

# ACCA 注册及报考指引 (CICPA专属项目)

# ACCA 学员、准会员与会员的区别

## 学员 Student

- 已成功注册ACCA并正在考试当中。

## 准会员 Affiliate

- 已成功通过ACCA13门考试。

## 会员 Member

- 已通过ACCA专业资格13门课程考试、完成通过职业道德与专业技能模块-EPISM
- 累计具有36个月以上财会相关工作经验
- 向ACCA提出会员申请并得到ACCA总部的确认。ACCA会员可以称自己为“特许公认会计师”，并在名片上印ACCA。

点击[这里](#)可查看学员、准会员和会员的各项收费标准。



# 注册须知

## 如何选择注册资格 (ACCA)

- ACCA的最低注册要求是国内全日制本科第一学年的学生

## 注册文件注意事项:

- 身份证明文件 (身份证、护照)
- 大专或以上毕业证, CICPA全科合格证
- 所有非英语的文件原件均需准备已**加盖公章的翻译件**。(翻译件可盖单位/学校/翻译公司公章)
- 原件与翻译件都需要上传。
- 翻译件模板可点击[此处](#)查看。
- 所有文件不能超过5MB, 需为不可编辑的格式, 如为: pdf, tif, bmp, jpg, gif或png等。



## 关于免考：

- 2009年以后成为中国注册会计师协会的会员，可享受9门免考。2009年之前的中国注册会计师协会的会员，只能享受5门免考。
- 申请免考的文件在注册流程的第三步上传即可。
- 所有免考科目均以ACCA英国总部最终审核为准。

# 欢迎注册ACCA

注册ACCA，只需简单**4步**，用时**10分钟**

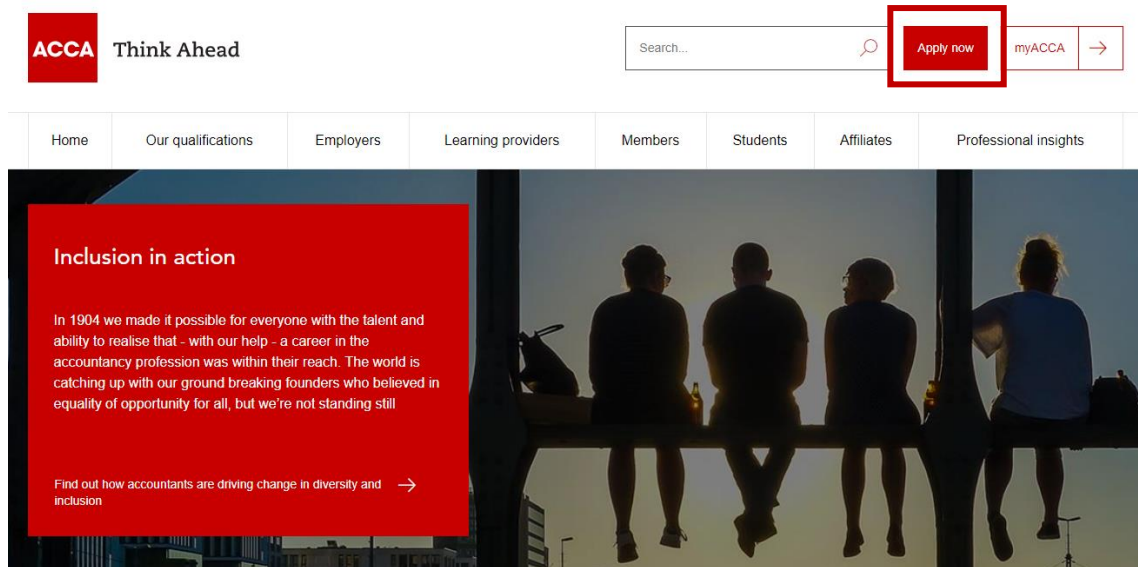


\*您可以选择一次性完成注册，或分开几次完成。

每完成一步点击“Save and continue”都可以对已完成部分进行保存，方便之后用邮箱再次登录，继续完成整个注册流程。

# 登录ACCA全球官网：[www.accaglobal.com](http://www.accaglobal.com)

- 点击首页 “Apply now” →



\*如进入中文官网，可以点击“中国”然后下拉菜单点击“国际网站”跳转回全球官网。



# 开始注册

## Before you get started...

You'll need the following to complete your application:

- Proof of identification such as driver's license, passport or birth certificate.
- Official translations of any documents not in English, stamped by a licensed translator who is authorised and qualified to provide translation services.
- If applying to study our ACCA qualification, you will need to upload evidence that you meet our minimum entry requirements.
- If any matters listed in [bye-law 8](#) apply to you (for example if you have received a conviction or caution or been disciplined by another professional or regulatory body), please ensure you complete the [Admission and Licencing Committee form](#). For those residing in Russia, please also complete the [data consent form](#).
- One of the following payment methods:



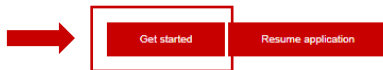
What you need to know:

- The application process will take around 10 minutes to complete.
- You will have the opportunity to apply for exemptions during the process.
- If you apply for exemptions, you need to upload evidence that you are eligible. Our [guide to exemptions](#) can help you prepare the correct documents.
- We work in partnership with national accountancy bodies in certain countries, so you may also need to register with another local organisation and pay additional charges. Check the list of [Joint Examination Schemes](#) to see if this applies to you.
- In your first year you'll have to pay for your initial registration fee and your subscription fee if you become a student before 5 May, as you're eligible to sit at exams in the calendar year. After that your annual subscription fee is due and payable on or before 1 January each year if you wish to remain an active student. We send you an invoice every November. You need to pay this even if you don't plan to take any exams that year.

