



## **Communication and People Skills at Executive Level (SE1) Examination** **February 2019**

The written examination of Communication and People Skills at Executive Level (SE1) will be held on 24<sup>th</sup> February 2019 at 5 main examination centers island-wide. This Examination will be conducted in two parts.

Part I - Written examination for testing Reading, Writing and Listening skills.

Part II – Speaking examination

Two separate admission cards will be issued for Part I and II. Date/time of the Speaking test will be notified in the speaking admission card. It is compulsory to complete both, part I and II at the same examination.

### General Instructions to Candidates: - (Written Examination)

- Date of Calling Applications : 10<sup>th</sup> January 2019
- Date of Closing Applications : 25<sup>th</sup> January 2019
- Late Application Closing Date : 01<sup>st</sup> February 2019
- Penalty Payment : Normal Examination Fee + Additional 50% of Exam Fee
- Date of Examination : 24<sup>th</sup> February 2019
  
- It is compulsory to pay the penalty for the applications received from 26<sup>th</sup> January 2019 to 1<sup>st</sup> February 2019.
- You can obtain application forms from the Institute/nearest CA Information Centre or log on to [www.casrilanka.com](http://www.casrilanka.com).
- Applications should be sent via registered post addressed to Director Examinations, Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 07 or drop into the box placed at the security point of the Institute on or before 25<sup>th</sup> January 2019. Please indicate “**SE1 Examination – February 2019**” on the top left hand corner of the envelope.
- All students who apply for the SE1 exam for the **first time should have at least 75% attendance for the SE1 course conducted by an approved teaching college**. Students who have been exempted from the course are requested to attach the confirmation of results along with their exam application form.
- Examination fee for SE1 Examination is **Rs. 2,500.00**. The fee could be paid to any Bank of Ceylon branch / at the CA Cashier or online payment through the student profile.

Bank Account Details: Account No. 2323142 - Bank of Ceylon, Torrington Square Branch. Pay-in-Vouchers in triplicate are enclosed herewith for this purpose.

Please attach the Institute copy / e-receipt with your application.

- Examination fees of candidates who fail to sit for the examination will not be refunded or transferred under any circumstances.
- The Income Code (**EX 07**) should be written correctly in the deposit slip.
- Kindly note that your application form will be rejected in the event of failure to fulfill any of the above requirements.



**Application for Communication and People Skills (SE1) Written Examination**  
**February 2019**

Date of Calling Applications : 10<sup>th</sup> January 2019  
 Date of Closing Applications : 25<sup>th</sup> January 2019  
 Late Application Closing Date : 01<sup>st</sup> February 2019  
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For office use only  
Index No.

Exam Fees Payment Details			
Date	Bank / Branch	Payment Code	Amount
		EX 07	Rs. 2,500/-

1. **NAME WITH INITIALS** :Mr /Mrs /Miss .....  
(In block capitals)  
.....
2. **FULL NAME** :.....  
(In block capitals)  
.....
3. **ADDRESS** :.....  
.....  
.....
4. **CONTACT DETAILS** Mobile .....  
Fixed .....  
E-mail .....
5. **NATIONAL IDENTITY CARD NO.** .....
6. **STUDENT REGISTRATION NUMBER** .....
7. **EXAM CENTER** (Please tick the preferred exam center)

Colombo	<input type="checkbox"/>	Kandy	<input type="checkbox"/>	Kurunegala	<input type="checkbox"/>	Galle	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>
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(After submitting the exam application, you are not permitted to change the exam center under any circumstance.)

**8. REGISTRATION RENEWAL** (Please tick)

Renewal paid for 2019

(All candidates should have renewed their student registration for the year 2019)

**9. ELIGIBILITY FOR 1<sup>ST</sup> ATTEMPT CANDIDATES**

Current status of the SE1 Course (Please fill the relevant fields)

Status	Name of the Teaching College	Branch	Batch No	Date of Completion
Completed the Full Course <input type="checkbox"/>				
Presently Following <input type="checkbox"/>				
Exempted by Placement Test <input type="checkbox"/>	-	-		-
Please attach the confirmation of placement test results along with the exam application form				

**10. ATTEMPT IN THE SE1 EXAMINATION**

(Please tick the relevant cage)

First Attempt

Subsequent Attempt

**11. DECLARATION BY THE CANDIDATE**

I certify that the particulars furnished by me in this application are correct. I undertake to abide by the decisions of the Council with regard to this Examination. I am liable to be penalized for any false declaration made by me in this application.

.....  
Date

.....  
Signature of the Candidate