

ACCA CBE Fellowship Programme

FAQs:

1. What is the process that I must follow to register for an exam?
 - Check the [ACCA website](#) for more information on how to prepare for your exam
 - Check the [ACCA website](#) for more information on exemptions
 - Book your exam with the British Council
2. How can I book for my exam with the British Council?
 - You can book your exam online by completing an online [registration form](#).
3. How can I make payment?
 - You can pay online using the payment link on the [registration form](#).
 - Test fee is AED 400 per paper.
4. How can I reschedule my exam?
 - A candidate can request to reschedule their test if they have been affected by illness or on serious grounds. Examples are mentioned below:
 - Illness – hospital admission (does not include minor illness such as a mild cold)
 - Loss or bereavement – death of a close family member
 - Hardship/trauma – victim of crime, victim of a traffic accident
 - Military service
 - Test date transfer requests must be sent to irfan.shaikh@ae.britishcouncil.org at least 5 working days before the test date. Candidates must provide supporting documents (eg medical certificate) to support their request
 - Please note that our working days are from Monday - Friday, 9 am - 5 pm.
 - *Rescheduling of an exam will incur an administration fee of 25% of the test fee.

5. How can I cancel my exam?
 - Test cancellation requests must be sent to irfan.shaikh@ae.britishcouncil.org at least 5 working days before the test date.
 - Please note that our working days are from Monday - Friday, 9 am - 5 pm.
 - You will receive a refund after deducting an administration fee of 25% of the test fee.
 - Refund requests usually takes up to 4 weeks to process.

6. Where can I take my test in the UAE?
 - You can take your test in Abu Dhabi, Dubai or Sharjah.

7. How long does the test take?
 - The test takes 2 hours to complete.

8. What time should I arrive for my test?
 - Please arrive at least 30 minutes before your test start time.
 - You will receive an email at least three working days before the test date with information on test day procedures and test start time.
 - If you arrive late, you may not be allowed to take the test.

9. What can I bring into the test room?
 - You should limit your belongings to only essential items like a wallet or purse.
 - You must bring
 - Your valid ID - Passport or Emirates ID
 - Your own stationery
 - A transparent bottle of water

10. Where can I leave my belongings on test day?
 - There will be a secure area where you can leave all your belongings.
 - The British Council is not responsible for loss or damage to your personal belongings at the test venue.
 - We highly recommend leaving valuables like mobile phones, jewellery and computers at home.

11. Who is my point of contact at the British Council?
 - You can email us on information@ae.britishcouncil.org and/or irfan.shaikh@britishcouncil.org .
 - You can also call us on 600 529 995.

12. How can I get more information on my results?

- Please click [here](#) for information on your test results
- To access your certificates via their ACCA portal:
 - Login to ACCA Learning
 - Navigate to My Learning > Learning history
 - On this page, go to the relevant course/assessment/learning pack
 - Click on 'download certificate' button

13. How can I receive more information about the UAE Fellowship Programme, course material and exams?

- Please email ACCA Middle East team: middleeast@accaglobal.com
- You can also call them on 04 391 5451 / 8000 357 03172

14. How can I re-sit my ACCA exam?

- You can only re-sit for an exam during the next scheduled exam session period.
- You can book your exam online by completing an online [registration form](#)
- You can pay online using the payment link on the registration form.
- Re-sit test fee is AED 260 per paper.