



CHARTERED ACCOUNTANTS IRELAND

Examination and Appeals Regulations V 02 /16

- **C A Proficiency 1**
- **C A Proficiency 2**
- **Final Admitting Examination**

These Regulations come into force from the 2016/2017 academic cycle

Chartered Accountants Ireland

Examination and Appeals Regulations V 02/16

1. Citation and Commencement

- 1.1 These Regulations have been made by the Council of Chartered Accountants Ireland in accordance with Chapter VII of the Principal Bye-Laws.
- 1.2 These Regulations may be cited as the Examination and Appeals Regulations.
- 1.3 These Regulations come into force from the 2016/2017 academic cycle and replace Examination and Appeals Regulations V02/15, which are hereby repealed.

2. Definitions

In these Regulations where the context so permits or requires:

“Academic Cycle” means the course programme and related assessment / examinations which are tied to the specific Competency Statement for the period identified. For example: “CAP1 Examination Cycle 2016/2017” means the CAP1 Competency Statement 2016/2017. This in turn refers to the syllabus which informs the CAP1 course provision for 2016/2017 and the CAP1 examinations (and the relevant preceding course and Interim Assessments) in May 2017 and September 2017;

“Appeals Panel” means the independent panel which convenes to assess and judge Applications made under the appeals scheme outlined in Regulation 18;

“Candidate” means an individual presenting for any formal exam or assessment which is governed by these Regulations;

“Elevation Programme Route” (also known as the Flexible Route) means the route to qualification as a chartered accountant available to Students undertaking such qualification outside of the training contract route;

“FAEB” means the Final Admitting Examinations Board of the Institute by whatever name it may from time to time be called;

“Institute” refers to the Institute of Chartered Accountants Ireland, operating as “Chartered Accountants Ireland”;

“Interim Assessment” refers to formal aspects of continuous assessment which contribute towards a Candidate’s final examination result;

“PEC” means the Professional Examinations Committee of the Institute by whatever name it may from time to time be called; and

“Student” means an individual presenting for education courses (but not necessarily examinations);

“Training Contract Route” means the route to qualification as a chartered accountant under the provisions of a training contract in a recognised training firm.

3. Interpretation

In these Regulations, where the context so permits or requires, all references to the masculine includes the feminine and vice versa and the singular includes the plural and vice versa.

4. Application

These Regulations are in two parts: first, those Regulations which apply to all examinations (Regulations 1 – 26), and secondly, those Regulations which may differ for each examination (Regulation 27 to end).

No.	Regulation	Training Contract Route	Elevation Programme Route (aka Flexible Route)
5.	Qualifying as a Chartered Accountant	A Student must: → Complete the required period of training with a recognised training firm. → Provide satisfactory evidence of experience gained. → Pass all appropriate parts of the Institute examinations.	A Student must: → Complete quantum of required relevant experience for qualification. → Provide satisfactory evidence of experience gained. → Pass all appropriate parts of the Institute examinations.
6.	Education Course	Students are required to enrol on, and successfully complete, an Institute approved education course in preparation for, and before sitting, their first attempt. The criteria for successful completion of the education course is defined by the Education Delivery Committee and described in the course enrolment documentation annually.	
7.	Examination Structure	There are three examinations: → CA Proficiency 1 (“CAP1”) → CA Proficiency 2 (“CAP2”) → Final Admitting Examination (“FAE”)	
8.	Exemptions	Exemptions are available to holders of university degrees, other third level awards and various professional qualifications. The extent of exemptions granted to holders of such qualifications reflects the content of the qualification and grading obtained in specific subjects in the programme. Details of exemptions available are published each year.	
9.	Recognition of Exemptions	Recognition by the Institute of the validity of an exemption awarded at point of entry is guaranteed for 10 years. Thereafter, the Institute reserves the right to require a Student to re-sit and pass a subject which was previously exempted.	
10.	Recognition of prior credits in Institute examinations.	Recognition by the Institute of the validity of prior credits achieved in the Institute Examinations is guaranteed for 10 years from the date of the examination. Thereafter, the Institute reserves the right to require a Student to re-sit and pass a subject which was previously passed.	
11.	Examinable Topics	Details of what is examinable in the examinations are detailed in the Competency Statement for each part, issued annually.	
12.	Education Leave	<i>This Regulation applies to Students working in practice</i>	<i>This Regulation applies to Students working in industry under</i>

