



E-Correspondence Course FAQ



Education Division

The Institute of Chartered Accountants of Sri Lanka

www.casrilanka.com

Q 01.

What is E correspondence course?

This is a self-study technique and it is mandatory to complete to be eligible to sit for Strategic Level examination. The question paper is based on the syllabus and study packs. The E-Correspondence course is offered via the CA Sri Lanka website. Any student who sits/applies for the 1st attempt or for the 6th attempt is required to comply with this. Failing to complete this requirement may restrict processing of the student's exam admission card.

For one question paper there are 20 multiple choice questions. 5 attempts are allowed for one subject. Users are given 1 hour for one attempt. Pass mark is 50%.

Q 02.

What are the steps to log and complete E correspondence course?

First you have to visit the CA Sri Lanka web site.

www.casrilanka.com → STUDENTS → Student Home

STEP 1

The screenshot displays the homepage of the Chartered Accountants of Sri Lanka (CA Sri Lanka) website. The header features the CA Sri Lanka logo and name, a search bar, and links for Member and Student Login. The main navigation menu includes links for HOME, ABOUT US, MEMBERS, STUDENTS, PUBLICATIONS, FACILITIES, BUSINESS SCHOOL, PRESS ROOM, and CONTACT US. The STUDENTS menu is expanded, showing options like Why Become a Chartered Accountant?, Student Registration, Education, Examination, Practical Training, Scholarship Schemes, Student Home, Facilities, Syllabus, Exemption Policy, and Online Library. The Student Home link is highlighted. The page also features a 'WELCOME' banner, a 'WELCOM' banner, and a 'WELCOME' banner. The 'Upcoming Events' section lists events for March 18, 24, and 15. The 'Image Gallery' section shows a photo of students. The 'Online Store' section features a shopping cart icon. The footer contains copyright information for 2013 CA Sri Lanka, a privacy policy link, and a site map link.

Font size + -

CA THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

search... Search Member | Student Login

HOME ABOUT US MEMBERS STUDENTS PUBLICATIONS FACILITIES BUSINESS SCHOOL PRESS ROOM CONTACT US

WELCOME

WELCOM

MEMBERS STUDENTS

Why Become a Chartered Accountant ?

Student Registration

Education

Examination

Practical Training

Scholarship Schemes

Student Home

Facilities

Syllabus

Exemption Policy

Online Library

Upcoming Events

Mar 18 Diploma in Information Systems Control & Audit (DISSCA)

Mar 24 Meditation programme for beginners

Mar 15 Quiz Night 2013

more..

Image Gallery View more...

Online Store »

CTH Cargills My Company. My Country

Copyright © 2013 CA Sri Lanka. All Rights Reserved. Privacy Policy | Site Map

Designed and Developed by Pooranee Inspirations

STEP 2

Once you click on “Student Home” you will see the following page.

CA THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

HOME ABOUT US MEMBERS STUDENTS PUBLICATIONS FACULTIES BUSINESS SCHOOL PRESS ROOM CONTACT US

CA Sri Lanka Student / Member Login

Username Password

☒ I am a Student ☐ I am a Member

User Logins created through the old Website are no longer valid. If you are trying to login for the first time please [Click here to Register yourself first](#)

If you have already Registered in the new site but have forgotten your password [Click here to submit a Password reset request to your email address](#)

If you are trying to login for the first time please click here. User Logins created through the old Website are no longer valid. If you have logged to your account early you can continue by filling two boxes. User name is Student ID without leading zeros. Password is NIC number. (“V” letter should be capital.)

Then you will see following window.

STEP 3

CA THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

HOME ABOUT US MEMBERS STUDENTS PUBLICATIONS FACULTIES BUSINESS SCHOOL PRESS ROOM CONTACT US

Member | Student Login

Logging in First Time

Fill all fields in the following form, so we can start the process of fetching your profile online.

Select Type

☒ I am a Student ☐ I am a Member

Insert Student ID (without the leading zeros)

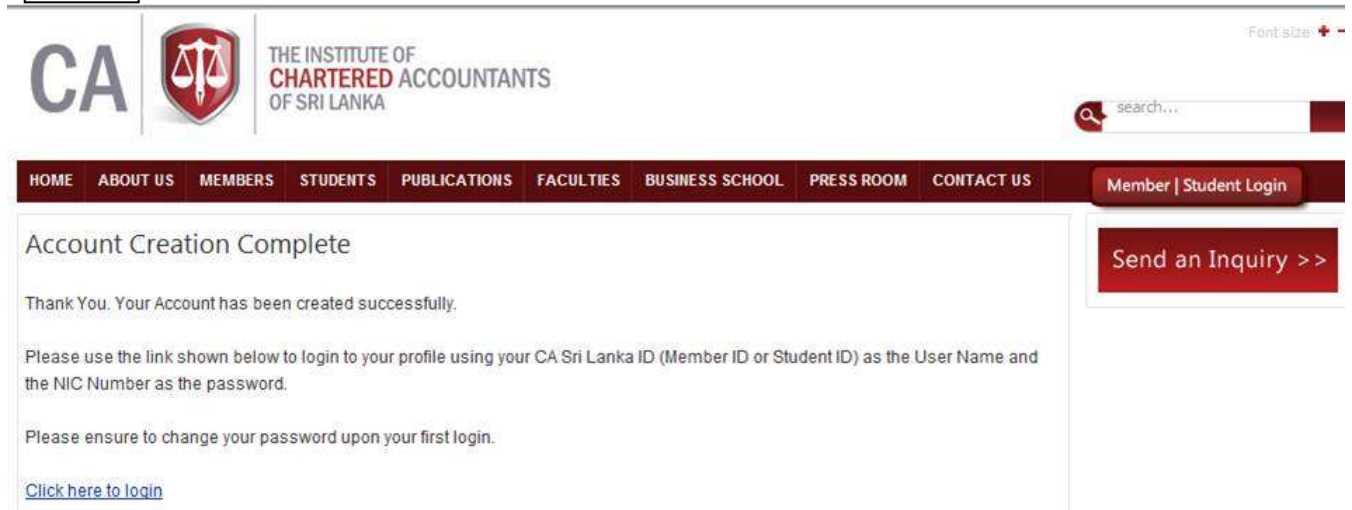
Select type: I am a Student

in other box:

Insert Student ID (without the leading zeros)

Then click “Get My Profile”. Once you click that you will see following message.

