green 'Proceed' button is located at the bottom right of the form. The left sidebar shows the user's profile information: Loojah, KFD0XXXXX, and navigation links: Home, Edit Profile, Exam Registration, Exam Details, and Log out.

Once you proceed you will receive the registration success message in the screen. You will receive it in your email also.

- Click 'Go to Exam' or 'Start Exam' when you are ready to attend exam, then you will enter to exam page and you will see the information regarding total marks, total questions, total duration of exam, exam start time by early and late and exam instructions, read it thoroughly, tick the check box and click 'Proceed to Exam'.



Note- You can start exam only after 1 hour of registration but not later than 24 hours of registration.

The screenshot shows the 'Demo Online Pretest' interface. On the left is a sidebar with the user's name 'LOOJAH KF00XXXX' and navigation links: Home, Edit Profile, Exam Registration, Exam Details, and Log out. The main content area displays the ICAN logo and name in Nepali and English. Below this, a 'Demo Online Pretest' box contains instructions: 'Please read the instruction carefully:' followed by a list of rules (e.g., 'Students are allowed to enter the exam after 1 hour of registration in early', 'Students should enter the exam by 24 hours of registration by late'). A checkbox is checked: 'I've read all the instructions and I also follow all the rules and regulations of ICAN during my exam.' A green 'Proceed to exam' button is at the bottom right.

Once you click proceed, OTP shall be sent to your mobile number and email address for verification. You can put the OTP from your mobile number or email address and start the exam.

- You can cancel the registration any time before you start. In order to cancel, go to 'Exam Details' and Click 'Cancel Exam', put the OTP from mobile or email and proceed. If you do not start exam within 24 hours of registration, it will be cancelled automatically. Canceled exam will not be counted for your attendance.

The screenshot shows the 'Registration List' page. The sidebar is identical to the previous screenshot. The main content area displays the ICAN logo and name. Below this is a 'Registration List' table with the following data:

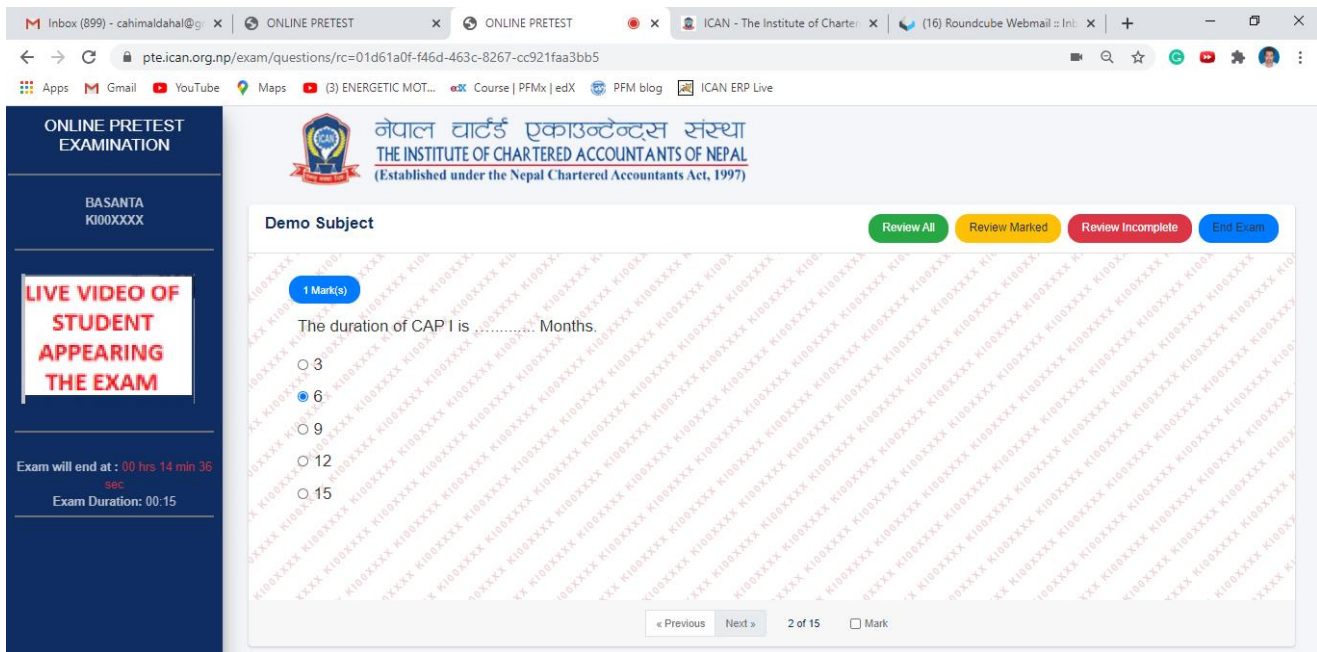
S.N	Subject	Registered Date	Link Enable Date	Appeared Date	Status	Actions
1	Demo Online Pretest	2020-09-08 11:43 AM	2020-09-08 11:43 AM		Active	 
2	Demo Online Pretest	2020-09-08 09:34 AM	2020-09-08 09:34 AM	2020-09-08 09:37 AM	PASSED	
3	Test 3 Anima	2020-09-08 08:07 AM	2020-09-08 08:07 AM		CANCELLED	
4	Demo Online Pretest	2020-09-07 05:56 PM	2020-09-07 05:56 PM	2020-09-07 05:57 PM	PASSED	

Online Pretest Examination Process:

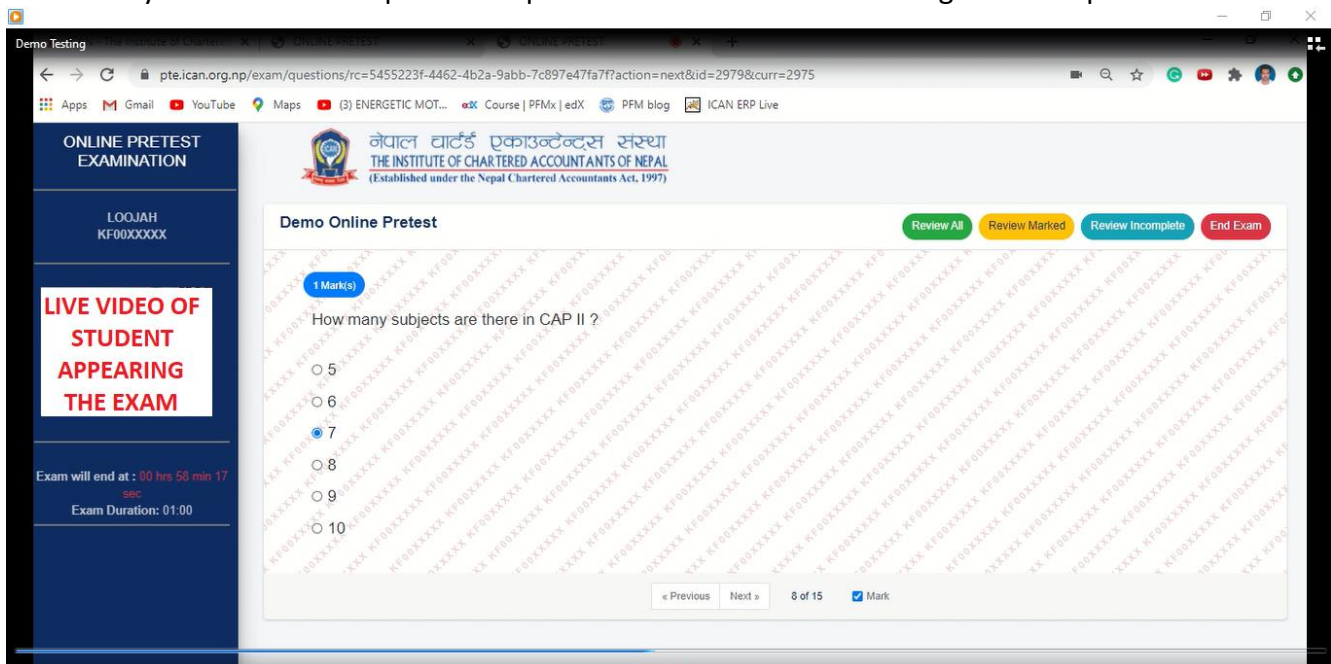
1. Once you enter the OTP and proceed, your exam starts and your attendance will be counted. Now you cannot go back or cancel the registration. You will be asked to give access of the camera or webcam, click 'Allow'.

Note: If proceed to exam is not functioning then go to your browser setting and allow camera. Allow Camera option normally available at (Chrome-setting>>Privacy and security, Firefox-Menu>>Privacy and security>>setting, Edge- Settings and more (three-dotted)>> Permissions, Opera- Settings>> Advanced>> Privacy and security)

2. Read the question carefully, see the marks allocated for the question, select the correct answer, and click next for the next question.



3. If you are not confident to select the correct answer then you have following three options-
 - a. Either you just leave the question as incomplete and go to next question.
 - b. Or you can only mark the question for review alter on during the examination session and go to next question.
 - c. Or you can select the probable option then mark for review and go to next question.



4. You can change any answers either completed or marked any time unless you click 'End Exam' or the time completes. You can see your remaining time in the left side of the screen.
5. You can also review your progress during the examination session. Clicking on 'Review All' will display all questions in a single screen. Total number of selected (completed), marked for review and incomplete answers will be displayed in Green, Orange and Red Color in the screen. You can click any question you want to review and go to previous or next question.
6. If you want to review marked questions only, you can click 'Review Marked', select the question and go to previous or next question. Similarly, if you want to review incomplete questions only, click 'Review Incomplete', select the question and go to previous or next.

The screenshot shows the ICAN Online Pretest interface. On the left sidebar, there is a section for 'EXAMINATION' with the user ID 'LOQJAH KF00XXXX' and a 'LIVE VIDEO OF STUDENT APPEARING THE EXAM' button. Below this, it shows the exam duration: 'Exam will end at : 00 hrs 57 min 21 sec' and 'Exam Duration: 01:00'. The main content area is titled 'Demo Online Pretest' and features a summary table and a list of questions for review.

Questions	1 Mark	2 Marks	Total Questions
Completed	5	0	5
Marked	3	2	5
Incomplete	2	3	5
Total Questions	10	5	15
Total Marks	10	10	20

Below the table, it says 'You are shown all questions . Click on question number for review.' and displays a list of questions numbered 1 to 15, with colors indicating their status: 1-5 are green (Completed), 6-10 are yellow (Marked), and 11-15 are red (Incomplete).

7. During the examination if your device shuts down or internet cuts off, you can continue your exam from another device. You need to login from another device, go to pretest registration, click 'Exam Details' and proceed, you need to put your OTP again and proceed. Your selected answers before shut down will be available to you and you need to complete it within remaining time. However, you will not be provided grace time for down time.
8. Once you complete selecting the correct answers you can 'End Exam'. Your selected answers will be counted for evaluation whether you have marked or not.
9. After you end the exam, you can view your result of PASS or FAIL immediately. However, your marks will be provided in 'Pretest Result' in 'Student Login' portal after elapse of 3 working days of completion of online pretest examination. In case, you could not 'End Exam' within the provided time, your exam will be ended automatically and submitted for evaluation.

Note- You can raise your query or any problem you faced during online pretest examination to the email education@ican.org.np