**i** Please note that for students and members based outside of the UK and EU, your information will be transferred and held outside of the region of your residence and may be accessed by our local office in your country of residence.  
[Read more](#)

Why choose ACCA?
We're the world's leading body for professional accountants.
Our qualifications are recognised as the mark of professional excellence - a reputation you become associated with the moment you begin studying.
Related information
<ul style="list-style-type: none"><li>• <a href="#">Guide to applying for exemptions</a></li><li>• <a href="#">Joint Examination Schemes</a></li><li>• <a href="#">Minimum entrance requirements</a></li></ul>

■ 点击左下方红色按钮“Get started”开始



# 第一步 填写基本信息 (带\*号为必填项)

Example / 范例:

## Your details

Date of birth \*

Day Month Year

1 January 2008

Gender \*

Female

Male

Nationality \*

Chinese

## Address information

Please note we can only accept english characters

Country/Region of residence \*

China, Peoples Rep of

### ■ Date of Birth

正确填写您的出生日期

(需与身份证明文件一致/注册成功后不能随意自行修改)

### ■ Gender

选择您的性别

### ■ Nationality

选择您的国籍

### ■ Country of residence

选择您的居住国

■ 填完此四项信息后将自动出现更多信息栏，请继续填写

## Your details

Date of birth \*

Day Month Year

Gender \*

Female

Male

Nationality \*

Please select

## Address information

Country/Region of residence \*

Please select

Country/Region phone (mobile preferred) \*

+44 7400 123456



We may use your personal data (collected on this form or during your relationship with us) for the purposes of membership, student membership and exam administration. [Read more](#)

Save and continue →

# 第一步 填写基本信息 (带\*号为必填项)

Example / 范例:

## Get started

The application should be completed in English.

The name you enter here must match your official identification.

Please complete all fields marked with an asterisk. \*


Title \*

First name

Last name \*

Email address \*

### ■ Title

选择您的称呼(下拉菜单)

### ■ First name

填您的名字的拼音

### ■ Last name

填您姓氏的拼音

(姓名需与身份证明文件一致/注册成功后不能随意自行修改)

### ■ Email address

正确填写您的常用邮箱

- 填完此四项信息后点击“Continue”继续

# 第一步 填写基本信息 (带\*号为必填项)

Example / 范例:

**Address information**

Please note we can only accept english characters

Country/Region of residence \*

China, Peoples Rep of ✓

Company

Address 1 \*

2020 ACCA + English Name of University ✓

Address 2

Add another address field

Town/City \*

Guangzhou ✓

State

Province

Guangdong ✓

Postcode/ Zip code

510000 ✓

Country/Region phone (mobile preferred) \*

+86 - 123 4567 8910 ✓

## Address information

Please note we can only accept english characters

Country/Region of residence \*

China, Peoples Rep of ✓

Company

Address 1 \*

Address 2

Add another address field

Town/City \*

State

Province

Postcode/ Zip code

Country/Region phone (mobile preferred) \*

+86 - | ✗

■ Company (无需填写)

■ Address 1

根据实际住址填写

■ Town/City

正确填写常住城市

■ State

不填

■ Province

正确填写常住省份

■ Passcode/ Zip code

正确填写常用地址的邮编

■ Phone


选择国家区号后, 正确填写11位数手机号码

温馨提示:

1: 请尽量准确填写 Postcode, 如不确定, 可以通过[中华人民共和国国家邮政局 \(spb.gov.cn\)](http://www.spb.gov.cn)查询。

2: 手机号码只需要填写 11 位数字, 不需要再次添加国码 '86', 也无需在手机号码前加 '0'

# 第一步 填写基本信息

 Data and privacy

By filling in this form and clicking the tick box, I give my consent that ACCA can:

- collect, use, transfer and share the personal information I have entered according to ACCA's privacy notice
- process and contact me about industry news, events, career tips and other information relevant to their qualification or to me, e.g. ACCA Application guidance (Chinese Version) via the official email address, our monthly e-magazine, potential and relevant events/activities information
- I understand I may also receive inquiry call from ACCA and ACCA authorized partners to help me regarding my ACCA application and study for ACCA.

You can update your information or opt-out from communication at any point by [contacting us](#). ACCA may share information with suppliers and auditors.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and maybe accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside the EU as part of its operations and service delivery.

For more information on how your information and rights are respected, please see our [privacy notice](#), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com).

I agree to the above terms



■ 在注册条款处打钩，并点击“save and continue”进入下一步。

## 第二步 选择注册资格

### Select qualification

Foundations in Accountancy (FIA)  
Entry requirements:  
None, it's open access

More information

Qualification selected

ACCA Qualification  
Entry requirements:  
Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification

More information

Select qualification

Diploma in International Financial Reporting  
Entry requirements:  
Professional accountants and auditors working in practice and industry and qualified in national accounting standards are eligible to take the qualification. Practitioners not yet qualified, but who can verify entry requirements are also eligible.