STEP 4

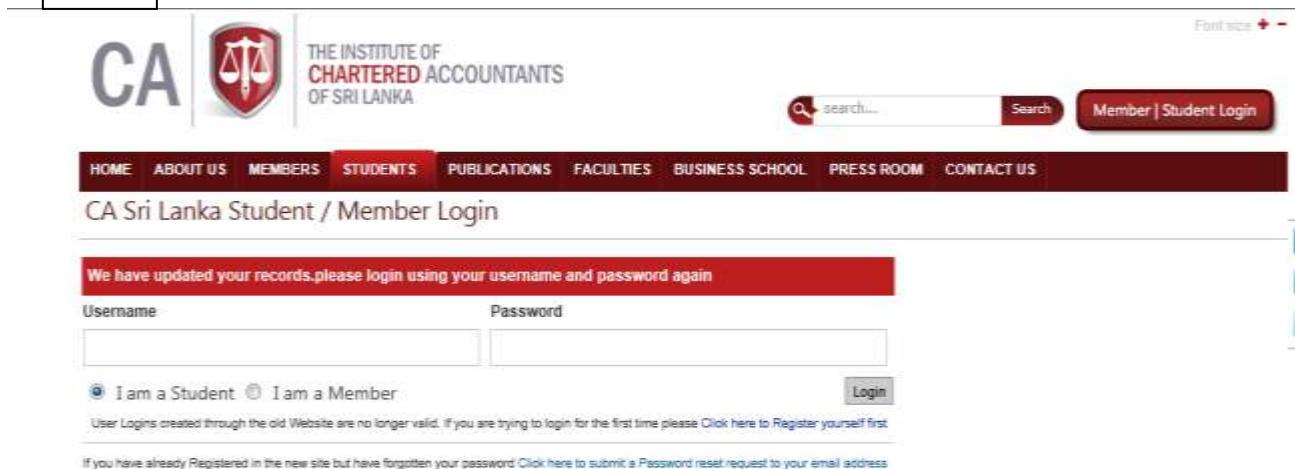


The screenshot shows the top of the CA Sri Lanka website. The header includes the CA logo, the text 'THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA', a search bar, and a 'Font size' selector. A dark red navigation bar contains links: HOME, ABOUT US, MEMBERS, STUDENTS, PUBLICATIONS, FACULTIES, BUSINESS SCHOOL, PRESS ROOM, CONTACT US, and a 'Member | Student Login' button. The main content area has a white background with the heading 'Account Creation Complete'. Below this, it says 'Thank You. Your Account has been created successfully.' followed by instructions to use the CA Sri Lanka ID (Member ID or Student ID) as the User Name and the NIC Number as the password. It also advises to change the password upon first login and provides a blue link 'Click here to login'. On the right side, there is a red button that says 'Send an Inquiry >>'.

Click on “Click here to login”.

STEP 5

Then you will see following window.



The screenshot shows the 'CA Sri Lanka Student / Member Login' page. The header is similar to the previous one, but the 'STUDENTS' link in the navigation bar is highlighted. Below the navigation bar, the heading 'CA Sri Lanka Student / Member Login' is displayed. A red banner message states: 'We have updated your records, please login using your username and password again'. Below this, there are two input fields for 'Username' and 'Password'. Under the 'Username' field, there are two radio buttons: 'I am a Student' (which is selected) and 'I am a Member'. To the right of these buttons is a 'Login' button. At the bottom, there is a small text note: 'User Logins created through the old Website are no longer valid. If you are trying to login for the first time please Click here to Register yourself first'. Below that, another link says: 'If you have already Registered in the new site but have forgotten your password Click here to submit a Password reset request to your email address'.

User name: Enter Student ID without leading zeros

Select type: **Student**

Password: National ID (“V” letter should be **capital**)

Then click “**Login**”

You will visit to student area.

STEP 6

STUDENT MENU

- My Home
- My Information
- Update Information
- Update Password
- Student Forum
- Work Based Questions
- eCorrespondence Course Exam
- Past Examination Papers
- Log out

Student Home

Welcome !

You are now logged in to the CA Sri Lanka Student section of the website which is restricted to Students only.

Here you can view your student profile and update your profile and interests by clicking the update button in your profile page.

[Send an Inquiry >>](#)

Click “eCorrespondence Course Exam”

Once you clicked there you will visit to following page that display all the logging information for eCorrespondence course.

STEP 7

STUDENT MENU

- My Home
- My Information
- Update Information
- Update Password
- Student Forum
- Work Based Questions
- eCorrespondence Course Exam
- Past Examination Papers
- Log out

eCorrespondence Course Exam

Please note that E correspondence course is open from 07th March 2013 at 8.00 a.m to 02nd May 2013 at 5.00 p.m

Login Information

User Name	Student Registration Number without leading zeros Ex: 123556
Password	icastudent

[Click Here to Login](#)

Click

Then you will see following window. Enter the User Name and Password as per above instruction. This is the final step.

