

EXAM REGULATIONS

1.0 EXAMS

The AIA professional qualification (PQ) is achieved upon successful completion of the 16 exams and three years' accountancy work experience.

The PQ is currently under review, see Section 7.1.1 for the transitional arrangements.

This document includes essential information, including the Exam Dates, Structure, Timetable, Fees, and Regulations. You should also refer to the Syllabus 2018, 'Guide to Becoming a Statutory Auditor', 'Multi-Disciplinary Case Study Guide', and the 'Guide to the Oral Test', published on the website, include further details.

If you have any queries regarding the exams, please email exams@aiaworldwide.com.

2.0 EXAM DATES 2018

2018	
Monday	21 May 2018
Tuesday	22 May 2018
Wednesday	23 May 2018
Thursday	24 May 2018
Monday	26 November 2018
Tuesday	27 November 2018
Wednesday	28 November 2018
Thursday	29 November 2018

3.0 EXAM STRUCTURE

The AIA exam structure comprises three levels, split into six modules, with two modules at each level. The flexible, modular design allows you to decide which module in Professional Level 2 you wish to sit first, this regulation and others are explained in the exam regulations.

Foundation Level (Certificate in Accounting)	Professional Level 1 (Diploma in Accounting)	Professional Level 2 (Diploma in Professional Accounting)
<i>Module A</i>	<i>Module C</i>	<i>Module E</i>
1. Financial Accounting 1	7. Auditing	13. Financial Accounting 3
2. Business Economics	8. Company Law	14. Financial Management
3. Management Accounting 1	9. Management Information	
<i>Module B</i>	<i>Module D</i>	<i>Module F</i>
4. Law	10. Business Management	15. Professional Practice (Auditing)
5. Auditing & Taxation	11. Financial Accounting 2	16. Taxation & Tax Planning
6. Information Processing	12. Management Accounting 2	

EXAM REGULATIONS

Students in the UK/EU following the Recognised Professional Qualification (RPQ) statutory audit route are also required to pass the Multi-Disciplinary Case Study and an Oral Test.

4.0 EXAM TIMETABLE

The exams are held twice a year and take place over four days: Monday, Tuesday, Wednesday, and Thursday. There is one exam session of three hours with an additional 15-minute reading period. The different papers being offered are stated in the table below.

Module	Day One	Module	Day Three
A	1 Financial Accounting 1	A	3 Management Accounting 1
B	4 Law	B	6 Information Processing
C	7 Auditing	C	9 Management Information
D	10 Business Management	D	12 Management Accounting 2
E	13 Financial Accounting 3	F	15 Professional Practice
	Multi-Disciplinary Case Study (MDCS)		15 Islamic Accounting, Auditing & Banking Practice
Module	Day Two	Module	Day Four
A	2 Business Economics	F	16 Taxation & Tax Planning
B	5 Auditing & Taxation		
C	8 Company Law		
D	11 Financial Accounting 2		
E	14 Financial Management		

The exams are held concurrently around the world at **local start times** for each venue, listed below. For security reasons candidates are not permitted to leave the exam hall during the exam, except to visit the toilet or for medical reasons and only with the permission of the Invigilator. Candidates wishing to leave the hall will be escorted.

The Oral Test is arranged on an individual basis, contact AIA for further information on: exams@aiaoworldwide.com.

5.0 EXAM VENUES

	START TIME		START TIME		START TIME
Abu Dhabi	12:00	Jamaica	9:00	Slovakia	10:00
Antigua	09:00	Kenya	12:00	Slovenia	10:00
Australia	17:00	Latvia	10:00	South Africa	12:00
Austria	10:00	Liechtenstein	10:00	Spain	10:00
Bahamas	09:00	Lithuania	10:00	Sri Lanka	15:00
Barbados	09:00	Luxembourg	10:00	ST. Lucia	09:00
Belgium	10:00	Macau	15:00	Sweden	10:00
Canada	09:00	Malawi	12:00	Switzerland	10:00
China	15:00	Malaysia	14:45	Taiwan	12:00
Cyprus	10:00	Maldives	15:00	Tanzania	12:00
Czech Republic	10:00	Malta	10:00	Trinidad & Tobago	09:00
Denmark	10:00	Mauritius	12:00	Uganda	12:00
Estonia	10:00	Netherlands	10:00	United Arab Emirates	12:00
Finland	10:00	Nigeria	10:00	United Kingdom	10:00
France	10:00	Norway	10:00	United States of America	09:00
Germany	10:00	Pakistan	15:00	Vietnam	15:00
Ghana	12:00	Poland	10:00	West Indies	09:00
Greece	10:00	Portugal	10:00	Zambia	12:00

Guyana	09:00	Qatar	12:00	Zimbabwe	12:00
Hong Kong	17:30	Republic of Ireland	10:00		
Hungary	10:00	Russia	12:00		
Iceland	10:00	Rwanda	12:00		
India	15:00	Sierra Leone	09:00		
Italy	10:00	Singapore	15:00		

The above start times are local time.