More information

Select qualification

← Back

Save and continue →

根据实际情况，点击选择注册ACCA资格

- 选择 ACCA
- 点击“Save and continue” 进入下一步

## 第三步 上传资料

### 1. Upload identification

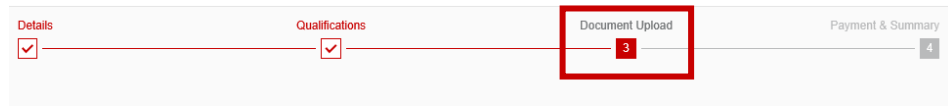
#### 上传身份证明

如果您使用身份证作为身份证明文件，请在此处上传：

- 身份证原件正反面
- 已盖公章的身份证翻译件

如果您使用护照作为身份证明，请在此处上传：

- 护照信息页，无需翻译件



### Upload documents

**i** Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5 MB**

1 Upload identification \*

Add file(s)

We need the following to process your application:

- A form of identification showing your date of birth (such as driver's licence, passport or birth certificate).
- Official translations of any documents not in English.
- If your surname doesn't match your identification, we need your marriage licence or official notice of name change.

2 Upload entry requirements \*

3 Apply for exemptions

← Back

Save and continue →

**💡** Tips

You can take a picture of your documents rather than scanning them in.

Your date of birth must be visible.

**?** Help and support

- [Web chat](#)
- [Contact us](#)
- [Call +44 \(0\)141 582 2000](#)

## 第三步 上传资料

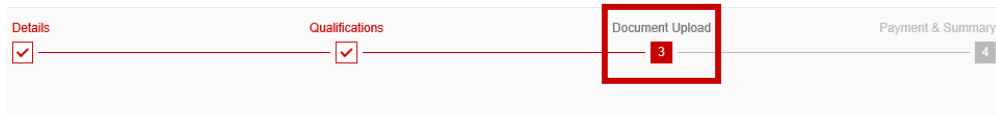
### 2. Upload entry requirements

上传注册ACCA所需的最低学历证明

大专以上学历的已毕业人士，请在此处上传：

- 毕业证原件
- 成绩单（海外学历）

注意：所有非英语原件均需同时上传及已盖章的翻译件。



### Upload documents

**Upload documents**

*i* Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5 MB**

- 1 Upload identification \*
- 2 Upload entry requirements \***
- 3 Apply for exemptions



Tips

You can take a picture of your documents rather than scanning them in.

Your date of birth must be visible.



Help and support

- [Web chat](#)
- [Contact us](#)
- [Call +44 \(0\)141 582 2000](#)


## 第三步 上传资料

### 3. Apply for exemptions


请上传您的CICPA全科合格证。


注意：所有非英语原件均需同时上传及已盖章的翻译件。

### Upload documents

 Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) Make sure files are less than 5 MB

1 Upload identification \* 

2 Upload entry requirements \* 

3 Apply for exemptions 

Add file(s)

ACCA offers exemptions to students who have relevant qualifications before starting with us. If you would like to apply for exemptions, upload your document(s) for consideration.

To avoid delays and ensure the correct exemptions are granted, we recommend you use our [guide to applying for exemptions](#) to help you prepare your documents for upload.

 Back


Save and continue 



Tips

You can take a picture of your documents rather than scanning them in.

Your date of birth must be visible.

 Help and support

- [Web chat](#)
- [Contact us](#)
- [Call +44 \(0\)141 582 2000](#)

## 第三步 上传资料

- 每次可同时上传多份文件。
- 上传成功会显示绿色。
- 带\*为必须上传文件类型
- 所有文件上传完毕后，点击“Save & continue”继续下一步。

Details Qualifications Document Upload Payment & Summary

### Upload documents

**i** Upload either an image or document (.doc, .docx, .pdf, .tif, .bmp, .jpg, .gif, .png) **Make sure files are less than 5 MB**

- 1 Upload Identification \* ✓
- 2 Upload entry requirements \* ✓
- 3 Apply for exemptions ✓

← Back Save and continue →

**Y** Tips

You can take a picture of your documents rather than scanning them in.

Your date of birth must be visible.

**?** Help and support

- [Web chat](#)
- [Contact us](#)
- [Call +44 \(0\)141 582 2000](#)

## 第四步 支付首次注册费并提交申请

- 此页面将最后与您确认您的邮箱地址与已选择注册的资格。
- 如确认无误，请把此页面继续往下拉。

**注意！此处为必填项。**

**请将CICPA专属项目代码【SPA】填写后点击“Apply code”。**

Details  Qualifications  Document Upload  **Payment & Summary 4**

### Complete your application


Help and support

- Web chat
- Contact us
- Call +44 (0)141 582 2000

Your email address:  
\*\*\*\*\*

Qualification

You have selected to study:

 **ACCA Qualification**  
Entry requirements:  
Three GCSEs and two A Levels in five separate subjects including Maths and English or their equivalent are required for this accountancy qualification

Registration code

If your employer or education provider has provided you with a registration code, please enter it in the field below. You may only apply one registration code per application.

**SPA**

**Apply code**

## 第四步 支付首次注册费并提交申请

在此页面，显示您需要交纳的首次注册费

- 请在**Terms & conditions/Bye-law 8\***处打钩。
- 我们建议您在是否愿意接收有关ACCA资讯栏目里打钩，以便您能及时收到ACCA重要信息。
- 点击 “**Go to payment**”。

### Registration cost

This is your charge to register with ACCA. You will be charged separately for qualification costs.

£89.00 registration fee

### Terms & conditions / Bye-law 8

To complete your application, you must read and agree to our terms and conditions.

[View terms and conditions / Bye-law 8](#)

If any of the matters listed in bye-law 8 apply to you (for example if you have received a conviction or caution or been disciplined by another professional or regulatory body), please ensure you have completed and uploaded the [Admission and Licencing Committee form](#) and if applicable the [data consent form](#), and click [here](#).

I have read and agree to the terms & conditions / Bye-law 8 \*

ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your professional capacity. All are strictly vetted and the mailing/email list is never given directly to the advertising party. All campaigns are carried out by ACCA or an ACCA approved agency.

I wish to remain informed.

Please be patient and do not navigate away from the payment screen until your payment has been processed.

← Back

Go to payment

## 第四步 支付首次注册费并提交申请

在此页面，将显示三种支付方式，分别是：

- 银行卡支付（包括信用卡以及储蓄卡）
- 支付宝（仅中国内地网络环境下使用）
- PayPal（贝宝）

请选择其中一种支付方式展开继续完成支付。

Please select your Payment Method  
Pay using previously stored details below (where applicable)  
Or pay using one of the payment methods listed further below

 Card Payment



 Alipay

 PayPal

Cancel payment



## 成功提交注册

- 成功支付首次注册费后，您的ACCA注册申请将提交至ACCA英国总部进行审核。审核在**10个工作日内**完成，并以邮件的形式通知您是否已注册成功。
- 提交注册后，在此页面将显示您的**7位数字的ACCA ID**。请务必谨记您的**ACCA ID**，这也是您以后登录myACCA进行报考和缴费等事项的登录账号。您的ACCA ID也会在您提交注册数分钟后发送到您的注册邮箱里，如不在收件箱，请查找您的广告/垃圾邮件。
- 在收到ACCA ID后，您可以到ACCA全球官网上登录您的myACCA设置密码。

ACCA Think Ahead

ACCA application

Details  Qualifications  Document Upload  Payment & Summary

### Thank you.

An email with confirmation of your application has been sent to your email account. We will review your details and contact you within five days. If you do not receive the confirmation message within a few minutes, please check your spam email folder.

**Your ACCA id is 1234567**

### Before you go

Let us know how you heard about ACCA to help us better reach others who could benefit from studying with ACCA.

What encouraged you to choose ACCA?

Please select:

Submit

#### Why choose ACCA?

ACCA is the world's leading body for professional accountants.

Our qualifications are recognised and recommended around the world as a mark of professional excellence – a reputation you become associated with the moment you begin studying.

#### Help and support

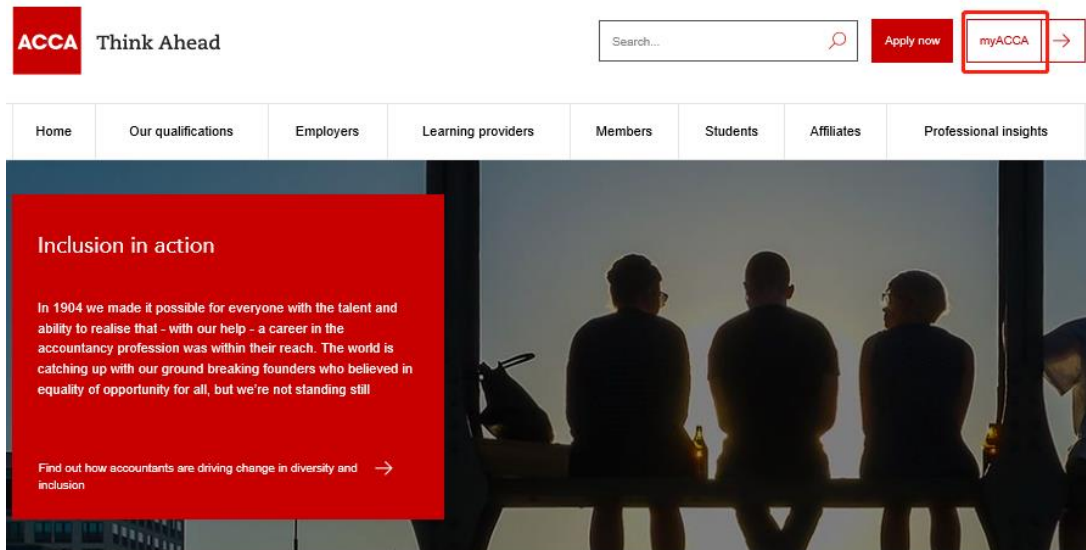
- [Web chat](#)
- [Contact us](#)
- [Call +44 0141 502 2000](#)

# 设置个人my ACCA账号登录密码

首次登录myACCA需要先设置密码

- 登录ACCA全球官网[www.accaglobal.com](http://www.accaglobal.com)，点击右上方“myACCA”。

- 输入您的7位数字ACCA ID，并点击“New user-set your password”进行密码设置。



## Sign in to MyACCA

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

Username

1234567

Password

Sign in to MyACCA

[Forgotten your username?](#)

[Forgotten your password?](#)

[New user - set your password](#)

[Having problems signing in?](#)

Keeping your contact and employment details up to date will allow us to contact you and tailor our communications to your needs.

Remember to save any changes you make. For your personal security you will automatically be logged out of your account after 10 minutes of inactivity.

