

**CHARTERED ACCOUNTANTS' EXAMINATIONS,
REPORT OF UNFAIR MEANS CASE [UFM]**

1. GENERAL DETAILS

EXAM DATE		EXAM. CENTRE NO.	
NAME OF THE CANDIDATE		ROLL NO. OF THE CANDIDATE	
COURSE AND PAPER NO.		TIME (WHEN CAUGHT)	

2. UFM CASES (CATEGORY A)

(Material to be confiscated and sent to ICAI Exam Department)

NATURE OF THE UFM (Please tick)	
Possession of study material/chits relevant to examination/Written on body parts, admit card etc.	
Copying by exchanging answer books/Chits/Rough Sheet and copying by any mode/ Taking Question booklet/MCQ to washroom/discussing answers	
Left Examination Hall without submitting Answer Booklets / OMRs Sheet	
Misbehaved with invigilator or other exam functionaries. (Argument/Threat). Please elaborate.	
Tearing of any page of the Answer Book(s)	
Use of Overqualified writer by PH candidate	
Impersonation	
Any other (Please specify)	

3. UFM CASES (CATEGORY B)

USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES/BATTERY OPERATED DEVICES

(Mobile/any other electronic device not to be confiscated and must be returned to the candidate after conclusion of the examination for the day)

DETAILS REQUIRED (Please tick)	
Caught with Mobile Phones or any other electronic devices etc. (No cheating). Please specify whether device is switched off/switched on.	
Caught with Mobile Phone or any other electronic devices etc. (Cheating), Using AI platform/Study Material or pdfs available in mobile phone/ using Search Engines etc.	

(Observer / Special Observer)

(Chief Invigilator)

(Centre Superintendent)

Date & Time:

Question paper found on mobile but not circulating.	
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Mobile used for circulating the question paper to any other mobile number, social media/WhatsApp/Telegram Group/ channel or any other social media platform etc.	
Any Other (Please specify)	

4. WITNESSES DETAILS

[Signature of the neighboring candidates be taken]

Details of the Witness	Name	Roll No	Reg No	Signature
Details of First Witness				
Details Second Witness				
Name of the Room Invigilator with report		NA	NA	

5. ADMINISTRATIVE FORMATTITIES TO BE DONE/COURSE OF ACTION

S. No.	To be done
1.	Student be given Answer Booklet afresh and be allowed to complete the examination. She/He may be allowed to appear in the subsequent examinations.
2.	The Mobile phone / electronic device (if any) should be thoroughly checked / investigated by the exam functionaries and mention all the reports and facts as above.
3.	The Mobile phone / electronic device (if any) may be handed over the candidate after reporting all the facts after conclusion of the exam for the day.
4.	A photograph of the handover of Mobile/ other electronic device to the candidate is to be taken and sent to Institute along with the UFM report.
5.	Acknowledgement of receiving back the mobile/other electronic device by the candidate is to be taken along with candidate's explanation.
6.	Cheating material/any other relevant documents be confiscated and sent to ICAI Exam department as usual.
7.	The answer booklets (2 in numbers) relevant to the unfair means case (a) candidate's explanation, (b) Room Invigilator's report, (c) Centre Superintendent/Chief Invigilator report, (d) Observer /Special Observer report, (e) printed/handwritten material /documents confiscated (if any), (f) witness statement (if any), etc. along with Annexure 18 duly signed by the exam functionaries to be sent to us in duly sealed separate envelope through Speed Post only addressed to Shri Prashant Bakshi, Joint Secretary, Exams, The Institute of Chartered Accountants of India, ICAI Bhawan, A- 29, Sector 62, Noida -201309 (U. P.)

(Observer / Special Observer)

(Chief Invigilator)

(Centre Superintendent)

Date & Time:

Declaration by Candidate Caught in possession of Mobile Phone/Any other electronic devices

(To be submitted at the time of returning the confiscated electronic devices)

I, _____ (Candidate Name), Roll No. _____, hereby declare that I was found in possession/use of mobile phone () / smart watch() / Scientific Calculator () or other electronic device() during the examination conducted on _____ (date) at Centre Name. _____ (City).

I acknowledge that my actions constitute a violation of the examination rules and regulations. I understand that the examination committee may take appropriate disciplinary action against me as per the applicable rules.

I further confirm that mobile phone () / smart watch() / Scientific Calculator () or other electronic device(), confiscated from me during the examination has been returned to me by the examination functionaries on the same day after completion of the examination and due formalities. **I hereby acknowledge that I have received the mobile phone () / smart watch () / Scientific Calculator () or other electronic device(), back in the same condition in which it was confiscated by the examination functionaries.**

I further undertake that I shall preserve and maintain the contents, data, records, messages, applications, files, call logs, and any other information available in the said phone/smart watch/device(s) and on the said date & time without alteration, deletion, modification, or tampering until a final decision is taken by the Examination Committee.

I am signing this declaration voluntarily and without any coercion.

Candidate Signature: _____

Candidate Name: _____

Roll Number: _____

Registration Number: _____

Date: _____

Time: _____

For use of Exam Functionaries:

We declare that a photograph was taken at the time of returning the confiscated electronic device to the candidate, and the said photograph shall be forwarded to the ICAI Examination Department along with the relevant report and records pertaining to the case.

(Observer / Special Observer)

(Chief Invigilator)

(Centre Superintendent)

Date & Time: