



NOTICE TO ALL STUDENTS

(MARCH 2025 CA PROFESSIONAL EXAMINATIONS)

The Council of the Institute of Chartered Accountants, Ghana wishes to inform all current and prospective students of the following guidelines for the March 2025 CA Professional Examinations:

a) **Opening of registration:** Students are to note that registration for March 2025 examinations will open from **Monday, 13th January, 2025 to Friday, 14th February, 2025**. The March 2025 examinations will take place from Monday, **3rd March to Friday, 7th March, 2025**.

b) Students will be allowed to write papers across levels under the following guidelines:

1) Level 2 candidates with only **one paper** to complete the Level could write that paper together with any number of papers in level 3;

2) No candidate can write a Level 3 paper if he/she has an outstanding paper in Level 1; and

3) 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. Students will be provided with background (Pre-seen) information on the case **two weeks** before the examination. Students are to note the following:

1) Students 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 students in the examination hall.

e) 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.

f) **Deferment:** Deferment will **ONLY** be accepted on or before **Friday February 14, 2025** and it is done on the **student portal**. A student whose application for deferment is approved can defer or postpone to the next examination **only**.

g) **Fees for March 2025 examinations:** Examination fees will be graduated, the higher the number of papers written, the lower will be the fee per paper. The following table

illustrates the total fees charged based on the number of papers registered:

Papers Registered	Level Two (GHS)	Level Three (GHS)
1	792	960
2	1,452	1,656
3	2,004	2,292
4	2,424	2,544
5	3,030	
6	3,636	

h) **Late Registration:** Late registration will **ONLY** be accepted a week after the deadline of registration. Late registration attracts a penalty of GH¢350.

i) **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.**

j) **Transcript:** Transcript application is to be done on the student's portal under the Examination Menu. The application attracts a fee of GH¢120.

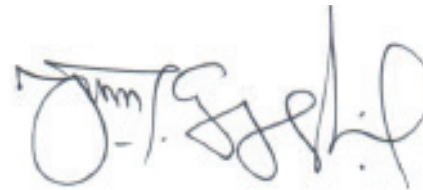
k) **Review of Scripts:** Students can write to the Institute for permission to view their marked examination script

within one month after release of examination results for a particular examination at a fee of GH¢500 per script.

l) Level one candidates should take note that the Institute will start online examinations in March 2025. Further guidelines will be issued by the end of January 2025.

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

Issued by



**P. Kwasi Agyemang, FCA
Chief Executive Officer**

For further enquiries, please contact:

**|The Chief Executive, ICAG, P.O. Box GP 4268, Accra |
Cell: 0270722232; 0204528790
Email: examsicag@gmail.com |**