

报考步骤



分季机考报考步骤

Session guide

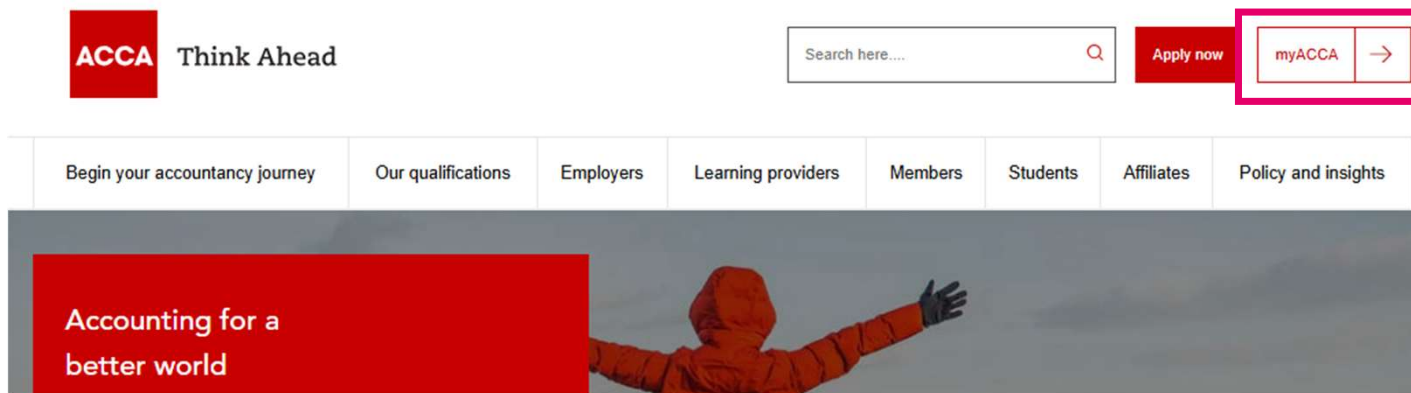
1. 登录报考系统
2. 选择科目和版本
3. 确认考位
4. 选择考点和时间
5. 确认报考信息
6. 支付报考费用
7. 确认报考成功



第一步 登录您的myACCA账号

Step1: 登录ACCA全球官 www.accaglobal.com

Step2: 点击首页“myACCA”进行登录



Sign in to MyACCA

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

Username

Password

[Sign in to MyACCA](#)

[Forgotten your username?](#)

[Forgotten your password?](#)

[New user - set your password](#)