# ACCA 报考指引

# ACCA Exams

## Strategic Professional

### Essentials

- Strategic Business Leader (SBL)
- Strategic Business Reporting (SBR)

### Options

- Advanced Financial Management (AFM)
- Advanced Performance Management (APM)
- Advanced Taxation (ATX)
- Advanced Audit and Assurance (AAA)

-属于SCBE需要在myACCA报考  
-分为3,6,9,12月四个考季  
-有考位限制



## ACCA报考规则

- ❑ 每个考季只能报考4门考试
- ❑ 每个自然年最多报考8门不同科目的考试
- ❑ 全球统考科目（PM-AAA），每个考季报考分为常规报考与后期报考两个阶段，两个阶段报考的收费标准不同，尽早报考可确保有考位可预约
- ❑ 同一个模块里的科目可以不按顺序考试
  - Strategic Profession（SBL, SBR, AFM, APM, ATX, AAA）

# SP报考指引

(SBL, SBR, AFM, APM, ATX, AAA)



Think Ahead

© ACCA

Public

# 全球统考（分季机考）

- 以下科目属于分季机考（Session-CBE），学员需要在myACCA账号里操作报考，详细指引请看下一页
  - Strategic Business Leader (SBL)
  - Strategic Business Reporting (SBR)
  - Advanced Financial Management (AFM)
  - Advanced Performance Management (APM)
  - Advanced Taxation (ATX)
  - Advanced Audit and Assurance (AAA)

# 1. 登录 **myACCA** 账号 ([www.accaglobal.com](http://www.accaglobal.com))

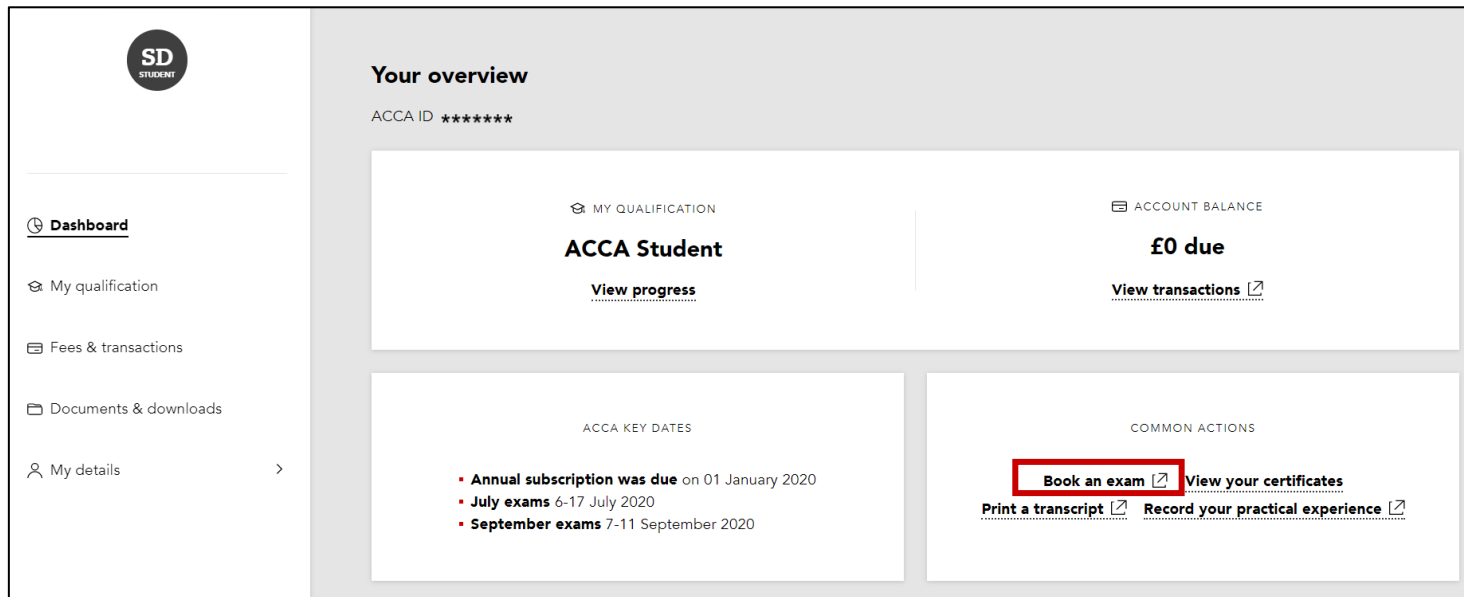
The screenshot shows the ACCA website homepage. At the top, there is a navigation menu with links: "About us", "Contact us", "Find an accountant", "Technical activities", "Help & support", and "Hong Kong". Below the navigation is the ACCA logo and the slogan "Think Ahead". A search bar is present with the text "Search..." and a magnifying glass icon. To the right of the search bar is a red "Apply now" button and a button labeled "myACCA" with a right-pointing arrow. This "myACCA" button is highlighted with a red rectangular box. Below the search bar is a horizontal menu with links: "Home", "Our qualifications", "Employers", "Learning providers", "Members", "Students", and "Professional insights". The main content area features a large banner with a background image of a suspension bridge. On the left side of the banner, there is a red vertical bar with the text "Inspiring accountancy" and a sub-headline "A powerful global presence within the profession, ACCA inspires its members and students towards greater success and prosperity." Below this, it says "Benefit from qualifications that are endorsed by employers and institutions around the world, and a career's worth of valuable resources and support." and a "Discover ACCA" link with a right-pointing arrow. On the right side of the banner, there is a white box with the text "Start your career in finance with ACCA" and two links: "Studying with ACCA" and "Apply now", both with right-pointing arrows.



