



**SINGAPORE CHARTERED ACCOUNTANT QUALIFICATION**

# **CANDIDATE HANDBOOK**

# Table of Contents

Definitions, Acronyms and Abbreviations .....	4
1. Introduction .....	6
2. The SCAQ Framework .....	6
2.1 Academic Base .....	6
2.1.1 Direct Entry Degrees .....	7
2.1.2 Accredited Degrees .....	8
2.1.3 Other Degrees .....	9
2.1.4 Undergraduates .....	9
2.1.5 Advanced Diploma in Accountancy (AD) by Ngee Ann Polytechnic.....	10
3. Foundation Programme .....	10
4. Professional Programme.....	10
5. Applying for the Programme.....	10
5.1. Examination Enrolment for the Programme Modules.....	11
5.1.2 Professional Programme (PP) Technical Modules .....	11
5.1.3 Integrative Business Solutions (IB) Module .....	12
5.1.4 Ethics and Professionalism (EP) Modules .....	12
5.2 Late Enrolment.....	12
6. Mode of Study.....	13
7. Module Structure and Requirements .....	13
8. Learning Materials .....	14
9. Practical Experience .....	14
9.1 Record of Practical Experience and Competence (RPEC).....	15
9.1.1 Signing Off.....	15
9.1.2 Changing ATO.....	15
9.2 Required Length and Type of Experience .....	16
9.2.1 Core Experiences Required .....	16
9.2.2 Types of Competences .....	16
9.3 Accredited Training Organisations .....	18
9.4 Training Principal.....	18
9.5 Approved Mentors.....	18
10. Module Assessments .....	19
10.1 Foundation Programme .....	19

10.2	Professional Programme.....	19
10.3	Learning Outcomes for Foundation and Professional Programme.....	20
10.4	Ethics and Professionalism Modules.....	20
11.	Examination Matters.....	20
11.1	Examination Notification .....	20
11.2	Deferment Policy.....	20
11.3	Rules for Calculators .....	21
11.4	Examination Setting Procedures .....	22
11.5	Examination Marking Procedures .....	22
11.6	Examination Answer Scripts.....	22
11.7	Grades and Results.....	22
11.8	Pass Requirements.....	23
11.9	Candidature Duration .....	23
11.10	Special Arrangements in Examinations .....	23
11.11	Special Consideration in Examinations .....	23
11.12	Absence from Examinations.....	24
11.13	Examination Appeal for Review Process .....	24
12.	Suspension/Removal from the Candidature Register.....	25
12.1	Outstanding Annual Candidature Fee.....	26
12.2	Time Limits .....	26
12.3	Misconduct.....	26
14.	Issuance of Full Transcript upon Completion of Programme.....	27
15.	Applying for the Chartered Accountant of Singapore Designation.....	27
16.	Fees and Payment.....	28
16.1	Annual Candidature Fee.....	28
16.2	Fees for the SCAQ Programme.....	28
16.3	Methods of Payment and Procedures .....	28
17.	Enquiries.....	28
	About the Singapore Accountancy Commission.....	29
	About Institute of Singapore Chartered Accountants .....	29
	Annex A – Fees Schedule .....	30
	Annex B – Comparison Table of the Cognitive Levels.....	31

## Definitions, Acronyms and Abbreviations

### A

AD	Advanced Diploma in Accountancy
ADF	Accounting for Decision Making
AFF	Advanced Financial Reporting
AS/ASF	Assurance
ATO	Accredited Training Organisation

### B

BG	Business Value, Governance and Risk
----	-------------------------------------

### C

CA (Singapore)	Chartered Accountant of Singapore
----------------	-----------------------------------

### E

EP	Ethics and Professionalism
----	----------------------------

### F

FMF	Financial Management
FR	Financial Reporting

### G

GST	Goods and Services Tax
-----	------------------------

### I

IAESB	International Accounting Education Standards Board
IB	Integrative Business Solutions
IES	International Education Standards
IFAC	International Federation of Accountants
ISCA	Institute of Singapore Chartered Accountants

### N

NTU	Nanyang Technological University
NUS	National University of Singapore

### P

PD	Professional Development
PFF	Principles of Financial Reporting

### R

RPEC	Record of Practical Experience and Competence
------	---

### S

SAC	Singapore Accountancy Commission
SAC-NP	Singapore Accountancy Commission-Ngee Ann Polytechnic

SFRS	Singapore Financial Reporting Standards
Singapore CA Qualification / SCAQ	Singapore Chartered Accountants Qualification
SIT	Singapore Institute of Technology
SMU	Singapore Management University
SUSS	Singapore University of Social Sciences

**I**

TX	Taxation
TXF	Singapore Taxation

**U**

UOL	University of London
-----	----------------------

## 1. Introduction

The **Singapore Chartered Accountant Qualification (SCAQ)** is Singapore's national professional accountancy qualification, developed by the *Singapore Accountancy Commission (SAC)*.

It is designed to develop business leaders and is internationally recognised through *Reciprocal Membership Agreements* with world-renowned Chartered Accountant (CA) Professional Bodies in Australia, New Zealand, Ireland, Scotland, and the United Kingdom. As such, SCAQ has an international reach while offering an Asian perspective.

Completion of the SCAQ opens the way to full membership with the *Institute of Singapore Chartered Accountants (ISCA)* which is required in order to be conferred the **Chartered Accountant of Singapore – CA (Singapore)**, designation.

