

Instructions for Exam Entry November 2014

It is important that you read these instructions carefully before you complete your exam entry online.

You can enter online for the November 2014 exams from 28 July 2014

A quick guide to the information you will find in this document:

- 1 Entering and taking exams
- 2 Exam results
- 3 Exam timetable

Check the exam notice in each issue of 'Financial Management'. Also, see our website, which always has the most up-to-date information with [FAQs](#) and User guides:

<http://www.cimaglobal.com/Students/Exam-information/>

If you have any questions about your exam entry that are not covered by this guide, please forward your question to CIMA Contact. We aim to respond within 3 working days.

Email: cima.contact@cimaglobal.com

Tel: +44 (0)20 8849 2251

Fax: +44 (0)20 8849 2450

When you contact us about exams whether by email or telephone please remember to tell us your Contact ID.

1. Entering for Exams

A Exam sittings

These instructions relate to the November paper based exams. You can only sit exams if you are registered as a CIMA student and your account is fully paid up. You will not be allowed to sit for any exams if you have a case that has been referred to Professional Conduct in connection with a breach of exam rules, which is still under investigation.

B Entering operational, management, strategic level, T4 part B Case Study, and gateway exams online

You can only enter for the above exams through the CIMA website.

If you are awaiting exemption decisions which do not affect your exam entry you can still enter online.

C Exam centres

You can sit your exams at any of the CIMA exam centres throughout the world. There is a list of exam centres on the website at

<http://www.cimaglobal.com/Students/Exam-information/Exam-centres/> At Special centres, as well as the standard exam fees, there will be an extra fee that you must pay direct to the centre. CIMA will send your contact details to the exam centre to be used only to contact you regarding the additional fees. Please be aware that, in some countries, the special fee charged may be considerably higher than the CIMA exam fee.

Please note: exam venue address details are correct at the time of entry. In the unlikely event of a venue change, details will be shown on your admission advice and/or emailed directly to your email address.

D Progression through the exams

Operational and management level

Operational and management level exams can only be taken when you have completed the certificate level, by Computer Based Assessment or by exemption. You can take the papers at these levels in any order and you can sit as many of the six papers at any one sitting as you wish. However, subjects within each learning pillar of the qualification are designed to be sequential, from operational to strategic level, encouraging the progressive development of knowledge, techniques and skills. Please see the syllabus for recommendations regarding paper combinations.

<http://www.cimaglobal.com/Students/Exam-preparation/Recommended-order-of-exams/>

Strategic level

When you have completed the operational and management levels, you may enter for strategic level papers. You must take and submit for marking all three strategic papers at your first sitting. If you do not pass all the papers at your first attempt you will be credited with any passes that you are awarded, and your remaining paper(s) can be re-taken together or individually at a subsequent sitting.

If you are absent from one or more strategy papers at your first sitting and wish to retain the results of those you did sit, you will need to provide an official document or certificate (for example, from a doctor) to prove you were unable to sit the exam. If you cannot provide an evidenced explanation of why you did not attend then the results for the other strategy exams

you do attend, in this exam session, will be voided. Your medical document and brief covering letter should be received no later than 12 December 2014 at the following address:

The Secretary,
Examinations and Assessment Oversight Panel
CIMA
26 Chapter Street
London
SW1P 4NP.

If you cannot provide an official document or certificate, all the strategy papers you have taken will be considered void and you will have to re-take them, even if you have reached the pass mark.

The pre-seen material applying to all three strategic level papers (E3, F3 and P3) can be [downloaded here](#) six weeks before the examinations.

T4 part B Case Study Examination

You are eligible to enter for T4 part B when you have completed the strategic level. The 'pre-seen' case study material is now available on the CIMA website and can be downloaded [here](#). Note that the 'pre-seen' material is only available on the website – we will not post it to you.

E Pass marks

The pass mark for all papers except T4 part B is 50%. The pass mark for T4 part B Case Study is 25 credits.

F Standard entry date

The closing date for standard exam entry is 5pm BST 12 September 2014.

G Paying your fees

When entering in the UK, Ireland and Zambia you are required to pay online using a credit or debit card. (Visa, MasterCard, American Express, and Solo debit cards are accepted.) Payment must be completed on day of entry.

If entering from outside the UK, Ireland or Zambia and you do not have the required credit/debit cards, you must select the 'post payment now' button. You can pay by cheque or banker's draft. Please send your payment immediately. Your exam status is provisional until we receive your fees. CIMA must receive payment by 18 September 2014. If payment is not received by 5pm BST 18 September, we reserve the right to withdraw you from the exam and charge a £68 Exam Non-Payment Administration fee.

All payments must be made in £ sterling. Full details of all fees can be found in the table on page 9 of this document.

H Late entries and very late entries

We will accept late entries for one week beyond the standard deadline up until 5pm BST 18 September.

If you enter after the standard deadline of 5pm 12 September but before 5pm 18 September, you will need to pay a one-off late entry fee of £211 **as well as** the standard fee for each exam paper at the time of application.

