

**STEPS TO BE FOLLOWED BY THE ELIGIBLE CANDIDATES TO PARTICIPATE
IN THE LEVEL 2 OF ICAI COMMERCE WIZARD 2021 TO BE HELD ON
30TH JANUARY 2022**

1. **System requirement: All candidates must ensure the following requirements**
 - **Laptop/desktop** having minimum 2 GB RAM **with web camera and mic** and **screen sharing permission** must be allowed on asking by the browser. **(Kindly note that this test will not be available on Mobile or Tablet)**
 - **Uninterrupted power back to run the Laptop/Desktop and Internet Connectivity of atleast 3 hours.**
 - **Updated version of Google chrome or Mozilla Firefox** browser should be used for appearing in the test.
 - **Wi-fi connection with minimum speed of 1 MBPS** for uninterrupted participation. Please position your computer where you can receive the strongest signal. For the best experience, please use an Ethernet cable to connect directly to the router. **Candidates are advised not to use Mobile Hotspot as a source of Internet.**
 - Remote access software: Candidate should install Anydesk or Team Viewer remote login software for quick support for Anydesk download: <https://anydesk.com/en/downloads?path=en%2Fdownloads%2F>
For Team Viewer download: <https://www.teamviewer.com/en/download/windows/>
 - **Candidates are required to disable anti-virus from their device during the test.**

2. **Timings for Login:**

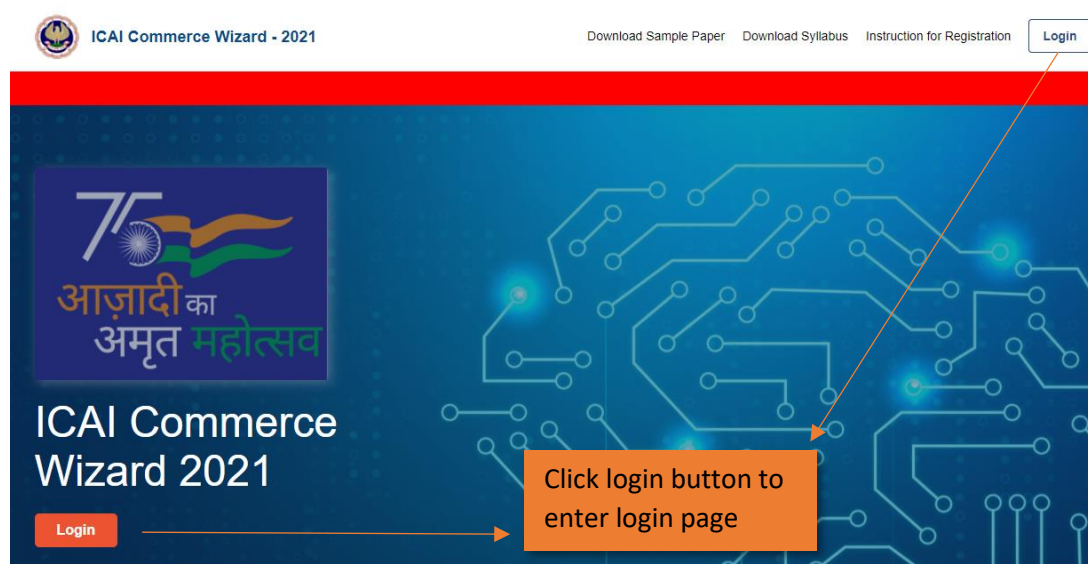
Candidates must login at least 45 mins prior to their appointed time on 30th January 2022 as under:

Classes	Login Time
For students pursuing Class IX in academic session 2021-22	8:15 AM
For students pursuing Class X in academic session 2021-22	10:15 AM
For students pursuing Class XI in academic session 2021-22	12:15 PM

For students pursuing Class XII in academic session 2021-22	2:15 PM
For students pursuing graduation in academic session 2021-22	4:15 PM

3. STEP BY STEP PROCESS TO PARTICIPATE IN THE LEVEL 2 TEST:

- I. Please visit ICAI Commerce Wizard Website on the Laptop/Desktop as mentioned above: <https://ccc.icaicommercewizard.org/>
- II. Each candidate should login by using the Login id and Password received at the time of registration. Kindly visit your registered email id and check your inbox/spam folder to trace the said email or to login kindly [click here](#).



