

The background image shows a person in a blue shirt and sunglasses riding a bicycle on a bridge. The bridge has a complex steel truss structure. In the background, the city of Providence is visible, including the tall, thin spire of the Providence Fidelity Tower. The sun is low in the sky, creating a warm glow and lens flare.

Think Ahead

**ACCA**

# Pass card for P Level

# Agenda

1. Overview
2. Common mistakes from recent exams
3. Exam techniques
4. P1/P3 deep dive for marginal fails
5. Learning support resources

# 1. Overview

1.1 Exam changes

1.2 Timeline

1.3 Exam format for P level papers

# 1.1 Overview – Exam changes



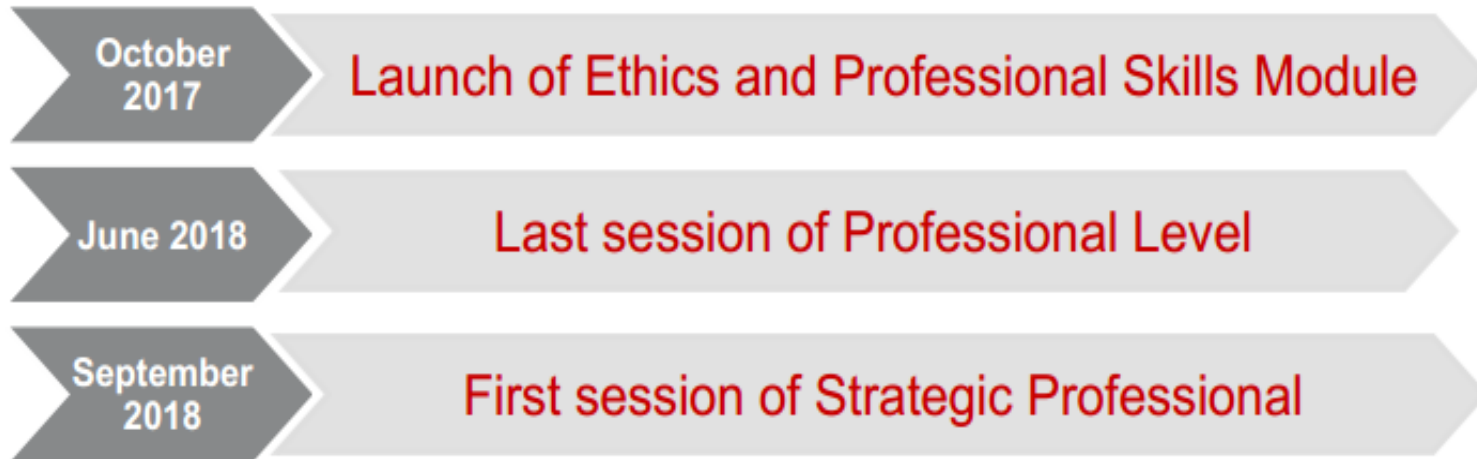
# 1.1 Overview – Exam changes

<http://www.accaglobal.com/gb/en/student/changes-to-exams/professional-level.html>

Current exam name	New equivalent exam name	New exam code	Layout
<b>Professional level</b>	<b>Strategic Professional</b>		
<i>Essentials</i>	<i>Essentials</i>		
P1 Governance, Risk and Ethics and P3 Business Analysis	Strategic Business Leader	SBL	Strategic Business Leader (SBL)
P2 Corporate Reporting	Strategic Business Reporting	SBR*	Strategic Business Reporting (SBR*)
<i>Options</i>	<i>Options</i>		
P4 Advanced Financial Management	Advanced Financial Management	AFM	Advanced Financial Management (AFM)
P5 Advanced Performance Management	Advanced Performance Management	APM	Advanced Performance Management (APM)
P6 Advanced Taxation	Advanced Taxation	ATX*	Advanced Taxation (ATX*)
P7 Advanced Audit and Assurance	Advanced Audit and Assurance	AAA*	Advanced Audit and Assurance (AAA*)

