



GUIDELINES FOR EXAMINEES – APPEARING FROM OUTSIDE PAKISTAN THROUGH REMOTE ACCESS
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.

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 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.

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. COMPUTER ACCESSORIES REQUIREMENTS:

The following are the relevant details of required accessories for taking the exams through Remote Access:

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| (1) Desktop/ Laptop – Processor i3 or higher [Recommended] | (6) Mobile phone camera [New Requirement] |
| (2) RAM – 8GB (Minimum) | (7) Operating system – Windows 7-10 |
| (3) An internet connection | (8) Browser – Firefox or Chrome |
| (4) Speakers and a microphone – External or Built-in | (9) Backup electricity arrangements (UPS and/ or electric generator) |
| (5) Webcam or HD webcam – External or Built-in | |

Also note that all the requirements are in line with the best global practices for taking exams through Remote Access and, therefore, **are highly recommended for appearing in Institute's examinations**. However, the **students may also use accessories of low configuration** as in all such cases, the **students will always be held responsible for any kind of loss due to associated technical glitches** [hanging a system, disconnection with the exam server/ videoconferencing, and so on], **which may result in disqualification/ termination of a paper/ loss of precious time.**

7. EXAMINATION ROOM/ ENVIRONMENT:

The examinees shall attempt the examinations where they have an Internet access, proper lighting and sitting arrangements. They must be alone in a noiseless room/ environment. However, during the paper, security features will be observed strictly by the Institute and in case of any violation [such as cheating, consulting with books or seeking any assistance, and so on] a disciplinary action may be taken as per the Institute's policy.

8. EXAM REPORTING/ ZOOM MEETING JOINING TIME:

It may be noted that the examinees are required to sit before the camera for examination at least one hour before start of examination. Hence, the **Exam Reporting/ Zoom Meeting Joining Time will commence thirty (30) minutes before start of the exam** of your respective paper. All examinees are, therefore, advised to **report to the Proctor accordingly as they will only be allowed to join Zoom Meeting maximum upto 15 minutes from the commencement of Exam Reporting/ Zoom Meeting Joining Time.**

9. EXAM MONITORING:

Examinees will be required to install **two cameras [as described above] at a time**, using provided Zoom Meeting Link(s), which will be sent **through CBE Software** [for connecting PC/ Laptop camera] and **through your provided email address** [examinees should have access to their email accounts on the provided mobile phone number for connecting mobile camera]. While, the **position for installing mobile phone camera will be informed to the examinees by the Exam Proctor at the time of examination**, depending upon their examination room/ surroundings. While, the Proctor will ask the examinees to show their examination rooms/ surroundings by moving their Webcam or HD Webcam [upto 360° rotation] and to show their empty pockets/ hands/ palms including identification through real-face matching, in order to ensure that the environment is suitable for taking the paper. In case of finding any material/ notes/ books/ any irrelevant documents/ any suspicious or unusual activities during the examination process, the **Proctor may end/ terminate examinees' papers** after issuing three (3) warnings to the candidates. For verification purpose, the examinees are required to **keep their printed Admit Cards, original Computerized National Identity Card (CNIC), and Student's Registration Card** [if available] with them and should produce when asked to show.

10. 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. **While the students are also advised to must keep the printed Admit Cards with themselves all the time during the paper for producing the same for identification purpose as and when required by Proctors.** 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.**

11. LOG-IN/ ACCESS TO QUESTION PAPERS:

- (i) Examinees will be allowed to access their papers remotely only, using **Laptops/ Personal Computer (PC) with mandatory Cameras** [either built-in camera or as an added one, no other gadget(s)/ equipment will be allowed], and through a dedicated web-link, which will be provided separately and to be used to download the requisite CBE Software and Joining Zoom Meeting [for taking Simulation Session and Final Exam separately].
- (ii) There are two different versions of **ICMA Pakistan CBE through Remote Access Software** i.e. **Simulation Version** and **Final Exam Version**. However, the examinees will be required to download and install both the exam software separately, either for taking Simulation Session or Final Exam. The software may be downloaded from Institute's website, using the above link. However, the **Simulation Version will be available before the conduct of Simulation Session** and the **Final Exam Version will be made available after the issuance of Admit Cards**. Whereas, in case of a non-compatibility error, the examinees would be required to ignore it and run the 'exe' setup file, which is made available in a 'Zipped' folder.

