

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN
Instructions for the Examinees of Assessment of Fundamental Competencies

- 01 The Examinations will be conducted strictly in accordance with the schedule mentioned on examinees' admit cards. Examinees must ensure that they are aware of the correct date, timing and venue of their Examination Centre.
- 02 Examinees must carry their admit cards which must be produced on demand by the Invigilators.
- 03 Entry into the examination hall would be permitted 30 minutes prior to the commencement of the examination. Entry in the examination hall after 20 minutes of commencement of the examination would not be permitted. Extra time would not be given to the late coming examinees.
- 04 No examinee would be allowed to leave the examination hall within 45 minutes of commencement of the examination.
- 05 Examinees who have completed their examination within the permissible time and exit the examination hall would not be permitted to re-enter the examination hall under any circumstances, whatsoever.
- 06 Examinees must place their signatures on the attendance sheets available with the Invigilators. Failure to sign the attendance sheet would render their exam void.
- 07 Any examinee found using unfair means would be treated in accordance with the Institute's published policy on use of unfair means by students during examinations which may be viewed at ICAP's website.
- 08 Examinees must observe strict silence in the examination hall. In order to draw the attention of any attendant or supervisor, the examinee should raise his/her hand.
- 09 Examinees must strictly refrain from carrying any notes, books, mathematical tables, check lists, graphical exhibits and calculators with programming functions into the examination hall. Any examinee found in possession of the above in the examination hall is liable for strict disciplinary action for violation of examination regulations.
- 10 **The examinees shall not be allowed to carry mobile phone in the examination hall.**
- 11 Examinees would be allowed to bring the following calculators in the examination hall:
 - Simple Calculator with no scientific function.
 - All models of Casio fx-82 series.
 - fx-83GT Plus, fx-85GT Plus, fx-85MS, fx-350MS, fx-260 SOLAR, fx-100, fx-100S, fx-100D, fx-95MS, fx-992S, fx-901, fx-85ES, fx-85ES Plus, fx-350ES, fx-350ES Plus, fx-95ES, fx-500ES, fx-991ES, fx-570ES, fx-50F Plus, fx-50FH, fx-991ES Plus, fx-570MS, fx-350TL, fx-991MS, fx-100W, fx-115MS, fx-100MS, fx-570ES Plus.
 - Canon F-789SGA
 - Any other model of calculator will not be allowed in the examination hall.
(Other models may be added to the list. For latest update you may visit ICAP website).
- 12 Mathematical and Statistical Tables would be available wherever required within the examination software.
- 13 Use of MS Office or any other software application is strictly prohibited.
- 14 To obtain knowledge of the environment of computer based examinations, examinees may download guidance booklet from ICAP's website. Also, they may enhance their understanding of the computer based examinations application, by accessing the Practice Test (Beta) through their secure login area at the ICAP's website.
- 15 In the event of any differences with the invigilator, the examinee should seek the intervention of the Centre Supervisor immediately.
- 16 Examinees may submit their complaints regarding technical/administrative problems faced during the examinations on complaint form available with the Centre Supervisor.

April 15, 2022

**ASSESSMENT OF FUNDAMENTAL COMPETENCIES (AFC) EXAMINATION STANDARD
OPERATING PROCEDURES FOR EXAMINEES AT EXAMINATION CENTERS**

1. Entry of examinees

- Entry to examination hall will be started 30 minutes before the start time of examination. Please reach the examination at the earliest to avoid hassle in the eleventh hour.
- No one will be allowed to enter the examination centre without wearing the facemask.
- Please observe discipline while entering the examination centre and wait for your turn in the queue maintaining the social distance.
- Thermal scanning of all examinees will be made at the time of entrance.
- Those examinees whose temperature is found more than 37.2 degrees Celsius will be politely moved out of the queue. Such examinees will be required to leave the examination center as per guidelines of the government and WHO.
- Examinees will be required to show their admit cards at the entrance.
- All examinees will be required to sanitize their hands while entering the examination center.
- Examinees will not be allowed to bring any study or stationery materials in the examination hall.
- Assembling in groups anywhere inside the examination center will be strictly prohibited. Examinees will be required to go to their respective examination hall once they enter the examination center.

2. During examination

- Standing alongside seat of any other examinee before the start of paper or after the completion of paper is strictly prohibited.
- Sanitizers would be available and the students may use them whenever required.
- All examinees must wash their hands with soap if they go to the washroom.
- They must sanitize their hands whenever they enter into examination hall.
- The examinees should cover their nose with their elbow if they sneeze.
- Face mask must be properly disposed off in the dustbin if it gets wet. A fresh mask would be available and provided by the invigilation staff near you.
- Any examinee found sneezing or coughing frequently would be asked to leave the examination hall.

3. After examination

- Examinees will be required to remain seated at their places after completion of examination.
- Examinees will be allowed to leave their place one by one.
- Use of mobile phones or any kind of discussion while waiting to receive leaving instructions shall be strictly prohibited.
- The examinees must not stand in groups outside the examination center and must leave for their homes/desired destinations immediately.

ADVISORY FOR PARENTS

- There will be no seating arrangement for parents/guardian inside the examination centre.
- Parents/guardians are requested to please leave the centre immediately after dropping their children.
- Parents/guardians are requested to observe discipline while they come to receive their children after the paper.