# 1.2 Overview – Timeline

<http://www.accaglobal.com/gb/en/student/changes-to-exams/time-limits.html>



# 1.3 Overview – Exam format for P level papers

- 3 hours and 15 minutes time allocation
  - ✓ Initial 15 minutes as reading and planning time
  - ✓ 3 hours of writing time
- Section A
  - ✓ Q1 (50 marks total)
  - ✓ All syllabus areas examined
  - ✓ Compulsory
- Section B
  - ✓ 3 x 25 mark questions
  - ✓ Two out of three

## 2. Common mistakes from recent exams

Mistakes	Exam techniques	Examiners' report ref.
1. Misunderstanding requirements	- Answer the question as set	<a href="#">P7- Jun 16</a>
	- Interpret level and question verbs	<a href="#">P1- Mar 17</a>
2. Irrelevance	- Link to scenario	<a href="#">P2- Dec 16</a>
	- Use the comprehensive information	<a href="#">P3- Dec 13</a>
3. Poor time management	- Answer planning	<a href="#">P3- Dec 16</a>
	- No brain dump	<a href="#">P5- Jun 17</a>
	- Focus on the number of marks allocated	<a href="#">P6- Dec 17</a>
4. Professional marks	- Clarity and good structure	<a href="#">P4- Dec 17</a>



## 3.1 Exam techniques for misunderstanding requirements

- Answer the question as set
- Understand the requirements / interpret the verbs

Intellectual level	Question requirement	Actual meaning	Key tips
2	Analyse	Break into separate parts and discuss, examine, or interpret each part	Give reasons for the current situation or what has happened
2	Apply	To put into action pertinently and/or relevantly	Properly apply the scenario/case
3	Assess	To judge the worth, importance, evaluate or estimate the nature, quality, ability, extent, or significance	Determine the strengths, weaknesses, importance, significance, ability to contribute

## 3.1 Exam techniques for misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
1	Calculate	To ascertain by computation, to make an estimate of; evaluate, to perform a mathematical process	Provide description along with numerical calculations
3	Comment	To remark or express an opinion	Your answer should include an explanation, illustration or criticism
2	Compare	Examine two or more things to identify similarities and differences	Clearly explain the resemblances or differences

## 3.1 Exam techniques – Misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
3	Conclusion	The result or outcome of an act or process or event, final arrangement or settlement	End your answer well, with a clear decision
3	Criticise	Present the weaknesses/problems; evaluate comparative worth. Don't explain the situation. Instead, analyse it	Criticism often involves analysis
1	Define	Give the meaning; usually a meaning specific to the course or subject	Explain the exact meaning because usually definitions are short

## 3.1 Exam techniques – Misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
1	<b>Describe</b>	Give a detailed account or key features. List characteristics, qualities and parts	Make a picture with words; identification is not sufficient
3	<b>Discuss</b>	Consider and debate/argue about the pros and cons of an issue. Examine in detail by using arguments in favour or against	Write about any conflict, compare and contrast
3	<b>Evaluate</b>	Determine the scenario in the light of the arguments for and against	Mention evidence, case, point, issue to support evaluation

## 3.1 Exam techniques – Misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
1	Explain	Make an idea clear. Show logically how a concept is developed. Give the reason for an event	Don't just provide a list of points, add in some explanation of the points you're discussing
2	Illustrate	Give concrete examples. Explain clearly by using comparisons or examples	Add in some description
2	Interpret	Comment on, give examples, describe relationships	Include explanation and evaluation

## 3.1 Exam techniques – Misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
1	List	List several ideas, aspects, events, things, qualities, reasons, etc	Don't discuss, just make a list
1	Outline	Describe main ideas, characteristics, or events	Briefly explain the highlighted points
3	Recommend	Advise the appropriate actions to pursue in terms the recipient will understand	Give advice or counsel

## 3.1 Exam techniques – Misunderstanding requirements

Intellectual level	Question requirement	Actual meaning	Key tips
2	Relate	Show the connections between ideas or events	Relate to real time examples
1	State	Explain precisely	Focus on the exact point
3	Summarise	Give a brief, condensed account. Include conclusions. Avoid unnecessary details	Remember to conclude your explanation

