



**SINGAPORE CHARTERED ACCOUNTANT QUALIFICATION (SCAQ)
CANDIDATE PORTAL USER GUIDE**

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A. Introduction

The SCAQ Candidate Portal is a one-stop platform to serve all your needs throughout your SCAQ candidature.

For new applicant

Only eligible candidates will be considered for admission into SCAQ, you can check your eligibility from the [ACRA website](#) or “Check Your Exemption” tool in the Candidate Portal.

If the tool shows that the candidate is eligible, please prepare the following to complete your admission and module exemption applications:

1. Credit card for payment. E.g. application fee of S\$107 (waived for undergraduates from any recognised universities).
2. Front and back copy of NRIC (for Singaporean & PRs)/Passport or front and back copy of FIN (for foreigners).
3. Latest academic documents of university degree(s).
 - **For Undergraduates**
 - i. Certification letter from your university to certify your undergraduate status; and
 - ii. Academic transcript.
 - **For Graduates**
 - i. Degree / Completion certificate; and
 - ii. Academic transcript.

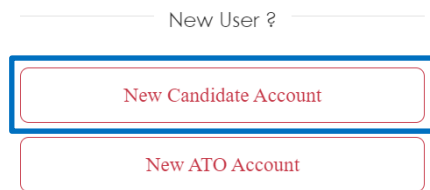
Important Notes:

1. **All qualification(s) submitted are subjected to verification by ACRA.**
2. **All fees payable to ACRA are non-refundable.**
3. For applicants with non-accredited degrees who are applying for Foundation Programme Module Exemptions, an exemption fee of S\$535 (GST inclusive) will be charged per module exempted. For accredited degrees, such exemption fee will be waived.
4. For Professional Programme Module Exemption, an exemption fee of S\$1,391 (GST inclusive) will be charged per module exempted.

B. Admission to SCAQ

1. Navigate to the SCAQ Online Platform: <https://scaq.acra.gov.sg>

For first time users, click on “New Candidate Account” and complete all the fields.

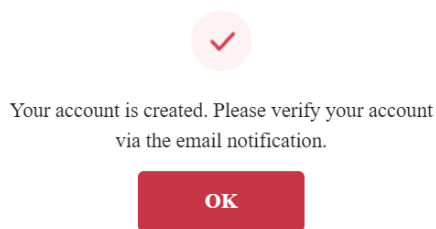


New User ?

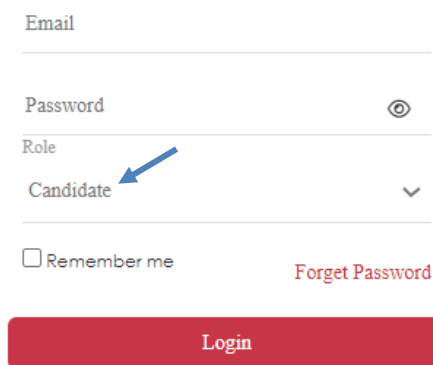
New Candidate Account

New ATO Account

2. Once your account is created successfully, you will see the following message and receive an email notification from scaq@acra.gov.sg.



3. Following the link provided in the email to verify your email address, log in using your email address, password and select the role as “Candidate”.



Email

Password

Role

Candidate

Remember me

Forget Password

Login

4. Follow the steps to fill up personal details, academic qualification(s) and upload all required documents.
(Important note: For Awarding Country, please **select the country of the University awarding your degree**, if it differs from where you completed it. For example: Graduates from RMIT (via SIM GE) or Murdoch (via Kaplan) select “Australia”; University of London or University of Birmingham (via SIM GE), select “United Kingdom”).

- If you wish to apply for module exemption(s), please select the SCAQ Module(s), Applicable Subjects and Result in the Module Exemption(s) section as shown below. Otherwise, please check the box "I'm not seeking exemptions".

