THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN

CFAP and SCS COMPUTER BASED EXAMINATION

SAFE EXAM BROWSER INSTALLATION AND DEMO EXAMINATION GUIDELINES

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01 Device Requirements & Readiness

Please use the same laptop for testing that you intend to use for the actual examination.

Minimum Device Requirements

Item	Requirement
Permitted device	Only laptops are permitted.
Processor	Minimum Intel Core i3 (6th Generation) or equivalent. *Intel Core i5 (7th Generation) or above is recommended.*
RAM	Minimum 8 GB RAM.
Storage	SSD with at least 30 GB free space.
Operating system	▪ Windows 10 or above **(64-bit only)** ▪ MacOS 15 or later.
Display	▪ Minimum resolution 1024 × 768. ▪ Only one display may be connected and used during the examination.
Connectivity	The laptop must have a functional dual-band Wi-Fi adapter, as internet connectivity will be provided through Wi-Fi access points at the examination centre.
Power	▪ Laptop battery must be sufficiently charged and capable of providing at least 45 minutes of backup power ▪ Examinee must bring their laptop charger and power cable to the examination hall.
Access	Administrator privileges are required to install SEB.

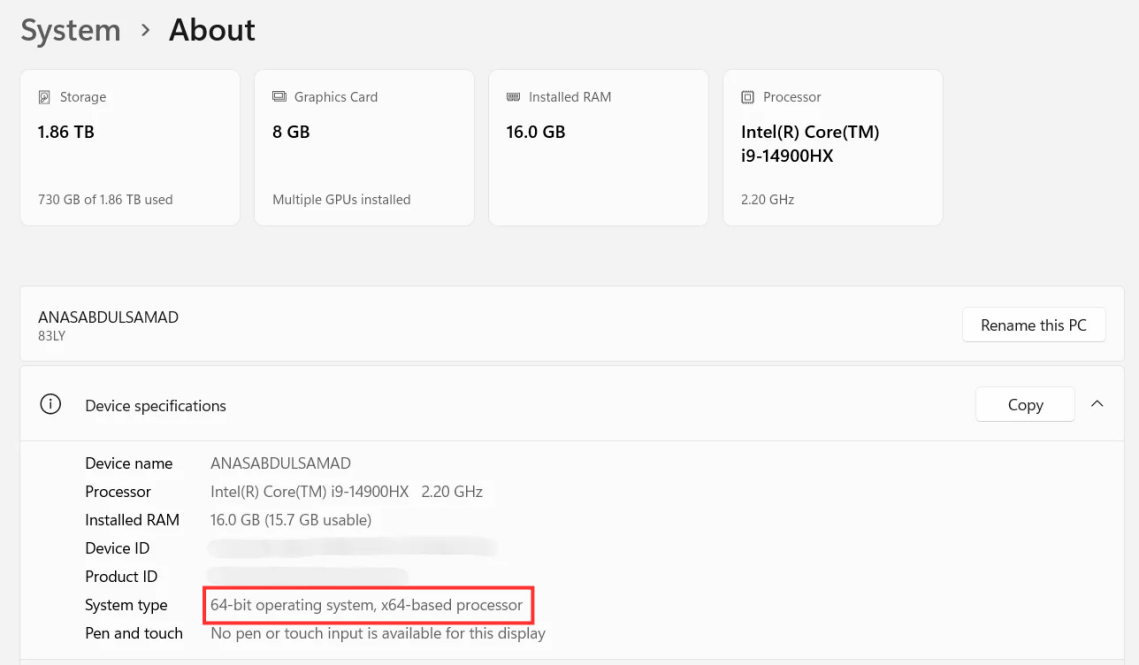
02 Install Safe Exam Browser (SEB) on Windows

Download only the Windows installer file provided by ICAP.

i. Confirm Your Windows Version

a. Open Settings > System > About.

b. Under System type, confirm that your laptop is running a **64-bit operating system**.



ii. Download the ICAP Installer

a. Log in to your ICAP secured area portal.

b. Download **SEB_Windows_SetupBundle.exe** to your laptop.

iii. Run the Installer

a. Open the downloaded installer file.

