## Contents

### Approval programmes
- Approved content provider materials .......................................................... 3
- Approved teaching resources ....................................................................... 3
- Approved learning partners ....................................................................... 3

### RESOURCES FOR STUDENTS
- Resources developed to tackle specific student challenges ....................... 4
  - Self-study guides for all exams F1 – P7 .................................................. 4
  - A guide to using the examiners’ reports for all exams F5 – P7 ............... 5
  - Retake guides for all exams F5 – P7 ..................................................... 5
  - A guide to reflection for retake students for all exams F5 – P7 .......... 5
- Specific interventions .................................................................................. 6
- English language support for ACCA ......................................................... 6

### Exam specific resources
- Examinable documents ............................................................................. 8
- Examiner reports ....................................................................................... 8
- Exam technique articles ............................................................................. 9
- FAQs ......................................................................................................... 9
- Five minutes with the examining team videos ....................................... 10
- F5 – F9 CBE resources ........................................................................... 10
- Past exams ............................................................................................... 12
- Practice tests .......................................................................................... 12
- Specimen exams ....................................................................................... 13
- Study support videos .............................................................................. 13
- Syllabus and study guides ..................................................................... 14
- Technical articles .................................................................................... 14
- Videos app (Exam Expert App) ............................................................... 14

### Other resources
- ACCA Learning Community .................................................................... 16
- Student Accountant (SA) ........................................................................ 16
Approval programmes

ACCA has a number of approval programmes designed to ensure the success of our students.

APPROVED CONTENT PROVIDER MATERIALS

ACCA’s content approval programme aims to ensure the widest possible access to quality learning materials for ACCA students. All providers’ materials have been assessed by ACCA’s examining team to ensure they are of the very highest quality, and they provide great exam focus by showing students how to take knowledge and use it in the exams.

ACCA’s approved content providers are Becker Professional Education, BPP Learning Media and Kaplan Publishing.

The Approved Content Provider question and answer banks are a great source of exam-style questions. Content providers always update their question and answer banks to reflect the latest syllabus content, examinable documents and exam structure.


APPROVED LEARNING PARTNERS

ACCA’s Approved Learning Partner (ALP) programme gives formal recognition to leading learning providers for the quality of learning provision and support for ACCA students. Studying with an ALP means students can expect to receive high quality tuition and excellent study support in a comfortable environment, conducive to study.

There are now three levels of approval:

• **Silver** – intended for new learning providers that are new to teaching ACCA or foundation level qualifications and therefore not yet able to show that they are meeting performance targets for Gold approval.

• **Gold** – awarded to learning providers teaching either ACCA or foundation level qualifications, who meet a range of challenging performance targets, as well as Gold pass rates targets* (*new requirement since June 2016).

• **Platinum** – highest and most prestigious level of approval, awarded to learning providers who are teaching ACCA Qualification, who in addition to performance targets for Gold approval also meet further best practice benchmarks and Platinum pass rates targets.

Some of our ALPs also offer online learning options, for students unable to access face to face tuition.


APPROVED TEACHING RESOURCES

ACCA’s Approved Content Providers – Becker Professional Education, BPP Learning Media and Kaplan Publishing – offer comprehensive packages of teaching resources, approved by ACCA.

These Approved Teaching Resources provide the essential elements for effective and efficient course delivery.


We strongly recommend that both students and education providers use these materials as a source of the most up to date content in terms of the syllabus and exam format.

www.accaglobal.com
Supporting our students

Resources for students

All of the resources for students can be found on the student section of the ACCA website, and most can be located using the exam resource finder, a tool which allows students to filter resources by exam (www.accaglobal.com/gb/en/student/exam-support-resources.html).

Resources developed to tackle specific student challenges

The Education Development team are responsible for a range of resources designed and developed specifically to address our students’ needs.

SELF-STUDY GUIDES FOR ALL EXAMS F1 - P7

The self-study guides have been designed to provide students with a structured, phased approach to their studies. They ensure students know which resources (from both ACCA and our Approved Content Providers) are available, as well as how and when they should use them. Throughout the guides there are tips for success, extracts from some of the resources available and interactive, clickable checklists to help keep them on track.


The guides all follow the recommended student journey through:

• Getting started
• The learning phase
• The revision phase
• The final preparation phase

And provide links through to the relevant ACCA resources at each of these stages with advice on how they should use these resources.

Although the self-study guides were originally designed to address the needs of students who are not able to access good quality tuition for whatever reason, it is clear that the self-study guides are also a very useful support resource for students studying with an education provider. It is also clear that these are a useful source of guidance for ACCA tutors looking to ensure that they use all of the available ACCA resources in their teaching – whether that be in the classroom or through signposting to their students.
A GUIDE TO USING THE EXAMINERS’ REPORTS FOR ALL EXAMS F5 – P7

Students using our self-study guides are directed to take time to review ACCA’s examiners’ reports as a useful source of information about areas they find challenging in the exams, as well as for tips and advice about how to improve performance. These guides were produced to support students in how best to use these reports.

