



THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA)

MARCH 2011 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will be held in member countries on March 15 & 16, 2011 under the Council of the Association of Accountancy Bodies in West Africa (ABWA). The examinations will be held in the following centres in Nigeria: Aba, Abeokuta, Abuja, Ado-Ekiti, Akure, Awka, Benin-City, Calabar, Enugu, Ibadan, Ilesha, Ilorin, Jos, Kaduna, Kano, Lagos, Madonna, Maiduguri, Makurdi, Oko, Onitsha, Owerri, Ogbomoso, Port-Harcourt, Sokoto, Umuahia, Uyo, Warri, Yenegoa and Yola. The Institute reserves the right to transfer any candidate from his or her chosen centre to another centre.

MODE OF REGISTRATION FOR MARCH 2011 EXAMINATIONS

Candidates will be required to register for March 2011 diet and subsequent examinations through the ICAN Website www.icanexamsonline.org/ats. Kindly note that registration for examination is restricted to registered students of the Institute, that is, those that have been given registration numbers.

Candidates are expected to pay their examination fees and other levies, (e.g. Annual Subscriptions, Special Levy, etc.) up to date, obtain a PIN VOUCHER at any of the banks listed below, complete and submit their examination forms online. The Insight and the Study Packs will be made available to candidates at the ICAN District Offices and liaison offices in the respective centres outside Lagos while those for Lagos will be made available at 25, Association Avenue, Ilupeju, Lagos on presentation of a hardcopy online-completed-form for the examination.

DIRECTIVES FOR ONLINE REGISTRATION

- Check and print your Examination/Financial Status on www.ican-ngr.org before obtaining a pin voucher. The status report gives you information on the level of examination and subjects to write as well as the financial implication of the enrolment. The printed copy should be presented to the bank officer to obtain teller for an appropriate pin voucher.
- Pay the correct fee for the level you are applying for at any of the banks listed below and obtain a PIN VOUCHER the amount of which must tally with the amount on your examination/financial status report.
- Open ICAN website www.icanexamsonline.org/ats and click on **March 2011** Examination Application Form.
- Correctly enter your STUDENT REGISTRATION NUMBER, PIN NUMBER and SERIAL NUMBER.
- (a) Upload a scanned soft copy (JPEG format, 20kb maximum file size) of your **passport photograph** (white background) is required for the online registration if you did not write the last exam.
(b) Upload a scanned soft copy of your **signature** if you did not write the last exam.
(c) Uploads are by Microsoft Internet Explorer only as uploading is not programmed to work with other applications like Firefox and Mozilla.
- Complete the Online form and click on **submit**.
- Print the following after clicking on **submit**:
a. Completed online examination form (two copies);
b. Examination Time table, centres and their addresses;
c. Examination offences and disciplinary measures;
d. Examination warning to all candidates
Note that (c) and (d) above should be thoroughly digested and applied as appropriate.
- Visit the website three days after online submission of the examination form to confirm your enrolment.
- Proceed to the ICAN District Society (displayed on our website www.ican-ngr.org or www.icanexamsonline.org/ats) nearest to you with a copy of the completed online examination form for the collection of a copy of the Insight and your Study Packs. Note that you are only entitled to Study Packs if you are writing the papers for the first time or the papers/level you are to write is not the same as papers written in the past two diets. Lagos centre candidates should collect their copies from our Ilupeju Office at 25, Association Avenue, Off Obanikoro Bus Stop. Candidates in Abuja, Kaduna and Kano should collect theirs from ICAN Liaison offices. The addresses and phone numbers are as respectively stated below:
Akintola Williams House, Plot 2048, Michael Okpara Way, Zone 7, Wuse District Abuja (09-8722302 or 08038009364); 3, Kanta Road, Ali Turaki House, Kaduna (08036788275) and Murtala Mohammed Library Complex, Ahmadu Bellow Way, Kano (08035900399).

STRUCTURE OF THE EXAMINATIONS QUESTION PAPERS

The examination is in three (3) parts. Each part has four (4) papers. Candidates must complete a part before attempting the other parts of the examination.

The examination papers will have two (2) sections. Section 'A' will have multiple choice and short answer questions and Section 'B' will have essay-type questions.

