



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://bosmtp.icai.org/>
- Click on POU Login as below screen appear.

The Institute of Chartered
Accountants of India
(Setup by an Act of Parliament)

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.

The Institute of Chartered
Accountants of India
(Setup by an Act of Parliament)

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.

Mock Test Title
Mock Test Title 02

Course
Foundation

Paper
Paper-2: Business Laws

Session
January

Year
2026

Test Date
06-11-2025

Test Time From
02:30 PM

Test Time To
05:00 PM

Seats
[Input Field]

Paper Fee
[Input Field]

Email ID
hossurvey2025@gmail.com

Contact Person
Person1

Mobile No.
[Input Field]

Location / Branch Address
999

Apply Now

- 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 PM	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 PM	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	Question	Answer
Mock Test Title Final 01	Paper-1: Financial Reporting	Final	Series 1	15-01-2026	10:00 AM - 01:00 PM	Question	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	Question	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 Papers Series - I 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

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

Mock Test Title

Foundation Mock Test Series 1 Jan 2026 Exam

Course

Foundation

Paper

Paper-1: Accounting

Series

Series 1

Year

2026

Test Date

10-12-2025

Test Time From

02:00 PM

Test Time To

05:00 PM

Kindly mark & upload student attendance

[Copy](#)

[CSV](#)

[Print](#)

Search:

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

Showing 0 to 0 of 0 entries

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

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

[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

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

Course

--- Select ---

Series

--- Select ---

[Get Mock Test List](#)

[Copy](#)

[CSV](#)

[Print](#)

Search:

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

--- Select ---

Series

--- Select ---

Payment Status

--- Select ---

Get Student List

CopyCSVPrint

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

PreviousNext

8. Profile:

- POUs could view and update its profile details.

PoU Profile

Dashboard / PoU Profile

PoU Name

JAMSHEDPUR BRANCH OF CIRC OF ICAI

Region

CIRC

State

Jharkhand

City

Jamshedpur

Email ID

bossurvey2025@gmail.com

Contact Person

Person1

Contact No.

Alternate Contact No.

Address

999

Update Details