## 2. The SCAQ Framework

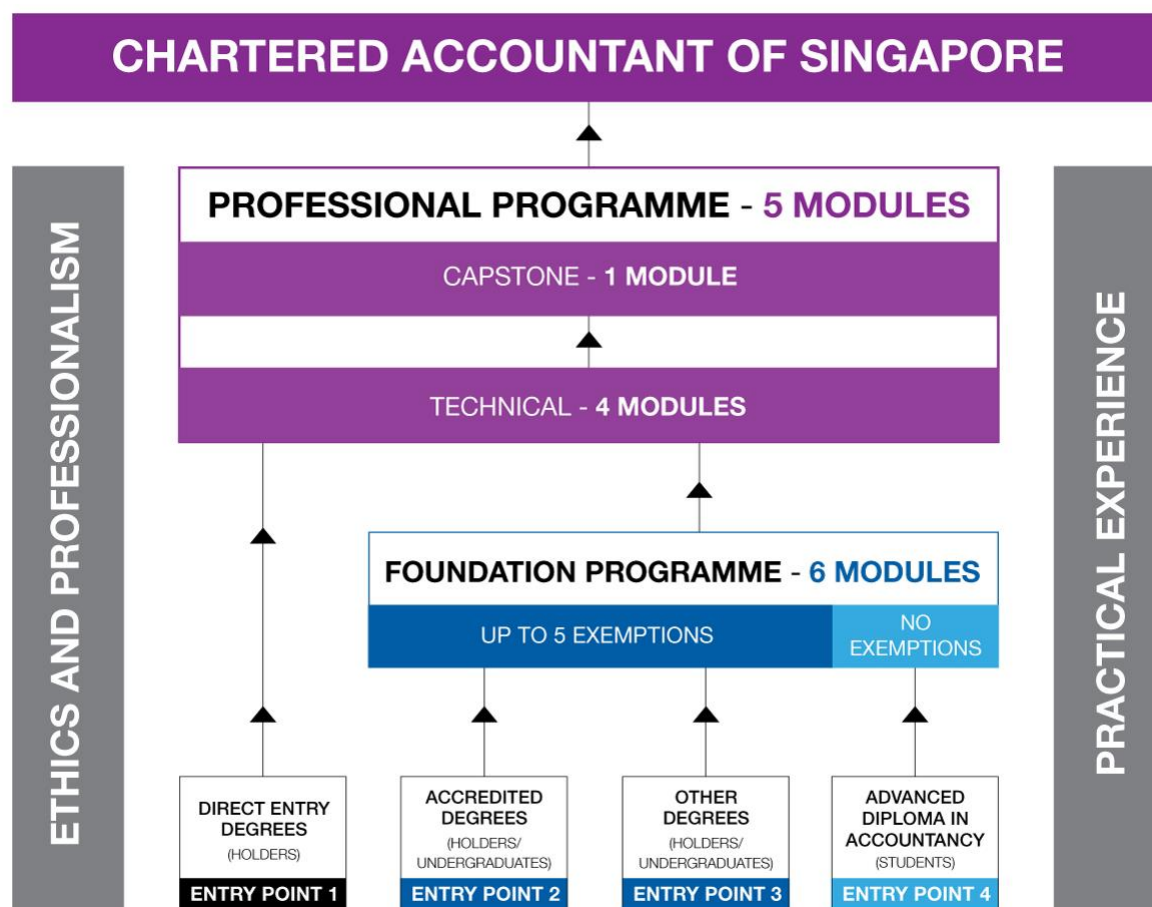
The SCAQ is a post-tertiary studies professional accountancy qualification with three (3) main components, as shown in the framework on page 8:

- (a) Academic Base;
- (b) Professional Programme; and
- (c) Practical Experience.

### 2.1 Academic Base

To satisfy the requirements of the Academic Base, candidates must hold one of the following qualifications:

- (a) A Direct Entry Degree
- (b) An accredited degree or other degree recognised by SAC and completion of the Foundation Programme
- (c) An *Advanced Diploma in Accountancy (AD)* jointly awarded by SAC and Ngee Ann Polytechnic (for candidates of the AD from Ngee Ann Polytechnic, please note that the AD rules and regulations will take precedence where there are inconsistencies or discrepancies arising from the interpretation of the examination rules and regulations in the SCAQ Candidate Handbook.)



### 2.1.1 Direct Entry Degrees

To be exempted from the entire *Foundation Programme* and enrol directly into the *Professional Programme*, a candidate must possess one of the following *Direct Entry Degrees*:

- (a) *Bachelor of Accountancy* or *Master of Science in Accountancy* (previously known as *Master of Business Administration (Accountancy)*) from Nanyang Technological University; or
- (b) *Bachelor of Business Administration (Accountancy)* from National University of Singapore; or
- (c) *Bachelor of Accountancy* or *Master of Professional Accounting* from Singapore Management University; or
- (d) *Bachelor of Accountancy* from Singapore University of Social Sciences (including full-time and part-time programmes); or
- (e) *Bachelor of Accountancy* from Singapore Institute of Technology.

The following table outlines the exemption assessment and exemption fees payable:

Routes	Foundation Programme		Professional Programme	
	Module Exemption Assessment Fee	Module Exemption Fee	Module Exemption Assessment Fee	Module Exemption Fee
Direct Entry Degrees	Waived	Waived	Waived	\$1,391 per module

### 2.1.2 Accredited Degrees

An *Accredited Degree* is a degree that has been assessed and accredited by SAC based on the syllabus of the Foundation Programme. Holders or undergraduates (please refer to section 2.1.4) of an accredited degree can enrol into the Foundation Programme and may be eligible for module exemptions if they meet the exemption criteria. Assessments will be reviewed on a case-by-case basis. The module exemption guides are available on the [SAC website](#).

Currently, SAC considers module exemptions from the following accredited degrees:

- (a) *Bachelor of Business Administration* from National University of Singapore;
- (b) *Bachelor of Science in Accounting and Finance, Bachelor of Science in Accounting with Law, and Bachelor of Science in Banking and Finance* from University of London;
- (c) *Bachelor of Business (Accountancy) (including full-time and part-time programmes)* from Royal Melbourne Institute of Technology University; and
- (d) *Bachelor of Arts (Honours) in Accountancy and Financial Management* from University of Portsmouth.

The following table outlines the exemption assessment and exemption fees payable:

Routes	Foundation Programme		Professional Programme	
	Module Exemption Assessment Fee	Module Exemption Fee	Module Exemption Assessment Fee	Module Exemption Fee
Accredited Degrees	Waived	Waived	Waived	\$1,391 per module



### 2.1.3 Other Degrees

Holders of *other degrees* recognised by SAC can enrol into the Foundation Programme. SAC accepts enrolment from applicants with degrees that are at least comparable to a three-year undergraduate degree in any discipline from a local or foreign university, using internationally recognised reference sources. Applicants may also be eligible for module exemptions if they meet the exemption criteria. Assessments will be reviewed on a case-by-case basis. The module exemption guides are available on the [SAC website](#).