Module Exemption(s)

I'm not seeking exemptions

Module

(Select Applicable Subjects)

Accounting for Decision Making (ADF)



ACC2002 Managerial Accounting
(2016 cohort or earlier)

Result

Pass
Fail
Result

DSC2006 Operations
Management (2016 cohort or
earlier)

- You will be directed to the Employment Page to select from our list of Accredited Training Organisations (ATOs) and indicate the employment start date. If you are currently not employed by an ATO or unemployed, please select the option "Not in the List".
- Follow the next few screens to check boxes on Personal Data Privacy Statement, Consent from Applicants and Declaration page.
- You will be directed to the Fees Page. Please check all fees listed on this page are accurate and continue to click next till you reach the page for payment. If the fees listed are incorrect, please contact ACRA at scaq@acra.gov.sg.
- Once payment is successful, you will see the following message. Please note that you will be logged out. An email confirmation and e-receipt will be sent to you.

Transaction is successful, redirecting in 9
You will be logged out, please wait for confirmation email.

C. Module Exemption Application

1. Click on **“Module Exemption”** on the left side of the navigation bar, complete your academic qualification(s) and upload the required documents.
2. Select the SCAQ Module(s), Applicable Subjects and Result in the Module Exemption(s) section as shown below. If the applicable subjects you have attempted is not found in the list, please request for the module syllabus from your university and send it to scaq@acra.gov.sg to be assessed for exemption eligibility.


The screenshot shows a web form for module exemption. On the left, there is a dropdown menu labeled 'Module' with the selected option 'Accounting for Decision Making (ADF)'. To the right, under the heading '(Select Applicable Subjects)', there is a table with two rows. The first row is 'ACC2002 Managerial Accounting (2016 cohort or earlier)' with a red circle icon and a 'Result' dropdown menu. The second row is 'DSC2006 Operations Management (2016 cohort or earlier)'. The 'Result' dropdown menu is open, showing options 'Pass', 'Fail', and 'Result'.

Module	(Select Applicable Subjects)	Result
Accounting for Decision Making (ADF) ▾	ACC2002 Managerial Accounting (2016 cohort or earlier)	Result ▾
	DSC2006 Operations Management (2016 cohort or earlier)	

3. You will be directed to the Fees Page. Please check all fees listed on this page are accurate and continue to click next till you reach the page for payment. If the fees listed are incorrect, please contact ACRA at scaq@acra.gov.sg.
4. Once payment is successful, you will see the following message. An email confirmation and e-receipt will be sent to you.

Transaction is successful, redirecting in 8

D. Module Enrolment

1. Click on **“Module Enrolment”** on the left side of the navigation bar to view examination dates for Professional or Foundation Programme.
2. Select the module(s) and the examination session that you wish to enrol for. You can select more than one module in each exam session by clicking the  icon.



SAC Module



Examination Session

3. You will be directed to the Fees Page. Please check all fees listed on this page are accurate and continue to click next till you reach the page for payment. If the fees listed are incorrect, please contact ACRA at scag@acra.gov.sg.
4. Once payment is successful, you will see the following message. An email confirmation and e-receipt will be sent to you.

Transaction is successful, redirecting in 8

E. Enquiry and Request

Enquiry

1. Click on **“Enquiry and Request”** on the left side of the navigation bar, select your enquiry type, enter the details of your enquiry, and upload the document(s) (if any).

