General Guidelines & FAQ for ICAI PT Test Candidates for Home Based Test
What is Home Based Test?

Home based Test is an innovative platform where test that you take on computer in your own home or other chosen location, via remote proctoring.

Candidates who are in locations where it is extremely difficult to attend a test at Test Centre, or who have been deferred longest due to Covid-19.

System requirements for Home Based Test:

Please check that you are able to meet the following system requirements:

- **Laptop or PC/desktop computer with web camera (No Mobile or Tab).**
  
  Your PC/Desktop must have minimum 2 GB RAM, with working Webcam & Mic

- **Laptop/ PC Power Source**
  
  Please plug your device directly into a power source, with minimum 4 hours of power backup in case of long power failure.

- **Web Browser**
  
  Current Version of Google Chrome or Mozilla Firefox should be used for exam and webcam, mic & screen Sharing Permission must be given once asked by browser.

  **Note:** In case you are using Google Chrome for exam, below extension to be installed before stating of exam

  https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijanocdiliephmoahln?hl=en

- **Internet Connection Speed**
  
  1.0 mbps as a minimum

- **Wi-Fi/ Internet Connection**
  
  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.*
Welcome to Home Based Test:

Home Based Test that you can take safely and securely in the comfort of your own home.

We have put together this guide to help you prepare for test day so you will be less nervous when the time comes. The more you know what to expect, the more comfortable you will feel about taking Test @ Home!

Where to sit Home Based Test

You can choose where to sit during Home Based Test. Most importantly, it should be a quiet place where there are no other people or distractions. Set up a comfortable workplace, including a desk/ table and chair.

Additional requirements:

Your testing location must be indoors (walled) and well lit.

Nobody else must be in the room or enter the room throughout the test. If this happens, the Proctor will end your test and you will not receive your test results.

Your desk or table must be free of mugs, books, mobile phones and so on. Similarly, there should be no notes or anything else that could help you in the test on the walls or in the area around you.

We have put together some pictures that show you clearly how your workspace should and shouldn’t look while you sit during Home Based Test. You’ll find them at the end of this guide.

What to have with you

Valid ID: Your ID must be the same one you used when you register for test. If you bring the wrong ID or it doesn’t match the document you used when you register for the test, you won’t be allowed to take the test.

Your computer with webcam and stable Internet connection (see system requirements page 1). Pen/Pencil along with Rough Sheet

A clear plastic bottle of water, with no label on it. Any labels must be removed before exam.

What NOT to bring

A bag of any type, including a pencil case

Mobile phone, Camera & any other electronic gadgets

Smart Watch

Calculator, as calculator will be provided on exam screen

Playing Music or using Headphone

Other person in Test Room other than candidate
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Will I get any Bio-break in the Test?

No Bio-Breaks are permitted during exam time. However, you can carry a Water bottle without label.

Process on Exam day:

How to start home based test:-

Before starting the Exam Login Process, please disable Pop-up blocker on Google Chrome & download Google Chrome Extension by using the below link or Use updated version of Mozilla Firefox.

https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmjoanocdliephmoahln?hl=en

After installation of above extension, login on exam registration portal (https://pttest.icai.org)---------> Click here to Start Test ---------> System configuration check page will appear ---------> Candidate ID Card and Photo Capture ----------> Exam Instructions--------> Give permission of Webcam & screen sharing -------> Exam Started.

Check 1: Candidate Login

Login to ICAI Registration Portal (https://pttest.icai.org) with ICAI Registration No & Date of Birth
Once login done by Candidate, he will get link (highlight below) to start his test/mock (usually 45 Minutes Prior from scheduled start time).

Check 2: System checks on Exam Day:

- Browser Checking
- Webcam Checking
- Mic Checking
- Internet Speed Test
- Screen Sharing Checking
Check 3: Candidate Photo & ID Proof Verification

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

Check 4: Screen Sharing Permission

Important Note: In case you are using Google Chrome as Exam Browser, you need to add below extension to enable screen sharing:
https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcmijoanocdliephmoahln?hl=en

Below screen will appear while we open above Extension URL in Google Chrome & you have to click on Add to Chrome Button to add this extension:

Screen Sharing in Google Chrome:

You have to click on small pop-up screen to enable share button
Screen Sharing in Mozilla Firefox:

You have to select Entire Screen (Do not click on Remember my choice) to share your screen.

Taking the test:

Now you are ready to take the Home Based Test.

Although you will not see your Proctor during the exam, he/she will monitor you throughout the test and will be available to help you if any issues arise at any point during the test. Simply use the LIVE PROCTOR feature on the right of your screen to speak to your Proctor.

With this support feature, you will be able to take Home Based Test with peace of mind, knowing that your Proctor is there with you virtually at all times!

If the Internet drops out:

If your Internet connection drops out during the test, your answers for all sections will have been saved i.e. you will not lose your work. However, once your connection comes back, you will need to go through the security check again and you will have to restart the test section that you were on when the Internet dropped out.
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 or calculator
- 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 unless notes are allowed or the exam allows an open book exam
- 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 behavior that is odd or arouses suspicion

**FAQ:**

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

**When will Home Based Test be available?**
For Exam or mock dates please check ICAI Registration portal ([https://pttest.icai.org](https://pttest.icai.org))

**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 human proctors (whom we currently call invigilators) checking you are who you say you are before monitoring your behaviour during the test to ensure you do not breach any rules and regulations. Remote proctoring systems have security features, live human proctors do an ID check, and candidate and room searches prior to the start of the test.
**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.

**How do I register for Home Based Test?**
Please register your test via the ICAI PT Test website (https://pttest.icai.org).

**Do I need to prepare differently for Home Based Test?**
No, the test involves the same test tasks, format, and 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.

**Can I take Home Based Test on a mobile phone or tablet?**
No, you will need a desktop or laptop computer.

**What if I don’t have a webcam?**
You will not be able to take Home Based Test without a webcam as the remote 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.
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*Few Errors & Their Quick Solutions:*

**Error: Internet Speed is Low. Kindly Restart Test**

When Internet Speed is less than the required speed, the candidate will get the below error and the exam will stop, and the candidate has to log in again.

**Error: Candidate is Unable to Share his Screen on Google Chrome**

If the candidate is unable to share his screen on Google Chrome with the below issue, simply click on the small screen shown in the popup, then the share button will become active. After clicking on the share button, the candidate is able to share his screen.

If the candidate is still unable to share his screen, please start the exam on Mozilla Fire Fox and check.
Error: **Camera could not be activated**
This error comes wherein webcam of Laptop/Desktop either not working or not compatible with Video. In this case candidate has to change his machine to start his exam.

![Image of system checking requirements]

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.
Test environment – Dos:

1. Clear, orderly and well-lit room/workspace

2. Sit in an upright position

3. Alone for the entire test

4. Computer must be on a table/desk
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Test environment – Don’ts

1. Sitting/reclining on a bed or couch with computer on lap

2. Poorly lit room or workspace

3. Cluttered or crowded room or workspace
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Test environment – Don’ts

4. Person(s) or pet(s) present in room or area at any time

5. Using a dual-monitor configuration to take the test