

Student Guide to viva-voce interview for Associate Membership

Candidates are requested to read the instructions carefully. Non-compliances with the given instructions will be a disadvantage at the interview.

This document covers the five aspects of ACA membership application process given below:

- 1. Preparation of viva voce presentation & getting approval (only technical assistance will be provided).**
- 2. Viva voce application submission.**
- 3. Facing the viva voce interview.**
- 4. Marking scheme.**
- 5. Repeats and referrals.**

1. Preparation of viva voce interview & getting approval

- a) Presentation has to be selected from an area of work performed during the 2nd year of final level / Strategic level / Business level training. The Training record book number & page reference has to be indicated in the first slide.
- b) The presentation should consist of the work performed in the selected area to minimize references to the theory pertaining to such work.
E.g. Detailed Auditing & Accounting Standards, Statutory requirements.
- c) The emphasis should be given to explain the details of work carried out & related issues.
- d) You are requested to maintain the higher quality and the standard, which are expected from a passed finalist of CA Sri Lanka. Hence, refrain from selecting topics for your final viva voce interview, which are not demanding higher professional judgment or expertise as a passed finalist of CA Sri Lanka.
- e) You have to be cautious on the standard of presentation such as flow of slides, fonts, font size and content of the presentation.
- f) You are requested to do enough rehearsing on the delivery of the presentation using correct presentation techniques. Given below are some recommended links to get more information on presentation techniques:

<https://www.youtube.com/watch?v=Q5WT2vweFRY>

<https://www.youtube.com/watch?v=3zeWz2zvaws>

https://www.youtube.com/watch?v=YI_FJAOcFgQ

<https://www.youtube.com/watch?v=NINQjgyMEwI>

<https://www.youtube.com/watch?v=NyE1Kz0e--0>

- g) You are expected to show both the technical and communication competency through your delivery. Hence, your presentation should be comprehensible and precise for anyone on the panel.
- h) Duration of the presentation maximum 15minutes. Number of slides to be restricted to 7 in the presentation (excluding the cover slide)

- i) Panelist will question the candidate during the presentation.
- j) **Candidates should prepare the presentation on their own and are not allowed to copy from any other viva voce presentation fully or partly. If found guilty, the candidate will be deferred from the VIVA voce interview and the membership will be delayed / suspended based on the severity of the offence recommend by the Student Training & Development Committee Meeting and approved by the Council.**

Getting approval for the viva voce presentation from a reviewer of CA Sri Lanka

You need to get approval for the Viva voce presentation from CA Sri Lanka before submitting your application for viva voce.

Once you have finalized your presentation, you need to contact the Practical Training Division of CA Sri Lanka via training@casrilanka.org and request for an appointment to discuss your presentation.

The respective officer at Practical Training Division will give you a date and time to be present with following documents:

- All training record books - final /Strategic/Certificate to Practice (manual record books only).
- Draft Viva voce presentation (soft copy & a hard copy).
- The original & photocopies of results sheets (F1/ FII/ S 1/S II/ Business/ Corporate/ KC 5).
- The original & photocopies of intermediate certificate/ Certificate in Accounting & Business (CAB)/ Certified Business Accountant (CBA) certificate (if obtained) those who have not applied for the certificate, please bring the certificate level record book/ exemption letters.
- Duly filled viva voce application.

Students who are abroad:

- Students who are abroad can prepare the viva voce presentation & email to training@casrilanka.org to be forwarded to a reviewer to get the approval from CA Sri Lanka via email.
- Once you get the approval, you can submit the original documents of Viva voce application & the other relevant document to CA Sri Lanka/ or send the scanned copy of the documents.
- If the reviewer rejects your presentation, student needs to amend or redo a presentation based on the reviewer's comment. Student should clear all ambiguities with the reviewer during the discussion.
- If the changes are insignificant reviewer will approve the presentation subjected to amendments. However, then it is student's responsibility to submit the final presentation with necessary amendments.
- Preliminary checking of the student to be done by the overseas panel member.
- CA Sri Lanka will schedule the viva voce and inform to the students via emails and may appoint a responsible member as an overseas panel member for viva voce interview conduct in abroad and inform the students accordingly.
- Overseas panel member will check and confirm the identity of the student to the panel.

- Overseas panel member should check and confirm the original results sheets of the students to the panel.

Please note that the process of getting approval for the Viva voce presentation will be same for overseas students other than above-mentioned process identified by CA Sri Lanka.

2. Viva voce application submission

General instructions:

- Trainees should complete all examinations, practical training, communication skills programme & other compulsory modules such as online ethics module, financial report writing workshops and residential programme before applying for the viva voce.
- Please fill the master summary/summaries in the book/s and check whether you have completed the minimum requirements in each category.
- Certification for regulation 27 and 29 in the record book should be obtained from the authorized officer of the organization and from the Supervising Member of the trainee. These certifications under regulation need to be obtained for the entire period of final level / Strategic level training.

Filling the application:

- * Indicate your full name as per student registration in capital letters and keep a gap of one square between the names.
- * Provide all the relevant details of practical training and examinations in respective tables given.

Submission of the application:

Hand over below given documents to the CA Sri Lanka training division.

