

Dear Students

Subject: December 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 December 2021 Examinations for their understanding and compliance:

SPECIAL NOTE

- (1) To further facilitate the students, the procedure for exam fee(s) submission has been digitized. Now, the students may also opt to pay through online banking channel. Students paying through designated bank are required to upload the exam fee payment voucher/ evidence for exam form submission [otherwise enrollment for December 2021 Examinations will not be considered in any case] rather sending any email or visiting any ICMA Pakistan centres. [Detailed steps are given below]
- (2) The Examination Progression Scheme [under Study Scheme-2018] has been implemented on the Online Examination Application Forms from June 2021 Examinations. Therefore, all the students are informed that only the **ELIGIBLE COURSE(S)** will be available for selecting as exam paper(s) during the Online Examination Application Forms submission through the Institute's website. However, in case of any query, students may contact their concerned ICMA Pakistan centres for guidance.

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

The Institute's forthcoming December 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	Wednesday, 22-Dec-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.*

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 for December 2021 Examinations ready reference.

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

Examination Application Forms for forthcoming December 2021 Examinations 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 – Thu, 09-Dec-2021 to Tue, 14-Dec-2021 till 17:00 Hrs [PKT]**

NOTE: 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.

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	3,000	US \$ 100
2.	Operational Level-2	3,000	
3.	Managerial Level-1	4,000	
4.	Managerial Level-2	4,000	
5.	Strategic Level-1	5,000	
6.	Strategic Level-2	5,000	

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

4- STEPS TO SUBMIT ONLINE EXAMINATION APPLICATION FORM AND EXAMINATION FEE SUBMISSION PROCEDURE:

- (1) Signing-in through Institute's website [by entering eight digit registration number and password].
- (2) Selection of exam centre and desired course(s) and uploading/ updating recent picture [if required] and entering/ editing contact details [residential address, mobile number and e-mail address] as mandatory requirement.
- (3) Selection of 'Payment Location' and click 'Save & Submit Form' button for **initial submission** of online Examination Application Form.
- (4) To download and/ or print Examination Application Form, along with Payment Voucher.

5- MODE OF PAYMENT:**(a) Online Payment:**

- (i) In case of online payment of exam fee(s), click 'Proceed to Pay' button under 'Payment through Debit/ Credit Card' option.
- (ii) For online payment, bank charges will be applied.
- (iii) After successful payment, it will be considered as **final submission** of online Examination Application Form.

(b) At Designated Bank Branch:

- (i) After printing the Payment Voucher, students will be required to submit the same at designated/ selected bank.
- (ii) As soon as the payment is submitted at designated/ selected bank, students **MUST** upload the scanned copy/ image file of the Paid Payment Voucher Receipt, under 'Upload Paid Voucher' option and enter the requisite payment details as mandatory requirement.
- (iii) Click 'Upload Voucher' button for **final submission** of online Examination Application Form.

NOTE: (1) Students are advised to upload the valid paid payment voucher receipt only as there is no provision to re-load the same. In case of uploading any irrelevant and/ or invalid payment voucher, the applicant's enrolment for the Institute's Examinations may not be considered. Uploading file size must be less than 500KB from any of the JPG, JPEG, PNG and PDF file formats.

(2) Students are not required to visit any ICMA Pakistan campus to submit their Examination Application Forms. Students' enrolment is subject to filling-in online uploading Examination Application Forms and uploading the valid copy/ image of paid Exam Fee(s) Voucher only. If a student violates the prescribed steps of submitting online examination application form or engages in any misconduct that hampers the security and integrity of the Institute, the applicant may be debarred from taking Institute's future examination(s).

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

In case of any issue, students may contact their respective ICMA Pakistan Campus for onward solution.

7- ELIGIBILITY:

All such examinees who have completed the eligibility as available at www.icmap.com.pk/exam_eligibility.aspx.

8- TIMETABLE/ EXAMINATION SCHEDULE AND ADMIT CARDS:

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

9- PROVISIONALLY REGISTERED STUDENTS:

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

10- CHANGE OF EXAMINATION CENTRE AND SUBJECT(S):

- (i) 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 **through their Regional ICMA Pakistan Centres by December 15, 2021 POSITIVELY. Applications received after due date shall not be accommodated.**
- (ii) Students are advised to opt their desired subject(s) carefully as the **request(s) for change of subject(s) will not be entertained.**

NOTE: There is no provision for 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.

11- 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.

12- 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.