

Dear Students

Subject: Practical Corporate Training Modules Examinations (PCTME), March 2021

[Practical Corporate Training Level-1 and Practical Corporate Training Level-2]

Students are advised to note the following instructions for forthcoming Practical Corporate Training Modules Examinations (PCTME), March 2021, for their understanding and compliance:

1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING PCTME, MARCH 2021:

The Institute's forthcoming PCTME, March 2021, are expected to be held as per the below given tentative schedule:

Examining Modules	Tentative Exam Commencement Date	Exam Venue
All six (6) modules of Practical Corporate Training Level-1 and Practical Corporate Training Level-2	Wednesday, 24-March-2021	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.*

However, day and shift-wise exam schedule will be issued later. The examination **Question Papers Pattern & Structure** and **Model Papers** are already available on Institute's website and may be followed by www.icmap.com.pk/cma_pattern_structure_question_paper.aspx and www.icmap.com.pk/cma_model_papers.aspx respectively for PCTME, March 2021, ready reference.

2- ELIGIBILITY:

All such examinees who have already completed the examination eligibility as available on 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.

3- EXAMINATION FEE:

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per Module	
		Local [In Pak Rupees]	Outside Pakistan
1.	Practical Corporate Training Level-1	2,500	US \$ 180
2.	Practical Corporate Training Level-2	2,500	US \$ 180

4- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:

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

- **With Normal Fee Only – from Mon, 01-Mar-2021 to Wed, 10-Mar-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 PCTME, March 2021 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]	fee.khi@icmap.com.pk
2.	Lahore	fee.lhr@icmap.com.pk
3.	Islamabad	fee.isb@icmap.com.pk
4.	Multan	fee.mul@icmap.com.pk
5.	Faisalabad	fee.fsd@icmap.com.pk
6.	Hyderabad	fee.hyd@icmap.com.pk
7.	Peshawar	fee.psr@icmap.com.pk
8.	Quetta	fee.qta@icmap.com.pk

(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, sending email of the Paid Exam Fee Voucher/ Receipt, along with submitted Examination Application Form [duly signed] and submission of Paid Exam Fee Voucher/ Receipt along with printed Examination Application Form at respective ICMA Pakistan region/ 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 SCHEDULE AND ADMIT CARDS:

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

8- CHANGE OF EXAMINATION CENTRE:

Candidates desiring to change their examination centre 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 Centres, by March 11, 2021 POSITIVELY. Applications received after due date shall not be accommodated.**

NOTE: There is no examination 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.

9- ADJUSTMENT OF EXAMINATION FEE:

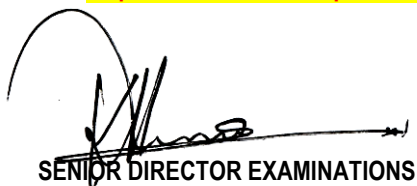
Candidates who are disallowed by their centre [if any] to sit for examinations, would be facilitated by carrying over their examination fee to the subsequent examination **only on module basis**.

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 and at 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)]**. In case if any correspondence 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.