ACCA Computer Based Exam for UAE Ministry of Economy staff

How to book your exam and understand what happens on your test day

1. **How do I book my exam?** You can book your exam online by completing an online registration form

2. **How can I make payments?** You can pay online using the payment link on the registration form

3. **Can I cancel or reschedule my exam?**
   If you need to change the date of your test from the date you originally booked, you can request a test day transfer up to five days before the test date, free of charge.

   You can reschedule your exam to any test day within the same exam session or to next available session within maximum of 6 months.

   If you cancel your test up to five days before the test date, you will receive a refund minus an administration fee of 25% of the test fee.

4. **Where can I book my exams in the UAE?**

   You can book your exam in one of the following locations
   I. Abu Dhabi
      - Emirates Institute For Banking and Financial Studies /EIBFS/
        Address: Sultan Bin Zayed the First St - Al Nahyan - Abu Dhabi
      - Abu Dhabi British Council
        Address: Villa No. 16, next to Bateen Healthcare Centre,Al Qasbah Street, Al Bateen,Abu Dhabi

   II. Dubai
      - The Exam Preparation and Testing House /TEPTH/
        Address: Apricot Towers - Suite 703, 7th floor - 19a street - Dubai Silicon Oasis – Dubai
      - British Council Dubai
        Address: Tariq Bin Ziyad Street Behind Dubai TV Dubai

   III. Sharjah
      - CASSOL- Creative Assessment Solutions
        Address: Buheira Building - 102, Al Reem Plaza Tower - Corniche St – Sharjah
      - British Council Sharjah
        Address: 4th Floor, Omran Tower Mashreq Bank building, King Abdul Aziz Street,

5. What to expect on test day?
In order to ensure safety and prevent the spread of Covid-19, health precautions are in place to protect both staff and candidates at our testing venues

Please do not attend your test if;

- You have been in contact with any person suspected to be exposed to coronavirus; or
- You have a cold, fever, are short of breath or have flu-like symptoms.

If any of the above applies to you, please email the test centre and we will reschedule your test at no additional cost.

6. How long does the test take? The test takes 2 hours

7. What time should I arrive for my test?
You will need to arrive in good time for your IELTS test. You will receive an email at least three days before the test so you will know at what time your test starts. The email will also provide you with the procedures and timings on the test day. If you arrive late, you may not be allowed to take the test.

- AM session starts at 10:00 AM. Candidates reporting time is 09:30 am
- PM session starts at 2:00 PM. Candidates reporting time is 1:30 pm
- Evening session starts at 5:30 PM. Candidates reporting time is 5:00 pm

8. What do I need to bring into the test room?
You should limit your belongings to only essential items like a wallet / purse and mobile.
You need to bring
- Your ID/Identification document. Passport or Emirates ID
- Your own stationery
- a transparent bottle of water
You will not be able to take anything else into the test room.

9. What do I do with my belonging on test day?
There will be a secure area where you need to leave all your belongings. The British Council is not responsible for loss or damage to your personal belongings at the test venue. Therefore, we strongly recommend leaving valuables like mobile phones and computers at home.

10. When is my identity checked?
The test location staff will check your identity when you arrive.

11. What happens at the end of the test?
Stay in your seat until the invigilator gives you permission to leave the room.

If you want to raise an issue or make a complaint, please ask your invigilator for a Test Day Incident Form to complete.

12. If I need more information, how can I contact British Council?

You can call us or email us
Telephone number: Within UAE 600 529 995 or Outside the UAE +971 427 50451
Email: information@ae.britishcouncil.org