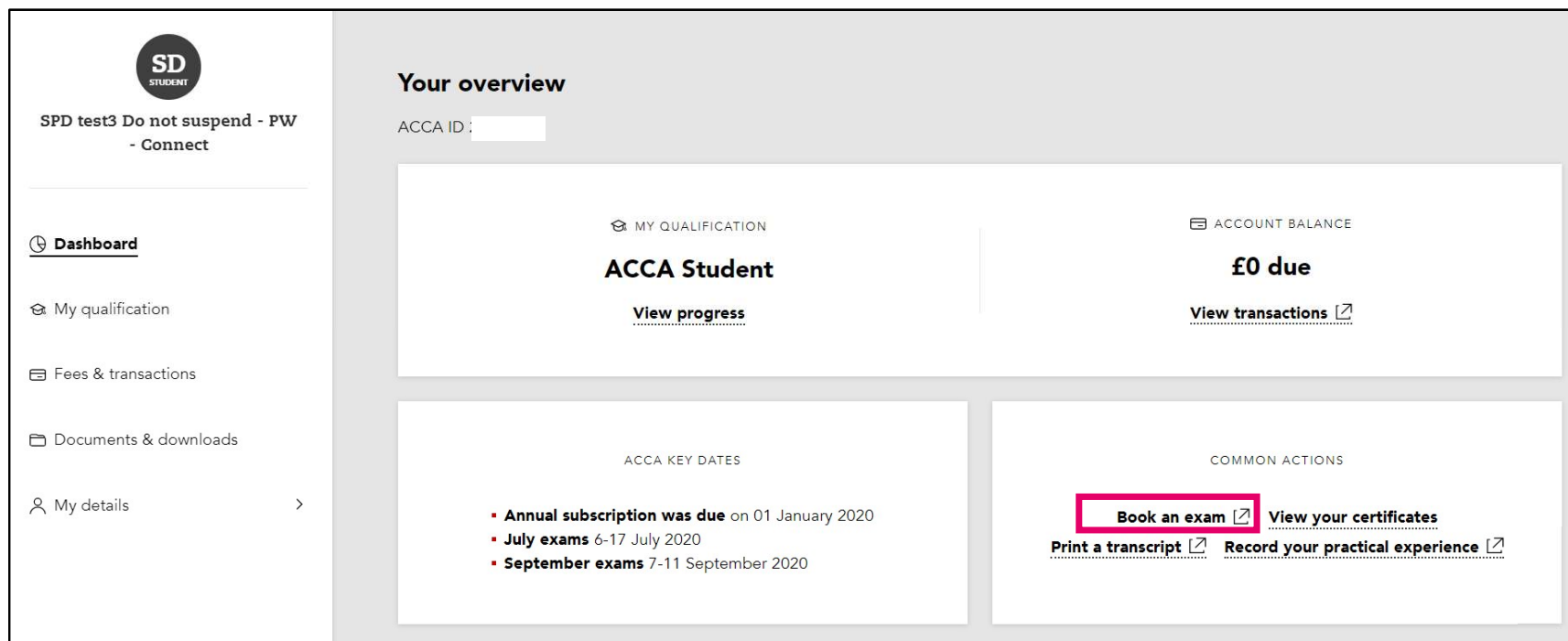
[Having problems signing in?](#)



- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7

第一步 登录报考系统

Route 1 登录后，右侧页面往下拉动，在“COMMON ACTION”栏目里点击“Book an exam”



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

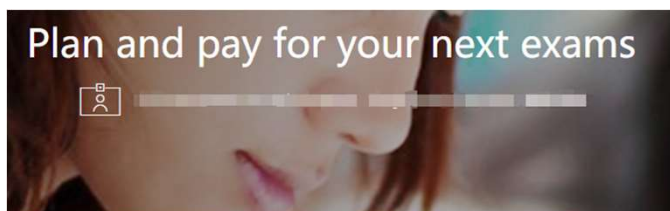
Route 2 点击左侧导航栏的“**My qualification**”，接着右侧出现新页面，在“Exams”下点击红色“**Book an exam**”

The screenshot shows the ACCA 'MY QUALIFICATION' page. On the left is a navigation sidebar with a 'STUDENT' profile icon at the top. The sidebar contains links: 'Dashboard', 'My qualification' (highlighted with a red box), 'Fees & transactions', 'Documents & downloads', and 'My details'. The main content area is titled 'Keeping track of your qualification' and has an 'Exams' sub-header. Below this is a 'Your exam progress' section with two circular progress indicators, each showing '4/13 EXAMS' and the text 'Complete your exams to become an ACCA affiliate'. To the right of this section is a red button labeled 'Book an exam' with an external link icon, also highlighted with a red box. Below the button is a list of links: 'Detailed exam history', 'Find tuition', 'On-demand Practice tests', 'CBE Practice Platform', 'Mitigating circumstances', 'Detailed exam history', 'Find tuition', 'On-demand Practice tests', 'CBE Practice Platform', 'Mitigating circumstances', 'Centre complaints', 'ACCA Study Hub (selected regions)', and 'Apply for an administrative review'. Each link has an external link icon.