<http://www.accaglobal.com/hk/en/student/sa/study-skills/questions.html>

# 3.1 Exam techniques – Misunderstanding requirements

## P1 – Sep/Dec 2017

Required:

- 1
- (a) Explain the important role which board committees have in governance and critically assess the governance arrangements of the referee sub committee in recruiting, remunerating and controlling referees. (10 marks) 3
- 3
- (b) Discuss the conditions which currently exist at the NFA which make the referees and their officials vulnerable to corruption. (8 marks)
- 1
- (c) Describe the general purposes of an internal control system and recommend control measures which could be implemented to ensure the overall control environment and the refereeing of football matches at the NFA is improved. (12 marks)
- (d) Prepare briefing notes for the newly appointed football regulation and administration director in readiness for the next board meeting. The notes should:
- (i) Explain the importance of independence in refereeing decisions to football supporters. (4 marks)
  - (ii) Assess the damaging effect any suspicion of bribery and corruption of match officials can have on the NFA and the wider reputation of the game of football. (6 marks)
  - (iii) Discuss the benefits and contents of a professional code of ethics which could be used by referees at the NFA. (6 marks)

Professional marks will be awarded in part (d) for clarity, persuasiveness, tone and flow of the briefing notes. (4 marks)

<http://www.accaglobal.com/hk/en/student/sa/study-skills/intellectual-levels.html>



# 3.1 Exam techniques – Misunderstanding requirements

## P5 – Sep/Dec 2017

Required:

Write a report to the CEO of Thyme to:

- (i) **Evaluate**<sup>3</sup> why the dashboard in Appendix 1 was award winning, as requested by the CEO. (15 marks)
- (ii) **Explain**<sup>1</sup> broadly the role of the management accountant in providing information for integrated reporting. (6 marks)
- (iii) **Calculate**<sup>1</sup> the target cost gap for the new engine (using the data in Appendix 2) and **assess**<sup>3</sup> how the use of this target cost will fit within the TQM approach. (12 marks)
- (iv) Categorise and calculate the costs of quality at Thyme (given in Appendix 3). Suggest cost areas to be examined as required by the CEO, and **evaluate**<sup>3</sup> the relative importance of each category to Thyme. (13 marks)

Professional marks will be awarded for the format, style and structure of the discussion of your answer. (4 marks)

(50 marks)

## 3.2 Exam techniques - Irrelevance

- Link to scenario
- Use the comprehensive information to get easy marks

## 3.2 Exam techniques - Irrelevance

Figure 1 – Extracted financial information for FRG

All figures in \$000	2012
Revenue	9,000
Cost of sales	(7,500)
	<hr/>
Gross profit	1,500
Other expenses	(700)
Finance costs	(300)
	<hr/>
Profit before tax	500
Income tax expense	(100)
	<hr/>
Profit for the year	400
	<hr/>
<b>Non-current liabilities</b>	
Share capital	9,500
Retained profit	400
Long-term loans	2,500

## 3.2 Exam techniques - Irrelevance

Figure 2 – Extracted financial information for LogTrans and EngSup

All figures in \$000

	LogTrans		EngSup	
Extracted data	2012	2009	2012	2009
Revenue	700	650	350	325
Cost of sales	(575)	(510)	(275)	(250)
Gross profit	125	140	75	75
Other expenses	(60)	(70)	(35)	(30)
Finance costs	(30)	(15)	(10)	(8)
Profit before tax	35	55	30	37
Income tax expense	(15)	(10)	(7)	(10)
Profit for the year	20	45	23	27
<b>Non-current liabilities</b>				
Share capital	500	400	250	100
Retained profit	80	70	40	170
Long-term loans	100	50	30	20

### 3.3 Exam techniques – Poor time management

- Carefully read the requirements and answer planning
- No brain dump
- Focus on the number of marks allocated
- Avoid over-elaborating frameworks and models



#### Tips

- 1 mark = 1.8 minutes
- 1 mark = 1 idea

## 3.4 Exam techniques – Professional marks

- Clarity and good structure
  - Avoid neutral in tone when a particular position is needed
  - Format of report, memo, briefing paper, etc.

