

Dear Students

Subject: Spring 2018 [Written] Examinations

Students are advised to note the following instructions for forthcoming Spring 2018 [Written] Examinations under Syllabus 2016 for their understanding and compliance:

1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING EXAMINATIONS:

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

Exam Term	Examining Level(s)/ Semester(s)/ Course(s)	Tentative Exam Dates		Exam Venue*
		Start	End	
Spring 2018 [Written] Examinations	All applicable courses of Graduation Level [GL], Professional Level [PL] and Chartered Level [CL] including Transitional Arrangements for Enterprise Management [Graduation Level] and [BML-303] Information Systems and I.T. Audit – Semester-3	Monday, 06-Aug-2018	Saturday, 11-Aug-2018	Karachi, Lahore, Islamabad, Multan, Faisalabad, Peshawar, Quetta, Hyderabad, Abbottabad, Gujranwala, Gilgit, Sahiwal and Dubai (UAE)

*May also include any other centre(s) approved by competent authority from time to time

The **examination paper pattern** is available on Institute's website and may be followed by https://www.icmap.com.pk/cma_pattern_structure_question_paper.aspx for Spring 2018 [Written] Examinations ready reference.

2- ELIGIBILITY:

All such examinees who have already been completed their examination eligibility or registered in current session in any of the applicable courses of Graduation Level [GL], Professional Level [PL] and Chartered Level [CL] including Transitional Arrangements for Enterprise Management [Graduation Level] and [BML-303] Information Systems and I.T. Audit – Semester-3.

3- EXAMINATION FEE:

Schedule of examination fee is given below under Syllabus 2016:

SR. #	LEVELS/ SEMESTER	EXAM FEE PER COURSE	
		Local [In Pak Rupees]	Dubai [AED]
1.	Graduation Level [GL]	2,950	585
2.	Professional Level [PL]	3,550	
3.	Chartered Level [CL]	4,150	
4.	Transitional Arrangements for EM and ISITA Courses	2,950	

Note: Overseas students are advised to remit their Exam Fee in Pak Rupee instead of foreign currency i.e., AED.

4- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:

Examination Application Forms for Spring 2018 [Written] Examinations will be submitted online through Institute's website (www.icmap.com.pk). Dates for submission of Examination Application Forms are as follows:

- **With Normal Fee:** Mon, 25-Jun-2018 to Mon, 09-Jul-2018
- **With 100% Late Fee:** Tue, 10-Jul-2018 to Mon, 16-Jul-2018

5- ACCEPTANCE OF APPLICATION:

5.1. Students must ensure that they have fulfilled all the formalities i.e., online submission of Examination Application Forms, payment of examination fee at designated bank branch, submission of paid fee voucher along with printed Examination Application Form at respective ICMA Pakistan region/ campus **within prescribed dates**.

5.2. If examination fee voucher is not submitted to the respective ICMA Pakistan region/ campus within due dates, **the examination application will not be accepted**. However, the 100% late fee option is applicable as per the schedule.

6- FOR ANY QUERY, CONTACT EXAMINATION DEPARTMENT:

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 Examination Department on PABX: 021-99243900, 1, 2 & 4 (Ext. 219, 221) or e-mail: exam@icmap.com.pk.

7- TIMETABLE/ EXAMINATION SCHEDULE:

The timetable/ examination schedule for Spring 2018 [Written] Examinations will be issued in the **last week of June 2018**.

8- ASSESSMENT CERTIFICATES UNDER THE FAST TRACK ENTRY ROUTE (FTER):

Students, who have applied for assessment in any course(s), under the fast track entry route (FTER), and do not obtain their assessment certificates till the expiry of last date of submission of online applications for examination for Spring 2018 [Written] Examinations, should contact their respective ICMA Pakistan centres before the issuance of online admit cards.

9- PROVISIONALLY REGISTERED STUDENTS:

All provisionally registered students are advised to regularize their registration number to submit their online Examination Application Forms for appearing in Spring 2018 [Written] Examinations.

10- CHANGE OF EXAMINATION CENTRE/ DEFERMENT OF FEE:

Candidates desiring to change their examination centre or defer the examination may kindly ensure that their **written/ signed** requests, along with a copy of applicable exam fee payment slip/ voucher, should reach the Examination Department by **Monday, July 16, 2018 POSITIVELY**. Applications received after due date shall not be accommodated.

11- ADJUSTMENT OF EXAMINATION FEE:

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

12- QUESTION PAPERS MUST BE RETURNED TO INVIGILATOR:

The question papers must be returned to the invigilators before leaving the examination hall/ room. The question papers for Spring 2018 [Written] Examinations will be available on Institute's website after the completion of examinations. Taking the question paper(s) out of the examination premises will constitute cheating and invalidate examinees' examination and its result.

Best of luck for your exams

DIRECTOR EXAMINATIONS