We will only consider very late entry to the exams in exceptional circumstances (evidence required on application). We will charge you a very late fee of £423 as well as the standard exam fees if we accept your case. All fees are payable at the time of application.

I Amendments and cancellations

It is possible to change your exam centre and/or your choice of papers. We will accept amendments up to 5 pm BST on 18 September. No amendment charges are applied prior to 12 September. From 5.01 pm on 12 September until 18 September the charge is £68.

We will consider very late amendments after 18 September in exceptional circumstances (evidence required in application) but cannot guarantee a change to your exams at this stage as depends if seating space is available.

Amendment fees summary:

- | | |
|--|------------|
| • Up to 5 pm 12 September | £no charge |
| • From 5.01 pm 12 September up until 5 pm 18 September | £68 |
| • After 5 pm 18 September (exceptional cases only) | £92 |

Please note that 5pm BST 18 September is also the final deadline for all payments to be received, so if you are sending us a change request in the last few days before the deadline, you must send payment at the same time. **Please send your change request to us by email at exam.changes@cimaglobal.com**

We do not accept cancellations or postponements of exams or give refunds on fees paid (this does not affect your statutory rights)

J Special Requirements

CIMA welcomes entries from students with disabilities or special requirements and is able to provide additional help or concessions, such as extra exam time, as appropriate to individual needs. If you have a special requirement, you should enter the exams online in the usual way and then notify the Examinations and Assessment Department in writing of your requirements by sending a covering letter and supporting medical documentation from a professional; this can be submitted either by scanning and e-mailing the documentation to exams.consideration@cimaglobal.com or by posting to the following address:

The Secretary (Examination Appeals)
CIMA Examinations and Assessment Oversight Panel (EAOP)
C/o Examinations and Assessment Department
26 Chapter Street
London SW1P 4NP

All requests for special requirements provision must be accompanied by supporting medical or professional documentation. The closing date for applications is 5pm BST 18 September 2014

2. Exam Rules and Regulations

A Admission advice

You admission advice will be available for download via MYCIMA from mid-October. The admission advice contains important information such as your candidate number for each exam and specific instructions about the exam venue. Keep it safe, as you will need to take this to the exam centre to confirm your entry to the exam supervisor. You should also download the Exam Rules and Regulations, to which a link will be provided when you access your admission advice. You are bound by these rules and regulations. Your admission

advice will be available through your MYCIMA account. You will need your Contact ID and password to access MYCIMA.

Students sitting exams in Sri Lanka must also download an attestation form from the website for each exam. You must complete your attestation form and take it with your admission advice to the exams.

B Documents to bring to the exam centre

You must bring the following to the exam:

- Your Admission Advice (which you must download from the CIMA website prior to the exam)
- Identification containing a photograph and your signature, in the form of a passport, driving licence or National Identity Card
- Attestation forms if sitting exams in Sri Lanka.

C Contravention of exam rules with regard to unfair methods

If you contravene exam rules by, for example cheating, helping another candidate to cheat or by having materials or items with you that could give you an unfair advantage, you will be reported to the Examinations and Assessment Oversight Panel. This is likely to result in your exam paper being voided. It may also result in CIMA taking disciplinary action against you.

The following are deemed to be examples of contravention of exam rules:

- Having any book, notes, documents or your mobile phone on you at any time during the exam
- Having any book, notes or documents in a situation which suggests you could have used them during the exam
- Talking to, copying from, or in any way communicating with, another candidate
- Using a mobile phone, including the calculator function
- Leaving the exam room without the permission of an invigilator
- Removing answer books and/or question papers, whether used or blank, from the exam room, during or after the exam.

This list is not exhaustive.

D Illness or indisposition shortly before or during the exams

CIMA has a process in place which allows you to appeal for special consideration if you feel that your performance in any or all of your exams was adversely affected by exceptional personal circumstances, such as temporary illness or the death of a close relative, or if there was a problem at your exam centre on the day of the exam.

Before making an application, read the [terms and conditions for appeals for special consideration in exams](#) (PDF 64KB). Then use this [special consideration application form](#) (Word 41KB) to send your application by email to exams.consideration@cimaglobal.com or by post to the following address:

The Secretary (Examination Appeals)
CIMA Examinations and Assessment Oversight Panel (EAOP)
C/o Examinations and Assessment Department
26 Chapter Street
London SW1P 4NP.

We must receive your appeal by 12 December 2014 (for appeals relating to the November 2014 examination).

Your published results will reflect any decisions made by the EAOP and are final.

Appeals will not be accepted after the release date of examination results under any circumstances.

E Giving your views on the exams and your exam centre

CIMA welcomes your views on the exams and on the facilities and conditions at your exam centre. We therefore provide a feedback service. The TalkBack email is open for two weeks from the start of each exam period so that you can comment on the exam papers, your exam centre and facilities or any other aspect of the exam process.

Email: exams.talkback@cimaglobal.com

Please note that TalkBack is only available for two weeks after the exam and is not the forum for requests for appeals for special consideration or administrative reviews. If you feel the conditions on the exam centre have severely affected your performance in any exam please follow the guidelines above in **section D illness and indisposition**.