The following table outlines the exemption assessment and exemption fees payable:

Routes	Foundation Programme		Professional Programme	
	Module Exemption Assessment Fee	Module Exemption Fee	Module Exemption Assessment Fee	Module Exemption Fee
Other Degrees	Waived	\$535 per module	Waived	\$1,391 per module

### 2.1.4 Undergraduates

Undergraduates pursuing a recognised degree in any discipline from a local or foreign university are eligible to enrol into the Foundation Programme. The degree must be recognised by SAC as at least comparable to a three-year undergraduate degree in any discipline using internationally recognised reference sources.

Undergraduates may enrol in any Foundation Programme module at any time during their undergraduate studies. There are no restrictions on the number of modules an undergraduate can take at each examination session.

Final year *Bachelor of Accountancy* undergraduates from National University of Singapore, Nanyang Technological University, Singapore Management University, Singapore Institute of Technology and Singapore University of Social Sciences, and final year undergraduates from any discipline from all universities who have completed the Foundation Programme, are eligible to enrol directly into the Professional Programme. Candidates are only allowed to enrol for the Capstone module examination upon completion of their degree programme (also refer to Section 5.1.3).

Undergraduate candidates may be eligible for module exemptions if they meet the exemption criteria. Candidates may be required to pay a non-refundable Exemption Fee for each module, based on the number of module exemptions awarded. Refer to the tables from sections 2.1.1 to 2.1.3 for more details. Assessments are done on a case-by-case basis. The module exemption guides are available on the [SAC website](#).

From July 2020, the one-time application fee for undergraduates is waived.

### **2.1.5 Advanced Diploma in Accountancy (AD) by Ngee Ann Polytechnic**

Holders of a local polytechnic diploma in accountancy can enrol in the Foundation Programme via the Singapore Accountancy Commission-Ngee Ann Polytechnic (SAC-NP) *Advanced Diploma in Accountancy (AD)* route. SAC-NP AD candidates take the same Foundation Programme examinations. They are not eligible to apply for exemptions from the Foundation Programme modules.

## **3. Foundation Programme**

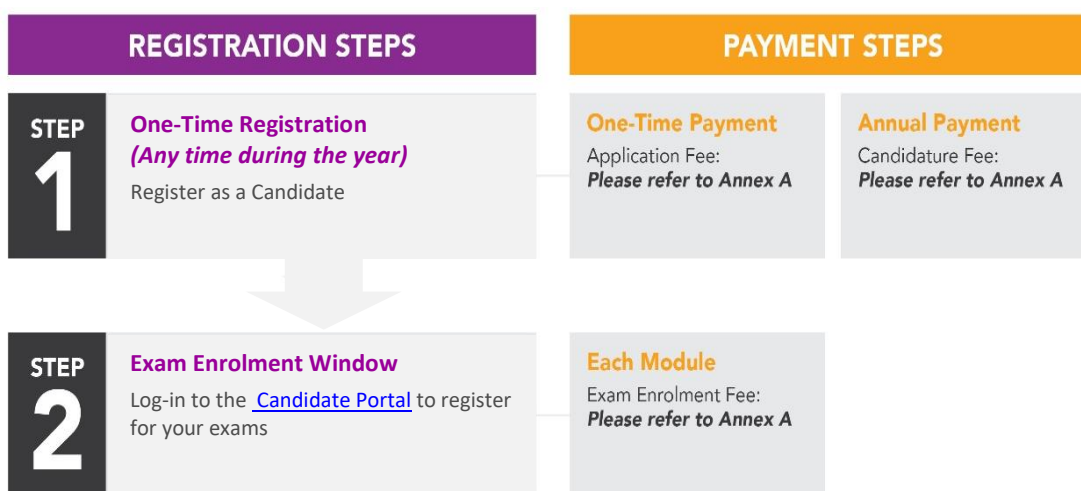
The Foundation Programme provides an alternate pathway into the Professional Programme for candidates who do not hold a direct entry degree. The FP develops the fundamental technical knowledge required, and each module positions the body of knowledge within the wider legal framework in Singapore and places a strong emphasis on professional ethics. This holistic approach provides a base for further development during the Professional Programme and the Practical Experience component.

## **4. Professional Programme**

The Professional Programme equips candidates with the knowledge, skills, and professional values required of a Chartered Accountant of Singapore. Upon completion of the Professional Programme modules and the Practical Experience requirements, candidates will be awarded a Full Transcript from SAC and be eligible to apply for ISCA membership.

## **5. Applying for the Programme**

Applications can be submitted online on the [Candidate Portal](#) any time during the year. The registration and examination enrolment procedures are as follows:



## 5.1. Examination Enrolment for the Programme Modules

Candidates will NOT be automatically enrolled into any Programme module examinations, either by SAC or their respective learning organisations. Candidates are to log in to the [Candidate Portal](#) to enrol for their desired module examinations by the deadlines and ensure fees are paid accordingly. Please refer to the [SAC website](#) for the deadlines for examination enrolment.

### 5.1.1 Foundation Programme (FP) Modules

There are no restrictions on the number of FP modules a candidate can take for each examination session. However, candidates are strongly encouraged to enrol for a maximum of three (3) FP modules per examination sitting. Candidates can attempt other modules in any sequence.

### 5.1.2 Professional Programme (PP) Technical Modules

The four (4) technical modules may be taken in any order. However, a strong knowledge and application of Accounting Standards, Statutes, Regulations, and relevant Codes provide the foundation for passing the PP examinations. As such, it is recommended that candidates attempt the *Financial Reporting* (FR) module first.

Candidates have the option of taking any number of modules per examination session, subject to module availability. Although there are no formal restrictions on the number of technical modules that may be attempted at each examination sitting, candidates are strongly encouraged to take only one (1) technical module at each sitting if they are doing this qualification on a part-time basis.

### 5.1.3 Integrative Business Solutions (IB) Module

Candidates will only be allowed to enrol for the IB capstone module if they have:

- (a) Completed the Ethics and Professionalism modules;
- (b) Passed the four (4) technical modules; and
- (c) Acquired at least **two (2) years** of relevant practical experience by the time they sit for the IB module examination. Candidates are required to meet this requirement by filling up the RPEC via the [Candidate Portal](#) during the IB enrolment.

Candidates do not have to complete the entire Practical Experience component before taking the IB examination.