The screenshot shows the "Sign in to MyACCA" page. At the top, the heading "Sign in to MyACCA" is displayed. Below the heading, there is a text prompt: "Insert your username and password below to access your secure personal MyACCA account." Underneath this prompt are two input fields: "Username" and "Password". Below the "Password" field is a red button labeled "Sign in to MyACCA". At the bottom of the page, there are four links: "Forgotten your username?", "Forgotten your password?", "New user - set your password", and "Having problems signing in?".

## 2. 进入Exam Planner(报考系统)

途径1：登录后，右侧页面往下拉动，在“COMMON ACTION”栏目里点击“Book an exam”



The screenshot displays the ACCA Student dashboard. On the left is a navigation menu with the following items: Dashboard, My qualification, Fees & transactions, Documents & downloads, and My details. The main content area is titled 'Your overview' and shows the user's ACCA ID as '\*\*\*\*\*'. Below this, there are four key sections: 'MY QUALIFICATION' with 'ACCA Student' and a 'View progress' link; 'ACCOUNT BALANCE' showing '£0 due' and a 'View transactions' link; 'ACCA KEY DATES' with a list of events: 'Annual subscription was due on 01 January 2020', 'July exams 6-17 July 2020', and 'September exams 7-11 September 2020'; and 'COMMON ACTIONS' with four links: 'Book an exam', 'View your certificates', 'Print a transcript', and 'Record your practical experience'. The 'Book an exam' link is highlighted with a red rectangular box.

途径2：点击左侧导航栏的“ My qualification”，接着右侧出现新页面，在“Exams”下点击红色“Book an exam”

The screenshot displays the ACCA 'My Qualification' page. On the left is a navigation sidebar with a 'STUDENT' profile icon at the top. The sidebar menu includes: Dashboard, My qualification (highlighted with a red box), Fees & transactions, Documents & downloads, and My details. The main content area is titled 'MY QUALIFICATION' and 'Keeping track of your qualification'. Under the 'Exams' section, there is a 'Your exam progress' widget. This widget features a circular progress indicator showing '4/13 EXAMS' completed, with the text 'Complete your exams to become an ACCA affiliate'. To the right of this widget is a red 'Book an exam' button with an external link icon, also highlighted with a red box. Below the progress widget is a list of links: Detailed exam history, Find tuition, On-demand Practice tests, CBE Practice Platform, Mitigating circumstances, Centre complaints, ACCA Study Hub (selected regions), and Apply for an administrative review.

### 3. 点击 “Add an exam”

Plan and pay for your next exams

1 Plan 2 Confirm availability 3 Pay

Your plan

Add an exam

You have no exams in your plan yet

### 4. 选择考点、考季和考试科目

Available exams

Centre

September 2022  
STANDARD

- Performance Management (PM)
- Taxation (TX)
- Financial Reporting (FR)
- Audit and Assurance (AA)
- Financial Management (FM)

## 5. 选择考试版本（如该科目有不同版本）



September 2022  
STANDARD

Performance Management (PM) ▼

Taxation (TX) ▲

**Choose a Version** to plan this exam

Select Exam Method:

On-demand    Session CBE    Paper

You've selected Taxation (TX)

Add to your plan

## 6. 点击 “Add to your plan”



September 2022  
STANDARD

Performance Management (PM) ▼

Taxation (TX) ▲  
United Kingdom

Version United Kingdom [Change Version](#)

Select Exam Method:

On-demand    **Session CBE**    Paper

Version is selected successfully.

You've selected Taxation (TX) (SESSION CBE) in Beijing, China, Peoples Rep of in September 2022.

£143.00

Exam Entry – Important Dates [Add to your plan](#)

## 7. 点击 “Confirm availability” 确认考位 8. 点击科目名称

✓ Taxation (TX) has been added to your plan.

Your plan [Add an exam](#)

September 2022

Session CBE	
Taxation - United Kingdom (TX - UK)	×
Pending Availability and Payment	£143.00
Subtotal	£143.00

[Need help?](#)

**Session CBE Booking**

You will now be transferred to our booking partner in order to confirm the availability of your chosen exam.

[Confirm availability](#)

**Pay Now**

Credit balance £0.00  
Total £143.00

I accept the [terms and conditions](#) of booking

[Proceed to Payment](#)



1 Plan 2 Confirm availability 3 Pay

**Dashboard**

**Computer-Based Exams**

Select Exam

- CBE\_TX\_UK: Taxation - United Kingdom (TX - UK)

**Booked Computer-Based Exams**

You do not have any computer-based exams booked.

**My account**

- > My profile
- > Preferences
- > Exam history
- > View score reports
- > My receipts

# 9. 阅读ACCA policies, 阅读完毕后点击底部“Agree”

1 Plan 2 Confirm availability 3 Pay

Agree to ACCA policies

CBE\_TX\_UK, Taxation - United Kingdom (TX - UK)

### ACCA policies

#### Terms and Conditions

**Important:** Health and safety protocols may differ by test centre and/or region. Please go to the [Pearson VUE COVID-19 Update](#) web page frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test centre.

By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test centre.

#### 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.

Please familiarise yourself with the Examination Attendance Docket prior to attending the examination centre as this includes a timetable of all the exams that you are entered for and the full address of your exam centre. Note that you may be attending different exam centres on different days.

