ACCA 远程随时机考报名分步指南

在中国内地报名参加 ACCA 远程随时机考前,请您务必仔细阅读本操作指南,并按以下操 作步骤及时完成报名缴费的全流程,以确保成功锁定考位。

一、ATA 报名网站介绍

使用电脑端浏览器(推荐谷歌浏览器)打开报名网址: https://c.exam-sp.com/index.html#/e/accaod2022/login

- 1. 请仔细阅读弹屏页面显示的 ATA Privacy Policy 和 ACCA Privacy Notice 内容,点击 弹屏页面最下方 I agree 确认每项内容。
- 报名网址首页左侧 Notice 项下公布各项通知,点击 More 查看所有重要通知:包括各项远程随时机考相关规定、远程随时机考报名分步指南、报名规则、远程随时机考科目介绍等信息。

Notice	More>>	Account Login	Phone Login
vacy Policy for China Remotely Invigilated Exam-Part I	Time:2022-06-29		
Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29		
Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29	Password	
Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	Verification Code	Едиєм
Privacy Notice for China Remotely Invigilated Exam-Part II	Time:2022-06-21	Login	
		Find Password	Register

二、用户注册

1. 点击首页右下方 Register 进入注册页面:

K Notice	More>>	Account Login	Phone Login
TA Privacy Policy for China Remotely Invigilated Exam-Part I	Time:2022-06-29	TD Coul Number	
TA Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29	ID Card Number	
TA Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29	Password	
CCA Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	Verification Code	Eguew
CCA Privacy Notice for China Remotely Invigilated Exam-Part II	Time:2022-06-21	Login	
		Find Password	Register

 您可以选择手机号或邮箱地址进行注册,并填写相应的信息,请确保该信息是您在 MYACCA 中登记的,并且和报名网站里登记的一致,可以联系到您的手机号码和邮箱 地址。

点击 Get captcha 后从手机短信或邮箱中查收验证码并输入,完成后点击下一步。



3. 在线完成注册信息

请填写真实完整的个人信息(包括中文姓名,身份证号码,ACCA 注册号等,此等信息将 用创建您的专属远程机考,并在考试登录前验证您的身份),请注意部分个人信息一经提 交,后续无法修改,故请检查后再确认提交。

	User Account Registration	
 Account Verification 	② Registration Information Collect	tion ③ Succeed
填写本人中文姓	the real name	
	ID type ~	选择证件类型:身份
項与业件亏的 2028年2月20日 2021年1月111日 2021年1月11日 2021年11月11日 2021年11111 2021 2011 201	Fill in the ID card number	身份证 (方便后续考
以 <u>自</u> 豆水省的 百次給) 家田	Login password	试流程中身份验证)
中八十八五百	Agree Terms and Conditions for ATA	← 占击杳看ATA条
勾选确认条款内容	Portal	款内容
	Submit	━━−提交
	ExistingAccount, log in now	,





三、报名流程

1. 点击 Book Exam, 进入报名流程:

Kit Notice Nore>> XIA Privacy Policy for China Remotely Invigilated Exam-Part II Time:2022-06-29 XIA Privacy Policy for China Remotely Invigilated Exam-Part II Time:2022-06-29 XIA Privacy Policy for China Remotely Invigilated Exam-Part II Time:2022-06-29 XICA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 KCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 KCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21	Home Book Exam				
XTA Privacy Policy for China Remotely Invigilated Exam-Part II Time:2022-06-29 XTA Privacy Policy for China Remotely Invigilated Exam-Part II Time:2022-06-29 XCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21	K Notice	More>>	💽 Welc	come,	
ATA Privacy Policy for China Remotely Invigilated Exam-Part III Time:2022-06-29 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 CCCA Privacy Notice f	ATA Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29	Му	exam booking	My invoice
ACCA Privacy Notice for China Remotely Invigilated Exam-Part II Time:2022-06-21 My information Account security	ATA Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29		2	•
	ACCA Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	My	r information	Account security

如需重新登录账户,可选择 Account Login(即使用完善注册信息时填写的证件号和登录密码登录)或 Phone Login(即使用注册时的手机号登录)

2. 选择考试周:

不支持一次性进行跨考试周的多科目报考。您需先完成某一周的考试报考后,再返回至此 页面,再报考另一个考试周的考试。

Home	Book Exam	
	Batch Choose	Registration Notice Complete your information Book your exam Confirm Submission
		Batch Select:
		Batch Name: ACCA OD Exam Week1 ExamTime: 2022-07-19 00:00-2022-07-22 23:59
		Batch Name: ACCA OD Exam Week2 ExamTime: 2022-07-25 00:00-2022-07-29 23:59
		Batch Name: ACCA OD Exam Week3 ExamTime: 2022-08-01 00:00-2022-08-05 23:59
		JPICP留15043069号 Terms and Conditions for ATA Portal

