



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 a web browser window with the URL pte.ican.org.np/student-details-edit/rc=750fafbd-8d33-4fd3-b5ec-5fa247536ef6. The page header includes the ICAN logo and the text "नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL (Established under the Nepal Chartered Accountants Act, 1997)". The main content area is titled "Update student details" and contains a form with the following fields:

| | |
|----------------|----------------|
| Regd No: | KF00XXXXX |
| Full Name: | Loojah |
| Address: | Test |
| Email * : | test@gmail.com |
| Mobile No. * : | 999999999 |

A green "Proceed" button is located at the bottom right of the form. The left sidebar shows the user's name "LOOJAH KF00XXXXX" and navigation options: Home, Edit Profile (highlighted), 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 a web browser window with the URL pte.ican.org.np/subject-selection/rc=750fafbd-8d33-4fd3-b5ec-5fa247536ef6. The page header includes the ICAN logo and the text "नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL (Established under the Nepal Chartered Accountants Act, 1997)". The main content area is titled "Online Pretest Examination Registration" and contains a form with the following fields:

| | |
|---------------------|--------|
| Available Subjects: | Select |
|---------------------|--------|

A dropdown menu is open, showing the following options:

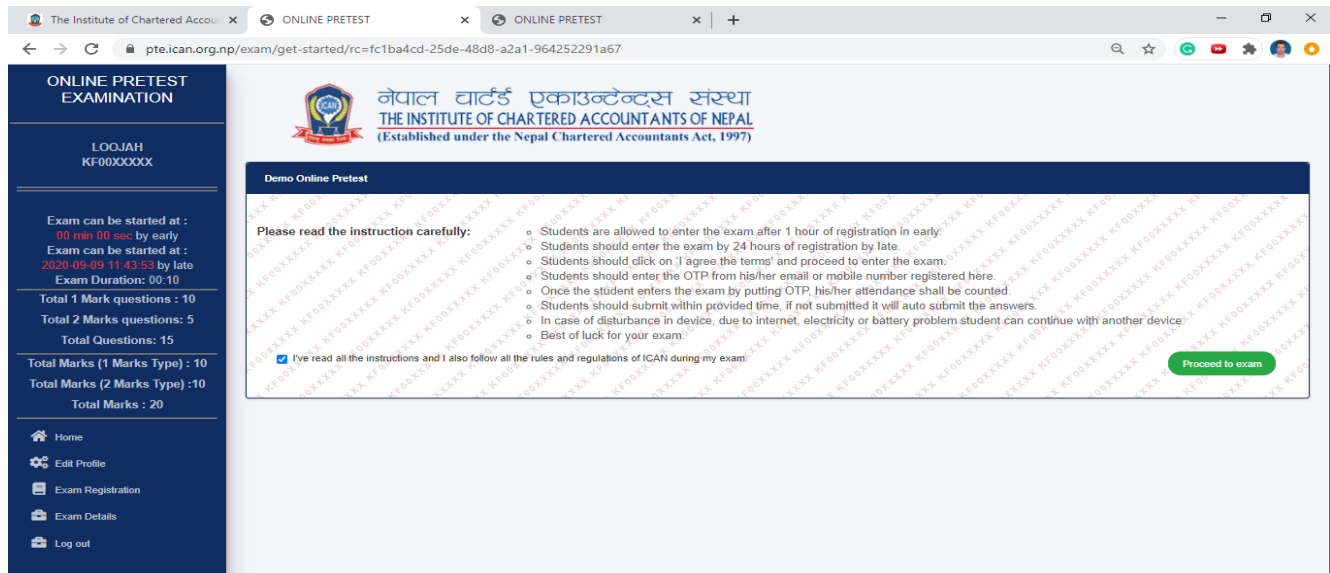
- Select
- Test1 Anima
- Test2 Anima
- Test 3 Anima
- Test 5 Anima
- Sub 1 Himali
- test 6 Anima
- Demo Online Pretest

A green "Proceed" button is located at the bottom right of the form. The left sidebar shows the user's name "LOOJAH KF00XXXXX" and navigation options: Home, Edit Profile, Exam Registration (highlighted), 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.

