



SINGAPORE CHARTERED ACCOUNTANT QUALIFICATION

CANDIDATE HANDBOOK

Definitions, Acronyms and Abbreviations

A

ACRA	Accounting and Corporate Regulatory Authority
ACRA-NP	Accounting and Corporate Regulatory Authority- Ngee Ann Polytechnic
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
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C

CA (Singapore)	Chartered Accountant of Singapore
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E

EP	Ethics and Professionalism
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F

FMF	Financial Management
FR	Financial Reporting

G

GST	Goods and Services Tax
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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
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S

SAC	Singapore Accountancy Commission
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
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1. Introduction

The Singapore Chartered Accountant Qualification (SCAQ) is Singapore's national professional accountancy qualification, designed to develop business leaders. It 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; and provides an Asian perspective.

Completion of 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.

SCAQ was developed by the Singapore Accountancy Commission (SAC) in 2013. On 1 April 2023, SAC, the Accounting & Corporate Regulatory Authority (ACRA) and the Accounting Standards Council (ASC) merged as one entity, taking on the name, ACRA. The merged ACRA is responsible for the growth and development of the accountancy sector and its related fields in Singapore, including SCAQ.

For more information on SCAQ, please visit ISCA website (www.isca.org.sg/scaq)

For the SCAQ Candidate Portal, please visit <https://scaq.isca.org.sg>

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 6:

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

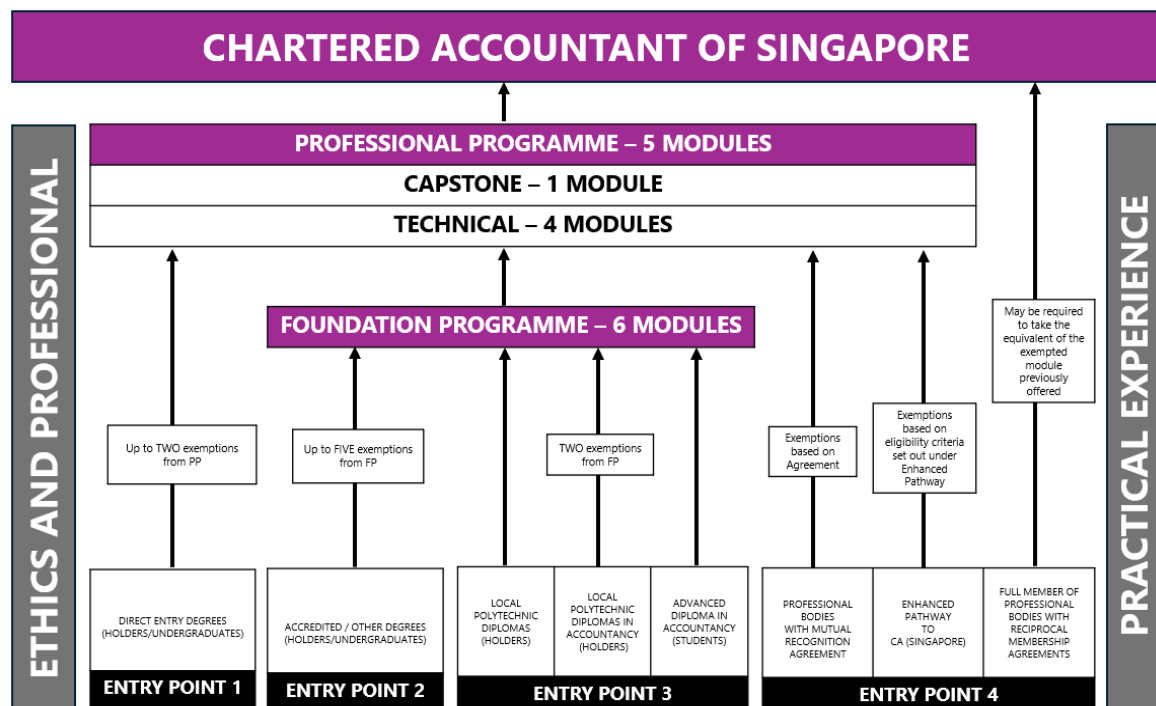
2.1 Academic Base

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 ACRA and completion of the Foundation Programme

- (c) An *Advanced Diploma in Accountancy* (AD) jointly awarded by ACRA 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.)
- (d) A Local Polytechnic Diploma
- (e) Institute of Technical Education (ITE)'s Work-Study Diploma in Accountancy
- (f) Accountancy Diploma issued by Recognised Overseas Universities
- (g) Accountancy Diploma issued by private Institutes of Higher Learning (IHLs) that are non-Universities
- (h) Other Professional Qualifications
 - Professional Bodies with Mutual Recognition Agreement
 - Full Member of Professional Bodies with Reciprocal Membership Agreements
 - Enhanced Pathway to CA (Singapore)

The SCAQ Framework



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

The following table outlines the exemption assessment and exemption fees payable (inclusive of GST):

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	\$545 per module

2.1.2 Accredited Degrees

An *Accredited Degree* is a degree that has been assessed and accredited by SAC (before 1 April 2023) or ACRA (after 1 April 2023) 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 ISCA website.

