Financial Management (F9)
September 2016 to June 2017

This syllabus and study guide are designed to help with planning study and to provide detailed information on what could be assessed in any examination session.

THE STRUCTURE OF THE SYLLABUS AND STUDY GUIDE

Relational diagram of paper with other papers
This diagram shows direct and indirect links between this paper and other papers preceding or following it. Some papers are directly underpinned by other papers, such as Advanced Performance Management by Performance Management. These links are shown as solid line arrows. Other papers only have indirect relationships with each other such as links existing between the accounting and auditing papers. The links between these are shown as dotted line arrows. This diagram indicates where you are expected to have underpinning knowledge and where it would be useful to review previous learning before undertaking study.

Overall aim of the syllabus
This explains briefly the overall objective of the paper and indicates in the broadest sense the capabilities to be developed within the paper.

Main capabilities
This paper’s aim is broken down into several main capabilities which divide the syllabus and study guide into discrete sections.

Relational diagram of the main capabilities
This diagram illustrates the flows and links between the main capabilities (sections) of the syllabus and should be used as an aid to planning teaching and learning in a structured way.

Syllabus rationale
This is a narrative explaining how the syllabus is structured and how the main capabilities are linked. The rationale also explains in further detail what the examination intends to assess and why.

Detailed syllabus
This shows the breakdown of the main capabilities (sections) of the syllabus into subject areas. This is the blueprint for the detailed study guide.

Approach to examining the syllabus
This section briefly explains the structure of the examination and how it is assessed.

Study Guide
This is the main document that students, learning and content providers should use as the basis of their studies, instruction and materials. Examinations will be based on the detail of the study guide which comprehensively identifies what could be assessed in any examination session. The study guide is a precise reflection and breakdown of the syllabus. It is divided into sections based on the main capabilities identified in the syllabus. These sections are divided into subject areas which relate to the sub-capabilities included in the detailed syllabus. Subject areas are broken down into sub-headings which describe the detailed outcomes that could be assessed in examinations. These outcomes are described using verbs indicating what exams may require students to demonstrate, and the broad intellectual level at which these may need to be demonstrated (*see intellectual levels below).

Learning Materials
ACCA’s Approved Content Programme is the programme through which ACCA approves learning materials from high quality content providers designed to support study towards ACCA’s qualifications.

ACCA has three Approved Content Providers, Becker Professional Education, BPP Learning Media and Kaplan Publishing.
For information about ACCA's Approved Content Providers please go to ACCA's Content Provider Directory.

The Directory also lists materials by other publishers, these materials have not been quality assured by ACCA but may be helpful if used in conjunction with approved learning materials or for variant exams where no approved content is available. You will also find details of Additional Reading suggested by the examining teams and this may be a useful supplement to approved learning materials.

ACCA's Content Provider Directory can be found here –

Relevant articles are also published in Student Accountant and available on the ACCA website.

INTELLECTUAL LEVELS

The syllabus is designed to progressively broaden and deepen the knowledge, skills and professional values demonstrated by the student on their way through the qualification.

The specific capabilities within the detailed syllabuses and study guides are assessed at one of three intellectual or cognitive levels:

Level 1: Knowledge and comprehension
Level 2: Application and analysis
Level 3: Synthesis and evaluation

Very broadly, these intellectual levels relate to the three cognitive levels at which the Knowledge module, the Skills module and the Professional level are assessed.

Each subject area in the detailed study guide included in this document is given a 1, 2, or 3 superscript, denoting intellectual level, marked at the end of each relevant line. This gives an indication of the intellectual depth at which an area could be assessed within the examination. However, while level 1 broadly equates with the Knowledge module, level 2 equates to the Skills module and level 3 to the Professional level, some lower level skills can continue to be assessed as the student progresses through each module and level. This reflects that at each stage of study there will be a requirement to broaden, as well as deepen capabilities. It is also possible that occasionally some higher level capabilities may be assessed at lower levels.

LEARNING HOURS AND EDUCATION RECOGNITION

The ACCA qualification does not prescribe or recommend any particular number of learning hours for examinations because study and learning patterns and styles vary greatly between people and organisations. This also recognises the wide diversity of personal, professional and educational circumstances in which ACCA students find themselves.

