

## R&D Framework-2021

**Proposed R&D Framework -2021**

**Dated: 09-03-2021**

**Office of the Director Governance and R&D**

**SKANS, School of Accountancy**

**Shuja Ali Khan**

# SKANS Question Bank (CAF)

**Research Contribution by Teacher for Automated  
Random Manual Test**

**SOPs for Manual Class Tests , Mid-Term and Final Mock, CAF-Level 2021**

**Proposed SOPs  
Dated: 09-03-2021**

**Office of the Director Governance and R&D  
SKANS, School of Accountancy  
Shuja Ali Khan**

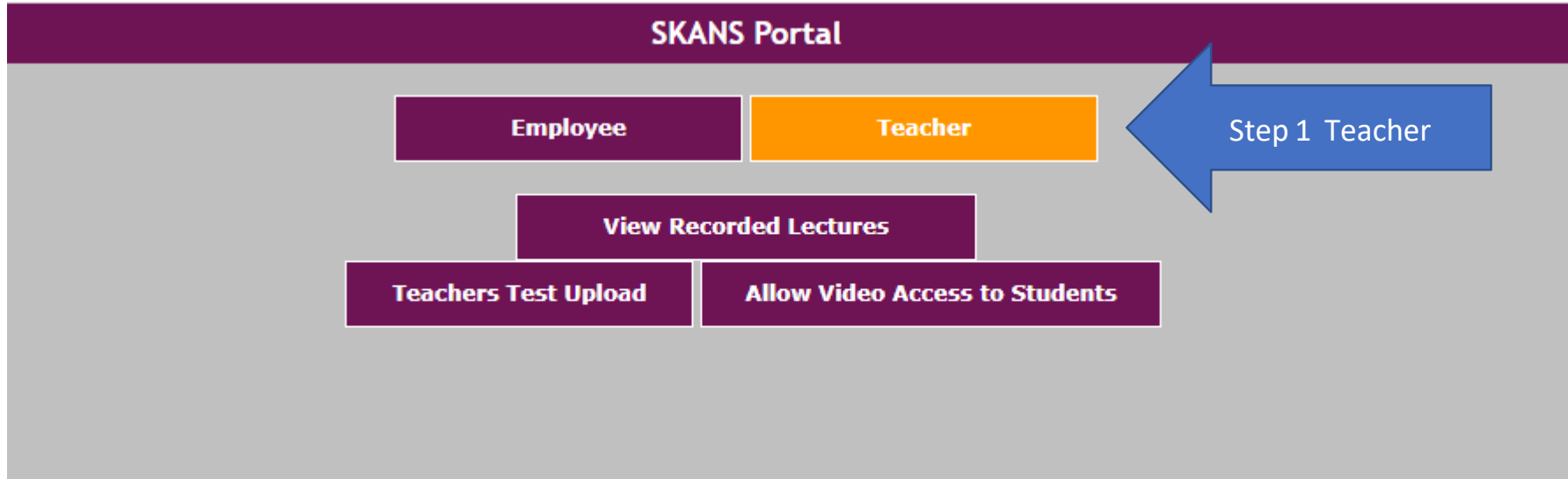
# Contents of R & D Framework-2021

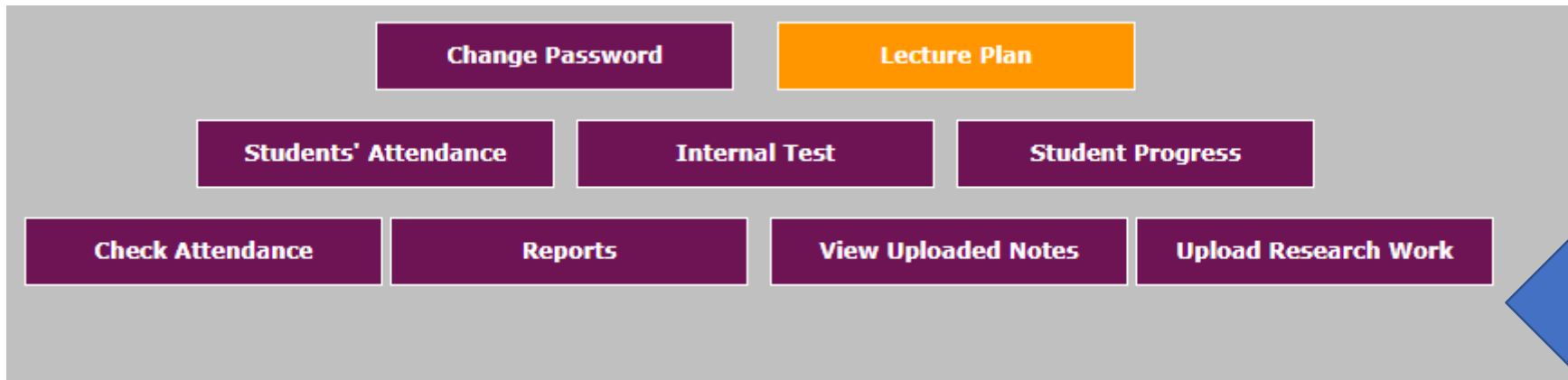
- A. SOP on Uploading Research Work of Manual Tests into the System by the **Faculty Members** .
- B. SOP on Uploading Research Work of Manual Tests into the System by the **Research Team**.
- C. SOP on How to prepare System Generated Manual Papers for the class Tests dated 10/4/2021( For In-Campus Classes)  
“Guidelines for **Manager Exams** and Relevant **faculty Members**”
- D. SOP on How to Retrieve the Answer of Manual Tests by relevant **Faculty Members**.
- E. SOP on How to Upload Online Manual Tests, Mid term and Mocks by relevant **Faculty Members**. (Applicable in High Extreme/ uncertain conditions like COVID)
- F. SOP on Downloading Online Manual Tests & Assignments by **Students**.
- G. SOP on Uploading Online Manual Tests & Assignments by **Students**.
- H. SOP on How relevant **Faculty Members** can download answer sheets?
- I. SOP on How relevant **Faculty Members** can upload checked test?
- J. SOP Uploading Research Work of Computer Based Tests into the System by relevant **Faculty Members**.
- K. Recommendations for IT solution.

**Part -A SOP on Uploading Research Work of Manual Tests into the System by the Faculty Members**  
**Dated: 9<sup>th</sup> March,2021**

It is consisted of the following:

1. Short SOPs of Manual Class Tests , Mid-Term and Final Mock-CAF-Level-2021
2. Nomination List and SLP Testing Codes (Ref Separate attachment)
3. Structured Lecture Plan –(SLP-2021) (Ref Separate attachment)
4. SKANS Model ITA Paper for Class Test (Ref Separate attachment)
5. SKANS Model ITA Paper for Mid-Term (Ref Separate attachment)
6. SKANS Model ITA paper for Final Mock(Ref Separate attachment)





**Research Work Upload**

Research Contribution

For:

Description:

**AUD**

- Test 1
- Test 2
- Test 3
- Test 4
- Test 5
- Test 6
- Test 7
- Test 8
- Test 9
- Test 10
- Test 11
- Test 12
- Test 13
- Test 14
- Test 15
- Test 16
- Test 17
- Test 18
- Test 19

Step 3 Select Test

**Research Work Upload**

Research Contribution

For:

Description:

- AUD**
- CA
- CMA
- F2
- F3
- F5
- FA1
- FA-1
- FA2
- FA-2
- FMA/F2
- I.B
- ITA
- MA1
- MA2
- P-5
- PO2
- T2
- TI7

Step 4 Select subject

Research Contribution

For:

Description:

**AUD**

No file chosen

Step 5 Chose files

Director research will instruct his staff to upload pooled data onto system-based SKANS Question-Bank Portal.

A system-generated weekly report will be extracted and shared

Quality of the questions will be determined under the

R&D framework-2021.



**Different types of Activities can be uploaded as a Research Contribution  
from the Faculty portal**

**List of Activities are as follows:**

- 1) Assignments Material
- 2) Mock Material
- 3) Online Class activity
- 4) Online Class Practice
- 5) Online Quiz
- 6) Online Class Content Material

# How Can upload Assignments Material ?

The screenshot shows a web browser window with the address bar displaying "58.65.172.36/F-7/Teacher/rnotes.aspx - Google Chrome". The page title is "Skans Library" and the main heading is "Research Work Upload". Below this, there is a section titled "Research Contribution". The form includes a "For:" dropdown menu with "Assignment 1" selected, a "Description:" text input field with the placeholder "Enter Notes Title here", a dropdown menu with "FA1" selected, a "Choose File" button with "No file chosen" text, and an "Upload" button. A large blue arrow points from the right side of the form to the "For:" dropdown menu. The arrow contains the text "Assignments Select 2".

# How Can upload Mock material ?

58.65.172.36/F-7/Teacher/rnotes.aspx - Google Chrome

Not secure | 58.65.172.36/F-7/Teacher/rnotes.aspx

Skans Library

**Research Work Upload**

*Research Contribution*

For: Mock

Description: Enter Notes Title here

FA1

Choose File No file chosen

Upload

3  
Select  
Mocks

# How Can upload Online Class Activity?

The screenshot shows a web browser window with the address bar displaying "58.65.172.36/F-7/Teacher/rnotes.aspx - Google Chrome". The page title is "Skans Library" and the main heading is "Research Work Upload". Below this, there is a section titled "Research Contribution" with a "For:" dropdown menu set to "Online Class Activity". A large blue arrow points to this dropdown menu. The arrow contains the text "4", "Select", "Online", "Class", and "Activity" stacked vertically. Below the "For:" dropdown, there is a "Description:" field with the placeholder text "Enter Notes Title here". Below the description field is another dropdown menu set to "FA1". Below that is a "Choose File" button with the text "No file chosen". At the bottom of the form is an "Upload" button.

# How Can upload Online Practice?

The screenshot shows a web browser window with the address bar displaying "58.65.172.36/F-7/Teacher/rnotes.aspx - Google Chrome". The page title is "Skans Library". The main heading is "Research Work Upload" in red. Below this, there is a section titled "Research Contribution". The "For:" dropdown menu is set to "Online Practice". The "Description:" field contains the text "Enter Notes Title here". Below the description field, there is a dropdown menu set to "FA1". A "Choose File" button is present, with the text "No file chosen" next to it. At the bottom of the form is an "Upload" button. A large blue arrow points from the right side of the form towards the "For:" dropdown menu, with the text "Practice Online Select 4" written vertically inside the arrow.