No.	Regulation	Training Contract Route	Elevation Programme Route (aka Flexible Route)
		<p><i>under a training contract (regardless of the legal entity of the practice). Students working in industry under a training contract come under the provisions of the Elevation Programme Route for Regulation 12.</i></p> <p>Education leave is sometimes referred to as “study leave”. The terms should be considered interchangeable under these Regulations. The recommended education leave is provided to enable Students to participate on their education courses or Interim Assessment session(s) as required, and is to be used by Students for that purpose. The remainder of unused education leave is available to Students for private study.</p> <p>The format and timing of the remaining leave is a matter to be determined by the training firm/organisation in the light of its operational needs. Arrangements should be agreed and made at the beginning of each academic year. Where a Student seeks additional education leave i.e. in lieu of holidays, time off in lieu (TOIL) etc., this is a matter for arrangement between the Student and his training organisation and is at its discretion.</p> <p>The Institute advises strongly that, at the outset of the training period, firms/organisations and their Students are ad idem as to the practice of the firm/organisation in the matter of education leave, the inclusion of bank holidays, etc. and of policies relating to payment during such leave.</p> <p>CAP1 – First Attempts Only</p> <ul style="list-style-type: none"> • 21 working days, to be allocated pro rata as follows <ul style="list-style-type: none"> ○ 5 Days for each of Finance, Management Accounting and Financial Accounting ○ 3 days for each of Taxation I and Law for Accounting • 4 examination leave days (one for each end-of-year exam day) <p>CAP2 – First Attempts Only</p> <ul style="list-style-type: none"> • 7.5 days plus one exam day per subject 	<p><i>a training contract AND to Students registered under the Elevation Programme Route. Students working in practice under a training contract (regardless of the legal entity of the practice) come under the provisions of the Training Contract Route for Regulation 12.</i></p> <p>The recommended education leave detailed for Students under the Training Contract Route may be used as a guide only. All leave is a matter for agreement between the Student and the employer.</p>

No.	Regulation	Training Contract Route	Elevation Programme Route (aka Flexible Route)
		FAE – First Attempts Only <ul style="list-style-type: none"> • 35 working days total for FAE Core and FAE Elective, plus 3 exam days • Pro-rata allocation does not apply as it is not permitted to split FAE Core and FAE Elective Resit Examinations – all levels One examination leave day only for each day of examinations (excluding Interim Assessment resits).	
13.	Examination Conduct	<p>(i) Each Candidate must take his seat at the desk bearing his examination number. Each Candidate must sign the attendance sheet and place photographic identification on his desk for inspection.</p> <p>(ii) After the examination has commenced, no Candidate may leave the examination hall without permission. A Candidate retiring early from the hall must advise the Invigilator as to the reasons why. The Candidate must also submit an answer book with the cover completed. Any Candidate, who takes his place, receives a paper and signs the attendance sheet in respect of any of the papers which he is required to sit will be deemed to have attempted the examination, regardless of whether or not he submits any examination answers in his answer book.</p> <p>(iii) Candidates are not permitted to enter the examination hall after one hour has elapsed.</p> <p>(iv) Candidates are not permitted to retire from the examination hall until one hour has elapsed.</p> <p>(v) Candidates are not permitted to leave the examination hall during the last 30 minutes of the examination.</p> <p>(vi) The name of the Candidate must not appear anywhere in the answer book, either within the text of an answer or otherwise. Any Candidate infringing this rule will be liable to disqualification.</p> <p>(vii) Candidates are provided with one answer book only.</p> <p>(viii) In any paper where it is appropriate to do so, Candidates may elect to answer in accordance with either the law and practice of Northern Ireland or the Republic of Ireland. The election must apply to the entire paper and must be clearly indicated on the answer book cover. Separate papers in Law for Accountants and all Taxation examinations will be provided for Northern Ireland and the Republic of Ireland.</p> <p>(ix) At the conclusion of each examination sitting, the Invigilator will announce the end of the examination, at which point all Candidates must stop writing and put their pens down.</p> <p>(x) Candidates are required to remain seated at their examination desk until they have signed out of the examination and the Invigilator has collected their answer book.</p> <p>(xi) A Candidate may not communicate with, receive assistance from or copy from another Candidate.</p>	

