Dear Students

Subject: Spring 2017 [Written & CBE] Examinations and Professional Competence Level-08 Examinations

Students are advised to note the following instructions for forthcoming examinations [Spring 2017 – Written, Computer Based Examinations (CBE) and Professional Competence Level (PCL)-08 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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Exam Term</th>
<th>Examining Level(s)/ Semester(s)/ Course(s)</th>
<th>Mode of Exams</th>
<th>Tentative Exam Dates</th>
<th>Exam Venue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Spring 2017, CBE</td>
<td>All six courses of Fundamental Level [FL]</td>
<td>CBE</td>
<td>Saturday, 23-Sep-2017 to</td>
<td>Karachi, Lahore, Islamabad, Multan, Faisalabad, Hyderabad, Peshawar, Quetta and Sahiwal</td>
</tr>
</tbody>
</table>

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


2- ELIGIBILITY:

2.1. For Spring 2017 [Written] Examinations:

All such examinees who have already been completed the examination eligibility in any of the designated 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.

2.2. For PCL-08 Examinations:

All such examinees who have already been completed the examination eligibility in any of the designated module of Professional Competence Level.

2.3. For Spring 2017, CBE:

All such examinees who have already been completed the examination eligibility in any of the designated courses of Fundamental Level [FL].

3- EXAMINATION FEE:

Schedule of examination fee is given below under Syllabus 2016:

<table>
<thead>
<tr>
<th>SR. #</th>
<th>LEVELS/ SEMESTERS</th>
<th>FEE PER COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Fundamental Level [FL]</td>
<td>2,350 Local [In Pak Rupees] 2,350 Dubai [AED] Not Applicable</td>
</tr>
<tr>
<td>2.</td>
<td>Graduation Level [GL]</td>
<td>2,950</td>
</tr>
<tr>
<td>3.</td>
<td>Professional Level [PL]</td>
<td>3,550</td>
</tr>
<tr>
<td>4.</td>
<td>Chartered Level [CL]</td>
<td>4,150</td>
</tr>
<tr>
<td>5.</td>
<td>Transitional Arrangements for EM and ISITA Courses</td>
<td>2,950</td>
</tr>
<tr>
<td>6.</td>
<td>Transitional Arrangements for PCL Modules</td>
<td>2,250</td>
</tr>
</tbody>
</table>

Note: Overseas students are advised to remit their Exam Fee in Pak Rupee instead of foreign currency i.e., AED or SR.
4- DATES FOR SUBMISSION OF EXAMINATION APPLICATION FORMS:
Examination Application Forms for Spring 2017 [Written & CBE] Examinations and PCL-08 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 Only [One Time Arrangement]: Mon, 03-Jul-2017 to Mon, 31-Jul-2017

5- FOR ANY QUERY, CONTACT EXAMINATION DEPARTMENT:
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 regions/ campus within prescribed dates.
5.2. If examination fee voucher is not submitted to the respective ICMA Pakistan regions/ campus within due dates, the examination application will not be accepted.

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 each examination attempt will be issued in the mid of August 2017.

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 2017 [Written & CBE] 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 2017 [Written & CBE] 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 should reach the Examination Department by August 21, 2017 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 [in case of written examinations] must be returned to the invigilators before leaving the examination hall/ room. The question papers for Spring 2017 [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