## 3.4 Exam techniques – Professional marks

**Required:**

- (a) Using the information provided in the scenario, evaluate the strengths and weaknesses of ONA and their impact on its performance. Please note that opportunities and threats are NOT required in your evaluation. (20 marks)

- (b) The CEO of Oceania National Airways (ONA) has already strongly rejected the re-positioning of ONA as a ‘no frills’ low-cost budget airline.

(i) Explain the key features of a ‘no frills’ low-cost strategy. (4 marks)

(ii) Analyse why moving to a ‘no frills’ low-cost strategy would be inappropriate for ONA.

Note: requirement (b) (ii) includes 3 professional marks (16 marks)

- (c) Identify and evaluate other strategic options ONA could consider to address the airline’s current financial and operational weaknesses.

Note: requirement (c) includes 2 professional marks (10 marks)

## 3.4 Exam techniques – Professional marks

To: BOD of GREENTECH

From: business analyst

Date: 2015/05/07

Subject: evaluation on three proposals

### Introduction

In case of how to use the \$17m cash surplus, there are three possible proposals raised. This paper will evaluate each of them by using FSA test. The proposal will be considered as the best choice if it passed all three tests.

### Lewis Read (build)

#### Feasibility

The proposal suggested to invest in marketing greentech's products. Marketing is a weakness of greentech and the management team has little knowledge of it. The largest marketing expense in last three years is only \$210000 in 2008, the company is lacking of experience, so the investment in marketing would not be as effective as this proposal expected.



## 3.4 Exam techniques – Professional marks

### Suitability

The proposal suggested to market the full assembled green computer. Full assembled green computer is ordered online, and the poor order system is a weakness of greentech. More customers attracted by the advertises and use the system, more complains would be made. The reputation will very likely to be damaged in this case.

### Acceptability

In current position, the company mainly sell components, if greentech developed full assembled computer, the company will sell more computers. The existing customers will become competitors to greentech. The existing customers will not accept this proposal.

## 4. P1/P3 deep dive for marginal fails

- **NO** brain dump of all you knew
- **NO** regurgitation of answers learnt from previous question
- **NO** over-focus on specific question

# **5. Learning support resources**

5.1 P1/P3 key resources

5.2 Resources for all P level papers

# 5.1 P1/P3 key resources

<http://cn.accaglobal.com/info/trainee/StudyResource-62.html>

资源名称	资源介绍	为何使用该资源?	如何获取资源?	
核心资源				
网络直播课程	ACCA 特邀资深名师针对 P1/P3 考前冲刺直播和串讲课程。注册可以收看课程回放。	由 Constantine (Dino) Kiritsis 博士讲授 P1/P3 互动直播复习课程, 将针对如何理解 P1/P3 核心主题提供专业建议, 并讲解应试技巧。	<a href="#">P1 revision webinar</a> 2018 年 2 月 20 日 (周二) 至 2 月 21 日 (周三) 每天 20: 00 – 22: 00 共 2 次讲座, 合计 4 小时	<a href="#">P3 revision webinar</a> 2018 年 2 月 26 日 (周一) 至 2 月 27 日 (周二) 每天 20: 00 – 22: 00 共 2 次讲座, 合计 4 小时
		Kaplan 资深讲师针对 P1/P3 重考学员就如何通过考试提供深度见解, 指导学员充分利用习题练习, 从而避免 P1 和 P3 考试中的常见错误。	<a href="#">P1 Kaplan retake webinar</a> 2018 年 1 月 18 日 (周四) 21: 00 – 22: 00	<a href="#">P3 Kaplan retake webinar</a> 2018 年 1 月 18 日 (周四) 19: 30 – 20: 30
		ACCA 考试团队成员亲授 P1/P3 判分流程, 示范学员如何在考试中抓住得分的机会。所有报名的学员将会提前收到一份答卷样本, 需要遵照说明完成“课前作业”。讲师会在讲座中通过解析“课前作业”详细阐述 ACCA 判分方法。	<a href="#">Marking insights on P1</a> 2018 年 2 月 12 日 (周一) 20: 00 – 21: 00	<a href="#">Marking insights on P3</a> 2018 年 2 月 13 日 (周二) 20: 00 – 21: 00
技术性文章 Technical articles	ACCA 定期更新技术性文章, 其中包含考官对以往考试的点评以及对未来考试的建议, 也会对考试大纲新增内容进行补充性说明。有三篇最新的技术性文章尤为重要。	《读懂考官心思》(Read the mind of the P1/P3 marker) 帮助学员理解判分标准, 读懂考官心思	<a href="#">P1 读懂考官心思</a>	<a href="#">P3 读懂考官心思</a>
		《考官报告使用指南》(A guide to using the P1/P3 examiner's reports) 帮助学员更高效地使用考官报告	<a href="#">P1 考官报告使用指南</a>	<a href="#">P3 考官报告使用指南</a>
		《重考学员反思指南》(A guide to reflection for P1/P3 retake students) 帮助重考学员利用考官报告, 反思失利原因	<a href="#">P1 重考学员反思指南</a>	<a href="#">P3 重考学员反思指南</a>
P1/P3 必备学习资源 Spotlight on P1/P3 resources for success	介绍了 P1/P3 各阶段必备资源和使用说明	梳理了现阶段 P1/P3 所有重要资源, 是通过 P1/P3 的法宝	<a href="#">P1 必备学习资源</a>	<a href="#">P3 必备学习资源</a>
BPP 英语课程 BPP English language support	BPP 为 ACCA 资质的每一科目 (F1-P7) 度身定制的专属英语语言课程, 目前包括近 70 个模块, 每个模块约 1 小时。	课程从写作, 语法和阅读三个方面帮助学员具备通过 P1/P3 必备的英语技能, 包括如何书写介绍和总结, 如何获取专业分值以及如何进行分析等。	<a href="#">BPP 英语课程</a>	

