



ISCA Professional Qualifications

Rules and Policies Handbook

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1. Objective

The objective of the handbook is to provide details of the rules and policies of ISCA Professional Qualifications (PQ) which are intended for:

- 1.1 Prospective candidates, who are interested applicants, to read and understand the rules and policies before completing and submitting their online applications if they are agreeable with adhering to such rules and policies upon acceptance to become PQ candidates; and
- 1.2 Approved candidates whose applications for the respective PQ have been approved, are required to adhere to the rules and policies.

2. About the Institute of Singapore Chartered Accountants

Introduction

- 2.1 The Institute of Singapore Chartered Accountants (ISCA) is the national accountancy body of Singapore. ISCA's vision is to be a world-class accountancy body of trusted professionals, contributing towards an innovative and sustainable economy. There are over 40,000 ISCA members making their stride in businesses across industries in Singapore and around the world.
- 2.2 Established in 1963, ISCA is an advocate of the interests of the profession. Complementing its global mindset with Asian insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards the advancement of the accountancy profession.
- 2.3 ISCA is the Designated Entity to confer the Chartered Accountant of Singapore - CA (Singapore) - designation.
- 2.4 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.
- 2.5 For more information, visit www.isca.org.sg.

3. ISCA Professional Qualification

About the Qualification

- 3.1 Please refer to [Appendix 1 ISCA Financial Forensic Accounting \(FFA\) Qualification](#) for the qualification's structure and other details.
- 3.2 Becoming an ISCA PQ candidate
 - 3.2.1 Applications for the ISCA PQ are open all year round except in December.
 - 3.2.2 Successful applicants will be approved as ISCA PQ candidates after their applications have been assessed to meet the prevailing entry requirements of each PQ that they have applied for.

- 3.2.3 All PQ candidates who are taking ISCA's Professional Qualification as set out in [About the Qualification](#) are required to comply with the rules and requirements stated within this handbook.
- 3.2.4 Successful applicants will be approved as candidates after ISCA's assessment on whether they have met the entry requirements of the PQs.
- 3.2.5 Accredited Singapore Institutes of Higher Learning (IHLs) may be granted partial exemption from selected modules subject to the completion of relevant subjects recognised by ISCA.
- 3.3 PQ Portal
 - 3.3.1 The PQ Portal is a one-stop portal which allows candidates to perform their enrolment, gain access to PQ announcements and learning support materials, view attendance records and results, as well as view and download transcripts and certificates.
 - 3.3.2 Candidates may access their PQ Portal [here](#).
- 3.4 Conferment of ISCA credential
 - 3.4.1 Upon successful completion of all required PQ modules and accumulation of the minimum number of years of recent relevant working experience, ISCA PQ graduates can apply for ISCA membership, subject to the prevailing membership admission requirements, and be conferred the credential for the corresponding PQ which they have completed.
 - 3.4.2 Individuals who are conferred with the credential are required to abide by the [ISCA Constitution and Rules](#). You may click [here](#) to find out more information on the membership and fees.

4. Issuance of certificate and transcript

Candidates have the flexibility to attempt the qualification on a modular basis in any order and will be:

- 4.1 awarded with a module certificate for successfully completing and passing the examination of each module; and
- 4.2 issued an official transcript and programme certificate upon the completion of all the required modules.

5. Fees

5.1 Programme and other fees

- 5.1.1 Please refer to [Appendix 1 ISCA Financial Forensic Accounting \(FFA\) Qualification](#) for the qualification's fee details.

5.2 Fees refund

- 5.2.1 All fees paid are **NOT** transferable and refundable.

5.3 Module fees forfeiture

- 5.3.1 Candidates who are absent on examination day and/or any of the workshops without valid reasons will have their module fees forfeited (See [9.19.1](#)).
- 5.3.2 ISCA will assess the reasons supported with valid official documents on a case-by-case basis and may consider allowing candidates to attend their workshop and/or attempt their examination without paying for full module fees again.
- 5.3.3 Please see [5.2 Fees refund](#).

