

National Policy on Mock Test Paper

Mission statement:

To prepare the students for achieving successful and sustainable results in the Examination by providing a platform to appear real like examination as far as possible.

Objectives:

A mock test is a practice examination for the students before their actual examination to analyze their potential in the examination hall. Mock test has several purposes, some specifically for the student which are as under:

- It gives the student a good idea of what to expect, and useful practice in time management.
- It can boost the morale of the students and enhance their confidence.
- It can be a wake-up call for the students who are not preparing well for their examination.
- It can highlight the areas that really need more preparation.
- It gives a picture to the faculty as to how individual students are preparing for the examination and who might need some extra effort and help.
- It also gives an indication to the faculty on the topics that majority of the students have failed to understand and requires repeat classes.

Procedure for organizing Mock Test by Regional Councils, Branches and Accredited Institutions:

- Regional Councils, Branches and Accredited Institutions would conduct Mock Tests for the benefit of the students by giving wide publicity so that large number of students can participate. This would help the students to assess their preparation for the examination.
- The organizing centers would be informed the date of the mock test by the BoS and accordingly, the centers would arrange to organize the test. BoS will send the papers of the mock test to the organizing centers.
- The centers would inform the students to appear for the mock test through announcement and by sending mass SMSs to the students. Further, BoS will publicize the mock test through Newsletter, mass mail and sms at National Level.
- After the date of mock test is decided, the Organizing Centres would engage invigilators and other supportive staff depending on the number of students taking the test. The prescribed norms for engaging invigilator to the students are on the proportion of 1:30.
- Mock test would be conducted twice in a year during March & April (by end of April) for May Examination and during September & October (say 15th October) for November Examination for IPC and Final level.
- For CPT, Mock test would be conducted twice in a year during May & June (say 5th June) for June Examination and during November & December (say 5th December) for December Examination.
- Date and time of the mock test will be announced by the BoS in advance.
- Students are advised to attempt at least two mock papers under examination conditions.
- The key answers to the mock test will be uploaded on the website as well as sent to the organizing centers by BoS after each test.
- Special Counseling session will be arranged for the students to remove their doubts, if any regarding the mock test papers.

- After the mock test is over, the answer books would be handed over to the evaluator selected by the organizing centre for evaluation. The remuneration of mock test answer books may be paid @ Rs.50/- per book. The result of the mock test is to be displayed in the notice board for the students. In all circumstances, the evaluation of the answer books needs to be completed 10 days before the date of main examination.
- Detail reports consisting list of the students appeared in the mock test, their final markings and results, expenditure statement audited by the Regional/Branch Auditor would be sent to the BoS for reimbursement and record.
- BoS will develop online utility to upload these information for better governance and quality check.
- Regional Council, Branches and the Accredited Institution may charge a sum of Rs.100/- per student per paper to inculcate seriousness among the participants and meet minimum expenditure.

Specific Grant:

In case, if any Regional Council / Branch is short of space, it may hire a suitable hall for holding the mock test. The deficit, if any, towards hiring a hall, payment to evaluators and other miscellaneous expenses for conducting mock test may be accounted under "One Day Seminar – Mock Test Grant" which is admissible upto Rs.30,000/- per mock test.

No specific grant would be provided to accredited institution for conducting mock test.

The Branches and Regional Councils are required to maintain the Student attendance register records, which are to be daily signed by the students attending the mock test. The reimbursement would be made on the basis of the attendance record submitted duly verified by the Auditor of the concerned Regional Office or Branch.

Monitoring:

- In order to ensure effective monitoring and smooth conduct of the mock test, the Board may depute the Regional Head/BoS Officials and / or authorize / engage a third party.
- The Organizing Centres would ensure compliance with the guidelines and give a report including students' feedback for after completion of each batch to the Director, Board of Studies in prescribed format which is enclosed herewith.

Counselling:

- The Organizing Centre would organize "Counselling Session" for the students within one week after evaluating and handing over all answer books to the students.
- The "Counselling Session" would be taken by the concerned faculty who have evaluated the answer book of the mock test paper.

General Guidelines:

- The blank answer books for the mock test would be provided by the Organizing Centres on the day of the test.
- Mock test answer books after evaluation can be returned to the students within 7 days from the date of appearing in a particular paper. The Organizing Centres can arrange one-to-one meeting with the evaluators to interact with the students and discuss with

them about their weaknesses/performance in the mock test and guide them in improving so as to appear for the main examinations confidently.

- The Organizing Centres can provide the suggested answers to the examinees.
- Students can clear their doubts with the evaluators, faculty, if any after the mock test is over.
- The Organizing Centre has to provide proper seating arrangement (desk/bench or table/chair) to the students taking the mock test.
- The Organizing Centre would ensure “proper examination environment” during the mock test paper.

Feedback on Mock Test

Sr. No.	Questions	Answers	
		Yes	No
1	Mock test gives you a feedback on the topics you have not mastered and encourage you to focus future learning on weak areas.		
2	Mock test directs your learning to other areas and spend minimal further time on the topics they already know.		
3	Mock test stimulates revision and studying to improve retention.		
4	Assessments from Mock test can help you in your preparation for main examination and learning.		
5	Mock test helps you to retain something when you have learnt spaced over time.		
6	Mock test reduces your test anxiety before your examination		
7	Mock test makes you more accustomed to sit for a period of time, answering test questions, and make you more comfortable for actual examination		
8	Taking a Mock test can be more beneficial to learning than spending the same amount of time studying.		
9	Taking a mock test does not just measure how much you know, it helps reinforce the learning which you can retrieve the same information in examination		
10	By taking mock test, you can plan the time required to answers in the main examination		
11	Mock test arranged by the ICAI is quite beneficial to the students in preparing for their main examination.		

Name of the student :

Registration No. :

Mock test appeared: CPT/IPC/Final :