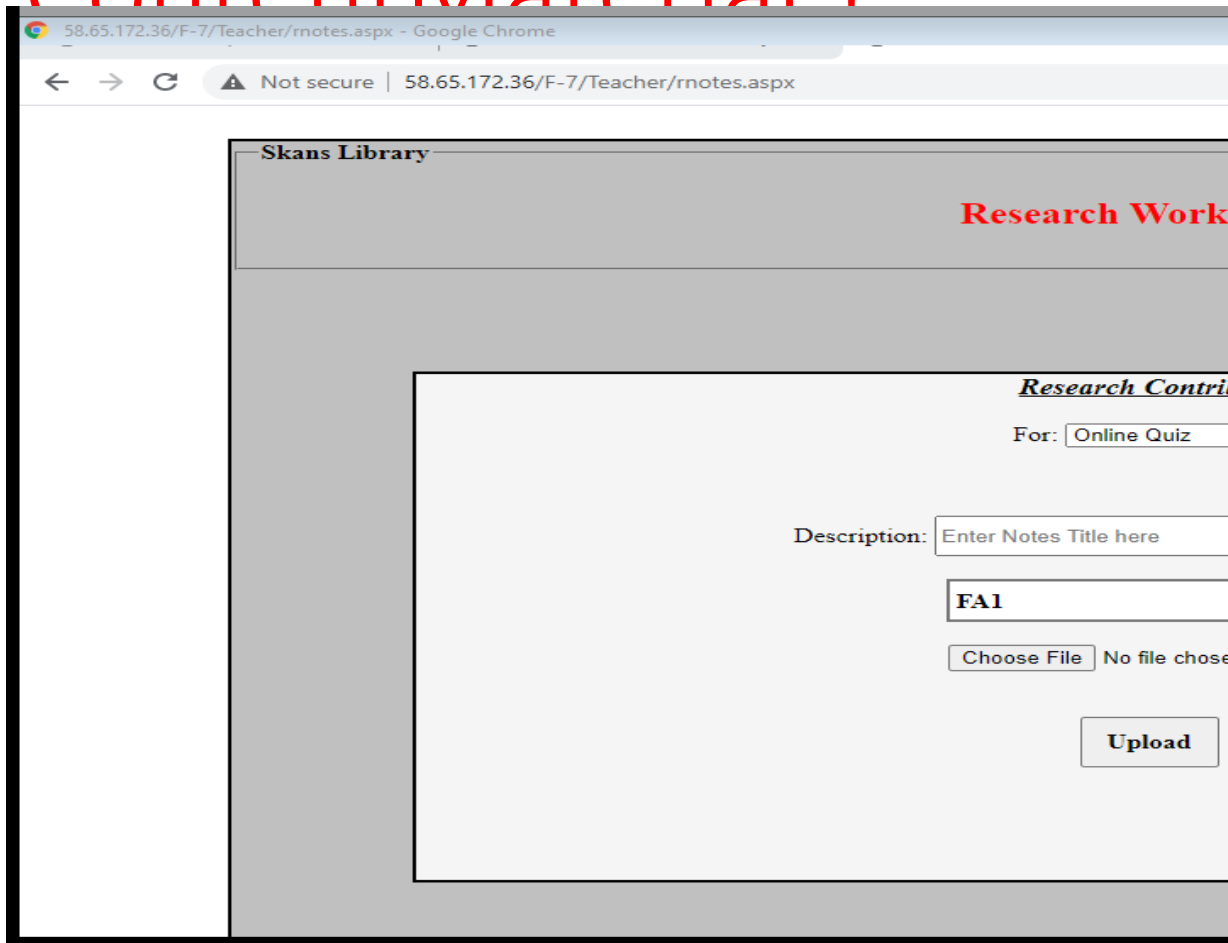
# How Can upload Manual online Quiz material?

The screenshot shows a web browser window with the address bar displaying "58.65.172.36/F-7/Teacher/rnotes.aspx - Google Chrome". The page title is "Skans Library". The main heading is "Research Work Upload" in red. Below this, there is a form titled "Research Contribution". The form contains the following elements:

- A "For:" dropdown menu with "Online Quiz" selected.
- A "Description:" text input field with the placeholder text "Enter Notes Title here".
- A dropdown menu with "FA1" selected.
- A "Choose File" button next to the text "No file chosen".
- An "Upload" button at the bottom.

A large blue arrow points from the right side of the form towards the "For:" dropdown menu. Inside the arrow, the text "5 Select Online Quiz" is written vertically.

# How Can Upload Manual Daily Class Content Material ?



## Instructions for Teachers :

- Provide test-wise question along with solution and marking scheme (1<sup>st</sup> Phase) 09–03-2021 starting date
- Provide assignments-wise question along with solution and marking scheme (2<sup>nd</sup> Phase)
- The questions must be in accordance with ICAP’s past-paper Autumn 2020.
- Model Paper of SKANS/ICAP. (ref: Separate attachment) must be strictly followed.
- Structured Lecture Plan (SLP-2021) and “Tests Codes” (ref Separate Attachment) must be strictly followed
- Class Test/mid-term and Final Mock MUST be in “WORD FORMAT” form.
- Please use **Red Color** when you make any changes including all or any of the below mentioned in any question.
  - a) A statement
  - b) A word
  - c) Amount
  - d) Requirement
  - e) Replication
  - f) Copy paste in word format
- Please use **Yellow Color** when you give the **Source** of the question reference ICAP paper or study text. e.g., **Source: Self Marks: 4 or Source ICAP Paper Aut-2020 Q#1 Marks: 10 or Source ICAP Study Text-2020 Q#1**



- Save file with the SLP Chapter Code e.g. ITA-Test MANUAL #1 (CH#1+2+3) –Official-Copy
- Use SKANS Model-Paper ITA Word Format as a template for all manual online Class Tests , Mid-term and Final Term .
- Two Separate Copies for each set needs to be prepared. For example; one set “Teacher Copy” alongwith the answers and Marking scheme.
- Other set name will be “Study Copy” only the Questions.

*Try to follow the max instructions if possible and where applicable.*

## **Part-B .**

# **SOP on Uploading Research Work of Manual Tests into the System by the **Research Team Dated: 28<sup>th</sup> March - 2021****

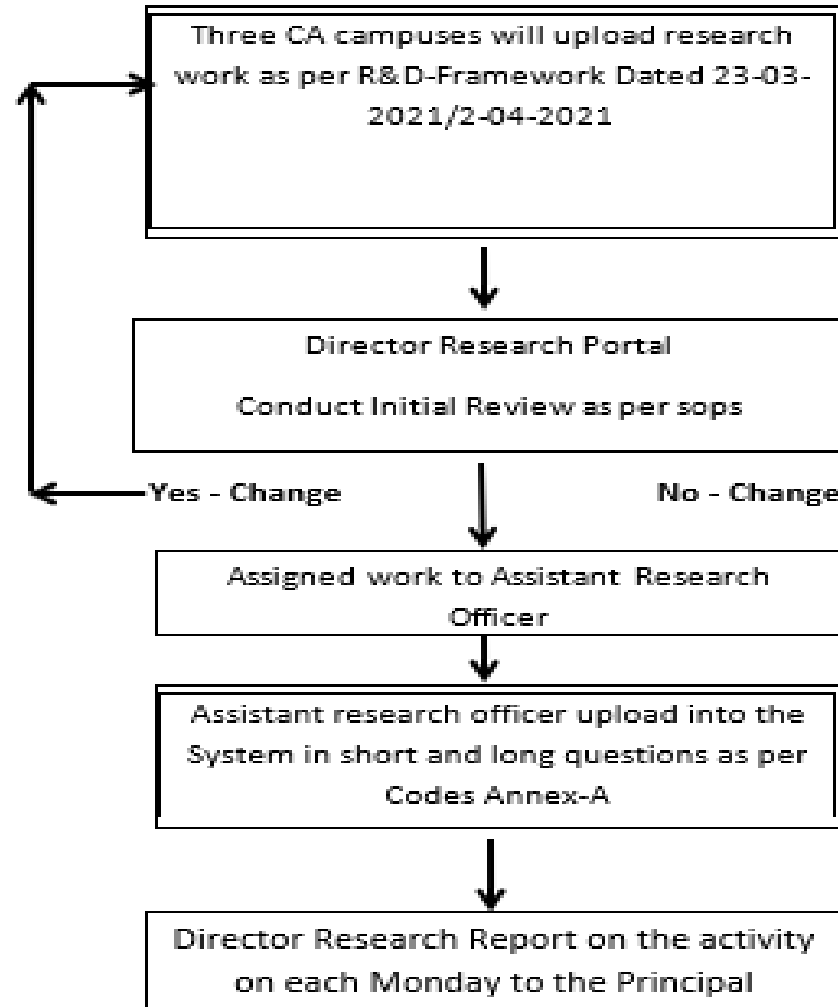
### **Objective:**

The primary purpose of this SOP is to define the path that how research work of manual tests can be uploaded into the system under the R&D framework -2021 for manual tests at CAF level issued, dated 9<sup>th</sup> march 2021. The Initial R&D Framework-2021 was issued from the office of director governance under the title of SKANS Question Bank (CAF).

### **• Benefits of this SOP:**

- This SOP will help to achieve the following objectives:
- Standardization Chapter-wise Coding
- Standardization Chapter-wise Coding based on the ICAP study text Edition-2021
- Effective implementation of SLP-Framework-2021 (issued dated 23-03-2021)
- Segregation of Manual Questions Flavor into different levels
- Helps to prepare system based Manual Tests/Mid-terms and Mocks
- Integrate the SLP -2021 with Manual Testing
- Independent preparation of manual Papers, Tests at fraction through System
- Helps in Symmetry of uploading manual Tests etc.
- Helps in Centralization of manual Testing



How to Upload Research Work for Manual Tests (short and long question)

Skans E-Library

## Research Work

User Name: Password: Assigned To: 

View	FileType	ID	Teachers	Subjects	Description	Date	Name	AssignedTo	AssignTimeStamp	Status	StatusTime
<a href="#">View Book</a>	.xlsx	39242	Asif Ali Khan	CMA	CMA	3/24/2021 9:41:57 AM	Research Work	Zartashia Saghir	3/26/2021 7:35:51 AM		<a href="#">U</a>
<a href="#">View Book</a>	.xlsx	39241	Asif Ali Khan	CMA	CMA	3/24/2021 9:41:31 AM	Research Work	Zartashia Saghir	3/26/2021 7:35:47 AM		<a href="#">U</a>
<a href="#">View Book</a>	.pptx	39238	Asif Ali Khan	CMA	Ore limited	3/16/2021 3:46:15 PM	Research Work	Zartashia Saghir	3/24/2021 7:39:45 AM		<a href="#">U</a>
<a href="#">View Book</a>	.xlsx	39237	Asif Ali Khan	CMA	Corex	3/16/2021 3:35:20 PM	Research Work	Zartashia Saghir	3/24/2021 7:39:48 AM		<a href="#">U</a>
<a href="#">View Book</a>	.pdf	25743	Joudat Ali	CMA	CVP analysis	6/9/2020 5:10:54 PM	Research Work				<a href="#">U</a>
<a href="#">View Book</a>	.pdf	25736	Joudat Ali	CMA	CVP analysis	6/9/2020 5:00:14 PM	Research Work				<a href="#">U</a>

Activate Windows

ITTA Short Question SetNo L4 Marks 6

ITTA Short Question 4 Load Load Sets

Update Question Show Answer Advice

Load QID 1 of 1 81165

Answer Save Source Shuja Ali Khan

	Naseer sets up a trading business, buying and selling goods.	
	Record the following transactions which, occurred during his first month of trading (July 2013) in the relevant ledger accounts.	
		<b>Amount in Rs.</b>
1	Naseer introduced into the business by paying money into a business bank account.	500,000
2	The business bought a motor van and payment was made by cheque.	60,000
3	The business bought some inventory paying by cheque.	30,000
4	The entire inventory purchased (transaction 3) was sold in cash.	50,000
5	More inventory was purchased on credit.	100,000
6	50% of the inventory purchased in transaction 5 was sold. All these sales were on credit.	80,000
7	A payment was made to a supplier for some of the purchases.	30,000
8	A payment was received from a customer for some of the sales on credit.	40,000
9	Naseer drew from the bank account for his personal use.	10,000
10	Naseer paid for diesel for the motor van using a business cheque	2,000
11	The business paid by cheque for the premium on an insurance policy.	15,000
12	The business received a bank loan, repayable in two years.	100,000
<b>Required:</b>		
a)	Pass necessary journal entries.	

Code ICAP STUDY TEXT PAGE 117 (DUPLICATE WITH DIFFERENT REQUIREMENT)

Turn On Exam Maker

ExamID TeacherName Paper Batch BatchID Session

Add Question to Exam Load

Save for future use Show Reports label Q.No 1

Update Update Existing Exam Export to Word 3/29/2021 03:16 PM

Activate Windows  
Go to Settings to activate Windows.

