

*Thank you, for choosing the British Council to sit your ACCA Computer Based Examination. In order 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 Examination Type/s** and **dates** for the examination, sign the application and attach one passport sized photograph, together with a copy of your ID card/valid passport/driver's license.

**Please notify us at least a week before your examination date, if you wish to change your exam date. Also ensure that your registration with ACCA is confirmed. If you are not registered this may result in forfeiture of your exam fee.**

### 2017 Examination Dates & Deadlines for Applications

*Computer based exams are conducted every Wednesday.*

### Where to make the Payment

Please indicate the date and time you wish to sit for the exam on the application form. This date will be confirmed when we send out an email confirming your application. The date you choose must fall on a **Monday** only. There will be no exam on public holidays.

All payments must be made at least one week before your preferred exam date.

### 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 for 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)

Technician Examinations	
FA1/MA1/FA2/MA2	USD100
Professional Exams	
F1 –F3, FAB/FFA/FMA	USD115
F4	USD130

Account Name	British Council
Account Number	9140000223092
Branch	Minerva

Payments can be made at the following Stanbic Branches

Harare	Belgravia – 5 Sheffield Terrace Sam Munjoma Extension
	Nelson Mandela – 64 Nelson Mandela Ave.
	Borrowdale – Shop No 20 Sam Levy Village
	Minerva – 6 Duthie Road, Belgravia
	Samora Machel – 59 Samora Machel
Bulawayo	Main Street Cnr Main Street & 8 <sup>th</sup> Avenue
Chegutu	128 Queen Street
Kwekwe	28B Nelson Mandela Way
Mutare	67 Herbert Chitepo Street
Gweru	6 <sup>th</sup> Floor Zimnat House
Chitungwiza	Shop 40B Town Centre

### Completing the British Council Deposit Slip

In order to assist us in identifying your payment, it is important that you use the correct **code** on the Deposit Slip. This code is **only** to be used for the deposit slips

Examination Type	Code for Bank Deposit Slip
ACCA Examinations	<b>M505</b>

The Exam code should then be followed by your Surname and First Name.

### Example: Payment for MA1 Levels for Ignatius Tembo

Exam Code	Surname	First Name
M 5 0 5	T E M B O	I G N A T I U

The deposit slip will not be accepted by Stanbic without this information.

### Submitting your completed application

You need to submit your completed application, deposit slip and **ID card** or **valid passport** to The British Council. Please ensure you keep a copy of your deposit slip and guidance notes as proof of payment.

### Processing your application & confirming entry

Once we have received your application, we will process your application as quickly as possible.

You will receive a text message or an email from the British Council within 5 working days of your payment confirming your entry. If there is no availability for your preferred examination date, we will offer you an alternative date and notify you by telephone or text message.

## **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 Country Examination 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 ID documents at the examination venue in order to sit the examination.

- National Registration Card (NRC)
- Passport

**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 in order 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 sessions below:

Session 1	09:30 – 11:30
Session 2	12:00 – 14:00
Session 3	14:30 – 16:30

## **Venue for Examinations**

City	Location
Harare	British Council, 16 Cork Road Belgravia Harare

Bulawayo	2 <sup>nd</sup> Floor, Zimdef House 102 Fort Street Bulawayo
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## **Results**

Results are available immediately after the examination has been completed.

## **Equal Opportunities & Diversity**

British Council is committed to Equal Opportunities & Diversity 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.

## **Further information**

If you require any further information, please do not hesitate to contact us on:

Harare: Tel: + 263 4 701659-62/701419 or by email [general.enquiries@britishcouncil.org.zw](mailto:general.enquiries@britishcouncil.org.zw)

Bulawayo: Tel: +263 9 75815/6 or by email [general.enquiries@britishcouncil.org.zw](mailto:general.enquiries@britishcouncil.org.zw)

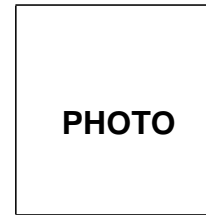
Or

Like us on **Facebook: British Council Zimbabwe**

Or

Visit our website on: [www.britishcouncil.co.zw](http://www.britishcouncil.co.zw)

**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.**


**SECTION A – PERSONAL DETAILS**

<b>First Name</b>		<b>Surname</b>				<b>Other Names</b>													
<b>Gender (please tick)</b>		<b>Date of Birth (DD/MM/YY)</b>			<b>National Identity Number (Passport / NID)</b>														
<b>F</b>	<b>M</b>																		
Please indicate school/college where you are currently studying:																			
ACCA Registration Number :																			
Contact Mobile number:										Other contact numbers:									
Email address:																			

**SECTION B – SUBJECT/DATE/TIME SELECTION**

Please indicate what subject, date and time on which you would like to sit the examination (using the timetable above)

LEVEL	SUBJECT	CODE	DATE OF EXAMINATION	TIME
<b>FOUNDATIONS IN ACCOUNTANCY</b>	Recording Financial Transactions	<b>FA1</b>		
	Management Information	<b>MA1</b>		
	Maintaining Financial Records	<b>FA2</b>		
	Managing Costs and Finance	<b>MA2</b>		
	Accountant in Business	<b>FAB</b>		
	Financial Accounting	<b>FFA</b>		
	Management Accounting	<b>FMA</b>		
<b>ACCA QUALIFICATION</b>	Accountant in Business	<b>F1</b>		
	Management Accounting	<b>F2</b>		
	Financial Accounting	<b>F3</b>		
	Corporate and Business Law	<b>F4</b>		

**Examination sessions available (Time)**

	Time
Session 1	0930 – 1130 hrs
Session 2	1200 – 1400 hrs
Session 3	1430 – 1630 hrs

- **By submitting this application form I confirm that I have read, understood 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 serve 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 next available session.**
- **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.**

**Full Names:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**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.