

Think Ahead

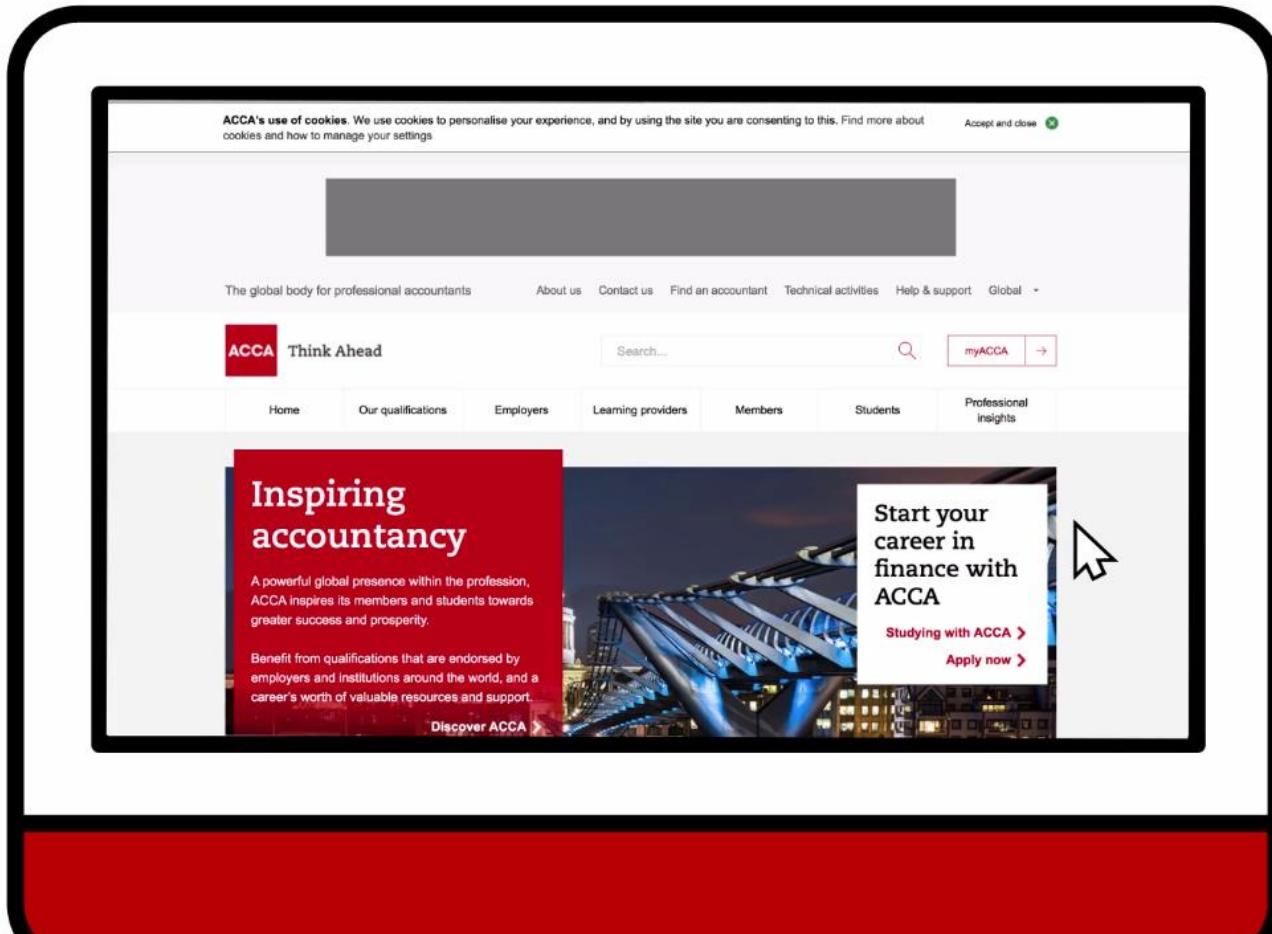
ACCA

考试报名指南

如何在网上报名 F5-F9分季机考



1. 登录ACCA全球官网 www.accaglobal.com



2. 选择**Students**，然后点击**Exam entry and administration**

The screenshot shows the ACCA website interface. At the top, there is a cookie consent banner. Below it is a navigation bar with links: "The global body for professional accountants", "About us", "Contact us", "Find an accountant", "Technical activities", "Help & support", and "Global". The ACCA logo and "Think Ahead" tagline are on the left. A search bar and "myACCA" link are on the right. The main navigation menu includes "Home", "Our qualifications", "Employers", "Learning providers", "Members", "Students", and "Professional insights". The "Students" menu is open, showing options: "Exam changes", "Getting started with ACCA", "Your study options", "Exam support resources", "Exam entry and administration" (highlighted with a red box and a mouse cursor), "Practical Experience", "Ethics", and "Student Accountant". A large banner for "Inspiring accountancy" is visible in the background.

3. 右侧点击Plan and book exams

Home > Students

EXAM ENTRY AND ADMINISTRATION

RELATED LINKS

[Students' FAQs on exams](#)

INTRODUCTION

The ACCA Qualification sets the highest standards for accountancy all over the world. ACCA students and members are finance professionals with outstanding technical skills, an ethical approach – and the ability to become a valued strategic partner in the organisations you choose to work for. This is why the ACCA Qualification is sought after and valued by employers and regulators around the world. So it stands to reason that our exams are rigorous, that our pass mark is 50%.

You do need basic proficiency in Maths and English to complete the ACCA Qualification. To help you achieve the path to success, we will provide you with lots of guidance, resources and support to help you achieve your ACCA Qualification. This includes self-assessment modules to test your ability and BPP language support for those who needs it.

Exams are a large part of gaining your qualification, but they needn't cause you sleepless nights.

