

F1 F2 F3 COMPUTER BASED EXAMS

March Session 2019 for AIM Students ONLY

The below computer based exams timetable apply to **AIM students ONLY** who are attending the face to face course during the March 2019 session at the Academy.

Module	CBE Exam Dates	Time / Session	Closing Date
Accountant in Business (F1)	Tuesday 5 th March	Session 1: 10.00 a.m. – Noon OR	Tuesday 26 th Feb
Accountant in Business (F1)	Tuesday 5 th March	Session 2: 12.30 p.m. – 02.30 p.m. OR	Tuesday 26 th Feb
Accountant in Business (F1)	Tuesday 5 th March	Session 3: 03.00 p.m. – 05.00 p.m.	Tuesday 26 th Feb
Management Accounting (F2)	Wednesday 6 th March	Session 1: 10.00 a.m. – Noon OR	Wednesday 27 th Feb
Management Accounting (F2)	Wednesday 6 th March	Session 2: 12.30 p.m. – 02.30 p.m.	Wednesday 27 th Feb
Financial Accounting (F3)	Thursday 7 th March	Session 1: 10.00 a.m. – Noon OR	Thursday 28 th Feb
Financial Accounting (F3)	Thursday 7 th March	Session 2: 12.30 p.m. – 02.30 p.m. OR	Thursday 28 th Feb
Financial Accounting (F3)	Friday 8 th March	Session 1: 10.00 a.m. – Noon OR	Thursday 28 th Feb
Financial Accounting (F3)	Friday 8 th March	Session 2: 12.30 p.m. – 02.30 p.m.	Thursday 28 th Feb

Important Notes before applying for the CBE Exams:

- It is very important that students are registered with **ACCA Global** and with the **Malta Institute of Accountants** before applying for the CBE Exam. Without **ACCA Registration number** students will not be eligible to sit for the exam. Students need to settle all **outstanding fees** both with ACCA and with the Malta Institute of Accountants before applying for the exam.
- Places are limited and bookings are on a **first come first served basis**. Students need to chose their preferred **date and session** when applying.
- Computer Based Exam Fees are of **€100** per exam (for AIM and Non-AIM students).

The Exams are held at **AIM Professional Academy Limited**,
Lower Ground, Tower Business Centre, Tower Street, Swatar BKR4013.

Students who fail the CBE Exam must submit another application form with the re-sit date together with payment of €100 per exam before the closing date.

Students are free to contact the **AIM Administration** on **tel: 21 314 896** or **email: info@aimacademy.com.mt** for more information

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REGISTRATION AND SUBSCRIPTION FEE

The student is solely responsible to register with ACCA and the Malta Institute of Accountants and settle any outstanding fees prior the exam. Students who book for the exam and fail to do so, will not be refunded.

ACCA Registration and subscription fees

ACCA fees – **£79 initial/re-registration fee** and **£97 annual subscription fee**.

[ACCA](mailto:students@accaglobal.com) can be reached on students@accaglobal.com

The Malta Institute of Accountants Registration and subscription fees

Registration €75

The [Malta Institute of Accountants](http://miamalta.org) can be reached on js@miamalta.org

EXAM FORMAT

Each exam:

- is of two hours' duration
- is out of 100 marks
- has a pass mark of 50%
- contains 2 sections:
 - section A contains objective test questions (OTs)
 - section B contains multi-task questions (MTQs)

Note: The F1, F2 and F3 exams follow the same structure and syllabus as the Foundation-level Diploma exams (FAB, FMA and FFA respectively).

How does Computer Based Exam work ?

- When arranging bookings with the CBE Centre (AIM Professional Academy), the exams staff will check the identity of the students against their ACCA registration number and will also check the eligibility of the students to take the exam(s) they wish to sit.
- Prior to the exam, the CBE Centre (AIM Professional Academy) will set up time-restricted access to the exams for the students. (The exam must be sat on the scheduled date and time).
- On the day of the exam, the students' identity is checked by the invigilator, further validity and eligibility checks are carried out, and then the invigilator instructions will be read out.
- Students are then asked to start the exam software and input validation details into the software. This will further check their identity and eligibility to sit the exams.
- Instruction screens will be displayed and the students may then start the exam when advised to do so by the invigilator.
- Once the exam is started, the questions are displayed on screen and the answers are input directly onto the CBE software.

- Upon completion of the exam, your provisional result is displayed on screen. Your result will be transferred to your *myACCA* records within 72 hours.
- Students will be asked to print two copies of the Provisional Result Notification; one copy is retained by the CBE Centre (AIM Professional Academy) and the other is for the students' records.