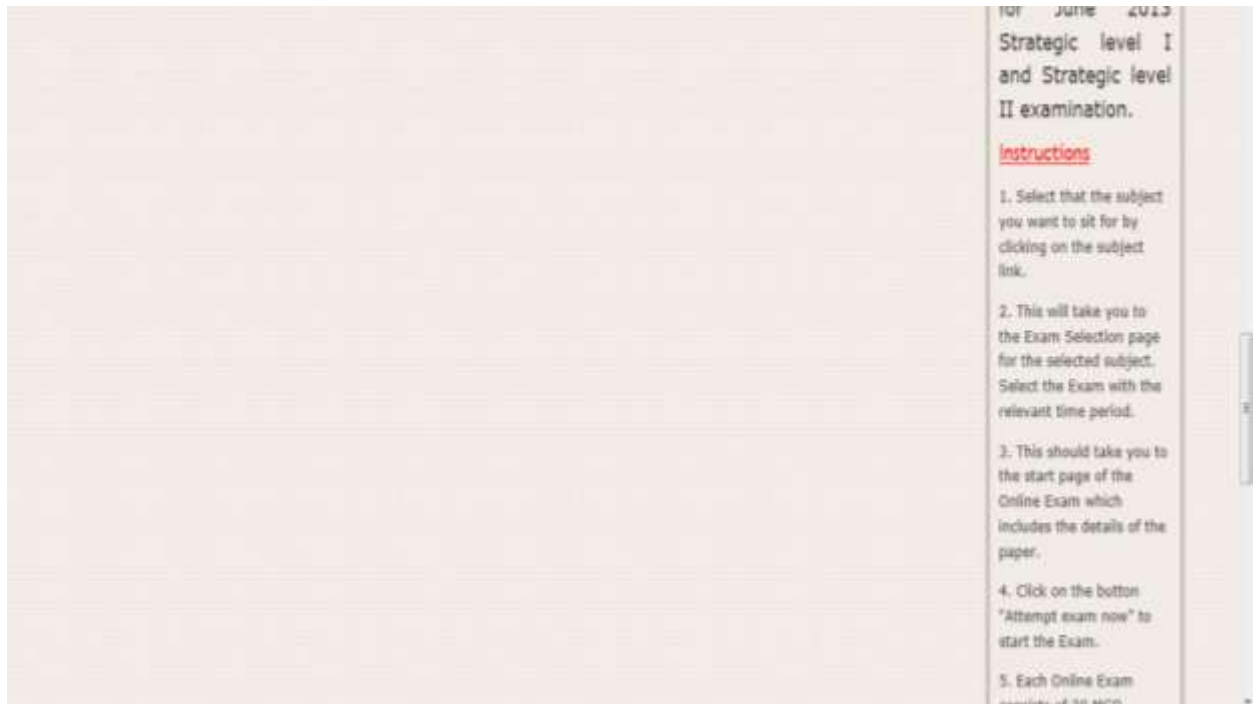
STEP 8

The screenshot shows the login page of the Institute of Chartered Accountants of Sri Lanka (ICASL). The header includes the ICASL logo and the text "THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA". Below the header, there is a navigation bar with "CASL" and "Login to the site". The main content area features a large box with the text "Institute of Chartered Accountants of Sri Lanka" and a yellow smiley face icon. To the right of this box, it says "You are not logged in. (Login)". Below this, there is a section titled "Returning to this web site?" with a subtext "Login here using your username and password (Cookies must be enabled in your browser)". This section contains two input fields for "Username" and "Password", and a "Login" button. Below the input fields, there is a link "Forgotten your username or password?" and a button "Yes, help me log in".

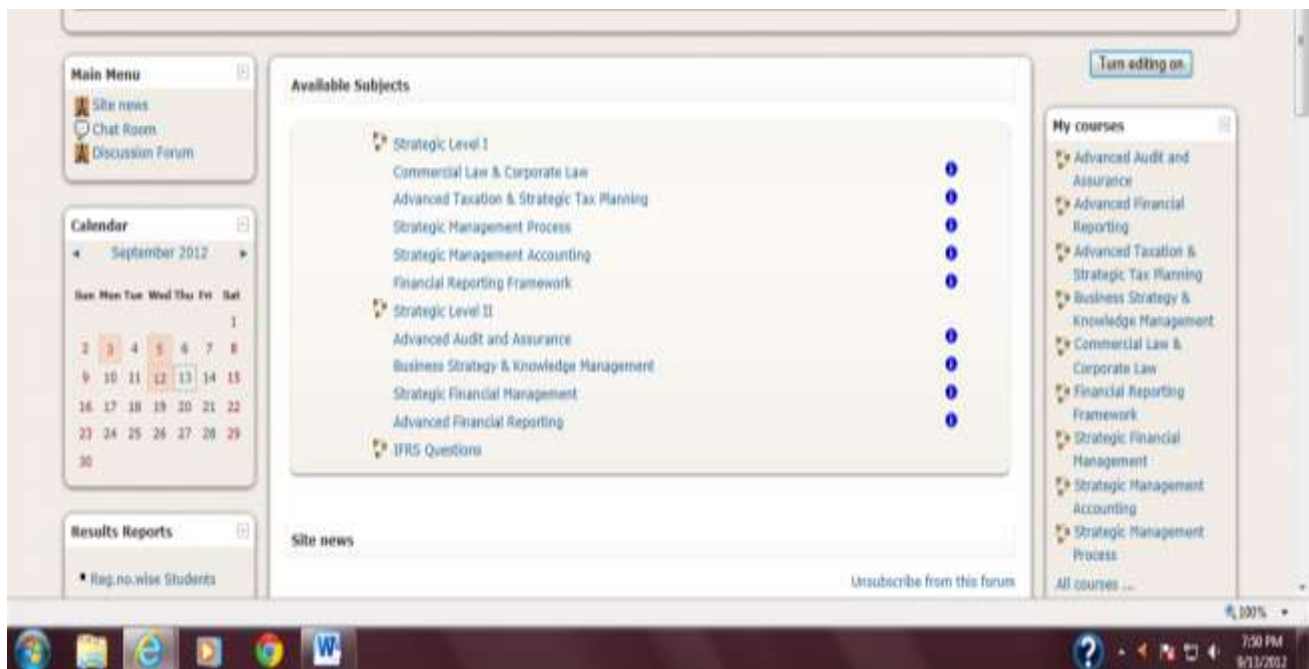
After entered user name and password click **login**. Then you will log to the eCorrespondence course. Now you can start exam.