3. 仔细阅读 Registration Notice 内容,确认并点击 I agree:

Home	Book Exam						
	Batch Choose Registration Notice Complete your information Book your exam Confirm Submission Registration completed						
Pr	tre exam and Terms and Conditions						
Pr	re-Exam Check Confirmation						
I o sp el	I confirm I have completed the pre-exam system check successfully on the device which will be used on exam day and the device meets the minimum technical specifications. I understand that by failure to perform the pre-exam system check prior to attending or attempting to attend my booked exam slot, I will not be eliable for a refund.						
I	I confirm I have performed the pre-exam system check.						
A	ACCA Exam Regulations, Guidelines, Agreements & Support Documents						
D	Device Specification Requirements						
R	Read the device minimum specification requirements						
I	I confirm that I understand and agree that the device that I will use to take my exam meets the minimum specification to run the exam and that I have have appropriate access to adjust any security policies preventing software installation or prevent the start of my exam.						
In	nvigilation Software and End User Licence Agreement						
C	heck you can run the invigilation software						
	IPICP錄15043069号 Terms and Conditions for ATA Portal						

4. 完成个人信息填报:

请注意,两个 Student Type (FIA/ACCA)分别对应不同的远程随时机考考试科目。 请提前通过 MyACCA 确认自己的 Student Type,查询路径: MyACCA>My details>Account details 中的 Qualification 列。

Batch Choose Registration	Notice Complete	e your information Book your exam	Confirm Submission Registration completed
		 Personal Information 	此三项信息为注 册信息,无需再
	* NAME:		次填写,系统自 动显示
	* ID Type:	Chinese ID card Other	
准确选择类型,	* ID number:		准确填写ACCA ID 并
选择削请通过 MyACCA Acco	CCA Student ID:	Please enter ACCA Student ID	确保与MyACCA Account中的一致
确认具体类型	* Email Address:	Please enter Email Address	~准确填写个人邮箱并确
	* Student Type:	 FIA Student ACCA Student 	保与MyACCA
* Pre Exam Che	eck confirmation:	 Students Over 14 years of age Students Under 14 years of age 	Account中的一致
如实勾选对应到	き型	Previous step Next step	

5. 学员未满 14 岁,则还需完成监护人信息填写:



6. 选择考区:选择"China"后,点击下方"Next step"

Home	Book Exam						
	Batch Choose Registration Notice Complete your Information Book your exam Confirm Submission Registration completed						
	Select your exam place Solution Solution						
	Choose						
	Previous step Next step						

Home	Book Exam
	Select exam period Registration notice Complete your information Book your exam Confirm Submission
	() Select your exam place () Subject Select
	Exam place currently selected: China •
	Previous step Next step

7. 选择考试日期及报名科目(一个考试周内可报名多科目):
特别注意:同一考试时间,仅允许报名一个科目每个考试日2场考试时间,统一如下:
上午场:9:30-11:30,签到时间9:00下午场:13:30-15:30,签到时间13:00

Home	Book Exam 请注意考试日期后的上
	Batch Choose Registration Notice Complete your information addit your earling Confirm Submission Registration completed
	③ Select your exam place —— ③ Subject Select
	选择想报名的考试日期(含上下午)
	Exam Time: • 2022/07/19 AM 2022/07/19 PM 2022/07/20 AM 2022/07/20 PM 2022/07/21 AM • 2022/07/21 PM 2022/07/22 AM 2022/07/22 PM
	Fee: 0.01 Fee: 0.01 的科目(科目名称后
	·····································
	Selected:
	。
	Previous step Noxt step

8. 核对确认已报名信息后,提交报考:

ID number: !

Batch Choose Reg	gistration Notice Complete your i	nformation Book your exam		n Registration completed
	Check your personal infor NAME: ID Type: ID number: ACCA Student ID: Email Address: Student Type: Pre Exam Check confirmation:	FIA Student Students Over 14 years of age		
	Check your exam booking: Exam FBT-2022/07/22 PM FMA-2022/07/20 AM	Place China China	Fee	
	Previous step	Submit exam booking for pay	yment	确认以上报名信 息无误后点击提 交报考
	Infor	rmation confirmat	ion	×
I promise th false information	at all materials submi , we are willing to bea	tted by me are true, ar relevant responsib	valid and co ilities.	rrect. If there is any
NAME: 1 ID Type:				点击确认

Cancel

I confirm

四、缴费流程

ACCA 学员	FIA 学员	科目名称	考试费用(人民币)
BT	FBT	商业与技术	1,050 元
МА	FMA	管理会计	1,050 元
FA	FFA	财务会计	1,050 元
LW-ENG		公司法与商法-英国卷	1,150 元
LW-GLO		公司法与商法-全球卷	1,150 元

