



# NOTICE TO ALL STUDENTS

(NOVEMBER 2024 CA PROFESSIONAL EXAMINATIONS)

---

The Council of Institute of Chartered Accountants, Ghana, wishes to inform all current and prospective students that the **2024-2029 syllabus** takes effect from the **November 2024** examination. The following guidelines will apply:

a) **Opening of registration:** Students are to note that registration for November 2024 examinations will open from **Monday, 9th September to Friday, 18th October, 2024**. The November 2024 examinations will take place from **Monday, 4th November to Friday, 8th November, 2024**.

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

- 1) Level 1 candidates with only **one paper** to complete the Level could add a maximum of 4 papers in Level 2;
- 2) Level 2 candidates with only **one paper** to complete the Level could write that paper together with any number of papers in level 3;
- 3) No candidate can write a Level 3 paper if he/she has an outstanding paper in Level 1; and
- 4) 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. Candidates will be provided with background (Pre-seen) information on the case **two weeks before** the examination. Candidates are to note the following:

- 1) Candidates 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 candidates in the examination hall.

e) **Level three credit system: *The Council of Institute of Chartered Accountants, Ghana at an emergency meeting held on Thursday, 28th March, 2024 took a decision to discontinue the requirement for level 3 candidates to register all outstanding papers in level 3. Starting from November 2024 examinations, candidates will no longer be required to register all outstanding papers at level 3. Candidates are allowed to register for any number of papers at the level 3.***

f) 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.

g) **Deferment:** Deferment will **ONLY** be accepted **TWO WEEKS** before the date of the first paper 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.

h) **Fees for November 2024 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	370	660	800
2	690	1,210	1,380
3	940	1,670	1,910
4	1,140	2,020	2,120
5		2,530	
6		3,030	

i) **Late Registration:** Late registration will **ONLY** be accepted a week after the deadline of registration. Late registration attracts a penalty of GH¢300.

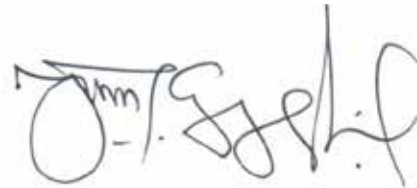
j) **Students should NOT bring their 'Authority-to-sit' to the exams centre. Students should view the 'Authority-to-sit' on their domain and take note of their index number.**

k) **Transcript:** Transcript application is to be done on the student's portal under the Examination Menu. The application attracts a fee of GH¢100.

L) **Review of Scripts:** Candidates 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.

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

Issued by



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