

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)
&
THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA)
PRESENT

MARCH 2018 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will be held in member countries on 13 & 14 March 2018 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, Abakaliki, Abeokuta, Abuja, Ado-Ekiti, Akure, Awka, Benin-City, Calabar, Enugu, Ibadan, Ilesha, Ilisan, Ilorin, Ikorodu, Jalingo, Jos, Kaduna, Kano, Lagos, Lokoja, Makurdi, Mowe, Ogbomoso, Okija, Onitsha, Osogbo, Otta, Owerri, Port-Harcourt, Umuahia, Uyo, Warri and Yenagoa.

The Institute reserves the right to transfer any candidate from his or her chosen centre to another centre.

EXAMINATION REGISTRATION

The registration PORTAL for the March 2018 diet of ATSWA Examinations will open from Thursday, December 14, 2017 to Wednesday, March 7, 2018

MODE OF REGISTRATION FOR MARCH 2018 EXAMINATIONS

Candidates are required to register online for March 2018 diet examinations at the ICAN website www.icanexamsonline.org/ats using Pay direct.

Kindly note that registration for the examination is restricted to registered students of the Institute, that is, those that have been given registration numbers.

The Study Texts are available for collection FREE by candidates at any ICAN District Offices and Liaison Offices in the respective centres outside Lagos while those for Lagos centre will collect theirs at 82, Murtala Muhammed Way, Ebute-Metta, Lagos on presentation of a hardcopy of the evidence of payment.

Candidates may also download copies of the Insight and Study Texts from the Institute's website, www.ican-ngr.org under 'STUDENTS' module by a click on 'STUDENTS', then 'Study Texts' and finally the chosen subject.

DIRECTIVES FOR ONLINE REGISTRATION

1. **BEFORE PAYMENT:** Check and Print out your Examination/Financial Status under the Student icon on the Institute's website: www.ican-ngr.org, or directly at www.ican-ngr.org/atswa-status before effecting payment through **Paydirect**,
2. **METHODS OF PAYMENT FOR EXAMINATION FEES**
Pay Direct: pay directly into ICAN e-Collection Account at **any Commercial bank** in Nigeria. Obtain your payment Receipt and thereafter:
 - Proceed with your application for the exam at ICAN website: www.icanonline-ngr.com/paydirect
 - Enter your Deposit Slip Number on the payment receipt
 - Enter your receipt number
 - Click on the SUBMIT button to generate eVoucher containing 12 digits and 6 digits PIN and Serial Number respectively required for your online registration
 - Proceed to the web address on the e-voucher i.e. www.icanexamsonline.org/ats to register for the examination.
3. **ON-LINE REGISTRATION:**
 - a) **Requirements:**
 - ❖ Scan a copy (JPEG format, 20kb maximum file size) of your **passport photograph** (white background) for the online registration before commencement of online examination registration.
 - ❖ Scan a copy of your signature. (JPEG format, 20kb maximum file size)
 - b) **Procedures:**
 - ❖ Complete the Online form at ICAN website: www.icanexamsonline.org/ats and click on **submit**.
 - ❖ Print the following after clicking on **submit**:
 - i. Completed online examination form;
 - ii. Examination Time table, centres and their addresses;
 - iii. Examination offences and disciplinary measures;

iv. Examination warning to all candidates
Note that (iii) and (iv) above should be thoroughly understood and applied as appropriate.

IMPORTANT NOTICE

- a. Registration for March 2018 ATSWA Examinations closes on Wednesday, March 7, 2018
- b. Candidates may not have access to the examination website after Wednesday March 7, 2018 afternoon
- c. Deferment of March 2018 examinations application will not be entertained.
- d. Candidates who have applied for EXEMPTION from any level of the examination are advised to confirm that their applications are successful before making payment for the examinations.
- e. Candidates are not permitted to apply for EXEMPTION and EXAMINATION at the same time.
- f. **NO REFUND WILL BE MADE ONCE EXAMINATION FEE IS PAID.**
- g. Application for change of examination centres will not be processed after 12noon on Wednesday, March 7, 2018
- h. 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.
- i. The signature on the registration form must be the personal signature of the candidates.
- j. Any discrepancy discovered on the signature when compared with signature on the attendance sheets, docketts 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.
- k. Candidates are advised to download the ATS Insights, Study Texts, Examination Time Table, Docketts and other instructions from the ICAN website, www.ican-ngr.org
- l. Candidates must come to the examination hall with the downloaded docket to locate their desks.
- m. Candidates are warned in their own interest not to bring MOBILE PHONES into the Examination Hall, as anyone caught violating this instruction will be stopped from continuing with the examination and the paper will be CANCELLED

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: 01-4542083, 012912821 (IT), 09053847512-4 (Reception), 08037146126, 08023145547, 07056556712 and 09053847528 (DL) phd@ican.org.ng or atsexam@ican.org.ng

MARCH 2018 EXAMINATIONS FEES (Exclusive of Bank Charges of ₦ 300.00)

| | AMOUNT (₦) | | | |
|-----------------|-------------------|-----------------|-----------------|----------------|
| LEVELS | 4 PAPERS | 3 PAPERS | 2 PAPERS | 1 PAPER |
| PART I | 20,300 | 18,100 | 15,900 | 13,700 |
| PART II | 22,450 | 19,900 | 17,350 | 14,800 |
| PART III | 25,700 | 22,550 | 19,350 | 16,200 |

ATSWA EXAMINATIONS TIME TABLE FOR MARCH 2018

| DAY/DATE | TIME | PART I | PART II | PART III |
|-------------------------|-----------------------------|---|-------------------------------------|---|
| TUESDAY 13/03/2018 | 9.30a.m. - 12.30 p.m. | Basic Accounting Processes & Systems | P & P of Financial Accounting | Principles of Auditing |
| | 2p.m.-5p.m. | Business Law | Information Technology | Management |
| WEDNESDAY 14/03/2018 | 9.30a.m. - 12.30 p.m. | Economics | Public Sector Accounting | Cost Accounting |
| | 2p.m.-5p.m. | Communication Skills | Quantitative Analysis | Preparing Tax Computation & Returns |

*For further enquiries: please write or contact:
 The Institute of Chartered Accountants of Nigeria (Annexe)
 82, Murtala Muhammed Way, Ebute Metta, Lagos
 Tel: 09053847512-4, 09053847528, 01-4542083, 01-2912821
 Website: www.ican.org.ng*

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*Registrar/Chief Executive
 Plot 16, Idowu Taylor Street, Victoria Island – Lagos
 Tel: 09053847510-1*