No.	Regulation	Training Contract Route	Elevation Programme Route (aka Flexible Route)
		<p>(xii) Candidates must abide by the instructions given by the Examination Officer or Invigilator at all times throughout the examinations.</p> <p>(xiii) This Regulation 13 (xiii) governs the holding of wireless communications or electronic storage devices (including, but not limited to, mobile phones, iPads, laptops, etc):</p> <ul style="list-style-type: none"> • This Regulation applies to all wireless and electronic storage devices, except for calculators, which are dealt with under Regulation 13 (xiv) below. • Candidates are not permitted to use any personal wireless or electronic storage devices during the examination, • Candidates are encouraged not to bring any devices coming under the scope of this Regulation to the exam hall. • Where such devices are brought to the examination hall, these MUST be completely powered off from the point of entry into the examination hall until you have returned your script, completed the sign – out process <u>and</u> left the examination hall. (“Flight mode” or other similar modes are not permitted: devices must be completely powered off.) • Devices must not, on any account, be held on the Candidate’s person or on the Candidate’s examination desk. Devices should be left with personal belongings. • Any device found in contravention of this Regulation may be confiscated and the related examination paper ruled as void. <p>(xiv) This Regulation 13 (xiv) governs the use of calculators in the examination:</p> <ul style="list-style-type: none"> • Candidates may use their own calculators in all papers. • The calculators which may be used by Candidates must be battery/solar operated, pocket-sized (approx. 3" x 6") noiseless and cordless. The use of programmable scientific calculators is not permitted. • The decision of the examination Invigilator with regard to the acceptability of any particular model of calculator will be final. • Candidates using calculators should ensure that the steps which they have followed in reaching their solution to a particular question are shown clearly in their scripts. • The borrowing or sharing of calculators in the examination hall will not be permitted. <p><i>NB: The Institute cannot accept any responsibility or liability for any loss or damage to any electronic or wireless devices in the examination hall.</i></p>	

14.	Breaches of these Regulations	<p>Any breach of these Regulations will be reported to the relevant Examination Committee/Board. Any Candidate found to be in breach of these Regulations may be liable to disqualification from the relevant examination.</p> <p>In addition any Candidate in breach of these Regulations may be liable to disciplinary action under the provisions of the Institute's Disciplinary Bye-Laws and Regulations.</p>
15.	Submission of Representation (prior to result publication date)	<p>Candidates may make representations regarding extenuating circumstances affecting their performance e.g. medical condition or other personal circumstances. Normally, all such representations should be fully complete and must be submitted within 10 working days after the final day of the examination session concerned.</p> <p>Representations received by the due date will be given consideration in the adjudication of results.</p>
16.	Publication of Results	<p>Candidates will receive formal notification of results on the date of result publication.</p> <p>Dates of result publications are listed on the Institute website.</p>
17.	Information Scheme	<p>Candidates may apply for further information in any paper they have received a result of "fail".</p> <p>The information scheme for the CAP1 and CAP2 examinations comprises two options as follows:</p> <p><u>Option 1 – Breakdown of Marks</u> A Student will be provided with his marks per paper broken down into mark per question, per section (where available).</p> <p><u>Option 2 – Breakdown of Marks and Tutorial Report</u> A Student will receive a breakdown of his marks detailed above. A report providing a narrative commentary on the Student's script will also be provided. This report is drafted by a member of an authoring team comprising both markers and educators.</p> <p>Under the scheme, a Student whose result falls into the category of CREDIT or FAIL may apply for any of the options listed above.</p> <p>The information scheme for the FAE comprises a tutorial report providing a narrative commentary on the Student's script. This report is drafted by a senior marker in the relevant paper.</p>
18.	Appeal Scheme	<p>A Candidate may appeal under the Appeal Scheme the result of any examination paper in respect of which he has received a result of "fail". The Appeal Scheme relates only to the examination papers and not to any Interim Assessment component. (For appeals relating to Interim Assessments, please see Regulation 25)</p> <p>An appeal may be lodged after the result publication date of the relevant examination results but must be received by the published closing date for lodging appeals. (Such closing date will be published clearly on the Institute's website and will be at least 5 working days after the relevant result publication date)</p> <p>A Student lodging an appeal against a result must state the grounds for the appeal. No appeal may be made on the grounds of academic judgement.</p> <p>The permissible grounds for appeal are where a Candidate:</p> <p>I. contends that the Institute did not act in accordance with these Regulations or any other applicable regulation or bye-</p>

