

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.

2019 Examination Dates & Deadlines for Applications

MONTH	FA1 MA1	FFA FA MA	FMA FAB	MA2 LW	FA2 AB	APPLICATION DEADLINE
JAN	21	22	23	24	25	11 TH JAN 19
FEB	18	19	20	21	22	8 TH FEB 19
MAR	18	19	20	21	22	7 TH MAR 19
APR	15	16	17	17	18	5 TH APR 19
MAY	13	14	15	16	17	3 RD MAY 19
JUN	17	18	19	20	21	7 TH JUN 19
JULY	15	16	17	17	19	5 TH JUL 19
AUG	19	20	21	22	23	9 TH AUG 19
SEPT	09	09	10	11	11	4 TH SEPT 19
OCT	21	22	23	25	25	11 TH OCT 19
NOV	18	18	19	20	21	1 ST NOV 19
DEC	09	10	11	12	13	29 TH NOV 19

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 from more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

Examination Fees (per exam)

**We do not charge centre fees.
Fees are valid up to 04 Sept 2019.**

Technician Examinations	
FA1/MA1/FA2/MA2	K1200
Fundamental Exams	
Knowledge AB/MA/FA FAB/FMA/FFA	K1400
Skills LW (ENG or GLO)	K1700

Where to make the Payment

Payments can be made at the following **Standard Chartered Bank** branches:

Lusaka	Lusaka Main Branch, Cairo Road
	Levy Branch, Levy Shopping Mall
	Manda Hill Branch, Manda Hill Shopping Centre
	Kabulonga Branch
Livingstone	Livingstone branch
Kitwe	Zambia Way Branch (Town centre)
Ndola	Jacaranda Branch
Solwezi	Solwezi Branch
Chingola	Chingola Branch

Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you **tick** or **cross** the exam option you are paying for on the Deposit Slip. You will see an option for **ACCA** exams on the deposit slip which will look like the table below.

		1	2	3	4	5	6	7	8	9	10
✓	ACCA	3	3	3	4	5	1	5	5		

To complete the deposit slip, enter in the blank spaces your ACCA registration number

Submitting your completed application

You need to submit your completed application, deposit slip and payment to Standard Chartered Bank. The British Council will collect your application form directly from Standard Chartered Bank.

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 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 Manager.
- Applications made within 14 days of payment shall attract a 25% administration fee.

Transfers

- All transfers applications will only be considered 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
- All transfer applications processed shall attract an administration fee equivalent to 25% of the amount claimed.
- Transfers can only be made up to 3 months from initial exam month.

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 Licence

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 those listed in the transfers conditions, you will lose the fee that you have paid to the British Council.

If you are unable to attend the exam, you must telephone the British Council immediately and evidence needs to be presented in order for you to avoid forfeiture 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	08:30 – 10:30
Session 2	10:45 – 12:45
Session 3	13:00 – 15:00
Session 4	15:15 – 17:15

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
Lusaka	British Council, Aquarius House, Katima Mulilo Road, PO Box 34571, Lusaka, Zambia

Results

Results are available immediately after the examination has been completed.

Equality, Diversity & Inclusion

British Council is committed to Equality, Diversity and Inclusive services 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 + 260 211 376700 or by email info@britishcouncil.org.zm or like us on **Facebook: British Council Zambia** or visit our website on: www.britishcouncil.org.zm

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	
	Managing Costs and Finance	MA2	
	Maintaining Financial Records	FA2	
	Financial Accounting	FFA	
	Accountant in Business	FAB	
	Management Accounting	FMA	
ACCA Qualification	Accountant in Business	AB	
	Management Accounting	MA	
	Financial Accounting	FA	
	Corporate and Business Law	LW	

Please complete and sign the form overleaf.

APPLICATION FORM – ACCA COMPUTER BASED EXAMINATIONS

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 and transfer 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.
