



# Examination Policies & Procedures

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## 4.1 Eligibility

The following regulations cover the eligibility requirements for sitting in the PIPFA examination (Public & Corporate Sector);

**4.1.1** The students, who are enrolled under the Coaching Course Program in a particular session, must have attended at least 75% of lectures in the class, passed one of the two class tests and appeared in class presentations.

**4.1.2** If a student fails to qualify PIPFA Examination in full within 10 years from the date of 1st registration will be required to re-register and pay the registration fee.

### 4.1.3 Examination Progression Scheme

- \* Students who are newly registered in a session and are taking coaching classes from any PIPFA owned/approved coaching center cannot appear in the Quarterly CBE (February & August) of that session.
- \* Students who are newly registered in a session from remote area can apply for coaching exemption only after two and half months from last date of registration of that session and after approval can appear in regular CBE examination (May & November). They are not allowed to appear in Quarterly CBE (February & August).
- \* Students registered in any previous session and have taken coaching classes from any PIPFA owned/approved coaching center or have got coaching exemption in that session can appear in Quarterly CBE (February & August) in the succeeding session.
- \* Students are allowed to take higher Level coaching from any PIPFA operated or approved coaching centre even if they have not passed their preceding Level completely, but allowing taking coaching of any higher Level is not guaranteed to allow them to appear in that Level Examinations unless they meet the eligibility criteria of the same. However if they pass PIPFA Level – 1 in quarterly CBE (February & August) of the same session are allowed to appear in next higher Levels 2 & 3 as per policy of appearance in maximum to two levels.
- \* The students can appear in any level, subject to a maximum of four papers in one sitting excluding exempted papers.



#### 4.1.4 Issuance of Certificates

Certificates of various levels will be awarded to the students on passing levels or qualifying PIPFA examinations as per following nomenclature.

Level 1 & 2	Diploma in Accounting & Finance
Level 3 & 4	Affiliate Certificate

#### 4.1.5 Model Solution

Model solutions shall be provided to the students of the Institute. In order to pass the examination of any Level, within the specified period, it is necessary that the students must work hard and equip themselves with the requisite knowledge of the subject. Consistent hard work will enable them to develop self-confidence and self-reliance.

### 4.2 Examination Application

4.2.1 Examinations are conducted twice a year in the months of May and November.

4.2.2 Applications for examination are to be submitted by the candidates on the prescribed form, which may be obtained from any Centre of the Institute, from 18th February to 8th March for the May Examination and from 18th August to 8th September for the November Examination. Applications providing complete details should be sent so as to reach the Centre of the Institute on or before the prescribed date. Applications for examination are to be accepted only if all the requirements, including payment of all dues, have been met.

4.2.3 Students are allowed to appear in only one sector (Corporate & Public Sector) examinations at a time after paying outstanding dues, including annual subscription along with examination fee, through pay order/ demand draft/ deposit slip.

4.2.4 Examination application forms will be accepted as per following:

#### EXAMINATION & EXEMPTIONS DEADLINES

• Last Date for Sub. of Exemption Claim	8th March for Summer Semester 8th September for Winter Semester
• Submission of Exams forms	Feb 18 – March 8 for Summer Semester Aug. 18 – Sep 8 for Winter Semester
• Sub. of Exam. Forms with 100% Late fee	09-15 March for Summer Semester 09-15 Sep for Winter Semester
• Sub. of Exam. Forms with 200% Late fee	16-22 March for Summer Semester 16-22 Sep for Winter Semester
• Sub. of Exam. Forms with 300% Late fee	23rd March - 7 April for Summer Semester 23rd Sep - 7 Oct for Winter Semester
• Change of Examination Centre	April 20 for Summer Semester Oct. 20 for Winter Semester
• Commencement of Examinations	1st Monday of May for Summer Semester 1st Monday of Nov. for Winter Semester (in case of clash of PIPFA Examinations dates with public holidays, the Examination dates will be moved to one week before or later)
• Declaration of Results	Within 45 days from the Date of completion of Examinations for both the Semesters



If there is a public holiday on the last date, the payment will be accepted on the first working day after the holiday. No application for examination is accepted if submitted after due date.

- 4.2.5 Admit Cards will be dispatched to the students at their respective mailing address provided by them in the examination form well before the date of commencement of the examination.
- 4.2.6 Candidates are advised to write their full name as well as mailing address on the examination application forms, legibly and in block letters to ensure correct mailing so that Certificate, etc can be delivered at the stated address. Examination application forms, which do not meet these requirements, are likely to be rejected.
- 4.2.7 The Examination centre is restricted by minimum of 30 students, registered for the purpose of appearing in the examination, otherwise student will be advised to appear at the nearest examination centre.