		<p>law</p> <p>II. contends that an event, circumstance or irregularity in the conduct of the examination, was not considered by the PEC/FAEB in its adjudication of his or her results</p> <p>III. is not satisfied with the clerical checking of his or her examination results</p> <p>Process for Appeals: <u>Appeals submitted under Grounds I or II</u> These appeals will be considered directly by the Appeals Panel.</p> <p><u>Appeals submitted under Grounds III</u> A re-check on the clerical and data base processing of the Student's marks will be carried out for the purpose of ascertaining whether any processing error has occurred in the compilation of the examination result. This is carried out by the executive. Where an error that impacts the outcome of the exam is discovered, the result will be updated and the Student, training firm (for Students under a training contract) and PEC and FAEB will be notified.</p>
19.	Prize Winners & Top Places	<p><u>Prize Winners</u> Prizes are awarded only at the first examination session for each cycle (ie: Summer Session for CAP1 and CAP2 and at the Autumn Session for FAE) and only to Candidates on their first attempt, who have sat for the whole part of the examination. Details of the prizes available at each level are listed under Regulation 36.</p> <p><u>Top Ten Places - Exam</u> Top Ten Places for each exam are listed only at the first examination session for each cycle, as outlined above. The first attempt restriction applicable to prize winners does not extend to the remaining places in the top ten.</p> <p><u>Top Three Places per Subject</u> The Top Three places per subject, based on the final result achieved (including any Interim Assessment component), are awarded at <u>each</u> examination session as follows:</p> <p>CAP1 7 subjects – one for each paper, including jurisdictional variants of Taxation I and Law for Accountants papers CAP2 5 subjects – one for each paper, including jurisdictional variants of Taxation II FAE: 5 subjects – FAE Core plus one for each elective paper, including RoI and NI variants of Advanced Taxation</p> <p>The first attempt restriction applicable to prize winners does not extend to the places awarded per subject.</p>
20.	Incomplete Attempt	<p>CAP1 and CAP2</p> <p>A Candidate, presenting for CAP1 or CAP2 papers, who does not sit for all examination papers which they were due to sit will retain any credits awarded in the sitting.</p> <p>FAE</p> <p>A Candidate, presenting for FAE papers who does not sit for all examination papers which they were due to sit will be deemed to have failed the whole examination sitting unless, having received representation from a Candidate, FAEB at its</p>

		discretion may adjudicate otherwise. Details of the minimum number of papers required to be sat at each level are outlined in Regulation 34.	
21.	Maximum period permitted from point of entry	<p>Students have from their training contract start date with the Institute, 8 years to pass all examinations and complete their specified period of recognised training experience within contract.</p> <p>The 8 year period specified commences on the <u>earlier</u> of <i>contract registration</i> and <i>course enrolment</i></p> <p>Students wishing to suspend their training contract during the 8 year period should notify the Institute immediately, as Students who do not formally suspend their training contract and who re-enter at a later date will re-enter at the point of their exit. This is irrespective of their route of re-entry.</p> <p>Example A Student joins the Institute in September 2011 – 2019. The Student formally suspends/terminates his training contract in September 2013 but re-joins in September 2014: This Student will have 6 years remaining from 2014 to pass all remaining examinations and complete his specified period of recognised experience for qualification.</p>	<p>Students have from their date of registration with the Institute, 8 years to pass all examinations and complete their specified period of recognised experience for qualification.</p> <p>The 8 year period specified commences on the <u>earlier</u> of <i>registration as a Student on the Elevation Programme Route</i> and <i>course enrolment</i></p> <p>Students wishing to suspend their studies during the 8 year period should notify the Institute immediately, as Students who do not formally suspend their training contract and who re-enter at a later date will re-enter at the point of their exit. This is irrespective of their route of re-entry.</p> <p>Example A Student joins the Institute in September 2011 – 2019. The Student formally suspends his studies in September 2013 but re-joins in September 2014: This Student will have 6 years remaining from 2014 to pass all remaining examinations and complete his specified period of recognised experience for qualification.</p>
22.	Concessionary Attempt	<p>Where a Student is not successful in the examination and the maximum time allowed at the part concerned has elapsed, it is open to such Students to apply to the Head of Assessment and Syllabus for concessionary attempts at the part concerned. The grounds on which any applications are considered are set by the PEC/FAEB as relevant.</p> <p>In all circumstances this discretion is exercised based on the policy set, and delegated where relevant, by the PEC/FAEB.</p> <p>Where a Candidate has exhausted the 8 year time limit (as per Regulation 21), concessionary attempts will only be granted by the Education, Training and Lifelong Learning Board.</p>	
23.	Modular Approach (CAP1 and CAP2)	<p>Students may opt to sit their examination modularly through one of the following options:</p> <ul style="list-style-type: none"> • Bridge CAP1 and CAP2 (See Regulation 38). <p>Or</p> <ul style="list-style-type: none"> • Split their current part in to two modules, sitting the Course and Examinations over two Academic Cycles. (See Regulation 39). 	

