



**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 [ISCA 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\$109 (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).

(a) For Undergraduates

- i. Certification letter from your university to certify your undergraduate status; and
- ii. Academic transcript.

(b) For Graduates

- i. Degree / Completion certificate; and
- ii. Academic transcript.

(c) For Local Diploma Holders

- i. Complete certificate; and
- ii. Academic transcript.

(d) For CPA Australia Holders

- i. Membership certificate; and
- ii. Official transcript.
 - If an official transcript is not available at the moment of submission, please submit interim documents such as screenshots of exam results (full name displayed) for ISCA to grant the module exemptions based on the route you are eligible for in the MRA. After which, an official transcript is still required to submit once you have obtained it from CPA Australia.
 - To select the **necessary exemptions based on the MRA**.
 - Application and exemptions will only be **approved** after **ISCA has verified** the application based on the required documents submitted. After ISCA has verified the application and exemption, the Candidate can then proceed to enrol for the IB module.

Important Notes:

1. All qualification(s) submitted are subject to verification by ISCA.
2. All fees payable to ISCA are non-refundable.
3. For applicants with non-accredited degrees who are applying for Foundation Programme

Module Exemptions, an exemption fee of S\$218 (GST inclusive) will be charged per module exempted. For accredited degrees, such exemption fees will be waived.

4. For Professional Programme Module Exemption, an exemption fee of S\$545 (GST inclusive) will be charged per module exempted.

B. Creating a Candidate Account

Navigate to the SCAQ Candidate Portal platform: <https://scaq.isca.org.sg>

For first time users, click on “Candidate Login” > “New Candidate Account”.



You will see the following message to input your email address.

Email Address

Please provide an email address as we require them for verification purposes in ISCA E-Services

Email Address

Submit

(i) Existing SCAQ Candidates without any existing eServices account with ISCA,

You will be brought to the Candidate profile page to key in your personal details. After which, you will see the following message to activate your account.

Successful

Thank you for creating an account with us. Please check your email for the instructions to activate your account.

OK

INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS

eServices Login

Search & Filter Courses/Events

Cart: 0

iShop@ISCA: 0

Your account is now activated. Please check your email for the instructions to set your password.

1. You will receive email (from ISCA eServices) to set your ISCA eServices account password

Set your ISCA eServices account password

ISCA eServices <eservices@isca.org.sg>
to me ▾

Dear xxxxxx,

Congratulations! Your account is now activated.

Please click on the button below to set your new password.

Set password

2. After you have set your password, go back to SCAQ Candidate Portal > click on **“Login”**

3. Click on “Next” and follow the steps to fill up 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 University (via Kaplan) select “Australia”; University of London or University of Birmingham (via SIM GE), select “United Kingdom”).

4. If you wish to apply for module exemption(s), please click on “**Add Module**” and 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

SCAQ Module

Financial Management (FMF) [v]

(Select Applicable Subjects)

ACCT2060 Accounting in Organisations and Society	Result [v]	Delete
ACCT1063 Management Accounting and Business	Result [v]	
ACCT2119/ ACCT1014 Accounting, Behaviour and Organisations	Result [v]	

5. 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”.
6. Follow the next few screens to check boxes on Personal Data Privacy Statement, Consent from Applicants and Declaration page.
7. 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 ISCA at scaq@isca.org.sg.
8. Once payment is successful, please note that you will be logged out. An email confirmation and e-receipt will be sent to you.

(ii) Existing SCAQ Candidates with an existing eServices account with ISCA,

When you click on “**New Candidate**” and key in your email address, you will be prompt with the following message:

Email Address

Please provide an email address as we require them for verification purposes in ISCA E-Services

Oops! It looks like there's already an account associated with this email address.
If you forgot your password, you can reset it. [Forgot Your Password?](#)
Otherwise, please use log in with your existing account and login to the candidate portal directly.

1. Sign in to your existing account

SIGN IN

Sign in with Your Email Address

Email Address

Password

Remember me

[Forgot Your Password?](#)

2. Click on “Next” and follow the steps to fill up 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 University (via Kaplan) select “Australia”; University of London or University of Birmingham (via SIM GE), select “United Kingdom”).

