August 04, 2026

FREQUENTLY ASKED QUESTIONS
Remote Proctoring Examination for CAF, CFAP/SCS/MSA1 Students

Q1. How can I write mathematical symbols/operators/notations such as ∑, μ, α, β, π, σ, x^2, ≤, ≥, ≠ etc?

Some of the desired symbols/operators/notations can be written in the answer area; however, for rest you may invent your shortcuts or symbols for quickly writing your answers. All you have to do to just specify a legend of your created symbols at the beginning or end of your answer. You will not need to repeat the legend for symbols/operators/notations used in multiple questions. You may create your symbols/operators/notations as illustrated below:

Actual symbol/formula	Alternate presentation
μ	Meu or M
∑	Summ or Su
σ	Sigma or Var
α	Alpha
	S = P(1 + r/m)^mn
Z =	(x – Meu) / sigma
First derivative of f(x)	F'(x)
Second derivative of f(x)	F''(x)
x2	x2
≤	≤
≠	<> or NE
π	Pi

Q2. How can I insert and format a Table in my answer?

You can insert a table in any question using the options ribbon visible at the top of each Rich Text Format (RTF) editor. Once a table is inserted, you may adjust its columns width and/or row heights accordingly. Also, additional rows and columns could be added later.

Q3. Would I be allowed to use pen and paper for rough working while taking exams under remote proctoring environment?

Yes.

Q4. Can I copy and paste working from MS Excel to exam software?

Neither you can copy working from MS Excel to exam software nor from exam software to MS Excel.

Q5. Are we allowed to make formulas beforehand in MS Excel so that our time can be saved?

No. Any such act will be subject to disciplinary action.

Q6. Can I take some papers under remote proctoring and some papers under center based environment?

Yes.

Q7. Will center-based exams be held anywhere outside Pakistan?

No.

Q8. Will I be given some additional time in case of exams under remote proctoring?

No.

Q9. Is it mandatory to submit undertaking for taking exam under proctoring environment?

Yes, it is mandatory to submit undertaking for taking exam otherwise examinees will not be allowed to take exams.

Q10. Can I use headphones / ear phones / hands free during exam?

No.

Q11. I am not comfortable with using computer/internet-based exams. Can I take someone assistance for logging into exam and submitting my paper?

No.

Q12. Can I read the questions/answers in low voice to increase my concentration?

No.

Q13. Can I go to washroom if needed?

Yes, however, you must write the time of going out and resuming the paper in the proctor's chat panel

Q14. Can I access Google/internet to search something?

No.

Q15. Can live exam be attempted on MAC machine?

Yes.

Q16. Where can I find my login details for exam?

Your login ID and password will be mentioned on your admit card which will be uploaded in student's secured area at ICAP website.

Q17. What happens if I move away from the webcam?

You are not allowed to move away from the webcam. Any such action will be considered as use of unfair means and may attract disciplinary action.

Q18. How often is my work saved?

There is an auto save function that runs after every one minute. Further your work will be saved if you move from one question to another question.

Q19. Is it mandatory to use 360° webcam during the exams?

Yes, you can use Webcam of your laptop for giving a 360-degree view of the room.

Q20. Is MS office mandatory to install in my laptop or PC?

It is not a mandatory condition to install Microsoft Office in the computer to be used for taking the exam.

Q21. Can examinee connect again for the exams if they are disconnected due to reasons like failure of electricity, dropping of signals etc.?

Examinees are allowed to reconnect the exam in case of genuine issues, but within a short span of time. For further details, please read Step by Step Process available at ICAP's website.

Q22. What is the minimum version of Android or iOS is required for exams?

Android 6 or above and iOS 10.0+ smart devices – smartphone or tablet – with a camera may be use

Q23. Will 2 GB RAM be sufficient for taking exams?

The minimum RAM should be 8GB or as specified by the Operating System whichever is higher.

Please refer ICAP's document ' General and Technical Requirements' for further details.

Q24. Which internet connection would be suitable, wired or wireless?

A wired connection as opposed to a wireless connection is recommended. The connection should be reliable and stable with at least 4 Mbps download speed and 1 Mbps upload speed. Please refer ICAP's document ' General and Technical Requirements' for further details.