The screenshot shows the eCorrespondence course interface. The browser address bar displays "http://www.icasl-online.com/eCorrespondence/". The page header includes the ICASL logo and the text "THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA". Below the header, there is a navigation bar with "CASL" and "Login to the site". The main content area features a large box with the text "Institute of Chartered Accountants of Sri Lanka" and a yellow smiley face icon. To the right of this box, it says "You are logged in as AU RUPASONGHA (Logout)". Below this, there is a section titled "Available Subjects" with a list of subjects: Strategic Level I, Commercial Law & Corporate Law, Advanced Taxation & Strategic Tax Planning, Strategic Management Process, Strategic Management Accounting, Financial Reporting Framework, Strategic Level II, Advanced Audit and Assurance, Business Strategy & Knowledge Management, Strategic Financial Management, Advanced Financial Reporting, and IFRS Questions. To the left of the subjects list, there is a "Main Menu" with links to "Site news", "Chat Room", and "Discussion Forum". Below the main menu, there is a "Calendar" for March 2013. To the right of the subjects list, there is a "My courses" section with a list of courses: Advanced Audit and Assurance, Advanced Financial Reporting, Advanced Taxation & Strategic Tax Planning, Business Strategy & Knowledge Management, Commercial Law & Corporate Law, Financial Reporting Framework, Strategic Financial Management, Strategic Management Accounting, Strategic Management Process, and All courses. The footer includes a "Site news" section and a link "Unsubscribe from this forum".

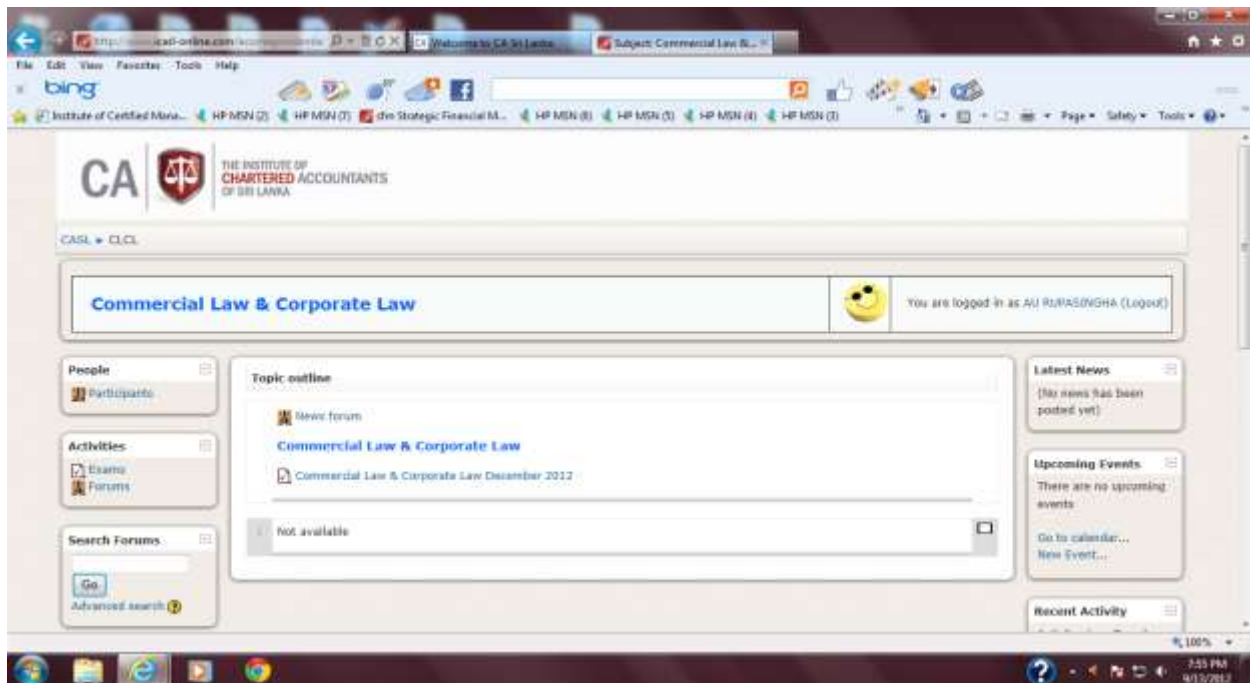
You will see all the exam instructions on the right side bottom of the web page.



After reading the correspondence exam instructions you can select the subject you need to start exam.



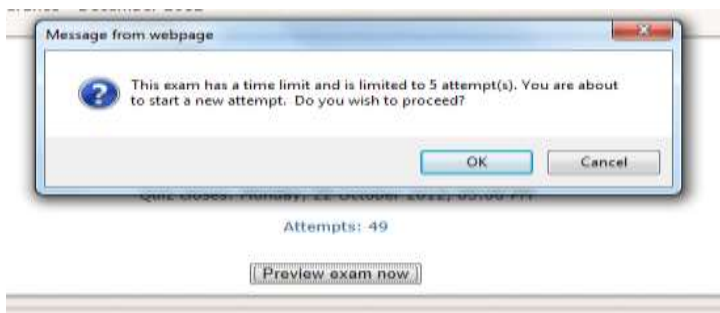
To start exam click on the subject name.