### 5.1.4 Ethics and Professionalism (EP) Modules

Candidates are to enrol for the 2 EP modules via the [Candidate Portal](#), and they will be provided with a unique username, password, password expiry date, and the URL to access the EP modules upon successful enrolment in the modules (within 2 weeks by ISCA).

## 5.2 Late Enrolment

Candidates may submit an application for late enrolment if they have missed the examination enrolment deadline due to unforeseen circumstances. A non-refundable late examination enrolment fee (in addition to the examination enrolment fee) will be charged for each module. Please refer to *Annex A* (Fee Schedule) for the full table of fees payable.

## 5.3 Withdrawal from Programme

Candidates can withdraw from both FP and PP Programmes anytime during their candidature. Upon approval of withdrawal, all results from the previous modules taken during the candidature as well as previous module exemptions will be voided. In addition, any outstanding candidature fee will also be removed from the system.

There will not be any refund for any fees paid but not consumed e.g. module enrolment fees, exemption fees etc.

Candidates who have previously withdrawn from the Programmes may re-apply as a new candidate without the need to repay any amounts owing previously. Candidates will be given 8 years upon the start of their new candidature to complete the Professional Programme.

Candidates may also be assigned with a “withdrawn” status should they be suspended for more than 8 years. In such a scenario, all conditions related to a candidate’s withdrawal from the programme as stated above are also applicable.

## 6. Mode of Study

Candidates may choose the following modes of study for both FP and PP:

- (a) Attend tuition courses with a *Registered Learning Organisation (RLO)*; or
- (b) Self-study.

Attending classes conducted by the RLOs may help you prepare for the examinations. The list of RLOs is available on the [SAC website](#). For more details regarding course fees, schedules, and duration, please visit the webpages of the respective RLOs.

## 7. Module Structure and Requirements

The **FP**’s core syllabus builds on the knowledge, skills, and values gained in prior tertiary studies, and are designed to meet the requirements of *International Education Standard 1: Entry Requirements (IES1) to professional accounting education programs (Revised)*, as issued by the *International Accounting Education Standards Board (IAESB)*. Candidates are expected to have acquired a strong knowledge base in accounting from their prior tertiary studies. The FP comprises the following modules:

- (a) Principles of Financial Reporting (PFF);
- (b) Advanced Financial Reporting (AFF);
- (c) Accounting for Decision Making (ADF);
- (d) Assurance (ASF);
- (e) Financial Management (FMF); and
- (f) Singapore Taxation (TXF).

The coverage of each module is detailed in the *syllabus handbooks* available on the [SAC website](#). Each unit of competency within a field is listed, together with an indication of the cognitive level of skill and knowledge required. The **PP** offers

flexibility and learning support to suit the study and working needs of candidates, and it comprises the following modules:

- (a) Financial Reporting (FR);
- (b) Assurance (AS);
- (c) Business Value, Governance and Risk (BG);
- (d) Taxation (TX); and
- (e) Integrative Business Solutions (IB).

The coverage of each module is detailed in the syllabus handbooks available on the [SAC website](#). Each unit of competency within a field is listed, together with an indication of the cognitive level of skill and knowledge required.

The *Ethics and Professionalism* (EP) modules are non-examinable. It comprises the following modules:

- (a) E005i: Relevance of Ethics Pronouncement 100 to Professional Accountants (E-Learning) (w.e.f. 1 July 2021)
- (b) E008i: Ethics Pronouncement 200: *An Overview* (E-Learning).

## **8. Learning Materials**

FP Candidates may refer to the study guides and list of recommended textbooks available on the [SAC website](#), whilst PP Candidates enrolled in the technical modules will receive a textbook and practice workbook, which comprises examination standard questions and suggested solutions. PP Candidates who are enrolled in the *Integrative Business Solutions* (IB) module will also receive a workbook and toolkit.

Examiners' Guides containing past examination papers, the examiners' reports and suggested solutions are provided to all candidates as a study resource. Candidates are encouraged to practise past examination papers and review their answers with the provided Examiners' Guides.

## **9. Practical Experience**

The *International Federation of Accountants (IFAC) IES 5 Initial Professional Development – Practical Experience (Revised)* recognises that practical experience is essential in developing the competencies of aspiring Professional Accountants.

Practical Experience is a key component of PP. It helps candidates demonstrate that they have acquired the professional knowledge, skills, attitudes, and behaviours required of a Chartered Accountant of Singapore.

PP Candidates are required to acquire relevant practical work experience via a *Training Agreement (TA)* in an *Accredited Training Organisation (ATO)* (also refer to Section 9.3) under the guidance of an *Approved Mentor (AM)* (also refer to Section 9.5). ATOs include public accountancy entities, business enterprises, Not-for-Profit organisations, and government agencies. ATOs can be local entities or foreign operations. Candidates may refer to the [SAC website](#) for the *Candidate Guide to Practical Experience*, and contact SAC directly to confirm if an organisation is an ATO.

## **9.1 Record of Practical Experience and Competence (RPEC)**

The Record of Practical Experience and Competence (RPEC) sets out a range of competences for candidates to achieve and ensures that they gain enough experience in one or more relevant roles. It provides a structure on which candidates can demonstrate their acquired abilities and maturity expected of a Chartered Accountant of Singapore. It also acts as evidence of the fulfilment of the Practical Experience and Competences required to complete the training as a professional accountant. The RPEC, along with a detailed description of each competency can be found in the ATO Guide for Practical Experience, and is available for download on the [SAC website](#).

### **9.1.1 Signing Off**

It is the candidate's responsibility to record time spent, and competences achieved via the RPEC in the Candidate Portal. Candidates should discuss with the Approved Mentor and complete all relevant sections. All entries must be signed off by the Approved Mentor at least twice a year during the six-monthly Formal Review and by the Training Principal at the end of the Practical Experience. The completed online RPEC forms part of the application for ISCA membership upon completion of the Professional Programme.

### **9.1.2 Changing ATO**

If a candidate leaves the employment of his/her ATO, the RPEC should be up to date and endorsed by the Approved Mentor up to the point of the cessation of the Training Agreement. It is the candidate's responsibility to seek and obtain the endorsement of

the Approved Mentor for the practical experience gained. Candidates will continue to record the competences in the RPEC when they join another ATO.

