

***Thank you, for choosing the British Council to sit your ACCA Computer Based Examination. In order for us to process your application as quickly and smoothly as possible, please read the guidance notes below before completing your application.***

## **GUIDANCE NOTES**

### **Completing your application form**

Please ensure you complete your form fully especially your telephone numbers. This will allow us to contact you if we have any questions about your application. Ensure you read the Guidance Notes as they contain important information about making an application.

Please ensure you indicate the correct subjects and dates for the examination, sign the application and attach one passport sized photograph.

**Changing of exam dates is not permitted, so it is important that you select the correct date and month for your examination. Also ensure that your registration with ACCA is confirmed as failure to register you will result in forfeiture of your exam fee.**

### **Making the correct payment and fees**

Please ensure that you make the correct payment. Underpayment will result in your application not being processed and delayed until full payment is made. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

### **Examination Fees (per exam)**

**Please note that the fees indicated below are valid up to January 2019.**

Descriptions	Candidate Fee GBP
F1, F2, F3, FAB,FFA,FMA	138
FA1, MA1,FA2,MA2	118
F4(ENG +GLO)	153

### **Where to make the Payment**

Payments can be made at the British Council Office through Check payment order (CPO) from any Commercial Bank of Ethiopia branch made to 'British Council'. Candidates will be required to pay the equivalent amount in Ethiopian Birr (ETB). Please check with the British Council office for the current exchange rate.

British Council  
Comoros Street, POBOX 1043  
Addis Ababa, Ethiopia

### **Submitting your completed application**

You need to submit your completed application and payment to British Council.

### **Processing your application & confirming entry**

Once we have received your application, we will process your application as quickly as possible.

You will receive a text message or an email from the British Council within 5 working days of your payment confirming your entry. If there is no availability for your preferred examination date, we will offer you an alternative date and notify you by telephone or text message.

### **Refunds**

All examination fees paid are non refundable. Refunds will not be issued for incorrect choice of examination or subject choice.

- We will only consider applications for refunds made on the following grounds:
  - Medical – hospital admission or serious injury
  - Loss or bereavement – death of parents, guardian, brother/sister or child
  - Hardship/trauma – victim of crime, victim of traffic accident
  - Military service
- Applications for refund must be made Within 14 days of payment and addressed to the Examinations Services Manger.
- Applications made within 14 days of payment shall attract a 25% administration fee.

### **Identification**

Candidates are required to present any one of the following ID documents at the examination venue in order to sit the examination.

- National Registration Card (NRC)
- Passport
- Drivers License

**Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.**

### **Failure to Attend**

**If you do not attend the examination for any reason other than sickness, you will lose the fee that you have paid to the British Council.**

**If you are unable to attend due to sickness, you must telephone the British Council immediately and a note from a medical practitioner needs to be presented in order for you to avoid forfeit of the fees you have paid.**

### **Examination Times**

Computer based exams last 2 hours and you will be allocated a slot in one of the sessions below:

Session 1	09:00-11:00
Session 2	11:00-13:00
Session 3	14:00 – 16:00

**Candidates should arrive 30 minutes before the exam start times indicated. Late comers will not be allowed to sit and will forfeit their examination fees.**

### **Venue for Examinations**

City	Location
Addis Ababa	British Council Comoros Street, Addis Ababa, Ethiopia

### **Results**

Results are available immediately after the examination has been completed.

### **Equal Opportunities & Diversity**

British Council is committed to Equal Opportunities & Diversity and our services are accessible to all. If you have any special requirements or need special assistance to sit an examination with us, please contact us.

### **Further information**

If you require any further information, please don't hesitate to contact us on + 251 11 662 0388 / +251 911 512 841 or by email [FTExams@et.britishcouncil.org](mailto:FTExams@et.britishcouncil.org)

# APPLICATION FORM – ACCA COMPUTER BASED EXAMINATIONS

PHOTO

## SECTION A – PERSONAL DETAILS

First Name		Surname		Other Names																
Gender (please tick)		Date of Birth (DD/MM/YY)		National Identity Number (Passport / NRC)																
F	M																			
Please indicate school/college where you are currently studying:																				
ACCA Registration Number :																				
Mobile/Cell:										Other numbers:										
Email:																				

## SECTION B – SUBJECT/DATE SELECTION

Please indicate what subject and the date on which you would like to sit the examination (using the timetable above)

LEVEL	SUBJECT	CODE	Date of Examination
Foundations in Accountancy	Recording Financial Transactions	FA1	
	Management Information	MA1	
	Maintaining Financial Records	FA2	
	Managing Costs and Finance	MA2	
	Accountant in Business	FAB	
	Financial Accounting	FFA	
	Management Accounting	FMA	
ACCA Qualification	Accountant in Business	F1	
	Management Accounting	F2	
	Financial Accounting	F3	
	Corporate and Business law	F4 (GLO)	
	Corporate and Business law	F4 (ENG)	

Please complete and sign the form overleaf.

## **APPLICATION FORM – ACCA COMPUTER BASED EXAMINATIONS**

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**By submitting this application form I confirm that I have read, understand and agree to the terms that are set out in the guidance notes attached to this application form.**

**I understand that the British Council operates a first come, first served policy on all computer based examinations, which could mean the session I wish to sit for may become full. In this case, my application will be moved to the following month.**

**I understand that if I do not attend the examination for any reason other than those stated in the refunds section of the guidance note I will forfeit the examination fees I have paid.**

**I also understand that I will not be allowed to sit the examination if I arrive late.**

**I confirm that the information I have given is the truth and is accurate to the best of my knowledge and belief.**

**Signature:**

**Date:**

**DISCLAIMER:**

Your personal data will only be used for internal purposes of British Council and for registration with ACCA. The British Council is committed to deliver the examinations services according to the rules and regulations set by the ACCA. However, we cannot be held responsible for any interruptions which are caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

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