



## **CMA Sri Lanka Examinations**

### **Frequently Asked Questions (FAQs)**

**01-Q: How can I register for CMA Examinations?**

A: You may apply through your MyCMA account under “Upcoming Exams”

**2-Q: How can I pay the CMA Examinations fees?**

A:

1. Online by Credit / Debit Card via MYCMA
2. Cash payable to any branch of the Peoples’ Bank by obtaining the bank advise slip from your MYCMA account (Need to place an order before visiting the bank)
3. By Credit Card / Debit Card at the CMA Secretariat. (Need to place an order before making the payment)

**03-Q: How can I know about Examination Closing dates?**

A: Please refer the examination calendar published on the CMA website

**04-Q: How can we get CMA Past Papers, Suggested Solutions, Examiners Comments, Reading Materials etc.?**

A: Can download from the MYCMA and LMS portals.

**05-Q: How can I get registered for ITA, DA, ADA, DTA workshops?**

A: You may apply through your MYCMA account under “Available Courses”.

**06-Q: How can I log in to MYCMA?**

A: You can log into MYCMA via the CMA website

**07-Q: How can we get MYCMA Login Details?**

A: Your MYCMA account will be created within one week after you register with us. Your username will be **CMA Registration Number** and can obtain your password to your email by clicking the “retrieve Password” option in the logging interface.

**08-Q: What can we do, if my password, email got deleted mistakenly or if I forgot my password?**

A: Use the retrieve password option available at MYCMA (below the cage you are required to insert your Password), then you’ll receive a new email with your password

**09-Q: How do you inform the results releasing date?**

A: You will get an email as well as an SMS from CMA Examination Division.

**10-Q: How do you publish our results?**

- A: - Individual results will be published on your MYCMA account immediately after releasing results.  
- System-generated result sheets will be emailed within two weeks and hard copies will be posted within one month after releasing results.

**11-Q: How can I apply for a “Results Confirmation Letter (Transcript)”?**

- A: Through the “Engagements” of the MyCMA account.

**12-Q: What is the time period given to present Medical Certificates for CMA examinations?**

- A: Within Two weeks from the last date of the exam.

**13-Q: What is the CMA Policy regarding Medical Certificates?**

- A: Medical requests are considered only when the Government Medical Certificates are produced.

**14-Q: How can I know whether my Medical Certificate is accepted or rejected?**

- A: If your medical certificate is accepted, we will reply to your request email and the relevant amount will be credited to your MyCMA account within a week after releasing results. In case of rejection, that will also be informed through an email.

**15-Q: What will be the transfer amount, if my medical certificate gets accepted?**

- A: 50% of the fee paid to the subjects which you applied and failed to sit.

**16-Q: Will I be able to obtain a refund or transfer my exam fees paid if I have a difficult to sit for the examination?**

- A: No. We do not refund exam fees under any circumstances. Exam fees paid can be transferred only for the next immediate examination, if only you make a written email request within one week after the original closing date.

**17-Q: What is the procedure regarding Certificate issuance?**

- A: CMA Passed Finalist Certificates are officially issued at the Graduation Ceremony of each year. Past certificates can be applied through MyCMA form which is published once a year via “Engagements” of the My CMA account.

**18-Q: How can we get a certificate, if we couldn't participate in the Graduation?**

- A: Once a year, one month will be given to apply for your past certificates. You can request your past certificates during the above period using the “Engagements” of the My CMA account.

**19-Q: How can I connect with CMA Examination Division Staff?**

- A: Via telephone: 0112 506391 Ext 123, 146, 137  
Via email : [cmaexaminations@cma-srilanka.org](mailto:cmaexaminations@cma-srilanka.org)  
For overseas students via WhatsApp : 0770584753

**20-Q: How can I get the latest CMA Updates?**

- A: Please visit the CMA website or MYCMA

## Computer Based Examinations (CBE)

**21-Q: How can I get registered for Certificate, Operational, Managerial Examination briefing session?**

A: All the students who applied for the exam will be communicated the briefing session details via email.

**22-Q: How can I access the Computer Based Examination practice test / mock test?**

A: Please login to the LMS via CMA Website

**23-Q: Can I do exam remotely / from home?**

A: No, you are required to come to the CMA Computer Centre.

**24-Q: Can I transfer my exam after I receive my admission?**

A; On the request of the student, only if seats are available.

**25-Q: When can I get the results?**

A: After two weeks of the last date of examinations.

**26-Q: Can I bring my calculator?**

A: Yes, you can bring your calculator. Please refer to the calculator guidelines published on the CMA web.

**27-Q: When am I getting admission for the examination?**

A: Two weeks prior to the examination via email.

It is advisable to keep your contact details updated on the CMA system as we use only the system information given by you.

**28-Q: What should I bring for the examination?**

A: Duly attested admission and CMA ID