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Module Exemption(s)

I'm not seeking exemptions

SCAQ Module	[Select Applicable Subjects]	Delete
Financial Management (FMF) ▼	<input checked="" type="radio"/> ACCT2060 Accounting in Organisations and Society <input type="radio"/> ACCT1063 Management Accounting and Business <input type="radio"/> ACCT2119/ ACCT1014 Accounting, Behaviour and Organisations	Result ▼ Result ▼ Result ▼

4. 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”.
5. Follow the next few screens to check boxes on Personal Data Privacy Statement, Consent from Applicants and Declaration page.
6. 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 ISCA at scaq@isca.org.sg.
7. Once payment is successful, please note that you will be logged out. An email confirmation and e-receipt will be sent to you.

(iii) New SCAQ Candidate with an ISCA eServices account, but experienced difficulties in navigating to the SCAQ Portal

1. If you encounter this **error message “Your candidature has expired or account not exists”**. Click on **“New Candidate Account”**



2. You will be prompted to enter your email address for verification. Once you have entered your email address, Click **“Submit”**

3. Once the message in red appears, Click “Login”

4. You will be routed to the SCAQ Portal once you have completed the steps above.

5. Follow the steps to fill up 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 University (via Kaplan) select “Australia”; University of London or University

of Birmingham (via SIM GE), select “United Kingdom”).

6. If you wish to apply for module exemption(s), please click on **“Add Module”** and 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

SCAQ Module

Financial Management (FMF) [v]

(Select Applicable Subjects)

ACCT2060 Accounting in Organisations and Society Result [v] Delete

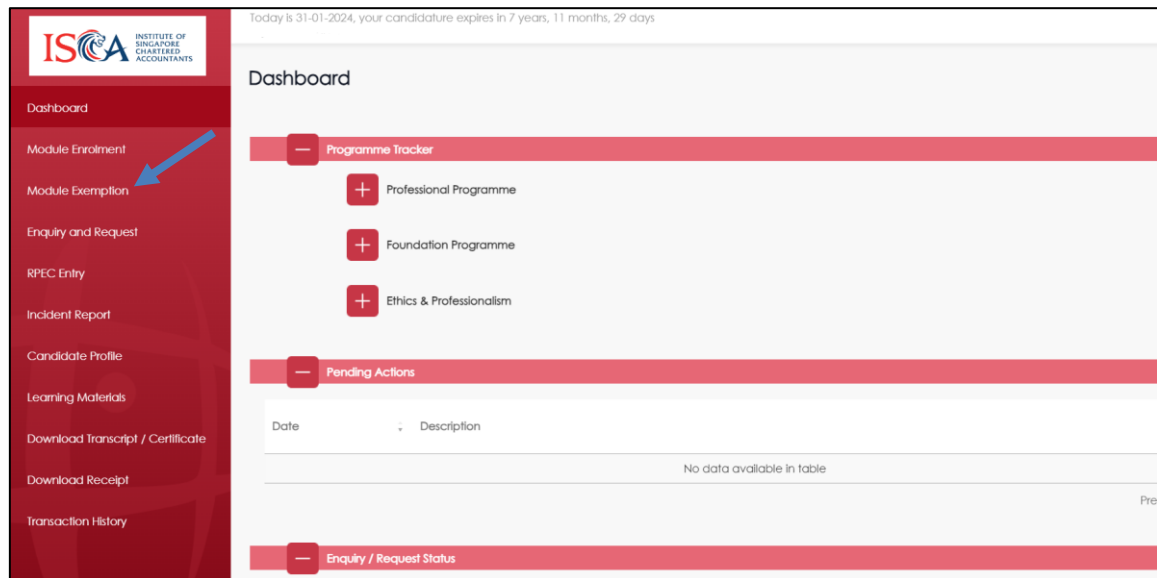
ACCT1063 Management Accounting and Business Result [v]

ACCT2119/ ACCT1014 Accounting, Behaviour and Organisations Result [v]

7. 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”**.
8. Follow the next few screens to check boxes on Personal Data Privacy Statement, Consent from Applicants and Declaration page.
9. 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 ISCA at scaq@isca.org.sg.
10. Once payment is successful, please note that you will be logged out. An email confirmation and e-receipt will be sent to you.

