

## Guidelines for submission of online examination form

### General

1. In order to facilitate examinees in submission of examination forms while ensuring their safety and well-being, physical submission of examination forms is being discontinued with immediate effect.
2. Examinees appearing in any examination of ICAP can now submit their examination form by logging on to their secured area at ICAP's website.
3. The form will be best viewed in Google Chrome or Mozilla Firefox browsers.
4. Some features of the form may not function as intended on mobile phone/tablet's browser. It is therefore advised to please use a laptop or desktop system to fill out and submit your online examination form.

### Filing the online examination form

1. Link to online examination form is available in your secured area at ICAP's website.
2. Your personal information and examination history is filled in by default.
3. Please review your mobile number, email address and communication/permanent address and ensure they are current and accurate. You can make changes in these fields if required. Please do not write "same as above" OR "N/A" in address fields.
4. To move from one field to another, either use tab key or make use of mouse to move to the next field.
5. The form displays paper(s) name of all papers which are required to be passed.
6. Please click in the box before each paper name in which you wish to appear.
7. Please keep soft copy of your signatures and latest photograph with light blue background with you while filing out online examination form.
8. In order to avoid any inconvenience in submission of form, please keep size of your scanned signatures and photograph less than 1.0 MB.
9. **Important instructions for first attempter:** Candidates appearing for the first time in CFAP examinations must submit the Original copy of the certificate of service and fitness for appearing in CFAP examination on the prescribed form "O" from the Principal to Manager Examinations Conduct Section within one week after submission of their online form or lifting of lockdown restrictions, whichever is later. ***Examinees will be considered ineligible and will not be allowed to appear in the exams if they fail to submit form "O".***

### Payment of Fees

1. You may submit the prescribed fee through any of the following means:
  - Credit Card/Debit Card supported by Visa or Mastercard network.
  - Online generated Bank Credit Voucher (BCV) acceptable in any branch of Faysal Bank Limited (FBL).

2. Please note that:
  - at present credit/debit cards on the network of UnionPay International are not acceptable.
  - As a proactive measure for customers' safety, most of the banks in Pakistan keep the credit/debit cards of their customers blocked for online transactions. However, such cards could be activated for limited time as and when needed by calling at the helpline of relevant bank. It is therefore advised to please ensure that your credit/debit card is activated for online transactions and you have sufficient credit limit/funds available in your credit card/bank account prior to attempting submission of fees through it.
3. Those examinees who do not possess credit/debit cards are advised to generate FBL BCV and follow the following procedure:
  - The online generated BCV will display your CRN, expiry date of BCV and total amount of fee which you would be required to submit in bank.
  - Once the BCV is generated, you need to submit the fee through it in any branch of FBL.
  - The BCV will become invalid after its expiry date. You would need to generate a new BCV incase expiry date of existing BCV has passed or you make any addition or deletion in your selected papers.
  - In case of any inconvenience is faced during submission of the BCV in FBL, you may contact FBL support 021-32795453, 021-37295400 & 021-32799476 or ICAP's examination help desk through [examinations@icap.org.pk](mailto:examinations@icap.org.pk) OR +923452130686 during office hours i.e. 8:30 am to 5:30 pm
4. Please note that payment made through any other means such as easy paisa, online bank transfer, pay order, demand draft, cheque etc. is not acceptable.

Owing to ongoing situation due to outbreak of Coronavirus (Covid-19), a one-time relaxation is allowed for Summer 2020 Examination to those examinees who are unable to submit online form may submit scanned copy of examination form. Such examinees would be required to email scanned copy of their examination form duly filled in along with scanned copy of paid BCV to [examinations@icap.org.pk](mailto:examinations@icap.org.pk). However, such examinees would be required to submit original blue copy of the BCV duly mentioning CRN on the BCV to Manager Examinations Conduct Section within one week of lifting of lockdown restrictions.

#### **Your online examination form status**

1. Your online examination form status will remain 'Pending' unless you pay the required examination fee. The status will be changed to 'Approved' after submission of fee.
2. In case of fee submission through credit/debit card, fee status is verified instantly and form submission status is changed to 'Approved' immediately. However, it takes around 2 hours if the fee is submitted in FBL through online generated BCV. Therefore, it is advised to please be patient during this period.

3. If status does not change to 'Approved' within two hours after submission of fee, please contact ICAP examination help desk through [examinations@icap.org.pk](mailto:examinations@icap.org.pk) OR +92345 2130686 during office hours i.e. 8:30 am to 5:30 pm.

**After approval of your online examination form**

1. On receipt of your examination fee, a system generated confirmation email will be sent at your email address mentioned on your examination form.
2. Approved status means your online form has been successfully submitted. However, if any deficiency/discrepancy is found in the documents submitted by you, Examination Department will inform you accordingly and may hold your admit card unless the deficiency/ discrepancy is cleared.
3. Your Admit Card will be uploaded in the examinees' secured area ten days before the commencement of examination.
4. Please always keep your CRN based ID and password confidential as your examination results would be accessible through these credentials.

**Note:** By submitting online examination form, you would declare that the information submitted by you is complete, true and correct to the best of your knowledge and belief. Further, any false information / fake documentation on your part will disqualify you from examination.