6. Workshop information

6.1 Requirements

- 6.1.1 Candidates who have registered for the examination session must attend all the virtual workshops that will be held at least one month prior to the examination.
- 6.1.2 Please refer to the workshop and examination schedule that can be found under the **“Workshop and Exam Schedule”** section for the workshop dates, timings, venue, and updates.
- 6.1.3 ISCA will retain the right to switch between face-to-face and virtual learning for the workshops due to unforeseen circumstances.
- 6.1.4 Candidates will be notified in advance should there be any changes to the workshop delivery mode.
- 6.1.5 Please visit the ISCA PQ's website for updates.

6.2 Duration

- 6.2.1 The workshop duration of each module is between one (1) and two (2) days.

6.3 Attendance

- 6.3.1 Workshops are compulsory and attendance will be taken at the start of the morning and afternoon sessions of the workshops for regulatory compliance requirement.

6.4 Workshop delivery mode and learning format

- 6.4.1 Blended learning format comprises instructor-led virtual workshops and online learning using Learning Management System.

7. Examination information

7.1 Duration

- 7.1.1 The examination duration for each module is between 60 and 120 minutes.
- 7.1.2 Please refer to each module's study guide "Approach to examination" for the details.

7.2 Examination administration

- 7.2.1 The examination will be conducted through remote proctoring. You will be required to install a Proctorio extension on your browser prior to the exam day. Please refer to the "Computer-Based Exam Software" user Guide available under "Learning Support" on the ISCA PQ's website, for instructions on the remote proctored exam.
- 7.2.2 ISCA will retain the right to switch between in-person and online proctored examinations due to unforeseen circumstances.
- 7.2.3 Candidates will be notified in advance should there be any changes to the mode of examination administration.
- 7.2.4 Please visit the ISCA PQ's website for updates.

7.3 Examination delivery method

- 7.3.1 Candidates will need to attempt and pass a closed-book, computer-based examination for each registered module.
- 7.3.2 Candidates are required to use their **OWN PERSONAL**, fully charged laptop for the examination. Laptops and chargers will **NOT** be provided.

7.4 Examination format

- 7.4.1 The examination questions will be set based on the following formats:
 - 7.4.1.1 multiple-choice question – choose **ONE** correct answer;
 - 7.4.1.2 multiple-response question – choose the applicable correct answers (there could be more than one correct answer);
- 7.4.2 Please refer to the study guide of each module for the examination format.

7.5 Minimum passing mark

- 7.5.1 Please refer to [Appendix 1](#) for the minimum pass mark of the ISCA FFA Qualification.

7.6 Examination registration period

- 7.6.1 There are at least two examination sessions to be held in each calendar year.
- 7.6.2 Please refer to the workshop and examination schedule that can be found under **"Workshop and Exam Schedule"** for the examination dates, timings, venue, and updates.

7.6.3 Candidates who have successfully registered and paid the full module fee (See [5 Fees](#)) must sit for the examination session that they have selected.

7.6.4 The examination registration is opened at least two (2) months prior to the examination session, for a limited period.

For example:

Examination Session	Examination Registration Period
May	January to March
November	July to September

7.7 Confirmation of examination entries

7.7.1 Candidates will receive an email notification on the examination details which can be accessed via the PQ Portal at least two (2) weeks before the examination dates subject to the following conditions:

7.7.1.1 Full workshop attendance (i.e. 100% attendance) and completion of online learning (wherever applicable) of those modules they have registered for examination; and

7.7.1.2 No outstanding module fee and other applicable fees.

8. Examination results

8.1 Results release

An email on how to check your results will be sent to the candidates between six (6) and ten (10) weeks after the examinations.

8.2 Examination results review and appeal

8.2.1 The results are final, and **NO** review and appeal are permitted.

8.2.2 The care taken throughout the process of assessment and the exercise of academic judgment ensures the integrity of every examination result.

8.2.3 Therefore, the Institute does not accept appeals on results.

8.2.4 Individual candidates' examination papers will not be re-examined or re-marked after the final examination results have been released.