第二步 选择考试科目和版本

点击 “Add an exam”



1 Plan 2 Confirm availability 3 Pay

Your plan

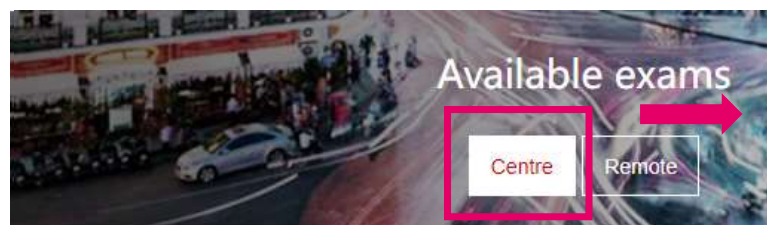
Run System Test
(for remote session exams)

Add an exam

You have no exams in your plan yet

[Need help?](#)

选择考点、考季和考试科目



March 2024
STANDARD

June 2024
UPCOMING

Performance Management (PM)

Taxation (TX)

Financial Reporting (FR)

Audit and Assurance (AA)

Financial Management (FM)

ACCA Think Ahead

My preferred location

Country/Region:

China, Peoples Rep of

Location:

Select a location...

Confirm

It may be possible to arrange for paper-based exams to be attempted at centres other than those listed in the above locations. [Find out more](#)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

ACCA

THINK AHEAD

Public

© ACCA

选择考试版本（如该科目有不同版本）

Available exams in Beijing

Centre

September 2022
STANDARD

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

点击 "Add to your plan"

Available exams in Beijing

Centre

September 2022
STANDARD

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 September 2022.

£143.00

Exam Entry – Important Dates

Add to your plan



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

第三步 确认考位

点击 “Confirm availability” 确认考位

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

Your plan

Add an exam

September 2022

Session CBE

Taxation - United Kingdom (TX - UK) ×

Pending Availability and Payment

£143.00

Subtotal

£143.00

Need help?

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 £143.00

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

Proceed to Payment

点击科目名称

1 Plan

2 Confirm availability

3 Pay

Dashboard

Computer-Based Exams

Select Exam

CBE_TX_UK: Taxation - United Kingdom (TX - UK)

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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7



请认真阅读ACCA policies，阅读完毕后点击底部 “Agree” 进入下一步

1Plan

2Confirm availability

3Pay

Agree to ACCA policies

CBE_TX_UK: Taxation - United Kingdom (TX - UK)

ACCA policies

Terms and Conditions

Important: Health and safety protocols may differ by test centre and/or region. Please go to the [Pearson VUE COVID-19 Update](#) web page frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test centre.

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.

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 are available on the ACCA website and are also reproduced on your **Examination Attendance Docket**, which will be available to download from myACCA approximately two to three weeks before the exams.

Please familiarise yourself with the Examination Attendance Docket prior to attending the examination centre as this includes a timetable of all the exams that you are entered for and the full address of your exam centre. Note that you may be attending different exam centres on different days.

You are required to bring official photographic ID to the exam, such as your passport, driving licence or national ID card. Please arrive at the exam centre 30 minutes before the start of the exam. This will give you time to relax, prepare yourself and be allocated a desk by the exam administrator.

Re-schedule Policy

1Plan

2Confirm availability

3Pay

Agree to ACCA policies

CBE_TX_UK: Taxation - United Kingdom (TX - UK)

ACCA policies

Terms and Conditions

Important: Health and safety protocols may differ by test centre and/or region. Please go to the [Pearson VUE COVID-19 Update](#) web page frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test centre.

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You are required to bring official photographic ID to the exam, such as your passport, driving licence or national ID card. Please arrive at the exam centre 30 minutes before the start of the exam. This will give you time to relax, prepare yourself and be allocated a desk by the exam administrator.

Re-schedule Policy

Re-schedule Policy

You can make amendments to any existing exam entries up until the standard entry closing date. You must ensure that any amendments comply with ACCA Exam Progression Rules. Please note that all exam reschedules and amendments will incur a charge relevant to the booking period when the change is made.

Amendments and reschedules are not permitted after the end of the standard deadline. Full details of the exam entry closing dates and progression rules are available on the ACCA website.

Cancellation Policy

You can make amendments, including cancellations, to any existing exam entries up until the standard entry closing date. You must ensure that any cancellations comply with ACCA Exam Progression Rules. Cancellations are not permitted after the standard exam entry closing date.

