



## INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS OF SRI LANKA

Incorporated By Parliament Act No. 23 Of 2009

### **Rules and Guidelines for the CMA Online Examinations**

According to the Examination Rules and Regulations, the mode and location of the examination will be different; however, the content, structure, and standard of the Online Examination and the Paper-Based Examination remain equivalent. Students who select to sit the CMA Online Examination shall be strictly bound by the Online Examination Rules and Regulations, together with the Policies and Guidelines on Online Examinations, all of which must be fully observed and adhered to.

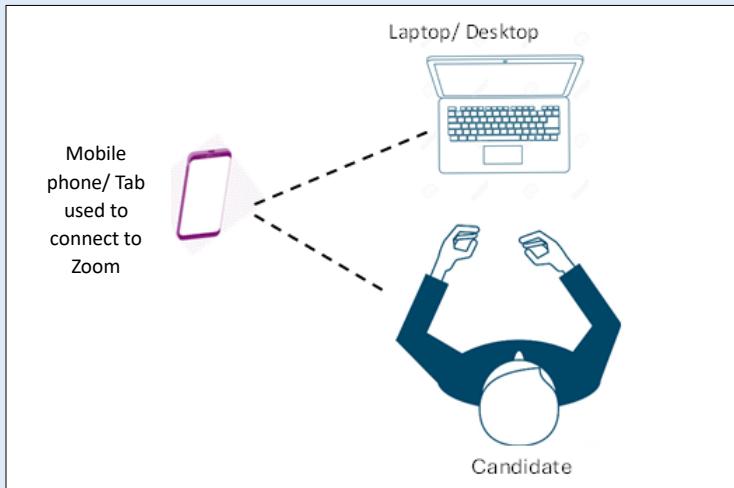
1. Students shall install the following mandatory software applications on their laptop/desktop prior to the practice examination: AnyDesk, Zoom, VLC, and ShareX. Installation must be carried out in accordance with the instructions provided in the document titled "User Guide to Install the Software" provided to students.
2. Set up your examination location strictly in accordance with the guidelines specified under Section "Physical Environment Requirements for Examinations" as detailed on page 02 of this document.
3. You can take the online exam from your home or any other location convenient for you. Therefore, make sure to sit in a quiet area with adequate lighting and take the exam.
4. Complete the practice exam at least 2 weeks before the examination to receive the Appointment Confirmation Email.
5. Students shall receive an Appointment Confirmation Email no later than three (03) days prior to the scheduled examination date, provided that the practice examination has been completed successfully.
6. Students are required to sit the Final Examination at the same location and under the same environmental conditions, using the identical equipment on which the Practice Examination was undertaken.
7. You must log in to Zoom on the exam day on or before the given login time using a laptop/desktop (with a webcam) and your mobile phone/TAB.
8. No student shall be permitted to join the examination session after the officially stipulated login time on the exam admission.
9. Students shall provide a visual display of their physical environment using their mobile device, for the purposes of verification and compliance with examination integrity protocols.
10. The student must present the CMA Student ID/NIC/Passport and Admission/Admit Email during the verification process. If a student fails to produce any form of ID, the invigilator will **NOT BE PERMITTED** to attend for the exam.
11. During the verification process, one of the CMA invigilators will access the student's computer through Anydesk and check the student's computer.

***\*\*Please note that during the exam, if any suspicious activity is observed, the technical staff of CMA may re-log in and inspect the student's computer using AnyDesk if necessary.***

12. Students are required to keep their cameras and microphones switched on at all times throughout the duration of the examination, subsequent to the completion of the verification process. Non-compliance may result in disqualification.
13. Upon commencement of the examination, students are required to start screen recording using the designated ShareX software.
14. The screen recording shall cover the entire duration of the examination (three hours) and must be uploaded to the Google Drive within thirty (30) minutes of completing the examination.
15. **Failure to upload the complete screen recording within the stipulated time frame shall result in the cancellation of the examination attempt.**

