

UKACCA



UK ACCA Exam Procedure



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UKACCA Exam Procedure

1. Student Registration

Step 1: Apply for UKACCA Registration

- Complete the UKACCA student registration form.
- Submit valid ID (passport/national ID), academic documents, and passport-size photo.
- Pay the one-time registration fee (as per the current fee schedule).

Step 2: Receive Student ID

Once approved, students receive:

- UKACCA Registration Number
- Login credentials for the student portal
- Access to course material and PER tracking tools

2. Course Enrollment

Step 3: Select Module(s)

Students can select one or multiple courses within their eligible module:

- Core Modules (Recommended for beginners)
- Advanced Modules (After completing core or with exemptions)
- Ethics Modules (Recommended during or after Advanced)

Step 4: Attend Classes or Self-Study

- Choose learning method: instructor-led, hybrid, or self-paced.
- Study the official UKACCA course material.
- Practice with mock exams and assignments.



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3. Exam Booking

Step 5: Check Exam Schedule

Exams are conducted quarterly in:

- March
- June
- September
- December

Step 6: Submit Exam Application

- Log in to your UKACCA student portal.
- Select exam paper(s) you want to attempt.
- Pay the exam fee per subject before the deadline.
- Receive confirmation email with exam details.

Step 7: Receive Exam Entry Slip

This includes:

- Student details
- Module name
- Exam date & time
- Exam center or login instructions (if online)

Step 4: Attend Classes or Self-Study

- Choose learning method: instructor-led, hybrid, or self-paced.
- Study the official UKACCA course material.
- Practice with mock exams and assignments.



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4. Exam Day

Step 8: Appear for Exam

- Reach the exam center 30 minutes early OR log in to the exam platform on time.
- Bring a valid photo ID and entry slip (for in-person exams).
- Exams will be:
 - CBEs (Computer-Based Exams) for all modules
 - Supervised & recorded (even online exams)

5. Result Announcement

Step 9: Results Declared

- Results are typically announced within 4 weeks of the exam date.
- Access results via student portal or receive by email.
- A detailed score breakdown is provided.

Step 10: Certificates Issued

Students who pass receive:

- Course Completion Certificate (per module)
- Marks transcript
- Updated academic record on the portal

6. Practical Experience Requirement (PER)

Step 10: Certificates Issued

- Complete 36 months of relevant work experience.
- Record experience against:
 - 1.5 Essential Objectives (mandatory)
 - 2.4 Technical Objectives (choose any 4)



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Step 12: Supervisor Sign-Off

- Your experience must be verified by a qualified workplace supervisor.
- Use the PER tracking sheet and get supervisor signature for each objective.

Step 13: Submit Completed PER Log

- Upload your signed PER log on the portal.
- UKACCA will verify and approve your practical experience.

7. Final Membership Award

Step 14: Complete All Exams + PER

Once all modules + PER are completed:

- You will be eligible to receive the UKACCA Professional Certification
- You will also receive a Letter of Good Standing

Step 15: Become a UKACCA Member

- You are now a certified UKACCA Member.
- Gain access to:
 1. Global professional network
 2. Continuing Professional Development (CPD) resources
 3. UKACCA job board & employer references



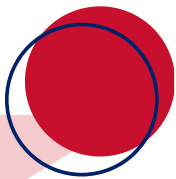
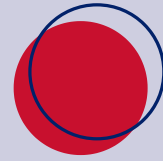
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Notes & Reminders

- Passing Criteria: 50% per exam
- Reattempts: Unlimited, but subject to re-exam fee
- Exam Validity: No time limit between exams and PER (but best completed within 4 years)
- Support: For help, contact the UKACCA support team at info@ukacca.uk

Thank You

We look forward to
potential collaboration.



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