



Pakistan Institute of Public Finance Accountants
Frequently Asked Questions (FAQs)
Remote Access CB Examinations

Dated: 16th January 2021

Q-1: What system requirements are there for taking Remote Access CB Exam?

Recommended System Requirements

Desktop/Laptop PC:	Core2Duo or higher, (Core i3 is recommended)
RAM:	Minimum 3 GB, (4 GB is recommended)
Operating System:	Windows 10 only
Browser:	Internet Explorer 11 or higher
ZOOM Application (www.zoom.us)	<u>MANDATORY</u>
Internet Bandwidth:	Dedicated 4G or equivalent (Mobile or any type of hotspot is strongly NOT recommended. For a stable internet a wired FIBER connection is recommended.
Speaker & Microphone:	External or Built-in – No Head Phones or Handsfree allowed
Web Camera:	<u>OPTIONAL</u> External or Built-in
Power Backup:	UPS, Generator, Fully Charged Laptop, etc
Computer should be Virus and Malware Free	-
Smart Mobile (<u>MANDATORY</u>). <u>Smart Mobile with any QR Code Reading and ZOOM applications installed, will be used for second camera monitoring.</u> <u>Note: QR CODE Scanner is not required in iPhone.</u>	
<u>A base stand to put the smart mobile in standing position. Click here to view ideal Mobile placements.</u>	
Remote Exam cannot be run if Any Screen Capture or Screen Sharing software is installed in the Computer. Any attempt to use these software will result in Cancellation of the paper/result of the session, even if found at later stage.	

Q-2: Can I take exam if I have a lesser configuration Computer System?

While taking CB exams through Remote Access students are highly recommended to meet the System Requirements and Internet bandwidth prescribed by PIPFA. However, the students may use accessories of low configuration (no relaxation on the condition of External Camera and Smart Mobile) as in all such cases, the students will always be held responsible for any kind of loss due to associated technical malfunctions.



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Q-3: What security Checks does an Examinee has to go through before start of paper?

Examinee must match with his picture printed on Admit Card. Proctor shall ask the examinee to show entirety of exam room or ask to show pockets in front of camera. Proctor shall mandate the examinee to empty and turn all pockets inside-out and raise shirt's sleeves above wrists, prior to every entry into every Online Exam. This can be repeated during the exam as many times Proctor deem necessary on having doubt.

In addition to this following will be required for identification of examinee and to maintain integrity of Exam:

- Hard Copy (Printout) of Admit Card, Student Identification (PIPFA Students Card ID & anyone of CNIC or Passport or Driving License)
- Examinee's Eyes & Ears must remain visible during examinations.
- **During Verification female examinees wearing Hijab or Niqab will be asked to remove Hijab or Niqab for verification purpose in the presence of a female invigilator.**

Q-4: I have submitted my old picture with Admission form OR I have now grown/ removed a beard or a mustache.

All examinees are strictly advised to submit their latest pictures with Examination form. The Picture should be with white/blue back ground attested from back side only. Failing to comply will lead to disqualification during verification process of Remote Access Exam.

Q-5: How can I avoid wastage of crucial examination time that may be lost due to Pre-Exam Proctor Scrutiny?

Exam Reporting/ Zoom verification joining time is **ONE** hour (Main Exam) before start of the examination. Examinees are expected to follow the exam reporting/joining time as prescribed under PIPFA SOPs for Remote Access Examination to avoid loss of critical time. Otherwise, examinee may be disallowed to attempt the paper and will be marked absent.

Soon after the start of Exams (as per scheduled time), Examinees will not be allowed to Join Zoom or Remote Access Exams Software.

Q-6: How do I start my Exam?

Before starting Exam, Examinees must:

- Install PIPFA Remote Access desktop application (accessible from students' portal),
- ZOOM Desktop application and Internet Explorer 11.
- Uninstalled all screen and remote sharing software from computer otherwise PIPFA Remote Access application won't run.
- After the said requirements double click on the Icon of Remote Access Application which will be available on the desktop of the computer and login.

For installing Remote Access Application click here for Remote Access CB Exam walkthrough



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Q-7: How do I Finish my Exam?

Examinees must properly end the examination after answering the questions on Remote Access Examination by clicking on End Exam Button (Bottom left of the conduct screen). If the exam did not conclude in the prescribed manner it will be rendered null & void and shall not be considered for processing and the Examinee will be required to reappear in the said exam.

Q-8: How early can I Quit or Finish Exam?

Examinees are not allowed to Finish/Quit examination before one hour. Failing to comply will result in disqualification of the paper.

Q-9: Will I need to select the paper while giving examination or will it be scheduled?

Remote Access Exams will be held as per fixed Schedule, which shall be announced by Examination Department PIPFA accordingly.

Q-10: Where can I take my exam?

Examinee can take examination at any isolated room of his/her house under following conditions that the room should be:

- Noise free
- Disturbance Free
- Cordoned off
- Preferably Only one entry/ exit door
- Adequate Lights

Q-11: How do I make sure my internet connection doesn't get disrupted during the exam?

For a stable internet a wired connection is recommended. Examinees are advised to use 4G or equivalent internet connection with power back up, to avoid any undue disruption during examination. Avoid shared Internet connections and attach power backup with internal routers. Tethering to a mobile hotspot is explicitly not recommended.

Q-12: How do I make sure my electricity connection doesn't get disrupted during the exam?

Examinees are advised to use Fully Charged laptops or UPS backed power connection for Desktop PCs and Room lights.

If only generators are available as Power Backup option, it is recommended that the entire Exam should be taken on Generator as it has a longer switchover time that may exceed the maximum allowed disconnection limit.

In case of power failure, the Exam will be disconnected by the proctor.



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Q-13: What is allowed / not allowed in Exam Room?

Allowed:

Drinking water (Transparent Bottle)

Simple Calculator, Pen, Ruler, 4 Blank A4 size White Sheets (For Numerical Papers only), to be showed from both sides before start of Exam.

Disallowed:

- Scientific Calculator, Any Communication/ Electronic Device or wearable technology.
- Reading Material, Books, Notebooks, Notes, Scribbling.
- Noise, Interruption/Disturbance.
- Outerwear, Hats, Colored Glasses, Overcoat, Mufflers/Stoles, Shawls, etc.
- Accessory or wearable that may potentially disguise or conceal Examinees identification.
- Purses, Bags or Briefcases, Watches, Snacks, Food, Drinks.
- Suspicious Behavior (Murmuring, Stretching, needless movements of Head, Hand or Neck)
- Leaving Camera View (either External Camera or Smart Mobile View) or Changing Seat.
- Presence of anyone beside the examinee in the Examination Room.

Any activity/behavior that may be considered against the basic Examinee-like behavior or suspicious activity is strictly prohibited and may lead to debar the Exam null and void with strict disciplinary action.

Q-14: Can I take a break during the exam?

Taking a break during 3 hours Examination (1 Hour joining time and 2 hours exam) for any reason is absolutely **prohibited under all circumstances.**

Q-15: Can I take the Exam on a tablet or other hand held device like cell phone?

Remote Access Examination cannot be taken on devices other than PCs and laptops with windows-10 only.

Q-16: Can I wear a safety face mask during exam?

Wearing cloth or mask on face and caps on head during Examination is strictly prohibited. The examinee's head and face must remain visible during the entire examination.

Q-17: What is the prescribed method of reporting a grievance or problem that may occur during exam?

Examinees may report any grievance or problem pertaining to issues that may have occurred during examination session at **exam@pipfa.org.pk.**