远程随时机考科目及考试费

1. 点击 pay now



2. 选择是否开具发票,如需开票请填写开票信息,完成后点击 Pay now 进入付款

如当时选择 No Need 不需发票,后续又想开票,可在下一个考试周的第一个工作日之后进入网站首页-My invoice 中修改为 Need 并填写开票信息。

注意:完成缴费后即可通过网站首页右侧的 My Invoice 进入查看开票信息,并可在下一个考试周后第一个工作日之后,进入"My invoice"点击申请开票,申请后即会在预留的发票接收邮箱中收到电子发票。

Exam	Name	Place	Fee
FBT-2022/07/19 PM		China	
Total amount:		_ 如 尹	干具个人
Invoice required:	Need	Mineed 请这	选择此项
* Type of invoice:	Personal	Company	
* Invoice payable:	填写发	票抬头名	称
* Email: 🕇	直写由.	子发画接	此邮箱



3. 选择支付方式:微信、支付宝、银行卡快捷

任选一种方式支付后即完成报考。报考成功后,报名系统将会在当天给您的邮箱(报名 信息中填写的邮箱)发送成功报考的系统邮件,请及时查收确认避免遗漏。(系统平台 发送邮箱名称及地址:考试服务平台: <u>postmaster@exam-sp.com</u>,个别情况可能会 被自动过滤至垃圾邮箱或订阅邮件分类中)

正在使用支付³ 商户订单号: 商品名称: 交易日期: 收款方:.	P台服务,请仔细核对 付款商户名称及付款金额,以确保您的资金安全
	选择支付方式
	🗆 😒 微信扫码支付
	注:银行快速支付仅支持使用IE9及以上版本浏览器
	确认付款

4. 查阅报名信息

如需查看已报名的信息,可通过首页的 My exam booking 进入查看。

五、更改个人信息及报名信息

更改个人基础信息、增加报名科目、更换科目、报名其它考试周、退考操作,所有以上操作仅限于所报考试周对应的报名截止时间前完成。

考试周次	开放报名	报名/缴费/更改			考试日		
	起始时间	/退考 截止时间	周一	周二	周三	周四	周五
考试周1	7/6,0时	7/12,0时		7/19	7/20	7/21	7/22
考试周2	7/6,0时	7/18,0时	7/25	7/26	7/27	7/28	7/29
考试周 3	7/6,0时	7/25,0时	8/1	8/2	8/3	8/4	8/5
考试周4	7/26,0时	8/1,0时	8/8	8/9	8/10	8/11	8/12
考试周 5	7/26,0时	8/8,0时	8/15	8/16	8/17	8/18	8/19
考试周6	7/26,0时	8/15,0时	8/22	8/23	8/24	8/25	8/26
考试周7	7/26,0时	8/22,0时	8/29	8/30	8/31	9/1	9/2

1. 更改个人基础信息

因不同的 Student Type 下对应的科目是不同的,所以 Student Type 仅可在尚未提交报名时 方可修改。如已提交报名后想修改,请通过页面右下角在线客服申请取消报名后再重新报考;如 已缴费,请直接申请退款,退款成功后重新报名(为不影响重新报考,请至少在该考试周的报 名截止日前一天向客服提出退款申请)。

Home Book Exam	点击此处	修改个人基础	临息			
📆 My exam booking 🗸	ACCA OD Exa	m Week1		Modify you	r personal information	Add subjects
My invoice	Name	Exam	Place	Fee	Payment status	Action
My information		FBT-2022/07/22 PM	China		Unpaid	Change exam booking
Account security		FMA-2022/07/20 AM	China			Pay now View exam booking
FAQ FAQ						

此三处为注册信	Modify your personal information 息无法修改	×
* NAME:		
* ID Type:	Chinese ID card Other	
* ID number:		J
* ACCA Student ID:	可修改	
* Email Address:	可修改 🖌 如	1已提交报名,
* Student Type:	FIA Student O ACCA Student	
* Pre Exam Check confirmation:	• Students Over 14 years of age Stude	ents Under 14 years of age
	Save	一 可修改

2. 增加报名科目

如已报名或已完成缴费后,还想增加该考试周的其它考试场次及科目,可点击 Add subjects 增加科目后,一并完成支付或单独完成支付(如前面所报科目已缴费)。

Hom	e Book Exam			点	击此处增	曾加报考科	
÷.	My exam booking	ACCA OD Exa	m Week1		Modify you	r personal information	Add subjects
	My invoice	Name	Exam	Place	Fee	Payment status	Action
2	My information	-	FBT-2022/07/22 PM	China		Unpaid	Change exam booking
0	Account security		FMA-2022/07/20 AM	China			Pay now View exam booking
5	FAQ						