- III. Enter the Login id and password on the Login Page as under:

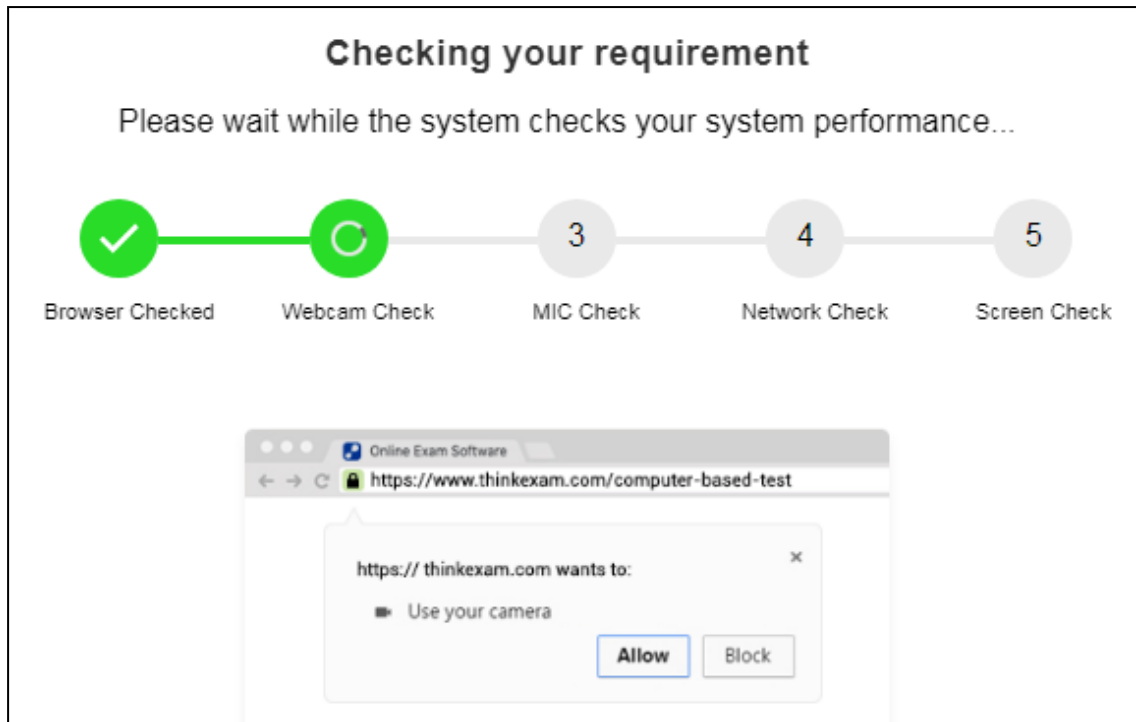
Login to Register / Complete Application

The login form contains three input fields: 'Login ID*' with placeholder 'Please enter Login ID', 'Enter Password*' with placeholder 'Enter your password', and 'Enter Security Code*' with placeholder 'Enter your security code'. Below the security code field is a green captcha '69147' and a refresh icon. A blue 'LOGIN' button is at the bottom. Links for 'if you don't have an account.' and 'Forgot Password' are at the bottom. Three orange callout boxes with arrows point to the fields: 'Enter your Login Id' points to the Login ID field, 'Enter your Password' points to the Password field, and 'Enter the Captcha as Security Code which will be generated differently on your screen each time you login' points to the Security Code field.

IV. After Login into the platform, kindly select option **Click here to Start Test**

The post-login screen shows a green message 'Your application is completed successfully.' and a blue 'DOWNLOAD APPLICATION' button. A large orange button labeled 'Click here to Start Test' is circled in blue. Below it is an orange bar labeled 'Personal Information'. A red note says 'If you want to edit your profile then click on "EDIT Button" below.' The form has four sections: 1. 'Are you a Ward of Army/Paramilitary/Railways personnel' with a 'No' radio button. 2. 'Login ID' with a text box containing '21 2000C J0'. 3. 'Name' with three text boxes: 'Shrikant', 'Middle nai', and 'Pachauri'. 4. 'Father's Name' with three text boxes: 'A', 'K', and 'Pachauri'. A blue callout box with an arrow points to the 'Click here to Start Test' button, containing the text: 'Student should click on start test option to go further on exam screen'.