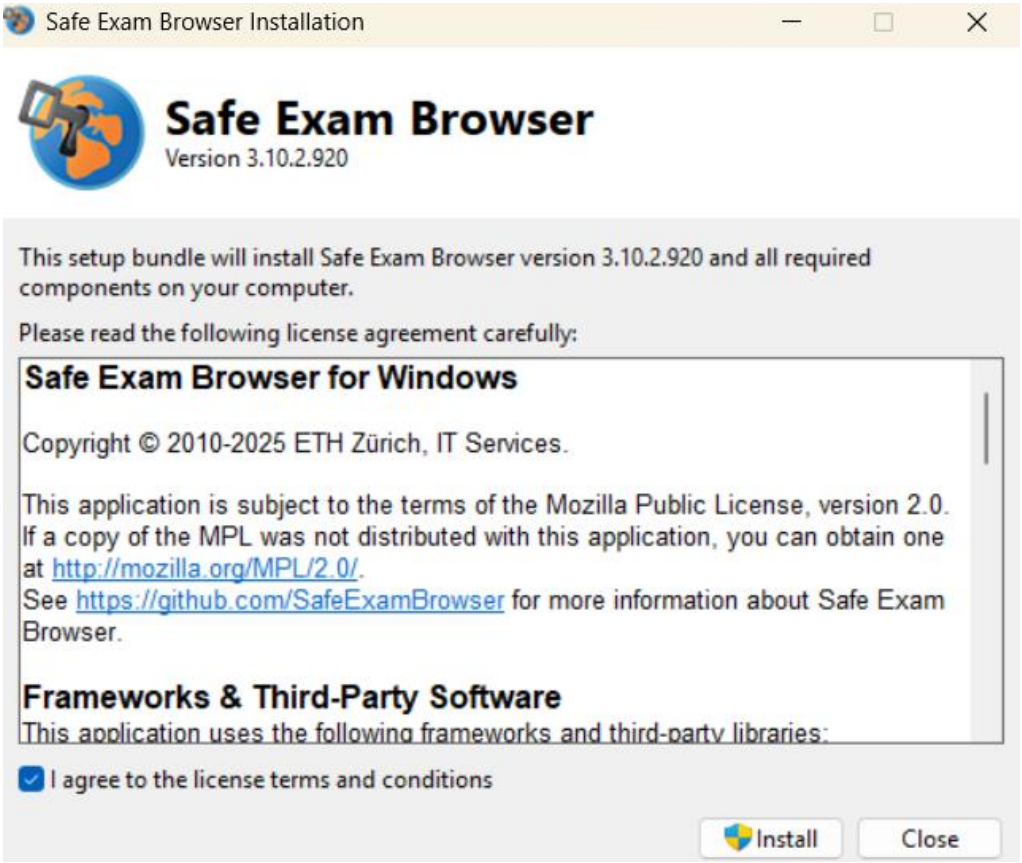
b. If Windows asks for permission, select Yes.

c. Install SEB using an account with administrator privileges.

iv. Accept the License Terms and Install

a. Select “I agree to the license terms and conditions”.