### 4.3 Instructions to the Examinees

- 4.3.1 On receipt of their Admit Card/Slip, the candidates are advised to check the particulars entered therein. Inaccuracy, if any, must be brought immediately to the notice of the Director Examination.
- 4.3.2 (i) Examinees must possess and be ready to produce on demand their CNIC/Passport/ Driving License, Student Registration Card and Admit Card, issued by the Examination Department of the Institute, failing which they may not be allowed to appear in the examination. The Examinees are instructed to bring their photo ID i.e. CNIC/Passport/ Driving License (any one, in original) in the Examination Hall.  
(ii) During the examination, if need arises, female examinees with Hijab may be asked to remove Hijab in a separate room, in the presence of a female invigilator only.
- 4.3.3 If a candidate is late by more than thirty minutes, he/she shall not be allowed to enter the examination premises. Similarly, no examinee shall be allowed to leave the examination hall earlier than one hour after the commencement of the examination. Moreover, examinee leaving hall within two hours, shall handover the Question Paper along with Answer Script to the Invigilator/Supervisor.
- 4.3.4 No candidate is allowed to change the seat allocated to him/her for the particular paper without the permission of the centre Supervisor, who has authority to change or interchange seats of any candidate, if circumstances so demand. Candidate found reluctant will be liable to disciplinary action.
- 4.3.5 Possession of books, notes, previous question papers, course outlines and other related matter on any subject, if brought to the examination hall, should be handed over to the invigilator before the commencement of the examination, and taken back when leaving the examination hall.
- 4.3.6 Candidates found talking, whispering, gossiping or seeking assistance, or exchanging notes or answer scripts and so on with any person, possessing any notes or using any unfair means, shall be asked to leave the examination premises at once, and a note to this effect shall be inserted on his/her script for the attention of the examiner, along with a simultaneous report to the Examination Department for further necessary action. Any Disciplinary Action can be taken by the Examination Committee in such reported cases.
- 4.3.7 Candidates must make sure that they have received the appropriate question paper from the invigilator so as to avoid any confusion in this regard.
- 4.3.8 The examinees, on receipt of blank answer scripts and extra sheets in the examination hall, should instantly record their roll numbers and registration numbers and signature thereon.
- 4.3.9 If so required, candidate may ask for additional extra sheets, graph paper and log-table from the invigilator.
- 4.3.10 Only fountain pen or ballpoint with blue or black ink should be used for writing answer scripts. No marks will be given for questions attempted with pencil.



- 4.3.11 Candidates must answer the questions exactly in the manner as they are printed on the paper. Amendments and corrections may be accepted only if they are announced officially by the Examination Supervisor, or any other appropriate authority of the Examination Centre.
- 4.3.12 Candidates must start the answer of each question from the new page. They should put down question number, its part and sub-part on each page of answer script so as to facilitate correct assessment of the answers.
- 4.3.13 Candidates should not, as far as possible, leave any blank page in the answer script. In case it is unavoidable, the examinees should put a cross line, meeting the two ends of the blank page.
- 4.3.14 Candidates must tie up all extra sheets, graph papers, working papers and rough sheets to the main script at least five minutes before the examination time is over. He/she should arrange them in correct sequence with sufficient space left for an easy reading of the answer before handing it over to the invigilator.
- 4.3.15 No candidate is allowed to take away examination stationery from the examination hall. The examinees are strictly advised to handover their Answer Scripts to the Invigilator Supervisor properly before leaving the Examination Hall.
- 4.3.16 Every candidate must ensure to sign the attendance sheet for each examination paper available with the invigilator, otherwise his/her Answer script of that paper will not be processed.
- 4.3.17 The examination timetable is printed on admit card supplied to the candidates. Students should carefully note the examination centre, date and timings of the papers and also ascertain, in advance, the exact location of the examination centre.
- 4.3.18 During the examination, an examinee may use the washroom/toilet facility, subject to permission of the Examination Supervisor
- 4.3.19 Smoking is not permitted in the examination hall.
- 4.3.20 Refreshments are not permitted in the examination hall.
- 4.3.21 The examinees are not allowed to bring mobile phone, PDA, Laptop, Pocket PC or any form of communication devices in the examination hall.
- 4.3.22 The examinees are not allowed to write anything on question paper except tick mark (✓) on the questions attempted.
- 4.3.23 No irrelevant appealing or indecent sentences should be written in the answer script. This will be treated as unfair means and dealt with accordingly.
- 4.3.24 Extra question(s) should not be attempted. Only required number of questions is awarded marks. The best question(s) are treated extra and rejected, if more than required questions are attempted.
- 4.3.25 Physical body search will be made for examinees, appearing in Computer Based Examinations (CBE) before entering the Exam Hall/Lab for restricting the prohibited material and Cell Phone. The students are instructed to reach the CBE Center 30 minutes before the examination time.
- 4.3.26 Any violation of above mentioned instructions shall be considered as "Misconduct" and shall be penalized accordingly.
- 4.3.27 The above mentioned rules pre-suppose that the candidates have duly submitted the requisite examination applications on the prescribed form and completed all other formalities in this regard and that the same have been accepted and approved by the appropriate authority of the Institute.
- 4.3.28 Students should keep themselves aware of dates of examinations etc. and important announcements or policy changes through circulars, notifications or posted on the Website.



