

Guidance for examinees appearing in AFC Examinations *under Remote Proctoring Environment*

AFC Examinations Autumn (August) 2020 were held under remote proctoring environment. More than 1,700 examinees appeared in the examinations and majority of them followed the prescribed guidelines and took their exams smoothly. However, some of the examinees committed violation of prescribed examination instructions and guidelines and consequently faced disciplinary action.

Following is the list of notable violations committed by examinees which resulted in disciplinary action against them:

No.	Violation
1	Use of abusive language
2	Non-compliance of proctor's instructions
3	Use of book(s) during the exam
4	Use of communication device (i.e. earphone/headphone, mobile phone, etc.) for any purpose(s) other than prescribed as per guidelines
5	Use of other application (e.g. Microsoft Teams, WhatsApp, Facebook, etc.) during the exam
6	Use of search engine
7	Presence of other person with the examinee in the room
8	Use of Microsoft Office help
9	Kept pen and paper
10	Reading the paper loudly on camera
11	Made suspicious moves or actions during the examinations

Some examinees committed only one violation while some committed combination of above listed violations in more than one papers. During discussion with these examinees after the examinations, it was noted that majority of them did not read the guidelines and instructions carefully that were shared with them along with admit cards and consequently committed violations and faced disciplinary action.

Examinees are therefore advised to carefully go through the guidelines, policies and procedures available on the following link at ICAP's website.

<https://www.icap.org.pk/students/examination/exams-under-remote-proctoring-environment/>

Adherence to these policies will help the examinees to avoid mal examination practices and smooth progress towards career path.