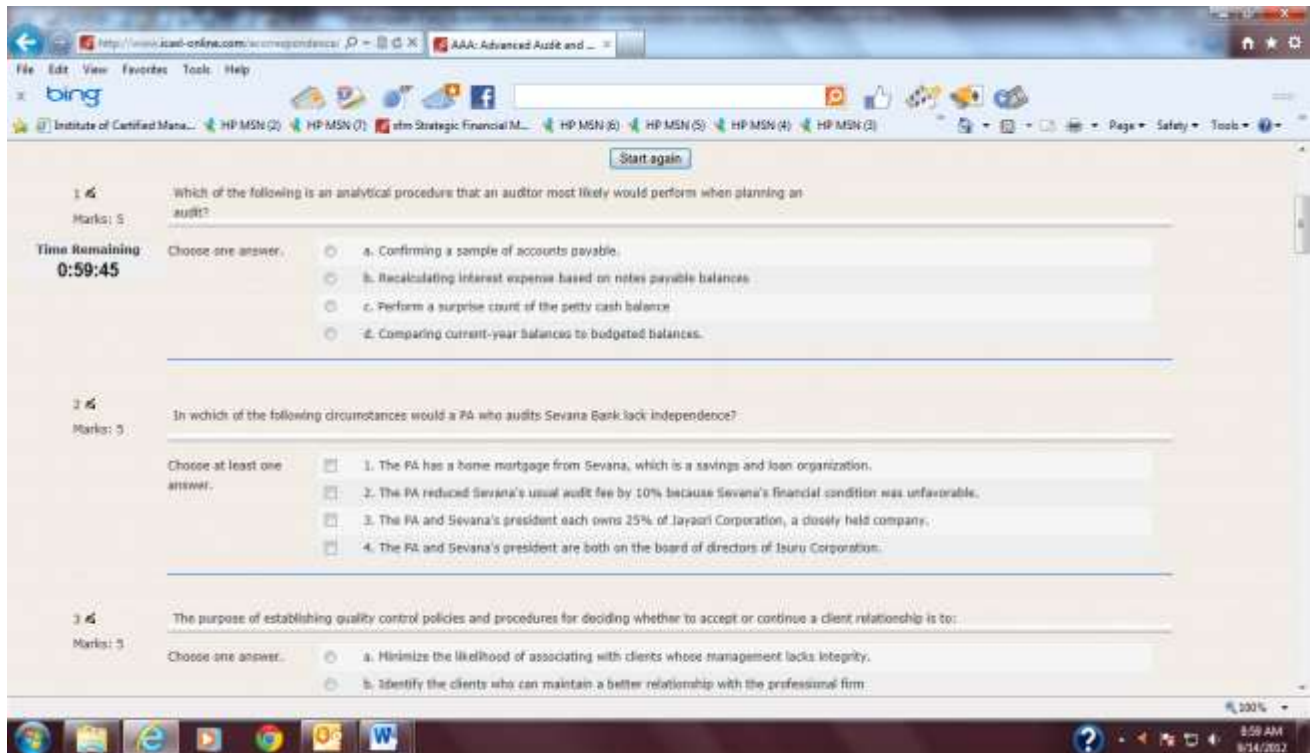
Then you will see this.



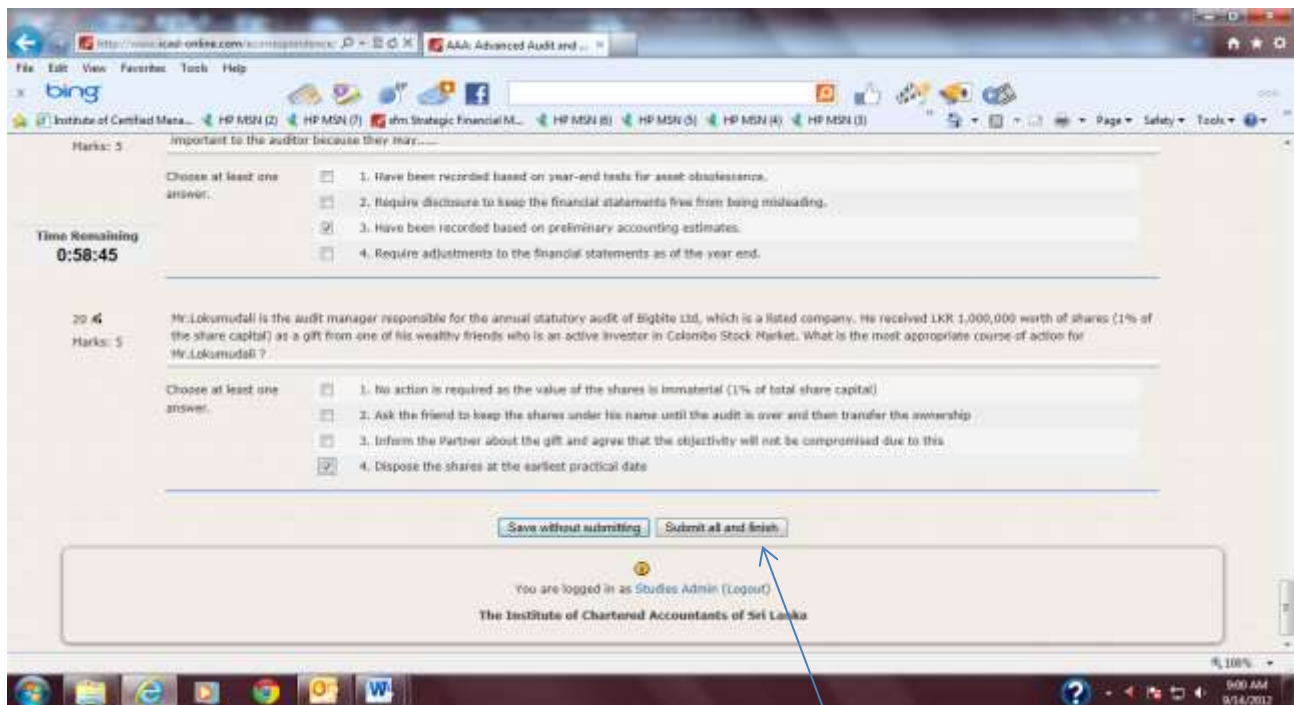
Click on “preview exam now”



Click “ok”.Then exam paper will be opened.