Currently, ISCA 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 Accounting*, and *Bachelor of Business (Accountancy)* (including full-time and part-time programmes) from Royal Melbourne Institute of Technology University;
- (d) *Bachelor of Arts (Honours) in Accountancy and Financial Management* from University of Portsmouth;
- (e) *Bachelor of Science (Honours) in Accounting and Finance* from University of Essex;
- (f) *Bachelor of Business in Accounting*, *Bachelor of Business in Accounting & Finance*, and *Masters of Professional Accounting* from Murdoch University;
- (g) *Bachelor of Management in Accounting* from Xi'an Jiaotong-Liverpool University;
- (h) *Bachelor in Accounting (Honours)* from HELP University; and
- (i) *Bachelor of Accounting (Honours)*, *Bachelor of Commerce (Honours)*, and *Bachelor of Business (Honours) Accounting and Finance* from Tunku Abdul Rahman University of Management and Technology (TARUMT).

The following table outlines the exemption assessment and exemption fees payable (inclusive of GST):

	Foundation Programme		Professional Programme	
Routes	Module Exemption Assessment Fee	Module Exemption Fee	Module Exemption Assessment Fee	Module Exemption Fee
Accredited Degrees	Waived	Waived	Waived	Waived

2.1.3 Other Degrees

Holders of *other recognised degrees* can enrol into the Foundation Programme. ISCA 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 ISCA website.

The following table outlines the exemption assessment and exemption fees payable (inclusive of GST):

Routes	Foundation Programme		Professional Programme	
	Module Exemption Assessment Fee	Module Exemption Fee	Module Exemption Assessment Fee	Module Exemption Fee
Other Degrees	Waived	\$218 per module	Waived	\$545 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 ACRA 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.

Undergraduates pursuing *Bachelor's degrees in Accountancy* (refer to Section 2.1.1 on Direct Entry Degrees) 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 ISCA 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 Accounting and Corporate Regulatory Authority-Ngee Ann Polytechnic (ACRA-NP) *Advanced Diploma in Accountancy* (AD) route. ACRA-NP AD candidates take the same Foundation Programme examinations.

2.1.6 Local Polytechnic Diploma holders

Holders of a local Polytechnic Diploma are eligible to apply into the Foundation Programme. Candidates from NP, NYP, SP, and TP may apply for exemptions from the PFF and TXF modules of the Foundation Programme, but would need to pay for the module exemption fee. Assessments will be reviewed on a case-by-case basis. The module exemption guide is available on the ISCA website.

2.1.7 Institute of Technical Education (ITE)'s Work-Study Diploma in Accountancy

Holders of Institute of Technical Education (ITE)'s Work-Study Diploma in Accountancy are eligible to apply into the Foundation Programme. There is currently no module exemptions granted for candidates of this pathway.

2.1.8 Accountancy Diploma issued by Recognised Overseas Universities

Holders of an Accountancy Diploma from a Recognised Overseas University are eligible to apply into the Foundation Programme. Please refer to ISCA website for the list of Recognised Overseas Universities. There is currently no module exemption granted for candidates of this pathway.

2.1.9 Accountancy Diploma issued by private Institutes of Higher Learning (IHLs) that are non-Universities

Holders of an Accountancy Diploma issued by a private Institute of Higher Learning (IHL) that is not a university are eligible to apply into the Foundation Programme, provided it is recognised for module exemptions by fellow Professional Bodies (PBs) that ISCA has a reciprocal recognition arrangement with. Please refer to ISCA website for the PBs that ISCA has a reciprocal recognition arrangement with. There is currently no module exemption granted for candidates of this pathway.

2.1.10 Holders of Professional Body Qualifications

Holders of a Professional Body Qualification that has Mutual Recognition Agreement or special arrangement are eligible to enrol directly into the Professional 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 ISCA website.