After this closing date, your examination entry fees are not refundable or transferable. Full details of the exam entry closing dates and progression rules are available on the ACCA website.

Previous

Agree



Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7

选择考点相关信息以确定该科目的考点是否有考位

1 Plan 2 Confirm availability 3 Pay

Find an appointment

CBE_TX_UK: Taxation - United Kingdom (TX - UK)

Find test centres in:

Country/Region:
China

State/Province:
Beijing

City:
Beijing

Show me appointments on this date:
06/09/2022

Search

- 1) 选择国家、省份和城市（如果需要扩大搜索范围，可以只选省份，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。
- 4) 点击“Search” 搜索考点



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

第四步 选择考点和考试场次时间

ACCA - Beijing Modern Business Training - 2 China Beijing Beijing Tuanjiehu Building No.17 Tuanjiehu Nanli Chaoyang District Test Centre Information	9:00 AM
ACCA - Beijing Modern Business Training - 3 China Beijing Beijing Tuanjiehu Building No.17 Tuanjiehu Nanli Chaoyang District Test Centre Information	None available
ACCA - Best Western Harbin Fortune Hotel China Heilongjiang Harbin No.368 Xuefu Road Nangang District Test Centre Information	Select Appointment ▼

- 显示的时间则是此科目可报考的场次（如同时有上下午场次会分开显示）
- 若考点显示 **None available**，则表明此考点在该考季暂不开放，或者可能该考点考位已满订。
- 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！**



Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

确定所预约考试的信息, 点击页面底部 “Next”

1 Plan 2 Confirm availability 3 Pay

Is everything correct? Proceed to complete your order

! 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 Length: 190 minutes ⓘ	Appointment Tuesday, 7 June 2022 Start time: 9:00 am Asia/Hong_Kong - HKT Change Appointment Location ACCA - Crowne Plaza Qingdao 2 China Shandong Qingdao 76 Xiang Gang Zhong Road -	Remove
CBE_TX_UK: Taxation - United Kingdom (TX - UK) Language: English Length: 190 minutes ⓘ	Tuesday, 7 June 2022 Start time: 9:00 am Asia/Hong_Kong - HKT Change Appointment Location ACCA - Crowne Plaza Qingdao 2 China Shandong Qingdao 76 Xiang Gang Zhong Road 266071 Change Test Centre	

Personal Information

Next →



Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

第五步 确认报考信息

再次确定所预约
考试的信息。

如果确认无误，
点击右下角
“Confirm”

Review Booking

Description	Details
Exam CBE_TX_UK: Taxation - United Kingdom (TX - UK) Language: English Length: 190 minutes ⓘ	Appointment Tuesday, 6 September 2022 Start time: 9:00 am Asia/Shanghai - CST Location ACCA - Beijing Modern Business Training - 2 China Beijing Beijing Tuanjiehu Building No.17 Tuanjiehu Nanli Chaoyang District

Previous

Cancel Order

Confirm



Step 1 Step 2 Step 3 Step 4 **Step 5** Step 6 Step 7

确认无误后，点击“Finish”提交报考信息



Submit Booking

Order #: [REDACTED]

Finish



Description

Exam

CBE_TX_UK: Taxation - United Kingdom (TX - UK)

Language: English

Length: 190 minutes ⓘ

Details

Appointment

Tuesday, 6 September 2022

Start time: 9:00 am Asia/Shanghai - CST

Location

ACCA - Beijing Modern Business Training - 2

[Test Centre Information](#)

Order Information

Order Number/Invoice

[REDACTED]

Registration ID

[REDACTED]

Status

Scheduled

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7



第六步 支付报考费用

Your plan

[Add an exam](#)

September 2022



Session CBE

Taxation - United Kingdom (TX - UK) ×

ACCA - Beijing Modern Business Training - 2 (C837) , CHN
6th September 2022 09:00 Asia/Shanghai
09:00 6th September 2022