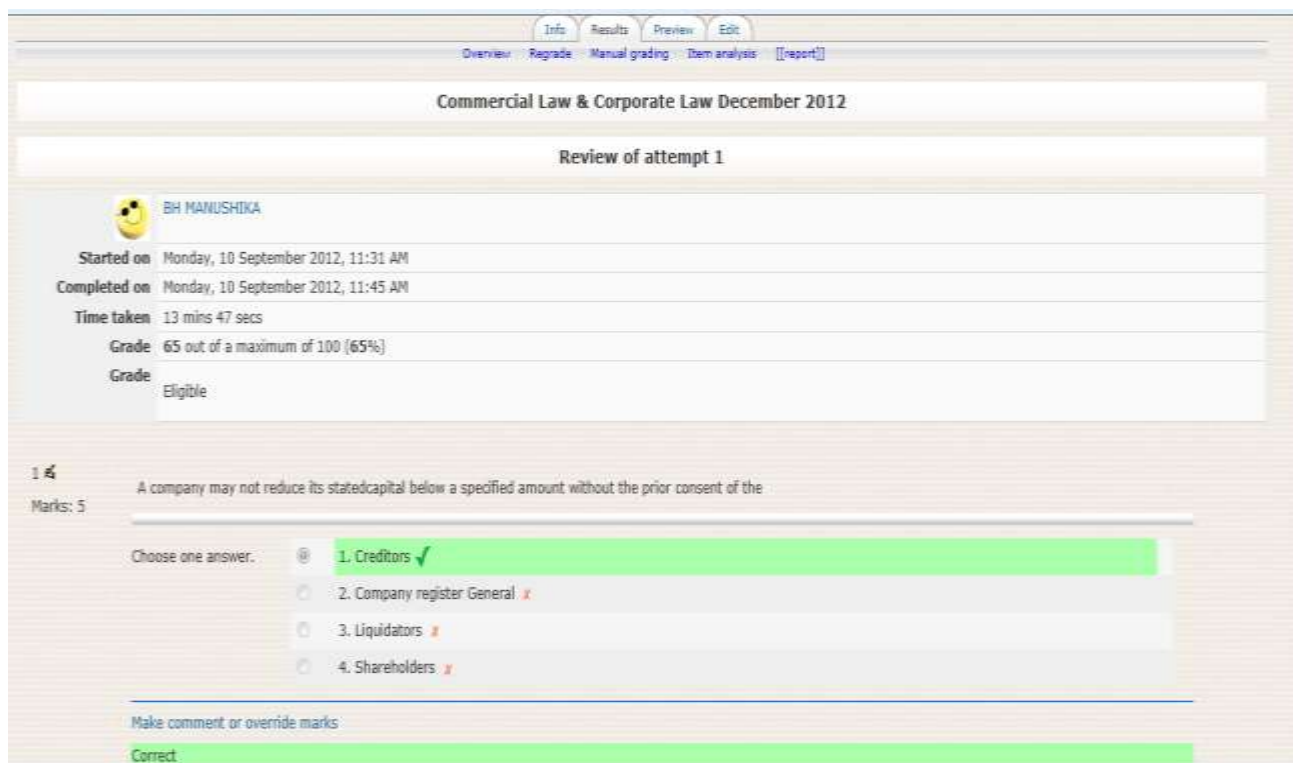
Start selecting correct answers for every question



After completed all questions click “Submit all and finish”

Then you will get final result sheet within few seconds.

Alternatively if you have not completed answering and wish to continue answering at a latter time, you can click “Save without Submitting”. But please note that you can do this only once per Attempt.



Q 03.

What happen if any student fails all five attempts of E correspondence course for any subject?

He will loose the chance to complete correspondence and disqualified for exam admission.

Q 04.

Should I make any payment to enroll e correspondence course?

No.If you have internet facility you can complete this when exam is open.

Q 05.

I have passed CAB 2 exam. Can I complete E correspondence course?

Any student who registered as a student in CA Sri Lanka can complete this if she/he has subject knowledge. Result will be valid for future exams.

Q 06.

I have submitted my e-correspondence manually for Management Accounting and Corporate Law in old syllabus. Should I complete e –correspondence for same subjects under new syllabus?

No.Because under new syllabus above two subjects are same subjects. But if there are completely new subjects instead of Management Accounting and Corporate Law you have to apply for exam and complete e correspondence for those new subjects. But you have to do e correspondence if this is the 6th attempt for those subjects.Altogether in old and new syllabus your exam attempts are considered.

Q 07.

I have applied examination for nine times. This is 10th attempt. Should I attempt for e correspondence?

No.If you have completed E correspondence in 1st and 6th attempts of strategic level examination you don't have to do again. But in your 6th attempt if you have not completed E correspondence you are advised to complete this time.

Q 08.

In old syllabus I have done correspondence manually for Advance Taxation subject in Final II . Now in new syllabus should I complete e correspondence in S I if I sit again for Advance Taxation?

No.already you have done it.But you have to do if this is your 6th attempt.

Q 09.

I have attempted Advance Audit & Assurance subject 4 times in old syllabus and 1 times in new syllabus. How many attempts are considered for my E correspondence?

Your attempts in old syllabus and new syllabus collectively considered for E correspondence requirement. Therefore you have to complete E correspondence for Advanced Audit & Assurance because this is the 6th attempt.

Q 10.

I have passed Final I exam in old syllabus. What are the subjects I should complete Ecorrespondence if I apply for Strategic Level I under new syllabus?