2.1.11 Full Member of Professional Bodies with Reciprocal Membership Agreements

Holders who are Members of Professional Bodies with Reciprocal Membership Agreements are eligible to apply directly as a CA Singapore. However, they might need to take the equivalent of the exempted module previously offered.

3. Foundation Programme

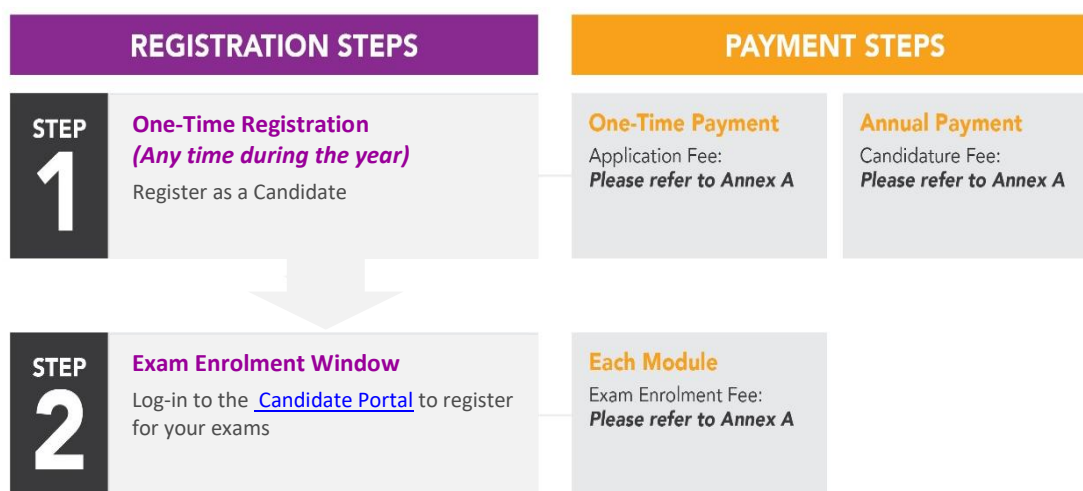
The Foundation Programme provides an alternate pathway into the Professional Programme for candidates who do not hold a direct entry degree. The FP develops the fundamental technical knowledge required, and each module positions the body of knowledge within the wider legal framework in Singapore and 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 and be eligible to apply for ISCA membership.

5. Applying for the Programme

Applications can be submitted online through 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 ISCA or their respective registered 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 ISCA website for the deadlines for examination enrolment. Once a candidate has enrolled for any module examination, switching of modules enrolled is not permitted. Candidates also may not change the examination session for modules enrolled unless by deferment (please refer to Section 11.2).

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 the 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) Completed the four (4) technical modules; and
- (c) Acquired at least two (2) years of relevant practical experience by the time they take the IB module examination.

To ensure that this condition can be met, candidates must have accumulated a minimum of 548 days (approximately 1.5 years) of relevant practical experience at the point of exam enrolment. This will allow candidates to fulfil the full two-year requirement by the time of the examination.

Candidates are required to meet this requirement by filling up the RPEC via the Candidate Portal and have their RPEC entries approved by their Approved Mentor before enrolling for IB.

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 two 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 **two (2) weeks** by ISCA.

The enrolment period for the EP modules follows the same enrolment windows for the SCAQ modules. Refer to the latest enrolment schedule on the ISCA website for specific dates. The EP module assessment is valid for a period of **six (6) months** from the date the login details are issued.

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 may withdraw from both Foundation and Professional 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.

Candidates who have withdrawn from the Programmes will have their access to the SCAQ Candidate Portal revoked and are no longer permitted to access the portal.

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 ISCA 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 ISCA 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 ISCA 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 / E016i: 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 ISCA 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, suggested solutions, and learning videos are provided to all candidates as a study resource which can be found inside the E-Learning Portal. Candidates are encouraged to practice past examination papers and review their answers with the provided Examiners' Guides. You may refer to the ISCA website for the user guide for the E-Learning Portal.

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 ISCA website for the *Candidate Guide to Practical Experience*, and contact ISCA 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 ISCA 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) full years** of core work experience and **at least four hundred and fifty (450) working days** of practical experience solely related to the required Competences (see 9.2.2). Work experience must be acquired during employment 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.

For part-time employment, it must be at least three (3) days a week to count towards the experience requirements proportionally, subject to the ATO's agreement and the prior approval of ISCA.

Only full-time internship experience shall be recognised as prior work experience, provided that such experience is undertaken consecutively for a minimum duration of four (4) months and is recognised by an Approved Mentor.