		<ul style="list-style-type: none"> • Sit the whole course but split their Examinations and Assessments modularly over the Summer and Autumn sittings. (See Regulation 39).
24.	Interim Assessment - Guidelines	<p>There may be an Interim Assessment component in certain papers at all levels. Students who are exempt from any paper will also be exempt from any associated Interim Assessment component.</p> <p>Guidelines for all Interim Assessments except Double Entry Book Keeping (DEBK)</p> <ol style="list-style-type: none"> (1) Ahead of each examination sitting, Candidates will be allowed to sit the Interim Assessment component of a subject on one occasion only. Candidates are required to sit the <u>main sitting</u> of each Interim Assessment unless specifically notified otherwise. (2) The result achieved for the Interim Assessment will be notified to the Candidate (and sponsoring firm where appropriate), and will be the result the Student carries forward to the examination. (3) If a Student subsequently fails a particular subject in the examination, the Student will have the option to either carry his Interim Assessment mark to his repeat sitting of the subject; or re-sit the Interim Assessment component prior to his next sitting. <p>Note: If a Student re-sits the Interim Assessment component, he forfeits his result in the original sitting and must carry his new mark into the repeat examination.</p> <ol style="list-style-type: none"> (4) If a Student chooses not to sit the Interim Assessment component of a subject, he carries NIL into the examination, and will be required to achieve the pass result solely from the examination component (as will be reweighted to reflect the Interim Assessment component). (5) Genuine cases of difficulty will be dealt with on a case by case basis. <p>Guidelines for DEBK Interim Assessment</p> <ol style="list-style-type: none"> (1) A competency level (ie: pass mark) in DEBK is set at 12 out of 20. (2) A pass mark in DEBK is a precondition of eligibility for sitting CAP1. Students who are required to sit Financial Accounting and who do not obtain this pass mark <u>will not be eligible</u> to sit any subject at CAP1 until it is obtained. (3) Students may attempt the DEBK assessment as often as it is necessary in order to achieve the pass mark before their 1st attempt at CAP1, subject to payment of the agreed fee for each sitting. (4) Students who obtain the pass mark in the DEBK assessment on the 1st sitting take this raw mark forward to the examination. (5) Students who obtain a mark in excess of the pass mark in the DEBK assessment at a sitting subsequent to the 1st sitting will have their mark limited to the pass (competency) mark (ie 12/20). This mark will be carried forward to the

		main examination.	
25.	Interim Assessment - Appeals	<p>Subjects other than CAP1 Financial Accounting</p> <p>(1) Each script will be double marked from the outset. In the case of any variation between marks awarded, the Student will be awarded the higher mark to a maximum variance of 5% of the available marks. Variances over 5% will be investigated independently and the final arbitrated mark will stand. No appeal on the mark awarded will be considered.</p> <p>(2) Complaints regarding environmental conditions must be lodged with the Examinations Department within 1 week of the assessment date. If the complaint is deemed valid, an opportunity to re-sit will be given.</p> <p>(3) Students who fail to present for the main sitting but who produce a valid medical certificate within one week of the assessment date, will be afforded an opportunity to sit on an alternate date. All other applications to re-sit should be based on significant extenuating circumstances and will be judged on a case by case basis. The application may be declined if the basis for the application is deemed insufficient.</p> <p>DEBK</p> <p>(1) The result is computer calculated, so no appeal on the mark will be considered.</p> <p>(2) Complaints regarding environmental conditions may be lodged with the Examinations Department within 1 week of attempt. If valid, an opportunity for a free re-sit will be given and marks attained will be treated as a first attempt where appropriate. The validity of these claims will be assessed by reviewing the security footage from the relevant centre and any other necessary steps.</p> <p>Once the period for appeal has lapsed, the Interim Assessment marks are considered closed and final. No subsequent appeals are permitted.</p>	
26.	Minimum experience requirement prior to sitting FAE	Students may not sit the FAE more than 15 months ahead of the expiry date of their Training Contract unless they have sat for and passed the CAP2 examinations. Any representations made by firms regarding this rule will be considered on a case by case basis.	Students registering in or after 2011 without 4 years' experience at the time of joining must obtain a minimum of one year's relevant experience, verified prior to sitting the FAE.

Regulations applicable for each Examination Part

(These Regulations are applicable to both entry routes)