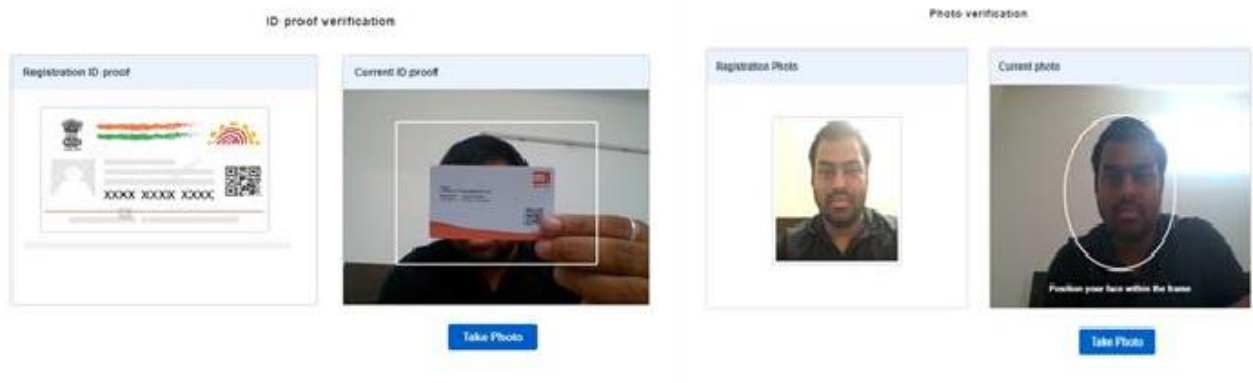
V. Candidate's system configuration check will be done on clicking the above option:



Note: Give permission for Camera & Mic while popup

- Browser Checking
- Webcam Checking
- Mic Checking
- Internet Speed Test (Minimum 1 mbps speed is required to move to next step)
- Screen Sharing Checking

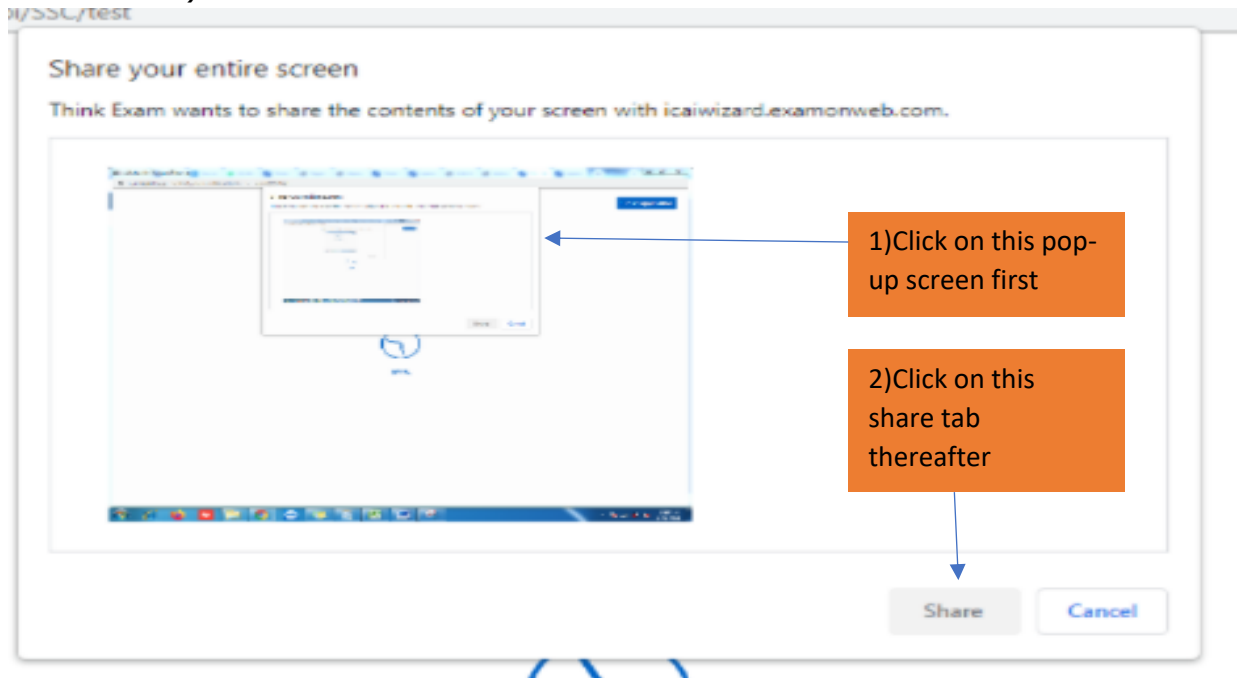
VI. After system configuration Candidate Photo & ID Proof (Aadhar Card, School/College I Card) Verification will take place. You must keep your ID Proof ready for this step.



