

**POLICY ON USE OF UNFAIR MEANS BY STUDENTS DURING EXAMS HELD  
UNDER REMOTE PROCTORING ENVIRONMENT**

List of offences and their related disciplinary actions are given as follows:

| <b>Level</b> | <b>Offences</b>   | <b>Disciplinary Action</b>   |
|--------------|---|--|
| 1            | <ul style="list-style-type: none"> <li>• Whispering/speaking both on and off-camera including appearance of the same.</li> <li>• Suspicious moves or actions such as attempt to move away from the webcam or signaling someone, or appear to reach or hold objects off camera, writing or scribbling, etc.</li> <li>• Keeping pen, paper, books or any other prohibited material within arms' reach.</li> <li>• Other offence(s) of similar nature and intensity.</li> </ul>  | Warning  |
| 2            | <ul style="list-style-type: none"> <li>• Writing notes on the desk before the start of the examination.</li> <li>• Use of electronic communication devices (e.g. mobile phone, bluetooth or similar devices, earphone, headphone, etc.) for any purpose except for receiving call of the Proctor or Examination admin team from specified numbers.</li> <li>• Copy or transfer any examination material/screen on computer or mobile phone including but not limited to using print screen, photographing or any other function or means.</li> <li>• Attempt to write on paper, desk, table, etc. during the examination.</li> <li>• Repeating offence(s) of Level 1 (both under in-person policy and remote proctoring policy) of which cognizance has been taken earlier on the same day or on any other day of same or subsequent examination attempt.</li> <li>• Other offences of similar nature and intensity.</li> </ul> | Cancellation of paper  |
| 3            | <ul style="list-style-type: none"> <li>• Use of materials of all kind (including paper slips) containing examination relevant material, except for those specifically allowed under exam policies.</li> <li>• Any information written on hands, arms, dress, admit card, etc.</li> <li>• Leaving the examination room without the permission of the Proctor for any purpose whatsoever.</li> <li>• Non-compliance of given instructions or denial to follow the Proctor's instructions.</li> <li>• Repeating offence of Level 2 (both under in-person policy and remote proctoring policy) of which cognizance has been taken earlier on the same day or on any other day of same or subsequent examination attempt.</li> <li>• Other offences of similar nature and intensity.</li> </ul>  | Cancellation of paper or cancellation of the current attempt (maximum penalty)   |
| 4            | <ul style="list-style-type: none"> <li>• Attempt to threaten or abuse the Proctor to influence him/her during exam.</li> <li>• Repeating offence(s) of Level 2 &amp; 3 (both under in-person policy and remote proctoring policy) of which cognizance has been taken earlier, in the same or subsequent attempt.</li> <li>• Other offences of similar nature and intensity.</li> </ul>  | Debarred from attempting examination for a period not exceeding two years.   |
| 5            | Proxy sitting in lieu of authorized student.  | <p>The student who allows any other person to sit on his/her behalf shall be debarred for life.</p> <p>The person who attempts the examination shall be debarred for life if he/she is an ICAP student.</p> <p>An FIR for criminal offence may be lodged against that person if he/she is not an ICAP student.</p> |

- Notes:**
- Students are advised to appear for examination fully prepared in a calm manner. Inability to do so can result in anxiety and involuntary actions that may be similar to the offences enumerated above and may lead to repeated interventions by the Proctor which may have impact on final outcome of the exams.
  - ICAP reserves the right to withhold the result of students while their cases of use of unfair means are under consideration.
  - The decision of Examination Committee shall be final.



The Institute of  
Chartered Accountants  
of Pakistan

CA  
PAKISTAN

HEAD OFFICE  
(Examination Department)

**POLICY ON USE OF UNFAIR MEANS BY STUDENTS DURING EXAMINATION**

List of offences and their related disciplinary actions is given as follows:

| Level | Offences   | Disciplinary Action  |
|-------|--|--|
| 1     | <ul style="list-style-type: none"><li>Whispering/speaking.</li><li>Glancing/looking at answer books / computer screens of other students.</li><li>Responding to others whispers/actions of other students and assisting other students by showing own answer book/computer screen.</li><li>Other minor offence(s) of similar nature and intensity.</li></ul>   | Warning.   |
| 2     | <ul style="list-style-type: none"><li>Writing on the desk before the start of the examination.</li><li>Speaking outside the examination hall during the examination while granted permission to go out e.g. washroom, etc.</li><li>Exchanging question paper / books (in case of open book examination) during examination.</li><li>Use of electronic communication devices for any purpose whatsoever.</li><li>Repeating offence(s) of Level 1 on same day or on any other day of same or subsequent examination attempt.</li><li>Other offences of similar nature and intensity.</li></ul> | Cancellation of paper.   |
| 3     | <ul style="list-style-type: none"><li>Use of paper slips containing examination relevant material.</li><li>Carrying material information written on hands, arms, dress, etc.</li><li>Exchange answer books during examination.</li><li>Use of electronic communication devices with the intent to obtain unfair advantage.</li><li>Writing/drawing unethical language/sketches in the answer book.</li><li>Repeating offence of Level 2 on same day or on any other day of same or subsequent examination attempt.</li><li>Other offences of similar nature and intensity.</li></ul>         | Cancellation of paper.<br><b><u>Maximum Disciplinary Action:</u></b><br>Cancellation of the current attempt.   |
| 4     | Repeating offence(s) of Level 3 in same or subsequent attempt.   | Debarred from attempting examination for a period not exceeding two years.   |
| 5     | Proxy sitting in lieu of authorized student.   | The student who allows any other person to sit on his/her behalf shall be debarred for life.<br>The person who attempts the examination shall: <ul style="list-style-type: none"><li>In case the individual is an ICAP student, to be debarred for life.</li><li>In case the individual is not an ICAP student, an FIR for criminal offence shall be lodged.</li></ul> |

Muhammad Irfan Ghaziani  
Director Examinations  
February 26, 2018

- Note:**
- ICAP reserves the right to withhold the result of students while their cases of use of unfair means are under consideration.
  - The decision of Examination Committee shall be final.

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