As a member of the International Federation of Accountants, ACCA seeks to enhance the education recognition of its qualification on both national and international education frameworks, and with educational authorities and partners globally. In doing so, ACCA aims to ensure that its qualifications are recognized and valued by governments, regulatory authorities and employers across all sectors. To this end, ACCA qualifications are currently recognized on the education frameworks in several countries. Please refer to your national education framework regulator for further information.

Each syllabus contains between 23 and 35 main subject area headings depending on the nature of the subject and how these areas have been broken down.

GUIDE TO EXAM STRUCTURE

The structure of examinations varies within and between modules and levels.

The Fundamentals level examinations contain 100% compulsory questions to encourage candidates to study across the breadth of each syllabus.

The Knowledge module is assessed by equivalent two-hour paper based and computer based examinations.

The Skills module examinations F5-F9 are paper
based exams containing a mix of objective and longer type questions with a duration of three hours 15 minutes. From September 2016 these exams will also be available as computer-based exams. Further information will be released on these in April 2016. The Corporate and Business Law (F4) paper is a two- hour objective test examination which is also available as a computer based exams for English and Global variants, as well as paper based for all variants.

The Professional level papers are all of three hours 15 minutes duration and, all contain two sections. Section A is compulsory, but there will be some choice offered in Section B.

ACCA has removed the restriction relating to reading and planning time, so that the time considered necessary to complete these exams remains at 3 hours, candidates may use the additional 15 minutes as they choose. ACCA encourages students to take time to read questions carefully and to plan answers but once the exam time has started, there are no additional restrictions as to when candidates may start writing in their answer books.

Time should be taken to ensure that all the information and exam requirements are properly read and understood.

The Essentials module papers all have a Section A containing a major case study question with all requirements totalling 50 marks relating to this case. Section B gives students a choice of two from three 25 mark questions.

Section A of both the P4 and P5 Options papers contain one 50 mark compulsory question, and Section B will offer a choice of two from three questions each worth 25 marks each.

Section A of each of the P6 and P7 Options papers contains 60 compulsory marks from two questions; question 1 attracting 35 marks, and question 2 attracting 25 marks. Section B of both these Options papers will offer a choice of two from three questions, with each question attracting 20 marks.

All Professional level exams contain four professional marks.

The pass mark for all ACCA Qualification examination papers is 50%.

GUIDE TO EXAMINATION ASSESSMENT

ACCA reserves the right to examine anything contained within the study guide at any examination session. This includes knowledge, techniques, principles, theories, and concepts as specified.

For the financial accounting, audit and assurance, law and tax papers except where indicated otherwise, ACCA will publish examinable documents once a year to indicate exactly what regulations and legislation could potentially be assessed within identified examination sessions..

For paper based examinations regulation issued or legislation passed on or before 31st August annually, will be examinable from 1st September of the following year to 31st August of the year after that. Please refer to the examinable documents for the paper (where relevant) for further information.

Regulation issued or legislation passed in accordance with the above dates may be examinable even if the effective date is in the future.

The term issued or passed relates to when regulation or legislation has been formally approved.

The term effective relates to when regulation or legislation must be applied to an entity transactions and business practices.

The study guide offers more detailed guidance on the depth and level at which the examinable documents will be examined. The study guide should therefore be read in conjunction with the examinable documents list.
Syllabus

MAIN CAPABILITIES

On successful completion of this paper candidates should be able to:

A Discuss the role and purpose of the financial management function
B Assess and discuss the impact of the economic environment on financial management
C Discuss and apply working capital management techniques
D Carry out effective investment appraisal
E Identify and evaluate alternative sources of business finance
F Discuss and apply principles of business and asset valuations
G Explain and apply risk management techniques in business.

RELATIONAL DIAGRAM OF MAIN CAPABILITIES

Financial management function (A)

Financial management environment (B)

Working capital management (C)

Investment appraisal (D)

Business finance (E)

Risk management (G)

Business valuations (F)
RATIONALE

The syllabus for Paper F9, Financial Management, is designed to equip candidates with the skills that would be expected from a finance manager responsible for the finance function of a business. It prepares candidates for more advanced and specialist study in Paper P4, Advanced Financial Management.

The paper, therefore, starts by introducing the role and purpose of the financial management function within a business. Before looking at the three key financial management decisions of investing, financing, and dividend policy, the syllabus explores the economic environment in which such decisions are made.