9.2.1 Core Experiences Required

Core experience requires that a candidate 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 a 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 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.

Generic Competencies		
Ethics and Professionalism	Organisation and Business Management	Personal Effectiveness
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.

Technical Competencies				
Financial Reporting	Assurance	Decision Support and Analysis	Governance and Risk	Taxation
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 (before 1 April 2023) or ACRA (after 1 April 2023) or ISCA (after 1 January 2024) 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 training and development opportunities for candidates to hone the competencies and gain valuable practical experience in a professional environment. To hire, train, and develop SCAQ candidates, organisations must first be accredited.

It is the responsibility of the candidate to approach an ATO for employment. Refer to ISCA website under Accredited Training Organisations to ascertain if an organization is an ATO. A candidate who is employed in an organisation that is not an ATO can put ISCA in contact with the ATO team. ISCA would then be able to share with the organisation on the procedure and benefits of becoming an ATO. Please contact ISCA at ATO@isca.org.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 competencies.

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 ISCA 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.

Examinations are administered on the e-exam platform, Cirrus. Candidates will take the exams in a location of their choice with internet connectivity, using their own laptops. Candidates will be monitored via their computer's webcam using Artificial Intelligence. There is no change to the format of the exam.

For more information on the guide to remote proctored e-examinations, please refer to the *SCAQ Examination Guidelines and Rules* available on the ISCA website. The guide provides step-by-step instructions to help prepare for the SCAQ examinations.

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@isca.org.sg immediately if they do not receive any notification two (2) weeks before the examination.

11.2 Deferment Policy

Deferment Without Valid Reason:

Candidates can submit exam deferment (without valid reason) via Candidate Portal by paying a deferment fee of S\$109 per module (inclusive of GST) for the June or December SCAQ examination sessions **up to three (3) working days after last day of SCAQ examination session**. Candidates are required to apply and pay for the deferment via the Candidate Portal before the deadline. Only candidates who have not attempted the paper will be eligible to apply for deferment. Candidates will be deferred to the immediate next exam session. If candidates decide to further defer the module exam, a new deferment request with payment is required.

Deferment With Valid Reason:

Deferment requests with valid reason are due to extenuating circumstances which may include the following:

- (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 or equivalent in other countries, who should not be a family member.
- (b) Compassionate grounds – Demise of immediate family members (death certificate to be produced)
- (c) Statutory Obligations – e.g. 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 ISCA hotline and video proof at ISCA'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.

Only candidates who have not attempted the paper will be eligible to apply for deferment. Candidates must submit such deferment request **within three (3) working days from the date of the examination** via Candidate Portal with sufficient supporting evidence. No payment is required. However, the request is subject to approval on a case-by-case basis.

Candidates whose examination deferment has been approved will be enrolled into the immediate next examination session.

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 ISCA-appointed examiners. The examination setting procedures involve extensive reviews by ISCA 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 ISCA and will not be returned. Once the Answer Scripts are submitted, candidates no longer have any rights to those documents. ISCA 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 ACRA. 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, candidates should email SCAQ@isca.org.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 ISCA.

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 the 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 ISCA.

11.12 Absence from Examinations

Candidates who are absent from the examinations with valid reasons¹ may submit a deferment with valid reason request under “Enquiry and Request” in the Candidate

¹ Valid reasons are limited to medical, compassionate and National Service obligations. ISCA does not consider work exigencies to be valid reasons.

Portal, with the necessary supporting documents. Candidates will be allowed to sit for the examination at the immediate next examination session and need not pay the examination enrolment fee.

Candidates who are absent without valid reasons may re-enrol for the module at any subsequent examination session. Examination resit fee needs 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 ISCA 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.

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 ISCA.

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 30th June. A candidate will be suspended if the Annual Candidature Fee is not paid by the last day of June. 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. Candidates found to have committed any of the following misconduct (non-exhaustive) will be removed from the Candidature Register immediately on disciplinary grounds:

- (a) Falsification or misuse of SCAQ academic records;
- (b) Cheating during examinations;
- (c) Use of false pretences or impersonation of others to deceive or attempt to deceive the Administrator, Invigilators, or ISCA;
- (d) Possession and/or use of unauthorised materials during examinations;
- (e) Convicted of a criminal offence in Singapore or elsewhere;
- (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 ISCA, 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 ISCA 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 Membership department 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 ACRA or ISCA, 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 ACRA or ISCA in recognition of their achievements. They are eligible to apply to ISCA as a full member, to be conferred the title of **CA (Singapore)**.