C. Module Exemption Application

1. Click on “**Module Exemption**” on the left side of the navigation bar



2. Select your academic qualification(s), SCAQ Module(s), Applicable Subjects and Result in the Module Exemption(s) section as shown below. Upload the academic documents and other relevant documents (if any). If the applicable subjects you have attempted are not found in the list, please request the module syllabus from your university and send it to scaq@isca.org.sg to be assessed for exemption eligibility.

Module Exemption(s)

I'm not seeking exemptions

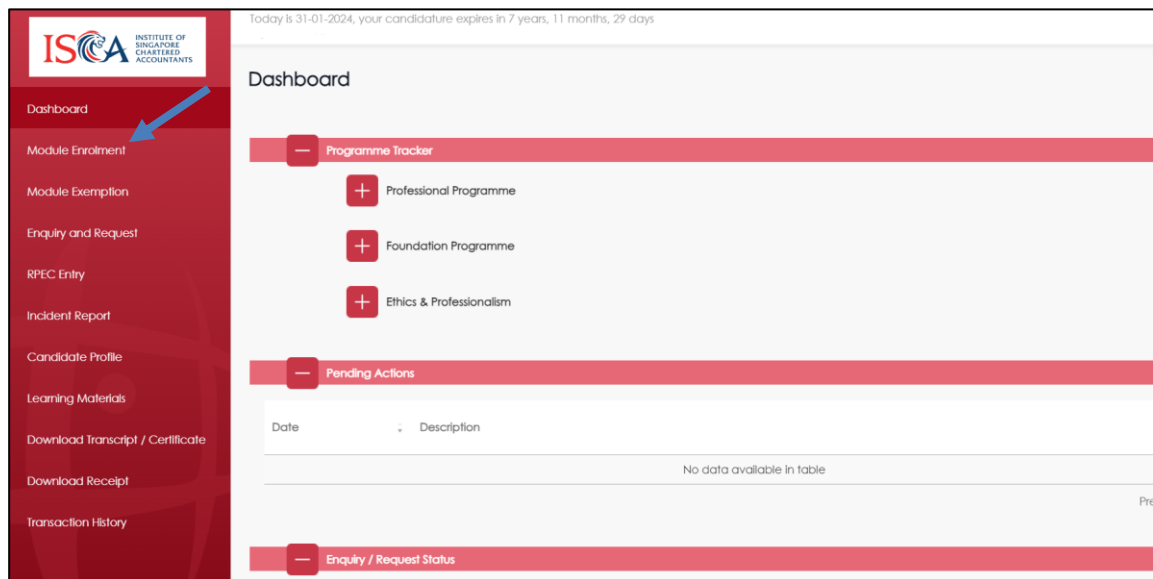
SCAQ Module (Select Applicable Subjects)

Financial Management (FMF) Delete		
<input checked="" type="radio"/>	ACCT2060 Accounting in Organisations and Society	Result v
<input type="radio"/>	ACCT1063 Management Accounting and Business	Result v
<input type="radio"/>	ACCT2119/ ACCT1014 Accounting, Behaviour and Organisations	Result v

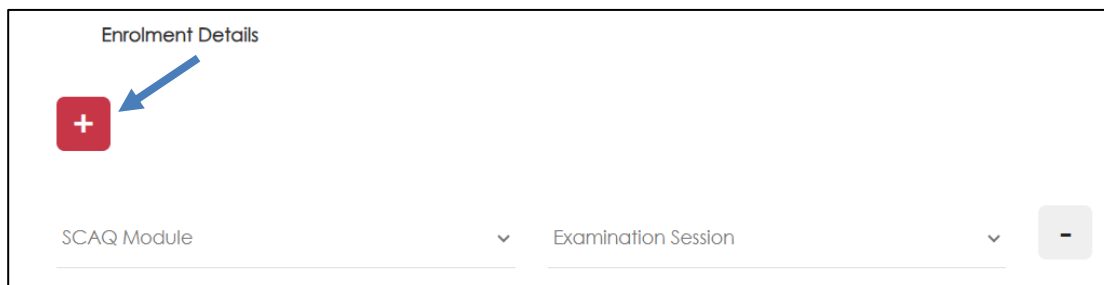
3. You will be directed to the Fees Page. Please check all fees listed on this page are accurate and continue to click next till you reach the page for payment. If the fees listed are incorrect, please contact ISCA at scaq@isca.org.sg.
4. Once payment is successful, an email confirmation and e-receipt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

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.