CREDIT SYSTEM

- Candidates will be credited with any subject passed in Parts I, II and III.
- Candidates are expected to pass all the subjects of a particular part of the examinations before proceeding to a higher level.
- Candidates are to register for all the four (4) subjects in a part at any sitting. However, candidates can register for 1, 2, or 3 subjects if others have been previously passed or exempted.

IMPORTANT NOTICE

- The banks will close the sale of Pin Vouchers to candidates on **Friday 04 March 2011** while online registration will end at **12 noon on Monday 07 March 2011**.
- Candidates may not have access to the examination website after **07 March 2011**.
- Deferment of sitting for the examination will not be entertained.
- No refund will be made to candidates on Pin Vouchers wrongly purchased or not utilized. Hence, the exam/financial status should be checked before buying pin vouchers.
- Candidates will not be allowed to sit for the examination at centres other than the ones indicated on their forms.
- Application for change of examination centres will not be processed after **04 MARCH 2011**.
- Candidates are to ensure the accuracy of the information on their forms. The passport photographs must be the true semblance of the applicants and must be of white background.
- The signature on the registration form must be the personal signature of the candidates.
- Any discrepancy discovered on the signature when compared to signature on the attendance sheets, dockets and answer booklets at the examination hall or marking centre will be taken as a breach of the examination rule. This shall attract appropriate disciplinary action which would be communicated to the affected candidates in due course.
- Candidates may download the ATS Insights, Study Packs, examination time table, dockets and other instructions from the ICAN website.
- Candidates must come to the examination hall with the downloaded docket (10 above).

Any candidate that may have difficulties to obtain examination pin vouchers from any of the four designated banks (Intercontinental, FBN, Ecobank and Oceanic) should pay to Zenith Bank - ICAN Account number 6212302666. However, such candidate should send details of his/her names, registration number, telephone number(s), e-mail address, examination centre of his/her choice and amount paid with a scanned copy of the payment teller to roarowolo@ican.org.ng. Payment of examination fees for the diet to this account is opened till Monday, 14 March 2011.

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: 01-7747660, 08055483003, 08033741904 and 08166085888, roarowolo@ican.org.ng, atsexams@ican.org.ng, and/or akinolaniyan@ican.org.ng.

EXAMINATIONS FEE FOR MARCH 2011

LEVELS	AMOUNT (N)			
	4 PAPERS	3PAPERS	2 PAPERS	1 PAPER
PART I	15,390	13,870	12,290	10,580
PART II	15,980	14,340	12,570	10,720
PART III	18,590	16,450	14,300	12,195

EXAMINATION TIME TABLE FOR MARCH 2011

DAY/DATE	TIME	PART I	PART II	PART III
TUESDAY 15/03/2011	9.30a.m. 12.30pm	Basic Accounting Processes & Systems	P & P of Financial Accounting	Preparation & Audit of Fin. Statements
	2pm-5pm	Business Law	Information Technology	Management
WEDNESDAY 16/03/2011	9.30a.m. 12.30pm	Economics	Quantitative Analysis	Cost Accounting
	2pm-5pm	Communication Skills	Government Accounting	Preparing Tax Computation & Returns.

The designated banks for candidates in Nigeria are:

1.INTERCONTINENTAL BANK PLC

All branches all over the federation of Nigeria.

2.FIRST BANK OF NIGERIA

3.ECOBANK PLC

4.OCEANIC BANK

The Executive Secretary
Association of Accountancy Bodies in West Africa Akintola Williams House
Plot 2048, Michael Okpara Street Off Olusegun Obasanjo Way, Zone 7
P.O. Box 7726, Wuse District, Abuja, Nigeria Tel/Fax 234-9-6718593, 234-(0) 803-3200901
E-Mail: abwa_abuja@yahoo.com Website: www.abwa-online.org

OR

The Registrar/Chief Executive
The Institute of Chartered Accountants of Nigeria
Plot 16, Idowu Taylor Street
Victoria Island Lagos.
Tel: 01-2617638, 2614235, 2622394, 7642295

OR

The Institute of Chartered Accountants of Nigeria (Annexe)
25, Association Avenue, Obanikoro Bus-Stop, Ilupeju, Lagos
Tel: 01 7740627, 01 470 5336, 7747660, 7642297, 7642298
Website: www.ican.org.ng