PAKISTAN INSTITUTE OF PUBLIC FINANCE ACCOUNTANTS (PIPFA)

(A Company set up under Section 42 of the Companies Ordinance, 1984)
Constituents: **ICAP, ICMAP, AGP**
Website: www.pipfa.org.pk, E-mail: exam@pipfa.org.pk

Examination Department

Dated: June 24, 2021

Notification

Remote Access Main CB Examinations Summer-2021

The examinees opted for Computer Based Examinations through Remote Access are advised to read and follow all the instructions carefully for avoiding loss of their attempt. Examinees who are appearing in Remote Access MAIN CB Exam Summer-2021 are hereby informed that in case of any failure to take Remote Access Exam, no chance of Physical Lab Based Examinations will be given or any adjustment in fee will be made.

Therefore, Examinees are advised to make all necessary arrangements for Remote Access CB Exams as prescribed in this Notification, on (page # 2). If you feel that you cannot cope up with requirements of Remote Access Exams, you may opt to Physical Lab Based Exams by emailing to exam@pipfa.org.pk latest by Sunday 27 June, 2021. No request for switching to physical CBE will be entertained after the given date.

Must follow the basic requirements for appearing in Remote Access CBE as under;

1. Log into your account (http://students.pipfa.org.pk) with your Roll No. and Password.

2. Thoroughly read Examinees Guidelines, FAQs and Unfair Means Policy for Remote Access Examinations.

3. Watch the Tutorial Videos (02) and follow the instructions for installation and downloading of CBE Remote Access Software.

4. Download the CBE Remote Access Software available in Student Login.

5. Must install Windows-10, Zoom Desktop Application, Internet Explorer 11 or higher in Computer System or Laptop and ZOOM and QR Code Application in Smart Phone, well before real time CBE otherwise no time will be provided during the verification process.

6. Ensure the quality and smooth running of Mic and Speaker well before real time CBE otherwise no time will be provided during the verification process.

7. You cannot login CBE Remote Access Software before your scheduled date and time mentioned in Admit Card.

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Login and Downloads before Examinations

Mandatory System Requirements:

Desktop/Laptop PC:	Core2Duo or higher, (Core i3 is recommended)
RAM:	Minimum 3 GB, (4 GB is recommended)
Operating System:	Windows 10 only
Browser:	Internet Explorer 11 or higher
ZOOM Application (www.zoom.us)	**MANDATORY installed in Computer System and Mobile**
Internet Bandwidth:	Dedicated 4G or equivalent (Mobile or any type of hotspot is strongly NOT
Speaker & Microphone:	External or Built-in – **No Head Phones or Handsfree allowed in any case**
Web Camera:	**Optional** External or Built-in
Power Backup:	UPS, Generator, Fully Charged Laptop, etc

Computer should be Virus and Malware Free

Smart Mobile (MANDATORY).

Smart Mobile with any QR Code Scanner and ZOOM applications installed, will be used for second camera monitoring. **A base stand to put the smart mobile in standing position.**

Note: QR CODE Scanner is not required in iPhone.

Remote Exam cannot be run if Any Screen Capture or Screen Sharing software is installed in the Computer. Any attempt to use these software will result in Cancellation of the paper/result of the session, even if found at later stage.

Inadequate installation and internet connection may cause technical problems (hanging a system, disconnection with the Exam Server/Zoom link etc.) which may result in termination of a paper and loss of precious time and students will be held responsible for any kind of loss.

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Instructions and Guidelines for Remote Access Examinations

The examinees are advised to read, understand and follow the following documents carefully (available on Student Login);

- Unfair Means Policy for Remote Access Examinations
- Examinees Guidelines
- FAQs

Print CBE Admit Card

For confirmed Date and Time consult CBE Exam Admit Card available on the Student Login. Printed

Copy of the Admit Card must be placed on the Exam Desk for Proctor's Verification.

Examination Room Environment

The Exam Room should be neat & clean, noiseless and with adequate lighting. Computer System or Laptop designated for Exam should be placed on a table or desk and the Chair &Table should be well placed. Windows and Doors in the Exam Room must be locked.

Examinees are not allowed to leave their Workstation, Shutdown Computer or disable any critical device (Microphone, Speakers and Camera) before officially finishing or Quitting Examination.

Disconnection of Video or Internet Connection

In case of disconnection of zoom for more than one (01) minute, the examinee will be required to re- login and complete the verification process again for three (03) times only.

If an examinee become out of focus and does not appear in Camera/Screen due to any reason, he/she will be immediately warned three (03) times by the Proctor and after one (01) minute the paper for that examinee will be ended/terminated by the Proctor.

If an examinee create disturbance or try to talk or communicate to other examinees while he/she is on zoom link will be warned by the Proctor and he/she will be informed that in case of disobedience his/her exam will be blocked and will be disallowed to continue the exam and any Disciplinary Action can be taken against him/her. The Proctor will block the examinee after three (03) minutes.

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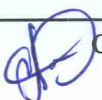
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Termination/Dismissal of Examination Paper

An examinee will be liable for immediate dismissal from Exam due to following (but not limited to) reasons, and for taking any disciplinary action under Unfair Means Policy for Remote Access Examinations:

a) Examinee is found in possession of any digital device.

b) Leaving the camera view either External or Smart Mobile View during the examination session;

c) Presence of any other person other than the Examinee, in the Examination Room

d) Attempts to start other software or browser;

e) Failing to abide by the Proctor's instructions;

f) Using aggressive, provocative or abusive language or tone with Exam Proctors;

g) Causing disturbance (mumbling, fidgeting or stretching); and

h) All offences mentioned under Unfair Means Policy for Remote Access Examinations.

Permission to leave the Exam Room

No examinee will be allowed to leave the Exam Room until the paper is finished and submitted. Examinees will not be allowed the Rest Room facility during the examination session.

CB Examination Format

Each paper is of THREE hours' duration including ONE hour of reporting time, consisting 50 questions of two-marks each. Passing % is 50.

No Announcement for change/correction in CBE Paper

No change/correction will be made for CBE paper during the examination session and the paper will be attempted by the examinee as appearing on the screen.

Sharing of inquiries/queries and Complaints on Social Media Platform/Messaging Applications

Sharing of anything related to live Exam, inquiries/queries and Complaints on any Social MediaPlatform/Messaging Applications will be treated Violation of Clause 3.4 of Career Plan of PIPFA and will be dealt accordingly.

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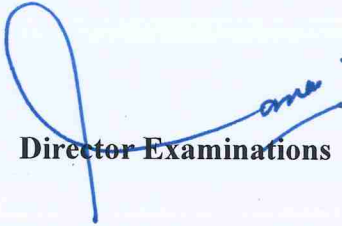Website: www.pipfa.org.pk, E-mail: exam@pipfa.org.pk

Examination Department

CBE Result

The Result of CBE Paper will not be appearing at the end of the exam though it will be generated and saved automatically. The CBE Result (Paper wise) will be intact without any alteration only till the completion of Audit Process of Recording of Remote Access Examinations. The Result will be uploaded on Student Login for information of the examinees after a week period.

Proctor has the authority to dismiss the examinee on violating any of the Examination guidelines, policy or procedure, with or without any intimation.

PIPFA reserves the right to change/amend to whole or part of Examination Procedures, Student Guidelines and Examination Methodology as and when required to facilitate Students Or under administrative obligation. Students are advised to keep themselves updated with the information shared through PIPFA Website, Email and SMS. For contacting the Exam personnel in emergency during examination session, examinees may call on **0316-0279744** or email to **exam@pipfa.org.pk**.

Director Examinations