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 ISCA at scaq@isca.org.sg.
4. Once payment is successful, an email confirmation and e-receipt will be sent to you.

E. Enquiry and Request

Click on “Enquiry and Request” on the left side of the navigation bar

The screenshot shows the ISCA dashboard. On the left is a red navigation bar with the following menu items: Dashboard, Module Enrolment, Module Exemption, Enquiry and Request (highlighted with a blue arrow), RPEC Entry, Incident Report, Candidate Profile, Learning Materials, Download Transcript / Certificate, Download Receipt, and Transaction History. The main content area is titled 'Dashboard' and includes a countdown timer: 'Today is 31-01-2024, your candidature expires in 7 years, 11 months, 29 days'. Below the timer are three sections: 'Programme Tracker' with buttons for Professional Programme, Foundation Programme, and Ethics & Professionalism; 'Pending Actions' with a table header (Date, Description) and a message 'No data available in table'; and 'Enquiry / Request Status'.

Request

1. Select your Request type (Under “Exam Related Requests”), enquiry type, enter the details of your request, and upload the document(s) (if any).

The screenshot shows the 'Enquiry and Request' form. On the left is a vertical navigation bar with 'Enquiry and Request' selected. The main form area has a 'Submit' button in the top right. Below the title are three input fields: 'Full name*' (containing 'Student23 Student'), 'Enquiry Type*' (containing 'Exam Related Requests'), and 'Enquiry Type' (containing 'Deferment (Without Valid Reason)'). A dropdown menu for 'Enquiry Type' is open, showing options: 'Deferment (Without Valid Reason)', 'Deferment (With Valid Reason)', 'Special Arrangement/Consideration for Exam', 'Exam Result Appeal', and 'Programme Withdrawal'. Below the dropdown is a dashed box with a plus sign and the text 'Click to add files'.

(a) If you have selected the following options:

- Deferment (without Valid Reason)
- Exam Result Appeal

You will be directed to the Fees Page, **after click on “Submit”**. 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 ISCA at scaq@isca.org.sg.

Once payment is successful, an email confirmation and e-receipt will be sent to you.

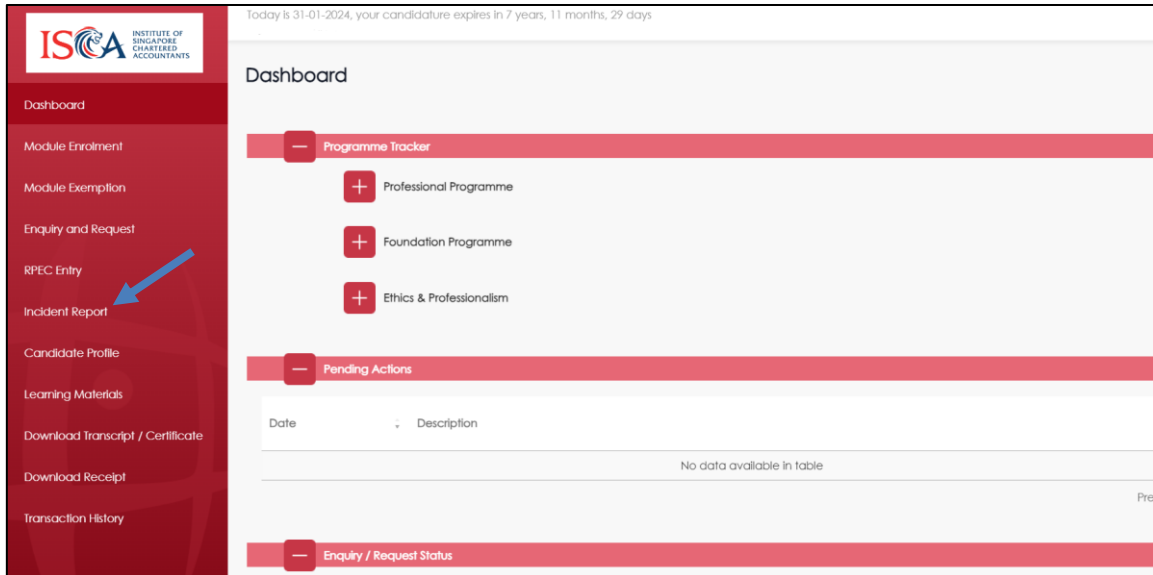
(b) If you have selected the other options:

- Deferment (with Valid Reason)
- Special Arrangement / Consideration for Exam
- Programme Withdrawal

Click on “Submit” after you have completed.

