

## **PREVIEW OF ATTEMPTED/ ASSESSED DESCRIPTIVE QUESTIONS**

### **EXAMINATION DEPARTMENT**

Ref. # Exam.Policy # PADQ/OL1-SL2-LLG-JUN-22-Rev-III

September 15, 2022

## **C I R C U L A R**

### **PREVIEW OF ATTEMPTED/ ASSESSED DESCRIPTIVE QUESTIONS** **[From Operational Level-1 to Strategic Level-2 and Local Laws Gateway Examination (LLG)]**

In order to facilitate the examinees [from **Operational Level-1 (OL1)** to **Strategic Level-2 (SL2)** and **Local Laws Gateway Examination (LLG)**], ICMA International has restored the decision to give them access to preview their **Attempted/ Assessed Descriptive Questions** as well as to re-evaluate, if deemed marked unsatisfactory. Please note that the preview facility is available for the Attempted/ Assessed Descriptive Questions only and not for the MCQs.

The modalities for applying for Performance Evaluation are as under:

#### **GENERAL GUIDELINES:**

- 1- The applications for Preview of Attempted/ Assessed Descriptive Questions of OL1 to SL2 courses and LLG will be entertained only after the official declaration/ notification of examination results after paying the prescribed preview fee of Rs.3,000/- [non-refundable].
- 2- Examinees, only those who will score between 40-49 marks, are eligible to apply for preview of their Attempted/ Assessed Descriptive Questions.
- 3- The facility for preview [in the form of scanned screen shots/ soft-format and under the supervision of Examination Department] will be arranged either through Zoom Meeting Facility [if so required] or within the premises of the Institute [at any of the designated exam centre], which will be intimated by the Examination Department, along with 'day/ date' and 'time', accordingly after the receipt of application for the same.
- 4- If an examinee is unsatisfied with the marks awarded, he/ she may further apply for re-assessment/ re-evaluation, within next 03 working days of the communicated preview schedule, by paying an additional amount of Rs.3,000/- [non-refundable].
- 5- The feedback of re-assessment/ re-evaluation will be communicated to the examinees accordingly.

#### **POLICY AND PROTOCOL:**

- (1) The protocols of examination hall will be applicable and observed during the preview process.
- (2) The Institute's suggested answers/ solutions along with marking scheme will not be challengeable.
- (3) The original Descriptive Questions' Solutions/ Answers will not be shown or provided to the applicant as these are Institute's property.
- (4) The previewed paper or any of its contents, in the form of softcopy/ images/ wireless or any other medium of transmission, will not be provided to the examinee.
- (5) If the marks for re-assessed/ re-evaluated solution(s)/ answer(s) is/ are found appropriate (10% or more of total secured marks; affecting examinee's result status from 'Fail' to 'Pass'), the examinee will be issued a revised examination result for the requested course(s), subject to the approval by competent authority(ies) in forthcoming examination results only, either side in declared result.
- (6) The decision of the Institute shall be considered final. No appeal will be entertained against the decision.

**PREVIEW OF ATTEMPTED/ ASSESSED  
DESCRIPTIVE QUESTIONS**

**COST OF THE SERVICE:**

Preview Fee:	Rs.3,000/- [Non-Refundable]
Re-evaluation Fee:	Rs.3,000/- [Non-Refundable]

**VENUE FOR THE FACILITY:**

**Designated ICMA Pakistan Centres:** Karachi | Lahore | Islamabad | Multan | Faisalabad | Hyderabad | Peshawar

**DEADLINE FOR SUBMITTING APPLICATIONS:**

The deadline for submitting applications for Preview of **Attempted/ Assessed Descriptive Questions of OL1 to SL2 courses and LLG** is **five (5) days** after the official announcement of the result through the Institute's website.

**PROCEDURE FOR APPLYING:**

- Duly filled in form [Form-A], for Preview of Attempted/ Assessed Descriptive Questions, along with payment voucher, must reach the Examination Department, ICMA Pakistan, Head Office, ST-18/C, Block-6, ICMAP Avenue, Gulshan-e-Iqbal, Karachi, and should also be sent via email at [exam@icmap.com.pk](mailto:exam@icmap.com.pk) **not later than deadline specified**.
- A separate application [Form-B], along with prescribed fee, for re-evaluation, must also reach the Examination Department on above specified addresses **only within next 03 working days of the communicated preview schedule** for the same.