Simply position your Face/ID Proof using the guides on the screen and make sure that image clearly shows your image/ID Proof Photo.

VII. Screen sharing in Google chrome:

You have to click on small pop-up screen (marked by Left sided arrow) to enable share button. (Share Button will become active only after clicking on Small screen)



VIII. The Instruction page will be visible after above step. Kindly read the instructions carefully and proceed further, by marking the "Checkbox" given at the end of the page and then clicking on "Next".

DUMMY

MOCK ICAI Commerce Wizard 2021

SUBJECTS : Mathematics Social Studies (Economics) Business Awareness Aptitude

INSTRUCTIONS TOTAL QUESTION : 10 TOTAL DURATION : 60 min.

Please read the following instructions very carefully:
General Instructions

1. Total duration of examination is 10 minutes.
2. Paper Contain 10 question.
3. Each question 1 Mark Positive and Negative 0.

☒ Attempted ☐ Unattempted
☒ Review ☐ Skip

4. The Marked for Review status for a question simply in for that question will be considered in the evaluation.

"Please ensure the following :-"

1. You have read and understood the guidance notes
2. You shall not use headphone/earphone during the
3. You have closed all other applications / files before
4. You will sit alone and not take any kind of help for
5. You shall abide by the instructions of the proctor and any activity which can lead to the disruption of the exam will be treated as resorting to unfair means.
6. The Institute has the right to disqualify the candidate and stop the test in case candidate image during the exam does not match with the image on the photo-id submitted at the time of applying for the exam or found involved in any malpractice during exam.

Navigating to a question

To answer a question, do the following:

1. Select an answer for a multiple choice type question.
2. Click on **Save & Next** to save your answer for the current question and then go to the next question.
3. Caution: Note that your answer for the current question will not be saved, if you navigate to another question directly by clicking on its question number.
4. Click on **Review** to save your answer for the current question, mark it for review, and then go to the next question.
5. You can view all the questions by clicking on the Question Sheet button. Note that the options for multiple choice type questions will not be shown.

☐ I have read and understood the instructions. I agree that in case of not adhering to the exam instructions, I will be disqualified from giving the exam.

Next

IX. Exam will start, and candidate has to give his/her exam:

Helpline No. ICAIWIZARD EXAMONWEB.COM

Graduation Mock ICAI Commerce Wizard 2022

SUBJECT BUSINESS STUDIES 09 min : 56 sec

Question No.1 Maximum Mark: 1.00 Negative Mark: 0.00

"Shabdgyanarupai Vastushunyo vikalpahi" sutra is mentioned in:

☐ A Smdhipd of Pinji yogsutr
☐ B Sadhanpad of Patanjali yogsutra
☐ C Vibhutipad of Patanjali yogsutra
☐ D Kaivalyapad of Patanjali yogsutra

