

Dear Students

Subject: Practical Corporate Training Modules Examinations (PCTME), November 2023

[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), November 2023, for their understanding and compliance:

SPECIAL NOTE

- (1) The students may opt to pay through online banking channel [Debit/ Credit Card] or through Kuickpay Payment Facility.**
- (2) All the students are informed that only the ELIGIBLE MODULE(S) will be available. However, in case of any query, students may contact their concerned ICMA Branch for guidance.**

1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING PCTME, NOVEMBER 2023:

The Institute's forthcoming PCTME, November 2023, 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	Monday, 27-Nov-2023	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar and Quetta

2- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:

Examination Application Forms for forthcoming PCTME, November 2023, will be submitted online through Institute's website (<https://www.icmainternational.com/NoticeBoard.aspx>). Dates for submission of Examination Application Forms are as follows:

- **Fri, 03-Nov-2023 to Wed, 08-Nov-2023**

NOTE: During the submission of examination application form, it is strictly advised to **UPLOAD THE RECENT STANDARD PASSPORT SIZE PHOTOGRAPH WITH BLUE OR WHITE BACKGROUND ONLY**. Whereas, in case of uploading/ placing the old/ irrelevant photograph, Examination Application Forms may be rejected.

3- EXAMINATION FEE:

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per Module [In Pak Rupees]
1.	Practical Corporate Training Level-1	4,600
2.	Practical Corporate Training Level-2	4,600

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

- (i) Signing-in through Institute's website [by entering eight digit registration number and password].
- (ii) Selection of exam centre and desired module(s) and uploading/ updating recent picture [Passport size] [if required] and entering/ editing contact details [residential address, mobile number and e-mail address] as mandatory requirement.

B- MODE OF PAYMENT:

(a) Online Payment [through Debit/ Credit Card]:

- (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) Kuickpay Payment:

- (i) For exam fee payment through Kuickpay, the students may use the Mobile Banking Application.
- (ii) After payment of exam fee, **voucher uploading is NOT required**.

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- **ELIGIBILITY:**

All such examinees who have completed the eligibility as available at https://www.icmainternational.com/exam_eligibility.aspx.

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

The timetable/ examination schedule and admit cards for forthcoming PCTME, November 2023, will be available on the Institute's website [Students' Portal] **in due course of time**.

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

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

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

There is no provision for examination fee transfer facility on request w.e.f. September 2019. 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:**

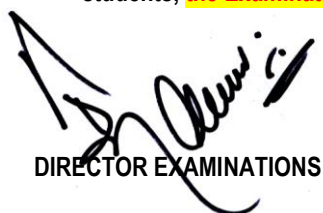
Students are advised to refer the uploaded 'Offences and Proposed Penalties in respect of Unfair Means Cases', available at <https://www.icmainternational.com/unfairmeans.aspx> for a ready reference.

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. In case if any correspondence is required with the students, **the Examination Department will respond/ contact to the provided contact details only**.



DIRECTOR EXAMINATIONS

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