# 5.1 P1/P3 key resources

资源名称	资源介绍	为何使用该资源?	如何获取资源?	
常规资源				
历年真题 Past exam papers	帮助学员熟悉考试时可能遇到的题型。	历年真题是复习环节的重要资源,可以帮助学员在考试之前熟悉考试风格和考试范围,加强学员参考信心。 <i>注意: 历年真题无法反映任何有关立法或准则的调整情况; 也未随考试大纲, 考试架构或题型的变化而变化。</i>	<a href="#">P1 历年真题</a>	<a href="#">P3 历年真题</a>
样卷 Specimen exams	明确了试卷架构以及标准的考题风格和考题范围。	可以帮助学员在考试之前熟悉考试风格和考试范围,提高考试通过率。	<a href="#">P1 样卷</a>	<a href="#">P3 样卷</a>
考试团队指导 Guidance from the Examining Team	包含考试方法解读, 考试团队的五分钟视频和考官报告三类指导内容。	“考试方法解读” (P1/P3 Examiner approach) 对于初次参加考试的学员非常有用, 详细介绍了考官对于学员在考试中的表现有怎样的期待。	<a href="#">P1 考试方法解读</a>	<a href="#">P3 考试方法解读</a>
		“考试团队的五分钟视频” ( Video: Five minutes with the examining team) 简要介绍有助于学员通过考试的技巧以及考试团队所期待的学员表现。	<a href="#">P1 考试团队五分钟视频</a>	<a href="#">P3 考试团队五分钟视频</a>
		“考官报告” (P1/P3 examiner's report) 将对学员的考试表现给出建设性反馈, 为之后的考试提供丰富实用的指导建议。	<a href="#">P1 考官报告</a>	<a href="#">P3 考官报告</a>
考试大纲和学习指南 Syllabus and study guide	由考试大纲和学习指南两部分组成, 考试大纲规定了具体大纲内容和考核方式, 而学习指南则根据大纲细分为具体教学内容。每年都会进行相应更新。	该资源可以帮助学员规划学习过程, 对于学员理解考试范围, 考试格式以及同其他考试科目的联系是非常必要的。	<a href="#">P1 考试大纲及学习指南</a>	<a href="#">P3 考试大纲及学习指南</a>
自学指南 Self-study guides	互动型自学指南包含考试技巧, 考试资源链接以及互动式自查表, 帮助学员按阶段分步骤有效完成学习。	帮助学员了解有哪些可供利用的 ACCA 和认可教材出版商的资源, 应当何时使用以及如何使用这些资源。	<a href="#">P1 自学指南</a>	<a href="#">P3 自学指南</a>
重考指南 Retake guides	提供了通过考试的小贴士, 列示了 ACCA 各项资源。	帮助学员了解以往考试中所犯的错误, 为学员重考提供复习指导。	<a href="#">P1 重考指南</a>	<a href="#">P3 重考指南</a>
考试专家软件 Exam Expert APP	学员可以下载考试专家软件在移动设备上直接观看 F1-P7 所有科目视频。	视频包括考官解析, ACCA 资深讲师重难点解析, 考试技巧及重考建议等, 是学员学习和准备 ACCA 考试的重要资源。	<a href="#">考试专家软件 (Exam Expert APP)</a>	
电子杂志 Student Accountant (SA)	ACCA 将通过 SA 电子杂志向学员提供很多重要的学习信息和最新动态, 可通过多种方式查看 SA 杂志。	学员可以从 SA 电子杂志中获取关于考试的建议和重要变更, 最新考官文章, ACCA 讲师建议以及 P1/P3 科目的最新网络直播课程通知。	<a href="#">Student Accountant (SA) 电子杂志</a>	

