

**GUIDELINES FOR EXAMINEES – APPEARING AT DESIGNATED ICMA PAKISTAN CAMPUSES**  
**FEBRUARY 2021 EXAMINATIONS [FOR ALL EIGHTEEN COURSES FROM OPERATIONAL LEVEL-1 (OL1) TO STRATEGIC LEVEL-2 (SL2) AND LOCAL LAWS GATEWAY EXAMINATION (LLG)]**

**Students are advised to read and follow the below given guidelines:**

**1. EXAMINATIONS SCHEDULE:**

The schedule for February 2021 Examinations [all eighteen courses from Operational Level-1 (OL1) to Strategic Level-2 (SL2) and Local Laws Gateway Examination (LLG)], issued on February 02, 2021, is available at [https://www.icmap.com.pk/ExamNotice\\_PDF/examschedule\\_ol1\\_ol2\\_llg\\_feb2021.pdf](https://www.icmap.com.pk/ExamNotice_PDF/examschedule_ol1_ol2_llg_feb2021.pdf).

Whereas, the examinations will be held **ONLY** as per the announced schedule and students are required to follow the examination schedule and in case of non-appearance, **ABSENT** will be marked as per examination policy and their exam fee will not be transferred or refunded in any case. **Moreover, there is no facility available for change of exam day/ shift.**

**2. TIME ALLOCATION AND PAPERS COMPOSITION & STRUCTURE AND DURATION:**

The examination for each course, from OL1 to SL2 and LLG, will be conducted as per the Paper Pattern & Style and Duration, available on Institute's website and may be followed by [https://www.icmap.com.pk/cma\\_pattern\\_structure\\_question\\_paper.aspx](https://www.icmap.com.pk/cma_pattern_structure_question_paper.aspx) against each course.

**3. MODEL PAPERS:**

For the awareness of examinees, the Model Papers of each course, from OL1 to SL2 and LLG, are also available on Institute's website and may be followed by [www.icmap.com.pk/ExamNotice\\_PDF/ModelPapers\\_CBE\\_Through\\_RemoteAccess.pdf](http://www.icmap.com.pk/ExamNotice_PDF/ModelPapers_CBE_Through_RemoteAccess.pdf).

**4. MOCK EXAMINATION:**

The mock examination for enrolled students, along with relevant details for attempting the paper, is available on Institute's website till the conclusion of examinations and may be followed by <http://www.icmap.com.pk/cbemock/login.aspx>.

**5. EXTRA READING TIME:**

There will be no Extra Reading Time allowed in any course.

**6. PRINTING EXAMINATION ADMIT CARDS:**

The Admit Cards must only be printed on a BLANK WHITE PAPER/ SHEET. **NOTHING** should be written or printed on the backside of the Admit Cards. Examinees are also advised to **verify/ check the contents of Admit Cards well before the start of the exams in order to avoid any difficulties with respect to log-in/ papers issues.**

**7. LOG-IN/ ACCESS TO QUESTION PAPERS:**

Examinees will be allowed to access their Question Papers after authorization by Exam Supervisor [Supervisor's Password].

**8. EXAMINEES' PARTICULARS:**

- (i) The examinees must record their **Roll Number, Registration Number on Working Sheet(s)** to be provided for carrying out necessary workings, if any.
- (ii) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information in answer(s) is strictly prohibited.**
- (iii) Examinees must ensure that they have signed the attendance sheet and written down the attendance 'timing' on attendance sheet, failing to which they will be treated as absent. Examinees must not leave the examination hall without prior permission of the Exam Supervisor/ Invigilator.
- (iv) The examinees are warned that writing of unnecessary/ appealing and/ or indecent sentences in the Solutions to Descriptive Questions and/ or on Working Sheets will be treated as unfair means and a disciplinary action may be taken as per the Institute's policy. However, in case any question requires some personal data like name, address, contact details etc., then, examinees must consider and **write their imaginary particulars.**