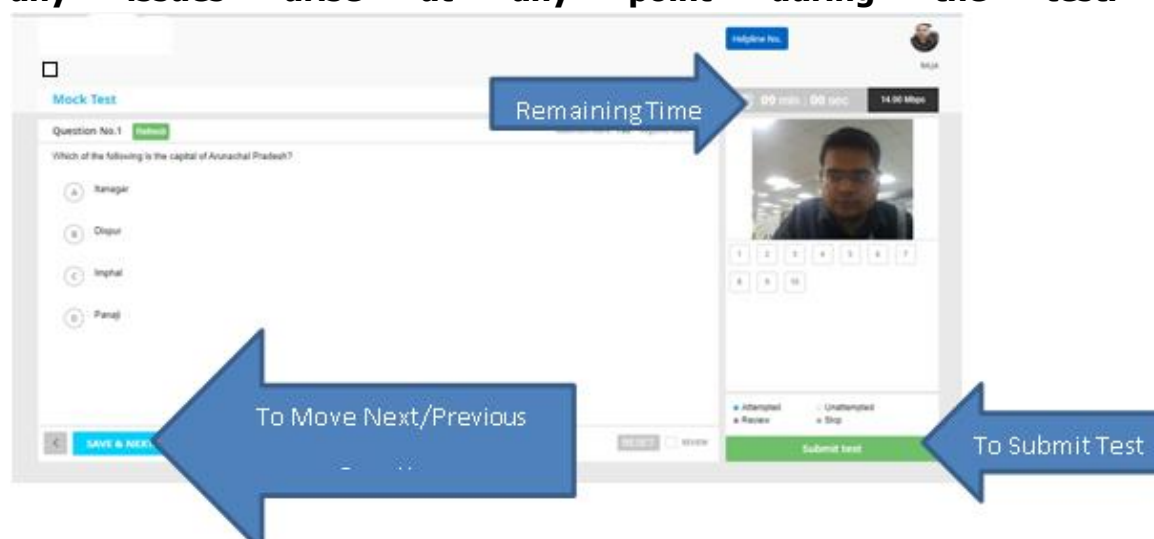
SAMPLE

BUSINESS STUDIES
 1 2 3
 ACCOUNTANCY
 SOCIAL STUDIES (ECONOMICS)
 APTITUDE

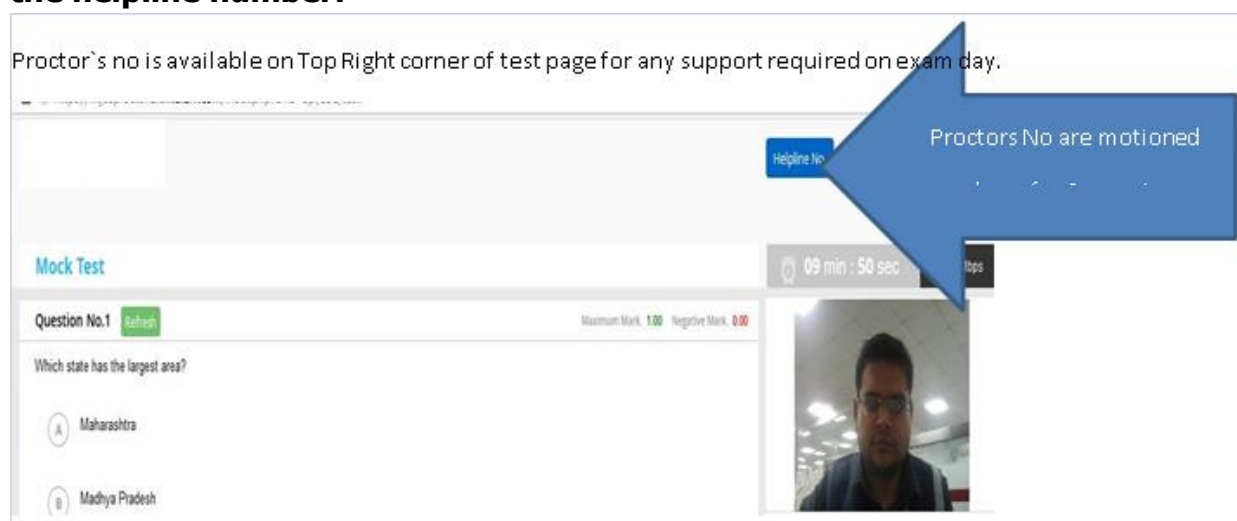
☒ Attempted ☐ Unattempted
☒ Review ☐ Skip

X. Now you are ready to take the home-based test. You will be monitored by the Proctor throughout the test, although candidate

may not be able to see him/her and will be available to help them if any issues arise at any point during the test.



XI. In case candidates are facing any technical issue during exam, call the helpline number:



XII. If Exam stopped due to Internet issue or PC related issue:

Candidate should open the exam URL again and follow the above-described login process to resume his exam. If your Internet connection drops out during the test, the answers for all sections will be saved i.e. candidates will not lose their work. However, once the connection comes back, they will need to go through the security check again and will have to restart the test section. Please note that exam will be resumed from same point where it was disrupted for any reason, however it can't be done after the time allotted for the test for a particular class gets over.