9. Examination and workshop policies

9.1 Absenteeism

Examination day

9.1.1 Candidates who have successfully registered and paid for the module must sit for the examination session they have selected, unless they have valid reasons, which are supported with official documents for their absence on the examination day.

9.1.2 The reasons and supporting documents must be submitted within three (3) working days from the day of absence.

9.1.3 Candidates who are absent on the examination day without any valid reasons will have to pay for the full fee and attend the workshop again for that module.

(Note: Candidates who are absent on the examination day are marked as “Absent” where no marks will be awarded for that module).

9.1.4 Please see [5.2 Fees refund](#) and [5.3 Module fees forfeiture](#).

Workshop day

9.1.5 Candidates must attend **ALL** (NO partial) the workshops of each of the module they have registered for unless they have valid reasons, which are supported with official documents for their absence on the workshop day.

9.1.6 The reasons and supporting documents must be submitted within three (3) working days from the day of absence.

9.1.7 Please note that absenteeism due to the following reasons will **NOT** be accepted:

9.1.7.1 Work exigency;

9.1.7.2 Overseas business trips; or

9.1.7.3 National service obligations which are made known to the candidates in advance before the examination registration starts.

9.2 Punctuality for examination and workshops

Due to unforeseen circumstances

9.2.1 ISCA will assess the situation on a case-by-case basis for candidates who are late for the examination and/or workshop due to unforeseen circumstances, to either:

9.2.1.1 allow and grant you extra time to sit for your computer-based examination; or

9.2.1.2 allow you to join the workshop which has already commenced; or

9.2.1.3 reschedule your examination/workshop to the next available examination session/workshop without further charges.

Due to other reasons

9.2.2 Candidates who are late for the first 30 minutes without valid reasons may be allowed to sit for the examination, but they will **NOT** be given extra time to attempt the questions.

- 9.2.3 ISCA reserve the right to refuse the late candidates from taking the examination. In such situation, the module fee will be forfeited.
- 9.3 Deferment
 - 9.3.1 Deferment of examination and workshops will **NOT** be allowed.
 - 9.3.2 Candidates are:
 - 9.3.2.1 encouraged to stay committed and complete the qualification at their soonest; and
 - 9.3.2.2 reminded to plan their schedule and consider carefully before registering for the next available examination session and workshops that best suit their schedule.
- 9.4 Maximum examination attempts
 - 9.4.1 There is no maximum number of attempts for each module examination.
 - 9.4.2 Candidates who register to re-sit for their examination for the module that was attempted but the outcome was unsuccessful at the last session, will pay a re-sit examination fee (see [5.1 Programme and other fees](#)) and are **NOT** required to re-attend the workshops.
 - 9.4.3 However, if candidates wish to re-attend the workshops, they can do so but will have to pay the full module fee.
 - 9.4.4 Please refer to ISCA PQ's website for the qualification fees to be payable.

10. Examination regulations

Before the start of the examination (online proctored exam)

- 10.1 Ensure that the latest version of Google Chrome and / or Microsoft Edge is downloaded.
- 10.2 You are allowed to access the examination 15 minutes prior to the examination start time.
- 10.3 The online proctored exam should be conducted at a location where the following conditions are met at that location:
 - 10.3.1 The lighting in the room must be well-lit;
 - 10.3.2 Candidate must be alone in the room; and
 - 10.3.3 The room must be as quiet as possible. Noises such as music or television are not permitted.
 - 10.3.4 There must be no screens or monitors other than those used for the examination. Other screens need to be covered.
- 10.4 The desk should be empty, except for the laptop / desktop computer, and device charger which will be used during the examination, and photo ID.
- 10.5 Any electronic devices communication, entertainment, or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or

verbal information are prohibited (Examples include, but are not limited to, mobile phones, cameras, tablets, wired and wireless earpieces / earphones, smart wrist watches, fitness trackers, smart glasses, and pens with image capturing capabilities). Please ensure that these prohibited items are NOT within reachable distance.