We will provide you with all the information you need to survive exam time, from timetables to examiner tips - in fact we will do pretty much everything except provide the answers!

EXAMS TO SUIT YOU

ACCA study is flexible; with four exam sessions to choose from each year and our on-demand computer-based exams available anytime*, you can progress through the qualification at your own pace and enter for exams at a time that suits you**. You can also take advantage of the cheapest exam fees by booking two exam sessions at once.

EXAM CHANGES

GETTING STARTED

YOUR STUDY OPTIONS

EXAM RESOURCES

EXAM ENTRY AND ADMINISTRATION

Preparing for exams

Plan and book exams

Exam attendance

Exam timetables

Computer-based exams

Variant papers

Rules and regulations

Exam results

Additional support

Exam centres

Oxford Brookes BSc

4. 点击屏幕中间的 **Book your exams now**

The screenshot displays the ACCA website's exam booking section. On the left, there are 'RELATED LINKS' including 'Exam entry FAQs' and 'myACCA'. The main content area features a heading 'BOOK YOUR EXAMS ONLINE' and a prominent dark grey box titled 'JUNE AND SEPTEMBER 2017 EXAM BOOKING'. Inside this box, a red button labeled 'Book your exams now' is highlighted with a red rectangle, and a mouse cursor is pointing at it. To the right of the main content is a vertical navigation menu with categories like 'PREPARING FOR EXAMS', 'EXAM ATTENDANCE DOCKET', and 'EXAM RESULTS'. The bottom of the page shows sections for 'VIEW, CANCEL AND AMEND BOOKINGS' and 'FEES'.

RELATED LINKS
[Exam entry FAQs](#)
[myACCA](#)

Booking exams online is quicker, easier and more flexible than ever before. There are now four exam sessions a year - in March, June, September and December. And you can now make your booking on desktop, tablet or mobile device.

BOOK YOUR EXAMS ONLINE

You can book online now for one or both of the next two exam sessions - remember to plan ahead so that you can save money by entering before the early exam entry deadlines! You can enter, pay for and take ACCA exams as long as you have no other fees outstanding.

