



NOTICE TO ALL STUDENTS

(JULY 2024 CA PROFESSIONAL EXAMINATIONS)

The Council of Institute of Chartered Accountants, Ghana wishes to inform all current and prospective students that the following guidelines will apply to the **July 2024 examination diet**:

- a) **Opening of registration:** Students are to note that registration for July 2024 examinations will open from **Monday, 6th May to Friday, 14th June, 2024**. The July 2024 examinations will take place from **Monday, 1st July to Friday, 5th July, 2024**.
- b) Students will be allowed to write papers across levels under the following guidelines:
 - 1) Level 1 candidates with only one paper to complete the Level can add a maximum of 4 papers in Level 2;
 - 2) Level 2 candidates with only one paper to complete the Level can write that paper together with all Level 3 papers;
 - 3) No candidate can write a Level 3 paper if he/she has an outstanding paper in Level 1; and
 - 4) No candidate can write a Level 3 paper if he/she has more than one paper to write in Level 2.
- c) Students with outstanding exemptions at any Level will have to apply and pay before proceeding to write papers in the next Level.

d) The Strategic Case Study Paper will consist of two parts. Candidates will be provided with background (Pre-seen) information on the case **two weeks before** the examination. Candidates are to note the following:

- 1. Candidates will **NOT** be allowed to bring the results of their work on the Pre-seen information into the examination hall.
- 2. Pre-seen plus additional information will be made available to candidates in the examination hall.

e) **Level three registration:** A final Level (Level 3) candidate's registration should be under the following guidelines:

- 1. A first-time Level 3 candidate will register for all the four papers at that level.
- 2. Any Pass at the final level (Level 3) will be credited to the candidate. For example, a first-time Level 3 candidate who writes all the four papers will be credited with any number of papers passed.
- 3. A final level (Level 3) candidate cannot register papers less than the number of outstanding papers. For example, a final level student with three (3) outstanding papers cannot register two (2) out of the three (3). He or she has to register all the outstanding papers.

f) Valuables including handbags, backpacks, books, mobile phones, laptops, are not allowed in the examination halls. ICAG will not be liable for any loss (es) or damage(s) of the personal belongings of any student. By this notice, students are hereby advised to take personal responsibility for their belongings before and after any examination.

g) **Deferment:** Deferment will **ONLY** be accepted **TWO WEEKS** before the date of the first paper and it is done on the student portal. A student whose application for deferment is approved can defer to the next diet only.

h) Fees for 2024 examinations. Examinations fees for the various levels are as stated below:

Level 1: GH¢286

Level 2: GH¢505

Level 3: GH¢530

i) Late Registration: Late registration will **ONLY** be accepted a week after the deadline of registration. Late registration attracts a penalty of **GH¢300**.

j) Students should NOT bring their 'Authority-to-sit' to the exams centre. Students should view the 'Authority-to-sit' on their domain and take note of their index number.

k) **Transcript:** Transcript application is to be done on the student's portal under the Examination Menu. The application attracts a fee of GH¢100.

L) **Review of Scripts:** Candidates can write to the Institute for permission to verify their marked examination script within one month after release of examination results for a particular diet at a fee of GH¢500 per script.

NB: Candidates are reminded to print copies of the timetable from the website (www.icagh.org).



Issued by: **P. Kwasi Agyemang, FCA**
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