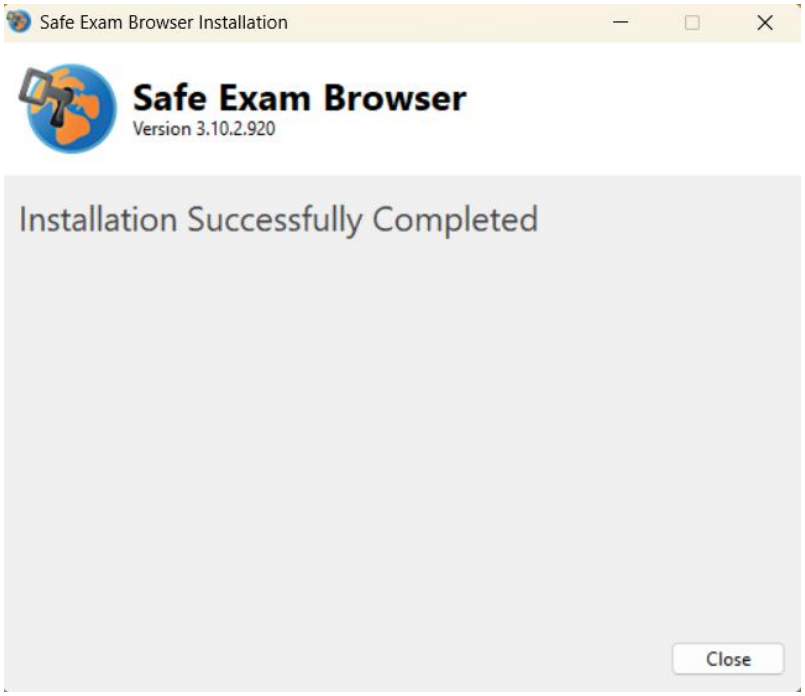
b. Click Install and wait for the installation to complete.



v. Complete the Installation

a. When the installation completes, click Close.

b. Verify that the installed version is **Safe Exam Browser 3.10.2.920**.



03 Install Safe Exam Browser (SEB) on macOS

Download only the Mac package file provided by ICAP.

i. Confirm Your MacOS Version

a. Click the Apple menu and select “About This Mac”.

b. Confirm that your Mac is running **macOS 15 (Sequoia) or later**.

ii. Download the ICAP Installer

a. Log in to your ICAP secured area portal.

b. Download **SEB_Mac_SetupBundle.dmg** to your Mac.

iii. Install Safe Exam Browser

a. Open the downloaded .dmg file.

b. Drag Safe Exam Browser into the Applications folder.



iv. Open SEB and Approve Permissions

a. Open Safe Exam Browser from Applications folder.

b. If macOS displays a confirmation message, select Open.

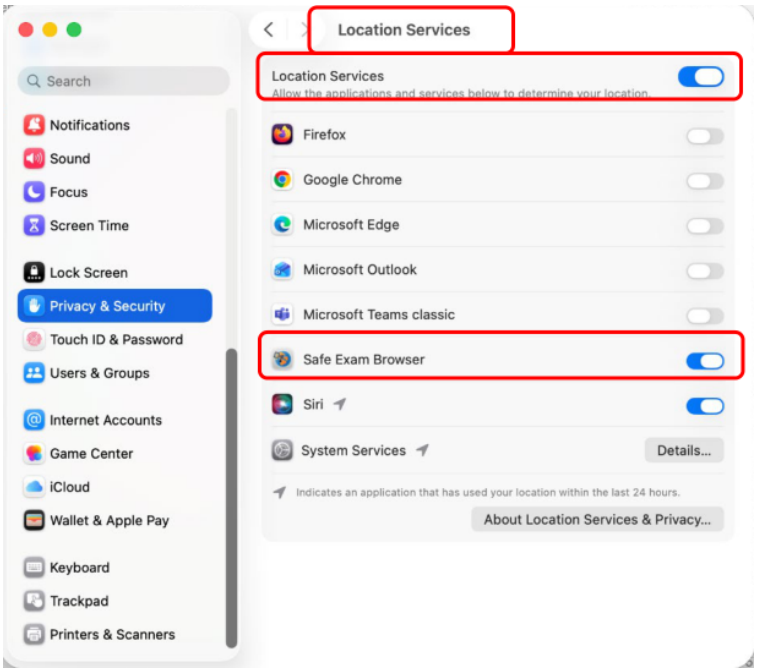
c. Use a Mac administrator account, to approve the required permissions.