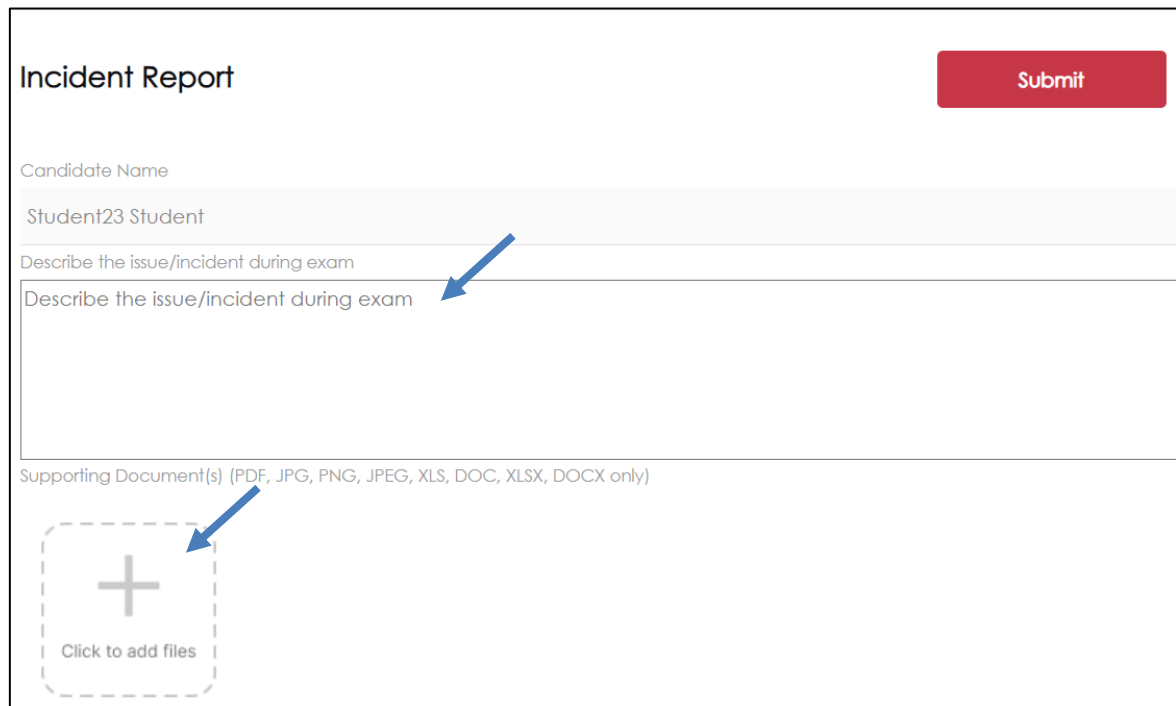
F. Incident Report

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”**.



The screenshot shows the ISCA Institute of Singapore Chartered Accountants dashboard. The left-hand navigation menu is highlighted in red, and the 'Incident Report' option is pointed to by a blue arrow. The main content area shows a 'Dashboard' with sections for 'Programme Tracker' (listing Professional, Foundation, and Ethics & Professionalism programmes), 'Pending Actions' (with a table showing 'No data available in table'), and 'Enquiry / Request Status'.