For information on exam entry deadlines and other key dates for upcoming exam sessions, [visit the important dates page](#)

JUNE AND SEPTEMBER 2017 EXAM BOOKING

Plan and book your session CBE or paper exams now using our new improved booking system.

Select your location and exam session within the system to see available exams and exam formats.

[Book your exams now](#)

VIEW, CANCEL AND AMEND BOOKINGS

Once you have made a booking, you can view the booking details, cancel the booking or amend the booking. You can do this by selecting the link below.

[View, cancel and amend booking](#)

FEES

PREPARING FOR EXAMS
PLAN AND BOOK EXAMS
Exam Planner
Exam progression rules
EXAM ATTENDANCE DOCKET
EXAM TIMETABLES
COMPUTER-BASED EXAMS
VARIANT PAPERS
RULES AND REGULATIONS
EXAM RESULTS
ADDITIONAL SUPPORT
EXAM CENTRES
OXFORD BROOKES BSC

5. 输入你的MyACCA**学员注册号**和**密码**，
然后点击**Sign in to MyACCA**

ACCA Think Ahead

Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

Sign in to MyACCA

[Forgotten your username?](#)

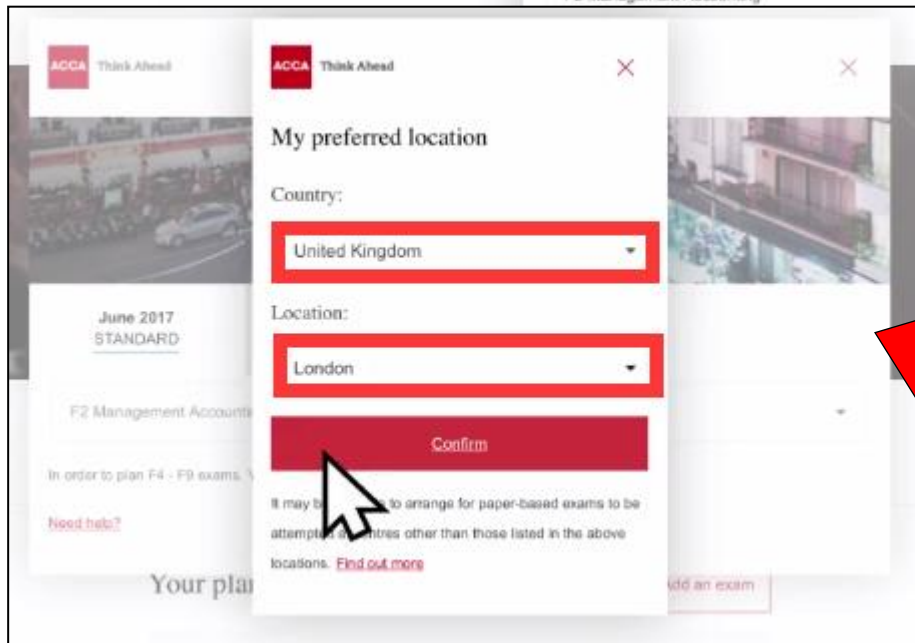
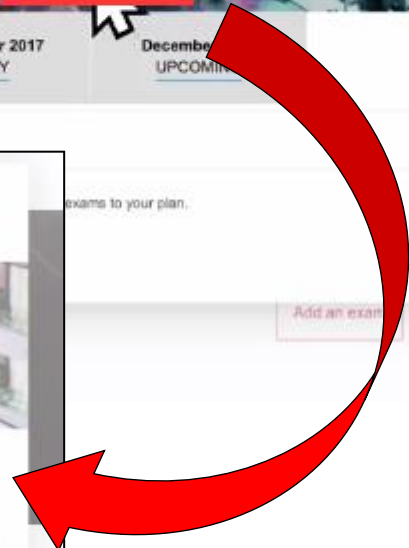
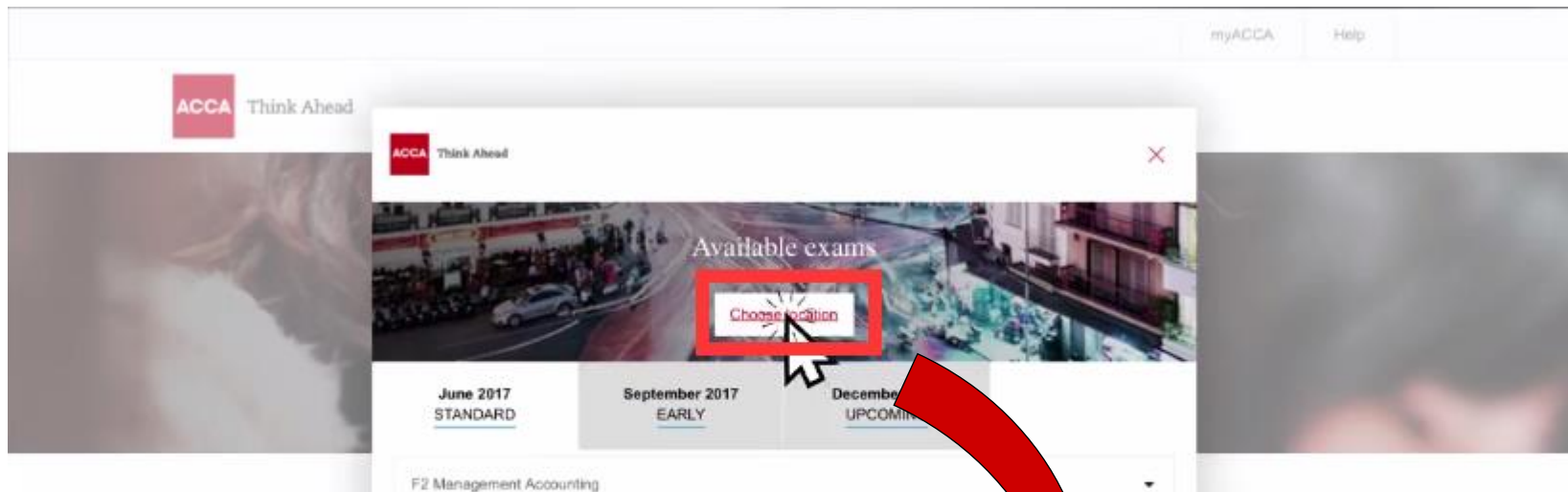
[Forgotten your password?](#)