- 10.6 There should not be any writing paper, scrap paper, reference materials, books, or other (internet) resources.
- 10.7 There would be a mandatory identity verification check where the candidate is required to complete a photo ID scan. The photo ID captured must be clearly visible.
- 10.8 There would be a mandatory 360 degrees scan of the room and desk where the candidate is taking the examination. The room and desk scan must be of sufficient quality and clearly visible in the recording.
- 10.9 Candidates to ensure that both the webcam and microphone are working.

During the examination (online proctored)

- 10.10 The duration of each examination module has taken into consideration the potential time loss for the room / desk scan, and the time for reading and answering the questions. **NO** extra time will be given.
- 10.11 Candidates must remain in the camera view throughout the duration of the examination, irrespective of the camera's position.
- 10.12 Candidates who need to use the washroom during the examination should say "toilet break" to your camera. NO additional time will be added to your examination duration.
- 10.13 Candidates may contact the remote proctoring service provider's live chat during the examination if face with technical difficulties during the examination.
- 10.14 Read all the instructions and questions carefully.
- 10.15 **DO NOT** spend too much time on a few questions, leaving no time for the others. Good time management is important.
- 10.16 **DO NOT** cheat or assist in cheating where candidates who are found cheating could be barred from taking the qualification permanently and any passed results will be forfeited.
- 10.17 Candidates' computer screen will be monitored throughout the examination. **DO NOT** access to any materials during the examination as discovery of doing so is considered cheating and you will be liable to disciplinary action including (but not limited to) suspension or immediate disqualification from the qualification.
- 10.18 **DO NOT** query the meaning or purpose of a question as no explanation shall be given.
- 10.19 **DO NOT** communicate with external parties during the examination.

- 10.20 **DO NOT** turn and look around as this may be mistaken for cheating.
- 10.21 **DO NOT** eat during the examination; but you may have a bottle of plain water on your desk.
- 10.22 Candidates to ensure a stable and adequate internet connection and proper functioning of devices during the examination.

At the end of the examination (online proctored)

- 10.23 After the answers have been submitted, candidates will be able to view their proctored examination results. **Please note that the results are not final until it has been established by the Institute that the proctored examination is valid.**
- 10.24 The validity of the proctored examinations will include the following conditions:
 - 10.24.1 It is established that the candidate who is on ISCA's record is the candidate taking the exam in the proctored exam (identity verification).
 - 10.24.2 There is no non-compliance / irregularity / misconduct during the whole examination duration.
 - 10.24.3 The pre-check procedures have been completed successfully. This includes the 360-degree scan of the room environment and desk scan.
 - 10.24.4 Candidates adheres to the requirements and regulations for the proctored examination.

11. Misconduct

- 11.1 If candidates are found cheating, attempting to cheat or assisting in cheating during the examination (see [Appendix 2](#)), misbehaving including not complying with the examination regulations during the examination, they may be disqualified from taking the examination immediately and permanently barred from taking the qualification.
- 11.2 Their examination results including any passed ones will be forfeited.

12. Disciplinary procedures

- 12.1 All ISCA candidates and members must adhere to the [Code of Professional Conduct and Ethics](#) and [ISCA Constitution and Rules](#).
- 12.2 All cases of non-compliance with examination regulations and complaint regarding a candidate's misconduct (see [Appendix 2](#)) shall be made to ISCA.
- 12.3 ISCA shall investigate any candidates suspected of involvement in any non-compliant activities, irregularity, or misconduct.
- 12.4 Where a case for non-compliance with examination regulations or misconduct is to be considered, the candidate will be notified and given opportunity to explain in writing the circumstances of the case.