## **PHYSICAL ENVIRONMENT REQUIREMENTS FOR EXAMINATIONS**

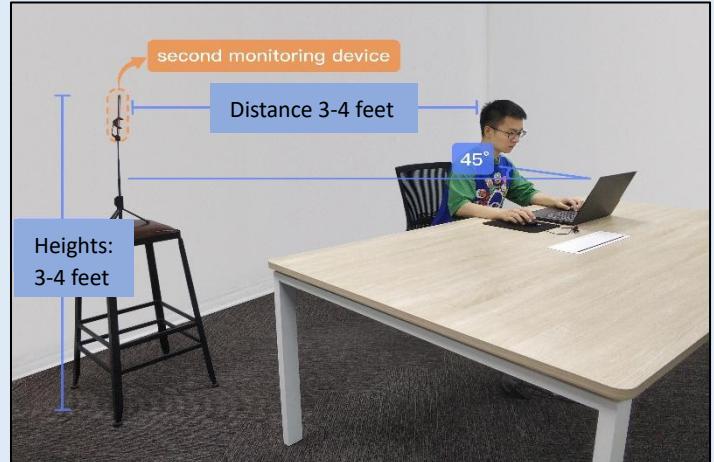
### **Instructions on how to use a mobile phone to connect to Zoom.**



**Figure 1**

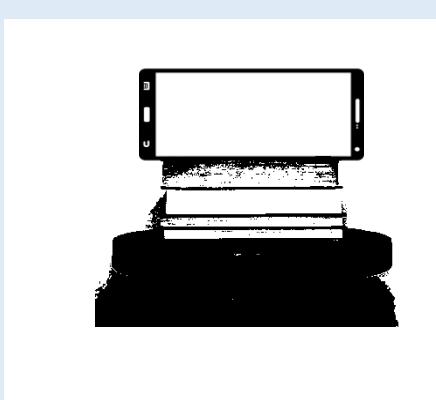
Students should place their mobile phones/TABs during the examination as shown in Figure 1.

Students are not allowed to keep their mobile phones/TABs (separate devices) on the table. The mobile phone/TABs should be kept at a height of 3 feet from the ground level and at distance of 3 to 4 feet from the computer/laptop placed on the desk and the student sitting in front of the desk (Please refer to Figure 2).



**Figure 2**

If you don't have a tripod to place your smartphone, you can use a cardboard box, a chair, or a bench/chair with some books as a stand to hold the smartphone. In addition to the above methods, you can use any other suitable object to hold/support the smartphone.



### **During the Examination DO's & DON'Ts**

- Ensure you are sitting in a quiet area with enough lighting where your appearance should be very clear to the invigilator.
- Your entire examination shall be recorded and saved.
- You should be alone when testing. You should not be interacting with others while the exam delivery is in progress.
- Be mindful of whether your webcam is working properly during the exam. Always be seated within the frame/boundaries of the integrated webcam.
- Be mindful of whether your Screen recording is working.
- You may use only a blank white A4 page and a pen during the exam to do your rough work. Using any kind of books/notebooks may lead to cancellation of your exam and scores.
- You shall be presented to the exam with an appropriate dress code.
- Sunglasses or caps cannot be worn during the exam. However, religious headgear may be worn during the exam.
- You may keep a clear bottle of water on the desk during the exam. However, eatables are not permitted.
- Any kind of electronic device (Bluetooth watches, headphones, headsets, ear-pods, fitness watches, etc.) is strictly prohibited.
- Attempting to share answers, referring to any books, browsing content, use of any sort of AI and similar conduct will be serious examination offences, and capturing any photos of exam content and sharing on social media platform can lead to permanent suspension from CMA Examinations with appropriate legal action.

### **Violation of Online Examination Rules and Guidelines**

As per the recording, any student who infringes the above online examination rules & regulations and any suspicious movements, such as leaving your seat or looking anywhere except your screen or workspace etc, may lead to cancellation of your exam & scores after the exam and thereafter permanently suspended from CMA Examinations.

**Examination Division - CMA Sri Lanka**