## **9.2 Required Length and Type of Experience**

Candidates are required to accumulate a **minimum of three (3) calendar years** of core work experience (with **at least four hundred and fifty (450) working days** during the period accumulating the experience), excluding time off for study leave and examinations, training courses, annual leave, public holidays, illness, or office administration. Work experience must be acquired during employment<sup>1</sup> with an ATO. The total number of days of core work experience could vary based on the demands of the ATO, the Approved Mentor's recommendation, and prior relevant work experience.

### **9.2.1 Core Experiences Required**

Core experience requires that a candidate is to be involved in 'real' practical work of a financial or accounting nature, which can be gained in one or more functional areas. These functional areas may include, but are not limited to:

- (a) Finance;
- (b) Audit (Internal or External);
- (c) Tax;
- (d) Compliance and Risk Management;
- (e) Treasury;
- (f) Business Recovery, Restructuring and Insolvency; and
- (g) Business Information Technology.

A significant proportion of the experience should be spent on one or two specific key areas of competence relating to the role(s) within the ATO. If a candidate spends the bulk of the practical experience in one area of work, it is necessary that the candidate gain depth of understanding in that area.

### **9.2.2 Types of Competences**

Candidates need to demonstrate competences in several areas. These fall broadly into two (2) types of competences: generic competences and technical competences. To

---

<sup>1</sup> Part-time employment of at least three (3) days a week will count towards the experience requirements proportionally, subject to the ATO's agreement and the prior approval of SAC.



demonstrate the general skills required of a Chartered Accountant, nine (9) generic competences are laid out in the following framework (please refer to the following table). Candidates are required to demonstrate how these competences have been acquired.

<b>Generic Competences</b>		
<b>Ethics and Professionalism</b>	<b>Organisation and Business Management</b>	<b>Personal Effectiveness</b>
Professional Ethics, Values and Judgement	Information and Technology	Self-Awareness
Risk Management and Compliance	Critical Thinking, Reasoning, Analysis and Problem Solving	Manage Self and Others
Business Awareness and Strategy	Manage and Deliver Activities	Business Communication

Technical competences enable a candidate to demonstrate different technical skills depending on the role or function. There are five (5) areas of technical competences, laid out in the following framework. Each area of technical competence is broken down into three (3) elements. It is not required for all the technical competences to be demonstrated; however, a candidate must demonstrate competence in a total of four (4) elements, including one financial reporting element.

<b>Technical Competences</b>				
<b>Financial Reporting</b>	<b>Assurance</b>	<b>Decision Support and Analysis</b>	<b>Governance and Risk</b>	<b>Taxation</b>
FR1 Accounting for Transactions	AS1 Planning an Engagement	DSA1 Cost Management and Evaluation	GR1 Identifying and Managing Risk	TX1 Tax Computations
FR2 Preparing Financial Reports	AS2 Performing an Audit Engagement	DSA2 Cash Management, Planning and Budgetary Control	GR2 Designing Internal Controls	TX2 Tax Compliance
FR3 Analysing Financial Reports	AS3 Audit Review and Reporting	DSA3 Appraising Investments	GR3 Monitoring Performance and Accountability	TX3 Tax Planning

### 9.3 Accredited Training Organisations

An *Accredited Training Organisation* (ATO) refers to an organization that has been certified by SAC to possess the appropriate standards of staff training, accountancy resources, and development for candidates to fulfil the Practical Experience requirements.

ATOs form an essential part of the Professional Programme, providing the training and development opportunities for candidates to hone the competences and gain valuable practical experience in a professional environment. To hire, train, and develop SCAQ candidates, organisations must first be accredited by SAC.

It is the responsibility of the candidate to approach an ATO for employment. Contact SAC directly to ascertain if an organization is an ATO. A candidate who is employed in an organisation that is not an ATO can put SAC in contact with the management team. SAC would then be able to share with the organisation on the procedure and benefits of becoming an ATO. Please contact SAC at [SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg).

### 9.4 Training Principal

Each ATO appoints a *Training Principal* who has overall responsibility for supervising the training of candidates and confirming that candidates have achieved the required standards and competences. The *Training Principal* must sign off on the candidate's RPEC to verify that the candidate has satisfied all the Practical Experience requirements at the end of the period of training.

The *Training Principal* allocates an *Approved Mentor* to each candidate and is responsible for ensuring that the *Approved Mentor* has the necessary qualifications and experience. The *Training Principal* delegates responsibility for mentoring, reviewing, and verifying the candidates' RPEC to the Approved Mentors.

### 9.5 Approved Mentors

The *Approved Mentor* is the first point of contact for the candidate within the ATO and is responsible for the monitoring and evaluation of the candidate's work and verifying that the candidate has attained the required competences.

Approved Mentors are responsible for the following:

- (a) Supporting candidates by discussing training and development issues;
- (b) Carrying out six-monthly reviews with candidates assigned under his/her mentorship to discuss:
  - (i) Modules and study progress;
  - (ii) Time spent on Practical Experience;
  - (iii) Professional Development;
  - (iv) Ethical issues and training;
  - (v) Career development;
  - (vi) Any other issues affecting a candidate's ability to meet the requirements of becoming a Chartered Accountant of Singapore; and
  - (vii) Signing off the RPEC.

## **10. Module Assessments**

All candidates are assessed by way of e-Examinations (which will require the use of a personal laptop). Examinations are conducted twice a year (in June and December). Examination dates are published on the [SAC website](#).

### **10.1 Foundation Programme**

Each examination is three hours and fifteen minutes in duration and is restricted open book. It tests the candidates' mastery of the subject matter and allows them to prove their attainment of the required level of professional competence.

Each examination consists of questions requiring 100% structured responses. For instance, written short answer questions, essay style questions, computations, or standard format questions (e.g., extracts from tax returns and other statutory lodgement forms, journal entries, working papers, graphs, charts, extracts from Financial Statements, etc.). Questions may not be of equal weight. Each question may have multiple interlinked parts.

### **10.2 Professional Programme**

#### **10.2.1 Technical Modules**

The four (4) *technical* modules' assessments comprise 100% written examination. Each e-examination is three hours and fifteen minutes in duration and consists of

questions and sub-questions requiring written responses. They are open-book, essay and case-study based.

### **10.2.2 Integrative Business Solutions Module**

The *Integrative Business Solutions* (IB) module assessment comprises 100% written examination. The e-examination is open-book. It is four hours and thirty minutes in duration and case-study based with four (4) elements requiring responses in a report format.