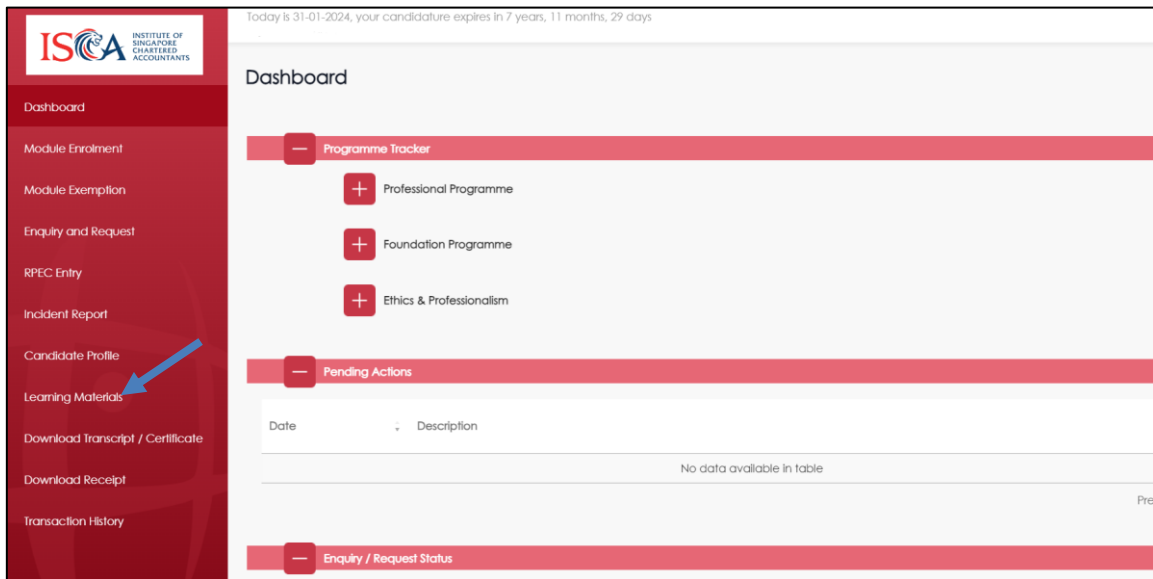
1. Please describe the issue/incident during the exam and upload the document(s) (if any) as shown below. Then click on **“Submit”**.



The screenshot shows the 'Incident Report' form. At the top right is a red 'Submit' button. Below the title, there is a 'Candidate Name' field containing 'Student23 Student'. The 'Describe the issue/incident during exam' field is a large text area, with a blue arrow pointing to it. Below this is a section for 'Supporting Document(s)' (PDF, JPG, PNG, JPEG, XLS, DOC, XLSX, DOCX 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

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



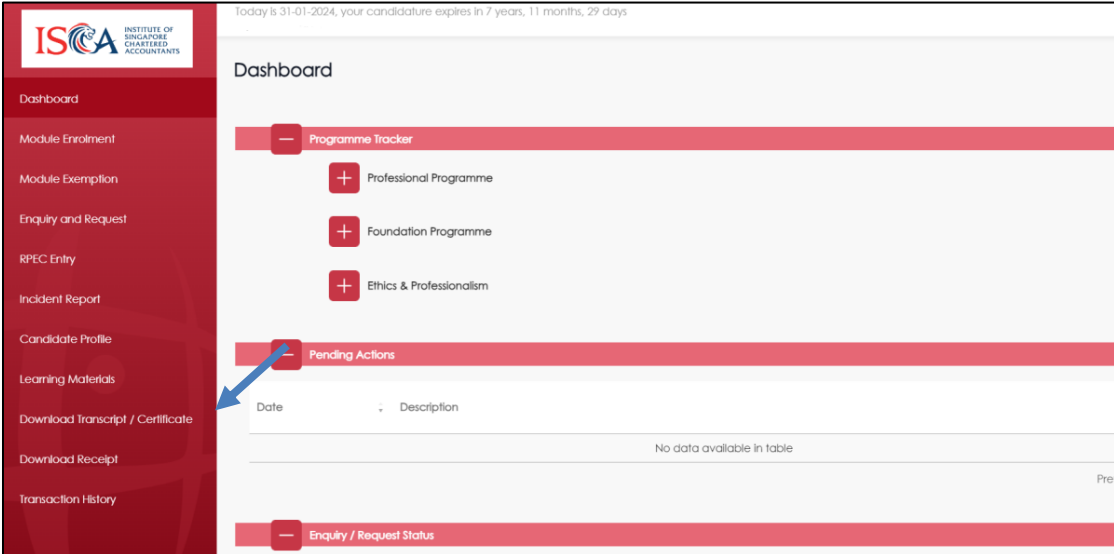
The screenshot shows the ISCA dashboard interface. On the left, a dark red navigation bar contains several menu items: Dashboard, Module Enrolment, Module Exemption, Enquiry and Request, RPEC Entry, Incident Report, Candidate Profile, Learning Materials (highlighted with a blue arrow), Download Transcript / Certificate, Download Receipt, and Transaction History. The main content area is titled 'Dashboard' and includes a countdown timer at the top: 'Today is 31-01-2024, your candidature expires in 7 years, 11 months, 29 days'. Below this, there are three expandable sections: 'Programme Tracker' with sub-items for Professional Programme, Foundation Programme, and Ethics & Professionalism; 'Pending Actions' with a table header for Date and Description, and a message 'No data available in table'; and 'Enquiry / Request Status'.

