

Following the introduction of ACCA's new online registration service and the removal of closing dates for initial registrations, ACCA is pleased to announce that its new flexible exam entry service is now live!

This means that students can benefit from a range of online services when making initial applications or exam entries – offered exclusively by ACCA – including the opportunity to:

- submit an exam entry at any time of the year
- enter for exams early and save money
- enter for either one of the next two exam sessions – December **or** June
- make amendments to existing exam entries – including changing exam centre, variant papers or entering for other exams
- access exam dockets as soon as they become available
- register as a new student any time of the year and complete all stages of initial applications online
- complete transactions such as initial application and exam entry online and receive immediate confirmation.

**All of these new benefits are exclusively available for exam entries made online.**

A targeted campaign with the theme – **don't forget** – is about to be launched to make potential and existing students aware of the changes and the benefits available for early online registration and early online exam entry. **We would also appreciate your support in communicating these changes to students** It is particularly important that existing ACCA students know that the standard exam entry closing date for December 2011 is now **8 October** – any exam entries received after this date will be in the late exam entry period.

The new exam entry closing dates and details of the new exam fees relating to each exam entry period for students are detailed below.

| Exam entry period                     | Early   | Standard | Late  |
|---------------------------------------|---------|----------|-------|
| <b>June exam session closing date</b> | 8 March | 8 April  | 8 May |

|   |             |           |            |
|---|-------------|-----------|------------|
| <b>December exam session closing date</b> | 8 September | 8 October | 8 November |
|---|-------------|-----------|------------|

| ACCA   | 2011 | 2012 |
|--|------|------|
| <b>Knowledge (F1 - F3)</b>                             |      |      |
| Early  | £55  | £55  |
| Standard   | £61  | £64  |
| Late   | £183 | £192 |
| <b>Skills (F4 - F9)</b>                                |      |      |
| Early  | £69  | £69  |
| Standard   | £76  | £80  |
| Late   | £198 | £208 |
| <b>Professional (P1 - P3 and any two from P4 - P7)</b> |      |      |
| Early  | £81  | £81  |
| Standard   | £89  | £94  |
| Late   | £211 | £222 |

**Important notes to remember for students:**

- the early exam entry period only applies to students entering for exams online
- the new dates only apply to entries for paper-based exams held in June and December and not CBEs
- potential students submitting their initial application form should send their applications to ACCA in Glasgow at least 20 days in advance of the published exam entry period closing dates
- Paper exam entry forms (EEF) are sent in bulk to all registered ACCA students at exam result release time (mid February or mid December). New students wishing to be included in this bulk run must submit their initial application form to ACCA at least 20 days in advance of the release of exam results. Individual EEFs will continue to be sent to new students registering after the bulk run up until 8 April or 8 October
- a student submitting a paper exam entry form by post will pay the standard exam entry fee.

**Important notes to remember for ACCA Exchange:**

- Exam entry through the ACCA Exchange function can be made during the standard and early periods only (**A further communication will be sent to you to advise you when you are able to process examination entries using the ACCA Exchange exam entry screen**). Exam amendments are available through these periods too. Please note that additional exam entries made will be charged the fee at the time of the amendment and not at the original entry point.
- Any exam entry requests that fall into the late entry period, as in previous sessions, should be forwarded to your dedicated point of contact in the Business Relations Team. Please note that the late entry fees as denoted above will be applied.
- ACCA Exchange companies and their students will continue to receive paper examination entry forms. Please ensure that these are returned to the Glasgow address by no later than 8 October for the December session and 8 April for the June session. All paper entries will be subject to the standard entry prices.

Failure to submit paper entries by the above dates will result in students not being entered for the exams.