  
**SENIOR DIRECTOR EXAMINATIONS**

**Note:** Application Forms ['A' & 'B'] can be downloaded from Institute's website.

**APPLICATION FOR PREVIEW OF ATTEMPTED/ ASSESSED DESCRIPTIVE QUESTIONS**  
[FROM OPERATIONAL LEVEL-1 TO STRATEGIC LEVEL-2 AND LOCAL LAWS GATEWAY EXAMINATION (LLG)]

‘A’

APPLICANT'S PARTICULARS					PREVIEW/ EXAM CENTRE															
REGISTRATION NO.:	S-																			
ROLL NO.:			EXAM CENTRE:	Recent Photograph Not more than six (6) months older  Write Name & Registration No. on the back-side of photograph																
NAME:																				
CNIC NO.:																				
EXAM TERM:																				
MAILING ADDRESS:				Select (✓) your Preview/ Exam Centre:																
				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 5%;"> </td><td style="width: 95%;">Karachi [Head Office]</td></tr> <tr><td> </td><td>Lahore</td></tr> <tr><td> </td><td>Islamabad</td></tr> <tr><td> </td><td>Multan</td></tr> <tr><td> </td><td>Faisalabad</td></tr> <tr><td> </td><td>Hyderabad</td></tr> <tr><td> </td><td>Peshawar</td></tr> </table>				Karachi [Head Office]		Lahore		Islamabad		Multan		Faisalabad		Hyderabad		Peshawar
	Karachi [Head Office]																			
	Lahore																			
	Islamabad																			
	Multan																			
	Faisalabad																			
	Hyderabad																			
	Peshawar																			
CONTACT NO.: [RES.]		[MOB.]		<b>NOTE:</b> The medium of Preview Session [i.e. either through Zoom Meeting or at the above selected Preview/ Exam Centre] will be informed to the applicant through the contact details provided in this application.																
EMAIL:		DATE OF REQUEST:																		

PREVIEW REQUIREMENTS								
PAPER DETAILS					PAYMENT DETAILS [ATTACH EVIDENCE]			
SR. NO.	COURSE(S)	LEVEL(S)	RESULT/ MARKS [COPY ATTACHED]	FEE [PAK RUPEES]	MODE OF PAYMENT [PAY ORDER/ DEMAND DRAFT/ VOUCHER]	VOUCHER NO.	PAYMENT DATE	
1.								
2.								
3.								
<b>TOTAL FEE</b>								

IMPORTANT NOTE
<ul style="list-style-type: none"> <li>➤ All entries are mandatory to be filled up.</li> <li>➤ Application containing incorrect information and without photograph will not be accepted.</li> <li>➤ Application will also not be accepted, if any of the columns found blank.</li> <li>➤ Duly filled in form [Form-A – for preview purpose] along with payment voucher must reach <b>Examination Department, ICMA Pakistan, Head Office, ST-18/C, Block-6, ICMAP Avenue, Gulshan-e-Iqbal, Karachi</b>, and should also be sent via email at <a href="mailto:exam@icmap.com.pk">exam@icmap.com.pk</a>, not later than the specified deadline.</li> <li>➤ ICMA Pakistan is not responsible for any losses incurred as a result of the operations of its preview service.</li> </ul>

SERVICE FEE	DECLARATION
<b>Rs.3,000</b> [Non-Refundable]	I, the applicant, hereby declare that I have understood the requirements of filling this form and that I take full responsibility for any omission or error in filling the form and I also declare that, to the best of my knowledge and belief, the information given in this form is correct and complete in all respects. In the event of being found otherwise I shall abide by the decision of the Institute to summarily reject my application/ withhold my payment. I also undertake and agreed to the modalities [procedure, policy & protocol, etc.] laid down at Circular Ref. # Exam.Policy # PADQ/OL1-SL2-LLG-JUN-22-Rev-III dated September 15, 2022, now would like to apply for the preview.
	SIGNATURE