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 who have successfully completed all required components of the SCAQ will graduate from the SCAQ. SCAQ graduates shall retain access to the Candidature Portal for up to one year from the date of graduation. As such, SCAQ graduates should download all documents (e.g., invoices/receipts, FP module certificates, transcripts etc,) and apply for the ISCA full membership [CA (Singapore) designation] as soon as possible.

16. Fees and Payment

16.1 Annual Candidature Fee

Annual Candidature Fee is due and payable on every 30th June. 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

Institute of Singapore Chartered Accountants

60 Cecil Street, ISCA House

Singapore 049709

Other Information Services

ISCA Website : www.isca.org.sg
General Enquiries : www.isca.org.sg/scaq
Programme Admission and Examination Matters : SCAQ@isca.org.sg
Application to be ISCA member and CA (Singapore) : membership@isca.org.sg

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

About the Accounting and Corporate Regulatory Authority (ACRA)

The Accounting and Corporate Regulatory Authority (ACRA) is the regulator of business registration, financial reporting, public accountants, and corporate service providers. We are responsible for developing the accountancy sector and setting the accounting standards for companies, charities, co-operative societies, and societies in Singapore. ACRA fosters a vibrant and trusted business environment that enables innovation and growth and contribute towards making Singapore the best place for business.

For more information, please visit ACRA 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 world-class accountancy body of trusted professionals, contributing towards an innovative and sustainable economy. There are over 35,000 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. 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.

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 <http://www.isca.org.sg/>.

Annex A – Fees Schedule

Items	Fees ***** prior to 1 Sep 2016 (inclusive of GST)	Fees ***** (inclusive of GST)	
		Non-Student	Student [^]
One-time Application Fee	S\$109.00		N.A.
Annual Candidature Fee (due and payable on every 1 st January)	S\$109.00 per year		
Ethics & Professionalism Module (E005i: Relevance of Ethics Pronouncement 100 to Professional Accountants (E-Learning))*	N.A.	S\$100.83	
Ethics & Professionalism Module (E008i: Ethics Pronouncement 200: An Overview (E-Learning))*	N.A.	S\$130.80	
Foundation Programme Module Examinations***	S\$408.75 per module		\$327 per module
Professional Programme Module Examinations***	S\$981.00	S\$1062.75	\$763 per module
Foundation Programme Module Resit Fee	\$218.00 per module		
Professional Programme Module Resit Fee	\$545.00 per module		
Foundation Programme Module Exemption Fee**	S\$218.00 per module		
Professional Programme Module Exemption Fee	S\$545.00 per module		
Foundation Programme Module Exemption Assessment Fee	Not chargeable w.e.f 1 July 2020		
Late Examination Enrolment Fee	S\$109.00 per module		
Request for Examination Deferment Fee	S\$109.00 per module		
Examination Result Appeal Fee	S\$163.50		
Re-activation Fee (from suspended candidature status)****	All outstanding fees		

Important Notes:

- Fees shown are inclusive of GST.
- The revised SCAQ fees will be implemented starting from 15th January 2024. No refunds will be provided for fees paid prior to the implementation of the reduced fees.

[^] Students refer to candidates who are currently pursuing formal tertiary education (full or part-time) in Institutes of Higher Learning (IHLs) at the point of exam enrolment. This will be pegged to the graduation date in the application form.

* 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@isca.org.sg) for the 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\$900 (before GST) 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 ISCA 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 <u>sound</u> knowledge and insight in relation to emerging trends, current issues, and regulatory changes, with some practical application.
FP-2	An ability to <u>assess</u> and apply knowledge to <u>common scenarios</u> that a candidate would be likely to encounter in the workplace to derive <u>an appropriate outcome</u> .	PP-2	An ability to <u>analyse</u> and apply knowledge to <u>moderately complex scenarios</u> that a candidate would be likely to encounter in the workplace to derive <u>the best possible outcome</u> .
FP-3	An ability to demonstrate an elevated level of application of knowledge and <u>assess</u> information in more complex scenarios ² in order to arrive at <u>an appropriate outcome</u> .	PP-3	An ability to demonstrate an elevated level of application of knowledge, <u>as well as synthesise and evaluate</u> information in more complex scenarios ³ in order to arrive <u>at value-added solutions</u> .

² More complex as compared to the common scenarios in encountered in FP-2.

³ More complex scenarios as compared to the moderately complex scenarios encountered in PP-2.