Each guide takes the students through a process where they are asked to review the examiners’ reports for the last four exam sittings with a view to identifying the common themes referred to. They complete a form in the interactive PDF and are then able to compare their findings with a comprehensive table looking at the examiners’ reports for the four sittings September 2015 – June 2016, which also includes tips and advice about how to avoid the pitfalls identified. The guides also signpost additional relevant ACCA resources they can refer to.

These guides can be found under technical articles for each exam, under the ‘exam technique’ heading on that page.

RETAKE GUIDES FOR ALL EXAMS F5 – P7

The retake guides have been designed to help students understand where they went wrong in their previous exam attempt(s) and to provide them with guidance in the way they approach their retake. They provide tips for success, signpost ACCA resources and can be used either online or printed in PDF format. As with the self-study guides these are a useful resource for both self-study students and students using one of our education providers, as well as for tutors teaching ACCA.

A GUIDE TO REFLECTION FOR RETAKE STUDENTS FOR ALL EXAMS F5 - P7

The retake guides recommend that students reflect on where they went wrong in their last attempt and try to identify whether their lack of success was due to poor exam technique, a lack of knowledge or a combination of both. These guides were developed to sit alongside the retake guides to support students in this reflection process.

The format of the guides is very similar to that of the guide to using the examiners’ reports referred to above. The students are led through a process whereby they must try to identify the common themes identified in the last four examiner reports and it then provides tips and advice to help them achieve success in their next attempt.

These guides can be found under technical articles for each exam, under the ‘exam technique’ heading on that page.

www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p1/technical-articles.html


www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p1/technical-articles.html
ENGLISH LANGUAGE SUPPORT FOR ACCA

ACCA students have access to a course to support the English language skills needed for the ACCA F1-P7 exams. ‘BPP University English language support for ACCA’ is offered free to all students and is available online as a self-directed and flexible learning programme. It will include approximately 70 one-hour units once all units have been released (scheduled for the end of 2016).


SPECIFIC INTERVENTIONS

The Education Development team in conjunction with other teams across ACCA look at pass rates after every exam sitting with a view to producing specific resources to tackle any exam or market specific issues identified.

Numerous resources have been developed, most of which now sit within the technical articles page for each of the specific exams being addressed. Some examples are identified below.

Professional marks – the difference between a pass and a fail
Julie Corkish, education technical adviser at ACCA, provides some hints and tips around ensuring you get those professional marks which could mean the difference between a pass and a fail in your exam.

Advice for students retaking exams
This video is about turning your exam fail into a pass at your next attempt. It suggests ways to reflect on where you went wrong, how to draw up an effective study plan, and practising exam questions.

Exam techniques and last-minute tips
Julie Corkish, education technical adviser at ACCA, provides useful insight which might make the difference between a fail and a pass in your exam, using comments regularly made by the examiner.

Bringing an F8 exam question to life
Do you find it difficult to answer F8 exam questions? Perhaps you don’t have any real-life audit experience, which makes it even harder? This video helps you take the exam into the real world.

F5 revision webinar
Jamie Carrahar from BPP Professional Education looks at some of the key issues that have come up in previous F5 sittings, with a particular focus on transfer pricing, but also looking at F5 exam technique in more detail.

Untangling F9 terminology
Guidance to help explain commonly used terms in F9. We consider them in the context of a recent exam question to help you see how they are applied in the real world.

Making the most of ACCA’s P5 resources
ACCA produces a wealth of resources designed specifically to support students taking P5. Here, we outline the P5 resources on the ACCA website, explaining how they should be used and what issues they address.

Each unit includes specialised content designed to identify and reduce some of the common difficulties that students who don’t have English as a first language may encounter when attempting ACCA exams.

It is also recognised that students who do have English as their first language may find some of the units helpful, for example units around skim and scan reading, analysing questions, active listening, note taking and summarising long texts.
Exam specific resources

Most of the resources in this section are developed and written by the examining teams and are designed to sit alongside the specific exams as a guide to the content and format of the syllabus and exams. They also include articles written specifically to address challenges students face and new syllabus areas being introduced.

Although these resources are designed primarily for students, they are also key resources for anyone teaching ACCA.

EXAMINABLE DOCUMENTS

These are notes which detail the relevant legislation or standards tested in the exam and provide guidance on examinable material including any relevant accounting and auditing documents.

These are especially important for anyone taking exams where the standards and legislation are regularly updated (for example, financial reporting and auditing).


EXAMINERS’ REPORTS

The examiners’ reports are an essential study resource. Produced by the examining team following the exams, these highlight the challenges faced by students, comment on general performance and provide advice for improving marks.


Students should use these to aid their understanding of what is expected of them in the exam. Tutors looking to review past exam questions with students and highlight where errors are commonly made will also find these an essential resource – supporting them in helping their students to avoid making the same mistakes.

See also the guides to using the examiners’ reports referred to on page 5, which support both first-time sitters and retake students in using this valuable resource.
EXAM TECHNIQUE ARTICLES

Each ACCA exam is supported by a range of articles relating to exam technique. Understanding what the question is asking and how to maximise marks are extremely important factors in exam success. Exam technique articles can be found under the technical articles section for each exam.


