



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

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.

(Established under the Chartered Accountants Ordinance, 1961 - X of 1961)

Chartered Accountants Avenue, Clifton, Karachi-75600 (Pakistan). Ph: 99251627, 99251636-9 Fax: 99251625

Website: <http://icap.org.pk>, E-mail: examinations@icap.org.pk