- Strategic Management Process
- Advanced Taxation & Strategic Tax Planning

Q 11.

I have failed Final II in old syllabus.What are the subjects I have to complete E correspondence for Strategic Level II under the new syllabus ?

If it is the 6th attempt you have to do E correspondence for the respective subjects in Strategic Level II.Under the new syllabus you have to do apply Business Strategy & Knowledge Management and complete E correspondence for that subject.

Q 12.

I have done e correspondence for three subjects. But I have applied for all subjects in Strategic Level I. Am I eligible to get admission for three subjects that I have completed e correspondence?

Yes. You are given admission only for the subjects that you have completed E-correspondence.

Q 13.

I have completed manual correspondence in old syllabus. Should I complete e correspondence?

For the same subjects you have to complete E correspondence only if it is the 6th attempt of strategic level examination .

Q 14.

I have come through CIMA/ACCA exemption. Should I complete E correspondence for the subjects I apply for Strategic Level examinations?

Candidates coming through CIMA/ACCA exemption course are also required to have completed the manual/E-correspondence course for relevant subjects.

Q 15.

What is the opening date and closing of E correspondence course?

Opening-Strategic Level exam application calling date

Closing- Strategic Level exam application closing date

Q 16.

How you communicate opening date and closing date of E correspondence course

- Web notice
www.casrilanka.com> Student > Education> Notices
- opening date and closing date mentioned on Strategic Level exam applications

Q 17.

How to contact CA Sri Lanka to get information of E correspondence course?

Education division

Tel: 011 2352000 (Extension:1427-Aruna/1426-Anagi)

Q 18.

What I have to do once I could pass any subject?

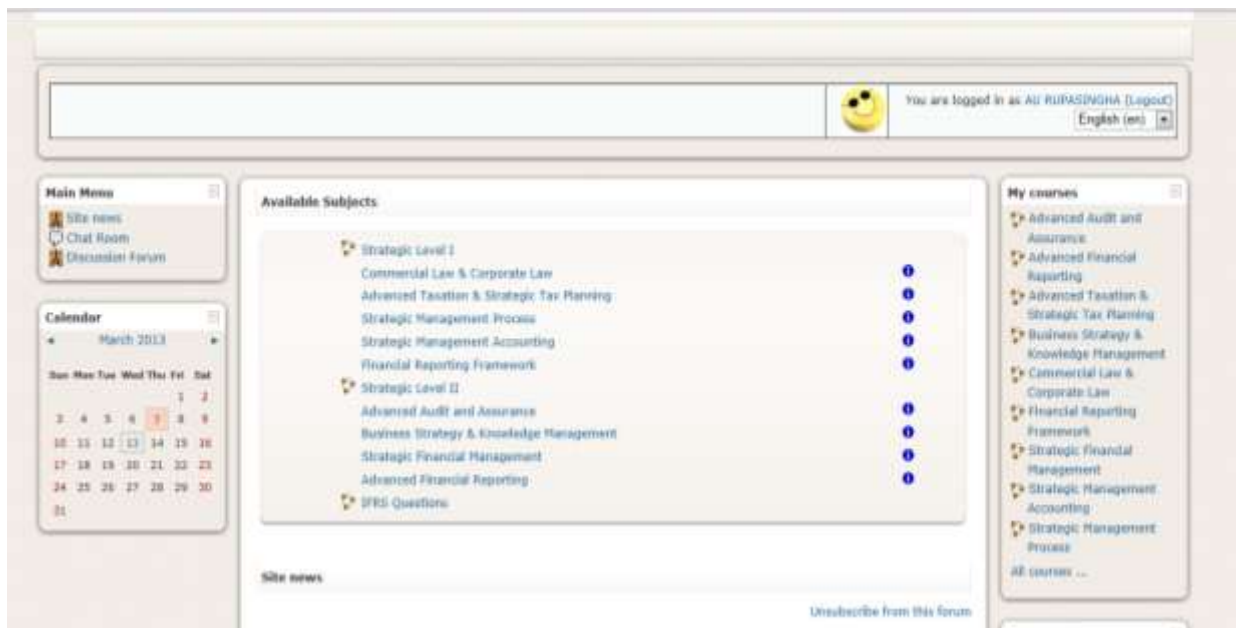
You are advised to get a printout or save the web page of your result sheet.

Further you can contact Education Division to make confirm that you have passed.

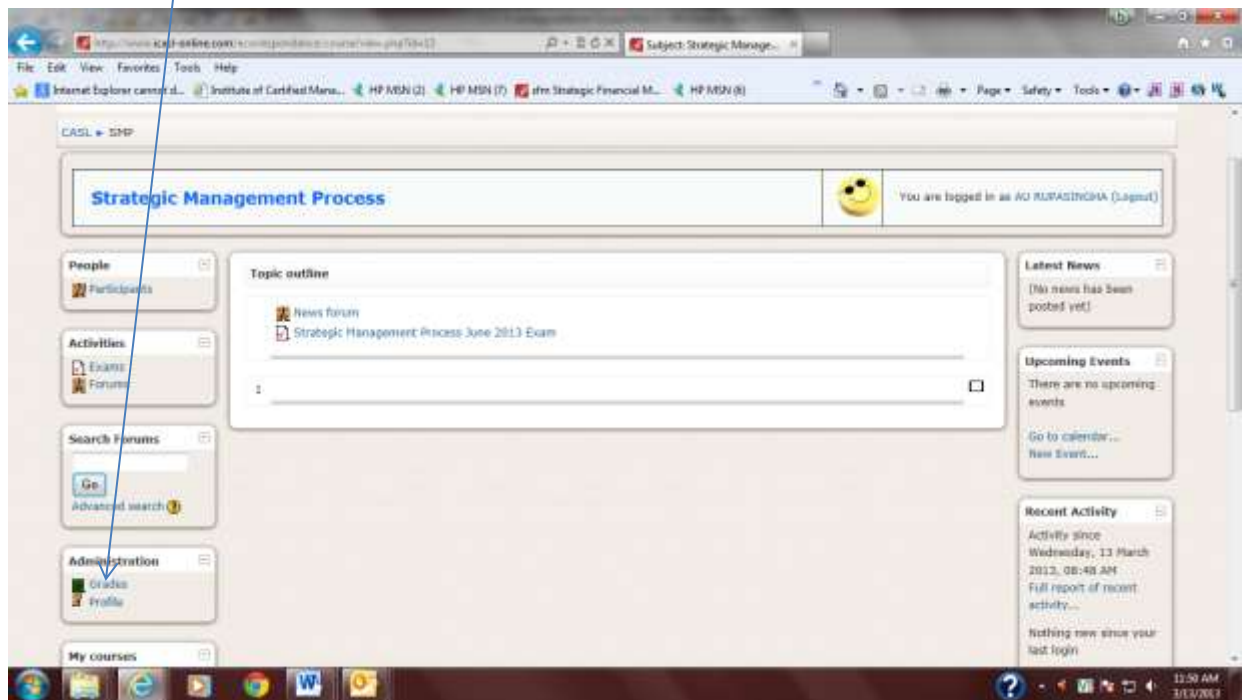
Q 19.

