

# ACCA 报考指引



## 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 [随时机考中心（中国区）](#)
- ❑ ACCA [认可教材出版](#)
- ❑ ACCA [认可培训机构（中国区）](#)
- ❑ ACCA [免考查询](#)



# BT-LW报考指引

(BT, MA, FA, LW)



Think Ahead

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Public



## 随时机考

- 以下科目属于随时机考（On-demand CBE），学员**无需**在myACCA账号里操作报考，如需报考，请直接与机考中心联系预约报考并缴费。
  - Business and Technology (BT)
  - Management Accounting (MA)
  - Financial Accounting (FA)
  - Corporate and Business Law (LW)
  
- 随时机考中心名录就点击[此处](#)查看。



# PM-FM & SP报考指引

(PM, TX, FR, AA, FM, SBL, SBR, AFM, APM, ATX, AAA)

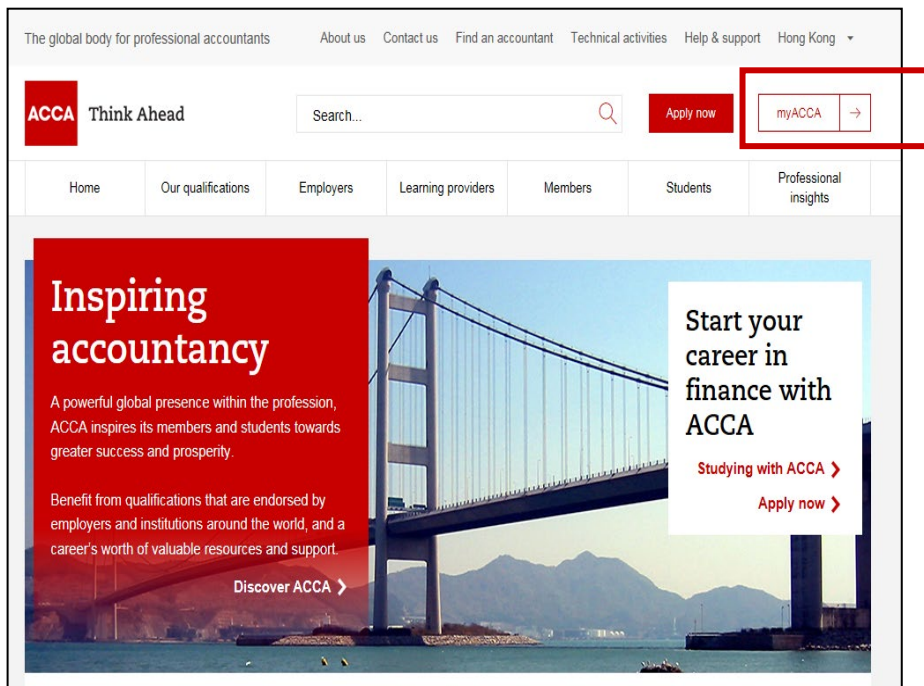




# 全球统考（分季机考）

- 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
  - Performance Management (PM)
  - Taxation (TX)
  - Financial reporting (FR)
  - Audit and Assurance (AA)
  - Financial Management (FM)
  - 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 global body for professional accountants