Q25. Can external / additional keyboard be used for taking exams?

No.

Q26. Does system check mean that all the technical specifications of examinees' machines are as per requirements?

The system check assesses whether the examinee's system has a working webcam and his/her device has

audio and volume control. Second, it recommends a minimum internet bandwidth. Third, it verifies that the smartphone application is working. However, the system check cannot assess that examinee's machines meet the minimum technical specifications or internet bandwidth.

Q27.How will I connect with Proctor Exam application?

Examinees will receive an email two days before their scheduled examination from no-reply@talview.com containing a Unique Link and Verification Code for the actual exam.. Please refer ICAP's document Step by Step Process for further details.

Q28.Which mobile application will be used for QR code scanning?

You can use any QR code scanner or Google Lens for QR code scanning.

Q29.Can I use stylus on exam software?

No, exam software does not support stylus.

Q30.What should be resolution of webcam?

Webcam must have a minimum resolution of 640x480 @ 10 fps.

Q31.Will proctor be able to listen our voice during exam?

Yes, proctor will be able to hear your voice.

Q32.During the exam, if I get disconnected from exam software for few minutes so will this time be counted?

The software timer does not count the time it takes in:

- Reconnecting if user is disconnected from the system for short interval;
- Navigating from one question to another;
- Loading a question.

Please refer ICAP's document ' Guidance on new Examination Software' for further details.

Q33. How do I share my computer screen with the proctor?

Your screen will be shared with the proctor during the System Check process before the exam begins. Follow these steps to enable screen sharing:

- During the System Check, a window will appear with the instruction "**Allow Screen Share**."
- Click " **Proceed Ahead.** " A new window will open.
- Select the "**Entire Screen**" tab, then click on the screen image displayed.
- Finally, click the "**Share**" button to begin sharing your screen with the proctor.

Q34. How can I confirm that my webcam is being shared with the proctor?

Your webcam will be shared with the proctor during the Hardware Test process.

To verify this:

- In the Talview tab, look for the video icon at the bottom-left corner of the screen.
- Click on the icon to view the live webcam stream that is being shared with the proctor.

Q35. Will pattern of both remote-based and center-based exams be the same or different from each other?

There is no difference in the pattern of online and offline paper.

Q36. Is there any difference between the marking criteria of computer-based and paper-based exams?

Marking criteria for both computer-based and paper-based exams is same.

Q37. Flags and Sticky notes on permissible books are allowed? Can we highlight text?

Sticky notes are not allowed; however, examinees may use post-it slips without writing anything on them. Further, examinees are permitted to highlight or underline the text in the permitted books. However, the permitted books must not contain any scribbling, notations or any other remarks.

Q38. Whether we can attempt paper through internet cafe?

No.

Q39. In case internet is disconnected, would I be able to resume from where it stopped? Is the software saving the exam in real time?

Please see para 11 of ' Step by Step Process' available at ICAP's website.

Q40. How is it possible to keep phone on Airplane mode and receive calls from ICAP mentioned numbers at the same time? What about Gulf Countries where WhatsApp calls are not allowed?

WhatsApp call can be connected while phone is on Airplane mode and phone is connected to Wi- Fi. In case of examinees appearing from outside Pakistan ICAP team will communicate through voice/text message and may allow you to turn off the airplane mode. However, if you are unable to access the exam, you may immediately turn off the airplane mode and contact ICAP at the numbers given on your admit card.

Q41. Can we highlight the text on the digital copy of the question paper?

No.

Q42. Can we take the printout of the question paper?

Printing the questions/answers and/or taking screenshots and/or copying the content of exams are strictly prohibited. Any such act will lead to disciplinary action under use of unfair means policy. However, Question papers will be available for download soon after the completion of all exams.

Q43. Can we use touch screen laptop?

You may use a touch screen laptop; however, the touch screen function could only be used for navigating between questions as exam software does not support touch screen function for writing.

Q44. What about the examinees who reside in hostels and share common room?

They can take the exam from their hostel room provided they are able to ensure compliance of conditions and restrictions mentioned in General and Technical Requirements & ' Step by Step Process' documents available at ICAP's website. If they are unable to meet the requirements at their hostel room, they should either arrange to take exam from some other place or appear in center-based exam.