The next section of the syllabus is the introduction of investing decisions. This is done in two stages - investment in (and the management of) working capital and the appraisal of long-term investments.

The next area introduced is financing decisions. This section of the syllabus starts by examining the various sources of business finance, including dividend policy and how much finance can be raised from within the business. It also looks at the cost of capital and other factors that influence the choice of the type of capital a business will raise. The principles underlying the valuation of business and financial assets, including the impact of cost of capital on the value of business, is covered next.

The syllabus finishes with an introduction to, and examination of, risk and the main techniques employed in the management of such risk.
DETAILED SYLLABUS

A  Financial management function
1. The nature and purpose of financial management
2. Financial objectives and relationship with corporate strategy
3. Stakeholders and impact on corporate objectives
4. Financial and other objectives in not-for-profit organisations

B  Financial management environment
1. The economic environment for business
2. The nature and role of financial markets and institutions
3. The nature and role of money market

C  Working capital management
1. The nature, elements and importance of working capital
2. Management of inventories, accounts receivable, accounts payable and cash
3. Determining working capital needs and funding strategies

D  Investment appraisal
1. Investment appraisal techniques
2. Allowing for inflation and taxation in investment appraisal
3. Adjusting for risk and uncertainty in investment appraisal
4. Specific investment decisions (lease or buy; asset replacement, capital rationing)

E  Business finance
1. Sources of, and raising business finance
2. Estimating the cost of capital
3. Sources of finance and their relative costs
4. Capital structure theories and practical considerations
5. Finance for small- and medium-sized entities

F  Business valuations
1. Nature and purpose of the valuation of business and financial assets
2. Models for the valuation of shares
3. The valuation of debt and other financial assets
4. Efficient market hypothesis (EMH) and practical considerations in the valuation of shares

G  Risk management
1. The nature and types of risk and approaches to risk management
2. Causes of exchange rate differences and interest rate fluctuations
3. Hedging techniques for foreign currency risk
4. Hedging techniques for interest rate risk
APPROACH TO EXAMINING THE SYLLABUS

The syllabus is assessed by a three-hour 15 minutes paper-based examination, All questions are compulsory.

All questions are compulsory. It will contain both computational and discursive elements. Some questions will adopt a scenario/case study approach.

Section A of the exam comprises 15 multiple choice questions of 2 marks each.

Section B of the exam comprises three scenarios consisting of 15 multiple choice questions of 2 marks each

Section C contains two 20 mark questions.

The two 20 mark questions will mainly come from working capital management, investment appraisal and business finance areas of the syllabus. The section A and section B questions can cover any areas of the syllabus.

Candidates are provided with a formulae sheet and tables of discount and annuity factors
A  FINANCIAL MANAGEMENT FUNCTION

1. The nature and purpose of financial management
   a) Explain the nature and purpose of financial management.\(^{[1]}\)
   b) Explain the relationship between financial management and financial and management accounting.\(^{[1]}\)

2. Financial objectives and the relationship with corporate strategy
   a) Discuss the relationship between financial objectives, corporate objectives and corporate strategy.\(^{[2]}\)
   b) Identify and describe a variety of financial objectives, including:
      i) shareholder wealth maximisation
      ii) profit maximisation
      iii) earnings per share growth

3. Stakeholders and impact on corporate objectives
   a) Identify the range of stakeholders and their objectives \(^{[2]}\)
   b) Discuss the possible conflict between stakeholder objectives \(^{[2]}\)
   c) Discuss the role of management in meeting stakeholder objectives, including the application of agency theory.\(^{[2]}\)
   d) Describe and apply ways of measuring achievement of corporate objectives including:
      i) ratio analysis, using appropriate ratios such as return on capital employed, return on equity, earnings per share and dividend per share
      ii) changes in dividends and share prices as part of total shareholder return
   e) Explain ways to encourage the achievement of stakeholder objectives, including:
      i) managerial reward schemes such as share options and performance-related pay
      ii) regulatory requirements such as corporate governance codes of best practice and stock exchange listing regulations

4. Financial and other objectives in not-for-profit organisations
   a) Discuss the impact of not-for-profit status on financial and other objectives.\(^{[2]}\)
   b) Discuss the nature and importance of Value for Money as an objective in not-for-profit organisations.\(^{[2]}\)
   c) Discuss ways of measuring the achievement of objectives in not-for-profit organisations.\(^{[2]}\)