### **10.3 Learning Outcomes for Foundation and Professional Programme**

All Learning Outcomes are examinable at the cognitive level stipulated in the Syllabus Handbook. Both technical knowledge and transferrable skills (time management, communication, professionalism, and critical thinking, etc.) are assessed. For instance, critical thinking questions in the examination may ask a candidate to demonstrate purposeful, considered, professional, and/or ethically guided decision-making (e.g., by providing an opinion, giving advice, making a recommendation, etc.), and/or justifying the choice(s) made when options are available. Please refer to *Annex B* for the comparison table of the cognitive levels between the Foundation Programme and the Professional Programme of the SCAQ.

### **10.4 Ethics and Professionalism Modules**

The Ethics and Professionalism modules will be delivered online without formal assessment (refer to Section 7).

## **11. Examination Matters**

### **11.1 Examination Notification**

Candidates will be notified of the examination **two (2) weeks** before the examination date via email. Candidates should email [SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg) immediately if they do not receive any notification two (2) weeks before the examination.

### **11.2 Deferment Policy**

Candidates can submit exam deferment (without valid reason) via candidate portal; for **the June or December SCAQ examination sessions** up to 3 days after last day of

SCAQ examination session. The deferment fees payable is S\$107 per module. Candidates are required to apply and pay for the deferment via the Candidate Portal before the deadline.

Deferment requests due to extenuating circumstances with supporting evidence that may include the following circumstances will be considered on a case-to-case basis:

- (a) Medical Certificates produced by the candidate from approved medical or dental practitioners registered either with the Singapore Medical Council or the Singapore Dental Council, who should not be a family member.
- (b) Compassionate grounds – Demise of immediate family members (death certificate to be produced)
- (c) Statutory Obligations – eg. Attending court hearings
- (d) Extreme family incidences (subjected to appropriate documentation to be produced)
- (e) Hardware / system failures which renders the candidate **incapable of proceeding with the examination session:**
  - (i) Within 48 hours before the date of the examination (official IT diagnostic report to be produced)
  - (ii) During the examination (to be assessed during the exam through the calls to the SAC hotline and video proof at SAC's end)
  - (iii) Severe internet service disruption during the day of the examination
- (f) Any other reasonable incidents which render the candidate to be genuinely unable to proceed with the examination session.

All supporting documents must be submitted within three (3) working days from the date of the examination.

Should the candidate meet the above conditions, a written appeal from the candidate to [SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg) would be required for the deferment to be considered.

### **11.3 Rules for Calculators**

Calculators are allowed for all examinations if they comply with the following requirements:

- (a) Are silent;
- (b) Have an internal power source (e.g. do not require AC power access);

- (c) Have no special communication features (e.g. calculators with the capability of remote communication (via *Infrared*, Bluetooth, Smartcard, Wi Fi, etc.) with other devices or the Internet are prohibited); and
- (d) Are a dedicated device (e.g. a standalone calculator, and not part of a mobile phone or other electronic devices).

#### **11.4 Examination Setting Procedures**

The examinations are set by a team of SAC-appointed examiners. The examination setting procedures involve extensive reviews by SAC to ensure that the syllabus coverage, duration, level of difficulty, and marks allocation are appropriate.

#### **11.5 Examination Marking Procedures**

The examination marking procedures are designed to ensure that the marking process is consistent, accurate, and fair to all candidates. The marking process is controlled through a system of auditing to ensure that the marking scheme is applied consistently, minimising the possibility of calculation errors of the examination results. Examination results of any candidate whose performance falls within the borderline band will automatically be reassessed to ensure every competent candidate is given an accurate grade.

#### **11.6 Examination Answer Scripts**

All Examination Answer Scripts remain the property of SAC and will not be returned. Once the Answer Scripts are submitted, candidates no longer have any rights to those documents. SAC retains the right to use submitted scripts and materials, on an anonymous basis, for training and feedback purposes.

#### **11.7 Grades and Results**

Examination results are finalised and released only after extensive reviews have been carried out and approved by SAC. Results will be released approximately **two (2) months** after the end of the examination period. Candidates will receive an email notification on the release of results via the [Candidate Portal](#).

If the examination results are not available on the portal within one week of the release date, a candidate should email [SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg).

The range of marks and grades for the examination results are as follows:

<u>Examination Grade</u>	<u>Marks Band</u>
Fail	< 50%
Pass	50% - 64%
Merit	65% - 74%
Distinction	75% - 85%
High Distinction	86% - 100%

The transcript will only reflect examination grade.

### **11.8 Pass Requirements**

Candidates must achieve at least 50% of the available marks for the examination to successfully complete a module.

### **11.9 Candidature Duration**

There is no maximum candidature period for the Foundation Programme. For the Professional Programme, candidates will be given **8 years** upon the start of their Programme candidature to complete the Professional Programme. This will take effect from 5 September 2022. Completion of the Professional Programme includes achieving a minimal “Pass” grade for all technical and Capstone modules, completion of the Ethics and Professionalism modules and the relevant Practical Experience.

### **11.10 Special Arrangements in Examinations**

Candidates diagnosed with learning or physical disabilities may apply for *special arrangements* during the examination. Applications for *special arrangements* are to be submitted online at least one (1) month before the examination. Candidates must submit medical documents to substantiate the request. Requests for *special arrangements* may result in an additional charge being levied on the Candidate. All applications for *special arrangement* will be evaluated on a case-by-case basis by SAC.

### **11.11 Special Consideration in Examinations**

Candidate may apply for *special consideration* if their performance in an examination has been adversely affected through circumstances such as:

- (a) Debilitating illness or psychological condition; or
- (b) Bereavement in the immediate family; or
- (c) Serious disruption; or
- (d) Trauma.

Applications for *special consideration* are to be submitted online within three (3) days after an examination. Candidates must submit medical documents and/or any other relevant documentary evidence to substantiate their applications. All applications for *special consideration* will be evaluated on a case-by-case basis by the SAC.

### **11.12 Absence from Examinations**

Candidates who are absent from the examinations with valid reasons<sup>2</sup> may submit a deferment with valid reason request under “Enquiry and Request” in the Candidate Portal, with the necessary supporting documents. Candidates will be allowed to sit for the examination at the subsequent examination session and need not pay the examination enrolment fee.