- 12.5 A plea of forgetfulness or accident shall not be accepted under any circumstances in the case of any breach of the examination regulations.
- 12.6 If there is a case of non-compliance, irregularity, or misconduct, this will be referred to the oversight committee for investigation and potential disciplinary action.
- 12.7 The Institute reserves the right to withhold the release of examination results, void the examination of the candidate it may concern, and bar the candidate from sitting for future examination if there is any suspicion that he/she is involved in irregularity or misconduct while investigations are still ongoing.
- 12.8 Candidates shall be liable to disciplinary action in any of the following cases:
 - 12.8.1 if it is alleged that they are guilty of misconduct;
 - 12.8.2 if it is alleged that they have performed their professional work or the duties of his employment or conducted their practice inefficiently or incompetently in such a manner as to bring discredit to themselves, the Institute or the accountancy profession;
 - 12.8.3 if they have been found guilty in any disciplinary proceedings instituted against them by the Authority or another professional body;
 - 12.8.4 if it is alleged that they have contravened any of the rules or bye-laws made pursuant to Article 63 of the Constitution or the Code of Professional Conduct and Ethics under the Third Schedule or any pronouncements on professional standards and professional ethics as prescribed by the Council; or
 - 12.8.5 if they have failed to comply with any order of the Disciplinary Committee or Appeal Committee.
- 12.9 For the purpose of [12.8.1](#), misconduct includes, but is not confined to, any of the following:
 - 12.9.1 If the candidates are represented to be guilty of any act or omission likely to bring discredit to themselves or the Institute or the accountancy profession;
 - 12.9.2 If the candidates have been found guilty by a court in Singapore or in any country whose judgments are registerable in Singapore of an offence which would bring discredit to themselves, the Institute or the accountancy profession; or
 - 12.9.3 If the candidates have been found in any civil proceedings to have acted fraudulently or dishonestly.
- 12.10 Candidates who are found guilty of misconduct may be removed from the Candidate Register on disciplinary grounds.

13. Personal data declaration

- 13.1 A third-party software provider is appointed to provide a platform for delivering the computer-based examination.
- 13.2 Candidates who have submitted their examination registration form online would have consented to the third-party software provider's collection of general user information for all Exam Takers (Candidates) who will use the software, including, but not limited to makes and models of computers used by Exam Takers, types and versions of software used by Exam Takers, security and Software performance related information, and other exam-related data.

14. Withdrawal

- 14.1 Candidates who would like to withdraw from ISCA PQ on their own accord must submit their withdrawal request in writing to ISCA with reason(s) provided. The candidates would receive an acceptance of withdrawal email within two (2) weeks from the date of the request.
- 14.2 Please note that all fees paid to ISCA are non-refundable and non-transferable (See [5.2 Fees refund](#)).
- 14.3 If the withdrawn candidates wish to re-join ISCA PQ, they are only allowed to do so after one (1) year from the withdrawal date and will have to re-submit the application.
- 14.4 ISCA will treat the application as new and assess it based on prevailing entry requirements. All past examination results will be forfeited.

15. Contact details

Institute of Singapore Chartered Accountants (ISCA),
60 Cecil Street, ISCA House,
Singapore 049709

For enquiries and administrative matters relating to the qualification, please contact us at:

Tel: (+65) 6749 8060

Email: qualifications@isca.org.sg

Note: Our staff, who serve you with patience and respect, are committed to attend to your requests to the best of their abilities. In return, we request that you treat our staff with respect.

ISCA reserves the right to protect our staff against any verbal or other forms of abuse. We appreciate your understanding and will always strive to do better.

Appendix 1 ISCA Financial Forensic Accounting (FFA) Qualification

1. Background
 - 1.1. The ISCA FFA Qualification, leading to the conferment of the ISCA Financial Forensic Professional (FFP) credential, is the first applied learning financial forensic accounting qualification developed by a professional body in Southeast Asia.
 - 1.2. ISCA recognises that financial forensics is a niche area that requires professionals with specialised knowledge and skill sets.
 - 1.3. To support the Singapore government's call for deepening of skills, ISCA has worked with industry experts who are leading financial forensic professionals from both the public and private sectors to develop the ISCA FFA Qualification, in a bid to build and shore up capabilities in the financial forensics field.
2. Targeted audience
 - 2.1. Targeted at the following main groups, this Qualification aims to equip professionals with practical and portable skills.

