



# **NOTICE TO ALL STUDENTS**

## **JULY 2025 CA PROFESSIONAL EXAMINATIONS**

Institute of Chartered Accountants, Ghana (ICAG), wishes to inform all current and prospective students that the following guidelines will apply to the **July 2025 examination diet**:

**a) Opening of Registration:** Students are to note that registration for July 2025 examinations will open from **Monday, 5<sup>th</sup> May to Friday, 13<sup>th</sup> June, 2025**. The July 2025 examinations will take place from **Monday, 7<sup>th</sup> July to Friday, 11<sup>th</sup> July, 2025**.

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

- 1) Level 1 students with **only one** paper to complete the Level could add a maximum of 4 papers in Level 2;
- 2) Level 2 students with **only one** paper to complete the Level could write that paper together with any number of papers in level 3;
- 3) No student can write a Level 3 paper if he/she has an outstanding paper in Level 1; and
- 4) No student can write a Level 3 paper if he/she has more than one paper to write in Level 2.

**c) Outstanding Exemptions:** Students with outstanding exemptions at any **Level** will have to apply and pay before proceeding to write papers in the next Level.

**d) Strategic Case Study:** 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) Personal Valuables:** 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 for any other reason than that stated under Regulation 22(2) of Institute of Chartered Accountants, Ghana Regulation, 2023 (L.I. 2476) shall **ONLY** be accepted on or before **Friday 20<sup>th</sup> June, 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 July 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 One (GHS)	Level Two (GHS)	Level Three (GHS)
1	444	792	960
2	828	1,452	1,656
3	1128	2,004	2,292
4	1,375	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) Authority-to-sit:** Students should NOT bring their 'Authority-to-sit' to the exams centre. Students should view the 'Authority-to-sit' on their portal 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) Change of Examination Centres:** The following centres

have been changed for the July 2025 diet examinations:

Old Centre	New Centre
WAEC Centre at Kumasi	ICAG Kumasi Office (Asokwa New Road, Opposite Opoku Bando Plaza/ Greenwood Event Centre or Shell Fuel Station)
ECG Training school at Tema.	University of Ghana Tema Learning Centre (Near Tema Regional Immigration Office)

**m) Level One Candidates:** Level One candidates should note that the examination will be conducted online. Further guidelines will be issued in due course.

**NB:** Students are reminded to print copies of the timetable from the Institute's website ([www.icagh.org](http://www.icagh.org)).

**Issued by:**

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

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