



**NOTICE TO LEVEL ONE
STUDENTS PREPARING
FOR ONLINE EXAMS
MARCH 2025**

Dear Students,

As we approach the March 2025 diet, the Management of Institute of Chartered Accountants, Ghana would like to take this opportunity to provide you with important information and guidelines for preparing for the online exams. The exams will take the form of Multiple Choice Questions (MCQs) where candidates will be required to answer 100 MCQs within 2 Hours.

Here are some essential skills to help you excel in computer-based exams:

- Familiarity with computer hardware: Understand how to use a keyboard, mouse, and other peripherals.
- Basic computer navigation: Know how to navigate through menus, icons, and windows.
- Online navigation: Learn how to navigate through online platforms, including logging in, accessing exam materials, and submitting answers.
- Digital time management: Practice managing your time effectively in a digital environment.

Technical Requirements

To ensure a smooth online examination experience, please ensure that:

- You have a reliable computer or laptop with a stable internet connection.

- Your device meets the minimum technical specifications required for the online examination platform.
- You have a compatible web browser and necessary plugins installed.

The following are minimum PC requirements:

System specifications	Windows PC	Mac OS
Processor	1 GHz or faster x86-compatible processor, or Intel® Atom™ 1.6GHz or faster processor for Netbooks	
Memory	4GB Minimum	
Operating System [1]	Windows 10 or above	OS X v10.6 or above
Graphics	Minimum of 512MB of graphics memory (Internal/ External)	
Multimedia Support	Sound Card Microphone (Standard 3.5 mm jack / Internal) Use of mobile microphones not recommended Webcam: Supporting minimum 320x240 recording of colour video at 15 fps	
Supported Browsers [2]	Chrome, Firefox, Edge	
Bandwidth	Minimum per user Upload 1 Mbps, Download 1 Mbps Recommended per user [3] Upload 10 Mbps, Download 10 Mbps	

Exam Preparation

To prepare for your online exams:

- Familiarize yourself with the online examination platform and its features. (A date will be scheduled to take all students through the online examination platform)
- Review the exam format, duration, and instructions carefully.
- Practice with sample questions or mock exams to build your confidence and familiarity with the platform. (There will be practice and pilot questions available on the platform)

Exam Day Guidelines

- Before the day of the exam, your login details to the online platform will be sent to you via e-mail or SMS.
- Log in to the online examination platform at least 30 minutes before the scheduled start time.
- Ensure that you have a quiet, private, and distraction-free environment.
- Follow the instructions
- Manage your time effectively to complete all questions.
- Review your answers carefully before submitting.
- Online calculator will be provided on the platform, hence no need for a physical calculator.

Important Dates

Opening of registration will be from 24th February to 7th March 2025. The Exams is scheduled to take place from 18th to 21st March 2025. Results will be released on the same day that the Level 2 and Level 3 professional qualifications exams results are released.

PLEASE NOTE THAT THERE WILL BE AN IN-BUILT ONLINE INVIGILATOR (PROCTORING) ON THE EXAMS PLATFORM. ANY FORM OF EXAMINATION MALPRACTICE WILL LEAD TO CANCELLATION OF THE SUBJECT UPON REVIEW OF VIDEO RECORDING.

Conclusion

We are committed to ensuring that your online examination experience is smooth and successful. If you have any questions or concerns, please do not hesitate to reach out to us via:
examination@icagh.com