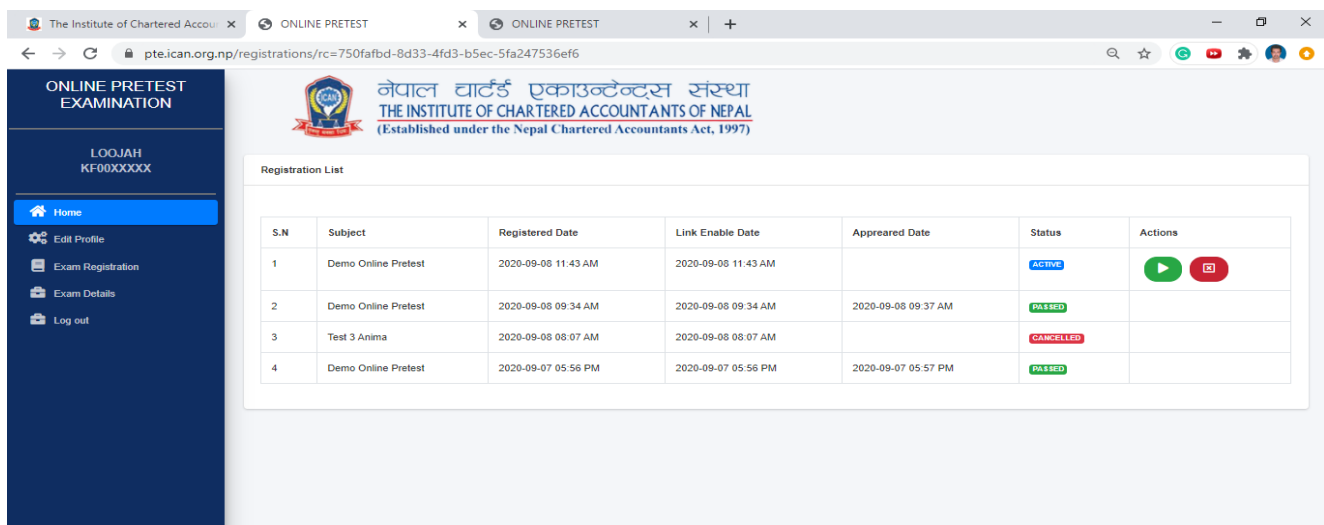
- Click 'Go to Exam' or 'Start Exam' when you are ready to attend exam, then you will enter to exam page and you will see the information regarding total marks, total questions, total duration of exam, exam start time by early and late and exam instructions, read it thoroughly, tick the check box and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

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



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.

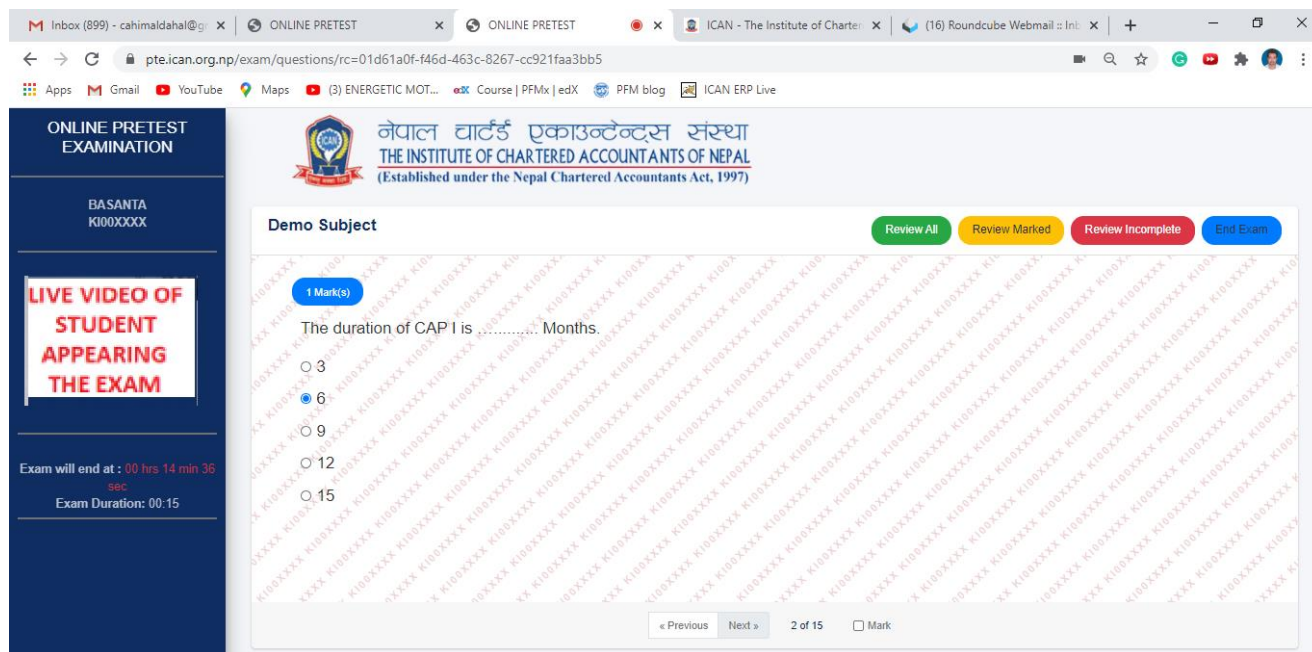


Online Pretest Examination Process:

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'.