Q45. When can I start system check?

You can perform system checks for the exam under remote proctoring on two different occasions.

- During the Practice Test, that email is received from noreply@talview.com two weeks before the commencement of the examination
- On the day of the examination, you can perform system checks and start your exam accordingly.

Q46. Can we use mobile hotspot?

Tethering to a mobile hotspot is not allowed.

Q47. Can I keep a calculator with me?

Yes, examinees can bring and use the calculators permitted by ICAP. List of permissible calculators can be accessed at the following link: https://icap.org.pk/students/examination/important-notices/permissible-calculators/

Q48. Can we copy text from questions and paste it into answer area?

No.

Q49. Can two students share one laptop for different papers?

Yes. However, it is advised that neither examinee should save his/her User ID and password on a shared laptop.

Q50. Please elaborate the positioning of smartphone during exam?

Examinees will be required to put their smartphone on vibration and place it beyond their arm's reach either left or right side of their working place in a way that they could be visible in the mobile video feed along with their laptop/desktop keyboard. For further details, please see General and Technical Requirements

Q51. If my smartphone is disconnected from the system, how can I reconnect it to the exam?

You will need to go to the Talview tab. There is a QR code display on screen, scan QR code from any QR code scanner or google Lens. In case the QR code does not appear, refresh/reload the Talview tab & complete the process from the beginning.

Q52. Can we change the laptop machine during exam if something happens to the first machine?

It is advisable to select a well-tested and reliable laptop in first place. However, you may keep a backup laptop in a separate room or away from arms' reach in off mode. The backup laptop can be used in case of emergency but you must mention any such change in the Proctor's chat panel otherwise such action may lead to disciplinary action.

Q53. If any question is flagged, will the solution be saved up to the details it has been completed if the system has been logged off?

Yes. Please note that flagging does not stop any answer to be saved.

Q54. If due to unforeseen circumstances centre based exams are not held then examinees would automatically register for online paper?

In this case only those examinees will be transferred to exams under remote proctoring who had chosen

it as their second choice in the option form. Rest of the examinees will not be able to take the exam and their fee will be carried forward to the next attempt.

Q55. Can I connect internet dongle / EVO device in case of power failure and Wi-Fi device switch off?

Ensuring uninterrupted power supply and stable internet connection are among key requirements of exams under remote proctoring environment. However, in case of emergency you can use internet dongle at your own risk.

Q.56. Is plugin/external mic and webcam allowed?

In case your laptop/desktop system does not have built-in mic and webcam or these are not functional, you can use external mic and webcam; however, you have to show these through your Webcam during room scanning process at the beginning.

Q57. What will be the starting time of exam outside Pakistan?

Each paper will be started as per Pakistan Standard Time mentioned on the Examination Program & admit card however, you are advised to log in to the Proctor Exam site around 10 to 15 minutes before the scheduled commencement time to complete the identity verification and room scanning process.

Q58. What objects are allowed in the room during exam?

Please see para 2, 3 and 5 of the ' Step by Step Process' document available at ICAP's website.

Q59. Is there spell checker in the system?

Yes.

Q60. Can we keep our email tab open during paper?

No.

Q61. Is Windows 10 allowed?

Yes. For further details please see para 4 of General and Technical Requirements document available at ICAP's website.

Q62. The paper time is based on 3.30 hours (watch based) or will be based on system count

down?

It will be based on system count down timer; however, if you logged in the exam late, say at 09:10 am instead of 09:00 am then your exam may be terminated from backend even if the system timer is showing 10 minutes left.

Q63.Is there any penalization for background noise because we usually have shared houses without sound proof room?

A quiet well-lit room preferably with a closed door is one of the key requirements of exams under remote proctoring. Slight noises from outside the room will not attract any penalty; however, if such noises give an impression of whispering on paper contents, then it may lead to disciplinary action under use of unfair means policy.

Q64.Is it necessary to install Chrome?

Yes.

Q65.Could we use IT room of office with glass doors?

Generally, IT rooms are equipped with number of servers/computers and communication devices and hence cannot be allowed.