If you wish to sit an exam the venue is not listed, please contact exams@aiaworldwide.com, every effort will be made to arrange a venue for you.

If there are fewer than five candidates sitting the exams at a venue, the student is required to pay the invigilation and venue costs. These fees are normally paid in advance directly to the venue and are in addition to exam fees paid to the AIA.

6.0 EXAM FEES

Modules A & B	£65 per paper
Modules C & D	£75 per paper
Modules E & F	£85 per paper
Late Entry Payment*	£75
Multi-Disciplinary Case Study	£250 per case study
Oral Test	£150 per test

*The late entry fee will be determined upon the date the entry is received. This fee is payable IN ADDITION to the exam fees.

7.0 EXAM REGULATIONS

7.1 PROGRESSION

From registering as a student, all exam papers within Modules A-F must be completed within a 10-year period. You are required to sit the exams at consecutive exam sessions until such time you have completed all the exam papers.

If you are unable to sit an exam, due to personal circumstances or ill health, then you should advise the exams department immediately. You are required to obtain written approval to defer your exam entry to the next session.

Note: Students undertaking the Audit route upon completion of the Foundation level, have a period of 5 years in which to complete the exams, including a Multi-Disciplinary Case Study. Upon completion of the three years' statutory audit training, members are required to pass an Oral Test.

7.1.1 TRANSITIONAL ARRANGEMENTS FOR THE NEW PROFESSIONAL QUALIFICATION

The current syllabus will be offered up to the November 2020 exams session, so students registered on the programme will have up to and including this session to complete the remaining papers before transferring onto the new PQ.

7.2 FOUNDATION AND PROFESSIONAL 1 LEVELS

(Certificate in Accounting and Diploma in Accounting)

In these levels, all subjects in a Module must be taken together at the first attempt. Individual passes in the Foundation (Certificate) exams will be credited. Any failed papers must be re-taken at the next consecutive exam session. All three subjects in Module A must be passed before proceeding to Module B.

Individual passes in the Professional Level 1 (Diploma) exams will be credited but all three subjects in Module C must be passed before proceeding to Module D.

7.3 PROFESSIONAL 2 LEVEL

When entering the Professional Level 2 exams, students must enter a minimum of two papers from any of the final four exam papers: Paper 13 Financial Accounting 3, Paper 14 Financial Management, Paper 15 Professional Practice and Paper 16 Taxation & Tax Planning (including variant papers).

Any passes awarded will be retained. Students will then be expected to continue to enter a minimum of two papers at each consecutive exam session until all four papers have been passed. If only one exam paper remains outstanding the student will be required to take that paper at each exam session until a pass is achieved.

Scenario 1: Module E

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Pass	Pass retained
14. Financial Management	Fail	Re-sit

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Fail	Re-sit
14. Financial Management	Pass	Pass retained

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Fail	Re-sit
14. Financial Management	Fail	Re-sit

Scenario 2: Module F

Paper	Exam Session	
	Nov 2017	May 2018
15. Professional Practice (Auditing)	Fail	Re-sit
16. Taxation & Tax Planning	Pass	Pass retained

Paper	Exam Session	
	Nov 2017	May 2018
15. Professional Practice (Auditing)	Pass	Pass retained
16. Taxation & Tax Planning	Fail	Re-sit

Paper	Exam Session	
	Nov 2017	May 2018
15. Professional Practice (Auditing)	Fail	Re-sit
16. Taxation & Tax Planning	Fail	Re-sit

Scenario 3: Module E and F

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Pass	Pass retained
14. Financial Management	Pass	Pass retained
15. Professional Practice (Auditing)	Pass	Pass retained
16. Taxation & Tax Planning	Fail	Re-sit

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Pass	Pass retained
14. Financial Management	Pass	Pass retained
15. Professional Practice (Auditing)	Fail	Re-sit
16. Taxation & Tax Planning	Fail	Re-sit