- Record books.
- The originals & photocopies of the Intermediate certificate/certificate in Accounting & Business (CAB) / Certified Business Accountant (CBA) / exemption letters.
- Duly filled application.
- Approved copy of the power point presentation by the Manager Training.
- Certificate of completing other relevant modules.

3. Facing the viva interview

- ✓ Never be late. Please be present at least 15 minutes prior to the given time for the interview.
- ✓ You are reminded that this is your final interview prior to associate membership of CA Sri Lanka and therefore, you should strictly adhere with the given dress code;

Ladies: Saree or professional office attire with long sleeves / hair – neatly tied

Gents: neatly pressed long sleeve, plain colored shirt with tie and trouser

Strictly avoid casual, smart casual, denims, T-shirts, printed or see through materials, fancy jewelries, decorative hairstyles, and sharp color out fits.

Your appearance should be neat, clean and conservative as appropriate for a professional accountant. Non adherence to the dress code will be a reason for postponement of your viva voce interview.

- ✓ Documents to be bought :
 - National Identity Card / Passport
 - 3 hard copies of your presentation (maximum 2 slides per page, both side printed)
 - Originals of CA exam result sheets
 - Originals of Intermediate/CAB/CBA Certificates
 - Originals of exemption letters issued by CA Sri Lanka, if any

You should e-mail a softcopy of the approved presentation saved in your first name to bashini.weerakkody@casrilanka.org one working day before the date of the presentation.

- A laptop and multimedia projector will be provided for your presentation.
- Time for your presentation is limited to 10 minutes allowing 5 minutes discussion with panel members.
- Presentation should be free of spelling and grammatical errors to maintain the standard of the viva.
- You are advised to rehearse the presentation with the time before attempting the viva.
- Before you start the presentation introduce yourself including current designation and organization, training organization, special achievements etc.
- You are advised not to disclose names and other confidential details of the clients at the presentation
- Avoid reading the slides and use presentation techniques to earn highest marks at the interview.
- Answer confidently the questions that may be raised by the panelists.
- Decision of the panel will be the final, you are not allowed to request for reconsideration.

4. Marking scheme

Main Assessment Criteria	Judging Criteria		STUDENT REG. NO							
			Topic							
			Points							
Content of the Presentation (25 marks)	Speech Development Structure, Organization, Support Material etc.	Content 25	10							
			8							
			6							
			3							
	Effectiveness Achievement of Purpose, Interest, Reception		8							
			6							
			4							
			3							
			2							
	Speech Value Ideas, Logic, Original Thought		7							
			5							
			4							
			3							
			2							
Presentation & Communication skills (including Language) (35 marks)	Physical Appearance, Body Language, Eye Contact	Delivery 15	5							
				4						
				3						
				2						
	Voice Flexibility, Volume			5						
				4						
				3						
				2						
	Manner Directness, Assurance, Enthusiasm			5						
				4						
		3								
		2								
Appropriateness To Speech Purpose And Audience	Language 20	10								
			8							
			6							
			3							
Correctness Grammar, Pronunciation, Word Selection		10								
		8								
		6								
		3								
	SUB-TOTAL									

Main Assessment Criteria	Judging Criteria		STUDENT REG. NO							
			→							
		Marks								
Technical competence on the topic (30 Marks)	Clear Understanding on the application of standards/regulations/controls etc.	Technical competence 30	10							
			8							
	Accurately apply the technical aspect with work scenario		6							
			3							
	Ability to successfully answer for the questions of the panel on the presentation	Technical competence 30	10							
			8							
	- Clear and direct answer - No ambiguities - Manage to answer questions professionally		6							
			3							
Time management, Dress code & the appearance	Manage within given time of 10 minutes (not too early or too late)	Time Management & Dress 10	5							
			4							
			3							
			2							
			1							
			0							
	Dress code & the appearance	Time Management & Dress 10	5							
			4							
			3							
			2							
			1							
TOTAL										

5. Repeats and deferrals

- (a) If the student is unable to score 50% out of total marks allocated, you will be informed to repeat the session. Date & time of the repeat session will vary according to the mistake you have committed

For example:

If the student is unable to express the content due to lack of communication skills, panel will recommend you to attend for Gavel Club sessions until you get the required competency. Until such time you cannot request for the 2nd Viva voce session.

- (b) CA Sri Lanka may arrange a session with penal members for the repeaters to explain the students' as to how to improve the presentation skills, communication skills, etc.
- (c) Students who are very weak and required additional support for improvement can ask for such assistance from the Manager Training. Those students will forward to either Manger MELC or Gavel Club officials to get the individual comments before attending VIVA voce interview.
- (d) Copying/ paraphrasing someone else's work for the viva presentation and claim it as your own work is punishable offence and moreover it is unconditionally improper behavior for a prospective chartered accountant. Therefore, if you found guilty or suspicious, your Viva voce presentation or the membership itself be deferred subjected to the severity of the misdemeanor.
- (e) All the listed above conditions are subject to the decision of the members of the panel.
- (f) As mentioned in item (j) of paragraph 1, if found guilty, the student will be deferred from Viva voce interview and the membership will be delayed/suspended based on the decision of the Council with the recommendation of Student Training & Development Committee Meeting.