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C I R C U L A R
[I N F O R M A T I O N]

Dear Students

Subject: Practical Corporate Training Modules Examinations (PCTME), November 2022
[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 2022,** for their understanding and compliance:

SPECIAL NOTE

(1) The students may also opt to pay through online banking channel. Students paying through designated bank are required to upload the exam fee payment voucher/ evidence for exam form submission [otherwise enrollment for PCTME, November 2022 will not be considered in any case].

(2) All the students are informed that only the ELIGIBLE MODULE(S) will be available [as per Examination Progression Scheme] for selecting as exam paper(s) during the Online Examination Application Forms submission through the Institute's website. However, in case of any query, students may contact their concerned ICMA Pakistan centres for guidance.

(3) Students are advised to opt their desired module(s) carefully as the request(s) for change of subject(s) will not be entertained.

1- **PLAN SCHEDULE AND VENUE FOR FORTHCOMING PCTME, NOVEMBER 2022:**

The Institute's forthcoming PCTME, November 2022, 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, 28-Nov-2022	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar and Quetta

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

Examination Application Forms for forthcoming PCTME, November 2022, will be submitted online through Institute's website (www.icmap.com.pk/NoticeBoard.aspx). Dates for submission of Examination Application Forms are as follows:

- **With Normal Fee Only – Wed, 16-Nov-2022 to Mon, 21-Nov-2022**

NOTE: During the submission of examination application form, it is advised to **UPLOAD THE RECENT PHOTOGRAPH WITH BLUE OR WHITE BACKGROUND ONLY.** Whereas, in case of uploading/ placing the old/ irrelevant photograph, Examination Application Forms may not be accepted.

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**	**4,000**
2.	**Practical Corporate Training Level-2**	**4,000**

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

(1) Signing-in through Institute's website [by entering eight digit registration number and password].

(2) Selection of exam centre and desired module(s) and uploading/ updating recent picture [if required] and entering/ editing contact details [residential address, mobile number and e-mail address] as mandatory requirement.

(3) Selection of 'Payment Location' and click 'Save & Submit Form' button for **initial submission** of online Examination Application Form.

(4) To download and/ or print Examination Application Form, along with Payment Voucher.

B- **MODE OF PAYMENT:**

(a) **Online Payment:**

(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) At Designated Bank Branch:

(i) After printing the Payment Voucher, students will be required to submit the same at designated/ selected bank.

(ii) As soon as the payment is submitted at designated/ selected bank, students **MUST** upload the scanned copy/ image file of the Paid Payment Voucher Receipt, under 'Upload Paid Voucher' option and enter the requisite payment details as mandatory requirement.

(iii) Click 'Upload Voucher' button for **final submission** of online Examination Application Form.

NOTE: Students are advised to upload the valid paid payment voucher receipt only as there is no provision to re-load the same. In case of uploading any irrelevant and/ or invalid payment voucher, the applicant's enrolment for the Institute's Examinations may not be considered. Uploading file size must be less than 500KB from any of the JPG, JPEG, PNG and PDF file formats.

5- FOR ANY QUERY, CONTACT YOUR RESPECTIVE ICMA PAKISTAN CAMPUS:

In case of any issue, students may contact their respective ICMA Pakistan Campus for onward solution.

6- ELIGIBILITY:

All such examinees who have completed the eligibility as available at www.icmap.com.pk/exam_eligibility.aspx.

7- TIMETABLE/ EXAMINATION SCHEDULE AND ADMIT CARDS:

The timetable/ examination schedule and admit cards for forthcoming PCTME, November 2022, will be issued **in due course of time**.

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

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

9- CHANGE OF EXAMINATION CENTRE:

Candidates desiring to change their examination centre may kindly ensure that their **written/ signed** requests, along with a copy of applicable exam fee payment slip/ voucher and substantial evidence, should reach the Examination Department **through their Regional ICMA Pakistan Centres,** by **November 23, 2022 POSITIVELY**. **Applications received after due date shall not be accommodated.**

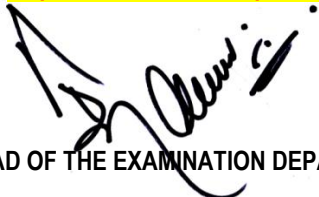## 10- NO PROVISION FOR EXAMINATION FEE TRANSFER:

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/ExamNotice_PDF/cir_exam_07082k19.pdf.

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.icmap.com.pk/pdfs/Offences_and_Proposed_Penalties_of_Unfair_Means_Cases.pdf and at www.icmap.com.pk/ExamNotice_PDF/exam_notice_08062k20.pdf for a ready reference.

12- CORRESPONDENCE WITH EXAMINATION DEPARTMENT:

The students are advised to provide their **active/ operative and full contact details only [i.e. Residential Address, Email Address, Phone/ Mobile Number(s)]. In** case if any correspondence is required with the students, **the Examination Department will respond/ contact to the provided contact details only.**

HEAD OF THE EXAMINATION DEPARTMENT

NB: In the light of the decision by the Government, the examination [for students appearing across Pakistan at designated ICMA Pakistan campuses] may be conducted either through Remote Access or Campus Based, as the case may be.