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Fail	Re-sit
14. Financial Management	Fail	Re-sit
15. Professional Practice (Auditing)	Pass	Pass retained
16. Taxation & Tax Planning	Pass	Pass retained

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Fail	Re-sit
14. Financial Management	Pass	Pass retained
15. Professional Practice (Auditing)	Pass	Pass retained
16. Taxation & Tax Planning	Fail	Re-sit

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Pass	Pass retained
14. Financial Management	Fail	Re-sit
15. Professional Practice (Auditing)	Fail	Re-sit
16. Taxation & Tax Planning	Pass	Pass retained

Paper	Exam Session	
	Nov 2017	May 2018
13. Financial Accounting 3	Fail	Re-sit
14. Financial Management	Fail	Re-sit
15. Professional Practice (Auditing)	Fail	Re-sit
16. Taxation & Tax Planning	Pass	Pass retained

7.4 NEW LEGISLATION

It is AIA policy not to set questions requiring detailed knowledge of new legislation, until at least six calendar months after the last day of the month which the legislation received Royal Assent. However, candidates should be prepared to answer questions requiring knowledge of the principal aspects of that legislation at exams held within that period. Similar arrangements apply to accounting and auditing standards, guidelines, and recommendations.

7.5 MULTI-DISCIPLINARY CASE STUDY

Students undertaking the Recognised Professional Qualification (RPQ) statutory audit route, upon completion of the above 16 exam papers, are required to sit a Multi-Disciplinary Case Study by exam at the next exam session and at subsequent exams until a pass is achieved. For further information refer to the 'Guide for Students Multi-Disciplinary Case Study', published on the website.

7.6 ORAL TEST

Students undertaking the RPQ statutory audit route, upon completion of the above 16 exam papers, the Multi-Disciplinary Case Study, and three years approved statutory auditor training are required to sit an Oral Test. The oral test is complementary to the multi-disciplinary case study and is conducted by an approved panel.

The oral test assesses the candidate's ability to articulate their knowledge and engage in professional discussions. There are three strands to the oral test:

- a case study with a focus on professional competence and ethical issues
- ethical dilemmas faced by the candidate in their practical training
- emerging professional issues in the audit environment

For further information refer to the 'Guide to the Oral Test', published on the website.

7.7 REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION

7.7.1 REASONABLE ADJUSTMENT

AIA operates an equality and diversity policy, which impacts on all areas of our operations. We understand that we may need to make reasonable adjustments to our arrangements if you have a disability or a learning need, without compromising the validity and reliability of our exams. If you have a temporary or permanent disability, or a recognised learning need and the standard exam format is not appropriate for you, AIA will try to accommodate your requirements. This must be organised prior to the exams and is for the duration of the exam only; it is not taken into consideration during the marking of the paper.

Any adjustments made will recognise your needs and will try to facilitate your normal way of working in as far as possible. They will not provide you with an unfair advantage or compromise the integrity of the exam. If you have special needs, please download the Special Needs form and return to membership services.

7.7.2 SPECIAL CONSIDERATION

We understand that you may become unwell during an exam, or find that your concentration has been significantly affected by an outside noise or disturbance; in this situation you should inform the Invigilator immediately. The Invigilator will complete a 'Special Consideration Form' on your behalf and report any issue to AIA. Candidates affected in any way must sign the Form and confirm if they wish to apply for special consideration. It may be the case that you:

- Continue with the exam and inform the Invigilator that there was a problem after the exam
- Find it necessary to stop for part of the exam, but eventually feel able to continue and finish the exam; or
- Find it impossible to continue and completely withdraw from the exam.

Should you temporarily or permanently withdraw from the exam due to illness, you will need to obtain a doctor's certificate confirming your condition. The certificate should be sent to the AIA immediately. The certificate must be translated into English and received by AIA within seven days of the exam date.

7.8 MALPRACTICE

AIA understands malpractice to be any action which intentionally breaches AIA regulations and undermines the integrity and validity of any part of the examination process and as a result invalidates the AIA qualification.

7.8.1 EXAM REGULATIONS

You must comply with all instructions issued by AIA and the Invigilator before and during the exam. AIA Invigilators may discontinue your exam if you are suspected of infringing the exam regulations and exclude you from the exam venue.

