

Dear Students

Subject: December 2022 Examinations – All Eighteen (18) Courses from Operational Level-1 (OL1) to Strategic Level-2 (SL2)

Students are advised to note the following instructions for forthcoming December 2022 Examinations for their understanding and compliance:

SPECIAL NOTE

- (1) The students may also opt to pay through online banking channel. Students paying through designated bank are required to upload the exam fee payment voucher/ evidence for exam form submission [otherwise enrollment for December 2022 Examinations will not be considered in any case].**
- (2) All the students are informed that only the ELIGIBLE COURSE(S) will be available [as per Examination Progression Scheme] for selecting as exam paper(s) during the Online Examination Application Forms submission through the Institute's website. However, in case of any query, students may contact their concerned ICMA centres for guidance.**
- (3) Students are advised to opt their desired subject(s) carefully as the request(s) for change of subject(s) will not be entertained.**

1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING DECEMBER 2022 EXAMINATIONS:

The Institute's forthcoming December 2022 Examinations are expected to be held as per the below given tentative schedule:

Examining Level(s)	Tentative Exam Commencement Date	Exam Venue
All eighteen (18) courses from Operational Level-1 to Strategic Level-2	Friday, 09-Dec-2022	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar, Quetta and *Outside Pakistan

**Examinations at Outside Pakistan shall be conducted through Remote Access. Necessary guidelines/ instructions for Remote Access Exams will be shared shortly.*

2- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:

Examination Application Forms for forthcoming December 2022 Examinations will be submitted online through Institute's website (<https://www.icmainternational.com/NoticeBoard.aspx>). Dates for submission of Examination Application Forms are as follows:

- **With Normal Fee Only – Thu, 24-Nov-2022 to Wed, 30-Nov-2022**

NOTE: During the submission of examination application form, it is advised to **UPLOAD THE RECENT PHOTOGRAPH WITH BLUE OR WHITE BACKGROUND ONLY**. Whereas, in case of uploading/ placing the old/ irrelevant photograph, Examination Application Forms may be rejected.

3- EXAMINATION FEE:

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per Course	
		Local [In Pak Rupees]	Outside Pakistan
1.	Operational Level-1	4,000	US \$ 100
2.	Operational Level-2	4,000	
3.	Managerial Level-1	5,000	
4.	Managerial Level-2	5,000	
5.	Strategic Level-1	6,500	
6.	Strategic Level-2	6,500	

Note: Overseas students are advised to remit their Exam Fee in Pak Rupees instead of foreign currency.

4- A- STEPS TO SUBMIT ONLINE EXAMINATION APPLICATION FORM AND EXAMINATION FEE SUBMISSION PROCEDURE:

- (1) Signing-in through Institute's website [by entering eight digit registration number and password].
- (2) Selection of exam centre and desired course(s) and uploading/ updating recent picture [if required] and entering/ editing contact details [residential address, mobile number and e-mail address] as mandatory requirement.
- (3) Selection of 'Payment Location' and click 'Save & Submit Form' button for **initial submission** of online Examination Application Form.
- (4) To download and/ or print Examination Application Form, along with Payment Voucher.

B- MODE OF PAYMENT:**(a) Online Payment:**

- (i) In case of online payment of exam fee(s), click '**Proceed to Pay**' button under '**Payment through Debit/ Credit Card**' option.
- (ii) For online payment, bank charges will be applied.
- (iii) After successful payment, it will be considered as **final submission** of online Examination Application Form.

(b) At Designated Bank Branch:

- (i) After printing the Payment Voucher, students will be required to submit the same at designated/ selected bank.
- (ii) As soon as the payment is submitted at designated/ selected bank, students **MUST** upload the scanned copy/ image file of the Paid Payment Voucher Receipt, under 'Upload Paid Voucher' option and enter the requisite payment details as mandatory requirement.
- (iii) Click 'Upload Voucher' button for **final submission** of online Examination Application Form.

NOTE: (1) Students are advised to upload the valid paid payment voucher receipt only as there is no provision to re-load the same. In case of uploading any irrelevant and/ or invalid payment voucher, the applicant's enrolment for the Institute's Examinations may not be considered. Uploading file size must be less than 500KB from any of the JPG, JPEG, PNG and PDF file formats.

(2) In case of any issue relating to the fees payment, please contact your respective ICMA Campus.

5- FOR ANY QUERY, CONTACT YOUR RESPECTIVE ICMA CAMPUS:

In case of any issue, students may contact their respective ICMA Campus for onward solution only.

6- ELIGIBILITY:

All such examinees who have completed the eligibility as available at https://www.icmainternational.com/exam_eligibility.aspx.

7- TIMETABLE/ EXAMINATION SCHEDULE AND ADMIT CARDS:

The timetable/ examination schedule and admit cards for forthcoming December 2022 Examinations will be issued in **due course of time**.

8- NO FACILITY TO CHANGE AN EXAM DAY/ SHIFT:

There is **no facility to change an exam day/ shift**.

9- PROVISIONALLY REGISTERED STUDENTS:

All provisionally registered students are advised to **regularize their registration number** and submit their online Examination Application Forms for appearing in forthcoming December 2022 Examinations.

10- NO PROVISION FOR EXAMINATION FEE TRANSFER:

There is no provision for examination fee transfer facility on request w.e.f. September 2019. For details, examinees may refer to the link https://www.icmainternational.com/ExamNotice_PDF/cir_exam_07082k19.pdf.

11- OFFENCES AND PROPOSED PENALTIES IN RESPECT OF UNFAIR MEANS CASES, WHICH MAY CANCEL RESULTS:

Students are advised to refer the uploaded 'Offences and Proposed Penalties in respect of Unfair Means Cases', available at https://www.icmap.com.pk/pdfs/Offences_and_Proposed_Penalties_of_Unfair_Means_Cases.pdf and at https://www.icmap.com.pk/ExamNotice_PDF/exam_notice_08062k20.pdf for a ready reference.

12- CONTACT DETAILS:

The students are advised to provide their **active and full contact details only [i.e. Residential Address, Email Address, Phone/ Mobile Number(s)].**

13- CORRESPONDENCE WITH EXAMINATION DEPARTMENT:

Students are advised to contact their respective ICMA campuses for any issue. In case if any correspondence is required with the students, **the Examination Department will respond/ contact to the provided contact details only.**

HEAD OF THE EXAMINATION DEPARTMENT

NB: In the light of the decision by the Government, the examination [for students appearing across Pakistan at designated ICMA campuses] may be conducted either through Remote Access or Campus Based, as the case may be.