

**OFFENCES AND PROPOSED PENALTIES IN RESPECT OF UNFAIR MEANS CASES, WHICH MAY CANCEL YOUR RESULTS,  
FOR EXAMS THROUGH REMOTE ACCESS**

Sr. #	Nature of offence	Proposed Penalties
1.	Copying relevant material* and/ or prohibited items** is/ are brought in the examination premises and were <b>used</b> . Evidence on record.	Result of current examination for all the subjects be cancelled and registration with the Institute may also be cancelled after following the procedure as laid down under Regulation # 105 of the CMA Regulations 1990.
2.	Approaching and/ or influencing, directly or indirectly, an office bearer or any person connected with the conduct of Institute's examinations with the object of influencing him/ her to leak out the question paper(s) or any part thereof, or stealing/ procuring the question paper(s) from any source before the examinations or to enhance marks, or favourably evaluate, or to change the marks awarded in favour of the candidate.	Result of current examination in all subjects be cancelled and be disqualified from appearing in the next <b>three (3)</b> consecutive examinations. Registration may also be cancelled.
3.	Observing any suspicious activity during the examination, violating examination rules and policies, getting unauthorized help or copying, publishing, disclosing, transmitting, storing, selling, sharing, posting, downloading, distributing of exam contents as a whole/ part in any form or any activity that diminishes the security and integrity of the Institute during the conduct of exams.	Result of current examination for all the subjects be cancelled and registration with the Institute be also cancelled (of both) after following the procedure as laid down under Regulation # 105 of the CMA Regulations 1990.
4.	(i) Impersonation (pretending as an examinee). (ii) Making false representation in his/ her examination application form or any document produced by him/ her.	Result of current examination for all the subjects be cancelled and registration with the Institute be also cancelled (of both) after following the procedure as laid down under Regulation # 105 of the CMA Regulations 1990.
5.	(i) Leaving the examination room for using restroom and/ or performing any other act, without the permission of the Proctor. (ii) Hiding from Proctor or trying to hide from webcam/ videoconferencing.	Result of current examination in all the subjects of the level(s) be cancelled.
6.	Talking to another person(s) [other than Proctor] during the conduct of exams.	Result of current examination in all subjects be cancelled and be disqualified from appearing in the next <b>three (3)</b> consecutive examinations. Registration may also be cancelled.
7.	(i) Abusive language is used and/ or threatening. (ii) Disobedience during examination like changing the seat himself/ herself without consent of Proctor.	Result of current examination in all subjects be cancelled and be disqualified from appearing in the next <b>three (3)</b> consecutive examinations. Registration may also be cancelled.
8.	Obscene/ derogatory language is written in the answers to descriptive questions.  (i) Appealing and irrelevant sentences (ii) Personal identification  (iii) Knowingly writing another candidate's Name/ Reg. Number/ Roll Number.	Result of current examination in all subjects be cancelled and be disqualified from appearing in the next two consecutive examinations. (i) Warning be issued. (ii) Result for current attempt be cancelled and may be debarred from sitting next examination. (iii) Result for current attempt be cancelled and may be debarred from sitting next examination.
9.	Consulting books or using mobile phone etc., or any other gadget during the examination.	Result of the subject concerned be cancelled and be disqualified to appear in that subject in <b>one (1)</b> consecutive examination.
10.	Giving incorrect/ wrong information wilfully for registration of examination and/ or submitting forged documents.	Result of current examination for all the subjects be cancelled and registration with the Institute may also be cancelled after following the procedure as laid down under Regulation # 105 of the CMA Regulations 1990.
11.	Misbehaving or creating any kind of disturbance during the exam.	Result of current examination for all the subjects be cancelled and registration with the Institute may also be cancelled after following the procedure as laid down under Regulation # 105 of the CMA Regulations 1990.
12.	Any other act which may be treated as unfair mean.	The Committee will decide the action.

\* Copying Material Details: Relevant Notes, Handouts, Softcopies, Photocopies, Shorthand, Online supports/ services, etc.

\*\* Prohibited Items: Mobile phones, PDA, Pocket PCs, Electronic/ Photographic/ Communication Devices/ Equipment, etc.