ACCA CBE Fellowship Programme

FAQs:

1. What is the process that I must follow to register for an exam?
   • Check the ACCA website for more information on how to prepare for your exam
   • Check the ACCA website for more information on exemptions
   • Book your exam with the British Council

2. How can I book for my exam with the British Council?
   • You can book your exam online by completing an online registration form.

3. How can I make payment?
   • You can pay online using the payment link on the registration form.
   • Test fee is AED 400 per paper.

4. How can I reschedule my exam?
   • You are eligible for ONE free test date transfer to any available test session within the next 6 months.
   • Test date transfer requests must be sent to information@ae.britishcouncil.org at least 5 working days before the test date.
   • Please note that our working days are from Monday - Friday, 9 am - 5 pm.

5. How can I cancel my exam?
   • Test cancellation requests must be sent to information@ae.britishcouncil.org at least 5 working days before the test date.
   • Please note that our working days are from Monday - Friday, 9 am - 5 pm.
   • You will receive a refund after deducting an administration fee of 25% of the test fee.
   • Refund requests usually takes up to 4 weeks to process.

6. Where can I take my test in the UAE?
   • You can take your test in Abu Dhabi, Dubai or Sharjah.
7. How long does the test take?
   • The test takes 2 hours to complete

8. What time should I arrive for my test?
   • Please arrive at least 30 minutes before your test start time.
   • You will receive an email at least three working days before the test date with information on test day procedures and test start time.
   • If you arrive late, you may not be allowed to take the test.

9. What can I bring into the test room?
   • You should limit your belongings to only essential items like a wallet or purse.
   • You must bring
     o Your valid ID - Passport or Emirates ID
     o Your own stationery
     o A transparent bottle of water

10. Where can I leave my belongings on test day?
    • There will be a secure area where you can leave all your belongings.
    • The British Council is not responsible for loss or damage to your personal belongings at the test venue.
    • We highly recommend leaving valuables like mobile phones, jewellery and computers at home.

11. Who is my point of contact at the British Council?
    • You can email us on information@ae.britishcouncil.org and/or Irfan.shaikh@britishcouncil.org.
    • You can also call us on 600 529 995.

12. How can I get more information on my results?
    • Please click here for information on your test results
    • To access your certificates via their ACCA portal:
      o Login to ACCA Learning
      o Navigate to My Learning > Learning history
      o On this page, go to the relevant course/assessment/learning pack
      o Click on ‘download certificate’ button
13. How can I receive more information about the UAE Fellowship Programme, course material and exams?

- Please email ACCA Middle East team: middleeast@accaglobal.com
- You can also call them on 04 391 5451 / 8000 357 03172

14. How can I re-sit my ACCA exam?

- You can only re-sit for an exam during the next scheduled exam session period, which is after 3 months
- You can book your exam online by completing an online registration form
- You can pay online using the payment link on the registration form.
- Re-sit test fee is AED 260 per paper.