



### **GUIDELINES FOR EXAMINEES – APPEARING AT DESIGNATED ICMA PAKISTAN CAMPUSES MEMBERSHIP PATHWAY EXAM (MPE), SEPTEMBER 2021 [FOR FELLOW MEMBERS OF ACCA]**

**Students are advised to read and follow the below given guidelines:**

**1. EXAMINATION AND SIMULATION SCHEDULES:**

The examination and simulation schedules for Membership Pathway Exam (MPE), September 2021, are available at [https://www.icmap.com.pk/ExamNotice\\_PDF/examschedule\\_mpe\\_sep2021.pdf](https://www.icmap.com.pk/ExamNotice_PDF/examschedule_mpe_sep2021.pdf).

**2. 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. Whereas, the Admit Cards will be issued from **September 22, 2021**.

**3. LOG-IN/ ACCESS TO QUESTION PAPER:**

Examinees will be allowed to access their Question Paper after authorization by Exam Supervisor [Supervisor's Password].

**4. EXAMINEES' PARTICULARS:**

- (i) The examinees must record their **Roll Number, Registration Number on Working Sheet(s)** to be provided for carrying out necessary workings, if any.
- (ii) Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information/ unnecessary/ appealing and/ or indecent sentences in the Solutions to Descriptive Questions and/ or on Working Sheets is strictly prohibited and in case of violation, it will be treated as unfair means and a disciplinary action may be taken as per the Institute's policy.
- (iii) Examinees must ensure that they have signed the attendance sheet and written down the attendance 'timing' on attendance sheet, failing to which they will be treated as absent. Examinees must not leave the examination hall without prior permission of the Exam Supervisor/ Invigilator.
- (iv) In case any question requires some personal data like name, address, contact details etc., then, examinees must consider and **write their imaginary particulars**. Moreover, in case of violating examination rules and policies or any activity that diminishes the security and integrity of the Institute during the conduct of exams, the paper of a candidate may be disqualified/ failed/ cancelled.

**5. ATTEMPTING QUESTION PAPER (MCQs AND DESCRIPTIVE QUESTIONS):**

- (i) The component of MCQs will be attempted by ticking/ marking [Ⓞ] against correct/ most appropriate choices, while the Descriptive Questions will be typed/ solved on the available working platform. However, the examinees will be allowed to use **provided working sheet(s) [for calculation purpose only], which must be returned/ handed over to the invigilator(s) before leaving the exam hall**.
- (ii) The questions will appear one at a time on computer screen. However, examinees will be allowed to move back and forth between questions within prescribed time until they submit their options and finish the exam.
- (iii) Examinees will be allowed to change/ edit their answers before its submission.
- (iv) Any required formula/ mathematical/ statistical tables, if deemed necessary, will be available in the relevant question(s) and examinees are advised to keep certain essential articles with them e.g. non-programmable scientific calculator, Admit Card, CNIC, etc.
- (v) In case of non-availability of any symbol [for denoting any character/ writing formulas, if required], the examinees may write down the same in English text form rather wasting their time for searching or asking the same.
- (vi) All papers will be started/ finished only in accordance with Pakistan Time [PKT].

**6. CONDUCT OF SIMULATION SESSION:**

The schedule for simulation session will be communicated accordingly.

**7. 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. The start and ending time for paper will remain same for all examinees.**

**8. PERMISSION TO LEAVE EXAMINATION HALL:**

No examinee shall leave the examination premises within the **FIRST HOUR** from the start of the examination.

**9. NO EXAMINEE WILL BE ALLOWED TO CHANGE THE SEAT:**

Examinees will not be allowed to change their seats without the permission of the Invigilator/ Exam Supervisor. However, if the Invigilator/ Exam Supervisor will consider it necessary, he/ she may change the seat of an examinee.

**10. NO ANNOUNCEMENT WILL BE MADE FOR AMENDMENT(S) IN QUESTION PAPER:**

Examinees shall attempt the question(s) as appeared on computer screen traditionally. The examinees should not raise any query or insist for correction(s) in the Question Paper during the examination.

**11. 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 as per the Institute's policy. Smoking is also prohibited in the examination premises.

**12. SHARING OF QUERIES/ CONCERN OVER SOCIAL MEDIA PLATFORMS/ BLOGS:**

Sharing of queries/ concerns over social media platforms/ blogs will be considered as **violation of students' code of conduct** and will result in a **DISCIPLINARY ACTION**, as per Institute's rules and regulations, against the candidate.

**13. CODE OF CONDUCT:**

Examinees are informed that the "**Code of Conduct**" of the Institute should be strictly followed during the conduct of examinations as well.

**14. RIGHTS AND AUTHORITIES:**

ICMA Pakistan has absolute rights and authorities to change/ amend the examination procedures/ SOPs/ guidelines/ venue/ modus operandi for conducting examinations as and when required for the facilitation to the students.



**SENIOR DIRECTOR EXAMINATIONS**