**Annexure-A**

S. No	Particulars	Low Pitch Codes	ICAP-Original -Codes	High Pitch Codes
CAF-1	ITA	1001-1013	2001-2013	3001-3013
CAF-2	IEF	1001-1015	2001-2015	3001-3015
CAF-3	BL	1001-1016	2001-2016	3001-3016
CAF-4	BMBS	1001-1011	2001-2011	3001-3011
CAF-5	FAR1	1001-1011	2001-2011	3001-3011
CAF-6	Principles of Taxation	1001-1019	2001-2019	3001-3019
CAF-7	FAR2	1001-1015	2001-2015	3001-3015
CAF-8	CMA	1001-1018	2001-2018	3001-3018
CAF-9	Audit & Assurance	1001-1015	2001-2015	3001-3015

**Criteria for Short and Long Question:**

S. No	Particulars	MCQS	Short-question	Long-questions
CAF-1	ITA	On Avg 9 MCQS, Marks: 1-2	3 questions, Marks: 6-8	4 questions, Marks: 15-20
CAF-2	IEF	15 MCQS, Marks: 1 each	4 questions, Marks:6-12	7 questions, Marks: 10-11
CAF-3	BL	30 MCQS, Marks: 1 each	10 Questions, Marks: 4-16	
CAF-4	BMBS	-	10 Questions, Marks: 6-15	
CAF-5	FAR1	8 MCQS, Marks: 1-2	3 questions, Marks: 6-8	4 questions, Marks: 14-20
CAF-6	Principles of Taxation	-	8 Questions, Marks: 6-19	
CAF-7	FAR2	On Avg 8 MCQS, Marks: 1-2	4 questions, Marks: 3-8	4 questions, Marks: 14-20
CAF-8	CMA	-	7 Questions, Marks: 4-25	



CAF-9

Audit & Assurance

-

10 Questions, Marks: 6-18

**Part -C SOP on How to prepare System Generated Manual Papers for the class Tests dated 10/4/2021( For In-Campus Classes)**  
**“Guidelines for **Manager Exams** and Relevant **faculty Members**”**

**How to prepare Tests, Mid term and Mock from Q bank CAF Application**

Open Q Bank CAF Application

Enter:  
Connection Type: RAR Internet  
Teacher Name: Zartashia Saghir  
Password: \*\*\*\*\*



**For MCQs TYPE Question : Havdo fill the tabs in sequence**

The screenshot shows a software interface for entering a question. Four blue arrows with numbers 1 through 4 point to the following elements: 1. The Subject dropdown menu (set to 'ITA'). 2. The Question Type dropdown menu (set to 'RadioButton'). 3. The Set Number dropdown menu (set to 'A1'). 4. The 'Load' button. The interface also shows a 'Marks' field set to '2', a 'Chapter Title' dropdown, a 'Load QID' button, and a 'Save' button. The question text is partially visible: 'Which of the following best explains why employees are interested in the financial statements of'.

1. Select Subject e.g. ITA
2. Select type of Question e.g. MCQ Radio Button
3. Enter Set Number e.g. Code A1
4. Load

This screenshot shows the same interface as above, but with the question text and options fully visible. The question is: 'Which of the following best explains why employees are interested in the financial statements of their employer?'. The options are: (a) To compare the business with its competitors in order to decide whether to seek employment with one of those competitors. (b) To assess the effect of the business on the local economy, community and environment. (c) To assess whether the business will continue into the foreseeable future. (d) To assess the profitability of the business in order to decide whether to invest in it.

Have to fill the tabs in sequence.

The screenshot shows a software interface for creating an exam. At the top, a header reads "ITA Test 1 Batch 3 Zartashia Saghir FB-CA - Mar 2021 Total Marks 100 Pass Marks 50 Duration 3". Below this is a large empty text area. At the bottom, there is a control panel with several buttons and input fields. Blue arrows with numbers 5 through 11 point to specific elements: 5 points to the "Turn Off Exam Maker" button; 6 points to the "Load" button; 7 points to the "ExamID" field; 8 points to the "TeacherName" field; 9 points to the "Paper" field; 10 points to the "Batch" field; 11 points to the "Add Question to Exam" button.

5. Turn on Exam.
6. Select Subject.
7. Total Marks.
8. Passing Marks.
9. Duration.
10. Test Number.
11. Add question to Exam

**For Short TYPE Question : Have to fill the tabs in sequence**



ITTA Short Question SetNo L4 Marks 6  
 ITTA Short Question 4 Load Load Sets  
 Answer {rtf1}ansi\ansicpg1252(def0) Save  
 Update Question Show Answer Advice  
 Load QID 1 of 1 81165  
 Source Shuja Ali Khan

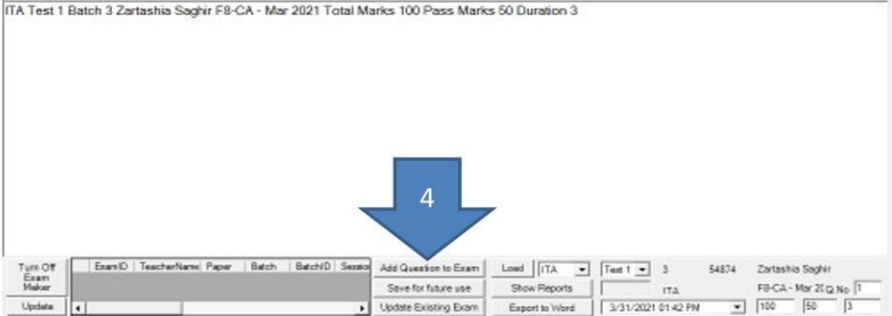
1. Select type of Question e.g. Short Question
2. Enter Set Number e.g. Code L4
3. Load



	Amount in Rs.
Naseer sets up a trading business, buying and selling goods. Record the following transactions which, occurred during his first month of trading (July 2013) in the relevant ledger accounts.	
<b>1</b> Naseer introduced into the business by paying money into a business bank account.	500,000
<b>2</b> The business bought a motor van and payment was made by cheque.	60,000
<b>3</b> The business bought some inventory, paying by cheque.	30,000
<b>4</b> The entire inventory purchased (transaction 3) was sold in cash.	50,000
<b>5</b> More inventory was purchased on credit.	100,000
<b>6</b> 50% of the inventory purchased in transaction 5 was sold. All these sales were on credit.	80,000
<b>7</b> A payment was made to a supplier for some of the purchases.	30,000
<b>8</b> A payment was received from a customer for some of the sales on credit.	40,000
<b>9</b> Naseer drew from the bank account for his personal use.	10,000
<b>10</b> Naseer paid for diesel for the motor van using a business cheque	2,000
<b>11</b> The business paid by cheque for the premium on an insurance policy.	15,000
<b>12</b> The business received a bank loan, repayable in two years.	100,000
<b>Required:</b>	
<b>a)</b> Pass necessary journal entries.	

Have to fill the tabs in sequence.

ITA Test 1 Batch 3 Zartashia Saghir FB-CA - Mar 2021 Total Marks 100 Pass Marks 50 Duration 3



4

Turn Off Exam Maker Update

ExamID TeacherName Paper Batch BatchID Session Add Question to Exam Save for future use Update Existing Exam Load ITA Show Reports Export to Word

ITA Test 1 3 54874 Zartashia Saghir FB-CA - Mar 21 No 1 3/31/2021 01:42 PM 100 50 3

4. Add question to Exam-----short question will be added (repeat the process for if you want to add more short questions in manual tests)

**For Long TYPE Question : Hav~~o~~ fill the tabs in sequence**



ITA Long Question SetNo L4 Marks 20 Chapter Title Introduction to business ar  
 ITA Long Question 4 Load Load Sets 1. Introduction to business ar  
 2. Financial Reporting  
 3. The accounting equation  
 Update Question Show Answer Advice  
 Load QID 1 of 3 81122  
 Answer Save Source Shuja Ali Khan

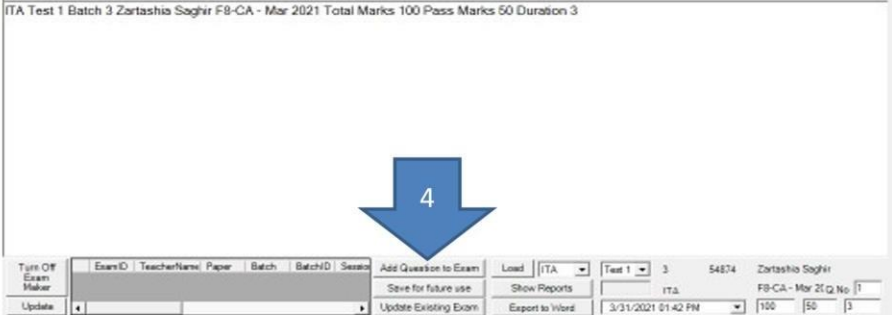
1. Select type of Question e.g. Long Question
2. Enter Set Number e.g. Code L4
3. Load



	Amount in Rhs.
Naseer sets up a trading business, buying and selling goods. Record the following transactions which, occurred during his first month of trading (July 2013) in the relevant ledger accounts.	
<b>1</b> Naseer introduced into the business by paying money into a business bank account.	500,000
<b>2</b> The business bought a motor van and payment was made by cheque.	60,000
<b>3</b> The business bought some inventory, paying by cheque.	30,000
<b>4</b> The entire inventory purchased (transaction 3) was sold in cash.	50,000
<b>5</b> More inventory was purchased on credit.	100,000
<b>6</b> Some of the inventory purchased in transaction 5 was sold. All these sales were on credit.	90,000
<b>7</b> A payment was made to a supplier for some of the purchases.	30,000
<b>8</b> A payment was received from a customer for some of the sales on credit.	40,000
<b>9</b> Naseer drew from the bank account for his personal use.	10,000
<b>10</b> Naseer paid for diesel for the motor van using a business cheque.	2,000
<b>11</b> The business paid by cheque for the premium on an insurance policy.	15,000
<b>12</b> The business received a bank loan, repayable in two years.	100,000
<b>Required:</b>	
a) Pass necessary journal entries.	
b) Post all transactions to ledger accounts.	
c) Close off each account and extract a trial balance.	
d) Prepare a statement of comprehensive income and a statement of financial position. (Assume that Naseer has closing inventory).	50,000

Have to fill the tabs in sequence.

ITA Test 1 Batch 3 Zartashia Saghir FB-CA - Mar 2021 Total Marks 100 Pass Marks 50 Duration 3



Type Of Exam	ExamID	TeacherName	Paper	Batch	BatchID	Session	Add Question to Exam	Load	ITA	Test 1	3	54874	Zartashia Saghir
							Save for future use	Show Reports		ITA	FB-CA - Mar 21	No	1
Update							Update Existing Exam	Export to Word	3/31/2021 01:42 PM		100	50	3

4. Add question to Exam-----Long question will be added (repeat the process for if you want to add more short questions in manual tests)



After filling the above mention tabs , question is entered in paper in the given way MCQs +Short and long Questions : **Repeat this process depends on how many MCQs +Short and long Questions you want to add in your paper. You can Add number of MCQs +Short and long Questions into the Manual Tests , Mid-term and Mocks**

IT A | Redo Button | Save | AT | Marks | 2 | Chapter 14 | 1. Introduction of SOG process | 2. Finance Reporting | 3. The accounting equation | Level: GD | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | Zareeha Saghir | 62706

Which of the following best explains why employees are interested in the financial statements of their employer?

(a) To compare the business with its competitors in order to decide whether to seek employment with one of those competitors.

(b) To assess the effect of the business on the local economy, community and environment.

(c) To assess whether the business will continue into the foreseeable future.

(d) To assess the profitability of the business in order to decide whether to invest in it.

IT A Test 1 Batch 3 Zareeha Saghir FR-CA - Mar 2021 Total Marks: 100 Pass Marks: 50 Duration: 0

Question No. 1  
Which of the following best explains why employees are interested in the financial statements of their employer?

(a) To compare the business with its competitors in order to decide whether to seek employment with one of those competitors.

(b) To assess the effect of the business on the local economy, community and environment.

(c) To assess whether the business will continue into the foreseeable future.

(d) To assess the profitability of the business in order to decide whether to invest in it.

Type Of Exam	Exam ID	Teacher Name	Paper	Batch	Batch ID	Exam	Add Question to Exam	Load	IT A	Test 1	3	54674	Zareeha Saghir	FR-CA - Mar 21 Q No	2
Update							Update Existing Exam	Show Record	IT A						
							Export to Word			3/31/2021 01:42 PM				102	51

12. Export to Word

12

**By exporting the paper in word we get the paper in MS word format as annexure –A Full System-Based-ITA Paper.**

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ITA Test 1 Batch 5 Shuja Ali Khan F8-CA - Mar 2019 Total Marks 100 Pass Marks 50 Duration 3

Question No. 1

Which of the following best explains why employees are interested in the financial statements of their employer?

- (a) To compare the business with its competitors in order to decide whether to seek employment with one of those competitors.
- (b) To assess the effect of the business on the local economy, community and environment.
- (c) To assess whether the business will continue into the foreseeable future.
- (d) To assess the profitability of the business in order to decide whether to invest in it.

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Question No. 2

Which of the following statements are true?

