

**In my Dashboard, under my registration number, the level of the Exam is not appearing correctly. What should I do ?**

Candidates who are getting exam application not relevant to them in their login for situations such as given hereunder are advised to create a provisional login for the relevant exam and apply :-

1. Candidates who have cleared Intermediate and want to fill up the Final Exam form but in their dashboard the Exam is appearing as "Intermediate (IPC) / ATE" OR
2. Candidates who had registered for Intermediate(IPC) and are eligible to apply for the November 2020 Intermediate(IPC) exam but in their dashboard the Exam is appearing as "CPT/Foundation" OR
3. Candidate have converted to the New/Revised scheme of education as per cut off dates given in the respective guidance notes ie; from CPT to Foundation, Intermediate(IPC)(Old) to Intermediate(New) or Final(Old) to Final(New) and find that the exam form of the Old scheme is appearing.

**How to create provisional login**

To create provisional login:

Go to “New User Register Here”

Select correct Examination from drop down

Select the Registration No, "Select Prefix" select "OTHERS"

In the area/box "Enter the seven digits of your registration number" enter any seven digits say 1234567

Enter your date of birth.

A system message will appear "Registration No. and Date of Birth you have entered doesn't match with our records. However you may submit the details as Provisional Candidate. The system will allot a unique Provisional Registration Number (Pxxxxxxxxx) for this exam cycle.

Under this message you will find a check-box with the words "YES. Register me as Provisional Candidate"

Click on this box and then in the box against the words "Registration Number as per your Records" enter your correct Registration Number. You will have to enter different E-Mail ID and Mobile Number.

The registration will be provisional. The office will try to regularise the registration with the help of particulars provided by you and will bother you only in case it remains unresolved at our end. **Please ensure that you are eligible to apply for the said exam.**

Those who have incorrectly applied under the Old Course whereas they had to apply under the New Course may seek regularization through the Correction Window which opens from 17<sup>th</sup> April 2021 to 19<sup>th</sup> April 2021 after the close of exam forms. For exact dates please check the exam website (<https://icaiaexam.icaai.org>)

Students who create a provisional login for any reasons mentioned above, for them the system will fetch the fee paid for May2020/Novemembr2020 exams when they enter the correct control no. / barcode no. of their May2020/Novemembr2020 exam and the Name entered while creating the provisional login matches with the name in May2020/Novemembr2020 exam form. In case you face issues still, you may write to, us at least three working days in advance of form closing dates, at [edpexam@icaai.in](mailto:edpexam@icaai.in) with the subject “Fee Not Adjusted” quoting the provisional registration number, correct registration number, name and barcode of the May2020/Novemembr2020 exam.

Contact details are given under “Contact Us” in the exam website (<https://icaiaexam.icaai.org>)