B  FINANCIAL MANAGEMENT ENVIRONMENT

1. The economic environment for business
   a) Identify and explain the main macroeconomic policy targets.\(^{[1]}\)
   b) Define and discuss the role of fiscal, monetary, interest rate and exchange rate policies in achieving macroeconomic policy targets.\(^{[1]}\)
   c) Explain how government economic policy interacts with planning and decision-making in business.\(^{[2]}\)
   d) Explain the need for, and the interaction with, planning and decision-making in business of:
      i) competition policy
      ii) government assistance for business
      iii) green policies
      iv) corporate governance regulation.\(^{[2]}\)

2. The nature and role of financial markets and institutions
   a) Identify the nature and role of money and capital markets, both nationally and internationally.\(^{[2]}\)
   b) Explain the role of financial intermediaries.\(^{[1]}\)
c) Explain the functions of a stock market and a corporate bond market. [2]
d) Explain the nature and features of different securities in relation to the risk/return trade-off. [2]

3. The nature and role of money market

a) Describe the role of the money markets in: [1]
   i) Providing short-term liquidity to the private sector and the public sector
   ii) Providing short-term trade finance
   iii) Allowing an organisation to manage its exposure to foreign currency risk and interest rate risk.
b) Explain the role of banks and other financial institutions in the operation of the money markets. [2]
c) Explain the characteristics and role of the principal money market instruments: [2]
   i) Interest-bearing instruments
   ii) Discount instruments
   iii) Derivative products.

C WORKING CAPITAL MANAGEMENT

1. The nature, elements and importance of working capital

a) Describe the nature of working capital and identify its elements. [1]
b) Identify the objectives of working capital management in terms of liquidity and profitability, and discuss the conflict between them. [2]
c) Discuss the central role of working capital management in financial management. [2]

2. Management of inventories, accounts receivable, accounts payable and cash

a) Explain the cash operating cycle and the role of accounts payable and accounts receivable. [2]
b) Explain and apply relevant accounting ratios, including: [2]
   i) current ratio and quick ratio
   ii) inventory turnover ratio, average collection period and average payable period
   iii) sales revenue/net working capital ratio

C WORKING CAPITAL MANAGEMENT

d) Discuss, apply and evaluate the use of relevant techniques in managing inventory, including the Economic Order Quantity model and Just-in-Time techniques. [2]

e) Discuss and apply the use of relevant techniques in managing accounts receivable, including:
   i) assessing creditworthiness [1]
   ii) managing accounts receivable [1]
   iii) collecting amounts owing [1]
   iv) offering early settlement discounts [2]
   v) using factoring and invoice discounting [2]
   vi) managing foreign accounts receivable [2]

f) Explain the various reasons for holding cash, and discuss and apply the use of relevant techniques in managing cash, including:
   i) using trade credit effectively [1]
   ii) evaluating the benefits of discounts for early settlement and bulk purchase [2]
   iii) managing foreign accounts payable [1]

3. Determining working capital needs and funding strategies

a) Calculate the level of working capital investment in current assets and discuss the key factors determining this level, including: [2]
   i) the length of the working capital cycle and terms of trade
   ii) an organisation’s policy on the level of investment in current assets
   iii) the industry in which the organisation operates

b) Describe and discuss the key factors in determining working capital funding strategies, including: [2]
i) the distinction between permanent and fluctuating current assets
ii) the relative cost and risk of short-term and long-term finance
iii) the matching principle
iv) the relative costs and benefits of aggressive, conservative and matching funding policies
v) management attitudes to risk, previous funding decisions and organisation size

D INVESTMENT APPRAISAL

1. Investment appraisal techniques
   a) Identify and calculate relevant cash flows for investment projects.
   b) Calculate payback period and discuss the usefulness of payback as an investment appraisal method.
   c) Calculate discounted payback and discuss its usefulness as an investment appraisal method.
   d) Calculate return on capital employed (accounting rate of return) and discuss its usefulness as an investment appraisal method.
   e) Calculate net present value and discuss its usefulness as an investment appraisal method.
   f) Calculate internal rate of return and discuss its usefulness as an investment appraisal method.
   g) Discuss the superiority of discounted cash flow (DCF) methods over non-DCF methods.
   h) Discuss the relative merits of NPV and IRR.