For any technical help please contact at 9311402293 between (9:00 AM to 6:00 PM) for 30th January 2022 Exam only.

Please read the following instructions very carefully:

General Instructions:

1. Total duration of Test is 60 minutes.
2. Paper Contains 4 sections of 20 questions each. Total number of Questions 80
3. Each correct answer carries 1 mark, while there is negative marking of 0.25 mark for every wrong answer.
4. The number of questions Attempted, Marked for Review, Unattempted or Skipped, will be shown in the box:

● Attempted ○ Unattempted
● Review ● Skip

5. The **Marked for Review** status for a question simply indicates that you would like to look at that question again. If a question is answered and then **Marked for Review**, your answer for that question will still be considered in the evaluation on final submission.

"Dos and Donts: "

1. You have read and understood the guidance notes and instruction given on website.
2. Student must sit in well-lit room
3. You shall not use mobile phones, headphone/earphone, smart watch or any electronic gadget during the entire period of exam.
4. You have closed all other applications / files before login to take the test.
5. You will sit alone and not take any kind of help for the exam.
6. You shall abide by the instructions of the proctor and any activity which can lead to the disruption of the exam will be treated as resorting to unfair means.
7. The Institute has the right to disqualify the candidate if found adopting any unfair means or involved in any malpractice during the exam.
8. You should appear only as per your eligibility for the exam.
9. Students are allowed to use pen/pencil with rough paper.
10. Students are not allowed to take any break during the test.

Navigating to a question:

To answer a question, do the following:

1. Select the most suitable answer from a multiple-choice option provided for each question.
2. Click on **Save & Next** to save your answer for the current question and then go to the next question.
3. **Caution:** Note that your answer for the current question will not be saved, if you navigate to another question directly by clicking on its question number.
4. If required **Click on Review** to save your answer for the current question, mark it for review, and then go to the next question.
5. You can view all the questions at one go by clicking on the Question Paper button. However, kindly note that the options for multiple choice type questions will not be shown in this mode.

During the examination if a candidate is found indulging in any of the malpractices or unfair means listed below, he/she will be debarred from the examination.

Types of malpractice/ unfair means are as follows -

- ✓ **Looking at mobile phone/tablet other than the computer**
- ✓ **Systematically looking around room**
- ✓ **Systematically looking up or down**
- ✓ **Systematically looking to the left or right**
- ✓ **Systematically looking under desk**
- ✓ **Leaving test room**
- ✓ **Reading questions out loud (note some reading may be expected as a nervous habit, but system reading is not allowed)**
- ✓ **Looking at hands or wrists**
- ✓ **Accessing any web pages**
- ✓ **Accessing other applications such as Word, Excel, PowerPoint, or their folders/windows explorer**
- ✓ **Other people entering the room**
- ✓ **Using multiple screens**
- ✓ **Looking at pre-written notes/cheat-sheets**
- ✓ **Looking at post-it notes around the room (should be removed)**
- ✓ **Wearing sunglasses or smart glasses (without a need to do so)**
- ✓ **Wearing a watch – and looking at it systematically**
- ✓ **Playing music**
- ✓ **If the webcam or laptop or face becomes obscured**
- ✓ **Opening drawers or cupboards in your test room**
- ✓ **Zoom in/out video during exam/tempering video**
- ✓ **Revoking any permission during exam**
- ✓ **Any other behaviour that is odd or arouses suspicion**

FAQs:

What is Home Based Test?

Home Based Test is a computer-based version of Test that candidates can take at home via remote proctoring.

What is remote proctoring?

Remote proctoring allows you to sit conveniently and safely at home, using your own computer, under test conditions that are managed remotely by proctors who understand the security requirements of Test.

It involves proctors (whom we currently call invigilators) who are monitoring your behaviour during the test to ensure you do not breach any rules and regulations.

How is Home Based Test different to Centre Based Test?

The test tasks, format and syllabus are the same as with Centre-based Test. The only difference is that you will take the test on computer at home or any other location you choose.

Will Home Based Test be harder or easier than the Centre-based test?

It is the same test, so it is no harder or easier. The test will be marked according to the same assessment criteria.

Do I need to prepare differently for Home Based Test?

No, the test involves the same test tasks, format & course. Therefore, your preparation for the test does not need to change according to whether you are taking the Home-based or the Centre-based test.