PREVIEW ACTIVITIES [FOR OFFICE USE ONLY]			
SCHEDULING ACTIVITIES			
Preview Required For:	Couse(s)	Level(s)	Marks Secured
Preview Schedule:	Venue/ Exam Centre	Day & Date	Time
PREVIEWING ACTIVITIES			
Identification:	Applicant – <input type="checkbox"/> Matched   <input type="checkbox"/> Unmatched		
Agreement: [Only any one of these will be treated valid]	<input type="checkbox"/> 1- I have previewed my Attempted/ Assessed Descriptive Question(s) and hereby declare and agree that the marking scheme is accurately applied to my solution(s)/ answer(s) for all of my attempted question(s)/ sub-part(s) and hence do not appeal for any revision or re-assessment of my Attempted/ Assessed Descriptive Question(s).		Signature with Date
	<input type="checkbox"/> 2- I have previewed my Attempted/ Assessed Descriptive Question(s) and hereby decide to appeal for re-assessment of my produced solution(s)/ answer(s) and revision of my examination result, if applicable, through Form-B and agree to submit the same [Form-B] within the speculated time period of next three working days from the date of my preview session.		
Processed By:	Checked By:	Senior Director Examinations	

**APPLICATION FOR RE-ASSESSMENT/ RE-EVALUATION OF ATTEMPTED/ ASSESSED DESCRIPTIVE QUESTIONS 'B'**  
**[FROM OPERATIONAL LEVEL-1 TO STRATEGIC LEVEL-2 AND LOCAL LAWS GATEWAY EXAMINATION (LLG)]**

**APPLICANT'S PARTICULARS**

REGISTRATION NO.:	S-													MAILING ADDRESS			
ROLL NO.:				EXAM CENTRE:													
NAME:																	
CNIC NO.:																	
EXAM TERM:																	
DATE OF PREVIEW SESSION:														CONTACT NO.: [RES.]			
CENTRE:														[MOB.]			
EMAIL:														DATE OF REQUEST:			

**RE-ASSESSMENT/ RE-EVALUATION REQUIREMENTS**

PAPER DETAILS				PAYMENT DETAILS [ATTACH EVIDENCE]		
SR. NO.	COURSE(S)	LEVEL(S)	FEE [Rs.3,000 Non-Refundable]	MODE OF PAYMENT [PAY ORDER/ DEMAND DRAFT/ VOUCHER]	VOUCHER NO.	PAYMENT DATE
1.						
2.						
3.						

**IMPORTANT NOTE**

- All entries are mandatory to be filled up.
- Application containing incorrect information will not be accepted.
- Application will also not be accepted, if any of the columns found blank.
- Duly filled in form [Form-B – for re-assessment/ re-evaluation purpose] along with payment voucher must reach **Examination Department, ICMA Pakistan, Head Office, ST-18/C, Block-6, ICMAP Avenue, Gulshan-e-Iqbal, Karachi**, and should also be sent via email at [exam@icmap.com.pk](mailto:exam@icmap.com.pk), not later than the specified deadline.
- ICMA Pakistan is not responsible for any losses incurred as a result of the operations of its re-assessment/ re-evaluation service.
- Feedback on re-assessment will be communicated to the contenders accordingly.

**DECLARATION**

I, the applicant, hereby declare that I have understood the requirements of filling this form and that I take full responsibility for any omission or error in filling the form and I also declare that, to the best of my knowledge and belief, the information given in this form is correct and complete in all respects. In the event of being found otherwise I shall abide by the decision of the Institute to summarily reject my application/ withhold my payment. I also undertake and agreed to the modalities [procedure, policy & protocol, etc.] laid down at Circular Ref. # Exam.Policy # PADQ/OL1-SL2-LLG-JUN-22-Rev-III dated September 15, 2022, now would like to apply for the re-assessment/ re-evaluation of my Attempted/ Assessed Descriptive Question(s).

SIGNATURE WITH DATE

**SEND THIS FORM TO**

**EXAMINATION DEPARTMENT**  
**INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN**  
Head Office: ST-18/C, Block-6, ICMAP Avenue,  
Gulshan-e-Iqbal,  
**KARACHI-75300.**  
Phone # 021-99243900 Ext.: 111; Fax: 99243342; Email: [exam@icmap.com.pk](mailto:exam@icmap.com.pk)