

Rules and Guidelines for CMA Overseas Examinations

1. Entry to the Examination Centre

Candidates are required to arrive at the reserved Pearson VUE Examination Centre in the respective country at least **45 minutes prior** to the scheduled commencement of the examination. This allows sufficient time to complete the necessary registration and verification procedures.

2. Mandatory Requirements

Candidates **MUST** comply with the following requirements before entering the examination center:

- Present a valid Passport, Sri Lankan National Identity Card (NIC) and CMA Student Identity Card.
- Present the attestation along with the confirmation email received for the examination.
- Carefully listen to and strictly follow all instructions provided by the Center.

Failure to provide the required identification and examination documents may result in denial of entry to the examination.

3. Conduct During the Examination

- Candidates are strictly prohibited from communicating or interacting with other candidates during the examination.
- Every candidate shall conduct himself/herself in a disciplined manner within the examination center and its premises so as not to cause disturbance, inconvenience, or disruption to the Invigilator, examination staff, or fellow candidates.
- Candidates shall not possess any unauthorized materials including notes, written signs, formulae, electronic devices, or any other prohibited material on their person, clothing, or any item brought into the examination center.
- Any question or issue arising during the examination shall be subject to the decision and ruling of the Invigilator.

4. Verification and Security Procedures

- Candidates must produce all required identification and examination documents during the verification process.
- Candidate images and/or video recordings may be captured during the verification and examination process for security, authentication, and cross-verification purposes.
- Such recordings may be shared with CMA Sri Lanka for examination integrity and compliance reviews.
- Any suspicious behaviour, impersonation concerns, or irregular activities may result in further investigation and disciplinary action.

5. Leaving the Examination Center

Candidates who leave the examination center without the permission of the Invigilator or Examination Supervisor will **NOT** be permitted to re-enter the examination center or continue the examination.

6. Cancellation and Refund Policy

CMA Sri Lanka does not permit the cancellation, postponement, or refund of scheduled overseas examinations after the expiry of two (2) weeks from the official examination closing date applicable to the relevant examination session.

7. Violations of Examination Rules

Any candidate who violates or infringes any of the above rules, regulations, or examination procedures shall be liable for disciplinary action, which may include disqualification from the current examination, cancellation of examination results, suspension from future CMA examinations; and/or permanent prohibition from sitting CMA examinations, depending on the severity of the violation.

CMA Sri Lanka reserves the right to take any further action deemed necessary to protect the integrity and credibility of its examinations.