



**ICMA**  
Pakistan

**Institute of Cost and Management  
Accountants of Pakistan**

# **EXAMINATION TECHNIQUES**



## **OBJECTIVES OF THIS PRESENTATION**

- ❖ **HOW TO PREPARE FOR THE EXAMINATIONS**
- ❖ **HOW TO ATTEMPT THE PAPER**
- ❖ **THINGS TO DO BEFORE AND AFTER EXAMINATIONS**
- ❖ **MISTAKES WHICH STUDENTS USUALLY DO DURING ATTEMPTING THE PAPER**
- ❖ **THINGS TO BE AVOIDED DURING THE EXAMINATIONS**
- ❖ **REMOVING THE MYTHS ABOUT EXAMINATIONS**



# **HOW TO PREPARE FOR THE EXAMINATIONS**

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**A- Studying Techniques**

**B- Time Management**

**C- How to study**

**D- Practice/ Revision; Quick Additional Study Tips**

**E- Improving Memory**

**F- Quick Memory Tips**

**G- Coping with Exam Anxiety**

## ***A- Studying Techniques:***

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### ➤ **Expectations from the Examinees:**

#### **(1) Levels of Competence:**

- (a) In-depth Knowledge
- (b) Working Knowledge
- (c) Awareness

#### **(2) Professional Skills:**

- (a) Judgment
- (b) Presentation
- (c) Integration

## ***B- Time Management:***

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- **Concentration;**
- **Prioritize the tasks;**
- **Avoid unnecessary tasks;**
- **Write Action Plan;**  
(Schedule: Day-wise; Weekly; Subject-wise –  
even Chapter-wise)
- **Use Activity log/ study chart.**

## ***C- How to Study:***

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- **Reading – With marking, taking brief notes, underlining etc.;**
- **Understanding – Find out meaning of key words/ phrases, discuss difficult topics with colleagues/ teachers;**
- **Storing – Prepare subject-wise file of notes to store topics/ titles;**
- **Answering – Reproduce answer by practicing creating the environment more conducive as if you are attempting the actual examination.**

## ***D- Practicel Revision; Quick Additional Study Tips:***

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- **Take scheduled breaks between studies;**
- **Take adequate sleep daily;**
- **Organize yourself, be disciplined;**
- **Attain target set for the day.**



## ***E- Improving Memory:***

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- **Understand the concept, theory, illustrations;**
- **Concentrate on the task;**
- **Be confident;**
- **Take help from background/ context;**
- **Break the topic into sub-topics;**
- **Revise.**

## ***F- Quick Memory Tips:***

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- **List the formulae at prominent place at home and read oftenly;**
- **Walk around the study area after every hour;**
- **Categorize the information;**
- **Look for patterns;**
- **Link new concepts to already known topics;**
- **Review, repeat and practice.**

## ***G- Coping with Exam Anxiety:***

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- **Set manageable study targets on the basis of subject area;**
- **Prepare and review “daily study target” chart;**
- **Be positive about your studies and examination;**
- **Take proper interval of rest during studies;**
- **Do exercise daily especially breathing exercise;**
- **Say health affirmation statements during exercise;**
- **Take proper and balanced diet;**
- **Do meditation, take spiritual help and be thankful to nature/ your Creator.**



# **HOW TO ATTEMPT THE PAPER**

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**A- Art of Examination Sitting**

**B- Precautions**

**C- Reading the Paper**

**D- Allocate Reasonable Time**

**E- Attempting the Questions**

**F- Enhance your Presentation**

**G- Review your Script before Handing it over to Invigilator**

## ***A- Art of Examination Sitting:***

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### **➤ Examination Philosophy:**

**To ensure that examinees have attained desired capabilities and competence to become qualified CMAs/ Accountants.**

## ***B- Precautions:***

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- **Check time, date & venue of examinations carefully.**
- **Ensure receiving correct paper when exam starts.**
- **Bring Admit Card / other required documents, prescribed calculators and stationery items.**

## ***C- Reading the Paper:***

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- **Have a vertical glance of the paper in first five minutes;**
- **Note the style and structure of the paper;**
- **Check marks allocation to each question/ sub-question;**
- **Ascertain the requirements of the questions;**
- **Read questions again;**
- **Interpret the questions.**



## ***D- Allocate Reasonable Time:***

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- **Spend time on a question according to the marks allocated;**

$$\text{Formula} = \frac{\text{Marks of the Question} \times 150 \text{ minutes}}{\text{Total Marks of the Paper}}$$

- **Use bullets for theoretical answers;**
- **Do not reproduce questions in answer scripts, only indicate the No. of question.**

## ***E- Attempting the Questions:***

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- **Attempt easiest one first and so on;**
- **Draw mental tree for logical answer;**
- **Use assumption, if question is found to be confused;**
- **At least write headings or sub-heading(s) of answers, if details are not recall at first glance.**

## ***F- Enhance your Presentation:***

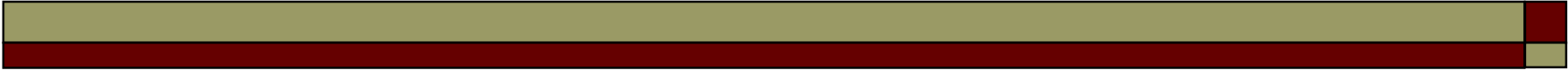
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- **Write Legibly;**
- **Logical flow/ order of facts & figure;**
- **Heading/ sub-heading;**
- **Check formulae, tables, calculations;**
- **Use charts and graphs, if necessary;**
- **Give adequate page margin.**

## ***G- Review your Script before Handing it over to Invigilator:***

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- **Review your answer script page to page, point to point;**
- **Locate missing data or formulae;**
- **If time allows, redo calculations.**



**THINGS TO DO BEFORE AND  
AFTER EXAMINATIONS  
&  
MISTAKES WHICH STUDENTS  
USUALLY DO DURING  
ATTEMPTING THE PAPER**

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- **Do not discuss your paper performance after the Examination at your examination center;**
- **After conclusion of all papers try to evaluate your performance paper by paper;**
- **Discuss it with your teacher(s);**
- **Identify your mistakes by reviewing Suggested Answers uploaded after the result;**
- **Note down corrections, if any;**
- **Practice and review them;**
- **Wait for the result;**
- **Read Examiners' Comments on the paper(s).**



# **THINGS TO BE AVOIDED DURING THE EXAMINATIONS**

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- **Lack of understanding the requirements of the questions.**
- **Poor expression and presentation skills.**
- **Wrong application of formulae.**
- **Inability to support the answers with appropriate examples/ illustrations.**
- **Poor hand-writing.**
- **Providing irrelevant data/ material.**



- **Lack of time-management skills.**
- **Resort to selective study.**
- **Inability to organize the answers logically.**
- **Attempting MCQs on hit-and-trial basis.**
- **Preparing Financial Statements in “Account” form instead of “Report” form.**



# **REMOVING THE MYTHS ABOUT EXAMINATIONS**

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**(1) ICMA Pakistan do not pass easily:**

- **There is misconception that the passing ratio is based on market requirement. ICMA Pakistan has specified transparent criteria i.e., 50 marks set as per requirement.**

**(2) Questions can be asked from anywhere:**

- **ICMA Pakistan has specific course outline and core books from where students knowledge and skills are assessed and no Question Paper is set out of the syllabus contents.**

### **(3) Trend of Question Papers is altogether changed:**

- **Some topics/ contents remained unexamined for many sessions and students avoid to study those topics and feel strange when these topics are asked however, all papers are within the syllabus.**

**BEST OF LUCK FOR  
YOUR EXAMS !**