Candidates who are absent without valid reasons may re-enrol for the subsequent examination session. Examination enrolment fee need to be paid.

### **11.13 Examination Appeal for Review Process**

Candidates who receive a “Fail” grade for a module examination may submit an *appeal for review*. Please refer to *Annex A* for the current fee schedule. The Appeal Fee is non-refundable regardless of the outcome of the appeal.

Please note that this is not a re-marking service and is applicable for “Fail” grades only. It is an administrative process where a check is conducted to ensure that the marks awarded by the markers are correctly tallied and updated to the system.

Candidates are required to submit their *appeal for review* online and make payment accordingly. Please refer to the [SAC website](#) for details on the appeals submission. Candidates will be notified in writing of the outcome of the application within seven (7) working days upon receipt of the appeal form and payment.

---

<sup>2</sup> Valid reasons are limited to medical, compassionate and National Service obligations. SAC does not consider work exigencies to be valid reasons.



Arising from the appeal, a candidate will be notified of either of the following outcomes:

- (a) No change in “Fail” status; or
- (b) Change from a “Fail” to a “Pass” status.

Examination marks are not released as part of the appeal outcome. No further appeal will be accepted by SAC.

## **12. Suspension/Removal from the Candidature Register**

A candidate may face suspension from the Programme or removal from the Candidature Register for reasons outlined in Sections 12.1 to 12.3. Only candidates with an “Active” status will have access to the Candidate Portal for the following purposes:

- (a) Enrolment for exams;
- (b) Submission of RPEC records; and
- (c) Access to results transcript.

### Suspension

Suspended Candidates will still be liable for their candidature fee during their period of suspension. All results from the previous modules taken during the candidature as well as previous module exemptions will be retained during the period of suspension.

Candidates whose status is still reflected as “Suspended” after 8 years will have their status changed to “Withdrawn” in the system. An email will be sent to the candidates before effecting the “Withdrawn” status of the candidate.

### Removal

Candidates will be removed:

- (i) Due to misconduct (See section 12.3 below); or
- (ii) Failed to complete the Professional Programme within 8 years from the start of Professional Programme candidature.

Candidates who are removed will have all results from the previous modules taken during the candidature as well as previous module exemptions voided.

Candidates who are removed due to exceeding of 8-year time limits may re-apply as a new candidate. Candidates who are removed due to misconduct will need to serve a 12-month cooling-off period before re-applying as a new candidate.

Candidates will be given 8 years upon the start of their new candidature to complete the Professional Programme.

### **12.1 Outstanding Annual Candidature Fee**

*Annual Candidature Fee* is due and payable on every 1<sup>st</sup> January. A candidate will be suspended if the Annual Candidature Fee is not paid by the last day of February. Candidates will not be able to enrol for any examinations if their candidature have been suspended. Candidates who are suspended due to outstanding candidature fee will be reinstated to “Active” status upon payment of all outstanding candidature fees that may have accrued during the period of suspension.

### **12.2 Time Limits**

Professional Programme Candidates who fail to complete the Professional Programme within 8 years will be removed from the Candidature Register.

### **12.3 Misconduct**

Candidates are to observe good conduct and character throughout their candidature with the SCAQ. Any candidate found to have committed the following misconduct (non-exhaustive) will be removed from the Candidature Register immediately on disciplinary grounds:

- (a) Falsification or misuse of SCAQ academic records; or
- (b) Cheating during examinations; or
- (c) Use of false pretences or impersonation of others to deceive or attempt to deceive the Administrator, Invigilators, or SAC; or
- (d) Possession and/or use of unauthorised materials during examinations; or
- (e) Convicted of a criminal offence in Singapore or elsewhere; or
- (f) Use of the Chartered Accountant of Singapore designation and logo when it is not authorised, proper or appropriate to do so.

Complaints regarding a candidate's misconduct will be made to *SAC Disciplinary Committee*, where a preliminary investigation will be conducted on to ascertain the validity of the complaints. If the complaint is found to be valid, and depending on the severity and occasion of occurrence, the candidate may face suspension or removal from the *Candidature Register*, or other sanctions which the *SAC Disciplinary Committee* deem necessary. In the event that the candidate is also a member of ISCA (under any of the ISCA membership categories), the findings of the complaint will also be made known to ISCA and the candidate will be subject to disciplinary actions under the *Code of Conduct and Membership Rules and Regulations* of ISCA.

#### **14. Issuance of Full Transcript upon Completion of Programme**

Foundation Programme Candidates who have successfully completed the Foundation Programme will be issued a transcript by SAC, attesting that they have met the Academic Base requirements of the SCAQ and will progress to the Professional Programme. Completion of the Foundation Programme is recognised in the *SkillsFuture Framework for the Accountancy Sector*.

Professional Programme Candidates who have successfully completed the Ethics and Professionalism modules, the five (5) modules in the Professional Programme, and the Practical Experience component will be issued a *Full Transcript* by SAC in recognition of their achievements. They are eligible to apply to ISCA as a full member, to be conferred the title of **CA (Singapore)** in accordance with the provisions of the *SAC Act*.

For the purpose of applying for full membership to ISCA and conferment of the *Chartered Accountant of Singapore* designation, the validity of the *Full Transcript* is one (1) year from the date of completion as stated on the transcript.

#### **15. Applying for the Chartered Accountant of Singapore Designation**

Candidates can apply for membership with the prescribed Designated Entity pursuant to the Third Schedule to the *SAC Act* upon successful completion of all components of the SCAQ. ISCA is currently the prescribed Designated Entity. Candidates should submit to ISCA the completed ISCA membership application form, *SCAQ Full Transcript*, all other relevant documents, and the prescribed fee.

## 16. Fees and Payment

### 16.1 Annual Candidature Fee

Annual Candidature Fee is due and payable on every 1<sup>st</sup> January. Please refer to *Annex A* for the Fees Schedule.

### 16.2 Fees for the SCAQ Programme

All fees are regularly reviewed and are quoted inclusive of Goods and Services Tax (GST). Please refer to *Annex A* for the Fees Schedule.

### 16.3 Methods of Payment and Procedures

Payments can be made online via credit/debit card. All application/enrolment fees are strictly non-refundable.