3. 更换科目

学员可进行同价格科目的一对一更换,如科目价格不同,请联系页面右下角在线客服申 请取消报名后重新报考;如已缴费,请直接申请退款,退款成功后重新报名。如更换操 作时,发现无可选科目,表示此时不符合更换科目的条件(例如:同一考试时间下已报 一个科目了,该相同时间下不能同时再报另一科目)

Hom	e Book Exam	点击此处	业可进行同份	格科	目更换		
Ē.	My exam booking	ACCA OD Exa	m Week1		Modify you	personal information	Add subjects
*	My invoice	Name	Exam	Place	Fee	Payment status	Action
2	My information		FBT-2022/07/22 PM	China		Unpaid	Change exam booking
V	Account security		FMA-2022/07/20 AM	China			Pay now View exam booking
2	FAQ						

Change exam booking
* Exam booked
选择已报名的科目
* Exam to book
选择更新的科目
Cancel I confirm

4. 报考其它考试周

完成当前考试周报名后,如还想在其它考试周报名考试,操作如下:

Home Book Exam ← 点击」	比处		
Notice	Moress	👤 Welcome,胡胡测试	
ATA Privacy Policy for China Remotely Invigilated Exam-Part I	Time:2022-06-29		¥
ATA Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29	■ My exam booking	My invoice
ATA Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29	•	ø
ACCA Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	My information	Account security
ACCA Privacy Notice for China Remotely Invigilated Exam-Part II	Time:2022-06-21	Log ou	t
勾选其他考试周	ach Name: ACCA OD Exam Wee xamTime: 2022-07-19 00:00-202 atch Name: ACCA OD Exam Wee xamTime: 2022-07-25 00:00-202 atch Name: ACCA OD Exam Wee xamTime: 2022-08-01 00:00-202	k1 2-07-22 23:59 k2 2-07-29 23:59 k3 2-08-05 23:59	
	Next step		

进入对应考试周后,具体操作流程同前 "三、报名流程 2"。

5. 退款操作:

退款申请:学员申请退款的截止日期为参加该门考试日期后第 14 个历天 23:59,超过 上述窗口期后不接受退款申请。

退款审批: ATA 应在考试周末后的每个日历周一或之前收集所有退款申请,并提交给 ACCA, ACCA 应在收到退款申请清单后的 5 个工作日内反馈审批状态。

My exam booking	ACCA OD Exa	am Week1		Modify yo	ur personal information	Add subjects
My invoice	Name	Exam	Place	Fee	Payment status	Action
My information		FBT-2022/07/22 PM	China		Paid	Change exam booking
Account security		FMA-2022/07/20 AM	China			Apply for refund

* Choose subject	Refund application × 勾选良款科目 FBT-2022/07/22 PM FMA-2022/07/20 AM
Fill in the reason for refund	填写原因
	Cancel Submit 点击提交

六、其它相关操作模块介绍

ome Book Exam			
× Notice	More>>	Welcome,	
Privacy Policy for China Remotely Invigilated Exam-Part I	Time:2022-06-29		
A Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29	My exam booking	My invoice
Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29		
A Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	My information	Account securi
CA Privacy Notice for China Remotely Invigilated Exam-Part II	Time:2022-06-21	Log ou	ıt

My exam booking: 可进入查看已报考的信息

My invoice:可进入查看已填报的开票信息。可在下一个考试周的第一个工作日起,进入 My invoice 点击申请开票,申请后可在当天通过预留的发票接收邮箱收到电子发票。如之前选择不需要发票,后续想修改为需要发票,可在下一个考试周的第一个工作日起,进入网站首页-My invoice 中修改为 Need 并填写开票信息。

My information:可查看个人注册信息

Account security: 可绑定或更换个人手机号、修改注册邮箱、重置登录密码

Home Book Exam		
n Notice	More>>	Account Login Phone Login
ATA Privacy Policy for China Remotely Invigilated Exam-Part I ATA Privacy Policy for China Remotely Invigilated Exam-Part II	Time:2022-06-29 Time:2022-06-29	ID Card Number
ATA Privacy Policy for China Remotely Invigilated Exam-Part III	Time:2022-06-29	Password
ACCA Privacy Notice for China Remotely Invigilated Exam-Part I	Time:2022-06-21	Verification Code
ACCA Privacy Notice for China Remotely Invigilated Exam-Part II	Time:2022-06-21	Find Password Register

登录报名网址时忘记密码,可找回登录密码,操作如下:

通过注册用的手机号或邮箱来验证并重置登录密码

Retrieve password		
Phone reset	Mailbox reset	
PhoneNum		
Verification Code	Utqhp	
PhoneCode	Get captcha	
Please enter 6-26 digits, letters or $\ensuremath{s_l}$		
Confirm password		
Confirm change	password	

ATA 在线客服支持:

学员可通过报名网站右下角的"在线咨询"获得客服的及时帮助。 服务时间:周一至周日8:00-19:00 (国家法定节假日除外)。