What if I don't have a webcam?

You will not be able to take Home Based Test without a webcam as the remote proctor needs to be able to see you throughout the test.

What if my Internet will not work on exam day?

You will not be able to take Home Based Test without Internet.

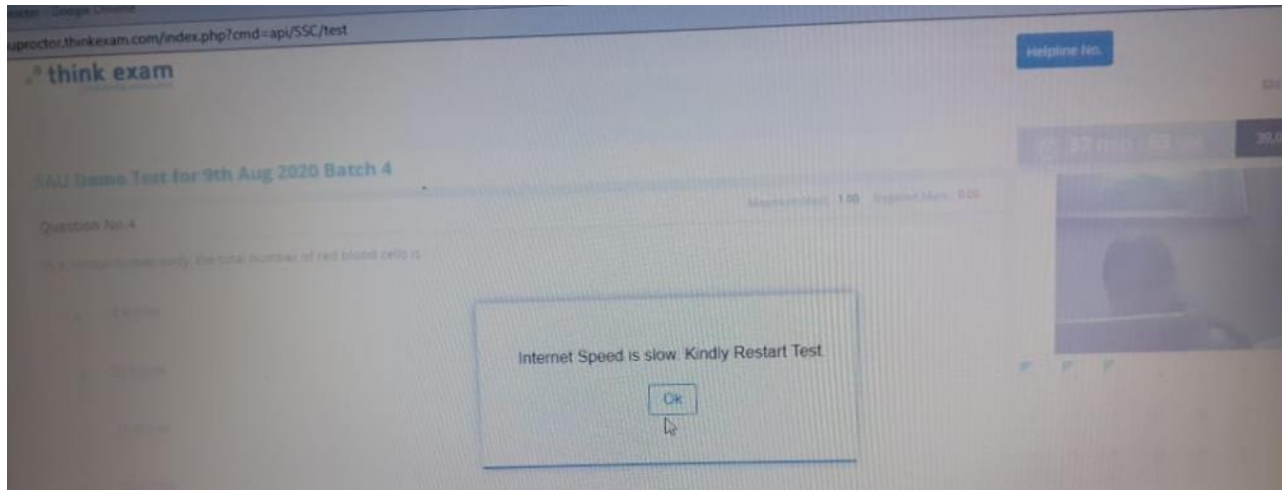
I don't have very good computer/keyboard skills. Will this affect my results?

Our focus is on testing your skills, not your computer skills. However, if you are not familiar with using a computer or type very slowly, it may affect your performance and results. We suggest that you try Mock Test to be familiar with Home Based Test platform.

Few errors & its quick solutions:

I Error: Internet Speed is low. Kindly Restart Test

When Internet Speed is less than required speed i.e., 1 MBPS, candidate will get below error & exam will stopped. In such a case candidate has to log in again.

