



**GUIDELINES FOR EXAMINEES
FOR SUMMER 2020 EXAMINATIONS &
[MANAGERIAL LEVEL-2, STRATEGIC LEVEL-1 AND STRATEGIC LEVEL-2 COURSES]
LOCAL LAWS GATEWAY EXAMINATION [LLG], JULY 2020
[COMPUTER BASED EXAMINATIONS (CBE) – THROUGH REMOTE ACCESS]**

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

1. EXAMINATIONS SCHEDULE:

The schedule for Summer 2020 Examinations and Local laws Gateway Examination [LLG], July 2020, Computer Based Examinations (CBE) – through Remote Access, issued on July 07, 2020, is available on ICMA Pakistan website under '**Notices**' and may be followed by www.icmap.com.pk/ExamNotice_PDF/ScheduleForSummer2020Examinations_LLG_July2020CBE_ThroughRemoteAccess.pdf.

Whereas, the examinations will be held **ONLY** as per the announced schedule and students are required to strictly follow the examination schedule and in case of no show, **ABSENT** will be marked as per examination policy and their exam fee will not be transferred or refunded in any case. However, if an examinee desires to change his/ her exam day/ shift, the candidate shall be required to deposit the fee amounting to **Rs.1,000 per course on or before 14th July 2020** and submit the deposit/ payment slip at your respective centre along with the Admit Card for onward processing by the Examination Department.

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

The examination for each course of Managerial Level-2 (ML-2), Strategic Level-1 (SL-1), Strategic Level-2 (SL-2) and LLG will be conducted as per the Question Paper Pattern and Structures available on Institute's website and may be followed by www.icmap.com.pk/ExamNotice_PDF/QPPS_CBE_Through_RemoteAccess.pdf against each course.

3. MODEL PAPERS:

For the awareness of examinees, the Model Papers of each course of ML-2, SL-1 and SL-2, including 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. EXTRA READING TIME:

There will be no Extra Reading Time allowed in any course of ML-2, SL-1, SL-2 and LLG.

5. 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 | (5) Webcam or HD webcam – External or Built-in |
| (2) RAM – 8GB (Minimum) | (6) Operating system – Windows 7-10 |
| (3) An internet connection – Broadband wired or wireless (3G or 4G/LTE) [avoid to use Mobile Hotspot] | (7) Browser – Firefox or Chrome |
| (4) Speakers and a microphone – External or Built-in | (8) Backup electricity arrangements (UPS and/ or electric generator) |

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. It is being further clarified that the facility of conducting ICMA Pakistan Examinations through Remote Access is optional to save precious time of the Institute's students, as it is yet undecided that when the physical [campus based] examinations would take place. It may take another six months/ one year or more.

6. 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.

7. EXAM REPORTING/ ZOOM MEETING JOINING TIME:

Exam Reporting/ Zoom Meeting Joining Time will commence one (01) hour before start of the exam of your respective course(s). All examinees are, therefore, advised to report to the Proctor accordingly.

8. EXAM MONITORING:

The Proctor will ask the examinees to show their examination rooms/ surroundings by moving camera [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 will 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, issued by the Institute, with them and should produce when asked to show.

9. 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. Whereas, the Admit Cards will be issued from **13th July 2020**. 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.

10. LOG-IN/ ACCESS:

- (i) Examinees will be allowed to access their papers remotely only, using **Laptops/ Personal Computer (PC) with mandatory Camera** [either built-in camera or as an added one, no other gadget(s)/ equipment will be allowed], and through a dedicated web-link [i.e. www.icmap.com.pk/CMAExamForm/Login.aspx], which will be used to download the requisite CBE Software and Joining Zoom Meeting [for taking Simulation Session and Final Exams separately]. It may be noted that the examinees are required to sit before the camera for examination at least one hour before start of examination. 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, which may result in cancellation of result of the said paper.
- (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 Sessions** 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.

11. 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.

12. 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.

13. ATTEMPTING CBE PAPER (MCQs AND DESCRIPTIVE QUESTIONS):

- (i) In all papers, the component of MCQs will be attempted by ticking/ marking [⊙] against correct/ most appropriate choices, while the Descriptive Questions will be typed/ solved on the available IT working platform only within the allowed time from the start (time) of the examination. 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 sheet and water bottle/ tea.
- (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].

14. CONDUCT OF SIMULATION SESSIONS:

The Simulation Sessions for Summer 2020 Examinations and LLG, July 2020, CBE through Remote Access, will be held on **10th and 11th July 2020** between **09:00 am to 08:00 pm [PKT]**. Whereas, each examinee will be allowed to take only one session [for any of the applied courses]. The **duration for Simulation Session** for each candidate will be **one (1) hour fifteen (15) minutes** [comprising **45 minutes** for Exam Reporting/ Zoom Meeting Joining Time and **30 minutes** for attempting practice questions/ paper]. For the purpose, the examinees will be required to log-in to the Students' Portal [via www.icmap.com.pk/CMAExamForm/Login.aspx] for downloading the **Simulation Version of ICMA Pakistan CBE through Remote Access Application [CBE Desktop-Simulation]** for taking the session. 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]**. Whereas, the shift-allocation/ details for each examinee will be communicated by their respective/ regional centre.

15. LATE COMERS WILL NOT BE ALLOWED:

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

16. PERMISSION TO LEAVE EXAMINATION ROOM/ AREA:

No examinee shall be allowed to **leave the examination room/ area within the FIRST HOUR** from the start of the examination.

17. NO EXAMINEE WILL BE ALLOWED TO USE RESTROOM:

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

18. NO EXAMINEE WILL BE ALLOWED TO CHANGE THE SEAT:

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.

19. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN CBE 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 paper(s) during the examination.

20. 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
 - (e) Any other act which may be 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 mobile phones, additional laptops, pocket PCs, PDAs, or any sort of communication device etc., during examinations.**

21. 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.

22. NO FACILITY OF RESCHEDULING WILL BE AVAILABLE:

It is informed to all examinees that **there will be no facility available for opting for 'Rescheduling a Paper'** in case, if any paper is ended/ terminated/ disqualified or an examinee remains absent in that particular paper.

23. AVAILABILITY OF ANIMATED ASSISTANCE:

In order to simplify the process of CBE through Remote Access an animated video is available on Institute's website, which may be followed by www.icmap.com.pk/CMAExamForm/Login.aspx.

24. QUICK RESPONSE HELPDESK:

In case of **any query/ concern**, during or the conduct or with regard to Summer 2020 Examinations and LLG, July 2020, CBE through Remote Access, **please send your queries/ concerns only to the Examination Department's** Official email address i.e. exam@icmap.com.pk. The Examination Department will respond to your emails **within 15 minutes** [during the exams]. 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.

25. IRRELEVANT/ APPEALING AND INDECENT SENTENCES:

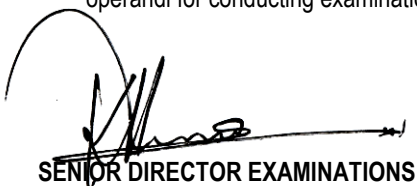
The examinees are warned that writing of unnecessary/ appealing and/ or indecent sentences in the Solutions to Descriptive Questions will be treated as unfair means and will be dealt with accordingly. Moreover, in case of any suspicious activity, violating examination rules and policies, getting unauthorized 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.

26. 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.

27. 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