



NOTICE TO LEVEL ONE STUDENTS PREPARING FOR ONLINE EXAMS



Dear Students, The Council of Institute of Chartered Accountants, Ghana wishes to express its sincere appreciation to all students for embracing the online examination system. Your adaptability, cooperation, and resilience throughout this transition have been truly commendable.

As we prepare for the November 2026 examination diet, students are kindly requested to take note of the following important guidelines and requirements to ensure a smooth, secure, and successful examination experience:

1) Time table - November 2026 online examinations

Date	Paper	Time
Tuesday, 27th October, 2026	Business Management & Information Systems	10:00 am to 12:00 noon
Wednesday, 28th October, 2026	Financial Accounting	10:00 am to 12:15 noon
Thursday, 29th October, 2026	Business & Corporate Law	10:00 am to 12:00 noon
Friday, 30th October, 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 Sys-tem [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 in-built online invigilator (Proctor) on the exams platform. The Online proctor will require you to capture your picture and ID card.

4) Test Environment Rules

• You must take the exam in the same room that you scanned during the proctoring setup for the current exam.

Note

You must complete a webcam scan of the room where you will take the exam every time you take a proctored exam. However, you do not have to take all of your proctored exams in the same room.

• No other person is allowed to enter the room while you are taking the proctored exam.

• The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.

• You must sit at a clean desk or table.

• 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.)

• The following items must not be on your desk or used during your proctored exam, unless posted rules for the exam specifically permit these materials. Books, Papers, Calculators, Textbooks, Notebooks, Phones

• The room must be as quiet as possible. Sounds such as music or television are not permitted.

Webcam positioning: Frame yourself from the chest up — a close-up of only your face is not acceptable. During the online test, candidates must position their webcam so that it captures them from chest level up, not just their face.

• Under no circumstances should a candidate use any device to take pictures of the computer screen.

5) Speech Detection: Candidates are hereby advised to note that the online proctoring system has enhanced speech-detection sensitivity. **Candidates must therefore refrain from reading examination questions or any other content aloud during the assessment. Any detected speech may be flagged by the proctoring system as a potential examination violation, which may result in the assessment being paused for review.**

6) 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.

7) Demonstration Video: Find the link below to access a demonstration video to familiarise yourself with how to access the assessment platform and how to set up the online proctor.

<https://drive.google.com/file/d/168WhVCrOkdYrSxNi56wDm-VpYgbXOlF8/view>

8) 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/1E8GjMxzbNnkJiSLONK5ysIAblwNxdb1d/view?usp=sharing>

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

10) Movements during the exams: Candidates are not allowed to move away from their computer during the test

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.