[Having problems signing in?](#)

6. 点击Add an exam

The screenshot shows the ACCA myACCA user interface. At the top right, there are links for 'myACCA' and 'Help'. The ACCA logo and 'Think Ahead' tagline are on the left. A banner image of a woman looking down contains the text 'Plan and pay for your next exams' and 'Anna Chan - Registration number: 1234567'. Below the banner is a progress bar with three steps: '1 Plan', '2 Confirm availability', and '3 Pay'. The '1 Plan' step is active. Underneath, the 'Your plan' section shows a warning icon and the message 'You have no exams in your plan yet'. A red box highlights the 'Add an exam' button, with a mouse cursor pointing to it.

7. 首先选择考试地点，点击**Choose location**，再具体选择**Country**国家和**Location**城市



8

8. 选择适合自己的**考季**，点击即可

The screenshot shows the ACCA 'Available exams in London' interface. At the top, there is a header with the ACCA logo and 'Think Ahead' text. Below this, a banner reads 'Available exams in London' with a 'Change location' button. The main content area features three exam session options: 'June 2017 STANDARD', 'September 2017 EARLY', and 'December 2017 UPCOMING'. The 'September 2017 EARLY' and 'December 2017 UPCOMING' options are highlighted with red boxes. A mouse cursor is pointing at the 'December 2017 UPCOMING' option. Below the exam session options, there is a list of exam subjects: F5 Performance Management, F6 Taxation, F7 Financial Reporting, F8 Audit and Assurance, and F9 Financial Management. At the bottom, there is a note: 'In order to plan P1 - P7 exams. You must first have passed or added all F1 - F9 exams to your plan.' and a link for 'Need help?'.