## 5.2 Resources for P level papers

- Syllabus & study guide
- Examinable documents
- Examining team guidance
- Specimen exams
- Past exam papers
- Self-study guides
- Retake guides
- Technical articles
- BPP English Language support
- Exam Expert APP
- Student accountant (SA)
- Learning community
- Student wechat account





## 5.2 Resources for all P level papers

<http://cn.accaglobal.com/news/announcement/ACCA%E5%AD%A6%E4%B9%A0%E8%B5%84%E6%BA%90-543.html>

### ACCA必备学习资源汇总和指南

发布时间：2016年11月14日



为了帮助学员学习准备ACCA资格考试，ACCA总部开发了丰富的学习资源。而在以往的沟通调研中，我们发觉对这些资源的了解程度和使用程度并不高，而取得优异成绩的学员对这些资源都是推荐有加的。有鉴于此，我们特别对学习资源进行了仔细梳理，在此为大家送上**ACCA学生学习资源汇总和指南**，并附有slides及videos向学生展示学习资源的类别，逐一演示如何找到和使用这些资源。该系列总共包括四个部分：

#### 第一部分：ACCA认可项目（Part 1 - Approval programmes）

这一部分将会向学生推荐认可的教材出版商（Approved content providers）和认可培训机构（Approved learning partners），ACCA考试团队评估过的最新版本的高质量学习材料是ACCA学习必备，而在ACCA认可培训机构参加培训，教学服务和学员支持更有保障。**Slide** **Video**

## 5.1 Resources for all P level papers

### 第二部分：为学习过程中的重大挑战而特别研发的学习资源（Part 2 - Resources developed to tackle specific student challenges）

这一部分将向学生介绍为学习过程中可能面临的重大挑战而特别研发的一些学习资源，其中包括F1-P7自学指南（Self-study guides for all exams F1-P7），重考指南（Retake guides），技术性文章（Technical articles），以及为ACCA各科目定制的专属英语语言课程（English language support for ACCA）。[Slide](#) [Video](#)

### 第三部分：ACCA各科目的考试资源和其它资源（Part 3 - Exam specific resources and other resources）

这一部分将向学员推荐各科目普遍需要使用的一些重要资源，涵盖考试大纲和学习指南（Syllabus and study guides），考核文档（Examinable documents），考试团队指导（Guidance from examining team），样卷（Specimen exams），历年考题（Past exams），模拟测试（Practice tests – F1-4），考试专家手机软件（Exam expert APP）和常见问题列表（FAQ），同时学员电子期刊（Student accountant）也是重要的必读学习资源，其中包括关于考试变化，最新资源等各种重要信息。在该部分结尾，学生可以参照ACCA为大家提供的学习资源检查表（Learning resources checklist）检查自己是否已经掌握并能够熟练运用相关资源。[Slide](#) [Video](#)



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**Thanks you !**