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
27.	Change of Examination Centres	Candidates may change their examination centre up to 4 weeks ahead of the examination but not later.		
28.	Reference Material	<p>All examinations at CAP1 are closed book.</p> <p>Reference material may be supplied with some exam papers. Where this is relevant, it will be outlined in the Competency Statement.</p>	<p>CAP 2 examinations comprise a mix of open and closed book examinations. Candidates must be guided by the Competency Statement which is relevant to the examination session.</p> <p>Closed Book: Candidates are not permitted to bring any reference material into the exam hall.</p> <p>Limited Open Book: Candidates are only permitted to utilize the reference material explicitly outlined on the Competency Statement.</p> <p>Open Book: Candidates are allowed to make use of the reference material of their choice.</p> <p>Reference material may be supplied with some exam papers. Where this is relevant, it will be outlined in the Competency Statement.</p>	<p>FAE is operated on an “open book” basis. Candidates are allowed to make use of the reference material of their choice.</p>
29.	Examination Papers	<p>Paper 1 Finance Paper 2 Management Accounting Paper 3 Financial Accounting Paper 4a Taxation I (ROI) & (NI) Paper 4b Law for Accountants (ROI) & (NI)</p> <p>* Papers 4(a) and 4(b) in CAP1 carry 50 marks each. All other</p>	<p>Paper 1 Audit & Assurance Paper 2 Strategic Finance & Management Accounting (SFMA) Paper 3 Financial Reporting Paper 4 Taxation II (ROI) & (NI)</p> <p>All papers in CAP2 carry 100 marks.</p>	<p>Paper 1 (a): FAE Core Comprehensive Paper 1 (b): FAE Core Simulations</p> <p>Paper 1 (FAE Core) is a multi-discipline exam comprising of six modules:</p> <ul style="list-style-type: none"> • Audit & Assurance • Business Leadership • Corporate and Individual Tax Planning

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
		papers in CAP1 carry 100 marks.		<ul style="list-style-type: none"> • Finance • Financial Accounting & Reporting • Management Accounting <p>Paper 2 (Elective):</p> <ul style="list-style-type: none"> • Advanced Auditing & Assurance • Advanced Performance Management • Advanced Taxation (NI) • Advanced Taxation (ROI) <p>All papers in FAE are marked on a competency referenced adjudication scheme.</p>
30.	Interim Assessment Papers	Some papers may include an Interim Assessment. Details relating to the weighting and focus of such assessments are contained in the Competency Statement for each part, issued annually and approved by the PEC/FAEB. Such assessment will not exceed 25% of the available credit for the paper.		
31.	Length of examinations	<p>In Papers 1, 2, 3, the examination time will be 3 hours per paper.</p> <p>In Papers 4(a) and 4(b) the examination time will be 2 hours per paper.</p>	<p>20 minutes reading time and 3½ hours examination time per paper.</p> <p>During the 20 minute reading time Students will have the exam papers and will be permitted to make notes but will not be permitted to open or use the answer booklets.</p>	<p>30 minutes reading time and 4 hours examination time per paper</p> <p>During the 30 minute reading time Students will have the exam papers and will be permitted to make notes but will not be permitted to open or use the answer booklets.</p>
32.	Number of Attempts	<p>Subject to the maximum time period permitted from point of entry detailed in Regulation 21, Students may make a maximum of 6 attempts over 3 consecutive Academic Cycles at CAP1. The 1st sitting will normally be made at the Summer Session in Year 1, following completion of the education course.</p> <p>Students may sit their examinations over the Summer and/or Autumn sittings.</p>	<p>Subject to the maximum time period permitted from point of entry detailed in Regulation 21, Students may make a maximum of 6 attempts over 3 consecutive Academic Cycles at CAP2. The 1st sitting will normally be made at the Summer Session in Year 1, following completion of the education course.</p> <p>Students may sit their examinations over the Summer and/or Autumn sittings.</p>	<p>Subject to the maximum time period permitted from point of entry detailed in Regulation 21, Students may make a maximum of 3 attempts over 3 Academic Cycles at FAE.</p> <p>Students may sit their examinations over the main and/or resit sittings. It is mandatory for students to attempt the <u>main exam sitting as their first attempt</u> at FAE.</p>

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
33.	Examination Enrolment	Students NOT exempt from Financial Accounting at CAP1 must sit and pass the DEBK assessment before sitting the CAP1 examinations.	<p>A Student may not enrol on CAP2 unless he has passed or been fully exempted from a minimum of 2.5 papers at CAP1. Such Candidates may enrol on Module 1 of CAP2 as a “bridging Student”. (See Regulation 38.</p> <p>A Candidate may not enrol on the whole part of CAP2 unless he has passed and/or been exempted from CAP1.</p>	A Student may not enrol on FAE unless he has passed and/or been fully exempted from CAP1 & CAP2.
34.	Minimum number of papers at each examination attempt (and deferrals)	<p>At CAP1, Students must enrol for a minimum of subjects</p> <p>This minimum is the lesser of:</p> <ul style="list-style-type: none"> • The total number of papers outstanding <p>OR</p> <ul style="list-style-type: none"> • 2 subjects <p>For this purpose, please note both Law for accountants and Taxation are ½ papers and equal to one full paper.</p> <p>If a Student has only 1.5 papers outstanding he may enrol on these outstanding subjects and sit Module 1 of CAP2 as a bridging Student. (See Regulation 39).</p> <p>Where a Candidate is not in a position to sit for all papers enrolled he should contact the examinations department as soon as possible in order to defer the relevant exam. Deferrals may be subject to a fee.</p>	<p>Students must enrol for a minimum of 2 subjects at CAP2.</p> <p>Where a Candidate is not in a position to sit for all papers enrolled he should contact the examinations department as soon as possible in order to defer the relevant exam. Deferrals may be subject to a fee.</p>	<p>On his first attempt a Candidate must sit the whole part (i.e. Both papers of FAE Core plus a paper for FAE Elective).</p> <p>Where a Candidate has been awarded a fail in one or more papers, he must present for all of the outstanding papers on the next occasion on which he sits. He is not allowed to present for selected outstanding papers only.</p> <p>Please see Regulation 20 in relation to incomplete attempts.</p>

