



User Manual

Regional Offices / Branches of ICAI (POU)

Mock Test Portal

1. Login:

- **Regional Offices / Branches of ICAI (POU)** is required to login with the email id provided by the BoS(A) in mail.
- Regional Offices / Branches login at <https://bosmtpt.icai.org/>
- Click on POU Login as below screen appear.

PoU Login - Mock Test Portal

Email ID

Enter Registered Email ID

Send OTP

Secured by ICAI BoS

- Enter email id provided by BoS(A), an OTP will be received at that email for login.
- Enter OTP and verify OTP for login.

OTP Verification - POU Portal

OTP mail has been sent to b*****@gmail.com

Enter OTP

938578

Verify OTP

Secured by ICAI BoS

2. Landing Page:

- After login, POUs having these options
 - Apply Mock Test
 - Download Question/Answer
 - Student Attendance
 - Student Marks Entry
 - Mock Test Fee Status
 - Profile
 - Reports

3. Apply Mock Test:

- Click on “**Apply Mock Test**” to conduct the **Mock Test Paper Series I/II** for **Foundation, Intermediate, and Final** courses at your Branch. Through this Mock Test Portal, students can **register at your Branch** to appear for the Mock Test.
- Click on **Apply**, in this window POU should enter No. of seat, Fee per Paper (Max Rs. 100), Contact Person Name, Mobile No. and Location where Mock Test conducted.

- BoS(A) will approve the Mock Test, after which it will be published for students. Kindly note that POUs are required to apply for all Papers if they intend to conduct the Mock Test.

| | | | | | | | | | |
|---|--------------------------------|------------|----------|---------|------------|------------------|----------|----------------------|----------------------|
| Paper 3 - Mock Test Papers Series - I January 2026 Foundation Examination | Paper-3: Quantitative Aptitude | Foundation | Series 1 | January | 19-12-2025 | 02:00 PM - 04:00 | Approved | Published 01-12-2025 | View |
| Paper 4 - Mock Test Papers Series - I January 2026 Foundation Examination | Paper-4: Business Economics | Foundation | Series 1 | January | 22-12-2025 | 02:00 PM - 04:00 | Approved | Published 01-12-2025 | View |

- List of all registered student will be available in **Report Menu**. It could be also download from the Student/Attendance

4. Question/Answer:

- POUs could download the Question/Answer of Mock Test paper-wise.

| | | | | | | | |
|--|--|-------|----------|------------|---------------------|-----------------------------------|---------------------------------|
| Mock Test Final Series 1 Jan 2026 | Paper-1: Financial Reporting | Final | Series 1 | 10-12-2025 | 02:00 PM - 05:00 PM | Coming Soon | Coming Soon |
| Final Mock Test Series 1 May 2026 Exam | Paper-1: Financial Reporting | Final | Series 1 | 10-01-2026 | 02:00 PM - 05:00 PM | Coming Soon | Coming Soon |
| P1 Final Mock Test Series II May 2026 | Paper-1: Financial Reporting | Final | Series 2 | 01-12-2025 | 02:00 PM - 05:09 PM | Download Question | Download Answer |
| Mock Test Title Final 01 | Paper-1: Financial Reporting | Final | Series 1 | 15-01-2026 | 10:00 AM - 01:00 PM | Download Question | Download Answer |
| P2 Final Mock Test Series II May 2026 | Paper-2: Advanced Financial Management | Final | Series 2 | 02-12-2025 | 02:00 PM - 05:00 PM | Download Question | Download Answer |

5. Student Attendance:

- POUs should mark attendance of student using this Menu and same would be upload with signature and Stamp of Branch to the Portal.
- POU could download the list of Attendance and mark the attendance through Portal. Click on view to download and Mark attendance.

| Sr. No. | Mock Test Title | Paper | Course | Series | Session / Year | Test Date | Test Timing | Action |
|---------|--|---------------------|------------|----------|----------------|------------|---------------------|-------------------------------|
| 1 | Foundation Mock Test Series 1 Jan 2026 Exam | Paper-1: Accounting | Foundation | Series 1 | January - 2026 | 10-12-2025 | 02:00 PM - 05:00 PM | View Students |
| 2 | Paper-1 Mock Test Paper Series - 1 January 2026 Foundation Examination | Paper-1: Accounting | Foundation | Series 1 | January - 2026 | 15-12-2025 | 02:00 PM - 05:00 PM | View Students |

Mock Test Student Attendance

[Home](#) / [Dashboard](#) / [Mock Test Student Attendance](#)

Mock Test Title

Foundation Mock Test Series 1 Jan 2026 Exam

| | | |
|------------|---------------------|----------|
| Course | Paper | Series |
| Foundation | Paper-1: Accounting | Series 1 |

| | | | |
|------|------------|----------------|--------------|
| Year | Test Date | Test Time From | Test Time To |
| 2026 | 10-12-2025 | 02:00 PM | 05:00 PM |

Kindly mark & upload student attendance

[Copy](#) [CSV](#) [Print](#)

| Sr. No. | Name of the Student | Registration No. | Mark Attendance |
|----------------------------|---------------------|------------------|-----------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries

Upload Student Attendance Document (File Type : PDF & Max Size 5MB) [Download Attandance formate](#)

[Choose File](#) No file chosen

[Mark Student Attendance](#)

6. Student Marks Entry:

- POUs could using this option to enter the Marks obtained by the student in Mock test. Therefore, student could view its results through the Portal.

Student Mock Test Marks Entry

[Home](#) / [Dashboard](#) / [Student Mock Test Marks Entry](#)

| | |
|----------------|----------------|
| Course | Series |
| ... Select ... | ... Select ... |

[Get Mock Test List](#)

[Copy](#) [CSV](#) [Print](#)

| Sr. No. | Mock Test Title | Paper | Course | Series | Session / Year | Test Date | Test Timing | Action |
|----------------------------|-----------------|-------|--------|--------|----------------|-----------|-------------|--------|
| No data available in table | | | | | | | | |

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

7. Mock Test Fee Status:

- POUs can use this option to view and download the details of successful fee receipts for the Mock Test.

Mock Test Fee Status

Dashboard / Mock Test Fee Status

| Course | Series | Payment Status |
|----------------|----------------|----------------|
| ... Select ... | ... Select ... | ... Select ... |

Get Student List

Copy CSV Print

Search:

| Sr. No. | Mock Test Title | Paper | Course | Registration No. | Student Name | Fee Amount | Payment Status | Payment Date |
|----------------------------|-----------------|-------|--------|------------------|--------------|------------|----------------|--------------|
| No data available in table | | | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

8. Profile:

- POUs could view and update its profile details.

PoU Profile

Dashboard / PoU Profile

| | | | |
|-------------------------|---------------------------------|----------------------|--|
| PoU Name | IAMSHPUR BRANCH OF CIRC OF ICAI | | |
| Region | State | City | |
| CIRC | Jharkhand | Jamshedpur | |
| Email ID | Contact Person | Contact No. | |
| bossurvey2025@gmail.com | Person1 | <input type="text"/> | |
| Alternate Contact No. | <input type="text"/> | | |
| Address | <input type="text"/> ggg | | |

Update Details