



COMMERCE TEACHERS' FOUNDATION

Quest for perfection

An ISO 9001:2015 Certified Organisation



www.ctf.org.in



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91-9810447742

GUIDELINES FOR CONDUCTING

International Commerce Olympiad (ICO) & International Competency Test (ICT) 2026–27

(Offline / OMR-Based Examination)

1. The Olympiad/ICT will be conducted on **Friday, 20 November 2026 (Phase-I)** and **Friday, 4th December 2026 (Phase-II)** during the prescribed examination time of **9:00 AM to 11:00 AM**. Students opting for **Six Subjects in Class XII** shall be allowed **one additional hour**.
2. OMR Answer Sheets should be distributed to students at least **15 minutes before** the commencement of the examination to enable them to complete the required particulars.
3. Schools are advised to provide adequate training to students on **how to correctly fill the OMR Answer Sheet**, as incorrect filling may lead to rejection of responses during evaluation.
4. The sealed envelopes containing Question Papers and OMR Sheets must be opened **only on the day of the examination**.
5. Appropriate seating arrangements should be made to ensure a fair and transparent conduct of the examination.
6. Not more than **20–25 students** should be accommodated in a single examination room.
7. Invigilators must ensure that all columns in the OMR Sheet are filled correctly and neatly. OMR Sheets that are incomplete, improperly filled, or not signed by the invigilator may be rejected by CTF.
8. OMR Sheets must be filled using **Blue or Black Ball Pen only**. Overwriting, erasing, or use of whitener /correction fluid is strictly prohibited.
9. Evaluation Scheme:
 - **+1 mark** for every correct answer.
 - **–0.25 mark** for every incorrect answer.
10. Students must not resort to any unfair means during the examination.
11. Mobile phones, smart watches, calculators, or any other electronic devices are strictly prohibited during the examination.

12. Only those students who have been officially registered with CTF for ICO/ICT are permitted to appear in the examination. No additions, substitutions, or modifications shall be allowed at the examination centre level.
13. While signing the Attendance Sheet, students must carefully mention the **OMR Answer Sheet Serial Number** printed on the top-right corner (back side) of their OMR Sheet.
14. In case of student absenteeism, the word "**ABSENT**" should be clearly written in red ink in the student's signature column on the Attendance Sheet.
15. Students must enter their OMR Sheet Serial Number in the designated column of the Attendance Sheet before submitting their answer sheets.
16. Question Papers need not be collected back and may be retained by the students after the examination.
17. It is mandatory for every student to mention their **Mobile Number** on the OMR Sheet. Results and important updates will be communicated through SMS. The registered mobile number shall also serve as the password for accessing results and downloading certificates. CTF strictly adheres to its privacy policy regarding student data.
18. Unused OMR Sheets of absent students must be returned to CTF. However, unused Question Papers may be retained by the school.
19. Completed OMR Sheets along with the corresponding Attendance Sheets should be placed in the designated envelopes provided by CTF.
20. Schools are requested to ensure that the enclosed:
 - Attendance Proforma
 - Teachers' Information Proforma (for certificate purposes)
 - Feedback Formare duly completed and returned to CTF along with the filled OMR Sheets.
21. All envelopes containing completed OMR Sheets and related documents must be properly sealed and stamped with the official school seal.
22. The sealed envelope containing OMR Sheets, Attendance Sheets, and other required documents should be placed inside the large envelope provided by CTF and dispatched **on the same day of the examination**, preferably through **Hand Delivery or India Post Speed Post**, to the following address:

Administrative Office

Commerce Teachers' Foundation (CTF)

LGF-14, Rajhans Plaza, Opposite Aditya Mall
Indirapuram, Ghaziabad – 201014 (U.P.)

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