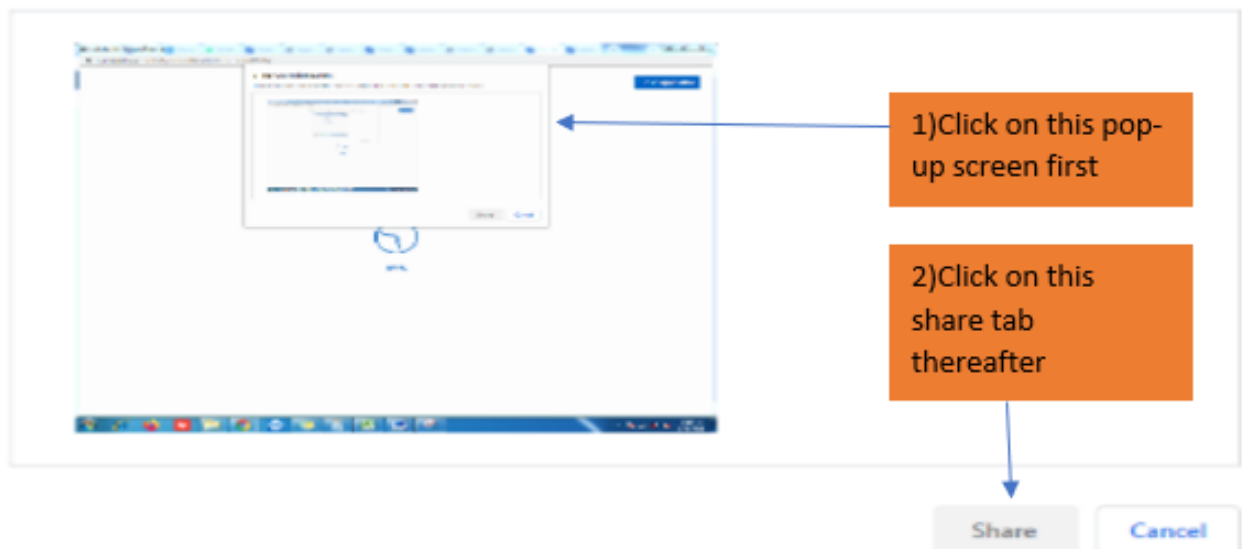


II Error: Candidate is unable to Share his Screen on Google Chrome

If candidate is unable to share his screen on Google Chrome, simply click on the small screen shown in popup then share Button will become active. After clicking on share button candidate is able to share his screen. Kindly ensure that you are using the latest version of Google or Mozilla fire fox browser.

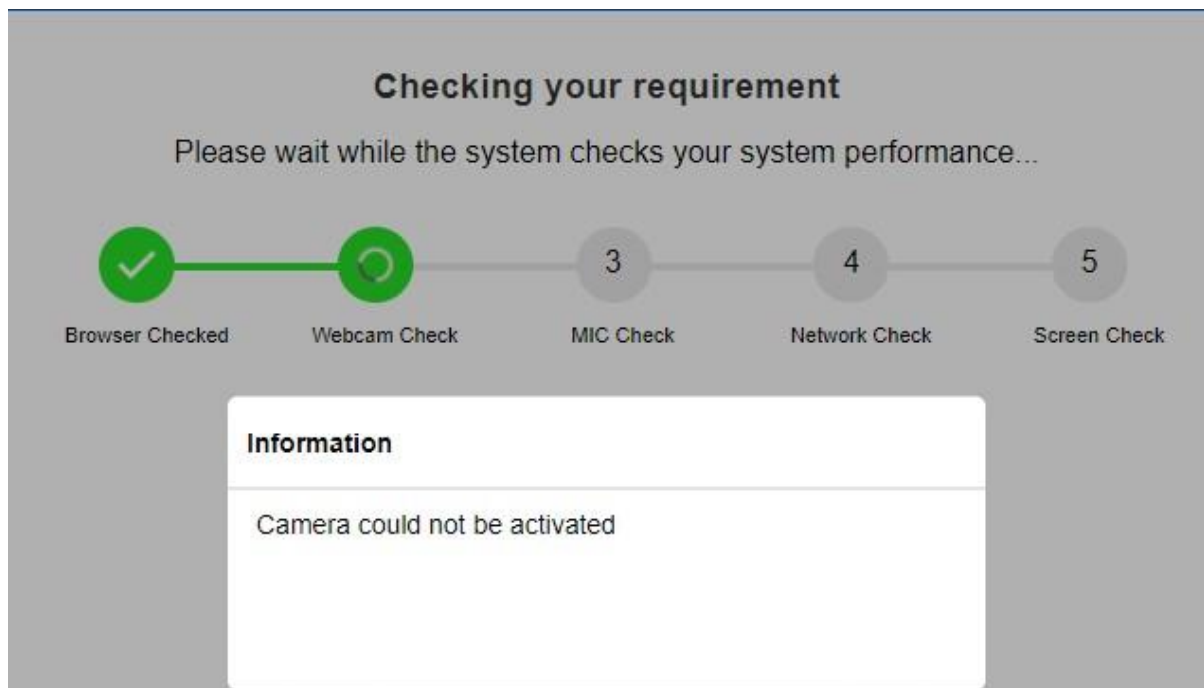
Share your entire screen

Think Exam wants to share the contents of your screen with icaiwizard.examonweb.com.



III Error: Camera could not be activated

This error comes wherein webcam of Laptop/Desktop either not working or not compatible with Video. In this error is coming on Google browser, please check with Mozilla Fire Fox and vice-versa. Even if the error persists, candidate has to change his machine to start his exam.



IV Error: Test Expired

This error comes when candidate login late means after scheduled start time to his respective test, he will get **TEST EXPIRED** error message.