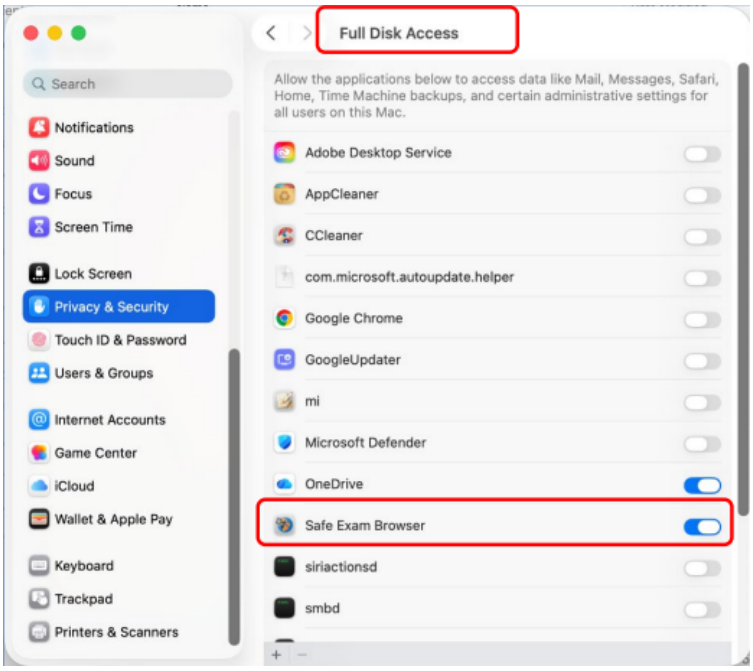
v. Allow Required Security Settings

a. If prompted, allow the permissions required by Safe Exam Browser under System Settings > Privacy & Security.

b. Depending on the Mac and the prompts displayed, you may need to enable permissions such as Location Services and Full Disk Access.

c. Verify that the installed version is **Safe Exam Browser 3.7.1.1**.


Location Services
Search
Notifications
Sound
Focus
Screen Time
Lock Screen
Privacy & Security
Touch ID & Password
Users & Groups
Internet Accounts
Game Center
iCloud
Wallet & Apple Pay
Keyboard
Trackpad
Printers & Scanners
Location Services
Allow the applications and services below to determine your location.
Firefox
Google Chrome
Microsoft Edge
Microsoft Outlook
Microsoft Teams classic
Safe Exam Browser
Siri
System Services
Details...
Indicates an application that has used your location within the last 24 hours.
About Location Services & Privacy...


Full Disk Access
Search
Notifications
Sound
Focus
Screen Time
Lock Screen
Privacy & Security
Touch ID & Password
Users & Groups
Internet Accounts
Game Center
iCloud
Wallet & Apple Pay
Keyboard
Trackpad
Printers & Scanners
Allow the applications below to access data like Mail, Messages, Safari, Home, Time Machine backups, and certain administrative settings for all users on this Mac.
Adobe Desktop Service
AppCleaner
CCleaner
com.microsoft.autoupdate.helper
Google Chrome
GoogleUpdater
mi
Microsoft Defender
OneDrive
Safe Exam Browser
siriactionsd
smbd

04 Run the ICAP Demo Exam in Safe Exam Browser (SEB)

To complete the demo, sign in on both login screens using the username and password sent to your registered email address.

i. Open the ICAP Configuration File

a. Download the ICAP .seb configuration file for your operating system.

- **Windows: ICAP_RM_Win_Exam.seb**
- **MacOS: ICAP_RM_Mac_Exam.seb**

b. Double-click the downloaded file to launch the demo examination.

ii. Enter the SEB Start Password

a. When the password prompt appears, enter **Start Password: startIcap**.

b. Click Confirm to continue.

c. The start password above is for the demo exam only. For the live examinations, the Start Password will be communicated in the examination hall when you arrive.



iii. Sign in to the ICAP Examination App

a. On the first login screen, enter the **username and password sent to your registered email address**.
b. Select Sign In to proceed to the second login screen.

