

Dear Students

Subject: December 2023 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 2023 Examinations 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 COURSE(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 DECEMBER 2023 EXAMINATIONS:

The Institute's forthcoming December 2023 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, 01-Dec-2023	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar and Quetta	(i) For students residing Outside Pakistan (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 December 2023 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:

- **Wed, 15-Nov-2023 to Tue, 21-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.

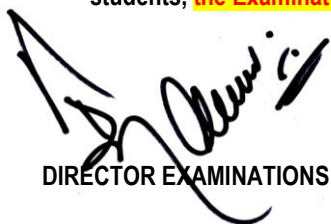
3- EXAMINATION FEE:

Schedule of examination fee is given below:

Sr. No.	Levels	Exam Fee per 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	

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

- 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 course(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 December 2023 Examinations 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- **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 2023 Examinations.
- 10- **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>.
- 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.icmainternational.com/unfairmeans.aspx> for a ready reference.
- 12- **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)].**
- 13- **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.