

HANDS-ON COURSE ON PRESENTATION AND PERSONAL EFFECTIVENESS (PPE)

Assessment Day Instructions and Sample Assessment

GENERAL INSTRUCTIONS:

- The student should appear for the exam in Professional Attire.
- Electricity and internet requirements are duly complied with, as specified in **Appendix 1** to this document.
- The student must log in to the assessment software at least 15 minutes before the scheduled time.
- The student must carry the admit card and original CNIC/Passport for verification purposes.
- The use of mobile phones, smartwatches, or any other electronic communication devices is strictly prohibited during the assessment unless explicitly permitted.
- Any software and applications, such as Email, Messenger, Facebook, WhatsApp, etc., should not be running on the computer to be used for taking the exam.
- Students must maintain professional conduct, discipline, and courtesy throughout the assessment process.
- The questions to be asked, presentation topics, and group discussion will strictly be within the parameters of the PPE syllabus.
- Please note that:
 - Breaks are not allowed during the assessment. However, in the waiting room, the student may take permission to leave the room up to a maximum of five (5) minutes after getting approval from the Manager. Leaving the room without information will be considered as the use of unfair means.
 - Smoking and/or eating during the exam is not allowed.
 - No one is permitted to enter the student's work area for any reason.
 - The student is not allowed to speak to anyone during the assessment except with the Assessor.
- The language of the assessment shall be English only. Students must respond to interview questions, deliver presentations, and participate in group discussions in English.
- Please note that during the exam, committing any act or violation as listed below will result in immediate termination of the assessment and will lead to disciplinary action as per ICAP's use of unfair means policy during exams:
 - Failure to follow the instructions of the Assessor and
 - Failure to provide a 360-degree camera view of the testing area when requested by the Assessor during the exam.
- Students unable to connect to the assessment software at the scheduled time are advised to immediately contact the Examination Department through the following designated cell numbers: +92 345 2130686, +92 317 2331761, and +92 317 2331762.
- ICAP cannot be held responsible for failure to connect to the assessment due to any issue with the student's computer, electricity, internet, or any other associated issue(s) that may surface at the student's end.

ASSESSMENT COMPETENCIES

The assessment will evaluate professional judgment, communication skills, ethical reasoning, teamwork, and personal effectiveness rather than factual knowledge alone.

(i) INTERVIEW (Time: 5 minutes)

Specific Instructions:

- Responses should be clear, concise, and structured. Students should avoid excessively long answers.
- Students may briefly seek clarification of a question before responding, if required.
- The purpose of the interview is not to test memorization, but to evaluate judgment, reasoning, and professional communication.

Sample Interview Questions:

S. No.	Question	Competencies Tested
1.	Please introduce yourself briefly and tell us one experience during your studies that helped you grow the most.	To assess the student's clarity, confidence, and ability to communicate thoughts in a structured manner
2.	You are reviewing financial information provided by a client and notice that revenue has increased significantly at year-end. What would be your first three steps before accepting this information as reliable?	<ul style="list-style-type: none">▪ Questioning mindset▪ Identification of inconsistencies▪ Professional skepticism
3.	Suppose your supervisor asks you to finalize a report quickly, even though you believe some information may be incomplete. How would you respond?	<ul style="list-style-type: none">▪ Ethical reasoning▪ Integrity▪ Professional courage
4.	What types of bias can affect professional decision-making, and how can they be reduced?	<ul style="list-style-type: none">▪ Awareness of organizational bias▪ Ability to apply bias-reduction techniques▪ Critical thinking in decision-making

(ii) PRESENTATION (Time: 5 minutes)

Specific Instructions:

- The topic will be provided to the students in their login area about one week before the assessment.
- The presentation from students should be either in .pdf, .pptx, or Power BI format.
- Up to TWO questions may be asked by the Assessor from the presentation of the students, keeping in mind the allocated time.
- The presentation should generally be structured in four parts as follows:
 - Scenario/problem
 - Key risks or biases
 - Alternative approaches
 - Recommended professional judgment

- The presentation should not exceed five minutes, and students are advised to practice time management in advance.
- Slides should be clear, concise, and limited in number. Overly dense slides may affect communication effectiveness.
- Students should focus on analysis and reasoning rather than simply describing the scenario.
- Students must ensure that the submitted presentation file opens correctly on standard software to avoid technical issues during the assessment.