FAQS

The ACCA website has an extensive frequently asked questions section for potential and existing students as well as members. Students can find answers to commonly asked questions on areas ranging from their exams, CBEs, payments and exemptions.


Students should use these articles to supplement their question practice, and tutors should make sure they signpost them to students as well as highlighting the key points to their students, in particular during the revision and final preparation stages of the student journey.
Supporting our students

FIVE MINUTES WITH THE EXAMINING TEAM VIDEOS
These videos cover the most important things students need to know about each of our exams, in just five minutes. They are a great resource for students and tutors and should be one of the first things they look at when preparing for an exam.


F5 – F9 CBE RESOURCES
We have a range of resources to support with the introduction of the new F5-F9 CBEs, which can be used by both students and tutors.

Demo resources
These resources introduce the new exam functionality and question types and include the following:

- An overview video, providing an introduction to the new exam format and an indication of what the new question types look like.
- Exam specific videos, illustrating how to make best use of the spreadsheet and word processing tools in each subject.
- A detailed guidance document, describing what the new F5-F9 CBEs are like, and explaining the different question types in detail and what you’ll have to do to answer them. Additionally, it provides information on the full exam functionality and all the useful tools within the exam to support students.

Interactive resources
These resources support exam preparation and give students the chance to experience the question types and exam functionality:

- One full CBE specimen per exam, plus extra constructed response (spreadsheet and word processing) questions. These resources reflect the live exam experience and give students the opportunity to practise using the new CBE functionality and answering exam-standard questions. They also include solution material.
- Constructed response workspace – this is an online resource giving students the opportunity to experiment with the new spreadsheet and word processing functionality in a less formal environment, and tutors a tool to use in class. It can also be used to support extra question practice, used in conjunction with practice questions from our Approved Content Providers.

Further information about these resources, as well as links to them, can be found at the following link:
PAST EXAMS

These show students what has been examined in the past and provide a flavour of the types of questions that may be asked. Students do need to note that the exam questions and answers published on the ACCA website appear as they did at the time set. They are not updated for any changes in legislation or standards. Thus they must be used with a degree of caution.

www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p1/past-exam-papers.html

PRACTICE TESTS

Practice Tests are an interactive study support resource, which replicate the format of some of our CBEs and help students identify their strengths and weaknesses before they take an exam. As well as providing an insight into the live exam experience, Practice Tests also provide feedback on performance – once the test is completed users will receive a personalised feedback diagram. They can be purchased and accessed via myACCA and are available for foundation level exams and F1-F4.


We always recommend that students (and tutors) use the Approved Content Provider question banks for question practice over the past exams as the questions within these are updated for syllabus changes as well as exam format changes. They include past exam questions updated specifically to be relevant to the current exam sitting.
**SPECIMEN EXAMS**

Specimen exams indicate how the syllabus will be assessed, how the exam is structured and the likely style and range of questions that could be asked. It is highly important for students to familiarise themselves with the exam style especially given the changes to the structure and format of F5-F9 exams (both paper and CBE format).


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**STUDY SUPPORT VIDEOS**

Study support videos can be found under the technical articles page for all exams and cover a wide variety of topics. Many of these have been produced to recognise specific challenges or difficult topic areas and are produced by ACCA as well as our Approved Learning Partners.


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Where exams are available in both paper and CBE format, specimen exams are provided for both formats to ensure students are able to familiarise themselves with the exam they will be sitting.
SYLLABUS AND STUDY GUIDES

The syllabus and study guide is designed to help with planning study and to provide detailed information on what students can be assessed on in any exam session. This resource is essential for students (and tutors) in understanding the breadth of the syllabus, the linkage with other exams and the exact exam format. It is updated annually.


TECHNICAL ARTICLES

These provide advice on challenging areas, new syllabus topics and general exam technique. Technical articles also cover continuing professional development and recent market changes.


Students should be encouraged to visit the technical articles pages regularly as new articles are added throughout the year.

VIDEOS APP (EXAM EXPERT APP)

Exam Expert is the official ACCA app providing students with quick, easy access to all of the exam specific videos which appear on the ACCA website. These include our wide range of study support videos as well as the videos covering the new F5-F9 CBE question types. This resource is great for students who want the flexibility to access our resources on the go, and those in markets where mobile phone usage is high.

Other resources

ACCA has two other really valuable resources for students – Student Accountant and the Learning Community.

STUDENT ACCOUNTANT (SA)

ACCA’s e-magazine for students offers features, interviews and up-to-date accounting and business news. Students also receive study support in the form of technical and study support articles. Registered students receive regular email updates from SA if they have elected to receive e-communications. There is also the option to download the SA app which in addition to receiving a digital version of the magazine includes interactive quizzes, videos and podcasts.


Students should be encouraged to personalise their edition of SA, so that they receive news and links to articles and webinars which are relevant to the exam they are sitting.

ACCA’S LEARNING COMMUNITY

ACCA’s Learning Community is the official forum for anyone studying accountancy with ACCA. Students can ask questions and share knowledge with their peers, find study buddies, Approved Learning Partners and CBE centres and take part in live web chat learning events with guest speakers.

https://learningcommunity.accaglobal.com/
Supporting our students