

报考步骤



1. 登录 *myACCA*账号 (www.accaglobal.com)

The screenshot shows the ACCA website homepage. At the top, there is a navigation bar with links: "The global body for professional accountants", "About us", "Contact us", "Find an accountant", "Technical activities", "Help & support", and "Hong Kong". Below this is the ACCA logo and the slogan "Think Ahead". A search bar is present with the text "Search...". To the right of the search bar is a red "Apply now" button and a button labeled "myACCA" with a right-pointing arrow, which is highlighted with a red box. Below the navigation bar is a menu with links: "Home", "Our qualifications", "Employers", "Learning providers", "Members", "Students", and "Professional insights". The main content area features a large banner with a background image of a suspension bridge. The banner has two columns of text. The left column has the heading "Inspiring accountancy" and the text "A powerful global presence within the profession, ACCA inspires its members and students towards greater success and prosperity." Below this is "Benefit from qualifications that are endorsed by employers and institutions around the world, and a career's worth of valuable resources and support." and a "Discover ACCA" button with a right-pointing arrow. The right column has the heading "Start your career in finance with ACCA" and two buttons: "Studying with ACCA" and "Apply now", both with right-pointing arrows.

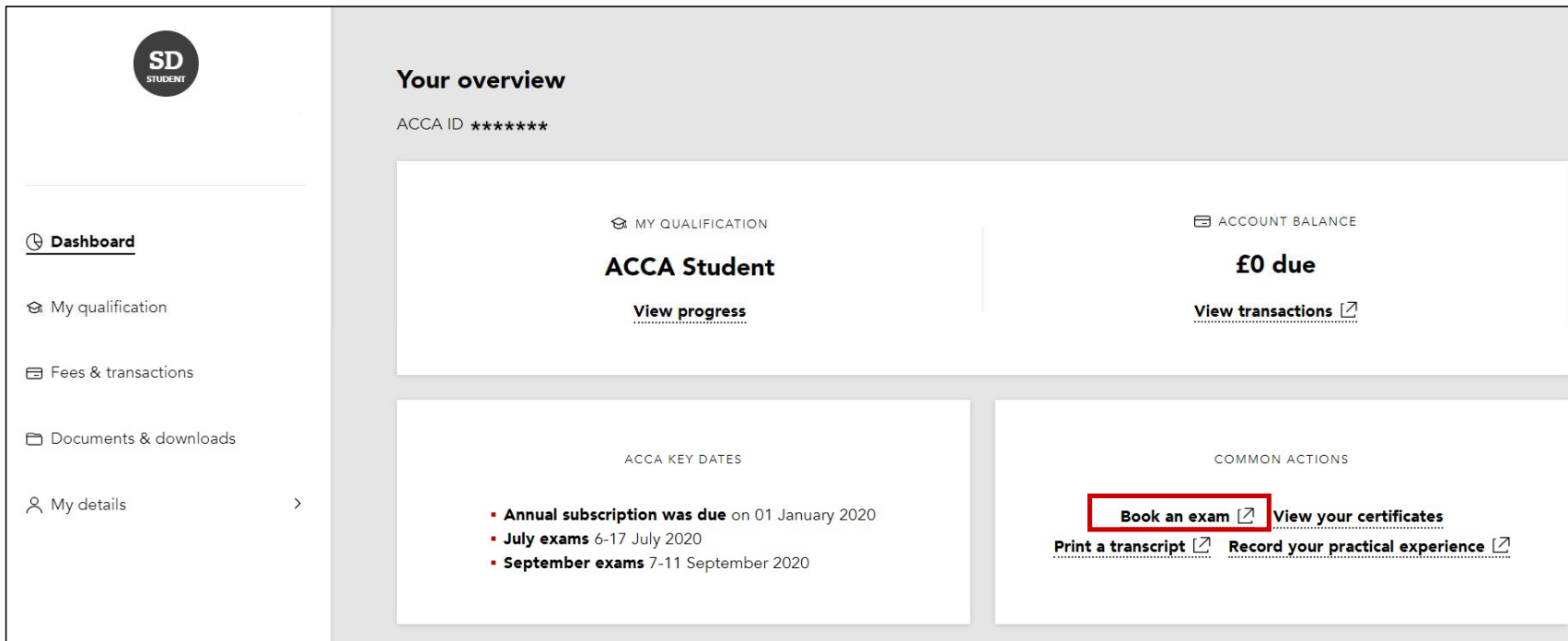


The screenshot shows the "Sign in to MyACCA" page. The heading is "Sign in to MyACCA". Below the heading is a text box that says "Insert your username and password below to access your secure personal MyACCA account." There are two input fields: "Username" and "Password". Below the input fields is a red button labeled "Sign in to MyACCA". At the bottom of the page, there are four links: "Forgotten your username?", "Forgotten your password?", "New user - set your password", and "Having problems signing in?".