Q66.Can I use Google handwriting input as input device?

No.

Q67.If webcam does not operate during exam what will we do?

Arranging stable and reliable equipment is examinee's responsibility. If you are doubtful about reliability of an equipment keeps another in backup. Further, you must write in the Proctors chat panel if any equipment is changed during the exam.

Q68.What if by mistake we close main tab of browser?

Simply re-launch the browser, open Talview Exam page from email and then access your exam from Talview Exam page. However, if you click logoff even by mistake you cannot be logged in back in the exam.

Q69.Can I enlarge the size of the answering text box (RTF editor)?

The size of RTF editor is flexible and it grows as soon as it is filled. It is advised to make use of Practice Test to explore its features.

Q70.Can we use external Monitor as laptop's monitor is only 12.5 inches for better readability and show it during check?

Only one screen at a time is allowed. While using an external monitor you would need to keep the lid of your laptop down and configure the external webcam with Remote Proctoring system to transmit your video feed. If the external webcam is not configured with Proctor Exam system or your laptop screen remains functional, you would not be allowed to use the external monitor.

Q71.How can I draw a graph while responding to a question?

Graph can be drawn in the RTF editor either using free hand or graphing tool. Both straight line and curve graphs can be drawn. It is advised to make use of Practice Test to explore the functionality of free hand and graphing tools.

Q72.Can examinees bring hard copies of IFRS standards (for CFAP-1) and ISA standards (for CFAP-6) into the exams?

For the Summer 2025 session, examinees will be allowed to bring hard copies of IFRS and ISA in the papers of CFAP-1 and CFAP-6, respectively. Please note that the policy to carry the hard copies of the above-mentioned standards will be re-evaluated after the Summer 2025 attempt.

Q73. How can examinees access the formula sheet during the BFD & MSA-1/SCS exams?

Examinees can access the formula sheet by clicking on the "Overview" option in the exam interface. Then, select the third blank circle shown in the image below to open the formula sheet for reference during the exam.

Q74. When the digital copies of the Bare Acts be made available to the students of ICAP?

The digital copies of the Bare Acts will be made available 30 days before the commencement of CFAP examination. However, it is made available only to those students who register themselves for the relevant exam. These resources can be accessed through the student ‘s secured login area of the ICAP website.

Q75. How can students access digital copies of Bare Acts and search for specific information within them?

For guidance on accessing the digital copies of the Bare Acts and searching for information, please read the following document:

A Step-by-Step Guide for Using Digital Copies of the Bare Act

Q76. What is the policy on use of unfair means?

Please refer to the document Policy on use of unfair means

Q77. Which keyboard shortcuts will work in the spreadsheet/answer area (rich text editor)?

A: Please note that the spreadsheet and rich text editor available in the exam software are not MS Excel and MS Word and do not support advanced-level shortcuts, However, the following commonly used keyboard shortcuts can be used within the exam software:

- Ctrl+B to apply bold effects on the selected text/selected cell
- Ctrl+C to copy the selected text/contents of the selected cell

- Ctrl+I to apply Italic font effects on the selected text/selected cell
- Ctrl+U to underline the selected text/contents of the selected cell
- Ctrl+V to paste the copied text/copied contents
- Ctrl+X to cut the selected text/contents of the selected cell
- Ctrl+Y to repeat the last action
- Ctrl+Z to undo the last performed action
- Ctrl+Left to move to the first cell
- Ctrl+Right to move to the last cell
- Tab or Right Arrow Key (if in table/spreadsheet) to move focus to the next element/cell
- Shift+Tab or Left Arrow Key (if in table/spreadsheet) to move focus to the previous element/cell

To understand the software's functionality, we recommend the following:

- Watch the exam demonstration video on ICAP's website.
- Carefully read the software guidance document, which lists all the shortcuts that can be used in the software.
- Practice more by using the Practice Test.

Q78. Will the examinees be allowed to use hard copy of Mathematical Tables?

A: No. Examinees can only use a soft copy of the Mathematical Tables available within the examination software.

Q79. What materials are permitted in the SCS exam?

A: Pre – Seen material, any written or printed notes, printed annotated documents, and any three books, are allowed subject to space limitations in the exam hall.