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**ACCA** Think Ahead

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## Sign in to MyACCA

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

**Username**

**Password**

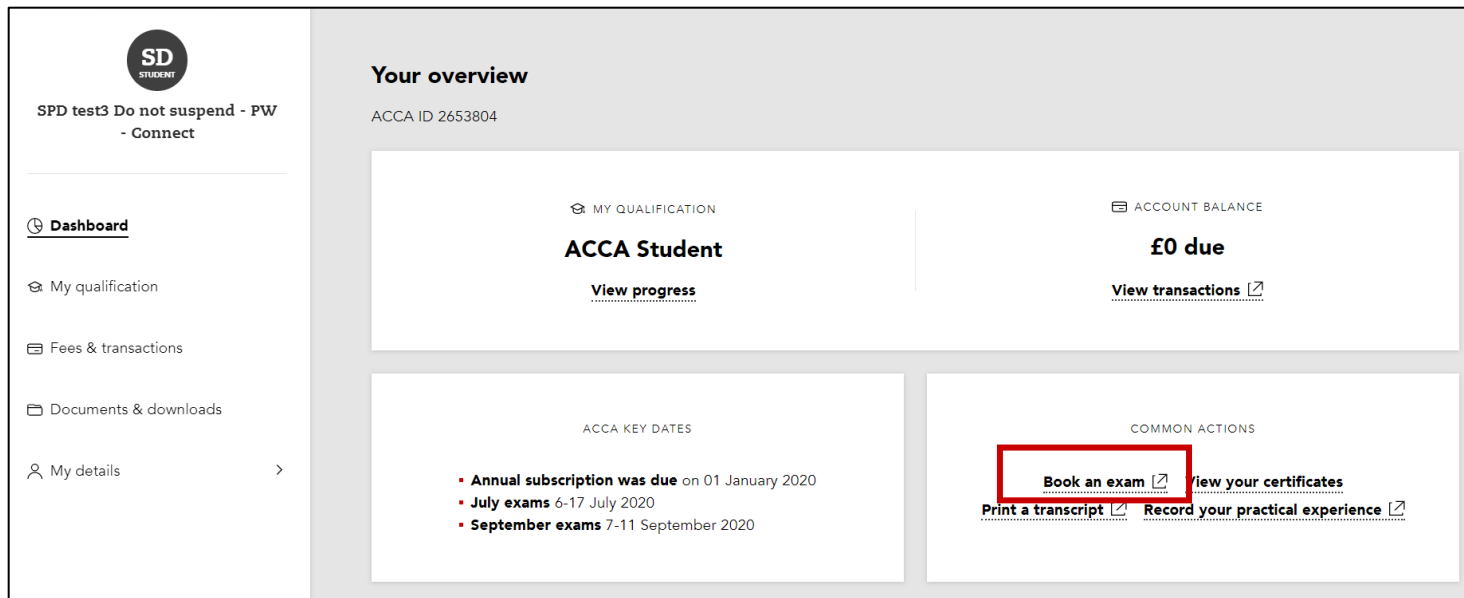
[Forgotten your username?](#)

[Forgotten your password?](#)

[New user - set your password](#)

[Having problems signing in?](#)

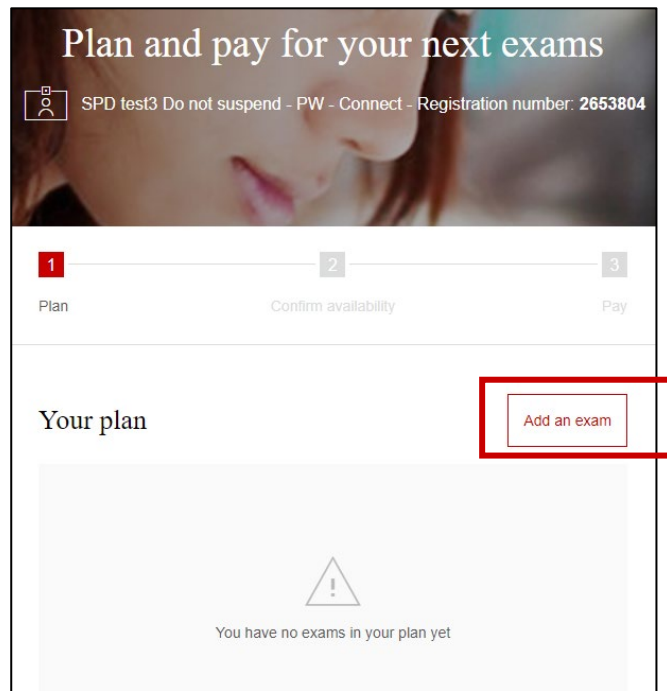
## 2. 在首页点击“Book an exam”进入Exam Entry



The screenshot displays the ACCA Student dashboard. On the left is a navigation sidebar with the following items: **Dashboard** (selected), My qualification, Fees & transactions, Documents & downloads, and My details. The main content area is titled "Your overview" and includes the ACCA ID 2653804. It is divided into four sections: 1. "MY QUALIFICATION" showing "ACCA Student" with a "View progress" link. 2. "ACCOUNT BALANCE" showing "£0 due" with a "View transactions" link. 3. "ACCA KEY DATES" listing: "Annual subscription was due on 01 January 2020", "July exams 6-17 July 2020", and "September exams 7-11 September 2020". 4. "COMMON ACTIONS" containing four links: "Book an exam" (highlighted with a red box), "View your certificates", "Print a transcript", and "Record your practical experience".