#### 4.4 Unfair Means Policy

An examinee found guilty of misconduct during examination or using unfair means will face any penalty mentioned below;

S. NO	Nature of Offence	Penalties
1	Cheating material or Prohibited items is / are recovered from the student but not used. Supervisor's Report and evidence on record.	Result of relevant paper will be cancelled with warning.
2	Copying material or Prohibited items is / are brought in the examination premises and were used. Supervisor's Report and evidence on record.	Result of relevant paper will be cancelled and/or be debarred for next attempt(s) up to two consecutive sessions.
3	Not handing over of answer script or supplementary and taking answer script outside the Examination premises during or after the examination and documentary evidence is found for the offence.	Result of all subjects of current examination will be cancelled and/or be debarred for next attempt(s) up to two consecutive sessions.
4	Allowing someone to appear in the exam in place of genuine examinee OR The answer script is not written in candidate's own handwriting.	Result of current examination for all the subjects will be cancelled and/or be debarred for next attempt(s) up to two consecutive sessions.
5	Abusive Language is used; threat to the staff is given and student indulges in violence.	Result of relevant paper be cancelled and/or be debarred for next attempt(s) up to two consecutive sessions
6	Indecent/derogatory language is written in the answer script.	Result of relevant paper will be cancelled with warning.
7	Consulting books or using mobile phone etc., outside the examination hall during the examination.	Result of relevant paper will be cancelled.
8	Tearing/Swallowing/ Destroying the evidence of cheating.	Result of relevant paper will be cancelled and/or be debarred for next attempt(s) up to two consecutive sessions.
9	Disobedience during examination like changing the seat himself / herself, or disobeying the supervisor or invigilator for changing the seat.	Result of relevant paper will be cancelled with warning.
10	Giving incorrect / wrong information willfully for registration of examination and / or submitting forged documents.	Registration with Institute will be cancelled as per clause 3.4 of PIPFA Career plan.
11	To exchange notes/ pages/question Paper/supplements with other examinee(s) in the examination hall.	Cancellation of the result of relevant paper of the candidates involved in such activity.
12	To throw or try to throw the copying material in the vicinity of the other candidate or to throw it outside the Examination hall.	Result of relevant paper of that session will be cancelled with warning.



The Examination Committee shall have the power to take appropriate action in the reported case using unfair means/misconduct during the examinations.

## 4.5 General Procedures

### 4.5.1 Roll Numbers

Admit Cards will be dispatched to the students at their respective mailing address provided by them in the examination form well before the date of commencement of the examination. In case of any query of admit card must contact three days prior to the commencement of the examination to Director Examination, or Officer In-charge of respective examination centre. The centers have particulars of all the examinees well ahead of the examination schedule.

### 4.5.2 Change of Examination Centre

Candidates, whose applications have been accepted for a particular examination, may apply for change of their examination centre, not later than 20th April for the May Examination, and not later than 20th October for the November Examination.

### 4.5.3 Electronic Calculators

Simple electronic calculators are permitted on the following conditions:

- Candidates are strongly recommended to bring their own calculators in the examination. They will not be allowed to borrow.
- Calculators must be self – contained, fully portable and on silent operation.
- Calculators must have their own power supply since they cannot be plugged into the main supply in the Examination hall.
- Calculators must not have printout facilities.
- Scientific calculators may be allowed subject to examination Supervisor / Invigilator's approval.

### 4.5.4 Paper Reading Time

The examinees will be provided 15 minutes Paper Reading Time before the start of each examination paper and queries received within 15 minutes will be entertained for clarification otherwise students are advised to write their comments/reservations in their answer scripts. 10 minutes paper reading time will be given to Public Sector for subjective part of Theory and Practical each.

### 4.5.5 Open Book Examinations – Corporate Sector

The Open Book Examinations have been introduced for the papers of Financial Reporting and Audit, Assurance and Ethics at Level – 4 (Corporate Sector) w.e.f. Winter Examinations 2015. The examinees shall be allowed to bring the books mentioned against each paper on which the open book examination shall be applicable;

i.	Financial Reporting:	International Financial Reporting Standards
ii.	Audit, Assurance and Ethics	International Auditing & Assurance Standards

The students would be required to bring their own books.