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

### 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.

Previous

Agree



# 11. 选择考点，点击考试场次时间

## ACCA - Beijing Modern Business Training - 2

China  
Beijing  
Beijing  
Tuanjiehu Building  
No.17 Tuanjiehu Nanli  
Chaoyang District

9:00 AM

[Test Centre Information](#)

## ACCA - Beijing Modern Business Training - 3

None available

China  
Beijing  
Beijing  
Tuanjiehu Building  
No.17 Tuanjiehu Nanli  
Chaoyang District

[Test Centre Information](#)

## ACCA - Best Western Harbin Fortune Hotel

China  
Heilongjiang  
Harbin  
No.368 Xuefu Road  
Nangang District

Select Appointment ▾

[Test Centre Information](#)

- 显示的时间则是此科目可报考的场次（如同时有上下午场次会分开显示）
- 若考点显示 **None available**，则表明此考点在该考季暂不开放，或者可能该考点考位已满订。
- 学员可以联系中国客服咨询及协助，进一步确认考点与考位的状况，以便进行报考。**考位有限，请提前报名！**



## 13. 再次确定所预约考试的信息, 如果确认无误, 点击右下角 “Confirm”

### Review Booking

Description	Details
<b>Exam</b> CBE_TX_UK: Taxation - United Kingdom (TX - UK)  Language: English Length: 190 minutes ⓘ	<b>Appointment</b> Tuesday, 6 September 2022 Start time: 9:00 am Asia/Shanghai - CST  <b>Location</b> ACCA - Beijing Modern Business Training - 2 China Beijing Beijing Tuanjiehu Building No.17 Tuanjiehu Nanli Chaoyang District

[Previous](#) [Cancel Order](#)

[Confirm](#)

## 14. 点击“Finish”提交报考信息

1 Plan 2 Confirm availability 3 Pay

### Submit Booking

Order #: [REDACTED]

**Finish** →

Description	Details	Order Information
<b>Exam</b> CBE_TX_UK: Taxation - United Kingdom (TX - UK)  Language: English Length: 190 minutes ⓘ	<b>Appointment</b> Tuesday, 6 September 2022 Start time: 9:00 am Asia/Shanghai - CST  <b>Location</b> ACCA - Beijing Modern Business Training - 2 <a href="#">Test Centre Information</a>	<b>Order Number/Invoice</b> [REDACTED] <b>Registration ID</b> [REDACTED] <b>Status</b> Scheduled

## 15. 在 **terms and conditions** 前打钩后点击 “**Proceed to Payment**” 支付考试费

Your plan Add an exam

September 2022

Session CBE

Taxation - United Kingdom (TX - UK) ×

ACCA - Beijing Modern Business Training - 2 (C837) , CHN  
6th September 2022 09:00 Asia/Shanghai  
09:00 6th September 2022

£143.00

Pending payment

Subtotal £143.00

You will now be transferred to our booking partner in order to confirm the availability of your chosen exam.

Confirm availability

Pay Now

Credit balance	£0.00
Total	£143.00

I accept the [terms and conditions](#) of booking

Proceed to Payment

- **terms and conditions** 包含与考试、考场安排等相关的重要信息，能帮助考生更好地为考试做好准备。请仔细阅读再点击 “Proceed to Payment” 。

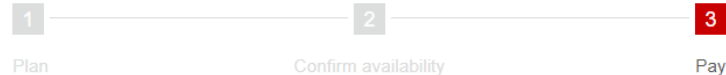
[Need help?](#)

## 16. 选择适合您的付款方式完整费用支付

在此页面，将显示四种支付方式，分别是：

- 银联快速支付（信用卡和带芯片的储蓄卡）
- 国际信用卡（Visa/Master）
- 支付宝（仅中国内地网络环境下使用）
- 贝宝（PayPal）

请选择其中一种支付方式展开继续完成支付。



If you are paying by credit or debit card from outside the UK, your card must be enabled to make international payments (GBP). Please contact your card provider to confirm that this has been done before making your payment.

Please select your payment method

Total payment amount GBP 143.00

ExpressPay



Card Payment



AliPay



PayPal



Previous

# 17. 在Exam planner, 查看是否报考成功

Your plan

Add an exam

June 2022

The screenshot shows a 'Your plan' section for June 2022. It lists two exams: 'Financial Reporting (FR)' and 'Performance Management (PM)'. Each exam entry includes a 'Booked' status indicator, a 'Details' dropdown menu, and an 'Amend' button. A red box highlights the 'Financial Reporting (FR)' entry.

如果科目报考成功,

您会在对应的考季下方看到科目的名字

科目名字下方会有显示 “Booked”

点击 “Details” 可以查看到

- 科目所选择版本 (无版本的科目会显示not Not Applicable)
- 考季
- 考试日期
- 考试时间
- 考试时长
- 考点信息
- 报考费用

Financial Reporting (FR)

Booked

Details ▾

Amend

Exam	Financial Reporting (FR)
Version	Not Applicable
Session	June 2022
Date	09/06/2022
Time	09:00:00
Duration	3 hours 10 minutes
Centre	ACCA - OFFCN HY Hotel - 1 (C877) 2F Beijing Hall No.8, Yuanhua Rd Qixia District Jiangsu Nanjing City
Paid	



