



GUIDELINES FOR EXAMINEES – APPEARING AT DESIGNATED ICMA PAKISTAN CAMPUSES

LEGAL MODULE EXAM (LME), JUNE 2022 [FOR FELLOW MEMBERS OF ACCA]

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

SPECIAL NOTE

Students are advised to bring/ produce the COVID-19 Vaccination Certificate [either partially or fully vaccinated; duly issued by NIMS-NADRA]. Otherwise, they will not be allowed to enter the Institute's premises and/ or Examination Hall.

1. EXAMINATION SCHEDULE:

The examination schedule for Legal Module Exam (LME), June 2022, is available at https://www.icmainternational.com/ExamNotice_PDF/examschedule_mpe_lme_jun2022.pdf.

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

The duration for Legal Module Examination (LME) is **THREE (03) HOURS** which will be conducted as per the examination **Question Paper Pattern & Style and Model Papers**, which are available on Institute's website and may be followed by https://www.icmainternational.com/mpp_acca.aspx.

3. 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. Whereas, the Admit Cards will be issued from **June 20, 2022**.

4. EXAMINEES' PARTICULARS:

- (i) The examinees must record their **Roll Number in the space provided on first page of the Question Paper**.
- (ii) The examinees must record their **Roll Number, Registration Number on provided Working Sheet(s) and Top Cover Sheets**.
- (iii) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information on Working Sheet(s) and/ or inside the answers/ solutions] is strictly prohibited.**
- (iv) 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.
- (v) The examinees are warned that writing of unnecessary/ appealing and/ or indecent sentences in the Solutions/ Answers 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 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.

5. ATTEMPTING MULTIPLE CHOICE QUESTIONS (MCQs) [SECTION-A*] – ONLINE QUESTIONS:

- (i) **Log-in/ Access to Section-A – Online Questions of the Question Paper:** Examinees will be required to access their online MCQs using CBE Application, after authorization by Exam Supervisor [Supervisor's Password]. However, the paper will be started/ finished only in accordance with Pakistan Time [PKT].
- (ii) Examinees will be provided **separate working sheet(s) for calculation purpose only, which must be attached with the provided Top Cover Sheets/ handed over to the invigilator(s) before leaving the computer lab**. Moreover, the start and ending time for paper will remain same for all examinees.
- (iii) The MCQs will appear one at a time on computer screen. However, examinees will be allowed to move back and forth between questions [MCQs] within prescribed time until they submit their options and finish the exam.
- (iv) Examinees will be allowed to change/ edit their answers before its submission.

6. ATTEMPTING SHORT CASES AND PRACTICAL/ THEORY QUESTIONS [SECTION-B & C*]:

- (i) **Access to Sections-B & C of the Question Papers:** The examinees will be required to attempt Short Cases and Practical/ Theory Questions [Section-B & C] using provided MS Office Solutions Templates, which will be accessed by entering the Passwords mentioned in the Question Paper, e.g. < ***** > – password is between the symbols < >, and within the allowed time from the start [time] of the examination. However, the start and ending time for paper will remain same for all examinees.
- (ii) The examinees will be required to take printouts of all attempted question(s) for attaching with the provided **Examination Assessment Top Cover Sheets**.
- (iii) The invigilator will sign both Top Cover Sheets and computer printouts. Although, it is the responsibility of examinees to **ensure that the PRINTOUTS, ALONG WITH WORKING SHEET(S), HAVE BEEN PROPERLY ATTACHED** with the provided **Examination Assessment Top Cover Sheet, duly signed by the Invigilator(s)**.

*** Examinees are allowed to attempt any of the sections either 'A' or 'B' or 'C' within the allowed time as per their convenience.**

7. 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. Moreover, **LATE COMERS WILL NOT BE GIVEN ANY EXTRA TIME** for attempting any paper.

8. PERMISSION TO LEAVE EXAMINATION HALL:

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

9. 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.

10. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN PAPER:

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

11. QUESTION PAPER MUST BE RETURNED TO THE INVIGILATOR:

The question paper must be returned to the invigilators before leaving the examination IT lab. Taking the question paper out of examination premises constitutes cheating and will invalidate examinees' examination and result. Similarly, examinees will not be allowed to take away examination stationery from the examination premises either during the examination or at conclusion of the examination.

12. 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. 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.

13. CODE OF CONDUCT:

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

14. 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