Enquiry Type

ATO
RPEC
Admission and Module Exemption
Exams and Enrolment
Others

Request

2. Select your request type, enter the details of your request, and upload the document(s) (if any).

Enquiry Type*

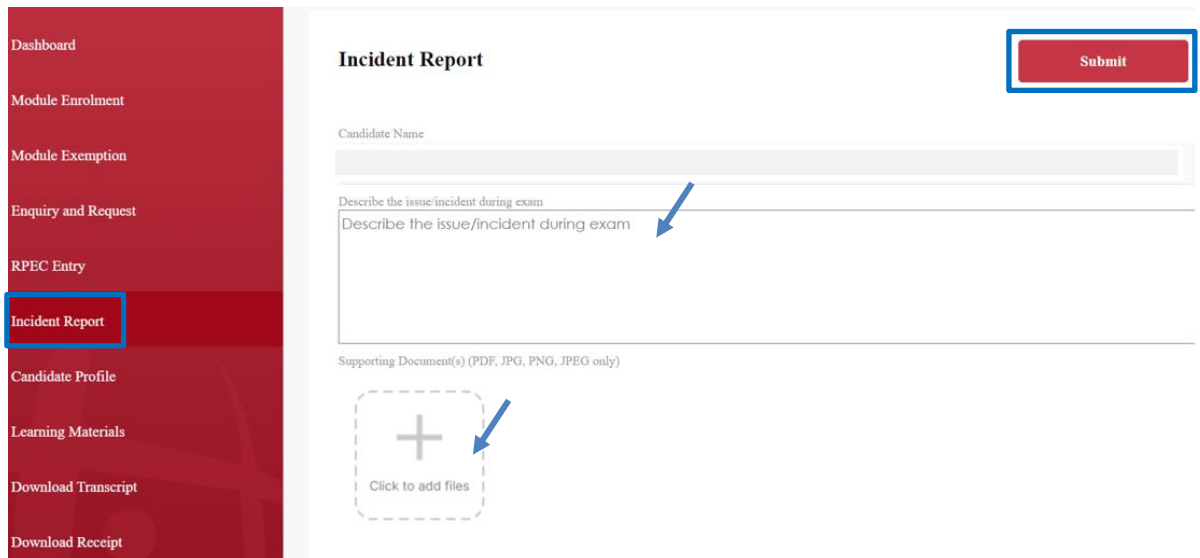
Exam Related Requests

Enquiry Type

Deferment (Without Valid Reason)
Deferment (With Valid Reason)
Special Arrangement/Consideration for Exam
Exam Result Appeal
Programme Withdrawal

F. Incident Report

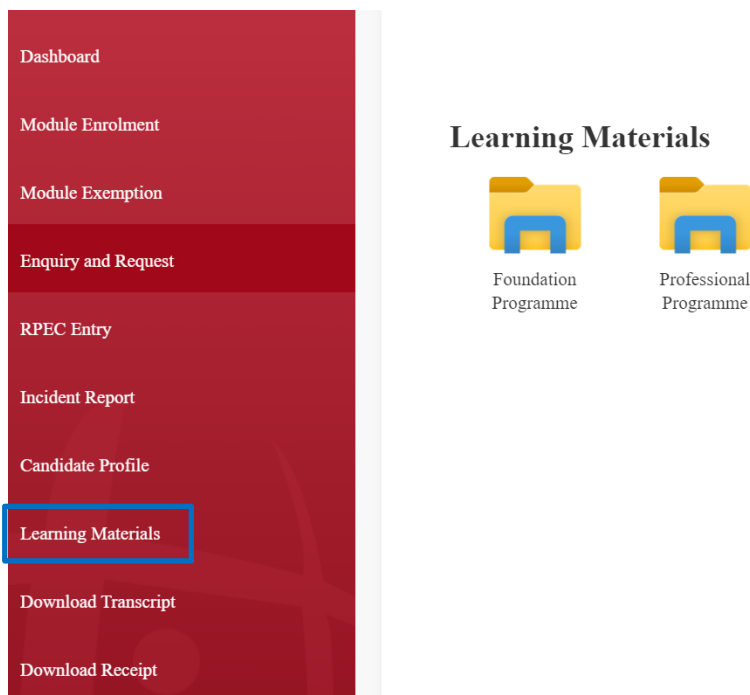
1. This relates to incidents/issues that candidates encounter during the exams. To log an exam incident report, you can go to the left side of the navigation bar and click on **“Incident Report”**. Please describe the issue/incident during the exam and upload the document(s) (if any) as shown below. Then click on **“Submit”**.



The screenshot shows a web application interface for reporting an incident. On the left is a dark red navigation bar with the following menu items: Dashboard, Module Enrolment, Module Exemption, Enquiry and Request, RPEC Entry, **Incident Report** (highlighted with a blue box), Candidate Profile, Learning Materials, Download Transcript, and Download Receipt. The main content area is titled "Incident Report" and features a red "Submit" button in the top right corner. Below the title, there is a "Candidate Name" input field. A text area labeled "Describe the issue/incident during exam" is present, with a blue arrow pointing to it. Below the text area, there is a section for "Supporting Document(s) (PDF, JPG, PNG, JPEG only)" which includes a dashed box with a plus sign and the text "Click to add files", also indicated by a blue arrow.