## 关于修改报考（包括添加，修改考点和时间，删减科目）

**添加：**如想报考更多的科目，按照之前报考的步骤操作即可。

**修改：**登录myACCA里的进入Exam Planner, 在Your Plan下找到已经报考的科目，里面会有“Amend”的按钮。

如需要修改考点或者考试时间，点击“Amend”后，再点击对应的按钮，按系统步骤指引完成修改。

如需要改科目的考试版本，或者考季，则需要先取消原来的报名，重新报考。先点击“Amend”的按钮，拉到页面最底部，就会看到取消的按钮

**删减后：**若是取消成功，考试费会先退回学员的myACCA账户里，这笔费用可抵扣其他科目的考试费或之后的年费。

**注意：**修改报考的截止时间是该考季的常规报考截止时间，日期过后无法自行修改。

(点击此处可查看ACCA [报考时间及其他重要日期](#))



## ACCA考试相关常用链接

- ❑ ACCA [报考时间及其他重要日期](#)
- ❑ ACCA [考试日期](#)
- ❑ ACCA [考试费用](#)
- ❑ ACCA [学习资源](#)
- ❑ ACCA [认可教材出版](#)
- ❑ ACCA [认可培训机构（中国区）](#)
- ❑ ACCA [免考查询](#)

# ACCA与海外高校 深度合作项目

OBU & UOL

# 牛津布鲁克斯大学—应用会计学学士学位项目（OBU）（远程项目）

学位获得条件：

## ACCA部分

- 基础阶段（即前9门科目）考试全部通过
- 并完成职业道德与专业技能模块；

**注意：** 1.如有FR AA FM的免试资格，需要放弃免试，参加考试并通过；

2.如基础阶段BT-FM九门科目中有科目获得有条件免试，则需将有条件免试转换为最终免试方可申请；或可放弃有条件免试参加考试尽早通过以满足学位申请条件。

3.该项目的第一次论文申请需在2026年5月前

## OBU部分

- 完成牛津布鲁克斯大学的Research and Analysis Project ( RAP ) · 并在5/11月及时提交，具体日期参考官网[RAP submission dates](#)；
- 10年内完成（从注册成功后，首门科目通过/获得免考资格的日期算起），或者在提交论文前的5年内考试通过了3门ACCA科目（应用技能阶段或战略专业阶段）或者状态良好的ACCA会员（成为会员的第一年不能申请）。只要您符合以上的任一条件，您仍有资格向牛津布鲁克斯提交您的论文项目。

**了解该项目：** ACCA全球官网 ⇔ Our qualifications ⇔ ACCA accountancy qualifications ⇔ Oxford Brookes BSc degree



# 伦敦大学—专业会计学硕士学位（UOL）

学位获得条件：

## ACCA部分

ACCA的会员或者准会员

## UOL部分

需要完成：两个模块（MODULE）和一个论文（PROJECT）

Choose two modules from:

- Analysing risk for decision making (AFM080-01)**  
This module provides the knowledge and skills required to establish a deep understanding of risk analysis within decision making. →

or

- Capital markets and global perspectives (AFM100-01)**  
This module explores issues within the operation of global capital markets, and particularly so in the context of risk-return trade-offs. →

or

- Global issues in finance and accounting (AFM070-01)**  
This module introduces students to the dynamics of the global environment within which finance and accounting models are applied. →

or

- Issues in investment management (AFM090-01)**  
This module provides the knowledge, understanding and skills to establish a deep understanding of the arena of investment management. →

Plus the project module

- Capstone project (AFM500-01)**  
This module develops business research skills and their applications to both simulated and real-world strategic financial contexts. →

了解该项目：ACCA全球官网 ⇨ Our qualifications ⇨ ACCA accountancy qualifications ⇨ University of London MSc in Professional Accountancy



## 其他海外高校合作项目



**更多ACCA资讯请登录ACCA全球官网**

**[www.accaglobal.com](http://www.accaglobal.com)**

**或ACCA中文官网查询**

**[cn.accaglobal.com](http://cn.accaglobal.com)**



The screenshot shows the ACCA website's navigation menu with 'Students' highlighted. A dropdown menu is open, listing various resources. Three callout boxes point to specific items in the menu:

- Callout 1 (top left):**
  - Important dates
  - Exemption calculator
  - Fees
- Callout 2 (bottom left):**
  - Exam timetable
  - Rules & regulations
  - Exam centers
  - Exam results
- Callout 3 (right):**
  - Syllabus and guides
  - Past exams
  - Exam formulae

The main page content includes a search bar, 'Apply now' and 'myACCA' buttons, a navigation menu (Home, Our qualifications, Employers, Learning providers, Members, **Students**, Affiliates, Professional insights), a hero section with the text 'Working together through the challenges of Covid-19', and a footer with 'Start your career in finance with ACCA' and 'Studying with ACCA' and 'Apply now' buttons.

# ACCA 中国客服

## Email:

[customerservicechina@accaglobal.com](mailto:customerservicechina@accaglobal.com)

## Telephone:

4006848666

## Online:

[cn.accaglobal.com](http://cn.accaglobal.com)

星期一至星期五: 8:00 a.m. - 6:00 p.m.

# ACCA Connect (英国)

## Email:

students@accaglobal.com

## Telephone:

0044 (0)141 582 2000

## Online:

www.accaglobal.com

英国热线工作时间为：星期一至星期五: 7:00 am - 10:00 pm  
( 英国时间 )

如需更多协助，请扫描以下二维码联系我们



ACCA微信客服



预约回电服务

## 媒介资源支持



新浪微博



B站



小红书



**Welcome to Join!**