2. Allowing for inflation and taxation in DCF
   a) Apply and discuss the real-terms and nominal-terms approaches to investment appraisal.
   b) Calculate the taxation effects of relevant cash flows, including the tax benefits of tax allowable depreciation and the tax liabilities of taxable profit.
   c) Calculate and apply before- and after-tax discount rates.

3. Adjusting for risk and uncertainty in investment appraisal
   a) Describe and discuss the difference between risk and uncertainty in relation to probabilities and increasing project life.
   b) Apply sensitivity analysis to investment projects and discuss the usefulness of sensitivity analysis in assisting investment decisions.
   c) Apply probability analysis to investment projects and discuss the usefulness of probability analysis in assisting investment decisions.
   d) Apply and discuss other techniques of adjusting for risk and uncertainty in investment appraisal, including:
      i) simulation
      ii) adjusted payback
      iii) risk-adjusted discount rates

4. Specific investment decisions (Lease or buy; asset replacement; capital rationing)
   a) Evaluate leasing and borrowing to buy using the before-and after-tax costs of debt.
   b) Evaluate asset replacement decisions using equivalent annual cost and equivalent annual benefit.
   c) Evaluate investment decisions under single-period capital rationing, including:
      i) the calculation of profitability indexes for divisible investment projects
      ii) the calculation of the NPV of combinations of non-divisible investment projects
      iii) a discussion of the reasons for capital rationing

E BUSINESS FINANCE

1. Sources of and raising business finance
   a) Identify and discuss the range of short-term sources of finance available to businesses, including:
i) overdraft
ii) short-term loan
iii) trade credit
iv) lease finance

b) Identify and discuss the range of long-term sources of finance available to businesses, including:
   i) equity finance
   ii) debt finance
   iii) lease finance
   iv) venture capital

c) Identify and discuss methods of raising equity finance, including:
   i) rights issue
   ii) placing
   iii) public offer
   iv) stock exchange listing

d) Identify and discuss methods of raising short and long term Islamic finance including:
   i) major difference between Islamic finance and the other forms of business finance.
   ii) The concept of riba (interest) and how returns are made by Islamic financial securities.
   iii) Islamic financial instruments available to businesses including
       i) murabaha (trade credit)
       ii) ijara (lease finance)
       iii) mudaraba equity finance
       iv) sukuk (debt finance)
       v) musharaka (venture capital)

(note: calculations are not required)

e) Identify and discuss internal sources of finance, including:
   i) retained earnings
   ii) increasing working capital management efficiency
   iii) the relationship between dividend policy and the financing decision
   iv) the theoretical approaches to, and the practical influences on, the dividend decision, including legal constraints, liquidity, shareholding expectations and alternatives to cash dividends

2. Estimating the cost of capital

a) Estimate the cost of equity including:
   i) Application of the dividend growth model and discussion of its weaknesses.
   ii) Explanation and discussion of systematic and unsystematic risk.
   iii) Relationship between portfolio theory and the capital asset pricing model (CAPM).
   iv) Application of the CAPM, its assumptions, advantages and disadvantages

b) Estimating the cost of debt
   i) irredeemable debt
   ii) redeemable debt
   iii) convertible debt
   iv) preference shares
   v) bank debt

c) Estimating the overall cost of capital including:
   i) Distinguishing between average and marginal cost of capital
   ii) Calculating the weighted average cost of capital (WACC) using book value and market value weightings

3. Sources of finance and their relative costs

a) Describe the relative risk-return relationship and the relative costs of equity and debt.

b) Describe the creditor hierarchy and its connection with the relative costs of sources of finance.

c) Identify and discuss the problem of high levels of gearing

d) Assess the impact of sources of finance on financial position, financial risk and shareholder wealth using appropriate measures, including:
   i) ratio analysis using statement of financial position gearing, operational and financial gearing, interest coverage ratio and other relevant ratios
   ii) cash flow forecasting
   iii) leasing or borrowing to buy

e) Impact of cost of capital on investments including:
   i) the relationship between company value and cost of capital.
   ii) the circumstances under which WACC can be used in investment appraisal
iii) the advantages of the CAPM over WACC in determining a project-specific cost of capital
iv) the application of CAPM in calculating a project-specific discount rate.