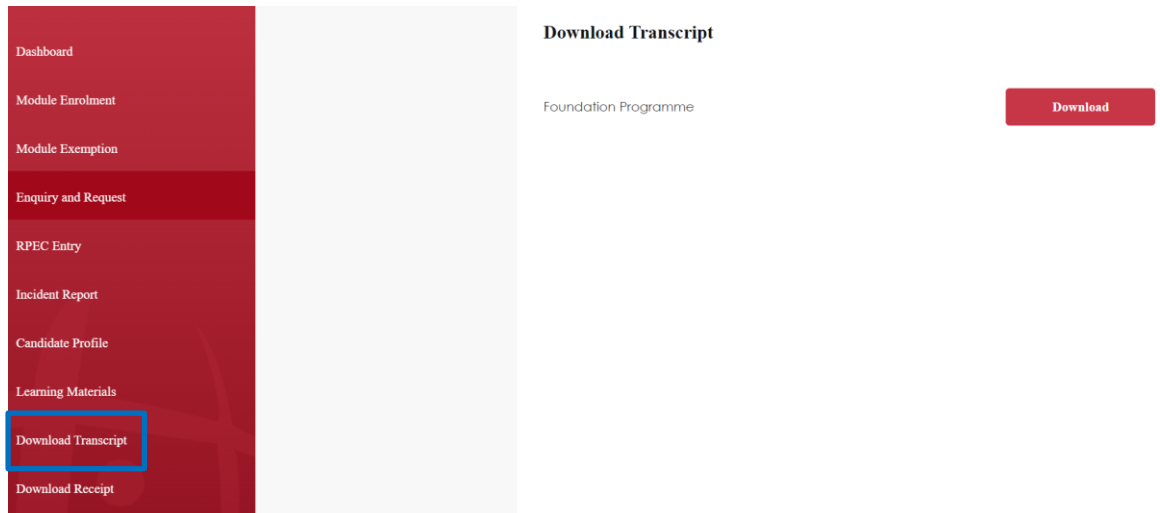
G. Learning Materials

1. Click on **“Learning Materials”** on the left side of the navigation bar to download learning materials.



H. Transcript

1. Click on **“Download Transcript”** on the left side of the navigation bar to download transcript.



I. Receipt

1. Click on **“Download Receipt”** on the left side of the navigation bar to download receipt.

The screenshot shows a user interface with a dark red navigation bar on the left. The navigation bar contains the following items: Dashboard, Module Enrolment, Module Exemption, Enquiry and Request, RPEC Entry, Incident Report, Candidate Profile, Learning Materials, Download Transcript, and **Download Receipt** (highlighted with a blue box). The main content area is titled 'Download Receipt' and displays a table of transactions. Each row in the table has a 'Download' button.

Transaction Date	Description	Transaction Type	GST Amount	Amount (Excl. GST)	Amount (Incl. GST)	Transaction Status	Action
2022-09-04	Module Enrolment	Payment	70.00	1000.00	1070.00	Success	Download
2022-09-04	Module Exemption	Payment	35.00	500.00	535.00	Success	Download
2022-09-04	Module Exemption	Payment	35.00	500.00	535.00	Success	Download
2022-09-04	Candidate Admission	Payment	7.00	100.00	107.00	Success	Download

Showing 1 to 4 of 4 entries

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J. Contact Us

1. SCAQ, Examination Body:

Accounting and Corporate Regulatory Authority

55 Newton Road, #03-02 Revenue House,

Singapore 307987

2. CA (Singapore), Professional Body:

Institute of Singapore Chartered Accountants

60 Cecil Street, ISCA House

Singapore 049709

3. Other Information Services

ACRA Website

: www.acra.gov.sg/scaq

-Programme Admission and Examination Matters

: scaq@acra.gov.sg

Application to be ISCA member and CA (Singapore)

: membership@isca.org.sg