

ACCA computer based exams (CBE)

- To book an exam, the Candidate shall present their National Identity Card or Passport (and bring a photocopy on the day of the exam in the case of their first ever CBE at IMIT).
- The candidate shall be eligible to take the paper they intend to take
- The candidate shall book the exams at least 3 days to their preferred exam date. Bookings at less than 3 days (but no less than 2 days) may be accepted.
- Where seats are all filled for a day and/or time preferred by a candidate, the centre authority shall work with the candidate to situate another convenient day/time.
- Candidates shall be able to take exams from Monday to Saturday and can choose from the following exam start times: 9.00 a.m. 1.00 p.m. 4.30 p.m.

For the current period, you may choose from the dates suggested below:

APR. 2018	MAY. 2018	JUN. 2018	JUL. 2018	AUG. 2018	SEP 2018	OCT. 2018	NOV. 2018	DEC. 2018	JAN. 2019	FEB. 2019	MAR. 2019
7 th	5 th	5 th	7 th	4 th	4 th	6 th	3 rd	8 th	5 th	2 nd	2 rd
13 th	15 th	12 th	17 th	9 th	8 th	16 th	13 th	11 th	12 th	12 th	9 th
21 st	26 th	19 th	26 th	18 th	18 th	23 rd	17 th	15 th	17 th	16 th	12 th
30 th	31 st	23 rd	31 st	28 th	22 nd	27 th	27 th	18 nd	27 th	26 th	16 th
		30 th			30 th			22 nd			23 rd

- Candidates don't need to be computer experts to take CBE's. Candidates shall be given paper for manual calculations and rough work. All the candidate does on the computer is to click using the mouse, and for some papers/questions, enter figures, using the keyboard.
- For CBE specimen exams visit: <http://www.accaglobal.com/za/en/student/exam-entry-and-administration/computer-based-exams/cbe-specimen.html> (Press Ctrl and click on this link or you may just copy it and paste in your browser-if you are connected to the internet). We advice you go through the specimen exam for the paper you are to attempt at least once before taking the CBE.
- On the day of the exam, the candidate shall be at the exam centre at least 30 minutes before the start time and shall be in possession of their NIC, a pen and a calculator.
- The candidate shall be given a copy of their provisional results at the end of the exam. ACCA shall update the candidate's exam status following these results within 72 hours.

FEES.

CBE exam fees are not paid to ACCA by the candidate. The fees are paid to the CBE centre. For exams to be taken in the current period (up to 31st March 2019), fees shall be paid as follows:

	Examination Paper	CBE Fee
	FA1, MA1, FA2, MA2	72.000XAF per paper
	FAB, FMA, FFA	87.000XAF per paper
	F1, F2, F3	87.000XAF per paper
	F4	102.000XAF

There shall be no Refund of paid fees.

- Candidates who face the following circumstances shall be considered for possible refund of part of the fees, **provided they had notified the CBE center authority at least 3 days before the exam date** and upon presentation of valid justifying evidence:

- **Force Majeure**; the candidate is a victim of a serious accident, assault or other extenuating circumstance.

- **Hospitalization** of the candidate.

- **Death** of a parent, spouse, child or sibling of the candidate.

- **A call to Military service or an obligatory professional duty call.**

The candidate shall apply for the refund, attaching documentary evidence of their claim.

If the candidate's application is granted, they shall be refunded for the exam paper in question as follows:

FA1, MA1, FA2, MA2 = 38.000FCFA; FAB, FMA, FFA, F1, F2, F3 = 48.000FCFA F4 = 54.000FCFA.

The candidate may wish to transfer refundable funds to a new exam booking.

- Unfortunately, refunds are not possible for circumstances arising less than 3 days to the exam date.

Rescheduling of a booked exam: Once an exam is booked, it must be taken. Candidates who miss an exam or come late for the exam shall forfeit the examination fees paid except for circumstances qualifying for partial refund as explained above.

For further inquiries mail us at E-mail: testing@imitpford.org

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