



# **NOTICE TO LEVEL ONE STUDENTS PREPARING FOR ONLINE EXAMS**

Institute of Chartered Accountants, Ghana (ICAG) would like to take this opportunity to express its gratitude to students who participated in the maiden edition of the online exams in March 2025.

All level one students are to take note of the following guidelines for the July 2025 diet:

### 1) Time Table for July 2025 online examinations

Date	Paper	Time
Tuesday, 1 <sup>st</sup> July, 2025	Financial Accounting	10:00 am - 12:00 pm
Wednesday, 2 <sup>nd</sup> July, 2025	Business Management & Information Systems	10:00 am - 12:00 pm
Thursday, 3 <sup>rd</sup> July, 2025	Business & Corporate Law	10:00 am - 12:00 pm
Friday, 4 <sup>th</sup> July, 2025	Introduction to Cost & Management Accounting	10:00 am - 12:00 pm

**Note that students are expected to login onto the assessment portal at 9:30 am to authenticate their credentials.**

### 2) Minimum Personal Computer 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

**3) Online invigilator (Proctor):** There will be an inbuilt online invigilator (Proctor) on the exams platform. The online proctor will require you to capture your picture not ID card.

**4) Logins:** Your logins will be sent to your e-mails the night before the exams date. Students who do not receive their logins by 8:00 am on the day of the exams should send an email to [examinations@icagh.com](mailto:examinations@icagh.com) or [examsicag@gmail.com](mailto:examsicag@gmail.com).

**5) Link (E-learning module):** The E-learning module link is to help you familiarise with how the online assessment platform works and what is expected of you. You will be required to sign up to access this E-learning module: <https://elearning.easygenerator.com/e8c2c24d-31fb-49ce-82e4-901f91f047fd/>

**6) Items not allowed:** Candidates are not allowed to eat, drink, nor smoke during the test.

**7) Movements during exams:** Candidates are not allowed to move away from their computer during the examination.

**8) Foreign materials:** Candidates are not allowed to use any foreign material during the test. Kindly note that this is a closed book test. (There will be an online calculator, so physical calculators, and watches are not allowed.)

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