

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 and email. 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.

**You will not be able to change the exam date; 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 with ACCA will result in forfeiture of your exam fee.**

### **How to pay:**

Pay by bank transfer or cash deposit into our account

Name: Standard Chartered Bank Cameroon SA

Bank Account Name: British Council Yaounde

Bank Account Number: 080200641 00 54

Bank Account Sort Code: 00200

Bank Code: 10004

SWIFT/BIC: SCBLCMCX

IBAN: CM21

Payment Reference to be quoted at the bank when marking payments:

**FULL NAMES – ACCA CBT – EXAM MONTH – PAPER**  
**e.g. John Smith – ACCA CBT – APRIL – F1**

### **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. Only make one deposit in the bank, do not make separate payments if you are sitting for more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

### **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 and Supporting documents for refund must be made within 14 days of payment and addressed to the Country Exams Manager . Applications made within 14 days of payment shall attract a 25% administration fee.

### **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 follow the procedure above

### **Identification**

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

- National Identity Card (NIC)
- Passport
- ACCA membership card

**This must be valid at registration and on exam day. Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.**

### **Submitting your completed application**

You need to submit your completed application, deposit slip and payment to The British Council via email to [exams@britishcouncil.cm](mailto:exams@britishcouncil.cm)

Please ensure you keep a copy of your deposit slip and guidance notes as proof of payment.

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

Once we receive your application, we will process within

#### **Results**

Results are available immediately after the examination has been completed.

#### **Examination Times**

Computer based exams last 2 hours per session: Session 1: 09:00 – 11:00 Session 2: 12:00 – 14:00

**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.**

#### **Exam timetable**

Month	Date	Date	Date	Date	Deadline
APR	5	12	19	26	Applications should get to us latest the Friday before the chosen test date, by 10AM. Confirmation emails will be sent the following Monday. ( please see guidance notes in “processing your application”)
MAY	3	10	17	24	
JUN		14	21	28	
JUL	5	12	19	26	
AUG	2	9	16	23	
SEPT		13	20	27	
OCT	4	11	18	25	
NOV	1	8	15	22	
DEC		13	20	27	
JAN	10	17	24	31	
FEB	7	14	21	28	
MAR	6	13	20	27	

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

<b>Technician Examinations</b>	
FA1/MA1/FA2/MA2	XAF 75,000
<b>Professional Exams</b>	
F1, F2, F3, FAB/FFA/FMA	XAF 95,000
F4	XAF 105,000

#### **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.

#### **Child Protection**

The British Council recognises that we have a fundamental duty of care towards all of the children we engage with including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989. If you are below 18, please ensure you complete the form on page 4 and send to us.

#### **Further information**

If you require any further information, please don't hesitate to contact us on:

Tel: + 237 222211696 / +237 675291390 / 675291391 / 677110138

or by email to [exams@britishcouncil.cm](mailto:exams@britishcouncil.cm) Visit our website on: [www.britishcouncil.cm](http://www.britishcouncil.cm)

working days.

You will receive an email from us confirming your entry. If there is no availability for your preferred examination date, we will offer you an alternative date and notify you by email.

**Exam Venue:** British Teaching Centre, 4th Floor, SGBC Hotel de Ville Yaounde

# APPLICATION FORM – ACCA COMPUTER BASED EXAMINATIONS



## SECTION A – PERSONAL DETAILS

Surname/Family Name		Other/Given/First Name																			
Gender (please tick)	Date of Birth* (DD/MM/YY)	Identity Number (Passport / NIC)																			
F	M																				
Please indicate school/college where you are currently studying:																					
ACCA Reg Number :							Tel:							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	CODE (please tick)	Exam date	Session (AM/PM)
Foundations in Accountancy	FA1		
	MA1		
	FA2		
	MA2		
	FAB		
	FFA		
	FMA		
ACCA Qualification	<b>F1</b>		
	<b>F2</b>		
	<b>F3</b>		
	<b>F4</b>		

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 next available test date.

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.*

**For Office Use only**

Application received by.....on.....Complete payment received? Yes ..... NO.....

Receipt No:.....Payment Date.....

Test date requested..... Test date confirmed to candidate.....



Dear Parent/Guardian,

The British Council upholds a **Child Protection Policy** which seeks to protect all children under the age of majority. In this respect, if your child is **under 18years** of age, your signature is required to approve him/her sitting their **Examinations** under British Council staff supervision.

The British Council venue staff is responsible for the supervision of your child inside the examination venue only for the duration of the exam. Unfortunately since this is not our building we cannot be responsible for your child apart from during the exam itself. It is therefore your duty as parent/guardian to ensure the safe arrival to and departure from the examination venue as per the time indicated on the timetable.

If your child has special needs, kindly inform the British Council prior to the examination as we can only assist in special arrangements for the duration of the exam if we have been informed in writing and have time to make the necessary preparations.

We ask that you sign and return the indemnity slip below to the British Council office 10 days before the test date. You can email to [exams@britishcouncil.cm](mailto:exams@britishcouncil.cm)

Regards,

**British Council**

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I.....being the **parent/guardian** of.....

sitting for **his/her Examinations on** ....., agree that my child takes these examinations with the British Council under the British Council venue staff supervision.

I understand that the British Council will supervise my child at the examination venue only for the duration of the exam, and that it is my responsibility to ensure that my **child** arrives and departs from the venue safely at the indicated time.

I understand that the British Council will not be held liable for any accidents if I do not comply i.e. I do not collect my child at the stated pick up time.

Should my child be suffering from an illness during the exams period, the British Council not administer any medication but will immediately contact me.

I understand that the British Council is only able to arrange any special arrangements my child may need during the examination upon written request prior to the examination date.

**Signature**.....

**Tel Number**.....

**Email**

Please return the signed form to us through email at [exams@britishcouncil.cm](mailto:exams@britishcouncil.cm)