**ACCA 机考流程**





|  |
| --- |
| **ACCA CBE Candidate Test Day Flow Chart** |
|  |
| Ensure you have brought with everything necessary with you before heading for the test venue, including identity document (ID card, passport, drive license or ACCA student card), confirmation letter and stationery (rulers, pens and pencils, a noiseless, cordless pocket calculator which may be programmable but which may not have a print-out or graphic/word display facility) |
|  |
| Arrive at the Test venue (at least 30 minutes before exam) |
|  |
| Take out identity document, confirmation and necessary stationery, switch off mobile phone and put it in the bag before storing your other personal belongings in a designated area (20 minutes before exam) |
|  |
| Be checked-in and guided to the designated workstation by invigilator (15 minutes before exam), read CBE student instructions at workstation |
|  |
| Listen to invigilator’s announcement and query about any uncertain issues (10 minutes before exam) |
|  |
| Log in the testing system by keying in ACCA Registration Number and Date of Birth, wait for the Invigilator to verify student’s details before continue (5 minutes before exam) |
|  |
| Read carefully the ‘Instruction to Candidates’ (3 web pages) display on the testing system |
|  |
| Start the test with invigilator’s instruction (Shortly before exam) |
|  |
| Finish the test within 2 hours, remember to click ‘Submit’ when you confirm each answer. You will have a 15-minute-left reminder display on the screen. Report to invigilator if you need any help or want to go to the toilet during exam. The CBEs will automatically finish at the end of the 2-hour-period (during exam) |
|  |
| Click ‘Exit’ when exam is finished, and the result will be displayed and you should print out 2 copies of provisional result notification under invigilator’s instruction. Click ‘Exit’ again when you finish printing. Candidate can keep one copy and the other copy is to be passed to the invigilator (immediately after exam) |
|  |
| Leave the test room under invigilator’s instruction. Before leaving the exam room, any rough workings booklet must be surrendered plus any other documentation/handouts (after exam) |