

Examination Entry Form guidance notes

To be read in conjunction with Examination Entry Form Instructions found on the reverse of the Examination Centre List

By entering for the examinations, you are agreeing to be bound by the examination regulations. These are available on the ACCA website and in the post-registration information issued to you when you joined ACCA. They are also reproduced on your Examination Attendance Docket. You should familiarise yourself with the regulations prior to the examination session.

If an examination paper(s) attempt is suspended, cancelled or otherwise nullified (at any stage, whether before or after the examination sitting itself) ACCA will waive the fee for the next attempt at that paper(s). Due to the nature and complexity of operating professional examinations, ACCA reserves the right not to reschedule any examination or offer any further compensation.

Standard examination entry

In order to attempt examinations at the next session you must submit an examination entry. The closing date for standard entries to be received is:

15 April for June examinations 15 October for December examinations

You can submit your entry by post, online or at an ACCA office. Please select only one method of examination entry as multiple applications may result in duplicate fees being charged. Please note that you are unable to withdraw from an examination once you have submitted your entry.

You will receive an acknowledgement as soon as your examination entry is processed. If you have not received this seven days prior to the closing date, you should confirm whether your entry has been received by viewing your status on *myACCA* or contacting *ACCA Connect*.

Late examination entry

A late examination entry period exists during which you can continue to enter for examinations. The late entry examination period is:

June examinations December examinations
16 April – 8 May 16 October – 8 November

In the late examination entry period, examination entries can only be submitted by accessing *myACCA* and using the online entry facility. An additional fee will be required if your application is processed in the late examination entry period. **This fee is £110 per paper.**

ACCA can accept no liability for failures in the postal system and strongly recommends that you send your entry as early as possible. Entries received after the standard examination entry closing date will be rejected and students advised to use the *myACCA* late examination entry service during the period it is available.

Section A EXAMINATION OPTIONS

Please use this section for assistance in ensuring that the papers you wish to enter comply with the progression rules for the qualification you are attempting. Failure to enter for a valid combination of papers will jeopardise acceptance of your entry.

Section B EXAMINATION ENTRY

Tax and law variants: where applicable, the law and tax variants held on your record are indicated. If you wish to change your selected variants you should notify ACCA in writing when you send your Examination Entry Form, by the published examination entry closing date.

Additional support: As part of ACCA's Equal Opportunities Policy ACCA can make special arrangements for students who are disabled or have special requirements. If you require any additional support and have not already advised ACCA, please submit your request in writing by 15 March for June examinations and 15 September for December examinations. Please include supporting documentation in order that your request can be considered.

For ACCA Qualification students only. Computer-based examinations (CBEs)

This form should only be completed by students wishing to sit paper-based examinations at the next examination session. Students intending only to sit examinations by the computer-based method (CBEs) should contact a Licensed Centre. Computer-based examinations are not available at ACCA Examination Centres during the paper-based sessions in June and December. Further details can be found at www.accaglobal.com

ACCA Qualification regulations allow you to enter a maximum of four papers in any examination cycle. The cycles are:

June Examination Cycle: December Examination Cycle:
1 February – 31 July 1 August – 31 January
(includes June paper-based session) (includes December paper-based session)

Please use the Computer-based examinations (CBE) section to indicate if you intend to attempt examinations by CBE at an ACCA Licensed Centre in the current examination cycle. If you also wish to sit examinations at the forthcoming paper-based session you may then enter to sit the balance of examinations from the four allowed per cycle at the paper-based session eg if you indicate that you wish to sit F2 and F3 by CBE, you can then enter to sit F1 and any one paper from F4–F9 at the paper-based examination session.

Note: F1 will be available by CBE from October 2007. Contact your Licensed Centre for further information.

Paper-based examinations

This section displays all of the examination papers you are eligible to attempt this session. The restrictions of the timetable are shown and you cannot select more than one paper on any day. Referring to the information in Section A, please place a cross in the relevant box for each paper (or project if applicable) you wish to attempt.

ACCA Qualification students should select the accounting and auditing standards that they wish to be examined in if attempting papers F3, F7, F8, P1* P2, P4* and /or P7 this session by marking an X in the relevant column. Please refer to *Examination Entry Form Instructions* for descriptions of designations shown as column headings and for examples showing how to complete your entry. Please only mark the box for papers you wish to attempt this session. You may update your standards selection at future sessions.

* Singapore only

ACCA Qualification students with provisional converted passes in P1 and P4 can choose to receive credit for either paper.

If you wish to receive credit for P4 you should enter for Paper P1 at any session from December 2007. On gaining a pass for P1, your "provisional converted pass" for P4 will be amended to a "converted pass" and the status for P1 will be updated to "pass" on your examination status record.

If you wish to receive credit for Paper P1 you should enter for an eligible Options paper at any session from December 2007. On gaining a pass for the Options paper, your "provisional converted pass" for P1 will be amended to "converted pass" and the status for the Options paper will be updated to "pass" on your examination status record.

If you held a pass in Paper 3.7 you will not be eligible to attempt Options Paper P4.

If you fail your chosen paper you will be able to select a different paper at any future session.

Please calculate the total fee due for the papers you have entered and add this to any outstanding balance indicated to calculate the total remittance you are now due to pay.

Section C EXAMINATION CENTRE

No action is required if you wish to attempt examinations at the centre indicated in this section.

If no centre name is recorded or an alternative centre is required, please enter the full name and code of your chosen centre, as shown on the Examination Centre List, in the update boxes provided; plus mark an X over the correct letter/number in the grid to recreate the code for scanning purposes.

Section D METHOD OF PAYMENT

Please complete the details and indicate the method of payment for the Total Remittance amount calculated in Section B.

Students wishing to pay by credit/debit card should note that payment will be deducted on receipt of the Examination entry.

Payment by any method other than those specified cannot be accepted. ACCA reserves the right to make an administrative charge to students whose payment does not clear for any reason. PLEASE DO NOT SEND CASH. Fees are not refundable or transferable.

Please return the completed Examination Entry Form and total remittance in the envelope provided to: Department (EX), ACCA, 2 Central Quay, 89 Hydepark Street, Glasgow, G3 8BW. Please do not attach any remittance by staple. We cannot accept photocopied forms.

For further information contact
ACCA Connect tel: +44(0)141 582 2000 fax +44(0)141 582 2222
email: students@accaglobal.com