



**INSTITUTE OF CERTIFIED MANAGEMENT
ACCOUNTANTS OF SRI LANKA**

Incorporated by Parliament Act No.23 of 2009

CMA Sri Lanka Examinations

Frequently Asked Questions (FAQs)

01-Q: How can I register for CMA Examinations?

A: You may apply through your MyCMA account under "Upcoming Exams"

2-Q: How can I pay the CMA Examinations fees?

A:

1. Online by Credit / Debit Card via MYCMA
2. Cash payable to any branch of the Peoples' Bank by obtaining the bank advise slip from your MYCMA account (Need to place an order before visiting the bank)
3. By Credit Card / Debit Card at the CMA Secretariat. (Need to place an order before making the payment)

03-Q: How can I know about the examination closing dates?

A: Please refer to the examination calendar published on the CMA website

04-Q: How can we get CMA Past Papers, Suggested Solutions, Examiners' Comments, and Reading Materials etc.?

A: Can download from the MYCMA and LMS portals.

05-Q: How can I get registered for ITA, DA, ADA, and DTA workshops?

A: You may apply through your MYCMA account under "Available Courses."

06-Q: How can I log in to MYCMA?

A: You can log in to MYCMA via the CMA website

07-Q: How can we get MYCMA Login Details?

A: Your MYCMA account will be created within one week after you register with us. Your username will be **your CMA Registration Number**, and you can obtain your password by clicking the "retrieve Password" option in the login interface.

08-Q: What can we do if my password or email gets deleted mistakenly or if I forget my password?

A: Use the retrieve password option available at MYCMA (below the cage, you are required to insert your Password), then you'll receive a new email with your password

09-Q: How do you inform the release date of the results?

A: You will get an email as well as an SMS from the CMA Examination Division.

10-Q: How do you publish our results?

A: - Individual results will be published on your MYCMA account immediately after the release of results.
- System-generated result sheets will be emailed within two weeks, and hard copies will be posted within one month after releasing the results.

11-Q: How can I apply for a “Results Confirmation Letter (Transcript)”?

A: Through the “Engagements” of the MyCMA account.

12-Q: What is the time period given to present Medical Certificates for CMA examinations?

A: Within two weeks from the last date of the exam.

13-Q: What is the CMA Policy regarding Medical Certificates?

A: Medical requests are considered only when the Government Medical Certificates are produced.

14-Q: How can I know whether my Medical Certificate is accepted or rejected?

A: If your medical certificate is accepted, we will reply to your request email, and the relevant amount will be credited to your MyCMA account within a week after releasing the results. In case of rejection, that will also be informed through an email.

15-Q: What will be the transfer amount if my medical certificate gets accepted?

A: 50% of the fee paid to the subjects which you applied and failed to sit.

16-Q: Will I be able to obtain a refund or transfer my exam fees paid if I have a difficult to sit for the examination?

A: No. We do not refund exam fees under any circumstances. Exam fees paid can be transferred only for the next immediate examination if you make a written email request within one week after the original closing date.

17-Q: What is the procedure regarding Certificate issuance?

A: CMA Passed Finalist Certificates are officially issued at the Graduation Ceremony each year. Past certificates can be applied through the **MyCMA** form, which is published once a year via “Engagements” of the My CMA account.

18-Q: How can we get a certificate if we couldn't participate in the Graduation?

A: Once a year, one month will be given to apply for your past certificates. You can request your past certificates during the above period using the “Engagements” of the My CMA account.

19-Q: How can I connect with CMA Examination Division Staff?

A: Via telephone: 0112 506391 Ext 123, 146, 137
Via email : cmaexaminations@cma-srilanka.org
For overseas students via WhatsApp: 0770584753

20-Q: How can I get the latest CMA Updates?

A: Please visit the CMA website or MYCMA

Computer-Based Examinations (CBE)

21-Q: How can I get registered for the Examination briefing session?

A: All the students who applied for the exam will be communicated the briefing session details via email.

22-Q: How can I access the Computer-Based Examination practice test / mock test?

A: Please log in to the LMS via the CMA Website

23-Q: Can I do the exam remotely / from home?

A: No, you are required to come to the CMA Computer Centre or Pearson Vue Test Centre in other countries.

24-Q: Can I transfer my exam after I receive my admission?

A: No transfers are permitted once admissions have been issued

25-Q: When can I get the results?

A: After two weeks of the last date of examinations.

26-Q: Can I bring my calculator?

A: Yes, you can bring your calculator. Please refer to the calculator guidelines published on the CMA website.

27-Q: When will I receive my examination admission?

A: Two weeks prior to the examination via email.

It is advisable to keep your contact details up to date in the CMA system, as we use only the information you provide.

28-Q: What should I bring for the examination?

A: Duly attested admission and CMA ID