



GUIDELINES FOR EXAMINEES FOR WINTER 2018 [WRITTEN] EXAMINATIONS [FOR MANAGERIAL LEVEL-2, STRATEGIC LEVEL-1 AND STRATEGIC LEVEL-2 COURSES]

Read the following carefully, especially **Sr. 4 to 10 :-**

1. EXAMINATIONS SCHEDULE:

The schedule for Winter 2018 [Written] Examinations, issued on October 19, 2018, is available on ICMA Pakistan website under '**Notices**' and may be followed by [https://www.icmap.com.pk/ExamNotice_PDF/Schedule_for_Winter2018_\[Written\]_Examinations.pdf](https://www.icmap.com.pk/ExamNotice_PDF/Schedule_for_Winter2018_[Written]_Examinations.pdf).

2. VENUE AND NUMBER OF SHIFTS FOR EXAMINATIONS:

The venue details for Winter 2018 [Written] Examinations are available under Circular Ref. # Win-Nov-18/01/09/18 dated September 29, 2018 and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/cir_Winter2018_Written_Examinations.pdf. However, the examinations will be held in two shifts (morning and afternoon) as per the announced and communicated schedule.

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:

A provision of 15 Minutes Extra Reading Time is available for designated courses only, which is exclusively allowed for READING, UNDERSTANDING AND REFLECTING THE QUESTION PAPER and may be viewed on https://www.icmap.com.pk/ExamNotice_PDF/cir_exam_28122k17.pdf. Whereas, the answer scripts, despite of Extra Reading Time, will also be provided to the examinees **before the start of examination time (MCQs and/ or Extra Reading Time) with the restriction not to write in the answer script.** Moreover, examinees will not be allowed to write in the answer scripts or write/ attempt the question papers during extra reading time of 15 minutes and **may only underline or highlight any word or sentence** on the question paper and may use **simple, non-programmable** calculators during Extra Reading Time period.

5. EXAMINEES' PARTICULARS:

- The examinees must record their **Roll Number** in the space provided on first page of the Question Paper.
- The examinees must record their **Roll Number, Registration Number** only on top cover sheet of the MCQs paper and Answer Script(s).
- Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information on answer sheet(s) [i.e., inside the Answer Script(s)] is strictly prohibited. Any violation will be treated as unfair means and dealt with accordingly.**
- Examinees must ensure that they have signed the attendance sheet and written down the attendance 'timing' on attendance sheet, failing which they will be treated as absent. Examinees must not leave the examination room without prior permission of the invigilator.
- Every examinee must ensure to **TICK (✓) THE ATTEMPTED QUESTION(S)** against each, **avoidance is not tolerable.**

Question	
No.	Attempted (✓)
1	✓
2	✓
3	.
4	.
5	.
6	.
7	.
8	.
Total	

- Examinees must write down the **TOTAL NUMBER OF QUESTION(S) ATTEMPTED IN THE ANSWER SCRIPT(S) [i.e., 1/ 2/ 3/....]** in the space provided on front top cover sheet of Answer Script "A" before the expiry of allowed time/ leaving the Examination Hall.
- In case any question 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.**

6. ATTEMPTING QUESTION OF MCQs IN APPLICABLE COURSES:

- The MCQs part of Question Paper (for all applicable courses) will be provided separately on which choices will be ticked by examinees and shall be returned to the invigilators within the allowed time from the start (time) of the examination. **There is no separate answer sheet for this part of the paper and examinees will not be allowed to write anything in the answer scripts during attempting the MCQs part of Question Paper. LATE COMERS WILL NOT BE GIVEN ANY EXTRA TIME** for attempting MCQs part of Question Paper.

- (ii) The examinees must mark (✓) one Option (either A, B, C or D) ONLY as correct answers in the Answer Box provided for this purpose, on first page of MCQs Paper. Option(s) marked inside the question paper (MCQs) will be considered invalid and no mark will be awarded for marking that options.

MCQs No.	Tick (✓) Your Options			
	A	B	C	D
1				
2				
.				
.				
10				

- (iii) No mark will be awarded for ticking the answer **WITH PENCIL**.

- (iv) Calculation(s) may be made in the space provided in the MCQs paper for this purpose.

- (v) If an examinee finishes the MCQs part before the allowed time, he/ she may hand over the solved paper to the invigilator and wait for the subjective part of the question paper. Subjective part of the question paper will not be provided before the allowed time i.e., before 09:15 Hrs [PST], for morning shift, or 14:15 Hrs [PST], for afternoon shift, as the case may be.

7. ATTEMPTING SUBJECTIVE PART OF QUESTION PAPER:

- (i) The subjective part (written paper) will be taken on answer script within the allowed time from the start [time] of the examination.
(ii) The answer scripts will be provided to the examinees before the start of examination time for entering the required particulars of the examinees with the restriction not to write in the answer script before the commencement of paper.

8. PERMISSIBLE CALCULATORS:

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

9. LATE COMERS WILL NOT BE ALLOWED:

An examinee who arrives late by more than **THIRTY (30) MINUTES** will not be allowed to enter the examination premises.

10. PERMISSION TO LEAVE EXAMINATION HALL:

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

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

Examinees shall attempt the question(s) as printed in Question Paper(s) under their own assumption(s). The assumption(s) should be clearly stated in notes to the solution. The examinees should not raise any query or insist for correction(s) in Question Paper(s) during the examination.

12. QUESTION PAPERS MUST BE RETURNED TO THE INVIGILATOR:

The question papers must be returned to the invigilators before leaving the examination hall/ room. Taking the question paper(s) 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.

13. DISALLOWED STUDENTS/ FEE DEFERRED ON REQUEST:

To control unauthorized sitting, updated status of examinees is now being mentioned in the "Admit Card" i.e., "To Appear". However, the fee adjustment letters, on account of "Disallowed" and "Fee Deferred", will be issued by the Finance Department, Head Office, Karachi, in the month of **December 2018**.

14. 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.

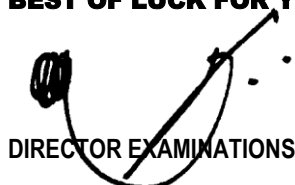
15. IRRELEVANT/ APPEALING AND INDECENT SENTENCES:

The examinees are warned that writing of unnecessary/ appealing and indecent sentences in Answer Scripts is treated as unfair means and will be dealt with accordingly.

16. CODE OF CONDUCT:

Examinees are informed that the "Code of Conduct" of the Institute should be strictly followed in the examination days also, specially the dress code. Failure to do so will be penalized.

BEST OF LUCK FOR YOUR EXAMS



DIRECTOR EXAMINATIONS