

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN
Instructions for the Examinees of MS Office for Business (MOB) Assessment

- 01 The Examinations will be conducted strictly in accordance with the schedule mentioned on examinees admit cards. Examinees must ensure that they are aware of the correct date, timing and venue of their Examination Centre.
- 02 Examinees must ensure they remember their Certiport username and password on the exam day.
- 03 Examinees must carry their admit cards which must be produced on demand by the Invigilators.
- 04 Entry into the examination hall would be permitted 30 minutes prior to the commencement of the examination. Entry in the examination hall after 15 minutes of commencement of the examination would not be permitted. Extra time would not be given to the late coming examinees.
- 05 No examinee would be allowed to leave the examination hall within 25 minutes of commencement of the examination.
- 06 Examinees who have completed their examination within the permissible time and exit the examination hall would not be permitted to re-enter the examination hall under any circumstances, whatsoever.
- 07 Examinees must place their signatures on the attendance sheets available with the Invigilators.
- 08 Any examinee found using unfair means would be treated in accordance with the Institute's published policy on use of unfair means by students during examinations which may be viewed at ICAP's website.
- 09 Examinees must observe strict silence in the examination hall. In order to draw the attention of any attendant or supervisor, the examinee should raise his/her hand.
- 10 Examinees may not bring recording devices such as paper/pencil, cameras, laptops, or other communication devices such as cell phones, or pagers into the testing area.
- 11 Examinees are strictly prohibited from reproducing exam content outside the examination hall. If examinees are found to have violated examinations rules, they may lose any existing certifications and may be made permanently ineligible for additional certifications.
- 12 In the event of any differences with the invigilator, the examinee should seek the intervention of the Centre Supervisor immediately.
- 13 Examinees may submit their complaints regarding technical/administrative problems faced during the examinations on complaint form available with the Centre Supervisor.



Executive Director Examinations
April 2, 2026