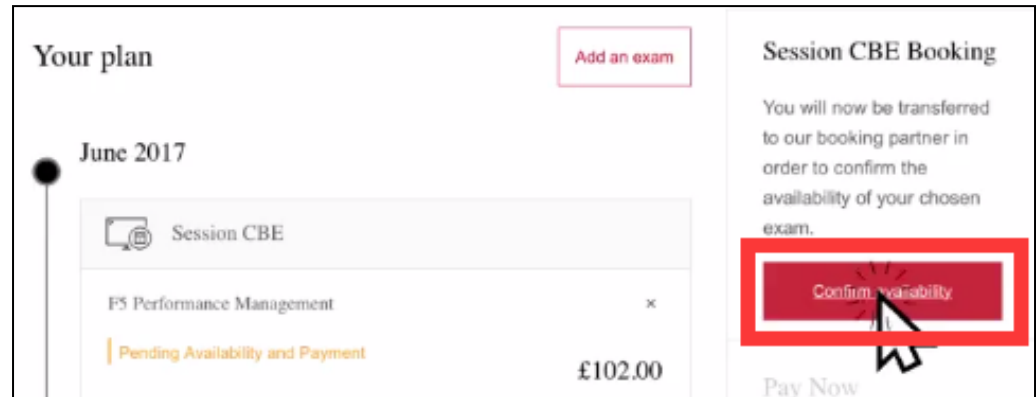
9. 选择要报考的科目之后选择机考Session CBE, 然后点击右边的Add to your plan

The screenshot displays the ACCA 'Available exams in London' interface. At the top, there are tabs for 'June 2017 STANDARD', 'September 2017 EARLY', and 'December 2017 UPCOMING'. The 'June 2017 STANDARD' tab is selected. Below the tabs, the 'F5 Performance Management' exam is highlighted with a red box. Underneath, the 'Select Exam Method:' section shows three options: 'On-demand', 'Session CBE' (highlighted with a red box), and 'Paper'. To the right of these options, the price is listed as '£102.00' and the 'Add to your plan' button is highlighted with a red box. A mouse cursor is pointing at the 'Add to your plan' button. The background shows a blurred view of a city street.

10. Confirm availability

点击右侧

Confirm availability

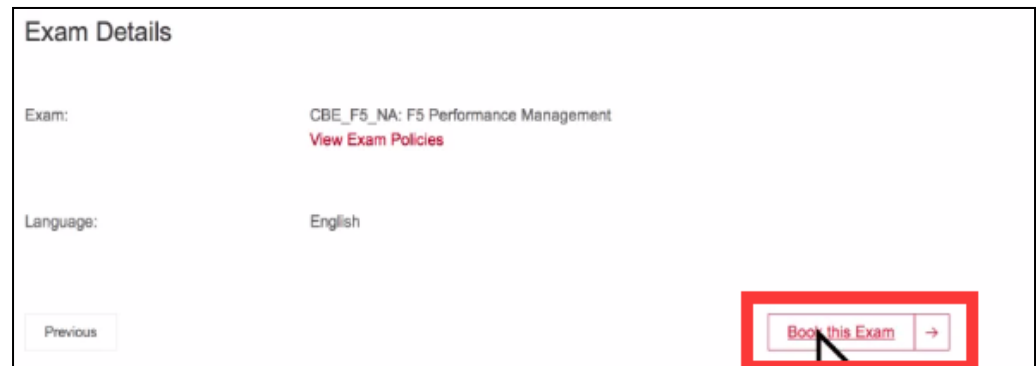


然后点击你所选的考试，
如右图所示红框位置



之后点击右下角

Book this Exam



11. 再确认一下你所选的考试中心 **Test Centre**

Test Centre Search

Exam Selection: CBE_F5_NA: F5 Performance Management | Language: English

Find test centres near:

Displayed test centres have been defaulted to your address. Please search again for centres in an alternative location.