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
35.	Adjudication of Examination Results	<p>(i) A Candidate can achieve a pass in the CAP1/CAP2 examination within the permitted number of attempts either:</p> <ul style="list-style-type: none"> • by passing the whole part at a single sitting; or • by accumulating credits in each paper. <p>(ii) Candidates are required to pass each subject independently.</p> <p>(iii) In order to pass each subject, the Candidate must achieve a minimum of 50% or better (based on amalgamation of any applicable Interim Assessment component and the results of the examination paper).</p> <p>(iv) Independent passes in each subject are referred to as credits. Where a Candidate obtains a credit in every subject in the combination of subjects sat, his result will be adjudicated as a pass in the part overall.</p> <p>(v) PEC reserves the right to withhold the award of a credit where it is not satisfied that a reasonable attempt has been made at all of the papers for which a Candidate was required to present.</p>		<p>(i) A Candidate can achieve a pass in the FAE within the permitted number of attempts either:</p> <ul style="list-style-type: none"> • by passing the whole part at a single sitting; or • by accumulating credits in both FAE Core and FAE Elective. <p>(ii) To pass the whole part, a Candidate is required to obtain a pass in FAE Core and a pass in one of the FAE Elective papers.</p> <p>(iii) Candidates are required to pass each paper independently.</p> <p>(iv) A Candidate may only sit one FAE Elective paper in any examination sitting. Where a Candidate is unsuccessful in a particular Elective paper, he may opt to sit a different elective paper on a repeat sitting. However, in order to do so, the Student must enrol on a Chartered Accountants Ireland approved education course in the new Elective paper.</p> <p>(v) A Candidate may make a total maximum of 3 attempts over 3 academic cycles at FAE.</p> <p>(vi) Where a Candidate receives a pass in either FAE Core or FAE Elective, but does not pass the whole part, the FAEB will award a “credit” in the successful paper. A Candidate is not required to re-sit any papers in which a credit has been obtained.</p> <p>(vii) FAEB reserves the right to withhold the award of a credit where it is not satisfied</p>

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
	Adjudication of Examination Results (Cont'd.)			<p>that a reasonable attempt has been made at all of the papers for which a Candidate was required to present.</p> <p>(viii) Credits will be awarded only in respect of an entire paper.</p> <hr/> <p>FAE Core</p> <p>(i) Students who pass <i>Sufficiency</i> and who receive the minimum standard for each of the six module areas within FAE Core will be deemed to have passed FAE Core.</p> <p>(ii) Students who pass <i>Sufficiency</i>, but who do not meet the minimum standard for any one of the six module areas within FAE Core will be deemed to have failed FAE Core.</p> <p>(iii) Students who fail <i>Sufficiency</i> will be deemed to have failed FAE Core.</p> <p>FAE Elective Candidates who demonstrate sufficient aggregate competence at <i>Sufficiency</i> will be awarded a pass.</p>
36.	Prizes	A prize is awarded to the Candidate obtaining 1st place in the CAP1 Examination – the Arthur H Muir Memorial prize.	<p>Prizes are awarded to the following places:</p> <p>1st – Ulster Society Diamond Jubilee 2nd – Samuel Smyth Memorial 3rd – W.E. Crawford Memorial</p> <p>The Candidate with the highest mark in Taxation (ROI) – The F.N. Kelly Memorial Prize</p>	<p>Prizes are awarded to the following places:</p> <p>1st – Ulster Society Diamond Jubilee 2nd – Incorporated Society Jubilee 3rd – Harold F. Bell Memorial 4th – John Mackie Memorial</p> <p>Highest placed Candidate sitting in Northern Ireland – The Danske Bank Prize.</p> <p>Highest placed Candidate from the Elevation Programme Route – Ben Lynch Memorial Prize</p>

