OBJECTIVES OF THIS PRESENTATION

- HOW TO PREPARE FOR THE EXAMINATIONS
- HOW TO ATTEMPT THE PAPER
- THINGS TO DO BEFORE AND AFTER EXAMINATIONS
- MISTAKES WHICH STUDENTS USUALLY DO DURING ATTEMPTING THE PAPER
- THINGS TO BE AVOIDED DURING THE EXAMINATIONS
- REMOVING THE MYTHS ABOUT EXAMINATIONS
HOW TO PREPARE FOR THE EXAMINATIONS
A- Studying Techniques
B- Time Management
C- How to study
D- Practice/ Revision; Quick Additional Study Tips
E- Improving Memory
F- Quick Memory Tips
G- Coping with Exam Anxiety
A- Studying Techniques:

- Expectations from the Examinees:
  
  (1) Levels of Competence:
  (a) In-depth Knowledge
  (b) Working Knowledge
  (c) Awareness

  (2) Professional Skills:
  (a) Judgment
  (b) Presentation
  (c) Integration
B- Time Management:

- Concentration;
- Prioritize the tasks;
- Avoid unnecessary tasks;
- Write Action Plan;
  (Schedule: Day-wise; Weekly; Subject-wise – even Chapter-wise)
- Use Activity log/ study chart.
C- How to Study:

- Reading – With marking, taking brief notes, underlining etc.;
- Understanding – Find out meaning of key words/ phrases, discuss difficult topics with colleagues/ teachers;
- Storing – Prepare subject-wise file of notes to store topics/ titles;
- Answering – Reproduce answer by practicing creating the environment more conducive as if you are attempting the actual examination.
D- Practice/ Revision; Quick Additional Study Tips:

- Take scheduled breaks between studies;
- Take adequate sleep daily;
- Organize yourself, be disciplined;
- Attain target set for the day.
E- Improving Memory:

- Understand the concept, theory, illustrations;
- Concentrate on the task;
- Be confident;
- Take help from background/ context;
- Break the topic into sub-topics;
- Revise.
F- Quick Memory Tips:

- List the formulae at prominent place at home and read oftenly;
- Walk around the study area after every hour;
- Categorize the information;
- Look for patterns;
- Link new concepts to already known topics;
- Review, repeat and practice.
G- Coping with Exam Anxiety:

- Set manageable study targets on the basis of subject area;
- Prepare and review “daily study target” chart;
- Be positive about your studies and examination;
- Take proper interval of rest during studies;
- Do exercise daily especially breathing exercise;
- Say health affirmation statements during exercise;
- Take proper and balanced diet;
- Do meditation, take spiritual help and be thankful to nature/ your Creator.
HOW TO ATTEMPT THE PAPER
A- Art of Examination Sitting
B- Precautions
C- Reading the Paper
D- Allocate Reasonable Time
E- Attempting the Questions
F- Enhance your Presentation
G- Review your Script before Handing it over to Invigilator
A- Art of Examination Sitting:

- Examination Philosophy:
  To ensure that examinees have attained desired capabilities and competence to become qualified CMAs/Accountants.
**B- Precautions:**

- Check time, date & venue of examinations carefully.
- Ensure receiving correct paper when exam starts.
- Bring Admit Card / other required documents, prescribed calculators and stationery items.
C- Reading the Paper:

- Have a vertical glance of the paper in first five minutes;
- Note the style and structure of the paper;
- Check marks allocation to each question/sub-question;
- Ascertain the requirements of the questions;
- Read questions again;
- Interpret the questions.
D - Allocate Reasonable Time:

- Spend time on a question according to the marks allocated;
  
  \[
  \text{Formula} = \frac{\text{Marks of the Question} \times 150 \text{ minutes}}{\text{Total Marks of the Paper}}
  \]

- Use bullets for theoretical answers;

- Do not reproduce questions in answer scripts, only indicate the No. of question.
E- Attempting the Questions:

- Attempt easiest one first and so on;
- Draw mental tree for logical answer;
- Use assumption, if question is found to be confused;
- At least write headings or sub-heading(s) of answers, if details are not recall at first glance.
F- Enhance your Presentation:

- Write Legibly;
- Logical flow/ order of facts & figure;
- Heading/ sub-heading;
- Check formulae, tables, calculations;
- Use charts and graphs, if necessary;
- Give adequate page margin.
G- **Review your Script before Handing it over to Invigilator:**

- Review your answer script page to page, point to point;
- Locate missing data or formulae;
- If time allows, redo calculations.
THINGS TO DO BEFORE AND AFTER EXAMINATIONS &
MISTAKES WHICH STUDENTS USUALLY DO DURING ATTEMPTING THE PAPER
Do not discuss your paper performance after the Examination at your examination center;

After conclusion of all papers try to evaluate your performance paper by paper;

Discuss it with your teacher(s);

Identify your mistakes by reviewing Suggested Answers uploaded after the result;

Note down corrections, if any;

Practice and review them;

Wait for the result;

Read Examiners’ Comments on the paper(s).
THINGS TO BE AVOIDED DURING THE EXAMINATIONS
- Lack of understanding the requirements of the questions.
- Poor expression and presentation skills.
- Wrong application of formulae.
- Inability to support the answers with appropriate examples/illustrations.
- Poor hand-writing.
- Providing irrelevant data/material.
Lack of time-management skills.

- Resort to selective study.
- Inability to organize the answers logically.
- Attempting MCQs on hit-and-trial basis.
REMOVING THE MYTHS ABOUT EXAMINATIONS
(1) ICMA Pakistan do not pass easily:
- There is misconception that the passing ratio is based on market requirement. ICMA Pakistan has specified transparent criteria i.e., 50 marks set as per requirement.

(2) Questions can be asked from anywhere:
- ICMA Pakistan has specific course outline and core books from where students knowledge and skills are assessed and no Question Paper is set out of the syllabus contents.
(3) Trend of Question Papers is altogether changed:

- Some topics/contents remained unexamined for many sessions and students avoid to study those topics and feel strange when these topics are asked however, all papers are within the syllabus.
BEST OF LUCK FOR YOUR EXAMS!