You can select up to three test centres to compare availability.

Test Centre	Distance* Show km	Directions
<input checked="" type="checkbox"/> ACCA - GTG (Glasgow) GTG 1330 South Street Glasgow G14 0BJ United Kingdom	10.5 mi	Get Directions
<input type="checkbox"/> ACCA - Douglas Isle of Man 41-45 Duke Street Douglas IM1 2AU United Kingdom	112.3 mi	Get Directions

Map: United Kingdom (Glasgow, Edinburgh, Manchester, etc.)

如果上方地址栏里不是你想选的考试地址，你可以点击右侧小叉子删除地址栏里的地址，然后输入你所在城市，例如：Beijing

在所列出的Test Centre选择你想选的考试中心，在前面方块里点击打钩

12. 在考试日期和时间上分别点击确认一下

Choose Appointment

Exam Selection: CBE_F5_NA: F5 Performance Management | Language: English



Available exam dates are shown in the calendar below. Select your exam date then exam time.

Test Centre

Select Date [Why can't I find an available appointment?](#)

ACCA - Shenzhen - SEG Training Centre
China
Shenzhen
11/F Block 4 West
SEG Science and Technology Park
North Huaqiang Road
518031

[Change Test Centres](#)

May 2017							June 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Available Start Times: Wednesday, 7 June 2017 at ACCA - Shenzhen - SEG Training Centre

Morning

Afternoon

None available

01:30 PM

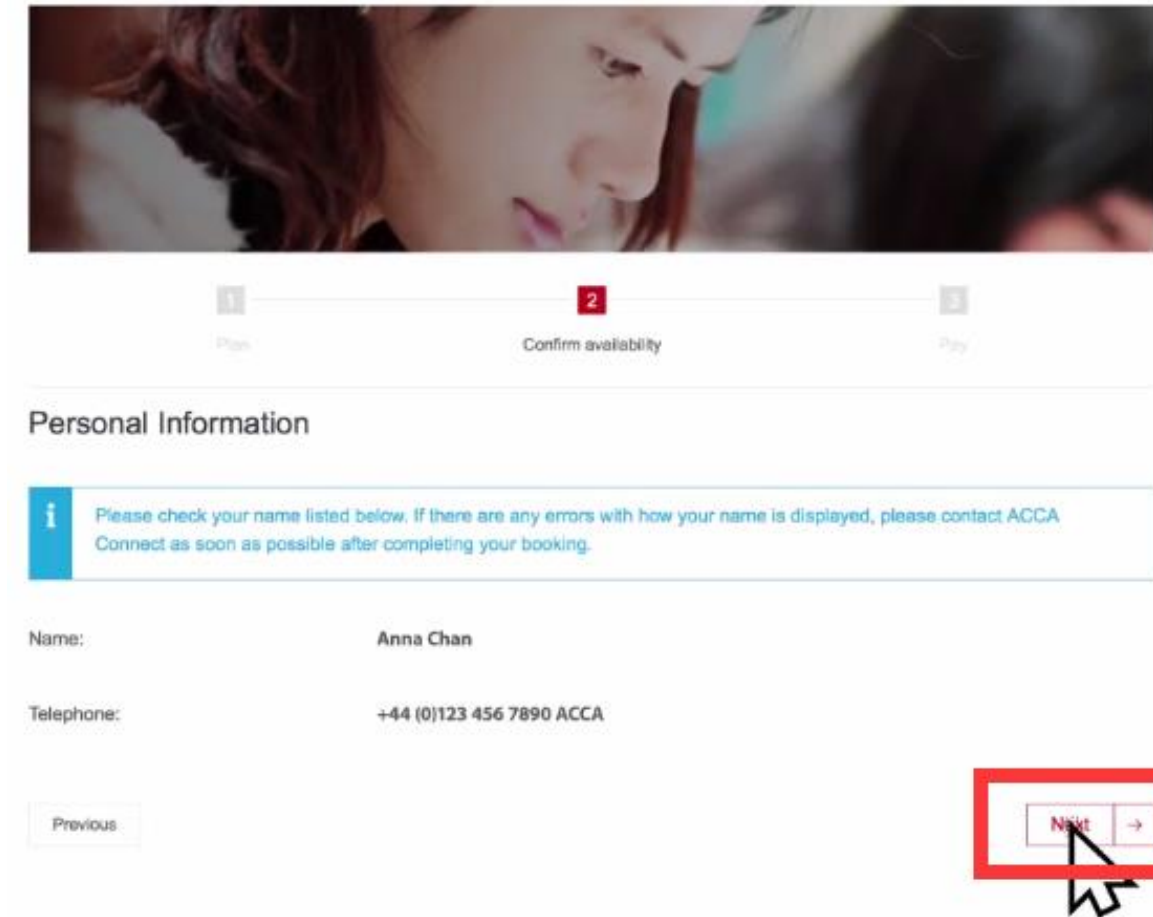
13. 核对一下所有选择的考试信息准确无误后， 点击右下角**Confirm Booking**