#### • Policies of Open Book Examinations

The policies for open books examinations are hereunder;

- (i) Examinees shall be allowed to bring the following books mentioned against each paper on which the open book examination shall be applicable;
  - 1) Financial Reporting      International Financial Reporting Standards
  - 2) Auditing                      International Auditing & Assurance Standards



- (ii) Only the original books shall be permitted.
- (iii) Only the bound volume shall be allowed and the book should not be in the form of loose leaf. No photocopies, handwritten notes or typed pages shall be allowed.
- (iv) The allowed books should not contain any scribbling, notes, summaries inside and outside the books.
- (v) The allowed books are meant for reference purpose only. No marks will be allocated for the exactly copied answers from the Reference Books.
- (vi) Any violation of the above instructions shall be considered as "USE OF UNFAIR MEANS" and shall be penalized accordingly.

## 4.6 Examination Scheme

- 4.6.1** The question papers of Business Laws and Taxation are set in accordance with the Laws and regulations effective as at proceeding 1st July for winter and summer examinations.
- 4.6.2** The question papers of all accounting subjects are set in accordance with International Financial Reporting and Auditing Standards as well as the Accounting and Auditing Practices and Guidelines, issued by the professional bodies of Pakistan up to 31st December of the preceding year for May Examination and up to 30th June for the November Examination, respectively.
- 4.6.3** Examination questions of any specific level may be set from the syllabus of similar subjects of a preceding level. However, in order to maintain the professional standards, it is not necessary to confine examination questions to core readings and additional readings.
- 4.6.4** The grids are given for guidance purpose only, the weight age or grid assigned to different topics of each subjects is given in the Syllabus of each subject. These are indicative of broad distribution of different topics of a subject and there would be some deviation with actual weight age assigned in the question papers.

## 4.7 Examination Results

### 4.7.1 Communication of Examination Results

The result of the examination in the form of a Result Card is communicated to each candidate at the mailing address mentioned in the examination application form. Students, who do not receive the Result Card within a month from the date of official announcement of the results, should approach the PIPFA Head Office for a duplicate copy.

The Duplicate Result Cards will be issued free of cost till one month period from the declaration of results of a current session. After expiry of one month period the Duplicate Result Card Fee will be charged from the students. The result is also uploaded on the Institute's website.

### 4.7.2 Passing Percentage

The passing percentage in the examination in each subject of all levels is 50% under New Syllabus Scheme.

### 4.7.3 Publication of Result

The list of successful students of each level examination is published on PIPFA's official website and in the Leading newspapers.

### 4.7.4 Failure of Candidates

- a- Candidates, who have failed to qualify an examination, may reappear in any subsequent examination of the Institute.



- b- The Institute does not enter into any correspondence with students as to the reasons of failure. However, re-totalling of examinees' answer scripts shall be allowed on payment of double of examination fee per subject. The re-totalling process also includes checking unmarked portion, if any. The answer scripts will not be shown to the candidate as a matter of policy.

#### 4.7.5 Examination Result Code

The students will be communicated about their level of performance in appearing paper through grading system in their Result Cards.

Grades	Percentage Ranges
A	80 and Above
B	65-79
C	50-64
D	30-49
E	Below 30
	Fail
	Bad failure

Following codes are used to intimate the status of an examinee in Result Card;

Ex	:	Exemption granted on the basis of other qualifications.
AB	:	Absent
Pass	:	Level Passed
Fail	:	Level failed
Qualified	:	Passed PIPFA Course of Studies
CPL	:	Credit for Prior Learning is allowed in the subject in which the student is passed on the basis of examination prior to Winter 2015 session as per Equivalency under new syllabus 2015.

### 4.8 Proficiency Awards

The Institute has been providing professional education of high standard to its students since its inception.

To encourage the brilliant students, Proficiency awards are given to candidates in recognition of their outstanding Performance in the examination.

#### 4.8.1 SKANS School of Accountancy Gold Medal

This Gold Medal is given to a candidate passing all the subjects of Level - 4 provided that:

- He/she obtains highest marks and appears in all the subjects of Level - 4 in that examination.
- He/she secures at least 65 % aggregate marks in the Level - 4 but not less than 60 mark in any subject
- He/she passes the Level - 4 in first attempt.

#### 4.8.2 Certificate of Merit

A certificate of Merit is only awarded to the examinee securing first position in the subject, provided that:

- 1 He/she obtains the highest marks in the subject amongst the students appearing in that examination.
- 2 He/she secures at least 65% marks in the subject.

#### 4.8.3 Special Certificate of Merit

Examinees securing the highest marks in aggregate in any Level are awarded special Certificate of Merit, subject to the following;

- 1 He/she secures at least 65% aggregate marks in the aggregate in a Level.
- 2 He/she passes all the subjects of that level in that examination.