- 1. Accounting can be described as the recording and summarizing of transactions
- 2. Financial accounting describes the production of a statement of financial position and Statement of Profit or Loss for internal use

- (a) 1 only
- (b) 2 only
- (c) 1 and 2 both
- (d) Neither 1 nor 2

Question No. 3



**Certificate in Accounting and Finance Stage Examination**

3 hours – 100 marks

Additional reading time – 15 minutes

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**Introduction to Accounting**

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Instructions to examinees:

(i) Answer all **Eight** questions.

(ii) Answer in **black pen** only.

(iii) Multiple Choice Questions must be answered in answer script only.

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**Section A**

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**Section B**

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## Annexure A

### System-Based-Full Paper-ITA

ITA Test 1 Batch 10 Shuja Ali Khan FS-CA - Sep 2019 Total Marks 100 Pass Marks 50  
Duration 3

Question No. 1

Which of the following best explains why employees are interested in the financial statements of their employer?

- (a) To compare the business with its competitors in order to decide whether to seek employment with one of those competitors.
- (b) To assess the effect of the business on the local economy, community and environment.
- (c) To assess whether the business will continue into the foreseeable future.
- (d) To assess the profitability of the business in order to decide whether to invest in it.

Question No. 2

Which of the following statements are true?

- 1. Accounting can be described as the recording and summarizing of transactions
- 2. Financial accounting describes the production of a statement of financial position and Statement of Profit or Loss for internal use

- (a) 1 only
- (b) 2 only
- (c) 1 and 2 both
- (d) Neither 1 nor 2

Question No. 3

Which of the following explains why lenders are interested in financial statements of a business?

- (a) Lenders need information about financial stability of business
- (b) Lenders need information about profitability of business
- (c) Lenders want to assess the employer's capacity to pay interest and repay loan on time
- (d) All of the above

Question No. 4

Which of the following business entity is a "legal person" in the eye of law?

- (a) Sole trader

- (b) Company  
 (c) Partnership  
 (d) All of the above

Question No. 5

Which of the following is not a feature of partnership business?

- (a) There must be an association of two or more persons  
 (b) Liability of partners towards unpaid debts of partnership is unlimited  
 (c) Partners can make drawings  
 (d) Profits of the business belong to one partner only

Question No. 6

Naseer sets up a trading business, buying and selling goods. Record the following transactions which, occurred during his first month of trading (July 2023) in the relevant ledger accounts.		Amount in Rxs.
1	Naseer introduced into the business by paying money into a business bank account.	500,000
2	The business bought a motor van and payment was made by cheque.	60,000
3	The business bought some <u>joint stock shares</u> by cheque.	30,000
4	The entire inventory purchased (transaction 3) was sold in cash.	50,000
5	More inventory was <u>purchased on credit</u> .	200,000
6	50% of the inventory purchased in transaction 5 was <u>sold</u> . All these sales were on credit.	80,000
7	A <u>payment</u> was made to a supplier for some of the purchases.	30,000
8	A payment was received from a customer for some of the sales on credit.	40,000
9	Naseer <u>draws</u> from the bank account for his personal use.	50,000
10	Naseer paid for diesel for the motor van using a business cheque	2,000
11	The business <u>paid by cheque</u> for the premium on an insurance policy.	15,000
12	The business received a bank <u>loan</u> , repayable in two years.	300,000

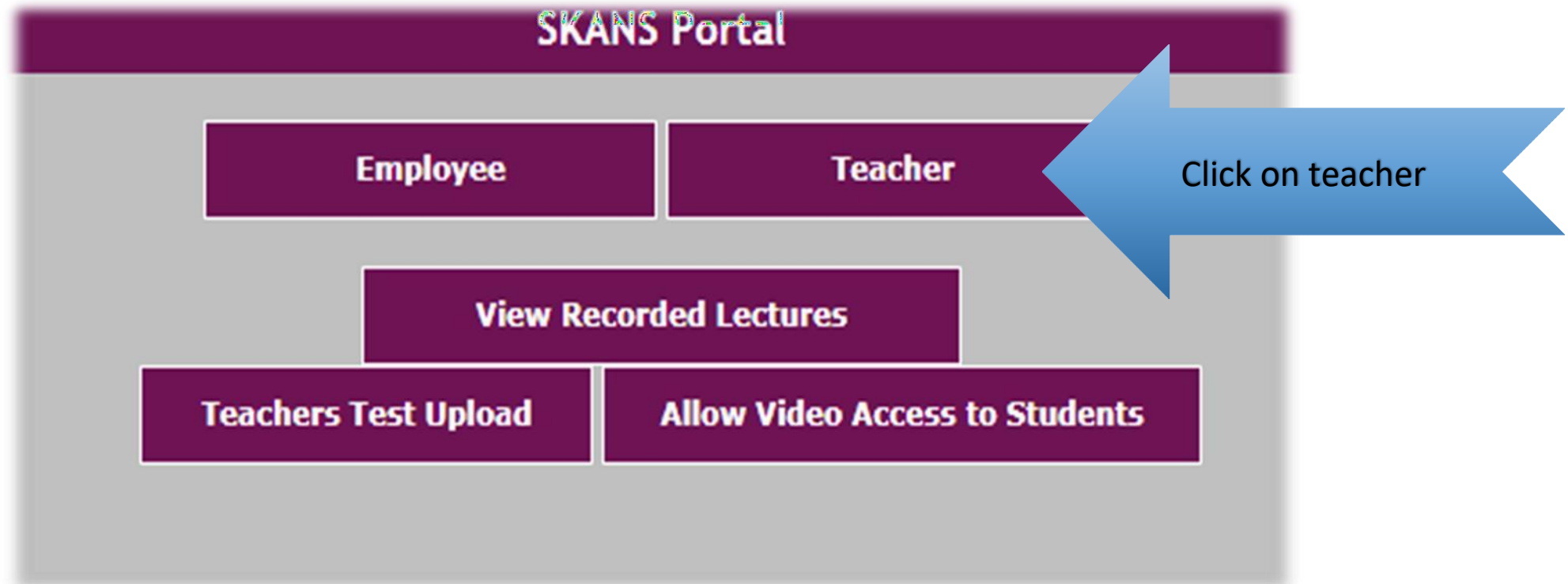
Required:

- a) Pass necessary journal entries.

Question No. 7

		Amount in Rands
	Naseer sets up a trading business, buying and selling goods. Record the following transactions which, occurred during his first month of trading (July 2023) in the relevant ledger accounts.	
1.	Naseer introduced into the business by paying money into a business bank account.	500,000
2.	The business bought a motor van and payment was made by cheque.	60,000
3.	The business bought some <del>inventory</del> <del>supplies</del> by cheque.	30,000
4.	The entire inventory purchased (transaction 3) was sold in cash.	50,000
5.	More inventory was <del>purchased on credit</del> .	200,000
6.	50% of the inventory purchased in transaction 5 was <del>sold</del> . All these sales were on credit.	50,000
7.	A <del>payment</del> <del>was</del> made to a supplier for some of the purchases.	30,000
8.	A payment was received from a customer for some of the sales on credit.	40,000
9.	Naseer <del>draws</del> <del>from</del> the bank account for his personal use.	20,000
10.	Naseer paid for diesel for the motor van using a business cheque.	2,000
11.	The business <del>paid</del> <del>by</del> cheque for the premium on an insurance policy.	15,000
12.	The business received a bank <del>loan</del> repayable in two years.	100,000
Required:		
a)	Post necessary journal entries.	
b)	Post all transactions to ledger accounts.	
c)	Close off each account and extract a trial balance.	
d)	Prepare a statement of comprehensive income and a statement of financial position. (Assume that Naseer has closing inventory).	50,000

**Part D: SOP on How to Retrieve the Answer of Manual Tests by relevant Faculty Members**







**Teacher Login**

Teacher

Password

Login

Enter your user name  
& password to the  
search box

Click Login

Teacher Form

612 : Raees Khan F8

Change Password

Lecture Plan

Students' Attendance

Internal Test

Student Progress

Check Attendance

Reports

View Uploaded Notes

F8 Campus Biometric Class In-Out

Upload Research Work

Click on Reports  
Click on Reports



<b>Faculty Reports</b>					
Attendance Aggregate	Attendance Remarks	Batch Monthly Attendance	CAF Manual Exam Paper - Answers	CBE Results and Attendance	CBE Test Attempts
Employee SignIn - SignOut	Lecture Plan - Excel Format	Lecture Plan PER	QBank Statistics	Results Profile - Batchwise	Session Continuation with Previous Results
Staff Attendance - Individual	Sid Prog Rpt Inputs	Students Leave Requests	Students Missing Attendance	Students Monthly Atnd - No of Days	Students Monthly Attendance
Students Subject Atnd	Students Test Results	Teachers TimeIn-TimeOut	Test Comparison	Test Schedule - LP	Test-Mock Reveiw
Time Table	Unmarked Lecture Markings	User List			



**Enter Values**

Enter Paper:

Enter Batch:

Enter Session:

Enter TestNo:

OK



39312 (2).pdf



39312 (1).pdf

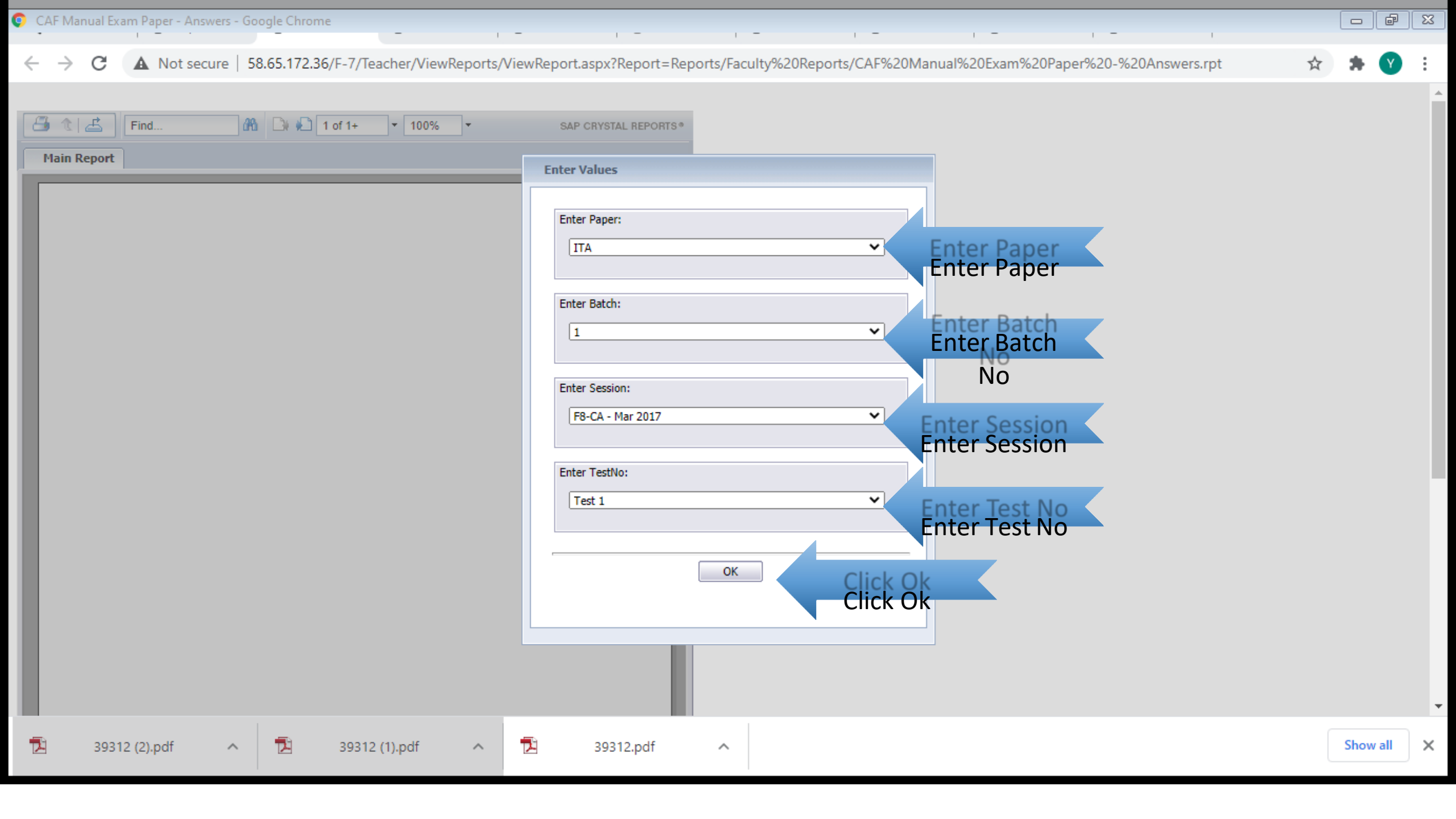


39312.pdf



Show all





**Enter Values**

Enter Paper:  
ITA

Enter Batch:  
1

Enter Session:  
FB-CA - Mar 2017

Enter TestNo:  
Test 1

OK

Enter Paper  
Enter Paper

Enter Batch  
Enter Batch  
No

Enter Session  
Enter Session

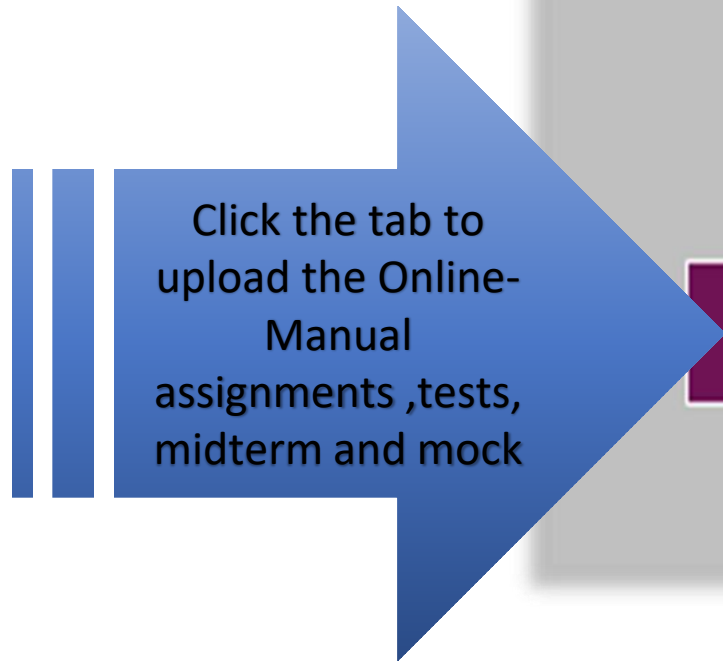
Enter Test No  
Enter Test No

Click Ok  
Click Ok

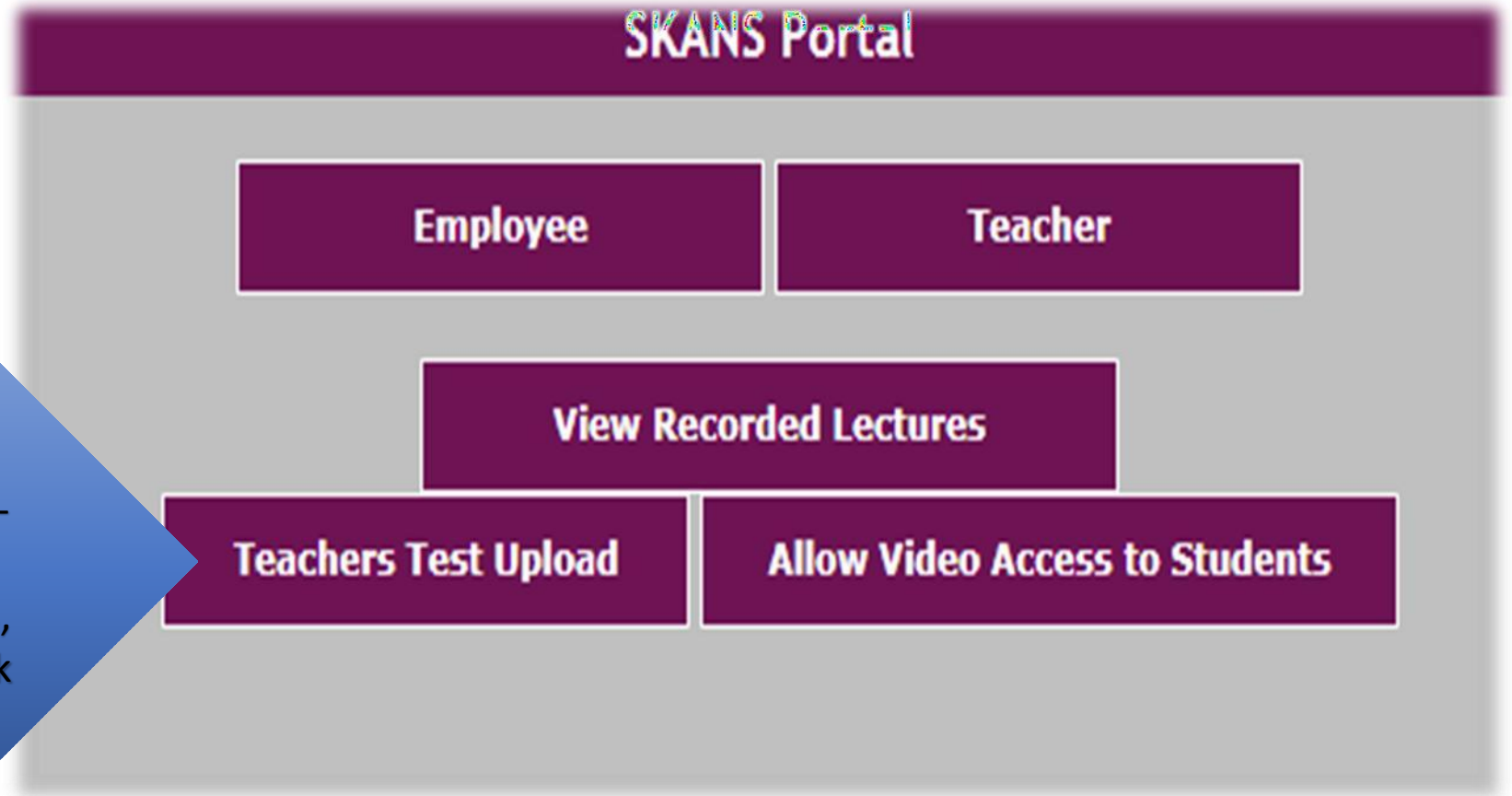


**Part E: SOP on How to Upload Online Manual Tests, Mid term and Mocks by relevant **Faculty Members**.**  
(Applicable in High Extreme/ uncertain conditions like COVID)





Click the tab to  
upload the Online-  
Manual  
assignments ,tests,  
midterm and mock





## Skans Portal

Enter Username Here

Enter Password Here

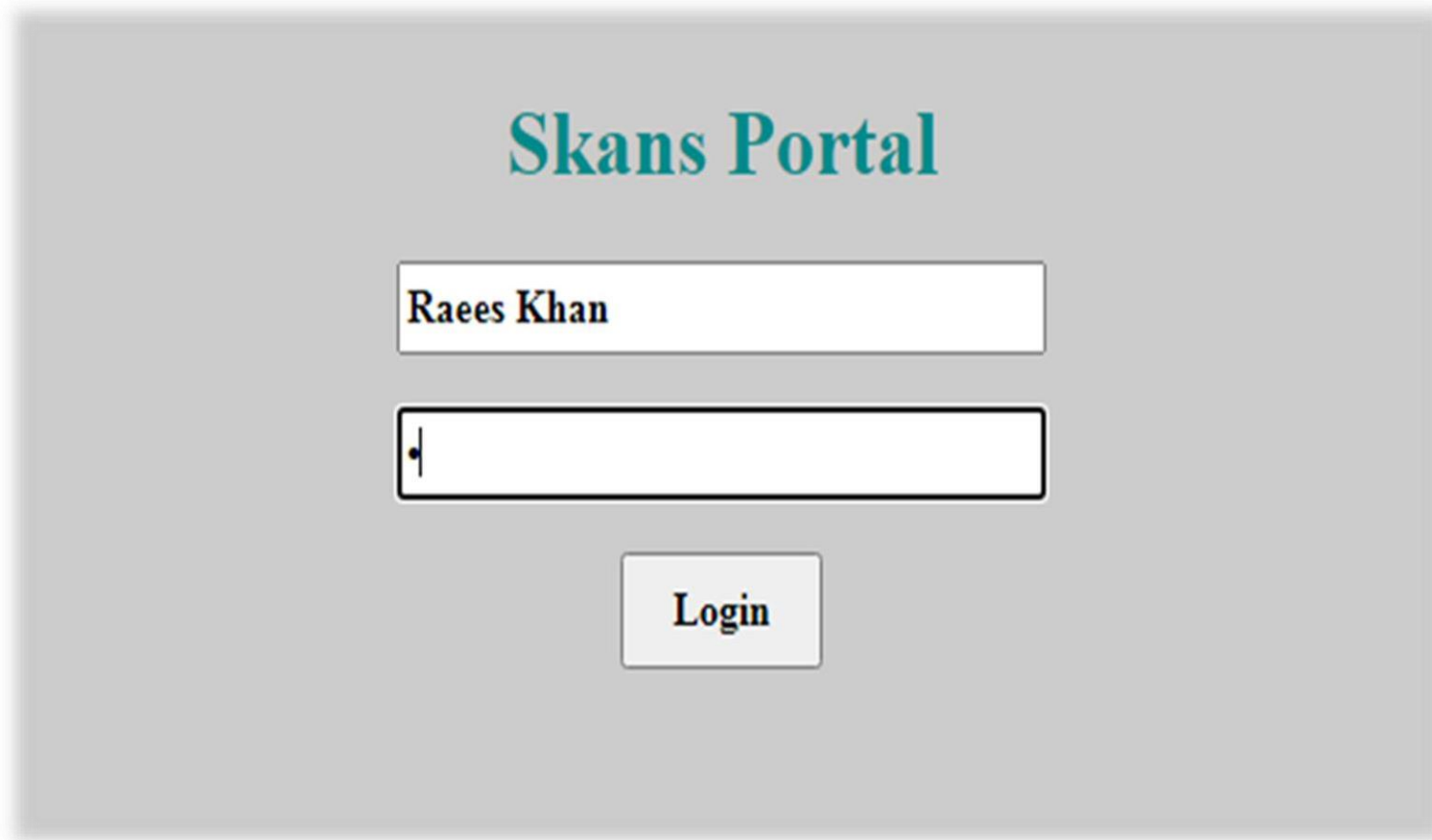
Login

Click login

Enter your user name  
& password to the  
search box



# TUTORIAL OF LOGIN



The image shows a screenshot of the Skans Portal login interface. At the top, the text "Skans Portal" is displayed in a teal, serif font. Below this, there are two input fields. The first field contains the text "Raees Khan". The second field is empty and contains a small cursor icon. Below the input fields is a button labeled "Login".

Skans Portal

Raees Khan

Login



Teachers enter the data related to their respective batch session, classes, and press the load button

Raees Khan ▾

Session: F8-CA - Sep 2021 ▾

Class: IEF ▾

Batch: 1 ▾

Load

Test No: Test 1 ▾

MM/DD/YYYY hh:mm AM/PM

Test Date & Time: 04/02/2021 08:13 AM

Add Date

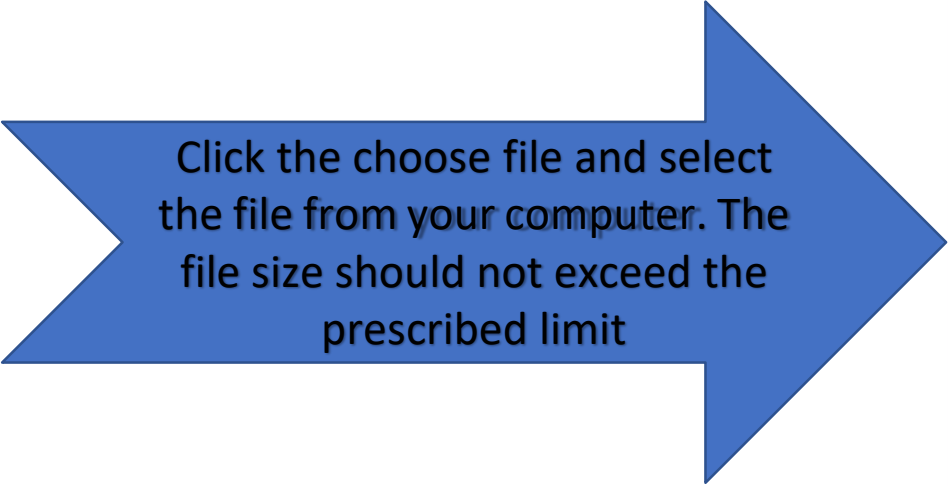
Select test no and add date & time by clicking the button

The dropdown list of students names appears on the screen, check /uncheck all the students.