My Order

Description	Details	Actions
Exam CBE_F5_NA: F5 Performance Management Language: English Exam Length: 210 minutes	Appointment Wednesday, 7 June 2017 Start Time: 01:30 pm CST Change Appointment Location ACCA - Shenzhen - SEG Training Centre China Shenzhen 11/F Block 4 West SEG Science and Technology Park North Huaqiang Road 518031 Change Test Centre	Remove

[Confirm Booking](#) →

14. 核对你的个人信息，点击Next



The screenshot displays a three-step progress bar at the top: 1. Plan, 2. Confirm availability (highlighted in red), and 3. Pay. Below the progress bar is the 'Personal Information' section. A blue information box contains the text: 'Please check your name listed below. If there are any errors with how your name is displayed, please contact ACCA. Connect as soon as possible after completing your booking.' The form fields show 'Name: Anna Chan' and 'Telephone: +44 (0)123 456 7890 ACCA'. At the bottom left is a 'Previous' button, and at the bottom right is a 'Next' button with a right-pointing arrow, which is highlighted with a red box and a mouse cursor.

1 Plan 2 Confirm availability 3 Pay

Personal Information

i Please check your name listed below. If there are any errors with how your name is displayed, please contact ACCA. Connect as soon as possible after completing your booking.

Name: Anna Chan

Telephone: +44 (0)123 456 7890 ACCA

Previous Next →

Agree to Policies

ACCA Policies

[Click here to read all policies.](#)

Admission Policy

By entering for the examination(s) you are agreeing to be bound by the ACCA Examination rules and regulations. Full details of the rules and regulations are available on the ACCA website and are also reproduced on your **Examination Attendance Docket**, which will be available to download from myACCA approximately two to three weeks before the exams.

You are required to bring official photographic ID to the exam, such as your passport, driving licence or national ID card. Please arrive at the exam centre 30 minutes before the start of the exam. This will give you time to relax, prepare yourself and be allocated a desk by the exam administrator.

Re-schedule Policy

You can make amendments to any existing exam entries up until the standard entry closing date. You must ensure that any amendments comply with ACCA Exam Progression Rules. Please note that all exam reschedules and amendments will incur a charge relevant to the booking period when the change is made.

Amendments and reschedules are not permitted after the end of the standard deadline. Full details of the exam entry closing dates and progression rules are available on the ACCA website.

Cancellation Policy

You can make amendments, including cancellations, to any existing exam entries up until the standard entry closing date. You must ensure that any cancellations comply with ACCA Exam Progression Rules. Cancellations are not permitted after the standard exam entry closing date.

After this closing date, your examination entry fees are not refundable or transferable. Full details of the exam entry closing dates and progression rules are available on the ACCA website.

You must tick the box to show that you have read and agree to the policies listed below.

Submit →

15. 同意ACCA Policies
请先**点击Click here to read all policies**，让所有policies显示出来；

然后阅读policies，将页面滑动到最下方，**点击勾选方框**You must tick the box to show that you have read and agree to the policies listed below;

然后点击右下角**Submit**.