Sample Presentation Topic:

S. No.	Sample Presentation Topic	Competencies Tested
1.	Speed vs Accuracy: How Should Professionals Make Decisions Under Time Pressure?	<ul style="list-style-type: none"> ▪ Professional judgment under uncertainty ▪ Logical evaluation of alternatives ▪ Time management and decision discipline ▪ Persuasive communication

(iii) GROUP DISCUSSION (Time: 10 minutes)

Specific Instructions:

- Students should actively participate while allowing others to contribute.
- The objective is collaborative discussion, not debate or domination of the conversation.
- Students should demonstrate active listening, respect for differing views, and logical reasoning.
- Interruptions, aggressive behavior, or monopolizing the discussion may negatively affect the assessment outcome.

Sample Topic for Group Discussion:

S. No.	Sample Topic for Group Discussion	Competencies Tested
1.	Does Diversity Improve Decision-Making in Organizations?	<ul style="list-style-type: none"> ▪ Cultural awareness and inclusiveness ▪ Collaborative discussion and active listening ▪ Identification of assumptions and biases

APPENDIX – 1

Technical requirements:

Item	Description
Devices	<ul style="list-style-type: none"> ▪ Laptops and desktop systems meeting the recommended requirements described below.
Processor	<ul style="list-style-type: none"> ▪ Minimum Intel Core i5 2.4 GHz or similar
Minimum RAM	<ul style="list-style-type: none"> ▪ OS specified minimum RAM or 12 GB, whichever is higher
Free disk space	<ul style="list-style-type: none"> ▪ At least 40 GB
Display resolution	<ul style="list-style-type: none"> ▪ At least 1366 x 768
Webcam	<ul style="list-style-type: none"> ▪ Webcam must have a minimum resolution of 1280x720 (720p) ▪ An internal or external Webcam may be used. However, it must be connected to the laptop/desktop.
Microphone	<ul style="list-style-type: none"> ▪ An internal or external microphone may be used, provided it must be connected to the laptop/desktop.
Operating system (OS)	<ul style="list-style-type: none"> ▪ For laptop/desktop: <ul style="list-style-type: none"> - Windows 11 or above - macOS 26 Tahoe or above <p>Please note that earlier versions of Windows, MAC OS, and all Linux/Unix-based operating systems are strictly prohibited.</p>
Internet browser	<ul style="list-style-type: none"> ▪ Google Chrome Version 145 or above
Browser settings	<ul style="list-style-type: none"> ▪ JavaScript must be enabled. ▪ Internet cookies must be enabled. ▪ Any pop-up blocking setting(s) must be disabled.
Firewall	<ul style="list-style-type: none"> ▪ Taking exams on a personal laptop/desktop is recommended as office laptops/desktops generally have more restrictions that may prevent successful exam delivery.
Internet connection	<ul style="list-style-type: none"> ▪ Reliable and stable connection with 15 Mbps download and 10 Mbps upload speed. ▪ A wired network, as opposed to a wireless network, is recommended. ▪ If using an internet portable device, it should be directly connected to the laptop or desktop system used for taking the exams. ▪ If you are connected to the internet using WiFi, then the WiFi switch should be connected to an uninterrupted power supply (UPS). ▪ If using a shared internet connection at your place, please ask others to avoid using the internet during your exam session. <p>Tethering to a mobile hotspot is explicitly prohibited.</p>
Power	<ul style="list-style-type: none"> ▪ Before starting the exam, the laptop/desktop to be used for taking the exams must be connected to a stable power source. ▪ If a laptop is being used, its battery should be fully charged and capable of providing backup power at least for the exam duration. ▪ If the backup time of the laptop's battery is less than the desired backup time, then the laptop should be connected to a UPS so that the backup time of the laptop battery, together with the UPS, must exceed the exam duration. ▪ If a desktop system is used as a medium to take the exam, it should be connected to a UPS to give backup power for the full exam duration. <p>In case the backup time of the laptop battery or UPS is less than the total exam duration, a standby generator with fuel should be available to provide alternate electricity.</p>