1. Click on the respective programme folder (Foundation Programme / Professional Programme) and download the materials.



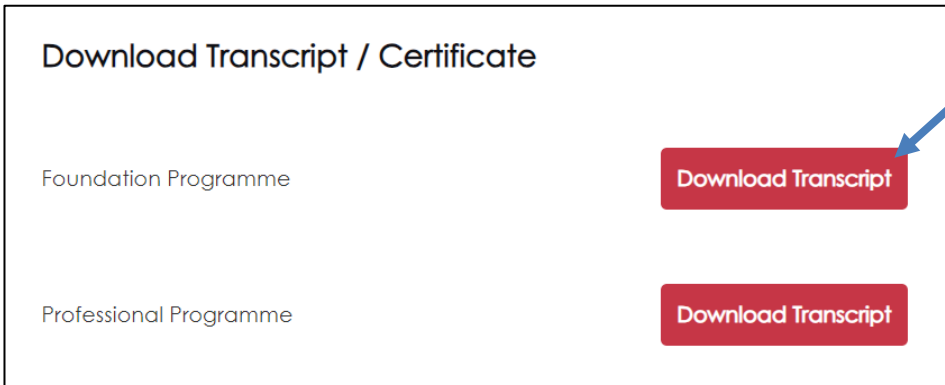
H. Transcript

Click on “Download Transcript” on the left side of the navigation bar



The screenshot shows the ISCA dashboard interface. 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, Candidate Profile, Learning Materials, Download Transcript / Certificate, Download Receipt, and Transaction History. A blue arrow points to the 'Download Transcript / Certificate' option. The main content area is titled 'Dashboard' and includes a notification at the top: 'Today is 31-01-2024, your candidature expires in 7 years, 11 months, 29 days'. Below this are three expandable sections: 'Programme Tracker' (containing Professional Programme, Foundation Programme, and Ethics & Professionalism), 'Pending Actions' (with a table header for Date and Description, and a message 'No data available in table'), and 'Enquiry / Request Status'.

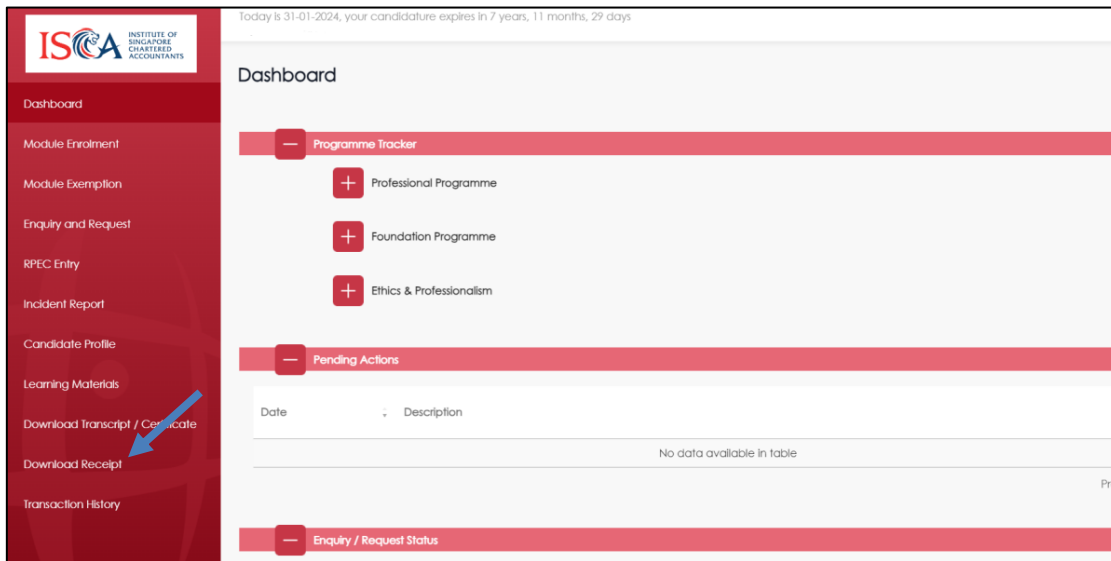
1. Click on the respective programme (Foundation Programme / Professional Programme) to download transcript.



