

**Dear Students**

**Subject: February 2024 Examinations – All Eighteen (18) Courses from Operational Level-1 (OL1) to Strategic Level-2 (SL2) and Local Laws Gateway Examination (LLG)**

Students are advised to note the following instructions for forthcoming February 2024 Examinations for their understanding and compliance:

**1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING FEBRUARY 2024 EXAMINATIONS:**

The Institute's forthcoming February 2024 Examinations are expected to be held as per the below given tentative schedule:

Examining Level(s)	Tentative Exam Commencement Date	At Designated ICMA Examination Campuses	Through Remote Access*
All eighteen (18) courses from Operational Level-1 to Strategic Level-2	Friday, 02-Feb-2024	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar and Quetta	(i) For students residing Outside Pakistan
Local Laws Gateway Examination (LLG)			(ii) For students of Gilgit-Baltistan, Azad Jammu & Kashmir, and Balochistan Regions [limited seats available, and applications will be entertained on first-come, first-served basis – subject to endorsement by respective/ registered ICMA campus]
			(iii) For Differently Abled Students [subject to submission of medical/ substantial evidence through respective/ registered ICMA campus]

\*Necessary guidelines/ instructions for Remote Access Examinations will be shared shortly.

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

Examination Application Forms for forthcoming February 2024 Examinations will be submitted online through Institute's website (<https://www.icmainternational.com/NoticeBoard.aspx>). Dates for submission of Examination Application Forms are as follows:

- **Mon, 15-Jan-2024 to Mon, 22-Jan-2024**

**NOTE:** During the submission of examination application form, it is strictly advised to **UPLOAD THE RECENT STANDARD PASSPORT SIZE PHOTOGRAPH**. Otherwise, Examination Application Forms may be rejected.

**SPECIAL NOTE**

**All the students are informed that only the ELIGIBLE COURSE(S) will be available. However, in case of any query, students may contact their concerned ICMA Branch for guidance.**

**3- EXAMINATION FEE:**

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per Course [In Pak Rupees]			
		Campus Based Examinations	Remote Access Examinations		
			Differently Abled Students	Gilgit-Baltistan/ Azad Jammu & Kashmir/ Balochistan Region	Outside Pakistan
1.	Operational Level-1	4,600	4,600	6,900	US \$ 100
2.	Operational Level-2	4,600	4,600	6,900	
3.	Managerial Level-1	5,800	5,800	8,700	
4.	Managerial Level-2	5,800	5,800	8,700	
5.	Strategic Level-1	7,500	7,500	11,250	
6.	Strategic Level-2	7,500	7,500	11,250	
7.1.	LLG – CIMA-UK, ACMAs	50,000	50,000	50,000	50,000
7.2.	LLG – CIMA-UK, FCMAAs	42,000	42,000	42,000	42,000

**Note:** (1) The students may opt to pay through online banking channel [Debit/ Credit Card] or through Quikpay Payment Facility.

(2) 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:**

The necessary details for submitting Online Examination Application, along with fee submission procedure/ mode of payment, will be available on the Online Examination Application Form Portal.

**NOTE:** In case of any issue relating to the fees payment, please contact your respective ICMA Branch.

5- **FOR ANY QUERY, CONTACT YOUR RESPECTIVE ICMA BRANCH:**

In case of any issue, students may contact their respective ICMA Branch for onward solution only. No irrelevant email(s) should be sent to the Examination Department.

6- **TIMETABLE/ EXAMINATION SCHEDULE AND ADMIT CARDS:**

The timetable/ examination schedule and admit cards for forthcoming February 2024 Examinations will be available on the Institute's website [Students' Portal] in **due course of time**.

7- **NO FACILITY TO CHANGE AN EXAM DAY/ SHIFT/ CENTRE:**

There is **no facility to change an exam day/ shift/ centre**.

8- **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 February 2024 Examinations.

9- **NO PROVISION FOR EXAMINATION FEE TRANSFER:**

**There is no provision for examination fee transfer facility. For details, examinees may refer to the link <https://www.icmainternational.com/nonrefund.aspx>.**

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

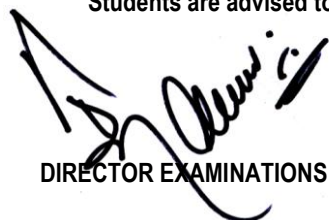
Students are advised to refer the uploaded 'Offences and Proposed Penalties in respect of Unfair Means Cases', available at <https://www.icmainternational.com/unfairmeans.aspx> for a ready reference.

11- **CONTACT DETAILS:**

The students are advised to provide their **active and full contact details only [i.e. Residential Address, Email Address, Phone/ Mobile Number(s)]**.

12- **CORRESPONDENCE WITH EXAMINATION DEPARTMENT:**

Students are advised to contact their respective ICMA Branch for any issue.



DIRECTOR EXAMINATIONS

**NB: The Examination Department will be monitoring all students through CCTV cameras during examinations.**