

Thank you, for choosing the British Council to sit your ACCA Computer Based Examination. 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 - 2020 Examination Dates

MONTH	DATES
APR 2019	3 RD , 10 TH , 17 TH
MAY 2019	8 TH , 15 TH , 29 TH
JUNE 2019	12 TH , 19 TH , 26 TH
JULY 2019	3 RD , 10 TH , 24 TH
AUG 2019	7 TH , 14 TH , 21 ST , 28 TH
SEPT 2019	11 TH , 18 TH , 25 TH
OCT 2019	2 ND , 16 TH , 23 RD
NOV 2019	6 TH , 13 TH , 27 TH
DEC 2019	11 TH
JAN 2020	8 TH , 15 TH , 22 ND , 29 TH
FEB 2020	5 TH , 12 TH , 19 TH , 26 TH
MAR 2020	18 TH

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)

Foundation in Accountancy	Per exam fee
FA1/MA1/FA2/MA2	UGX 380,000
FAB/FMA/FFA	UGX 460,000
ACCA Qualification	Per exam fee
Accountant in Business (AB)	UGX 460,000
Management Accounting (MA)	UGX 460,000
Financial Accounting (FA)	UGX 460,000
Corporate and Business Law (LW-ENG)	UGX 525,000
Corporate and Business Law (LW-GLO)	UGX 525,000

HOW DO I PAY FOR AN EXAM?

Payments should be made only at Stanbic Bank Branches Country wide.

Steps to follow;

- i. Pick a cash deposit slip with British Council logo at the Bank.
- ii. In the Reference No. section, fill in the payment reference number you received from British Council.
- iii. Fill in the rest of the deposit slip and pay to the cashier.
- iv. Submit your filled in application form and bank slip by delivering your documents to the British Council offices or via email to exams@britishcouncil.or.ug

Completing the British Council Deposit Slip

Before making a payment, please contact British Council to acquire a payment reference number. Payments without a reference will not be acted upon.

Below is an **example** of details that **MUST** be completed on British Council deposit slips;

Example: Payment for ACCA CBE for Ignatius Tembo

Candidate's Name	Tembo Ignatius
Payment reference no.	UG324272
Depositor's Name	Tembo Ignatius

Note: Only deposit slips with this information will be accepted.

Our Bank Details.

Bank:	Stanbic Bank
Branch:	Corporate Branch
Account Name:	British Council
Account Number:	9030005677164
Currency:	Uganda Shillings
Swift Code:	SBICUGKX

Before making a payment, please contact British Council to acquire a payment reference number. Payments without a reference will not be acted upon.

All Payments will attract a Bank Charge.

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.**

Identification

Candidates are required to present any one of the following original ID documents at the examination venue to sit the examination.

- Passport
- Drivers' Licence
- National ID

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 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 a note from a medical practitioner needs to be presented for you to avoid forfeit 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 session below:

Morning session	10:00 – 12:00
Afternoon session	14:00 – 16:00

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.

Venue for Examinations

British Council Examination Centre (opposite Hotel Ruch)
Plot 2, Kintu road
Kampala

Note: Parking is available but limited.

Results

Results are available immediately after the examination has been completed.

Equality, Diversity and Inclusion

British Council is committed to Equality, Diversity & Inclusion 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.

Data Protection

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, you can refer to the privacy section of our website, www.britishcouncil.org/privacy.

We will keep your information for a period of four months from the time of collection.

Further information

If you require any further information, please don't hesitate to contact us on +256 312 560800 or by email exams@britishcouncil.or.ug

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)		Identification Number (Passport / Drivers' Licence/National ID)															
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	AM (10AM) or PM (2PM)
Foundations in Accountancy	Recording Financial Transactions	FA1		
	Management Information	MA1		
	Maintaining Financial Records	FA2		
	Managing Costs and Finance	MA2		
	Accountant in Business	FAB		
	Management Accounting	FMA		
	Financial Accounting	FFA		
ACCA Qualification	Accountant in Business	AB		
	Management Accounting	MA		
	Financial Accounting	FA		
	Corporate and Business Law	LW-ENG		
		LW-GLO		

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 section of the guidance notes, 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.