4. Capital structure theories and practical considerations
   a) Describe the traditional view of capital structure and its assumptions.[2]
   b) Describe the views of Miller and Modigliani on capital structure, both without and with corporate taxation, and their assumptions.[2]
   c) Identify a range of capital market imperfections and describe their impact on the views of Miller and Modigliani on capital structure.[2]
   d) Explain the relevance of pecking order theory to the selection of sources of finance.[1]

5. Finance for small and medium sized entities (SMEs)
   a) Describe the financing needs of small businesses.[2]
   b) Describe the nature of the financing problem for small businesses in terms of the funding gap, the maturity gap and inadequate security.[2]
   c) Explain measures that may be taken to ease the financing problems of SMEs, including the responses of government departments and financial institutions.[1]
   d) Identify and evaluate the financial impact of sources of finance for SMEs, including sources already referred to in syllabus section E1 and also[2]
      i) Business angel financing
      ii) Government assistance
      iii) Supply chain financing
      iv) Crowdfunding / peer-to-peer funding

F BUSINESS VALUATIONS
1. Nature and purpose of the valuation of business and financial assets
   a) Identify and discuss reasons for valuing businesses and financial assets.[2]
   b) Identify information requirements for valuation and discuss the limitations of different types of information.[2]

2. Models for the valuation of shares
   a) Asset-based valuation models, including.[2]
      i) net book value (statement of financial position) basis.
      ii) net realisable value basis.
      iii) net replacement cost basis.
   b) Income-based valuation models, including.[2]
      i) price/earnings ratio method.
      ii) earnings yield method.
   c) Cash flow-based valuation models, including.[3]
      i) dividend valuation model and the dividend growth model.
      ii) discounted cash flow basis.

3. The valuation of debt and other financial assets
   a) Apply appropriate valuation methods to.[2]
      i) irredeemable debt
      ii) redeemable debt
      iii) convertible debt
      iv) preference shares

4. Efficient Market Hypothesis (EMH) and practical considerations in the valuation of shares
   a) Distinguish between and discuss weak form efficiency, semi-strong form efficiency and strong form efficiency.[2]
   b) Discuss practical considerations in the valuation of shares and businesses, including:[2]
      i) marketability and liquidity of shares
      ii) availability and sources of information
      iii) market imperfections and pricing anomalies
      iv) market capitalisation
c) Describe the significance of investor speculation and the explanations of investor decisions offered by behavioural finance. 

G RISK MANAGEMENT

1. The nature and types of risk and approaches to risk management

a) Describe and discuss different types of foreign currency risk:
   i) translation risk
   ii) transaction risk
   iii) economic risk

b) Describe and discuss different types of interest rate risk:
   i) gap exposure
   ii) basis risk

2. Causes of exchange rate differences and interest rate fluctuations

a) Describe the causes of exchange rate fluctuations, including:
   i) balance of payments
   ii) purchasing power parity theory
   iii) interest rate parity theory
   iv) four-way equivalence

b) Forecast exchange rates using:
   i) purchasing power parity
   ii) interest rate parity

c) Describe the causes of interest rate fluctuations, including:
   i) structure of interest rates and yield curves
   ii) expectations theory
   iii) liquidity preference theory
   iv) market segmentation

3. Hedging techniques for foreign currency risk

a) Discuss and apply traditional and basic methods of foreign currency risk management, including:
   i) currency of invoice
   ii) netting and matching
   iii) leading and lagging
   iv) forward exchange contracts
   v) money market hedging
   vi) asset and liability management

b) Compare and evaluate traditional methods of foreign currency risk management.

b) Identify the main types of foreign currency derivatives used to hedge foreign currency risk and explain how they are used in hedging.

(No numerical questions will be set on this topic)

4. Hedging techniques for interest rate risk

a) Discuss and apply traditional and basic methods of interest rate risk management, including:
   i) matching and smoothing
   ii) asset and liability management
   ii) forward rate agreements

b) Identify the main types of interest rate derivatives used to hedge interest rate risk and explain how they are used in hedging.

(No numerical questions will be set on this topic)
SUMMARY OF CHANGES TO F9

ACCA periodically reviews its qualification syllabuses so that they fully meet the needs of stakeholders such as employers, students, regulatory and advisory bodies and learning providers.

Amendments /additions

There have been no amendments to the F9 study guide from the 2015 – 2016 study guide.

Additionally the exam format will change in September 2016. Please refer to “Approach to examining the syllabus” in this document.