### 3. 点击 “Add an exam”



Plan and pay for your next exams

SPD test3 Do not suspend - PW - Connect - Registration number: 2653804

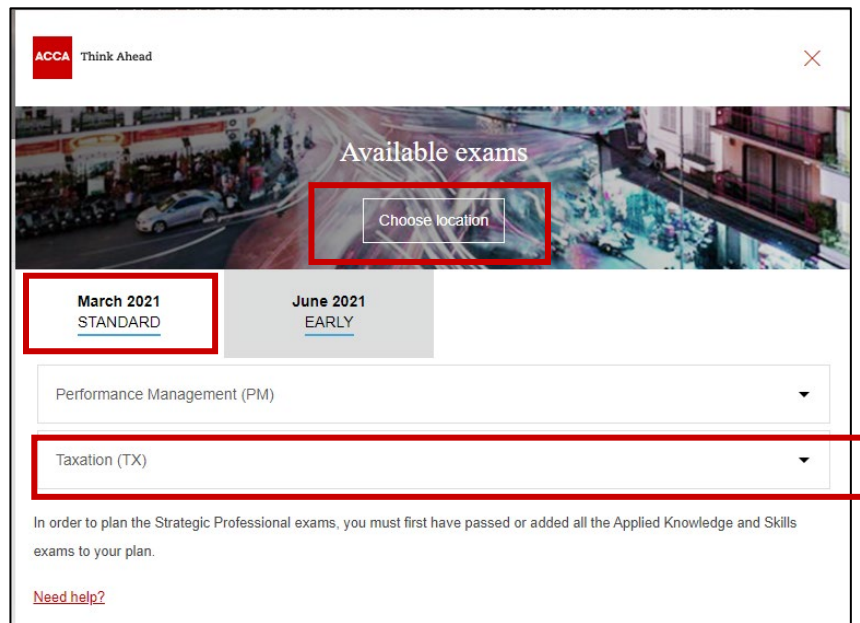
1 Plan 2 Confirm availability 3 Pay

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



ACCA Think Ahead

Available exams

[Choose location](#)

March 2021 STANDARD June 2021 EARLY

Performance Management (PM)

Taxation (TX)

In order to plan the Strategic Professional exams, you must first have passed or added all the Applied Knowledge and Skills exams to your plan.

[Need help?](#)

## 5. 选择考试版本（如该科目有不同版本）

Available exams in Beijing

Change location

March 2021 STANDARD

June 2021 EARLY

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

In order to plan the Strategic Professional exams, you must first have passed or added all the Applied Knowledge and Skills exams to your plan.



## 6. 点击 “Add to your plan”

Available exams in Beijing

Change location

March 2021 STANDARD

June 2021 EARLY

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 March 2021.

£130.00

Further Pricing Information

Add to your plan

In order to plan the Strategic Professional exams, you must first have passed or added all the Applied Knowledge and Skills exams to your plan.

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

The screenshot shows a three-step process: 1. Plan, 2. Confirm availability, and 3. Pay. A green checkmark indicates that 'Taxation (TX) has been added to your plan.' Below this, the 'Your plan' section for March 2021 shows a 'Session CBE' for 'Taxation - United Kingdom (TX - UK)' with a price of £130.00. A red box highlights the 'Confirm availability' button. A 'Pay Now' section shows a credit balance of £0.00 and a total of £130.00, with a 'Proceed to Payment' button. An information box explains that dual session booking is available within a qualification.