12. DISCONNECTION PROCEDURE:

After three (3) times disconnections [for a duration not more than three (3) minutes each], the examinees paper will be ended/ terminated by the Proctor.

13. SWITCHING OFF VIDEOCONFERENCING:

If the videoconferencing is disconnected either by poor connection of Internet or intentionally or mistakenly by the examinees, for a duration upto three (3) minutes, they will be required to login again.

14. EXAMINEES' PARTICULARS:

- (i) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information in answer(s) to Descriptive Questions is strictly prohibited.**
- (ii) Examinees must ensure that their attendance have been marked timely. Failing to which they will be treated as absent. Examinees must not leave the examination room/ surrounding without prior permission of the Exam Supervisor/ Proctor.
- (iii) 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**. Moreover, in case of any suspicious activity, violating examination rules and policies, getting unauthorized help or copying, publishing, disclosing, transmitting, selling, sharing, posting, downloading, distributing of exam contents as a whole/ part in any form or any activity that diminishes the security and integrity of the Institute during the conduct of exams, the paper of a candidate may be disqualified/ failed/ cancelled.

15. 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, the examinees will be allowed to use **blank working sheet(s) for calculation purpose only**.
- (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 before appearing in front of the camera e.g. non-programmable scientific calculator, blank working sheets, Admit Card, CNIC, water bottle, 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].

16. 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 to you accordingly. Whereas, the **duration for Simulation Session** for each candidate will be **forty-five (45) minutes**. For the purpose, the examinees will be required to log-in through the **Simulation Version of ICMA Pakistan CBE through Remote Access Application [CBE Desktop-Simulation]** for taking the session – link will be provided separately via examinees' provided email addresses]. Whereas, the same link will also be used to download and install the **Final Exam Version of ICMA Pakistan CBE through Remote Access Application [CBE Desktop-Simulation]**. While, the shift-allocation/ details for each examinee will be communicated by their respective/ regional centre.

17. LATE COMERS WILL NOT BE ALLOWED:

An examinee who is late by more than FIFTEEN (15) MINUTES will not be allowed.

18. NO EXAMINEE WILL BE ALLOWED TO USE RESTROOM:

Examinees will **not be allowed to use restroom facility** during the exam/ exam process.

19. NO EXAMINEE WILL BE ALLOWED TO CHANGE THE SITTING POSITION:

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

20. 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 during the examination.

21. SUSPICIOUS ACTIVITIES:

- (i) An examination will be marked **null and void** if a candidate:
 - (a) Accesses the other websites/ restricted software/ applications
 - (b) Makes contact with a third person/ other than Proctor
 - (c) Refers to notes or any other material
 - (d) Switching-off camera(s) [either desktop and/ or mobile phone]
 - (e) Any other act which may deemed as unfair means and cheating
- (ii) Proctor will continually monitor the candidates for suspicious activity and will have the authority to **end/ terminate** the examination, if they are certain that they have witnessed a breach of exam conditions.
- (iii) **Examinees are also advised not to carry/ use additional laptops, pocket PCs, PDAs, or any sort of communication device etc., during examinations.**

22. TECHNICAL PROBLEMS/ TROUBLESHOOTING:

The **Institute will not be held responsible** in case if any technical issue/ troubleshooting arises in examinees' computer/ laptop during attempting the paper. In case, if the connection is not restored, the examinees paper will be ended/ terminated.

23. QUICK RESPONSE HELPDESK:

In case of **any query/ concern**, during the conduct or with regard to February 2021 Examinations, through Remote Access, **please send your queries/ concerns only to the Examination Department's** Official email address i.e. 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.

24. 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**.

25. CODE OF CONDUCT:

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

26. RIGHTS AND AUTHORITIES:

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



SENIOR DIRECTOR EXAMINATIONS