**9. ATTEMPTING QUESTION PAPER (MCQs AND DESCRIPTIVE QUESTIONS):**

- (i) The component of MCQs will be attempted by ticking/ marking [Ⓞ] against **correct/ most appropriate** choices, while the Numerical/ Descriptive Questions will be solved/ typed on the available IT working platform. However, examinees will be allowed to use **provided working sheet(s) [for calculation purpose only], which must be returned/ handed over to the invigilator(s) before leaving the exam hall.**
- (ii) The questions will appear one at a time on computer screen. However, examinees will be allowed to move back and forth between questions within prescribed time until they submit their options and finish the exam.
- (iii) Examinees will be allowed to change/ edit their answers before its submission.
- (iv) Any required formula/ mathematical/ statistical tables, if deemed necessary, will be available in the relevant question(s) and examinees are advised to keep certain essential articles with them e.g. non-programmable scientific calculator, Admit Card, CNIC, etc.
- (v) In case of non-availability of any symbol [for denoting any character/ writing formulas, if required], the examinees may write down the same in English text form rather wasting their time for searching or asking the same.
- (vi) All papers will be started/ finished only in accordance with Pakistan Time [PKT].

**10. CONDUCT OF SIMULATION SESSION:**

The detail demo for attempting the Question Paper (MCQs and Numerical/ Descriptive Questions) will be given by the IT Department, Head Office, Karachi, through a Simulation Session. Whereas, the schedule for simulation session will be communicated by your centre accordingly.

**11. LATE COMERS WILL NOT BE ALLOWED:**

**An examinee who arrives late by more than FIFTEEN (15) MINUTES will not be allowed to enter the examination premises. The start and ending time for paper will remain same for all examinees.**

**12. PERMISSION TO LEAVE EXAMINATION HALL:**

No examinee shall leave the examination premises within the **FIRST HOUR** from the start of the examination.

**13. NO EXAMINEE WILL BE ALLOWED TO CHANGE THE SEAT:**

Examinees will not be allowed to change their seats without the permission of the Invigilator/ Exam Supervisor. However, if the Invigilator/ Exam Supervisor will consider it necessary, he/ she may change the seat of an examinee.

**14. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN QUESTION PAPER(S):**

Examinees shall attempt the question(s) as appeared on computer screen traditionally. The examinees should not raise any query or insist for correction(s) in the Question Paper(s) during the examination.

**15. QUICK RESPONSE HELPDESK:**

In case of **any query/ concern**, during the conduct or with regard to February 2021 Examinations, **please send your queries/ concerns only to the Examination Department's** Official email address i.e. [exam@icmap.com.pk](mailto:exam@icmap.com.pk). In case of not receiving any response, you may send a reminder to us with subject, clearly mentioning the word '**Reminder**'. Whereas, **sharing of queries/ concerns over social media platforms/ blogs** will be considered as **violation of students' code of conduct** and will result in a **DISCIPLINARY ACTION**, as per Institute's rules and regulations, against the candidate.

**16. PROHIBITED ITEMS WITHIN THE EXAM PREMISES:**

Arms & ammunitions are strictly prohibited in the premises of the Institute. In addition, examinees are advised not to carry mobile phones, laptops, pocket PCs, PDAs, any sort of communication device etc., during examinations. If any examinee found carrying/ using these gadgets, an unfair mean case will be registered as per the Institute's policy. Smoking is also prohibited in the examination premises.

**17. EXAM FEE ADJUSTMENTS LETTERS:**


The fee adjustment letters, on account of "Disallowed" and/ or "Ineligibility" to appear in examinations, will be issued [if any] in the month of **March 2021**.

**18. CODE OF CONDUCT:**

Examinees are informed that the "**Code of Conduct**" of the Institute should be strictly followed during the conduct of examinations as well.

**19. RIGHTS AND AUTHORITIES:**

ICMA Pakistan has absolute rights and authorities to change/ amend the examination procedures/ SOPs/ guidelines/ venue/ modus operandi for conducting examinations as and when required for the facilitation to the students.



**SENIOR DIRECTOR EXAMINATIONS**