Uncheck All

Select	VSr	StdName
<input checked="" type="checkbox"/>	360867	Abdul Basit
<input checked="" type="checkbox"/>	377878	Fazeel Haider
<input checked="" type="checkbox"/>	360577	Hafsa tariq
<input checked="" type="checkbox"/>	360806	Hassan Khan
<input checked="" type="checkbox"/>	243624	Khawaja Afaq Ahmed
<input checked="" type="checkbox"/>	237412	Muhammad abdul ahad
<input checked="" type="checkbox"/>	360724	MUHAMMAD ABDULLAH
<input checked="" type="checkbox"/>	360821	Muhammad Saad
<input checked="" type="checkbox"/>	338414	Muhammad Yousaf

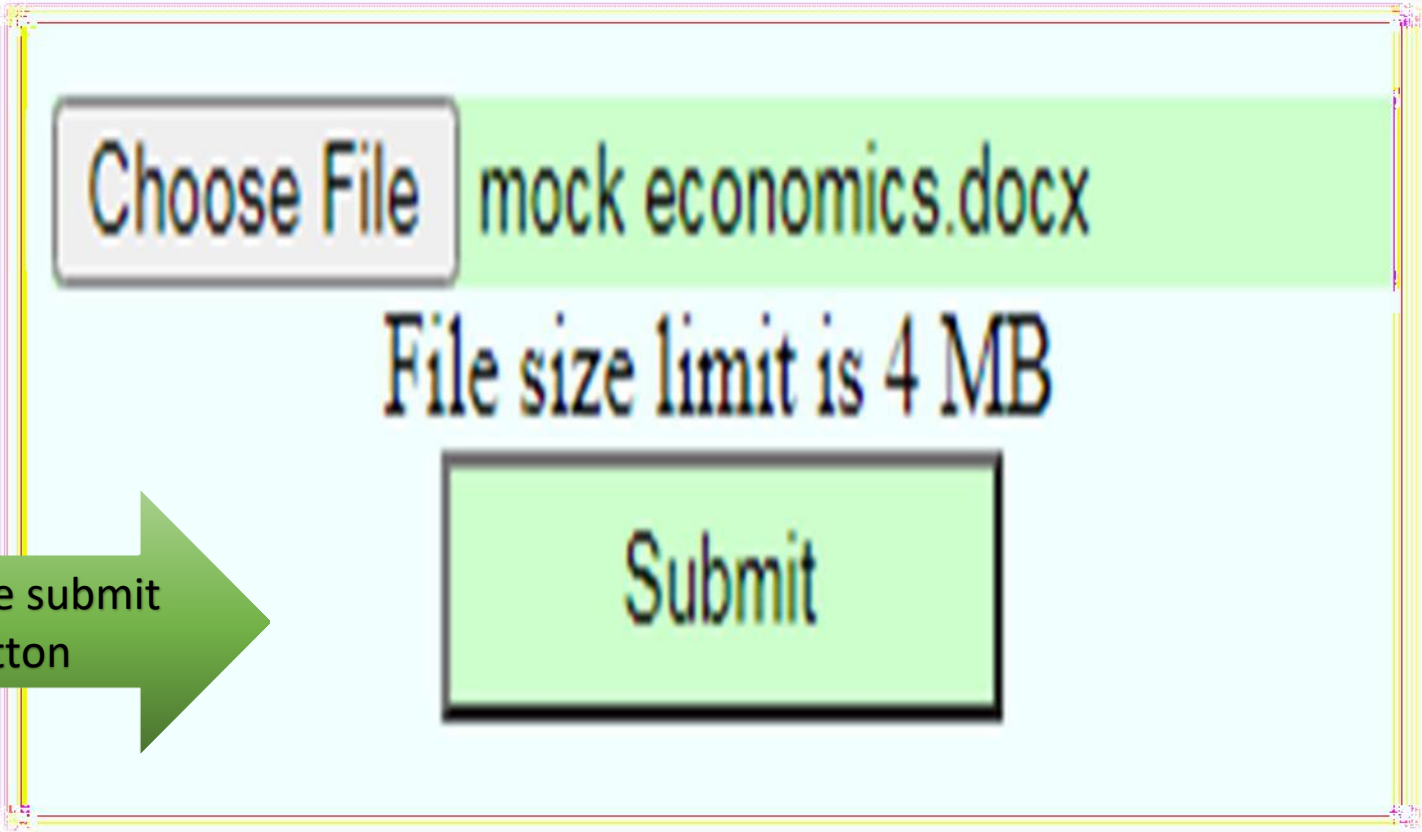




Click the choose file and select the file from your computer. The file size should not exceed the prescribed limit



Click the submit button



Choose File mock economics.docx

File size limit is 4 MB

Submit



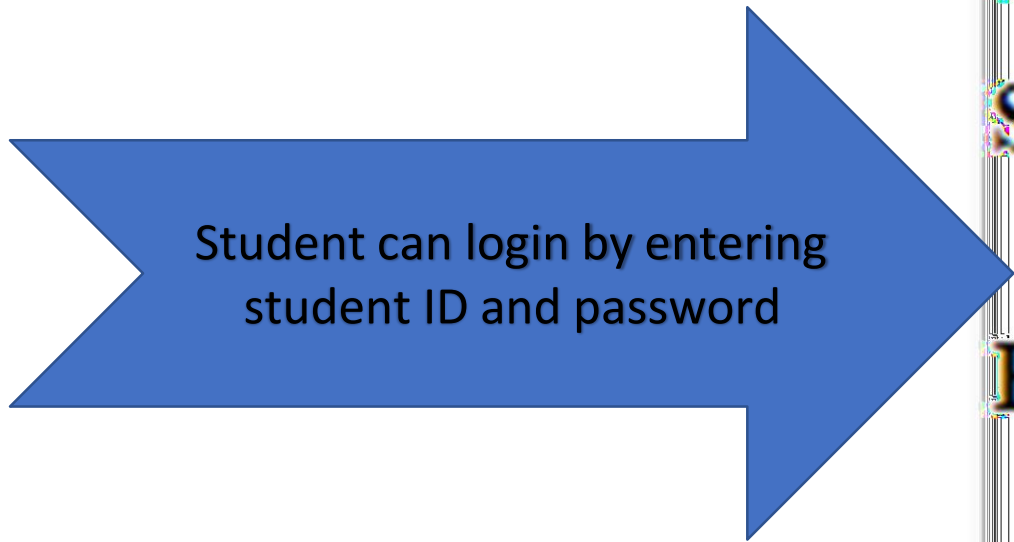
# Part F: SOP on Downloading Online Manual Tests & Assignments by **Students.**



# Go to [www. Skans.pk](http://www.skans.pk) STUDENT PORTAL

The image shows a screenshot of the SKANS School of Accountancy website. At the top, there is a navigation bar with links for Certificates, Skans Network, Skans Login, Teacher's Evaluation, Apply Online, Skans Jobs, MS Team Tutorial, and Online CBE Practice. Below this is the SKANS School of Accountancy logo and a secondary navigation bar with links for Home, Faculty, Schools, Calendars, CBE Dates, Noticeboard, and More. The main banner features the SKANS logo and the text "A Step for a new Future--- NEW CAMPUS IN SATELLITE TOWN Rawalpindi" with the website URL www.skans.pk. Below the banner, there is a section for "ADMISSION OPEN" with a list of eligibility criteria: Matric, Intermediate, and Graduation. At the bottom, there are three colored boxes: a brown box with "CA-PAK", a green box with "ACCA-UK", and a pink box with the phone number "0323 5544912". A large red arrow points from the bottom towards the "Skans Login" link in the navigation bar, with the text "Click here Skans Login" written vertically inside the arrow.





Student can login by entering student ID and password

## Student Login

**Student ID:**

**Password:**







SKANS ACCOUNTANCY SCHOOL

SKANS SCHOOL SYSTEM



Name: Hafsa tariq

Date of Birth: 15/03/2003

Father Name: Tariq hussain

Registration No: 123288



Choose File No file chosen

Upload Picture

Reports

View On Demand Video Lectures Request your teacher to allow you the access of required lecture

View/Download Tests

Upload Test Ans Sheets

CRQ Remarks

Upload Your Documents: Choose File No file chosen

Student can view, download and upload the lectures tests and test answer sheets by clicking the respective options



Following are the options appears on the screen ,student click the view book option your lectures and test etc. are loaded here

60577

Load

View	ID	EnteredBy	Title	Description	Date
<a href="#">View Book</a>	39251	Raes Khan	IEF	Test 1	4/2/2021 8:13:00 AM





### Certificate in Accounting and Finance Stage Examinations

February 18<sup>th</sup>, 2021  
3 hours – 100 marks  
Additional reading time – 15 minutes

Instructions to candidates:

- (i) All the Questions from Section A are compulsory.  
(ii) Attempt any FIVE out of SEVEN Questions from Section B.

---



---

Section A

---



---

- Q.1 (a) Differentiate the views of economists regarding the definition of “Economics”? (03)
- (b) Describe the concept of Opportunity cost. Why Opportunity cost should be decreasing with the increasing rate along the “Production Possibility Curve” (PPC)? (02)
- (c) Briefly explain different products that an Islamic finance may offer for Investors. (03)
- Q.2 (a) Describe briefly the Total Outlay or Total Expenditure Method. (01)
- (b) Briefly explain with the help of diagram the impact of price change of the price substitute good on the production of product under examination. (05)
- (c) Briefly explain “Change in Quantity Supplied” and “Change in Supply”. (02)
- Q.3 (a) Explain Buffer Stock Scheme disadvantages. (02)
- (b) Explain briefly with the help of diagram,  $PE = SE + IE$  when the price of inferior good falls while consumer income and price other product remain the same. (04)
- (c) list out the Limitations of Law of Equi-marginal Utility. (02)

Question paper appears on  
the screen of the students



# **Part G: SOP on Uploading Online Manual Tests & Assignments by Students**



# STUDENT PORTAL

The screenshot shows the SKANS School of Accountancy website. At the top, there is a navigation bar with links for Certificates, Skans Network, Skans Login, Teacher's Evaluation, Apply Online, Skans Jobs, MS Team Tutorial, and Online CBE Practice. Below this is a secondary navigation bar with Home, Faculty, Schools, Calendars, CBE Dates, Noticeboard, and More. The main banner features the SKANS logo and the text: "---Taking a Step for a new Future---", "NEW CAMPUS IN SATELLITE TOWN", "Rawalpindi", and "www.skans.pk". A large black arrow points to the "NEW CAMPUS" text with the label "Click here". Below the banner, it says "ADMISSION OPEN" and "ELIGIBILITY: •Matric •Intermediate •Graduation". At the bottom, there are three colored boxes: "CA-PAK" (brown), "ACCA-UK" (green), and "0323 5544912" (red). The footer contains the address: "SKANS SCHOOL OF ACCOUNTANCY / 77-A Block A, Satellite Town near rehmanabad metro station Rawalpindi".