The screenshot shows a page titled 'Download Transcript / Certificate'. It contains two rows of content. The first row is for the 'Foundation Programme' and the second row is for the 'Professional Programme'. Each row has a red button labeled 'Download Transcript'. A blue arrow points to the 'Download Transcript' button for the Foundation Programme.

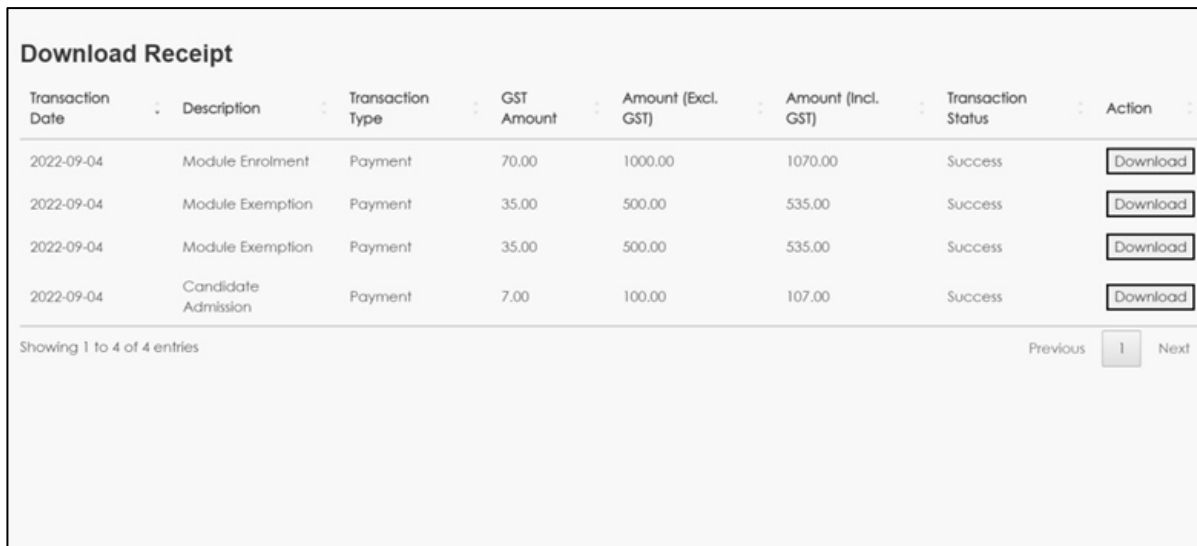
I. Receipt

Click on “Download Receipt” on the left side of the navigation bar



The screenshot shows the ISCA dashboard interface. On the left is a dark red navigation bar with the ISCA logo at the top. Below the logo, the navigation items are: Dashboard, Module Enrolment, Module Exemption, Enquiry and Request, RPEC Entry, Incident Report, Candidate Profile, Learning Materials, Download Transcript / Certificate, Download Receipt (highlighted with a blue arrow), and Transaction History. The main content area is titled 'Dashboard' and includes a notification at the top: 'Today is 31-01-2024, your candidature expires in 7 years, 11 months, 29 days'. Below this are three sections: 'Programme Tracker' with three items (Professional Programme, Foundation Programme, Ethics & Professionalism), 'Pending Actions' with a table header (Date, Description) and the message 'No data available in table', and 'Enquiry / Request Status'.

1. Under Action, download the relevant receipt.



The screenshot shows a table titled 'Download Receipt'. The table has the following columns: Transaction Date, Description, Transaction Type, GST Amount, Amount (Excl. GST), Amount (Incl. GST), Transaction Status, and Action. There are four rows of data, all with a 'Success' status. A blue arrow points to the 'Download' button in the 'Action' column of the first row.

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

Previous 1 Next

J. Contact Us

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