

**INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN**  
**Education Department**

**Guidelines**  
**For Solving Assignments of Correspondence Course**

Before going to start the work of solving the assignments, students are advised to must read the following guidelines carefully and strictly follow them:

1. Student must use the answer sheets as provided by ICMAP or use full scap sheets for solving the assignments.
2. Student must attach the cover sheet provided by ICMAP on Website with the answer sheet and write their full name, Registration Number, Full Mailing Address, Email Address, Stage, Subject and Assignment Number for record and for correspondence of any query.
3. Must start the answer of each question from the new page and attempt all the questions of each assignment in sequence with proper question number otherwise **“answer will be marked negatively”**. Each assignment as well as Bunch of 5 Assignments must be stapled separately.
4. Student must refer to the textbooks for solving questions and try to answer in their own words rather than making same replica of answers from recommended textbooks.
5. The answer of the question must be clear, to the point, legible and supported with calculation, presentation and conclusions where required.
6. Avoid copying of answers or taking writing support from other students. Assignments solutions copied, written in dual writing will be cancelled and considered as **“Not submitted”**.
7. Submit your First 50% assignments by 20th August and next 50% by 20th September for appearing in Fall-2011 examination. After the due date assignments **“will not be accepted”**.
8. The students must submit their assignments to the respective centers by the due date. Direct receiving of Assignments in Head Office **“would not be accepted”**.
9. Student obtained less than 50% marks in each assignment will resubmit the assignments within one week and will clearly mention **“resubmission”** on the top of the cover sheet.

**Examination Eligibility Criteria**

10. The student must obtain 50% marks in each assignment and if he fails to obtain the said percentage of marks, he/she has to re-write and resubmit the assignment within one week; otherwise he/she will not be eligible to appear in the examination.
11. Correspondence course students will be required to appear in two (2) online tests for each subject and the student who secure aggregate 50% marks in tests will be eligible to appear in the final examination."

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