1 Plan 2 Confirm availability 3 Pay

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

Your plan [Add an exam](#)

March 2021

Session CBE

Taxation - United Kingdom (TX - UK) ×

Pending Availability and Payment £130.00

**i** If dual session booking is available within your qualification, this allows you to book across 2 exam sessions at the same time. Booking in advance ensures you always get the best available exam fees.

Subtotal £130.00

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 £130.00

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

[Proceed to Payment](#)



The dashboard shows the 'Computer-Based Exams' section with a 'Select Exam' dropdown menu. The selected exam is 'CBE\_TX\_UK: Taxation - United Kingdom (TX - UK)', which is highlighted with a red box. Below this, there is a question about a private access code and a 'Booked Computer-Based Exams' section which is currently empty. The 'My Account' section on the right includes links for Profile, Preferences, Exam History, View Score Reports, and My Receipts.

Dashboard

Computer-Based Exams

Select Exam

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

Do you have a private access code?  
What is this? ▾

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. 点击 “View Exam Policies” 阅读考试相关规定，阅读完毕后点击 “Next”

### Exam details

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

Exam:  
CBE\_TX\_UK: Taxation - United Kingdom (TX - UK)  
[View Exam Policies](#)

Language:  
English

**⚠ Important!**  
Please ignore the Private Access Code section in the next screen. You can proceed by clicking on the exam.

[Previous](#) [Next](#)

## 10. 选择考点相关信息以确定该科目的考点是否有考位

Find an appointment

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

Find test centres in:

Country/Region: China

State/Province: Beijing

City: All Cities

Show me appointments on this date:

02/03/2021

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Test Centre

Appointments

Select the location where you would like to take your exam

Map not available

- 1) 选择国家、省份和城市（如果需要扩大搜索范围，可以不选城市）
- 2) 点击蓝色图标显示日历
- 3) 从日历中选择该科目考试日期。请留意官网上不同科目的考试日期，如考试日期没有选对，则可能无法出现对应的考点供选择。  
（\*点击此链接可查看ACCA [考试日期](#)）
- 4) 点击“search”搜索考点

## 11. 选择考点，点击考试场次时间

Test Centre	Appointments <a href="#">Show 12-hour</a>
ACCA - Beijing Modern Business Training - 1 China Beijing Beijing Chaoyang No. 17, Tuanjiehu Nanli 4/F Tuanjiehu Building 100020 <a href="#">Test Centre Information</a>	09:00
ACCA - Beijing Modern Business Training - 2 China Beijing Beijing Chaoyang No. 17, Tuanjiehu Nanli 5/F Tuanjiehu Building 100020 <a href="#">Test Centre Information</a>	09:00
ACCA - Beijing Modern Business Training - 3 China Beijing Beijing Beijing <a href="#">Test Centre Information</a>	None available

- 若考点显示**None available**，则表明此考点在该考季暂不开放，或者可能考位有限制
- 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！**

## 12. 再次确定所预约考试的信息, 如果确认无误, 点击 “Confirm Booking”

**!** Review and confirm personal information to avoid issues on test day.

Description	Details	Actions
Exam CBE_TX_UK: Taxation - United Kingdom (TX - UK) Language: English Exam Length: 190 minutes	<b>Appointment</b> Tuesday, 2 March 2021 Start time: 09:00 CST <a href="#">Change Appointment</a>  <b>Location</b> ACCA - Beijing Modern Business Training - 1 China Beijing Beijing Chaoyang No.17, Tuanjiehu Nanti 4/F Tuanjiehu Building 100020 <a href="#">Change Test Centre</a>	<a href="#">Remove</a>

**Personal Information**

**⚠** Please check your name listed below. If there are any errors with how your name is displayed, please contact ACCA Connect as soon as possible after completing your booking.

Name:  
SPD test3 Do not suspend - PW - Connect

Telephone:  
+44 07786076645

[Confirm Booking](#) →

## 13. 请先阅读相关政策后，再点击“Accept”

Agree to policies

ACCA Terms and Conditions

**Important test delivery information pertaining to COVID-19 (coronavirus):**

Please review the specific health conditions and testing requirements for your country on our [Coronavirus Update page](#) before your exam appointment. 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. You are required to bring and wear a face mask while at the test centre and while taking your exam. Candidates without a face mask will be denied testing services. You must briefly remove your mask during the check-in process. If you refuse to wear a face mask or if you are sick or you have been in contact with an ill person, do not go to the test centre — please reschedule your exam online for a later date.