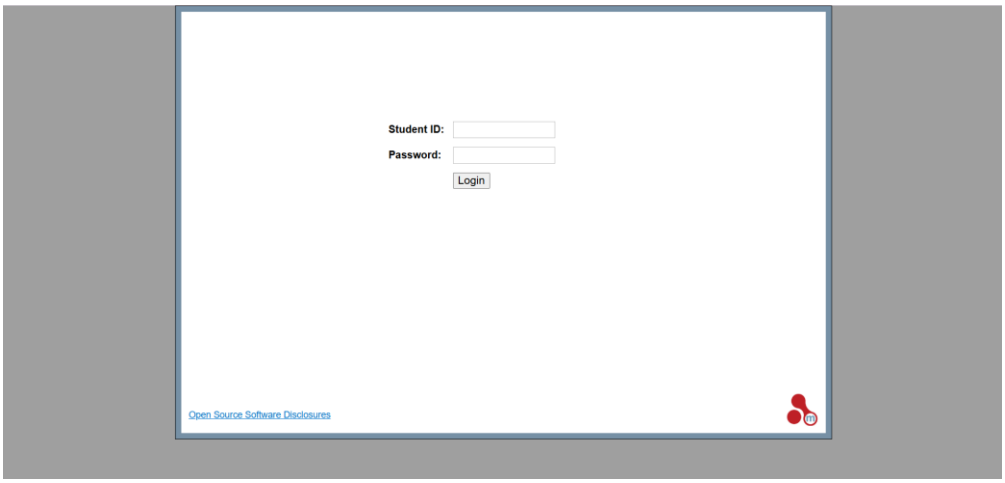


iv. Complete the Second Login

a. After signing in on the first screen, the second login screen will appear.

b. Enter the **same emailed username (Student ID) and password on the second screen**.

c. Select Login to enter the demo.



v. Screen Layout and Open Book Resources (Windows and macOS)

a. Open Book Resources can be accessed at two stages:

b. Stage 1 – first SEB page: When SEB starts, the first page has an “Open Book” button. Click it if you want to access the resources before starting the exam.

c. Stage 2 – from the exam start time: Once you log in and are redirected to the Examination Software login page, the resources cannot be opened until the exam start time in the live examinations. If you want the resources open before the exam starts, open them from the first SEB page, before you log in.

d. Side-by-side view: Click the **Restore** button in the top left corner of both windows (the exam window and the resource window).

e. Once restored, resize each window by dragging its edges, and arrange the two windows side by side, for example the exam on the left and the resource on the right.

f. You can now type your answers in the exam while the resource stays visible.

g. You can also switch between the windows using **Alt + Tab** on Windows, or **Command + Tab** on macOS.

vi. Exit Safe Exam Browser

a. Click the Power / Exit button in the bottom-right of SEB and, when asked for the exit password, enter **Exit Password: exitIcap** to close the browser.

b. The exit password above is for the demo exam only. For the live examinations, the Exit Password will be communicated before the exam completion time.

05 Important Instructions for Examinees

- Use one display only. Disconnect any secondary monitor, projector, docking display or screen-mirroring device.
- Only laptops are permitted. Smartphones, tablets and desktop computers are not permitted for the examination.
- Before launching SEB, close Microsoft Teams, Zoom, Google Meet, Skype, WhatsApp Desktop and other communication applications.
- Close AnyDesk, TeamViewer, Remote Desktop, Chrome Remote Desktop, VNC and any other remote-access or screen-sharing software.
- Close screen-recording tools, virtual machines, unnecessary browsers and other non-essential background applications.
- Keep your laptop charged and your charger available. Complete all pending operating-system updates before testing the Demo Exam Application.

> If you encounter any issues during the installation or testing of Safe Exam Browser (SEB), please email us at **examinations@icap.org.pk**. To help us identify and resolve the issue, kindly include your **operating system and version (Windows/macOS), laptop specifications (processor, RAM and system type), a brief description of the issue, and screenshots of any error messages**.