16. 跳转回此页面， 点击右侧**Proceed Payment**

The screenshot displays a booking summary for June 2017. It lists two exam sessions: 'On-demand' (F2 Management Accounting) and 'Paper' (F9 Financial Management). The total amount is £102.00, which is currently pending payment. A 'Proceed to Payment' button is highlighted with a red box and a mouse cursor. The interface also includes a 'Pay Now' section with account balance and total amounts, and a checkbox for accepting terms and conditions.

June 2017

On-demand

F2 Management Accounting x

Paper

F9 Financial Management x

London - ExCel (L901), United Kingdom
10:00 9th June 2017

£102.00

Pending payment

Pay Now

Account balance -£477.00
Total £579.00

I accept the **terms and conditions** of booking

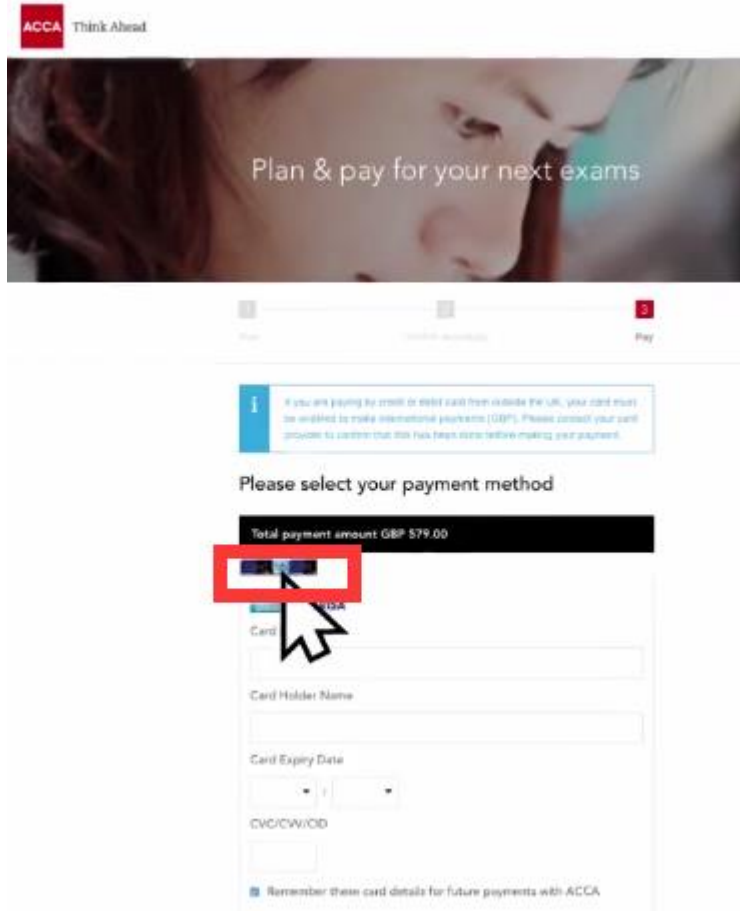
Please ensure that your account balance is kept up to date. You will be required to submit any outstanding fees.

But we don't for payment with our exam entry fee.

Proceed to Payment

Subtotal £102.00

17. 点击**红框**位置，选择付款方式，填写付款信息即可
我们的网站支持以下所有付款方式



ACCA Think Ahead

Plan & pay for your next exams

Please select your payment method

Total payment amount GBP 579.00

Card

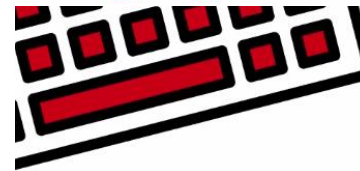
Card Holder Name

Card Expiry Date

CVC/CW/COD

Remember these card details for future payments with ACCA

Credit Card
Debit Card
Union Pay
PayPal
Alipay



“One Click”





THANK YOU!