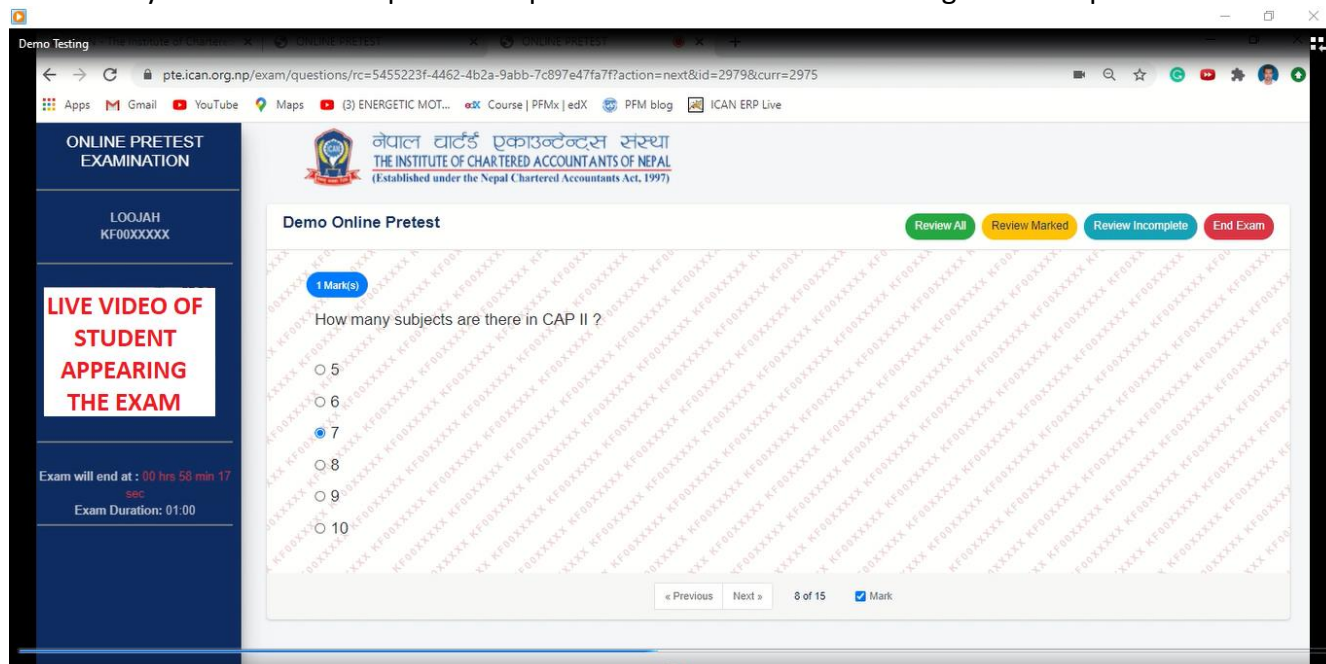
Note: If proceed to exam is not functioning then go to your browser setting and allow camera. Allow Camera option normally available at (Chrome-setting>>Privacy and security, Firefox-Menu>>Privacy and security>>setting, Edge- Settings and more (three-dotted)>> Permissions, Opera- Settings>> Advanced>>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



The screenshot shows a web browser window with the URL pte.ican.org.np/exam/questions/rc=01d61a0f-f46d-463c-8267-cc921faa3bb5. The page header includes the logo of The Institute of Chartered Accountants of Nepal (ICAN) and the text "नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL (Established under the Nepal Chartered Accountants Act, 1997)". The user's name "BASANTA K100XXXX" is displayed. A "LIVE VIDEO OF STUDENT APPEARING THE EXAM" banner is visible. The question is: "The duration of CAP I is Months." with options 3, 6, 9, 12, and 15. The correct answer, 6, is selected. The interface includes buttons for "Review All", "Review Marked", "Review Incomplete", and "End Exam". The progress bar shows "2 of 15" questions.

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.



The screenshot shows a web browser window with the URL pte.ican.org.np/exam/questions/rc=5455223f-4462-4b2a-9abb-7c897e47fa7f?action=next&id=2979&curr=2975. The page header includes the logo of The Institute of Chartered Accountants of Nepal (ICAN) and the text "नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL (Established under the Nepal Chartered Accountants Act, 1997)". The user's name "LOOJAH KF00XXXX" is displayed. A "LIVE VIDEO OF STUDENT APPEARING THE EXAM" banner is visible. The question is: "How many subjects are there in CAP II ?" with options 5, 6, 7, 8, 9, and 10. The correct answer, 7, is selected. The interface includes buttons for "Review All", "Review Marked", "Review Incomplete", and "End Exam". The progress bar shows "8 of 15" questions.

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 displays the 'Demo Online Pretest' interface. At the top, there are navigation buttons: 'Review All' (green), 'Review Marked' (orange), 'Review Incomplete' (red), and 'End Exam' (blue). Below these is a table showing the count details of questions:

| 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, there is a section for question navigation. It shows '1 Mark' questions (1-10) and '2 Marks' questions (11-15). Each question number is represented by a colored circle: green for completed, orange for marked, and red for 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 educationdepartment@ican.org.np .