Target Group	Aim
Professional accountants who wish to broaden their accounting and finance skills in financial forensics	Prepares accountants without a financial forensic background to conduct forensic investigations competently across industries and sectors, from law enforcement to forensic advisory, and banking and finance. Forensic accountants use a combination of accounting and finance knowledge, analytical, legal, technological and investigative skills to carry out detailed tests of transactions, interpret complex financial information, summarise and present findings for reports which may be used for litigation support purposes.
Existing financial forensic specialists who wish to deepen their forensic accounting skills and achieve professional recognition for	Reinforces financial forensic knowledge and allows existing specialists to gain proficiency in identifying and explaining the different types of white-collar crime and compliance requirements in conducting investigations and preparing reports for different stakeholders; they will be updated and be able to leverage the latest technological tools, approaches and techniques for digital evidence gathering and cyber investigations.

Target Group	Aim
their specialised skill sets	

3. Entry Requirements

Individuals must possess:

- 3.1. at least a recognised bachelor's degree* or equivalent in the following disciplines:
 - 3.1.1. accountancy related: or
 - 3.1.2. others with at least one year full-time and recent relevant work experience in financial forensic-related fields such as law enforcement, financial and regulatory compliance, and forensic advisory; **OR**
- 3.2. a final year bachelor's degree in accountancy from the Singapore institutes of higher learning (IHLs):
 - 3.2.1. which may be granted partial exemption from selected modules of ISCA FFA Qualification subject to completion of relevant subjects at a degree level to be recognised by ISCA; and
 - 3.2.2. be allowed to graduate from The Qualification upon completion of the bachelor's degree.

** Those who do not meet academic requirements will have their applications assessed on a case-by-case basis.*

4. Qualification structure

- 4.1. The Qualification comprises the following modules:



- 4.2. These modules may be attempted in any sequence, but it is recommended that candidates should attempt Module 1 first.
- 4.3. There is no restriction on the number of modules that candidates may attempt at each examination session.
- 4.4. The minimum passing mark of each module is at least 60%.

5. Fees

- 5.1. Programme fee per module

No	Name of Module	Amount (Includes GST)	Remarks
1.	Forensic Accounting and Investigation	S\$1,635.00	Examination and workshop fees
2.	Digital Forensics	S\$1,635.00	
3.	Financial Crime	S\$1,635.00	
4.	Professional Requirements	S\$381.50	(1) Only exam registration fee (2) Self-study module and no workshop
	Total	S\$5,286.50	

5.2. Other fees

No	Types of Fees	Amount (Includes GST)	Remarks
1.	Re-sit examination fee per module for all modules except no. 4 below (NO workshop) <i>(Only for Candidates who have failed their module examination and will like to re-sit the examination)</i>	S\$872.00	Exam registration fee for those who were unsuccessful in their previous exam to attempt the exam again, without the need to attend workshop again
2.	Re-sit examination fee for Professional Requirements module <i>(Only for Candidates who have failed their module examination and will like to re-sit the examination)</i>	S\$196.20	- Ditto -

5.3. ISCA reserves the right to revise the fees without prior notice.

6. Funding

6.1. Funding options are available to defray the course fees.

6.2. Click [here](#) to find out more each funding option's eligibility criteria and their respective application process.

6.3. Terms and conditions apply.

7. ISCA FFA Qualification website

7.1. Please refer to the “*Qualification Overview*” that can be found on the [website](#) for the updated qualification details including the synopsis of the modules, fees, and workshop and examination schedule.

Appendix 2 Examples of misconduct of candidates

(This list is not exhaustive)

1. Abuse of information technology (e.g. Misuse, online defamation of individuals/ organisations etc) and breach of intellectual property
2. Acts of mischief (e.g. vandalism, arson)
3. All forms of bullying and/or cyberbullying
4. Behaviour that threatens the safety of others and/or acts which bring discredit to the Institute and the community
5. Defiance and rudeness to ISCA staff and/or the Institute's appointed consultants for ISCA PQ (e.g. trainers)
6. Disruptive and unruly behaviour
7. Extortion
8. Fighting, gangsterism
9. Forgery (e.g. altering medical certificates and other official documents)
10. Involvement in secret society activities
11. Malpractice and dishonesty (e.g. cheating in exams, plagiarism etc)
12. Other criminal offences
13. Police cases and activities in public that tarnish the Institute's image
14. Rioting/unlawful assembly
15. Theft
16. Use of profanities in any medium