



GUIDELINES FOR EXAMINEES
FOR PROFESSIONAL COMPETENCE LEVEL [PCL]-08 EXAMINATIONS
[FOR ALL FOUR MODULES OF SEMESTER-7 & 8 UNDER TRANSITIONAL ARRANGEMENT]

Read the following carefully, especially **Sr. 4 to 12 :**

1. EXAMINATIONS SCHEDULE:

The examination schedule for Professional Competence Level [PCL]-08 Examinations, issued on September 13, 2017, is available on ICMA Pakistan website under '**Notices**' and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/exam_schedule_pcl_08.pdf.

2. VENUE AND NUMBER OF SHIFTS FOR EXAMINATIONS:

The examination venue details for PCL-08 Examinations are available under Circular Ref. # S-17/01/06/17 dated June 24, 2017 and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/cir_students_spring2017_session.pdf. However, the examinations will be held in multiple shifts each day. Whereas, the individual date & timings of shift(s) for each respective sub-module examination will be communicated through Admit Cards.

3. PRINTING EXAMINATION ADMIT CARDS:

The Admit Cards must only be printed on a BLANK WHITE PAPER/ SHEET. **NOTHING** should be written or printed on the backside of the Admit Cards. **Any violation will be treated as unfair means and dealt with accordingly.**

4. EXTRA READING TIME:

There will be no Extra Reading Time allowed in any of the sections/ sub-module papers of PCL Examinations.

5. TIME ALLOCATION AND PAPERS COMPOSITION & STRUCTURE AND DURATION:

The duration for each module examination is **THREE (03) HOURS** and the each examination for each section of respective modules will be conducted as per the revised Paper Pattern & Style and Duration which is available under Circular Ref. Exam.Policy # PCLE/QP-St/S-16 dated December 21, 2015 and may be followed by https://www.icmap.com.pk/ExamNotice_PDF/cir_revised_paperpattern_style_PCL_examinations.pdf against each section (sub-module) of respective module.

6. EXAMINEES' PARTICULARS:

- In case of Computer Based Examinations (CBE) for Section-A [MCQs], the examinees must record their **Roll Number, Registration Number on Working Sheet(s) provided.**
- In case of Written and Practical Examinations, the examinees must record their **Roll Number in the space provided on first page of the Question Paper.**
- In case of Written, Practical and Presentation Examinations, the examinees must record their **Roll Number, Registration Number only on Top Cover Sheet of the Answer Script(s), Practical Top Cover Sheet and Presentation Evaluation Sheet** respectively.
- Writing of Name/ Registration No./ Roll No./ Name of Centre or any other information on answer sheet(s) [i.e., inside the Answer Script(s) or solution of Practical Sheets] is strictly prohibited. Any violation will be treated as unfair means and dealt with accordingly.**
- Examinees must ensure that they have signed the attendance sheet and written down the attendance 'timing' on attendance sheet, failing which they will be treated as absent. Examinees must not leave the examination room without prior permission of the invigilator.
- In case any question requires some personal data like name, address, contact details etc., then, examinees must consider and **write their imaginary particulars. Any violation will be treated as unfair means and dealt with accordingly.**

7. ATTEMPTING SECTION-A – MCQs [CBE] PAPER [ALL FOUR MODULES]:

- Log-in/ Access to CBE Online MCQs Paper:** Examinees will be allowed to access their CBE MCQs Paper after authorization by Exam Supervisor [Supervisor's Password].
- The CBE MCQs Paper will be attempted on PCs allocated to examinees where correct choices for MCQs will be marked [●] within the allowed time from the start [time] of the examination. However, examinees will be provided **separate working sheet(s) for calculation purpose only, which must be returned/ handed over to the invigilator(s) before leaving the computer lab.** Moreover, the start and ending time for paper will remain same for all examinees. **The detail demo for attempting the CBE MCQ Paper** will be given by the I.T. Department, Head Office, Karachi, through a simulation session. Whereas, the schedule for simulation session will be communicated by your centre accordingly.
- The MCQs will appear one at a time on computer screen. However, examinees will be allowed to move back and forth between questions [MCQs] within prescribed time until they submit their options and finish the exam.
- Examinees will be allowed to change/ edit their answers.

8. ATTEMPTING SECTION-B – SHORT CASES [ALL FOUR MODULES] AND SECTION-C (i) – REPORT WRITING [WRITTEN] PAPER [BML-1] BUSINESS REPORT WRITING – MODULE-4 ONLY]:

- The Written Examinations either Section-B – Short Cases and/ or Section-C (i) – Report Writing will be taken in a single shift and manually on answer script within the allowed time from the start [time] of the examination.
- The answer scripts will be provided to the examinees before the start of examination time for entering the required particulars of the examinees with the restriction not to write in the answer script before the commencement of paper.