2. 进入Exam Planner(报考系统)

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



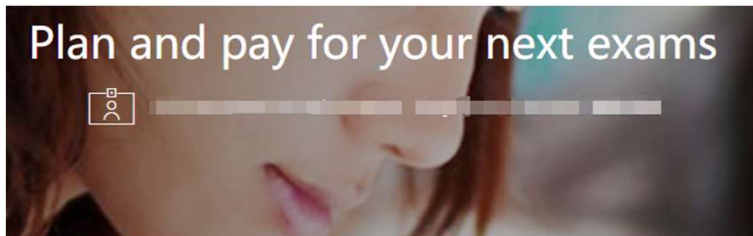
The screenshot displays the ACCA Student dashboard. On the left is a navigation menu with options: Dashboard, My qualification, Fees & transactions, Documents & downloads, and My details. The main content area is titled 'Your overview' and shows the user's ACCA ID as '*****'. It is divided into four sections: 'MY QUALIFICATION' (ACCA Student, View progress), 'ACCOUNT BALANCE' (£0 due, View transactions), 'ACCA KEY DATES' (listing annual subscription due on 01 January 2020, July exams 6-17 July 2020, and September exams 7-11 September 2020), and 'COMMON ACTIONS' (Book an exam, View your certificates, Print a transcript, Record your practical experience). The 'Book an exam' link is highlighted with a red box.



途径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 displays the 'MY QUALIFICATION' section of the ACCA student portal. The main heading is 'Keeping track of your qualification'. Under the 'Exams' sub-section, there is a 'Your exam progress' area with a circular progress indicator showing '4/13 EXAMS' and the text 'Complete your exams to become an ACCA affiliate'. A prominent red button labeled 'Book an exam' is highlighted with a red box. To the right of the progress indicator, a list of links is provided, including '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'. The left sidebar contains navigation options: 'Dashboard', 'My qualification' (highlighted with a red box), 'Fees & transactions', 'Documents & downloads', and 'My details'.

3. 点击 “Add an exam”

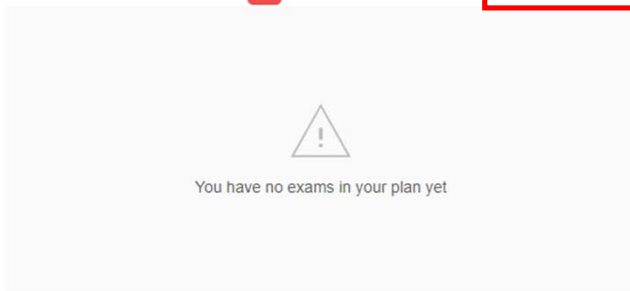


1 Plan 2 Confirm availability 3 Pay

Your plan

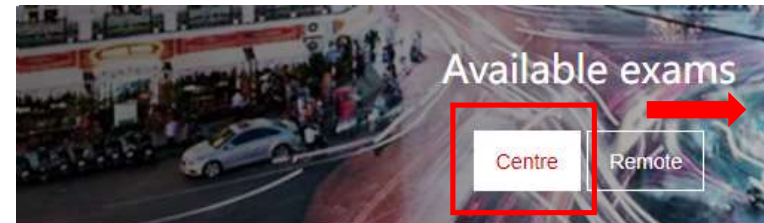
Run System Test
(for remote session exams)

Add an exam



[Need help?](#)

4. 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](#)



5. 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

6. 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

7. 点击 “Confirm availability” 确认考位 8. 点击科目名称

✓ 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



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



9. 阅读ACCA policies, 阅读完毕后点击底部 “Agree”

1 Plan 2 Confirm availability 3 Pay

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

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



10. 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



11. 选择考点，点击考试场次时间

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！**



12. 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 266071 Change Test Centre	Remove

Personal Information

[Next](#)

13. 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](#)



14. 点击 “Finish” 提交报考信息

1 Plan 2 Confirm availability 3 Pay

Submit Booking

Order #: [REDACTED]

Finish →

Description	Details	Order Information
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 Test Centre Information	Order Number/Invoice [REDACTED] Registration ID [REDACTED] Status Scheduled

