The Institute of Chartered Accountants of Nepal
Criteria and Rules for Online Pretest Examinations

Criteria and Rules:

As passing of Eligibility Test (also known as Pretest) being a requirement to be eligible to apply for Final Examination of each level of Chartered Accountancy Courses by the Students as per Rule-12 of Nepal Chartered Accountants Rule, 2061. With the introduction of Online Pretest Examination System by the Institute students are advised to be familiar with following provisions made mandatory for Online Pretest Examination:

1. Online Pretest Examination will be conducted electronically, where students can attend the examination from anywhere any time through computer, laptop or mobile with webcam or front camera fully functioning and should have a high-speed reliable internet connection.
2. Students who have attended pretest through Hall Test or Postal Test shall not be required to attend online pretest examination, if they have passed the subject of their level.
3. Online Pretest Examination will have Multiple Choice Options questions to select the correct answer. Questions will cover the entire syllabus and have weightage of 1 mark and/or 2 marks.
4. Full marks of each subject will be 100 and to pass the examination student has to secure 40 marks. Time allowed for 100 marks examination of each subject shall be 1.5 hours.
5. Students can register for one subject examination in a day. After registration for the online pretest examination students can appear in the examination for which they have registered after one hour of registration but not later than 24 hours of registration. Students' attendance shall will be effective once they will enter their OTP in the system for appearing in the examination or webcam goes live.
6. Students can register for another subject online pretest examination after the elapse of 24 hours of earlier registration.
7. Students can cancel their registration for online examination any time before appearing to the examination. In case of cancellation students can opt for registering to another subject too. In case, after registration student does not participate in the examination within 24 hours, the registration will be canceled automatically.
8. Students can attend online pretest examination thrice without paying any fee. However, due to any reason if student will be required to attend for more than 3 times in the examination, he/she shall be required to pay Rs. 300/- every time. Students requiring to pay their fee for the online pretest examination can make payment by using Connect IPS or E-sewa wallet available in online portal.
9. Students must remain visible in webcam keeping actual and wide background during the examination session. Students are not allowed to talk, use mobile phones, use books, search internet or leave their seat during the examination session. However, in case of disruption in device due to electricity or internet interruption, students are allowed to continue examination from another device within the time allowed for the examination. No need to select answers from the beginning, they can continue from where the interruption happened. Further, no additional time will be provided for the time lapsed due to interruption during the examination for whatever reason.
10. Students are not allowed to copy the question and answer options by any way like. screenshot, recording, writing, speaking etc. As the system will be recording all the session of the examination, any unethical behavior of the student captured during the examination session will be punishable from the Institute.
11. After completing the questions, students will be required to submit their online pretest. However, if student will not be able to submit their online pretest within the time allowed, the system will automatically submit the examination for final evaluation. After submission of online pretest result showing PASS or FAIL will appear in the dashboard immediately. Marks obtained will be updated in student's portal within 3 working days of result. There will be no negative marking for wrong or incomplete answers in the online pretest examination. After, passing each subject, students shall be eligible to apply for respective subject in final examination.
12. Student violating any rules, guidelines of the Institute shall be disqualified of all previous pretest given in the level and will deprive to appear pretest for next two years.

Eligibility Certificate:

After successful completion of Pre-test exam scheme, eligibility certificate shall be issued to the student. A student shall get eligibility certificate at least two months ahead of examination date. The eligibility test will be conducted till the end of August for the students appearing in the December Examination and till the end of February for the students appearing in the June Examination every year except the current pre-test examination which has been delayed due to COVID-19 Pandemic.

A student must get eligibility certificate within three years from the date of registration, subject to cancellation in case of failure to obtain eligibility certificate. However, such students can re-register as de-novo.