



# **Policies and Guidelines for Paper-Based Examinations [PBE]**

**CMA SRI LANKA EXAMINATIONS**

# Section 1

## Applying for Examinations

Students who are duly registered, have renewed their registration, or are otherwise eligible in the relevant examination may apply for the examination.

## Methods of applying examinations.

Students can apply for the Examination online via MyCMA account.

You are advised to read the guidelines given on the MyCMA carefully before applying for the examination.

Students who do not conform to the eligibility criteria will not be able to apply for the examinations.

Incompletion of payment will be considered as a pending application, and it will not be processed for granting examination.

CMA shall not be responsible for any incomplete exam application submitted (either not submitting the application or not completing the payment).

### 1.1. Acknowledgement of application and payment

The receipt of your application will be acknowledged via email to the contact details given to MyCMA within a minute.

The receipt of your payment will also be acknowledged in a separate email.

Once your application has been accepted for the applied examination, you will receive a separate email within two weeks after the closing date.

The Status of Examination application can be viewed via the student's MyCMA account.

### 1.2. Transferring Examinations

Transfers of Examination will be accepted only within one week after the closing date of the Exam application.

No transfers will be accepted after sending the admission under any circumstances.

### 1.3. Examination Fees

Examination fees are applicable for each examination, and the mode of payment can be obtained from the CMA website, Student Guide, and Exam rules and regulations given on the MyCMA account or with the exam application.

Examination fees are non-refundable under any circumstances. However, transfers are permitted only in accordance with Clauses 1.2 and 3.2 and must be effected immediately.

## Section 2

### Examination Admission

Students who have fulfilled the application criteria will receive admission via email three weeks before the examinations.

If any personal details printed on the admission are incorrect, students shall contact the CMA Examination Division immediately and correct before the examinations.

Students can enter the Examination Centre only if he/she received admission for a particular subject relevant to the timetable.

Students shall furnish a duly attested admission and a valid identity to the Invigilator before entering the Examination Centre.

Students are bound to adhere to the '**Examination Rules and Regulations**' sent along with the admission.

## Section 3

### On Examination

Students shall read and understand the "**Examination Rules and Regulations**" sent along with the Admission Card before appearing in the Examinations.

Should arrive at the Examination Centres at least 30 minutes before the first paper, 20 minutes before subsequent papers.

For religious or cultural reasons, some female students may wear a facial covering, and, in such circumstances, students shall allow a female member of the exam staff to verify her identity.

On any question arising during an examination, students are bound to accept the ruling of the Centre Supervisor.

Any student who infringes the above rules will be liable to be disqualified from this Examination and thereafter permanently suspended from CMA Examinations.

### 3.1 Permitted items to bring to the Examination Centre and Usage of Calculator

Only the following items are permitted to be brought to the Examination Centre.

- Pens, ink, pencils, erasers, rulers and mathematical instruments.
- Admission Card (should attest the signature before attending to Exam).
- CMA Student Identity Card (valid for the year of the examination).
- National Identity Card or valid Passport.

#### 3.1.1 Electronic Items

Electronic items, including mobile phones, hand-held computers, Pagers, or other electronic devices, are strictly not allowed in the Examination Centre.

The Examination Centre is not responsible for lost, stolen, or misplaced items prohibited from being brought.

#### 3.1.2 Usage of the Calculator

Only scientific, non-programmable calculators are allowed to be used at CMA Examinations.

Calculators shall be presented to the Invigilator before the exam for verification.

Please refer to the 'Calculator Usage Guidelines' published on the CMA website for further understanding.

### 3.2 Absent or fail to sit an examination.

If the student fails to sit due to only sickness, 50% of fees could be credited to your My CMA account

for the next immediate examination and not thereafter, provided sickness is supported by Government Medical Certificates, which should be submitted to CMA.

Examination division via email within two weeks of the last day of the CMA Examination, along with the request.

If the provided medical is approved, it will be credited to your MyCMA account within one week after releasing the results of each exam, which can only be used for the next immediate Examination.

CMA shall not be responsible for any request sent to us by email/post which is either received after the closing date or not received at all.

### 3.3 Fraudulent exam activities

We reserve the right to take action against any student who is believed to have been involved in fraudulent activities, including, but not limited to, cheating in an examination, alteration of certificates or results sheets, or other activities deemed as fraudulent by CMA.

CMA will investigate the matter based on the evidence provided, and the Examination Committee reserves the right to take action up to and including, but not limited to, decertification of a student's qualification, temporary, indefinite or permanent sanction of a student from CMA examinations.

The action imposed will not be reviewed or revisited under any circumstances.

## Section 4

### Releasing results

Results will be released within 50 days of the last date of the Examination.

Students will be notified of the release of results via SMS.

Individual results with grades will be uploaded to the MYCMA account of each student after the results.

System-generated individual result sheets will be sent via email and will be posted via normal post within two weeks after the release of results.

Re-correction of the answer scripts will not be accommodated.

Results confirmation letters will be issued on request, confirming the history of the student's results.

#### 4.1 Duplicate Results Sheet

Duplicate result sheets will be issued to those who have not received an original result sheet within one month after the release of the results, at the request of students.

The period of issuing duplicate result sheets will be closed after 6 weeks of releasing the results.

Therefore, if you do not receive the results sheet within a month after releasing the results, you are required to contact the examination division immediately.

***Important: The above policy and guidelines shall apply to all paper-based examinations conducted by CMA Sri Lanka. Where specific programmes or courses prescribe their own rules and regulations, such provisions shall prevail and be applied accordingly to the respective examination or programme.***