GUIDELINES FOR EXAMINEES – APPEARING THROUGH REMOTE ACCESS
FEBRUARY 2024 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 2024 Examinations [all eighteen courses from Operational Level-1 (OL1) to Strategic Level-2 (SL2) and Local Laws Gateway Examination (LLG)] is available at https://www.icmainternational.com/ExamNotice_PDF/Schedule_Feb_24_OL-SL-LLG.pdf.

   The examinations will be held ONLY as per the announced 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 and centre.

2. **COMPUTER ACCESSORIES REQUIREMENTS:**

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

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

3. **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.

4. **EXAM REPORTING/ ZOOM MEETING JOINING TIME:**

   It may be noted that the examinees are required to appear for examination at least **thirty (30) minutes** before start of examination.

5. **EXAM MONITORING:**

   (i) 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**.

   (ii) The Proctor will ask the examinees **[any time]** 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 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.

   (iii) 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**.

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.

7. **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**, 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.

   (ii) There are two different versions of **ICMA 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 the provided 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**.

8. **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.

9. **EXAMINEES' PARTICULARS:**

   (i) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information in answer(s) is strictly prohibited.**

(ii) The examinees are warned that writing of unnecessary/ appealing and/ or indecent sentences in the Solutions to Descriptive Questions 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., examinees may **write imaginary particulars**.

(iii) Moreover, in case of violating examination rules and policies 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.

10. 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.

(ii) The 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) Examinees are advised to keep certain essential articles with them before appearing in front of the camera e.g. programmable/ non-programmable scientific calculator, Admit Card, CNIC, water bottle, etc. However, **they are advised not to carry/ use additional laptops, pocket PCs, PDAs, or any sort of communication device etc., during examinations.**

(v) All papers will be started/ finished only in accordance with Pakistan Time [PKT].

11. LATE COMERS WILL NOT BE ALLOWED:

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

12. NO EXAMINEE WILL BE ALLOWED TO USE RESTROOM:

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

13. CHANGING 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.

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.

15. 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.
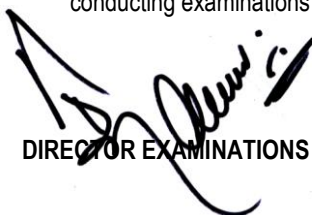
16. QUICK RESPONSE HELPDESK:

In case of **any query/ concern**, during the conduct of February 2024 Examinations, through Remote Access, **please send your queries/ concerns only to the Examination Department's** Official email address i.e. **exam@icmap.com.pk**. 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.

17. 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.

18. RIGHTS AND AUTHORITIES:

ICMA 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.

DIRECTOR EXAMINATIONS