How can I see me past results for E correspondence course?

Once you logged to the system you can click on your relevant subject.



Then click on **Grades**



You will get the user report with the marks you have gained.

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CASL > SMP > Grades > Report > User report

Strategic Management Process : Grades

Choose an action...

User report - AU RUPASINGHA

Grade item	Category	Grade	Percentage	Feedback
Strategic Management Process	Strategic Management Process	-	-	
Strategic Management Process - December 2010	Strategic Management Process	-	-	
Strategic Management Process June 2011	Strategic Management Process	-	-	
Strategic Management Process - December 2011	Strategic Management Process	-	-	
Strategic Management Process June 2012 Exam	Strategic Management Process	55.00	55.00 %	
Strategic Management Process - December 2012	Strategic Management Process	-	-	
Strategic Management Process June 2013 Exam	Strategic Management Process	-	-	
Course total	Strategic Management Process	55.00	55.00 %	

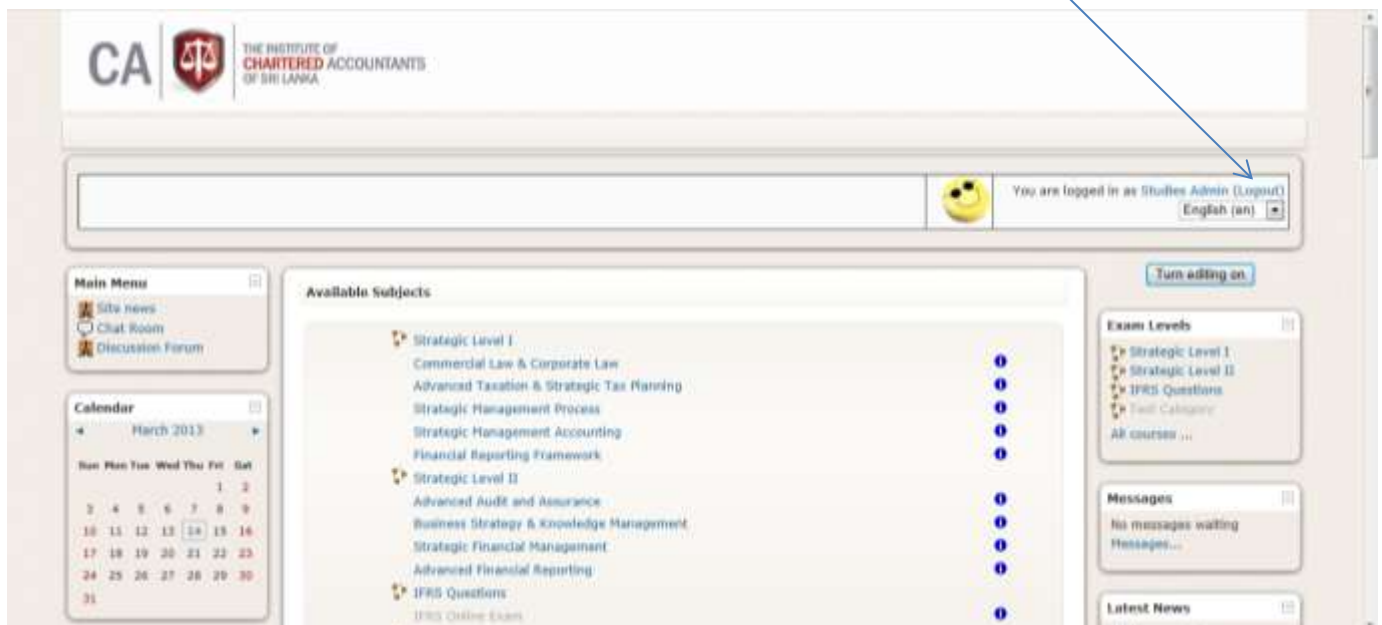
You are logged in as AU RUPASINGHA (Logout)

The Institute of Chartered Accountants of Sri Lanka

Q 20.

How can I logout once I could complete my attempt?

Click here



Q 21.

Should I get all 5 chances for any subject by first logging?

No.If you failed by first chance you can logout and try again other four chances time to time till the closing date of the E correspondence course.

Q 22.

If I use all 5 chances and pass E correspondence course, does it mean that I never can do again E correspondence course?

No.Your 5 chances are applicable only for one Strategic Level examination. (ex: June 2012)

Again you will get another 5 chances in next Strategic Level examination (ex: December 2012)