- Once the exam has started, you may not leave the exam hall, except to use the toilet or for medical reasons, and only with the permission of the Invigilator. Your exam script must remain on your desk. If you leave the room without permission, you will not be allowed to return.
- You are not allowed to possess, use/attempt to use any unauthorised materials - including any books, notes or your own blank paper - (except those specifically permitted) while the exam is in progress (whether at your desk or otherwise). If you breach this regulation and the materials are relevant to the syllabus being examined, it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent AIA disciplinary proceedings, you will be required to prove that you did not intend to use these materials to gain an unfair advantage.
- Electronic devices, including mobile phones, any with smart technology or any product that can capture a digital image are not permitted in the exam. You are not permitted to use a dictionary or electronic translator of any kind. You are not permitted to have on or at your desk a calculator which can store or display text. All calculators must be in line with AIA's regulations and you should consult an Invigilator if you are unsure.
- If you bring an electronic device with you to the exam venue you must declare this to the Invigilator and you will be requested to place this in a designated storage area. You must ensure that any electronic device is switched off and any alarm functions are disabled.
- Strict silence must be observed throughout the exam. Candidates must not talk to, or attempt to communicate with, other candidates during the exam under any circumstances. You must not communicate with, receive assistance from, or copy from the paper of another candidate. Infringement of this rule will result in the disqualification of both candidates. If you require information at any point, you should consult the Invigilator.
- You will receive an exam script to record your answers. You will be assigned a specific candidate number on the front of your Exam Notification Form, and this should be used on the exam script. Your name must not appear on the script or extra sheets.
- You must not write any form of obscenity in your exam script.
- Your answers must be written legibly in blue or black ballpoint pen and you must comply with the instructions appearing at the top of each question paper.
- If you require additional sheets to complete your answers these will be provided by the Invigilator. You should write your candidate number on each sheet and insert these in the back of your exam script.
- You must stop writing at once when the Invigilator announces the end of the time allowance and wait until your paper is collected by the Invigilator at the end of the exam; you are not allowed to retain the question papers or any additional sheets.
- You will not be allowed to leave the exam until the three-hour exam period has elapsed and the Invigilator has gathered in all scripts and allowed you to leave.

7.8.2 CANDIDATE MALPRACTICE

AIA takes candidate malpractice during the exams very seriously and disciplinary action will be instigated for those who are in breach of the exam regulations. Examples of malpractice include:

- A candidate arranging for someone else to sit an exam for them
- A candidate being in possession of materials not permitted in the exam hall. This constitutes malpractice even if the candidate does not use them
- Copying from another candidate or allowing another candidate to copy their work
- Damaging another candidate's work
- Disruptive behaviour at the exam venue
- Entering offensive or inappropriate answers in the exam script
- Use of a mobile phone (electronic devices) during the exam.
- Communicating with another candidate during the exam.
- Continuing to write in the exam script once the Invigilator has announced the end of the exam.

Where a candidate is suspected of malpractice during an exam, the Invigilator will warn the candidate that their actions may constitute malpractice, and that the incident will be reported to the AIA. However, the candidate will be allowed to finish the exam. Before leaving the exam venue, the candidate will be asked to provide a statement explaining their conduct. The statement can be written by the candidate and signed by the Invigilator, or the candidate can provide an oral account which the Invigilator will write down; the candidate will then read this account and sign to confirm its accuracy. Candidates are not obliged to provide a statement before leaving the exam venue; if they choose not to, the Invigilator will note this in their report. The Invigilator will complete a 'Candidate Malpractice Report Form' and submit it together with the candidate's statement to AIA.

If AIA considers further investigation is required, the candidate's results will be withheld until a full investigation can take place. On completion of the investigation, we will provide a report outlining the findings which is forwarded to the Qualifications Committee for review. The Committee will decide whether the incident constitutes malpractice and will advise an appropriate course of action. Possible sanctions imposed on candidates by the Qualifications Committee may include:

A warning

Loss of all marks for a paper

Disqualification from a paper

EXAM REGULATIONS

- Disqualification from one or more exam papers
- Disqualification from a whole qualification
- Candidate debarral
- Confiscation of previously issued certificates

Failure to adhere to AIA's Exam Regulations may result in disqualification and referral to disciplinary proceedings, where you will have to prove that you did not intend to gain an unfair advantage in the exam. All suspected incidents of malpractice should be reported to the Qualifications Manager. The AIA's 'Malpractice and Maladministration Policy' provides further information.