On the day of the exam

- Students are expected to be at the examination venue, AIM Academy, Lower Ground, Tower Training Centre, Tower Road, Swatar half an hour prior to commencement of exam.
- Students must bring their I.D. card and ACCA registration number on the day of the exam.
- The student's identity is checked by the invigilator, further validity and eligibility checks are carried out, and then the invigilator instructions will be read out prior the start of the exam.
- The instructions will not be repeated to those who arrive late.

Only students are allowed at AIM Academy during the Computer Based Exam Session.

Think Ahead 

Examination entry terms and conditions

By entering for the examination(s) you are agreeing to be bound by the examination regulations and these terms and conditions. The examination regulations are available on the ACCA website and in the post-registration information issued to you when you joined ACCA. They are also reproduced on your Examination Attendance Docket. You should familiarise yourself with the regulations prior to the examination session.

An email acknowledgement will be sent to you on successful completion of your exam entry. Please read this carefully and ensure that the details represent the entry that you wish to make for this session.

EXAMINATION COMPENSATION POLICY

If an examination paper(s) attempt is suspended, cancelled or otherwise nullified by the examining board (at any stage, whether before or after the examination sitting itself) ACCA will waive the fee (or part thereof) for the next attempt at the paper(s) unless such suspension, cancellation or otherwise is caused by an epidemic, pandemic or any other event against which ACCA is unable to obtain insurance on reasonable commercial terms.

Due to the nature and complexity of operating professional examinations, ACCA reserves the right not to reschedule any examination or offer any compensation other than as specified above.

EXAM CENTRES

The address of the venue you have been allocated to will be shown on your Examination Attendance Docket, which will be available in the month prior to the examination session. Where entries exceed the capacity at any particular centre it may occasionally be necessary for ACCA to transfer candidates to another centre. In such instances ACCA reserve the right to transfer candidates to the nearest alternative centre. Confirmation of the centre allocated to you will be shown on your Examination Attendance Docket.

If you have selected a Special Centre from the list (please see Exam Centre List) you will be required to pay any invigilation and centre costs involved. Such fees are normally paid direct to the examination supervisor in advance of the examination date. These fees are payable in addition to the examination fees payable to ACCA. You remain liable for these costs if you subsequently absent yourself from an exam.

1. AIM Academy is only responsible for **Accountant in Business (F1), Management Accounting (F2) and Financial Accounting (F3)** computer based exams. Otherwise, exams must be booked for through MyACCA.
2. The student is solely responsible to register with [ACCA](#) and the [Malta Institute of Accountants](#) and settle any outstanding fees prior the exam. Students who book for the exam and fail to do so, will not be refunded.
3. **ACCA can be reached on students@accaglobal.com and the Malta Institute of Accountants can be reached on js@miamalta.org**
4. Exam applications for CBEs must be submitted **by not later than 7 days prior** the selected exam date/s. No application forms will be accepted after the closing date.
5. Bookings by telephone or e-mail are not accepted. Students must fill in and sign the application form. Bookings are confirmed upon receipt of full payment.
6. **In the case of payment by bank transfer, students must send the application form via e-mail to info@aimacademy.com.mt together with a proof of payment of the transaction.**
7. **In the case of payment by cheque, cheques must be made payable to AIM Professional Academy Ltd.. The I.D. card number and mobile number must be written at the back of the cheque.** Students may either post the application form together with the cheque to AIM Professional Academy Ltd., Suite 4, Level 1, Tower Business Centre, Tower Street, Swatar, BKR 4013 or hand it over to the school coordinator at Lower Ground between Monday to Friday from 5.00pm to 7.30 p.m.
8. Payment can be done by cash, cheque or card by visiting our offices between Monday to Friday from 8.30 a.m to 4.30 p.m.
9. **The exam fee of €100 applies to AIM students and non-AIM students.**
10. **Exam cancellations or postponements are accepted up to 7 days' notice prior the selected exam date/s against an administration fee of €30. Students who fail to cancel or postpone the exam later, will not be refunded.** Students who do not attend the examinations due to sickness or any other reason will not be refunded.
11. AIM allows a maximum of 8 bookings per exam session. Bookings are on a first come first serve basis, and is subject to confirmation from the AIM Administration Centre.
12. Should the number of students per session be insufficient, AIM reserves the right to cancel that session and students will be informed accordingly.
13. The session date and time can be changed due to unforeseen circumstances.
14. It is important to note that an exam can only be restarted providing that the cumulative downtime caused by the PC failure does not exceed two hours. Students must not be allowed to leave the exam room during the two hour period. During the two hour period, students must not be permitted to talk to each other, communicate in any way, or have access to their personal belongings with the exception of those permitted at their desks.

Students are expected to be at the examination venue half an hour prior to commencement of exam. Students must bring their I.D. card and ACCA registration number on the day of the exam.

The student's identity is checked by the invigilator, further validity and eligibility checks are carried out, and then the invigilator instructions will be read out prior the start of the exam. The instructions will not be repeated to those who arrive late.