

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)
&
THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA)

PRESENT

SEPTEMBER 2022 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will hold in member countries on 27 & 28 September 2022 under the Council of The Association of Accountancy Bodies in West Africa (ABWA). The examinations will be held in the following centres in Nigeria: Aba, Abakaliki, Abeokuta, Abuja, Ado-Ekiti, Akure, Alimosho, Amuwo-Odofin, Auchi, Awka, Benin-City, Calabar, Enugu, Ibadan, Ikeja, Ikorodu, Ilesha, Ilisan, Ilorin, Jalingo, Jos, Kaduna, Kano, LASU-OJO, Lokoja, Makurdi, Maletete, Minna, Mowe, Ogbomoso, Okija, Omu-Aran, Onitsha, Osogbo, Otta, Owerri, Oye-Ekiti, Oyo, Port-Harcourt, Umuahia, Uyo, Victoria-Island, Warri and Yenagoa.

Where registration for a centre is low, the Institute reserve the right to transfer candidates from the chosen centre to another nearest centre at no cost to the Institute.

EXAMINATION REGISTRATION

The registration PORTAL for the SEPTEMBER 2022 diet of ATSWA Examinations opened on Thursday, May 25, 2022 and will close on Thursday, September 22, 2022.

MODE OF REGISTRATION FOR ATSWA EXAMINATIONS

Candidates are required to register online for September 2022 diet examinations at the ICAN website www.icanportal.org/ats/examinations

Eligibility for Enrolment: The examinations are open to the Institute's registered financial students. Other interested persons should visit the Institute's website www.icanig.org for guidelines on Students' Registration.

Free Aid to Candidates: All ATSWA candidates can download for free the soft copies of **STUDY TEXTS** and **INSIGHTS** from our website <https://icanig.org/students/atswa-learning-materials>

DIRECTIVES FOR ONLINE REGISTRATION

1. **BEFORE PAYMENT:** Check and Print out your Examination/Financial Status at the Institute's ATS students portal: www.icanportal.org/ats before effecting payment through **Paydirect, Verve/Master ATM Card;**
2. **METHODS OF PAYMENT FOR EXAMINATION FEES**
 - a. **PayDirect:** pay directly into ICAN e-Collection Account at **any Commercial bank** in Nigeria. Obtain your payment Receipt and thereafter:
 - Proceed with your application for the exam at ICAN website: www.icanportal.org/ats/paymasters/paydirectindex
 - Enter your Deposit Slip Number on the payment receipt
 - Enter your receipt number
 - Click on the SUBMIT button to generate eVoucher containing 12 digits and 6 digits PIN and Serial Number respectively required for your online registration
 - Proceed to the web address on the e-voucher i.e. www.icanportal.org/ats/examinations to register for the examination.
 - b. **Naira ATM Card:** Pay online using your Naira ATM Visa, Verve or Mastercard by selecting the relevant payment type following the steps enumerated below:
Go to <https://icanportal.org/ats> LOGIN BY:

- Entering your registration number and password to view your Examination and Financial Status if you have previously set up your account.
- If you have not set up your account, click on “**New Student Registration**” to create a “**Password**”.
- Click pay **ICAN** and select ‘**WebPay**’ and click on “**New Payment**”.

3. ON-LINE REGISTRATION:

a) Requirements:

- ❖ Scan a copy (JPEG format, 20kb maximum file size) of your **passport photograph** (white background) for the online registration before commencement of online examination registration.
- ❖ Scan a copy of your signature. (JPEG format, 20kb maximum file size)

b) Procedures:

- ❖ Complete the Online form at ICAN website: <https://icanportal.org/ats> and click on **submit**.
- ❖ Print the following after clicking on **submit**:
 - Completed online examination enrolment form;
 - Examination Time table, centres and their addresses;
 - Examination offences and disciplinary measures;
 - Examination warning to all candidates

Note that (iii) and (iv) above must be read thoroughly and understood by candidates as they will be strictly applied

4. Visit the website three days after online submission of the examination enrolment form to confirm your enrolment using your PIN, SN generated and Student’s registration number at <https://icanportal.org/ats>
5. Candidates are advised to download their examination docket from the Institute’s website 3 days to the examinations dates.

IMPORTANT NOTICE

- a. The registration period for the examination is between Thursday, May 25, 2022 and Thursday, September 22, 2022.
- b. Candidates are warned in their own interest not to bring **MOBILE/GSM PHONES**, Electronic Gadgets or Programmable devices into the Examination hall. Anyone found violating this instruction will be stopped from continuing with the examination and the paper will be cancelled.
- c. Candidates are warned that all kinds of **WRISTWATCHES (DIGITAL/ANALOG)** are not allowed into the examination hall.
- d. Candidates are discouraged from bringing valuables items into the examination centres, hence; any loss would be at their own risk and the Institute will not be liable for any loss of personal items.
- e. Candidates who have applied for EXEMPTION from any level of the examination are advised to confirm that their applications are successful before making payment for the examinations.
- f. Candidates are not permitted to apply for **EXEMPTION** and **EXAMINATION** at the same time.
- g. **NO REFUND WILL BE MADE ONCE EXAMINATION FEE IS PAID.**
- h. Deferment of September 2022 examinations application will not be entertained.
- i. Candidates may not have access to the examination website after Thursday, September 22, 2022 afternoon.
- j. Application for change of examination centres will not be processed after 12noon on Thursday, September 22, 2022
- k. Candidates are to ensure the accuracy of the information on their forms. The passport photographs must be the true semblance of the applicants and must be of white background.

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: 01-2912745, 01-2912821 (IT HELP DESK), 09053847512-4 (Reception), 09053847528 (ATSWA Direct Line), 08037146126, 08034928859, 08062599572 and 08028370033 phd@ican.org.ng or atsexam@ican.org.ng

SEPTEMBER 2022 DIET ATSWA EXAMINATIONS FEES (Exclusive of Bank Charges of ₦ 300.00)

LEVELS	AMOUNT (₦)			
	4 PAPERS	3 PAPERS	2 PAPERS	1 PAPER
PART I	24,300	21,100	17,900	14,700
PART II	26,450	22,900	19,350	15,800
PART III	29,700	25,550	21,350	17,200

ATSWA EXAMINATIONS TIME TABLE FOR SEPTEMBER 2022 DIET

DAY/DATE	TIME	PART I	PART II	PART III
TUESDAY 27/09/2022	9.30a.m. - 12.30 p.m.	Basic Accounting	Financial Accounting	Principles of Auditing & Assurance
	2p.m.-5p.m.	Business Law	Information Technology	Management
WEDNESDAY 28/09/2022	9.30a.m. - 12.30 p.m.	Economics	Public Sector Accounting	Cost Accounting
	2p.m.-5p.m.	Communication Skills	Quantitative Analysis	Taxation

*For further enquiries: please write or contact:
The Institute of Chartered Accountants of Nigeria (Annexe)
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Tel: 09053847512-4, 09053847528, 01-4542083, 01-2912821*

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