Home Faculty Schools Calendars CBE Dates Noticeboard More

---Taking a Step for a new Future---

**NEW CAMPUS IN SATELLITE TOWN**

Rawalpindi [www.skans.pk](http://www.skans.pk)

**ADMISSION OPEN**

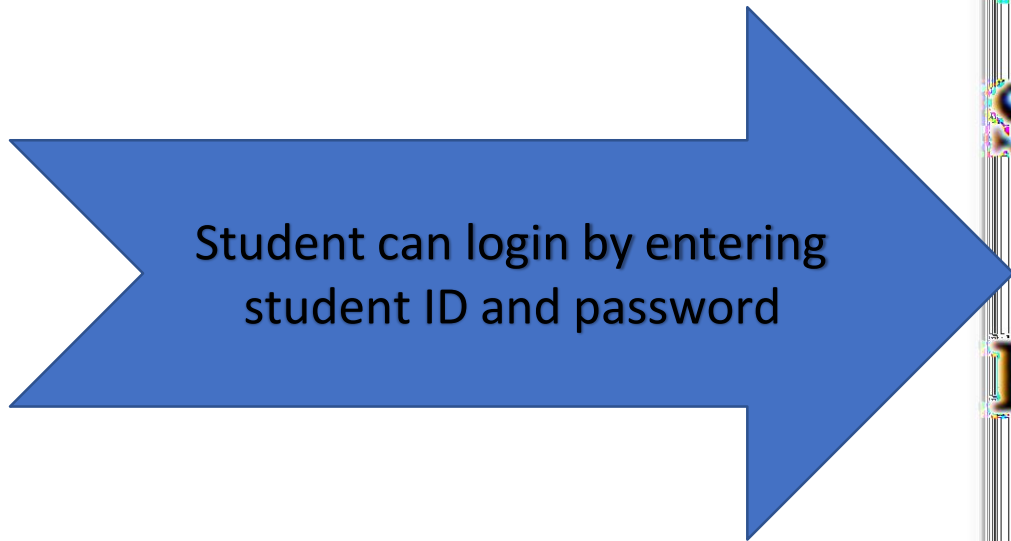
**ELIGIBILITY:**

- Matric
- Intermediate
- Graduation

**CA-PAK** **ACCA-UK** **0323 5544912**

SKANS SCHOOL OF ACCOUNTANCY / 77-A Block A, Satellite Town near rehmanabad metro station Rawalpindi





## Student Login

**Student ID:**

**Password:**





SKANS ACCOUNTANCY SCHOOL

SKANS SCHOOL SYSTEM



Name: Hafsa tariq

Date of Birth: 15/03/2003

Father Name: Tariq hussain

Registration No: 123288



Choose File No file chosen

Upload Picture

Reports

View On Demand Video Lectures Request your teacher to allow you the access of required lecture

View/Download Tests

Upload Test Ans Sheets

CRQ Remarks

Upload Your Documents: Choose File No file chosen

Student can view, **download** and upload the lectures tests and test answer sheets by clicking the respective options





# **UPLOAD TEST ANSWER SHEETS BUTTON APPEARS ON THE SCREEN CLICK IT**



Student entered their data on the given search box and click the choose file button the file limit should not exceed from 4 Mb . Student can upload tests by dividing a file into 2 files

SKANS Library

## Welcome to Test Upload

### Upload Panel

Dear Student: The Answer sheets upload time is +15 minutes of the test end time. The Answer sheets which will be uploaded after the +15 minutes limit will not be considered

Student SKANS Id:

Student Name:

Teacher:

Test No:

Paper:

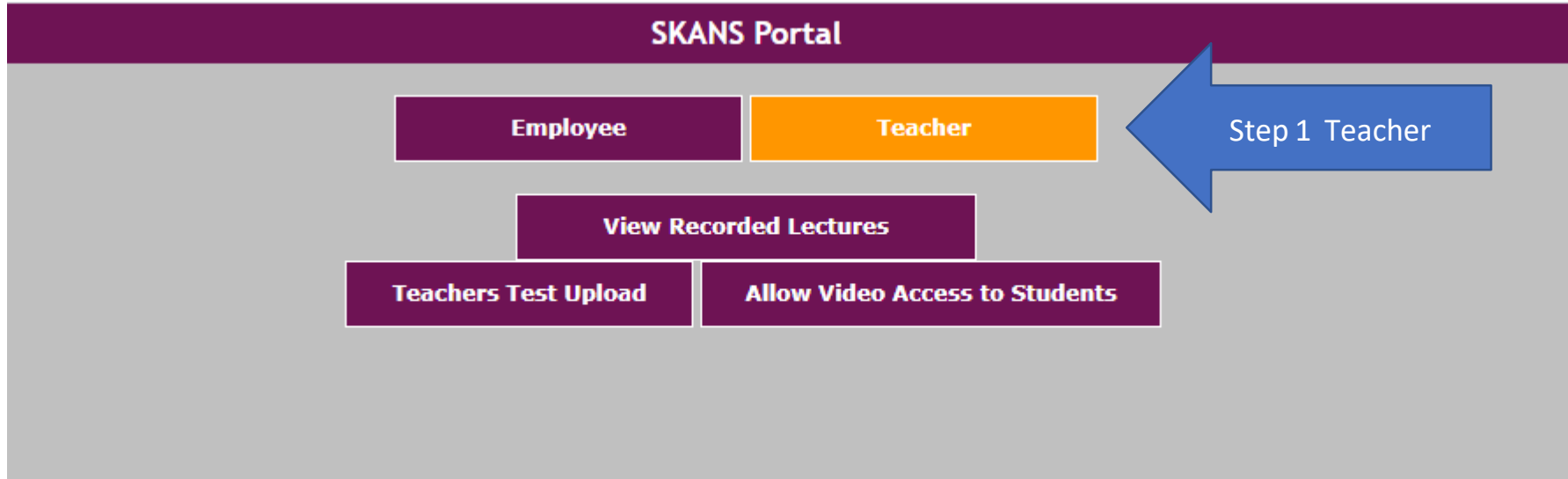
No file chosen

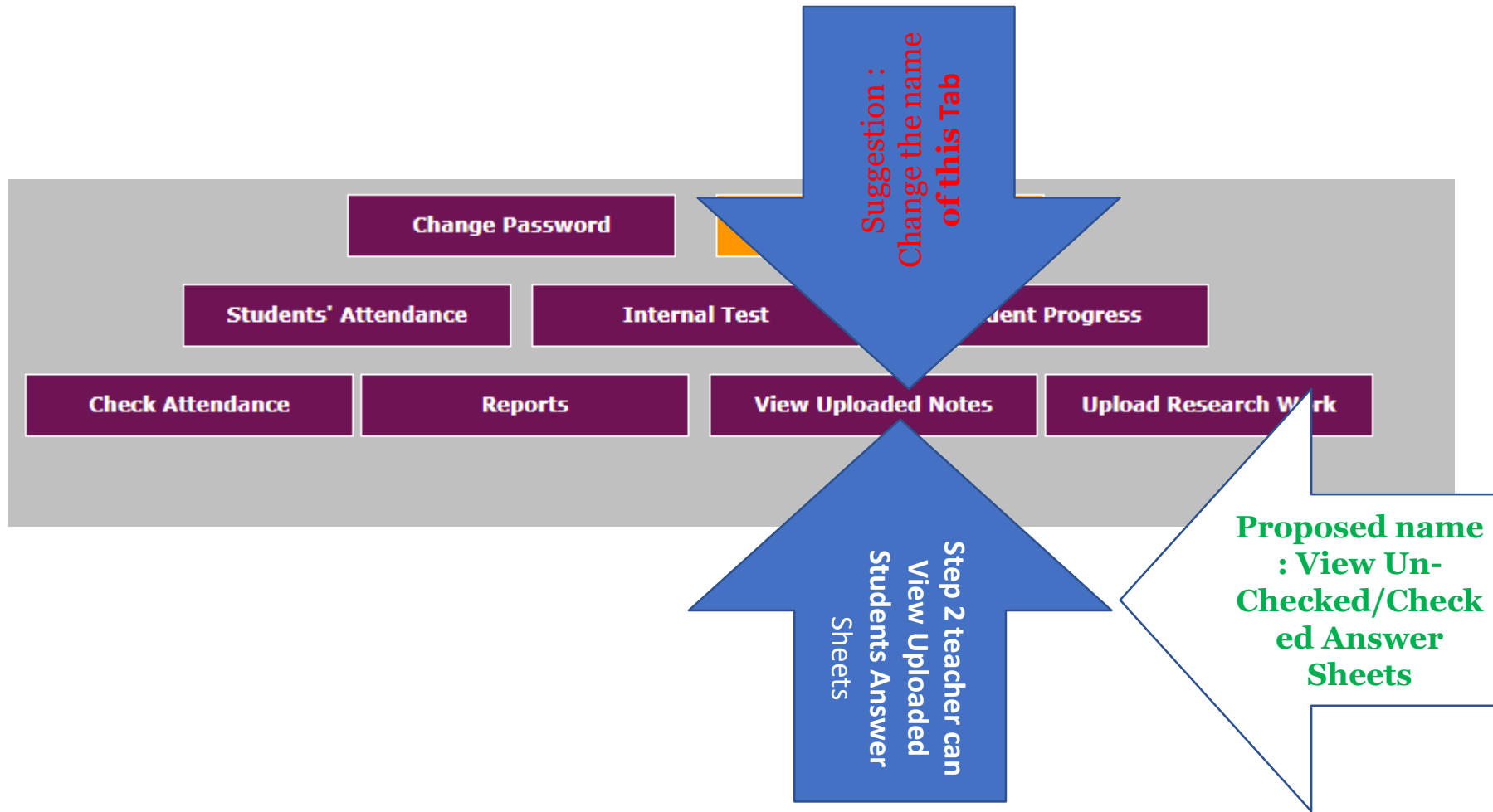
File size limit is 4 MB. Divide the file in two files if it is greater than 4 MB



**Part H:** SOP on How relevant **Faculty Members** can download answer sheets?







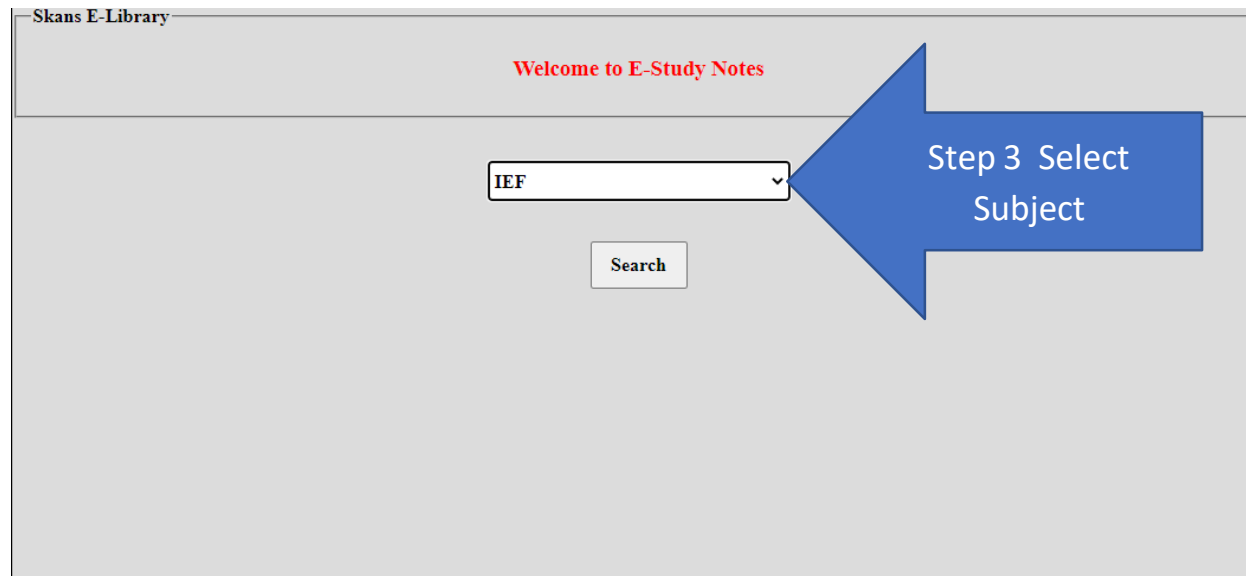
Skans E-Library

Welcome to E-Study Notes

IEF

Search

Step 3 Select Subject



Skans E-Library

Welcome to E-Study Notes

IEF

Search

**Suggestion :**  
Must show the relevant student Name

Select Test 1

View	FileType	ID	Teachers	Subjects	Description	Date		
<a href="#">View Book</a>	.docx	39292	Raees Khan	IEF	Checked Test	4/3/2021 11:12:00 AM	F8-CA - Sep 2021 B1	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.docx	39273	Raees Khan	IEF	Checked Test	4/3/2021 11:09:00 AM	F8-CA - Sep 2021 B1	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.docx	39268	Raees Khan	IEF	Test 1	4/3/2021 9:57:15 AM	Hafsa tariq	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.docx	39249	Raees Khan	IEF	Test 1	4/2/2021 8:13:00 AM	F8-CA - Sep 2021 B1	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	38224	Raees Khan	IEF	Mock	1/5/2021 9:05:29 AM	SARAH TAGHREED	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	38040	Raees Khan	IEF	Test 5	12/26/2020 4:52:55 PM	SARAH TAGHREED	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	38039	Raees Khan	IEF	Test 5	12/26/2020 4:52:43 PM	SARAH TAGHREED	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	38038	Raees Khan	IEF	Test 5	12/26/2020 3:10:29 PM	SARAH TAGHREED	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	38035	Raees Khan	IEF	Test 4	12/22/2020 8:16:26 AM	Faisal Rafique	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	37038	Raees Khan	IEF	Test 5	12/19/2020 2:53:52 PM	SARAH TAGHREED	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.pdf	37037	Raees Khan	IEF	Test 1	12/19/2020 12:42:19 PM	Shees Bin Sajid	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.docx	29304	Raees Khan	IEF	Mock	7/15/2020 12:03:00 PM	F8-CA - Sep 2020 B2	<a href="#">Delete Book</a>
<a href="#">View Book</a>	.docx	29272	Raees Khan	IEF	Mock	7/15/2020 12:03:00 PM	F8-CA - Sep 2020 B1	<a href="#">Delete Book</a>

Activate Windows  
Go to Settings to activate Windows.