£143.00

| Pending payment

Subtotal

£143.00

[Need help?](#)

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 **£143.00**



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**”。



Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6** Step 7

选择适合您的付款方式完整费用支付

在此页面，将显示三种支付方式，分别是：

- 银行卡（Visa/Master/银联卡）
- 支付宝（仅中国内地网络环境下使用）
- 贝宝（PayPal）

请选择其中一种支付方式展开继续完成支付。

Please select your Payment Method
Pay using previously stored details below (where applicable)
Or pay using one of the payment methods listed further below

☐

Card Payment

☐

支付宝 AliPay

☐

PayPal

Cancel payment



第七步 确认报考成功

Step1: 在Exam planner, 查看是否报考成功

如果科目报考成功,

您会在对应的考季下方看到科目的名字

科目名字下方会有显示 “Booked”

点击 “Details”可以查看到

- 科目所选择版本 (无版本的科目会显示Not Applicable)
- 考季
- 考试日期
- 考试时间
- 考试时长
- 考点信息
- 报考费用

Your plan

June 2022

Session CBE

Financial Reporting (FR)

Booked

Details

Amend

Performance Management (PM)

Booked

Details

Amend

Add an exam

Financial Reporting (FR)

Booked

Details

Amend

Exam	Financial Reporting (FR)
Version	Not Applicable
Session	June 2022
Date	09/06/2022
Time	09:00:00
Duration	3 hours 10 minutes
Centre	ACCA - OFFCN HY Hotel - 1 (C877) 2F Beijing Hall No.8, Yuanhua Rd Qixia District Jiangsu Nanjing City
Paid	£136.00



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Step2: 除exam planner外还要查看邮件确认

报考成功后，您会收到一封Acknowledgement letter邮件，此邮件将会确认您是否已经报考成功；

邮件会发到您ACCA注册的邮箱，如不在收件箱，请查找您的广告/垃圾邮件；

如仍未收到，请联系ACCA中国客服。

Date: 19th July 2021

Hello [REDACTED]

We can confirm the following exam arrangements are being made for you:

September 2021

Exam Details	Financial Management (FM) Session CBE
Centre	ACCA - M... [REDACTED]
Exam Fee	3 hours (plus up to 10 minutes to read the pre-exam instructions) [REDACTED] 0 GBP
Sub Total:	[REDACTED] 0 GBP

What happens next?
Prepare for the exams with our [study support resources](#) and connect with students in the [Learning Community](#).

What to do on Exam Day

Centre Exams
To get into the exam centre, you will need to show an examination attendance docket. Your docket will be available to download from [myACCA](#) two weeks before your exam(s).
Some of our exam centres are very popular and we can run out of space. If this happens with your preferred centre, we will transfer you to the nearest alternative centre.

Exams at Home
Within 'Your Plan' in [Exam Planner](#) in [myACCA](#), select the 'Launch exam' button 30 minutes before your scheduled start time to ensure you are checked in and ready to start. Please note the 'Launch exam' button will only be visible on the day of your exam.

In the lead up to your exam we'll do all we can to help you prepare. Look out for recommended resources, support and guidance in your inbox from next week.

By confirming the OnVue System Test Requirements have been successfully performed and passed on the device you'll use and in the location where you will take the exam, it is therefore your responsibility to ensure that should you for whatever reason change your device or location, that these still meet the minimum specification and exam regulations in order to launch and run the exam successfully. Unfortunately, if you face technical difficulties on your exam day as a result of not meeting the minimum specification or exam regulations, you will not be entitled to a refund.

If you have any questions regarding remote session CBEs, please consult our [website](#).

Get ready for your results now
The fastest way to find out your results is by email or SMS. Sign up now in time for this session's results, by registering online at [myACCA](#) for this service. Visit [our website](#) for details. Please remember to keep your email address and mobile/cell phone number up to date on our records.

Good luck with your revision.

ACCA

ST/ENT/ACK

姓名

考试科目
考试中心名字
考试日期和时间
考试费用

总费用