3. Exam Results

A Receiving your results

You can opt to receive your results by email. You need to have your communication preferences updated in your MYCIMA account to receive your results. Just log into MYCIMA, click my details, then my communication preferences. Remember always keep your most up to date email address within your MYCIMA account. All students will also receive a results letter by post within 4-7 working days of receiving your emailed results in the UK and within a month elsewhere. You will be given a more detailed result of your marks within your results letter. Results for the November exams will be released by early January. Please see the notices in the Financial Management magazine and on the CIMA website nearer the time for the most up-to-date information on despatch of results.

B Publishing the results for overall exam completions

We publish the names of students who have successfully completed the following levels - certificate, operational, management, and strategic on www.cimaglobal.com/atozlisting as well as those who have completed T4 part B Case Study Examination. If you do not want us to publish your name please update your personal details online on the CIMA website.

C Exam scripts

Exam scripts are CIMA's property. When you finish your exam script and hand it in for us to mark, you do not have any rights to the script except where copyright is concerned.

D Administrative review

If, following release of exam results, you feel that an administrative error may have occurred in the marking of your exam you may apply for an administrative review for which a £52 charge is made. This will be refunded if an error is found. Please note that an administrative review does not involve the re-marking of your exam script.

Requests for administrative reviews must be received by 25 January 2015 (for the November examinations). No further correspondence will be accepted after that date.

E Script review

Script reviews are available for strategic and Case Study papers with scores of between 40 and 49 (strategic level), or between 20 and 24 credits (T4 part B Case Study). A fee of £165 is payable for this service.

Requests for script reviews must be received by 25 January 2015.

F Appeals after the release of results

We do not accept appeals on results on the basis of academic judgement.

Fees Table November 2014

Exam or Service	Fee
Operational and management exams	£91
Management Accounting Gateway exam	£52
Other gateway exams Further information: http://www.cimaglobal.com/Study-with-us/Entry-routes/CIMA-gateway-routes/	Bundled offer
Strategic exams	£98
T4 part B Case Study Examination (paper based)	£124
Late entry fee (one off fee payable from 5.01 pm 12 September up until 5 pm 18 September)	£211
Very late entry fee (one off fee payable on entries accepted after 5pm BST 18 September)	£423
Standard amendment fee	no charge
Late amendment fee	£68
Very late amendment fee (exceptional cases only)	£92
Administration fee for entries which are withdrawn by CIMA due to non-payment of exam fees	£68
Script review (available only on strategic papers with scores between 40 - 49 and T4 part B Case Study papers with scores of between 20 – 24 credits)	£165
Administrative review	£52

Allocation of payments

Please note that payments received by CIMA are automatically allocated in a specific order, as follows:

- student subscription fee
- exemption fees
- exam fees
- late entry fee
- amendment fees

So, for example, if you send in payment for exam fees but you still owe student subscription and/or exemption fees, your payment will go towards your subscription first and then your exemption fees. This means that your account will show your exam fees as unpaid until you send further payment to clear your account.

Exam dates for November 2014

Exam deadline dates	
Closing date for applying for exemptions	31 July
Certificate level passes or exemptions to complete the certificate to enable operational and management level exam entry.	9 September
Closing date for exam entries	5pm BST 12 September
Closing date for late entries	5pm BST 18 September
Last date for receipt of payment by CIMA of exam fees and any other outstanding fees.	18 September
Last date for changing exam entries	18 September
Admission advice notifications available to download from the website (refer to Section A on page 6)	Mid-October
Operational, management, strategic and T4 part B Case Study exams	18 to 20 November
Issue of exam results by email and available to view in MYCIMA	By early January 2015
Post exam guides available on the CIMA website	February 2015
List of prize winners published on CIMA website	January 2015

Exam Timetable

Tuesday		
Morning	paper E1 – Enterprise Operations	paper E3 – Enterprise Strategy
Afternoon	paper E2 – Enterprise Management paper G1 – Management Accounting Gateway* paper M1 – Masters Gateway* paper A1 – Professional Gateway***	
Wednesday		
Morning	paper P1 – Performance Operations	paper P3 – Performance Strategy
Afternoon	paper P2 – Performance Management	
Thursday		
Morning	paper F1 – Financial Operations	paper F3 – Financial Strategy
Afternoon	paper F2 – Financial Management	paper T4 – part B Case Study Examination

*The Management Accounting Gateway paper is available to members and passed finalists of some institutions.

** The Masters Gateway paper is available only to holders of MBA qualifications.

*** The Professional Gateway paper is available only to Members and affiliates of ACCA

For more information on the above papers please refer to <http://www.cimaglobal.com/Study-with-us/CIMA-Professional-Qualification/>

Chartered Institute of
Management Accountants
26 Chapter Street
London
SW1P 4NP
United Kingdom

Website: www.cimaglobal.com

Email: cima.contact@cimaglobal.com

Tel No: +44 (0)20 8849 2251

Fax No: +44 (0)20 8849 2450