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
				<p><u>Gold Medal</u> Awarded where the Candidate gaining 1st place in the FAE achieves a predetermined overall standard of excellence.</p>
37.	Compilation of Result	<p>The final result in each paper is compiled based on the amalgamation of the result from the final paper with any applicable Interim Assessment result (in accordance with Regulation 24).</p> <p>The weighting for each part will be applied in accordance with the weightings prescribed in the relevant Competency Statement for that Academic Cycle.</p> <p>For example: if Subject X has an Interim Assessment element worth 15%, then the final result will be (Percentage score from Final Paper x 85%) + (Percentage score from Interim Assessment x15%)</p>		<p>In compiling the FAE result, each case study and Interim Assessment comprises a number of “indicators”. Each indicator is assessed on a 5-point scale:</p> <ul style="list-style-type: none"> • NA – Not Addressed • NC – Nominally Competent • BC – Basic Competence • C – Competent • HC – Highly Competent <p><u>Sufficiency Test</u></p> <p>Candidates must achieve an overall minimum required standard in the FAE paper (Core or Elective), including any related Interim Assessment modules. This standard is known as “<i>Sufficiency</i>”.</p> <p>In compiling “<i>Sufficiency</i>”, no credit is awarded for indicators scoring NA or NC. Credit is awarded for BC, with a higher credit reserved for indicators scoring C or HC. Generally, indicators scoring C or HC receive the same credit. The exception is during the determination of the prize winners and Top Places (see Regulation 19), where HC is awarded premium credit.</p> <p><u>Depth Test & Breadth Test (FAE Core only)</u></p> <p>In addition to achieving <i>Sufficiency</i>, each Candidate must meet the minimum required standard in each of the individual module areas within FAE Core. The minimum required standard may require Candidates to achieve a minimum number of “C” or higher in the</p>

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
				relevant module area (“depth test”) or a minimum number of “BC” or higher in the relevant module area (“breadth test”)
38.	Modular Arrangements – Students bridging CAP1 and CAP2	<p>Students who hold exemptions or credits in at least 2.5 papers may, at the start of the Academic Cycle, elect to sit their examinations as follows:</p> <p>CAP1 – Outstanding paper (s) at CAP1 CAP2 – Module 1: Auditing & Assurance and Taxation II</p> <p>Any Student who passes Module 1 of CAP2 before successfully passing all outstanding subjects at CAP1 cannot progress to Module 2 of CAP2 until all of the CAP1 is passed in its entirety.</p> <p>NB: Students who choose to sit their exams modularly under this Regulation are still subject to the overall timing outlined in Regulation 32 (ie: 3 academic cycles to complete CAP1 and/or CAP2)</p>		Not Applicable
39.	Modular Arrangements other than those provided for in Regulation 38.	<p>Students must enrol for a minimum of the lesser of:</p> <ul style="list-style-type: none"> • 2 subjects; or • All remaining subjects on the course. <p>The minimum subject combinations at CAP1 are:</p> <p>1 full subject + ½ subject + ½ subject = 2 subjects Or 1 full subject + 1 full subject = 2 subjects.</p> <p>NB: Students who choose to sit their exams modularly under this Regulation are still subject to the overall timing outlined in Regulation 32 (ie: 3 Academic Cycles to complete CAP1).</p>	<p>Students must enrol for a minimum of 2 subjects on the course.</p> <p>Students may then choose to either:</p> <ul style="list-style-type: none"> - Split their exams modularly over summer and autumn exam sessions OR - Split their exams modularly over two consecutive years <p>NB: Students who choose to sit their exams modularly under this Regulation are still subject to the overall timing outlined in Regulation 32 (ie: 3 Academic Cycles to complete CAP2).</p>	Not Applicable

No.	Regulation	CA Proficiency 1 (CAP1)	CA Proficiency 2 (CAP2)	Final Admitting Exam (FAE)
40.	Sitting examinations outside of Regulation detailed in Regulation 5.	<p>External Candidates</p> <p>A person is eligible to sit as an external Candidate when either:</p> <ul style="list-style-type: none"> (i) in the graduating year of their undergraduate programme, or (ii) at the examination sessions immediately preceding entry into a Training Contract or through the Elevation Programme Route having cleared eligibility to become a prospective Student; or (iii) on production of a letter of offer from an accredited Masters' Programme. 	Not Applicable	<p>Post Qualification</p> <p>Completion of the Advanced Auditing & Assurance elective is a pre-requisite for gaining confirmation that a student has met the regulation to meet the educational requirement for the Audit Qualification.</p> <p>All electives will be available post-FAE, as CPD.</p>

Ratified by Council 1 July 2016