9. ATTEMPTING SECTION-C – PRACTICAL [CBE] PAPER [(BA-2) REPORTING & ANALYSIS BY USING MICROSOFT EXCEL – MODULE-1 & (BLE-1) TAXATION – MODULE-3 ONLY]:

- (i) The practical examinations [CBE] for respective sub-modules will also be attempted on PCs allocated to examinees where examinees will be required to solve the paper by using MS Excel within the allowed time from the start [time] of the examination. However, the start and ending time for paper will remain same for all examinees.
- (ii) Practical Top Cover Sheets will be provided to the examinees for entering the required particulars of the examinees.
- (iii) The invigilators will first distribute Practical Top Cover Sheets to the examinees and get these completed by them ensuring that the examinees have recorded all their particulars correctly.
- (iv) The invigilators will staple Practical Top Cover Sheets with computer print out in the presence of the examinees. The invigilator will sign both cover sheet and computer practical prints.

10. ATTEMPTING SECTION-C (ii) PRESENTATION/ ORAL EXAMINATION [(BML-2) PRESENTATION SKILLS – MODULE-4 ONLY]:

- (i) The Section-C (ii) – Presentation/ Oral Examination will be held separately in classrooms on any one topic out of two given topics, which are available on Institute's website under '**Notices**' and may be downloaded from https://www.icmap.com.pk/ExamNotice/PDF/presentation_exam_preskills_mod4_pcl_08.pdf. Students shall use "**overhead projector**" or "**multimedia**" (arranged by the Institute) in front of a presentation evaluator for thirty [30] minutes and assessed/ marked by the presentation evaluator during the examinations on prescribed criteria.
- (ii) **Procedure for Conducting Presentation Examinations:**
 - Step 1: Examinees' identification through admit card.
 - Step 2: Top cover sheet will be filled up by the examinees and will be handed over to the Presentation Evaluators before making presentation.
 - Step 3: Examinee will be given maximum 30 minutes for his/ her presentation.

11. PERMISSIBLE CALCULATORS:

Examinees are advised to bring simple and non-programmable scientific calculators of any model.

12. LATE COMERS WILL NOT BE ALLOWED:

An examinee who arrives **late by more than FIFTEEN (15) MINUTES** will not be allowed to enter the examination premises. Moreover, **LATE COMERS WILL NOT BE GIVEN ANY EXTRA TIME** for attempting any paper.

13. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN PAPERS:

Examinees shall attempt the question(s) as appeared on computer screen or printed in Question Paper(s) under their own assumption(s). The assumption(s) should be clearly stated on a separate working sheet, which will be provided to the examinees or in notes to the solution. The examinees should not raise any query or insist for correction(s) in Question Paper(s) during the examination.

14. QUESTION PAPERS MUST BE RETURNED TO THE INVIGILATOR:

The question papers must be returned to the invigilators before leaving the examination hall/ room. Taking the question paper(s) out of examination premises constitutes cheating and will invalidate examinees' examination and result. Similarly, examinees will not be allowed to take away examination stationery from the examination premises either during the examination or at conclusion of the examination.

15. DISALLOWED STUDENTS/ FEE DEFERRED ON REQUEST:

To control unauthorized sitting, updated status of examinees is now being mentioned in the "Admit Card" i.e., "To Appear". However, the fee adjustment letters, on account of "Disallowed" and "Fee Deferred", will be issued by the Finance Department, Head Office, Karachi, in the month of **November 2017**.

16. PROHIBITED ITEMS WITHIN THE EXAM PREMISES:

Arms & ammunitions are strictly prohibited in the premises of the Institute. In addition, examinees are advised not to carry mobile phones, laptops, pocket PCs, PDAs, any sort of communication device etc., during examinations. If any examinee found carrying/ using these gadgets, an unfair mean case will be registered that may lead to **cancellation** of result/ registration. Smoking is also prohibited in the examination premises.

17. IRRELEVANT/ APPEALING AND INDECENT SENTENCES:

The examinees are warned that writing of unnecessary/ appealing and indecent sentences on Working Sheets or in Answer Scripts or in Practical Solutions is treated as unfair means and will be dealt with accordingly.

18. CODE OF CONDUCT:

Examinees are informed that the "**Code of Conduct**" of the Institute should be strictly followed in the examination days also, specially the dress code. Failure to do so will be penalized.

BEST OF LUCK FOR YOUR EXAMS


DIRECTOR EXAMINATIONS