



# NOTICE TO LEVEL ONE STUDENTS PREPARING FOR ONLINE EXAMS



**Dear Students,**

As we welcome a fresh start, the Council of the Institute of Chartered Accountants, Ghana extends its sincere appreciation to all students for embracing the online examination format over the past year. Your adaptability and resilience throughout this transition have been truly commendable.

Outlined below are important guidelines for the March 2026 examination diet:

### **1. Time table - March 2026 online examinations**

Date	Paper	Time
Tuesday, 17th March, 2026	Business Management & Information Systems	10:00 am to 12:00 noon
Wednesday, 18th March, 2026	Financial Accounting	10:00 am to 12:00 noon
Thursday, 19th March, 2026	Business & Corporate Law	10:00 am to 12:00 noon
Friday, 20th March 2026	Introduction to Cost & Management Accounting	10:00 am to 12:00 noon

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

### **2. 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	

### **3. Online Invigilator (Proctor)**

An in-built online invigilation (proctoring) feature will be enabled on the examination platform. You will be required to capture a photograph of yourself and upload a valid ID card as part of the verification process. Please ensure that your room is well-lit throughout the examination. Under no circumstances should a candidate attempt the examination in a dark or poorly lit environment.

### **4. Logins**

Login credentials will be sent to your email address the night before the examination. If you have not received your login details by the examination day, please email [examsicag@gmail.com](mailto:examsicag@gmail.com) for assistance.

### **5. Foreign Materials**

Candidates are not permitted to use any unauthorised (foreign) materials during the test. Items such as earpieces, AirPods, headphones, and digital watches are strictly prohibited. Please note that this is a closed-book examination. An online calculator will be provided on the platform; therefore, physical calculators and watches are not allowed.

### **6. Practice Questions**

Mock questions (all Level One papers) are available to support your preparation for the final examinations.

Please use the link below to access the materials:

<https://drive.google.com/file/d/1E8GjMxzbNnkJiSLONK5ysIAblwNxdb1d/view?usp=sharing>

### **7. Habits Not Allowed**

Eating, drinking, and smoking are not permitted during the test.

### **8. Movement During the Examination**

Candidates must remain seated and must not move away from their computer for the duration of the examination.

**PLEASE NOTE THAT THE EXAMINATIONS PLATFORM INCLUDES AN INTEGRATED ONLINE INVIGILATION (PROCTORING) SYSTEM. ANY FORM OF EXAMINATION MALPRACTICE WILL RESULT IN CANCELLATION OF THE AFFECTED SUBJECT(S) UPON REVIEW OF THE VIDEO RECORDINGS.**

**FOR ALL ENQUIRIES, PLEASE CONTACT: (0204528790 | 0270722232).**