



# EXAMINATION ENTRY FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR EXAMINATION ENTRY FORM

The on-line facility on *myACCA* is the fastest and easiest way to enter for your exams. It provides immediate acknowledgement of your entry and allows you to make subsequent changes to the centre you have chosen.

## EXAMINATIONS

The examination for the Diploma in International Financial Reporting will be held on the following dates in 2012 and 2013:

**11 December 2012**

**11 June 2013**

The examinations extend over an eight day period with one session of examinations scheduled each day. The examinations will be held concurrently in five different timezones and the starting times for all published centres appear on the centre list overleaf. For example, if you are sitting examinations in the UK, each day's examinations will commence at 10:00hrs. If you are sitting in Singapore, all examinations will commence at 15:00hrs.

For security reasons, once the examination has started, candidates are not permitted to leave the centre permanently until the end of the session. Any candidates wishing to leave the hall for a short period or for medical reasons, will be escorted.

Question papers remain the property of ACCA and, for security reasons, cannot be removed from the examination hall.

## SPECIAL CENTRE NOTES

If you are taking your examinations at any of the special centres, you will be required to pay any local invigilation and centre costs involved. Such fees are normally paid direct to the examination supervisor in advance of the examination date. These fees are in addition to the examination fees payable to ACCA. It is not possible to give an indication of the additional fees payable at these centres, as costs are dependent on the numbers of candidates sitting, the range of papers being taken and local invigilation charges.

Candidates who absent themselves must still pay the full local invigilation fee.

Special centres are arranged at the discretion of the Council of ACCA. Such centres will be organised only if ACCA is satisfied that the same standard of facilities and invigilation that exist at its regular centres are available at the special centre.

If you wish to sit at a special centre which is NOT included in the list, you should leave the centre details on your entry form blank and enclose a covering letter with your form, ensuring it is received in Glasgow no later than 8 March for the June examination session and 8 September for the December examination session. Examinations administration will notify you whether it has been possible to make arrangements for a special centre at the location requested.

For candidates who require special facilities due to certificated medical conditions, if your entry form does not indicate that we already hold information on file regarding any special arrangements you may have, you should submit your request in writing, providing documentary support for your request. This must be received in Glasgow no later than 8 April for the June examination session and 8 October for the December examination session.

## EXAMINATION DOCKETS

An examination attendance docket will be available to download from myACCA four to six weeks before the exam session. This details the full address of the examination centre, the desk number you have been allocated and the examination regulations. Please ensure that you familiarise yourself with this information prior to the examination day.

## EXAMINATION CENTRE

To indicate your choice of examination centre, select the relevant centre name and centre code from the list overleaf and enter them on the registration form in exactly the same way as the centre name appears on the list and insert the relevant code for the centre required.

**Example:** Choice of centre is Hong Kong SAR

|             |           |
|-------------|-----------|
| CENTRE NAME | Hong Kong |
| CENTRE CODE | 1965      |