**Part I:** SOP on How relevant **Faculty Members** can upload checked test?





## SKANS Portal

Employee

Teacher

View Recorded Lectures

Teachers Test Upload

Allow Video Access to Students

Click the tab to  
upload the  
assignments ,tests,  
midterm and mock



## Skans Portal

Enter Username Here

Enter Password Here

Login

Click login

Enter your user name or password to the search box respective



Teachers enter the data related to their respective batch session , classes, and press the load button

Select Checked Test and add date and time by clicking the button

The dropdown list of students names appears on the screen , check /uncheck all the students.

Raees Khan ▾

Session: F8-CA - Sep 2021 ▾

Class: IEF ▾

Batch: 1 ▾

Load

Test No: Checked Test ▾

MM/DD/YYYY hh:mm AM/PM

Test Date & Time: 04/03/2021 12:47 PM

Add Date

Uncheck All

Select	VSr	StdName
<input checked="" type="checkbox"/>	360867	Abdul Basit
<input checked="" type="checkbox"/>	377878	Fazeel Haider
<input checked="" type="checkbox"/>	360806	Hassan Khan
<input checked="" type="checkbox"/>	243624	Khawaja Afaq Ahmed
<input checked="" type="checkbox"/>	237412	Muhammad abdul ahad
<input checked="" type="checkbox"/>	360724	MUHAMMAD ABDULLAH
<input checked="" type="checkbox"/>	360821	Muhammad Saad
<input checked="" type="checkbox"/>	338414	Muhammad Yousaf
<input checked="" type="checkbox"/>	359357	Naheed Masood

Check All

Check the name of student to whom send the answer sheet

Check the name of student to whom send the answer sheet

Select	VSr	StdName
<input checked="" type="checkbox"/>	360867	Abdul Basit
<input type="checkbox"/>	377878	Fazeel Haider
<input type="checkbox"/>	360806	Hassan Khan
<input type="checkbox"/>	243624	Khawaja Afaq Ahmed
<input type="checkbox"/>	237412	Muhammad abdul ahad
<input type="checkbox"/>	360724	MUHAMMAD ABDULLAH
<input type="checkbox"/>	360821	Muhammad Saad
<input type="checkbox"/>	338414	Muhammad Yousaf
<input type="checkbox"/>	359357	Naheed Masood
<input type="checkbox"/>	360868	Najiullah
<input type="checkbox"/>	377872	Nouman Karim
<input type="checkbox"/>	377879	Osama Islam Shah
<input type="checkbox"/>	377880	Sarmad Tayyab
<input type="checkbox"/>	377861	Shahaab Qadeer
<input type="checkbox"/>	377861	Syed Hassaan Mujtaba Bokhari
<input type="checkbox"/>	377857	Umair Ahmad
<input type="checkbox"/>	377895	Yusra Naveed

Click the choose file and select the **Checked/Answer** sheet file from your computer. The file size should not exceed the prescribed limit

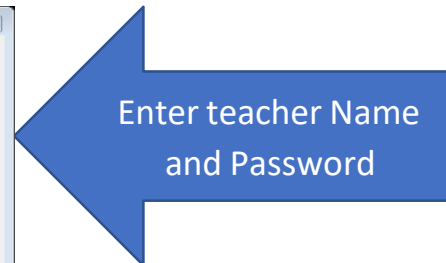
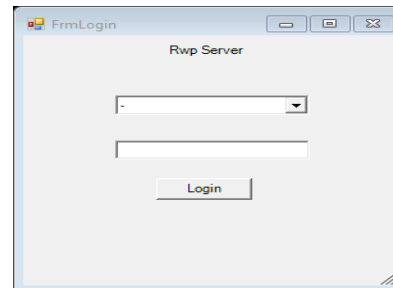
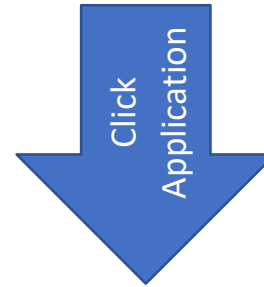
Click the submit button

Answer-file-IE... bdul-Basit.docx  
File size limit is 4 MB



Click the submit  
button

**Part J:** SOP Uploading Research Work of Computer Based Tests into the System by relevant **Faculty Members.**



# Fill the tabs.

1. Select Subject
2. Select type of questions
3. Enter Set No.
4. Click Load

The screenshot shows the 'Question Bank' software interface. Four blue arrows with numbers 1 through 4 point to specific elements: Arrow 1 points to the 'To enter/update new questions' dropdown menu; Arrow 2 points to the 'Set No.' dropdown menu; Arrow 3 points to the 'Add' button; Arrow 4 points to the 'Load' button. The interface includes a 'Question Bank' title bar, a 'To enter/update new questions' section with 'Add' and 'Cancel' buttons, a 'To load existing Set' section with 'Load', 'Load all to review', and 'Load Selected' buttons, a large empty text area for questions, and a 'Labels' section with 'Hdng', 'A', 'B', 'C', 'D', and 'Answer' fields. A 'Marks' field is also visible at the bottom right.

By filling the tabs we get the following:

The screenshot shows a software window titled "Question Bank Rwp Server". The window is divided into several sections:

- Header:** "Shuja Ali Khan" on the left and "Raees Khan" on the right.
- Form Fields:** "To enter/update new questions" section includes a text box with "5518", a dropdown menu with "QMS", and a "RadioButton" dropdown. "Set No" is "1001". "To load existing Set" section includes a dropdown with "QMS", "Set No" "1001", and "QID".
- Buttons:** "Add", "Cancel", "Save", "Load", "Load all to review", and "Load Selected".
- Question Text:** "The Selling Price of an item is Rs.300 and the gross profit is 15% of Cost. The value of the cost will be".
- Navigation:** "Row: 1 of 83" with navigation arrows.
- Labels Section:** A table with columns "Hdng" and "End".
- Options:** A list of options: A (260), B (620), C (240), D (160).
- Answer Section:** "Answer" field with "A" entered.
- Marks:** "Marks" field with "2" entered.
- Advice:** An "Advice" button on the right side.

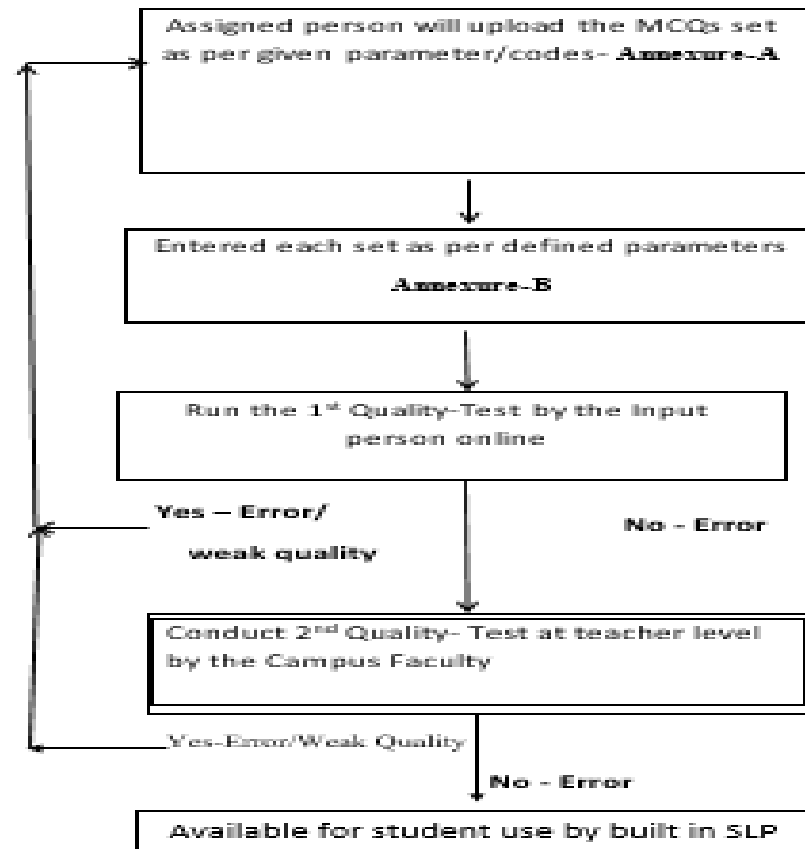
Labels	Hdng	End
A	260	
B	620	
C	240	
D	160	

Answer: A

Marks: 2



## How to Upload MCOs Work for ONLINE Test



# Defined Codes:

S No		Code
1	Online Practice	1-19 QMS
2	Online Assignment	A1 -A19
3	Online Quiz	Q1-Q19
4	Online Tests	1001-1019
5	Online Advanced Problem	P1-P19

**Annexure-A**

S. No	Particulars	Online Practice	Online Testing	Online Assignment	Online Quiz	Advance Online Quiz
AFC-1	Functional English	1-8	1001-1008	A1-A8	Q1-Q8	P1-P8
AFC -2	Business Communication	1-9	1001-1009	A1-A9	Q1-Q9	P1-P9
AFC -3	Quantitative Methods	1-19	1001-1019	A1-A19	Q1-Q19	P1-P19
AFC -4	Introduction to Information Technology	1-14	1001-1014	A1-A14	Q1-Q14	P1-P14

S. No	Particulars	Online Practice	Online Testing	Online Assignment	Online Quiz	Advance Online Quiz
AFC-1	Functional English	Max 50	Max 50	As Per ICAP Study Text	As Per ICAP Study Text	Max 50
AFC -2	Business Communication	Max 50	Max 50	As Per ICAP Study Text	As Per ICAP Study Text	Max 50
AFC -3	Quantitative Methods	Max 50	Max 50	As Per ICAP Study Text	As Per ICAP Study Text	Max 50
AFC -4	Introduction to Information Technology	Max 50	Max 50	As Per ICAP Study Text	As Per ICAP Study Text	Max 50

# Recommendation for IT solution:

- **A separate tab should be made available on portal like uploading the Research work, which will help to Upload Manual Daily Class Content Material. (Ref. Slide # 13)**
- **Change the name of tab. (Ref. Slide # 67)**
- **Student detail should be shown. (Ref. Slide # 69)**
- **Provide a separate platform on the teacher's portal to check the quality online testing material MCQs test at the teacher level by conducting the tests.(AFC & CAF level).**
- **Provide separate tab on teacher portal for the information**
  - a) **Relevant Jd**
  - b) **Relevant SOPs**
  - c) **Relevant Policies**
  - d) **Relevant Orientations.**