

Dear Students**Subject: Practical Corporate Training Modules Examinations (PCTME), March 2024****[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), March 2024, for their understanding and compliance:

1- PLAN SCHEDULE AND VENUE FOR FORTHCOMING PCTME, MARCH 2024:

The Institute's forthcoming PCTME, March 2024, 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	Tuesday, 26-Mar-2024	Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar and Quetta

2- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:

Examination Application Forms for forthcoming PCTME, March 2024, will be submitted online through Institute's website (<https://www.icmainternational.com/NoticeBoard.aspx>). Dates for submission of Examination Application Forms are as follows:

- **Mon, 04-Mar-2024 to Sun, 10-Mar-2024**

NOTE: During the submission of examination application form, it is strictly advised to **UPLOAD THE RECENT STANDARD PASSPORT SIZE PHOTOGRAPH**. Otherwise, Examination Application Forms may be rejected.

SPECIAL NOTE

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.

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

Note: The students may opt to pay through online banking channel [Debit/ Credit Card] or through Kuickpay Payment Facility.

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

The necessary details for submitting Online Examination Application, along with fee submission procedure/ mode of payment, will be available on the Online Examination Application Form Portal.

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- TIMETABLE/ EXAMINATION SCHEDULE AND ADMIT CARDS:

The timetable/ examination schedule and admit cards for forthcoming PCTME, March 2024, will be available on the Institute's website [Students' Portal] in due course of time.

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

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

8- NO PROVISION FOR EXAMINATION FEE TRANSFER:

There is no provision for examination fee transfer facility. For details, examinees may refer to the link <https://www.icmainternational.com/nonrefund.aspx>.

9- 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.

10- 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)]**.

11- CORRESPONDENCE WITH EXAMINATION DEPARTMENT:

Students are advised to contact their respective ICMA Branch for any issue.


DIRECTOR EXAMINATIONS

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