

**Dear Students**

**Subject: February 2021 Examinations – All Eighteen (18) Courses from Operational Level-1 (OL1) to Strategic Level-2 (SL2)**

Students are advised to note the following instructions for forthcoming **February 2021 Examinations** for their understanding and compliance:

**1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING FEBRUARY 2021 EXAMINATIONS:**

The Institute's forthcoming February 2021 Examinations are expected to be held as per the below given tentative schedule:

Examining Level(s)	Tentative Exam Commencement Date	Exam Venue
All eighteen (18) courses from Operational Level-1 to Strategic Level-2	Saturday, 13-February2021	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar, Quetta and *Outside Pakistan

*\*Examinations Outside Pakistan shall be conducted through Remote Access. Necessary guidelines/ instructions for Remote Access Exams will be shared shortly.*

The examination **Question Papers Pattern & Structure** are already available on Institute's website and may be followed by [www.icmap.com.pk/cma\\_pattern\\_structure\\_question\\_paper.aspx](http://www.icmap.com.pk/cma_pattern_structure_question_paper.aspx) for February 2021 Examinations ready reference.

**2- ELIGIBILITY:**

All such examinees who have already completed the examination eligibility as available on [www.icmap.com.pk/exam\\_eligibility.aspx](http://www.icmap.com.pk/exam_eligibility.aspx) and fulfill the criteria of Exam Progression Scheme as available on [www.icmap.com.pk/exam\\_progression\\_scheme.aspx](http://www.icmap.com.pk/exam_progression_scheme.aspx).

**3- EXAMINATION FEE:**

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per Course	
		Local [In Pak Rupees]	Outside Pakistan
1.	Operational Level-1	2,500	US \$ 180
2.	Operational Level-2	3,000	
3.	Managerial Level-1	4,000	
4.	Managerial Level-2	4,000	
5.	Strategic Level-1	4,500	
6.	Strategic Level-2	4,500	

*Note: Overseas students are advised to remit their Exam Fee in Pak Rupees instead of foreign currency.*

**4- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:**

Examination Application Forms for forthcoming February 2021 Examinations will be submitted online through Institute's website ([www.icmap.com.pk/NoticeBoard.aspx](http://www.icmap.com.pk/NoticeBoard.aspx)). Dates for submission of Examination Application Forms are as follows:

- **With Normal Fee Only – from Fri, 22-Jan-2021 to Thu, 28-Jan-2021**

**NOTE: (1) Students are advised to EMAIL/ SEND THE SCANNED COPIES OF PAID EXAM FEE VOUCHERS/ RECEIPTS ALONG WITH SUBMITTED EXAMINATION APPLICATION FORM [DULY SIGNED], WITHIN THE ABOVE PRESCRIBED DEADLINES, otherwise, their enrolment for February 2021 Examinations will not be considered in any case. The details for sending email is as under:**

Sr. No.	Students of ICMA Pakistan Centres	Send Your Email To
1.	Karachi [Head Office and North Nazimabad Campuses]	<a href="mailto:fee.khi@icmap.com.pk">fee.khi@icmap.com.pk</a>
2.	Lahore	<a href="mailto:fee.lhr@icmap.com.pk">fee.lhr@icmap.com.pk</a>
3.	Islamabad	<a href="mailto:fee.isb@icmap.com.pk">fee.isb@icmap.com.pk</a>
4.	Multan	<a href="mailto:fee.mul@icmap.com.pk">fee.mul@icmap.com.pk</a>
5.	Faisalabad	<a href="mailto:fee.fsd@icmap.com.pk">fee.fsd@icmap.com.pk</a>
6.	Hyderabad	<a href="mailto:fee.hyd@icmap.com.pk">fee.hyd@icmap.com.pk</a>
7.	Peshawar	<a href="mailto:fee.psr@icmap.com.pk">fee.psr@icmap.com.pk</a>
8.	Quetta	<a href="mailto:fee.qta@icmap.com.pk">fee.qta@icmap.com.pk</a>

**(2) During the submission of examination application form, it is advised to UPLOAD THE RECENT PHOTOGRAPH [NOT OLDER THAN SIX (6) MONTHS] WITH BLUE OR WHITE BACKGROUND ONLY. Whereas, in case of uploading/ placing the irrelevant photograph, Examination Application Forms will not be accepted and/ or Admit Cards will not be issued.**

**5- ACCEPTANCE OF APPLICATION:**

Students must ensure that they have fulfilled all the formalities i.e. **online submission of Examination Application Forms with desired subject(s) only [request(s) for change of subject(s) will not be entertained]**, payment of examination fee at designated bank branch and sending email of the Paid Exam Fee Voucher/ Receipt, along with submitted Examination Application Form [duly signed] to respective ICMA Pakistan campus **within prescribed dates**.

**6- FOR ANY QUERY, CONTACT YOUR RESPECTIVE ICMA PAKISTAN CAMPUS:**

If a student fails to sign-in and/ or in case of any related issue for submission of Examination Application Form, he/ she may contact the respective ICMA Pakistan Campus for onward solution/ communication to the Examination Department.

**7- TIMETABLE/ EXAMINATION AND ADMIT CARD SCHEDULE:**

The timetable/ examination schedule and admit cards for forthcoming February 2021 Examinations will be issued **in due course of time**. Whereas, there will be **no facility to change an exam day/ shift**.

**8- PROVISIONALLY REGISTERED STUDENTS:**

All provisionally registered students are advised to **regularize their registration number by January 22, 2021**, and submit their online Examination Application Forms for appearing in forthcoming February 2021 Examinations.

**9- CHANGE OF EXAMINATION CENTRE:**

Candidates desiring to change their examination center may kindly ensure that their **written/ signed** requests, along with a copy of applicable exam fee payment slip/ voucher, should reach the Examination Department, **preferably through their Regional ICMA Pakistan Centers**, by **Friday, January 29, 2021 POSITIVELY**. **Applications received after due date shall not be accommodated.**

**NOTE: (2)** Moreover, there is **no provision for Exam fee transfer facility on request w.e.f. September 2019**. For details, examinees may refer to the link [www.icmap.com.pk/ExamNotice\\_PDF/cir\\_exam\\_07082k19.pdf](http://www.icmap.com.pk/ExamNotice_PDF/cir_exam_07082k19.pdf).

**10- OFFENCES AND PROPOSED PENALTIES IN RESPECT OF UNFAIR MEANS CASES, WHICH MAY CANCEL RESULTS:**

Students are advised to refer the uploaded 'Offences and Proposed Penalties in respect of Unfair Means Cases', available at [https://www.icmap.com.pk/pdfs/Offences\\_and\\_Proposed\\_Penalties\\_of\\_Unfair\\_Means\\_Cases.pdf](https://www.icmap.com.pk/pdfs/Offences_and_Proposed_Penalties_of_Unfair_Means_Cases.pdf) and at [www.icmap.com.pk/ExamNotice\\_PDF/exam\\_notice\\_08062k20.pdf](http://www.icmap.com.pk/ExamNotice_PDF/exam_notice_08062k20.pdf) for a ready reference.

**11- CORRESPONDENCE WITH EXAMINATION DEPARTMENT:**

The students are advised to provide their **active/ operative and full contact details only [i.e. Residential Address, Email Address, Phone/ Mobile Number(s)]**. However, in case if any communicate is required with the students, **the Examination Department will respond/ contact to the provided contact details only**.

**SENIOR DIRECTOR EXAMINATIONS**

**NB:** In the light of the decision by the Government, the examination [for students appearing across Pakistan at designated ICMA Pakistan campuses] may be conducted either through Remote Access or Campus Based, as the case may be.