ACCA Policies

[Read more](#)

Cancel

Accept



## 14. 再次确认报考信息无误后点击“Confirm”

Review Booking

Description	Details
<b>Exam</b> CBE_TX_UK: Taxation - United Kingdom (TX - UK)  Language: English Exam Length: 190 minutes	<b>Appointment</b> Tuesday, 2 March 2021 Start time: 09:00 CST  <b>Location</b> ACCA - Beijing Modern Business Training - 1 China Beijing Beijing Chaoyang No.17, Tuanjiehu Nanli 4/F Tuanjiehu Building 100020

PreviousCancel Order

Confirm

## 15. 点击“Finish”提交报考信息

**Submit Booking**  
Order #: 0056-7190-0344

Finish →

Description	Details	Order Information
<b>Exam</b> CBE_TX_UK: Taxation - United Kingdom (TX - UK)  Language: English Exam Length: 190 minutes	<b>Appointment</b> Tuesday, 2 March 2021 Start time: 09:00 CST  <b>Location</b> ACCA - Beijing Modern Business Training - 1 <a href="#">Test Centre Information</a>	<b>Order Number/Invoice</b> 0056-7190-0344 <b>Registration ID</b> 388250596 <b>Status</b> Scheduled

### ACCA Terms and Conditions

**Important test delivery information pertaining to COVID-19 (coronavirus):**

Please review the specific health conditions and testing requirements for your country on our [Coronavirus Update page](#) before your exam appointment. 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. You are required to bring and wear a face mask while at the test centre and while taking your exam. Candidates without a face mask will be denied testing services. You must briefly remove your mask during the check-in process. If you refuse to wear a face mask or if you are sick or you have been in contact with an ill person, do not go to the test centre — please reschedule your exam online for a later date.

### ACCA Policies

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

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

1 Plan 2 Confirm availability 3 Pay

Your plan Add an exam

March 2021

Session CBE

Taxation - United Kingdom (TX - UK) ×

Beijing - Chaoyang , China, Peoples Rep of

Pending Payment £130.00

**i** If dual session booking is available within your qualification, this allows you to book across 2 exam sessions at the same time. Booking in advance ensures you always get the best available exam fees.

Subtotal £130.00

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 £130.00

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”。



## 关于修改考试（包括增加、删减科目，和修改考点和时间等）

**操作：**进入 *myACCA* 里的 Exam entry, 找到已经报考的科目记录, 根据页面指示添加, 删除或编辑科目即可。

**退考费：**若是退考, 考试费会先退回学员的 *myACCA* 账户里, 这笔费用可抵扣之后的年费或其他科目的考试费。

**注意：**修改报考的截止时间是该考季的 常规报考截止时间  
([点击此处可查看ACCA 报考时间及其他重要日期](#))



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

**或ACCA中文官网查询**

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





# 更多学员相关活动和信息，请关注 ACCA中国学员服务号



## ACCA 北京办公室

所辖范围: 北京, 黑龙江, 吉林, 辽宁, 河北, 天津, 山东, 山西, 陕西, 宁夏甘肃, 内蒙古, 新疆, 青海

## ACCA 上海办公室

所辖范围: 上海, 江苏, 浙江, 湖北, 河南, 四川, 重庆, 安徽, 江西, 西藏

## ACCA 广州办公室

所辖范围: 广东, 广西, 福建, 湖南, 云南, 贵州, 海南





# ACCA 中国客服

## Email:

customerservicechina@accaglobal.com

## Telephone:

4008333338

## Online:

cn.accaglobal.com

星期一至星期五: 8:00 a.m. - 8:00 p.m.

周六, 周日及中国法定节假日: 9:30 a.m. - 6:00 p.m.



# ACCA Connect (英国)

## Email:

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

## Telephone:

0044 (0)141 582 2000

## Online:

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



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**Welcome to Join!**