## 17. Enquiries

### SCAQ, Examination Body:

#### Singapore Accountancy Commission

55 Newton Road, #03-02 Revenue House,  
Singapore 307987

### CA (Singapore), Professional Body:

#### Institute of Singapore Chartered Accountants

60 Cecil Street, ISCA House  
Singapore 049709

### Other Information Services

SAC Website : [www.sac.gov.sg](http://www.sac.gov.sg)  
General Enquiries : [enquiries@sac.gov.sg](mailto:enquiries@sac.gov.sg)  
Programme Admission and Examination Matters : [SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg)  
Application to be ISCA member and CA (Singapore) : [membership@isca.org.sg](mailto:membership@isca.org.sg)

*Please note that all information contained in the Candidature Handbook is subject to change without notice.*

---

## **About the Singapore Accountancy Commission**

The *Singapore Accountancy Commission* (SAC) spearheads the development of the Singapore accountancy sector with the vision of developing Singapore into a leading global accountancy hub. SAC is working to achieve this by deepening the skills of the accountancy talent pool; developing the industry to capture growth opportunities; and creating a hub and exchange by building Singapore into a centre for thought leadership. SAC is a statutory body under the *Ministry of Finance*. For more information, please visit the [SAC website](#).

## **About Institute of Singapore Chartered Accountants**

The *Institute of Singapore Chartered Accountants* (ISCA) is the national accountancy body of Singapore. ISCA's vision is to be a globally recognised professional accountancy body, bringing value to our members, the profession and wider community. There are over 32,000 ISCA members making their stride in businesses across industries in Singapore and around the world.

Established in 1963, ISCA is an advocate of the interests of the profession. Possessing a Global Mindset, with Asian Insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards Singapore's transformation into a global accountancy hub.

ISCA is the Designated Entity to confer the *Chartered Accountant of Singapore - CA (Singapore)* - designation.

ISCA is a member of *Chartered Accountants Worldwide*, a global family that brings together the members of leading institutes to create a community of over 1.8 million Chartered Accountants and students in more than 190 countries.

For more information, please visit the [ISCA website](#).

## Annex A – Fees Schedule

Items	Fees ***** prior to 1 Sep 2016 (with GST)	Fees ***** from 1 Sep 2016 (with GST)
One-time Application Fee	S\$107.00	
Annual Candidature Fee (due and payable on every 1 <sup>st</sup> January)	S\$107.00 per year	
Ethics & Professionalism Module (E005i: Relevance of Ethics Pronouncement 100 to Professional Accountants (E-Learning))*	N.A.	S\$98.98
Ethics & Professionalism Module (E008i: Ethics Pronouncement 200: An Overview (E-Learning))*	N.A.	S\$128.40
Foundation Programme Module Examinations***	S\$535.00 per module	
Professional Programme Module Examinations***	S\$963.00	S\$1391.00
Foundation Programme Module Exemption Fee**	S\$535.00 per module	
Professional Programme Module Exemption Fee	S\$1,391	
Foundation Programme Module Exemption Assessment Fee	Not chargeable w.e.f 1 July 2020	
Late Examination Enrolment Fee	S\$107.00 per module	
Request for Examination Deferment Fee	S\$107.00 per module	
Examination Result Appeal Fee	S\$160.50	
Re-activation Fee (from suspended candidature status)****	All outstanding fees	

### Important Notes:

\* Online module, without learning materials and examinations.

\*\* Module Exemption Fees are waived for candidates with Accredited degrees

\*\*\* Fee includes relevant learning materials and examinations but does not include tuition support. It is a self-study programme.

\*\*\*\* Candidates may write to the administrator ([SCAQ@sac.gov.sg](mailto:SCAQ@sac.gov.sg)) for breakdown of outstanding fees

\*\*\*\*\* For candidates who have signed up for the Foundation or the Professional Programme before 1 September 2016, the fees for the Professional Programme modules are S\$963 (GST included) for each module. This does not apply to candidates who have been suspended before and after 1 September 2016 and whose suspensions are lifted from 1 September 2016.

\*\*\*\*\* All fees are **non-refundable**.

For more information, please refer to the [SAC website](#).

## Annex B – Comparison Table of the Cognitive Levels

The following table outlines the comparison of the cognitive levels between the Foundation Programme (FP) and the Professional Programme (PP) of the SCAQ.

The FP closely reflects the major knowledge domains required to be mastered prior to embarking on the PP. Although the Learning Outcomes for both programmes are similar, the cognitive level assigned to each Learning Outcome is lower in the FP, with FP-3 cognitive level still being lower than PP-2 cognitive level (with some minor overlap). The majority of the FP's Learning Outcomes are set at the FP-2 cognitive level, while most of the PP's Learning Outcomes are set at PP-3 cognitive level. The level of technical proficiency required to succeed in the PP is substantially higher than is required for the FP. The major differences in cognitive level are bolded and underlined in the table below.

Cognitive Level	Foundation Programme	Cognitive Level	Professional Programme
FP-1	An ability to communicate knowledge and insight in relation to emerging trends, current issues, and regulatory changes, with some practical application.	PP-1	An ability to communicate <b><u>sound</u></b> knowledge and insight in relation to emerging trends, current issues, and regulatory changes, with some practical application.
FP-2	An ability to <b><u>assess</u></b> and apply knowledge to <b><u>common scenarios</u></b> that a candidate would be likely to encounter in the workplace to derive <b><u>an appropriate outcome</u></b> .	PP-2	An ability to <b><u>analyse</u></b> and apply knowledge to <b><u>moderately complex scenarios</u></b> that a candidate would be likely to encounter in the workplace to derive <b><u>the best possible outcome</u></b> .
FP-3	An ability to demonstrate an elevated level of application of knowledge and <b><u>assess</u></b> information in more complex scenarios <sup>3</sup> in order to arrive at <b><u>an appropriate outcome</u></b> .	PP-3	An ability to demonstrate an elevated level of application of knowledge, <b><u>as well as synthesise and evaluate</u></b> information in more complex scenarios <sup>4</sup> in order to arrive <b><u>at value-added solutions</u></b> .

<sup>3</sup> More complex as compared to the common scenarios in encountered in FP-2.

<sup>4</sup> More complex scenarios as compared to the moderately complex scenarios encountered in PP-2.