



NOTICE TO LEVEL ONE STUDENTS PREPARING FOR ONLINE EXAMS



Dear Students,

The Council of Institute of Chartered Accountants, Ghana would like to take this opportunity to express its gratitude to students for embracing online exams. Your adaptability and resilience have been inspiring.

Below are important guidelines for the July 2026 diet:

1) Time table - July 2026 online examinations

Date	Paper	Time
Tuesday, 30 th June, 2026	Business Management & Information Systems	10:00 am to 12:00 noon
Wednesday, 1 st July, 2026	Financial Accounting	10:00 am to 12:00 noon
Thursday, 2 nd July, 2026	Business & Corporate Law	10:00 am to 12:00 noon
Friday, 3 rd July, 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 9:50 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]	Google Chrome	

Bandwidth	Minimum per user
	Upload 1 Mbps, Download 1 Mbps
	Recommended per user [3]
	Upload 10 Mbps, Download 10 Mbps

3) Demonstration Video: Below is a link to access a demonstration video of the online assessment platform and the online proctoring. Make sure you watch before your upcoming online examinations.

<https://screenrec.com/share/AO3stY924f>

4) Online invigilator (Proctor): There will be an in-built online invigilator (Proctor) on the exams platform. The Online proctor will require you to capture your photo and ID card.

5) Logins: Your logins will be sent to your e-mails the night before the exams date. Students who have not received their logins before the date of exams should send an email to examsicag@gmail.com.

6) Practice questions: Find below a link to access mock questions (all level one papers) to help you prepare for the final examinations.

<https://drive.google.com/file/d/1E8GjMxzbNnkJiSLONK5yslAblwNxdb1d/view?usp=sharing>

7) Foreign materials: Candidates are not allowed to use any foreign material during the test. Ear piece, airpods, headphones and digital watches are considered foreign materials. Kindly note that this is a closed book test. (There is an online calculator so physical calculators, and watches are not allowed.)

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

9) Movements during the exams: Candidates must remain seated and must not move away from their computer for the duration of the examination.

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