

GUIDELINES FOR EXAMINEES

PRACTICAL CORPORATE TRAINING MODULES EXAMINATIONS (PCTME), NOVEMBER 2023 [FOR ALL SIX MODULES OF PRACTICAL CORPORATE TRAINING LEVEL-1 AND 2]

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

1. EXAMINATIONS SCHEDULE:

The schedule for Practical Corporate Training Modules Examinations (PCTME), November 2023, is available on ICMA Pakistan’s website under ‘Notices’ and may be followed by https://www.icmainternational.com/ExamNotice_PDF/examschedule_pctme_nov2023.pdf.

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

The duration for each module examination is **TWO (02) HOURS** and the examinations for each modules will be conducted as per the examination **Question Paper Pattern & Style** and **Model Papers**, which are available on Institute’s website and may be followed by https://www.icmainternational.com/cma_pattern_structure_question_paper.aspx and https://www.icmainternational.com/cma_model_papers.aspx, respectively, against each module.

3. EXTRA READING TIME:

A provision of **15 Minutes Extra Reading Time** is also available for all six modules of Practical Corporate Training Level-1 and 2. Whereas, the **Examination Assessment Top Cover Sheets**, despite Extra Reading Time, will also be provided to the examinees **before the start of examination time with the restriction not to write on the Working Sheets and/ or tick the answers in CBE Application, for Section-A – MCQs, and/ or write the answers/ solutions in provided MS Office Templates, for other section(s) of the papers.**

4. 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. Examinees are also advised to **verify/ check the contents of Admit Cards well before the start of the exams in order to avoid any difficulties with respect to log-in/ papers issues.**

5. EXAMINEES’ PARTICULARS:

- (i) The examinees must record their **Roll Number and/ or Registration Number in the space provided on first page of the Question Paper, Working Sheet(s), Top Cover Sheets and Presentation Evaluation Sheets.**
- (ii) **Writing of Name/ Roll Number/ Registration Number/ Name of Centre or any other information on Working Sheet(s) and/ or inside the answers/ solutions] is strictly prohibited.**
- (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) Every examinee must ensure to **TICK (✓) THE ATTEMPTED/ PRINTOUT ATTACHED AGAINST EACH QUESTION(S), avoidance is not tolerable.**

| Question | |
|----------|-------------------------------------|
| No. | Attempted (✓)/ Printout Attached |
| 1 | ✓ |
| 2 | ✓ |
| 3 | . |
| 4 | . |
| 5 | . |
| 6 | . |
| 7 | . |
| 8 | . |
| Total | |

- (v) Examinees must write down the **TOTAL NUMBER OF QUESTION(S) ATTEMPTED ON THE TOP COVER SHEET [i.e., 1/ 2/ 3/....]** in the **space provided on Top Cover Sheet** before the expiry of allowed time/ leaving the examination IT lab.
- (vi) The examinees are warned that writing of unnecessary/ appealing and/ or indecent sentences in the Solutions/ Answers and/ or on Working Sheets will be treated as unfair means and a disciplinary action may be taken as per the Institute’s policy. However, 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.

6. ATTEMPTING MULTIPLE CHOICE QUESTIONS (MCQs) [SECTION-A*] – ONLINE QUESTIONS:

- (i) **Log-in/ Access to Section-A – Online Questions of the Question Papers:** Examinees will be required to access their online MCQs using CBE Application, after authorization by Exam Supervisor [Supervisor’s Password]. However, all papers will be started/ finished only in accordance with Pakistan Time [PKT].
- (ii) Most appropriate choices as answers for each MCQs will be marked [⊙] by the examinees 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 attached with the provided Top Cover Sheets/ 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.

- (iii) 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.
- (iv) Examinees will be allowed to change/ edit their answers before its submission.
7. **ATTEMPTING SHORT CASES, PRACTICAL/ THEORY AND REPORT WRITING QUESTIONS [SECTION-B & C*]:**
- (i) **Access to Sections-B & C of the Question Papers:** The examinees will be required to attempt Short Cases, Practical/ Theory and Report Writing questions [Section-B & C] using provided MS Office Solutions Templates, which will be accessed by entering the Passwords mentioned in the Question Papers, e.g. < ***** > – between the symbols < >, and 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) The examinees will be required to take printouts of all attempted question(s) for attaching with the provided **Examination Assessment Top Cover Sheets**.
- (iii) The invigilator will sign both Top Cover Sheets and computer printouts. Although, it is the responsibility of examinees to **ensure that the PRINTOUTS, ALONG WITH WORKING SHEET(S), HAVE BEEN PROPERLY ATTACHED** with the provided **Examination Assessment Top Cover Sheet, duly signed by the Invigilator(s)**.
- * Examinees are allowed to attempt any of the sections either 'A' or 'B' or 'C' within the allowed time of attempting a module paper as per their convenience.**
8. **ATTEMPTING PRESENTATION/ ORAL EXAMINATION [SECTION-D – (PM6) COMMUNICATION SKILLS – PRACTICAL CORPORATE TRAINING LEVEL-2]:**
- (i) The Section-D – Presentation/ Oral Examination of (PM6) Communication Skills – Practical Corporate Training Level-2 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.icmainternational.com/ExamNotice_PDF/cir_exam_11112023.pdf. Students shall use "**overhead projector**" or "**multimedia**" (arranged by the Institute) in front of Presentation Evaluator(s) for **fifteen (15) minutes**, which will be assessed/ marked by the Presentation Evaluator(s) 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 15 minutes for his/ her presentation.
9. **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.
10. **PERMISSION TO LEAVE EXAMINATION HALL:**
- No examinee shall **leave the examination premises within the FIRST HOUR** from the start of the examination.
11. **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.
12. **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) traditionally. The examinees should not raise any query or insist for correction(s) in Question Paper(s) during the examination.
13. **QUESTION PAPERS MUST BE RETURNED TO THE INVIGILATOR:**
- The question papers must be returned to the invigilators before leaving the examination IT lab. 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.
14. **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. Whereas, **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.
15. **EXAM FEE ADJUSTMENTS LETTERS:**
- The fee adjustment letters, on account of "Disallowed" and/ or "Ineligibility" to appear in examinations, will be issued [if any] in the month of **January/ February 2024**.
16. **CODE OF CONDUCT:**
- Examinees are informed that the "**Code of Conduct**" of the Institute should be strictly followed during examination days as well.
17. **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.



DIRECTOR EXAMINATIONS