



GUIDELINES FOR EXAMINEES
FOR COMPUTER BASED EXAMINATIONS (CBE), MARCH-APRIL 2020
[FOR ALL NINE COURSES OF OPERATIONAL LEVEL-1 (OL-1), OPERATIONAL LEVEL-2 (OL-2) AND MANAGERIAL LEVEL-1 (ML-1)]

Read the following carefully, especially **Sr. 4 to 13 :**

1. EXAMINATIONS SCHEDULE:

The schedule for Computer Based Examinations (CBE), March-April 2020, issued on March 05, 2020, is available on ICMA Pakistan website under '**Notices**' and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/Schedule_for_CBE_Mar-Apr_2020.pdf.

2. VENUE AND NUMBER OF SHIFTS FOR EXAMINATIONS:

The examination venue details for CBE, March-April 2020 are available under Circular Ref. # CBE-15/01/01/20 dated January 27, 2020 and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/Circular_for_Students_CBE_March2020.pdf. **However, 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.**

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. **Any violation will be treated as unfair means and dealt with accordingly.**

4. EXTRA READING TIME:

There will be no Extra Reading Time allowed in CBE.

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

The examination for each course of Operational Level-1 (OL-1), Operational Level-2 (OL-2) and Managerial Level-1 (ML-1) 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.

6. MOCK EXAMINATION:

The mock examination for enrolled students of OL-1, OL-2 and ML-1, 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>.

7. LOG-IN/ ACCESS TO COMPUTER BASED EXAMINATIONS (CBE) ONLINE QUESTION PAPERS:

Examinees will be allowed to access their Computer Based Examinations (CBE) Question Paper 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) provided.**
- (ii) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information in answer(s) to numerical or descriptive questions [i.e., at the start/ between/ end of a solution] is strictly prohibited. Any violation will be treated as unfair means and dealt with accordingly.**
- (iii) Examinees must ensure that they have signed the attendance sheet and written down the attendance 'timing' on attendance sheet, otherwise, they will be treated as absent. Examinees must not leave the examination I.T. lab without prior permission of the invigilator.
- (iv) In case any question (numerical/ descriptive) requires some personal data like name, address, contact details etc., then, examinees must consider and **write their imaginary particulars. Any violation will be treated as unfair means and dealt with accordingly.**

9. ATTEMPTING CBE PAPER (MCQs & NUMERICAL/ DESCRIPTIVE QUESTIONS):

- (i) The CBE Paper (MCQs & numerical/ descriptive questions) will be attempted on PCs allocated to examinees where correct choices for MCQs will be marked [ⓐ] within the allowed time from the start (time) of the examination and numerical/ descriptive questions will be solved on available I.T. working platform. However, examinees will be provided **separate working sheet(s) and pencil for calculation purpose only, which must be returned/ handed over to the invigilator(s) before leaving the computer lab.** Moreover, **LATE COMERS WILL NOT BE GIVEN ANY EXTRA TIME** for attempting CBE Paper (MCQs & numerical/ descriptive questions). **The detail demo for attempting the CBE Paper (MCQs & numerical/ descriptive questions)** will be given by the I.T. Department, Head Office, Karachi, through a simulation session. Whereas, the schedule for simulation session will be communicated by your centre accordingly.
- (ii) The questions 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.
- (iii) Examinees will be allowed to change/ edit their answers. There will be no **negative** marking.
- (iv) Mathematical and statistical tables, if required, will be provided on request.
- (v) Use of MS Office or any other software application will be prohibited.

10. **PERMISSIBLE CALCULATORS:**

Examinees are advised to bring simple and non-programmable scientific calculators.

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 ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN CBE PAPER(S):**

Examinees shall attempt the question(s) as appeared on computer screen under their own assumption(s). The assumption(s) should be clearly stated on a separate working sheet, which will be provided to the examinees. The examinees should not raise any query or insist for correction(s) in CBE Paper(s) during the examination.

14. **EXAMINEES WILL NOT BE ALLOWED TO TAKE AWAY EXAMINATION STATIONERY:**

Examinees will not be allowed to take away examination stationery from the examination premises either during the examination or at conclusion of the examination.

15. **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.

16. **EXAM FEE ADJUSTMENTS LETTERS:**

To control unauthorized sitting, updated status of examinees is mentioned in the "Admit Card" i.e. "To Appear". However, the fee adjustment letters, on account of "Disallowed" and/ or "Ineligibility" to appear in examinations, will be issued [if any] in the month of April 2020.

17. **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 that may lead to **cancellation** of result/ registration. Smoking is also prohibited in the examination premises.

18. **IRRELEVANT/ APPEALING AND INDECENT SENTENCES:**

The examinees are warned that writing of unnecessary/ appealing and indecent sentences on Working Sheets and/ or in the solutions to descriptive/ numerical questions is treated as unfair means and will be dealt with accordingly.

19. **CODE OF CONDUCT:**

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



SENIOR DIRECTOR EXAMINATIONS