



SEPTEMBER 2022 EXAMINATION – IMPORTANT NOTICE TO CANDIDATES

Dear candidate, as you embark on writing your September 2022 Examinations, you are instructed to observe the following:

1. Physical Distancing

Physical distancing of not less than one meter must be observed. Close contact among candidates should be avoided at all times.

2. Wearing of Face Masks

As guided by the health authorities, wearing of masks is mandatory. Candidates shall not be allowed into the examination without face masks. Candidates who shall not be admitted into the examination room(s) for failure to observe this rule shall be personally responsible.

3. Sanitizing and washing of hands

Before being admitted into the examination room, candidates MUST sanitize their hands. Hand sanitizing and washing points shall be provided at all examination centres by ZICA.

4. Attendance Registers

Examination attendance registers shall be used for contact tracing purposes. Candidates MUST ensure that they sign the register during each session they attend.

5. Temperature Check

Body temperature shall be checked before candidates are admitted into the examination room.

6. Arrival time at the Examination Venue

Candidates are urged to arrive at the examination centre by 08:20 for the 09:00 hours Session and 13:20 hours for the 14:00 hours Session. No candidate shall be allowed into the examination room after 45 minutes from the time reading time is given. **Note that 15 minutes reading time shall commence at 08:45 hours for the morning session and 13:45 hours for the afternoon session.**

7. Writing at an Examination Centre Different from one showing on the docket

No candidate shall be admitted into an examination room at a centre that is different from the information appearing on the examination docket. Invigilators shall turn away any candidate that shows up to write at a wrong examination centre.

8. Accepted Identification documents

A candidate should present the examination docket together with the following:

- a. Valid ZICA student Identity Card.
- b. National Registration Card (NRC).
- c. Valid Passport
- d. Valid Drivers' license.

NOTE

- i. No candidate shall be admitted into the examination room if the candidate's docket does not have a passport size photo or if they do not have any of the identification documents indicated above.
- ii. Candidates admitted on the basis of a police report and photocopy of a lost ID must submit the police report and photocopy of ID after writing the last paper.

9. Unauthorised Material

No material other than an authorised calculator, pens, pencil and rulers are to be taken into the examination room. ***Phones are not allowed into the examination room whether on or off. Invigilators shall confiscate any unauthorised material (phones included) found on a candidate in the examination room and sent to ZICA as evidence. Unauthorised materials such as phones shall only be given back to erring students after their case has been heard by the ZICA Disciplinary Committee.***

10. Subject Colour Codes

It is the responsibility of the candidate to ensure that they write the correct subject. Note that colours for each programme and level are as indicated below:

- a. White – Diploma in Accountancy level 1.
- b. Pink - Diploma in Accountancy level 2.
- c. Blue – CA Certificate in Accountancy.
- d. Yellow – CA Application Advanced Diploma in Accountancy.
- e. Green – CA Advisory Professional in Accountancy.

Note: Any candidate who writes a wrong subject shall be deemed as absent in the subject they were originally supposed to write.

11. Leaving the Examination Room

Please take note that a candidate is not allowed to leave the examination room during the ***first 30 minutes and the last 30 minutes.***

12. Signing in the Registers

Candidates **MUST** ensure that they sign the register for every subject they write at the end of the session. Candidates **MUST** request the Invigilator to avail the register so that they can sign in the event that the register is not availed to them.

13. Submission of a Signed Copy of the Malpractice Declaration.

If a candidate is writing one paper or a final paper during a particular session, they **MUST submit their signed examination malpractice declaration form** to the Invigilator upon completing the examination.

14. Submission of Examination Dockets

If a candidate is writing one paper or final paper during a particular session, **they MUST submit their signed examination docket** to the Invigilator upon finishing writing.

15. Submission of Answer Booklet

Candidate **MUST** hand in the answer booklet to the invigilator.

16. 15 Minutes reading Time

Candidates have 15 minutes during which they can go through the paper and make their plans for answering the questions. Candidates ***are permitted to note down anything that can aid them in the examination using a pencil on the question paper but NOT in the answer booklet.*** During this period, candidates must ensure that they have been given the correct examination question paper. ***Note that 15 minutes reading time shall commence at 08:45 hours for the morning session and 13:45 hours for the afternoon session.***

17. Deferment of Examinations

Candidate applications for deferment will only be approved based on the following grounds:

- (a) **Illness:** applications for deferment are only authorised where illness is supported by a certificate issued by a registered medical practitioner. Such deferments shall attract a charge of 30% of the applicable examination fee per subject for the following examination session.
- (b) **Nursing an ill immediate family member:** applications are only authorised if the person who is ill is a spouse, child, biological parent or legal guardian of the candidate. The application must be supported by a certificate of illness issued by a registered medical practitioner. A charge of 30% of the applicable examination fee

per subject for the following examination session shall be levied on such deferments.

(c) **Loss of an immediate family member** – applications are only authorised if the person who died is a spouse, child, biological parent or legal guardian of the candidate. The application must be supported by the death certificate and burial permit for the immediate family member who has died. Such deferments shall NOT attract any charge.

(d) **Legal grounds** – applications for deferment are allowed for persons who are required to attend court sessions or to give evidence in courts of law at the same time as they are expected to sit an examination. Such deferments shall attract a charge of 30% of the applicable examination fee per subject for the following examination session.

The table below gives a summary of the conditions, the charge and the due date for deferment of the September 2022 examinations.

Item No.	Conditions	Charge	Due Date
1.	Illness	30%	23 rd September 2022
2.	Nursing an ill immediate family member	30%	23 rd September 2022
3.	Loss of an immediate family member	NIL	23 rd September 2022
4.	Legal grounds	30%	23 rd September 2022

Issued by:

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