

POLICY ON USE OF UNFAIR MEANS FOR CAF/CFAP/MSA EXAMINEES
UNDER REMOTE PROCTORING EXAMINATIONS

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

Level	Offences	Disciplinary Action
1	<ul style="list-style-type: none"> • Whispering/speaking both on and off-camera including appearance of the same. • 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. • Keeping mobile phone, books (except permissible books in open book exams) or any other prohibited material within arms' reach. • Other offence(s) of similar nature and intensity. 	Warning
2	<ul style="list-style-type: none"> • Writing notes on the desk/table/paper before the start of the examination. • Use of electronic communication devices (e.g. mobile phone, smart watch, earphone, headphone, etc.) for any purpose except for receiving call of the Proctor or Examination admin team from specified numbers. • Copy or transfer any examination material/screen on computer or mobile phone including but not limited to using print screen, photographing, displaying paper on another screen, etc. • 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. • Other offences of similar nature and intensity. 	Cancellation of paper
3	<ul style="list-style-type: none"> • Use of materials of all kind (including paper slips) containing examination relevant material, except for those specifically allowed under exam policies. • Any information written on hands, arms, dress, admit card, etc. • Leaving the examination room for any purpose whatsoever without mentioning it in the Proctor's chat panel. • Non-compliance of given instructions or denial to follow the Proctor's instructions. • 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. • Other offences of similar nature and intensity. 	Cancellation of paper or cancellation of the current attempt (maximum penalty)
4	<ul style="list-style-type: none"> • Attempt to threaten or abuse the Proctor to influence him/her during exam. • Repeating offence(s) of Level 2 & 3 (both under in-person policy and remote proctoring policy) of which cognizance has been taken earlier, in the same or subsequent attempt. • Other offences of similar nature and intensity. 	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.