

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

MARCH 2024 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATION

The Accounting Technicians Scheme, West Africa (ATSWA) examination will hold in member countries on 26&27March, 2024 under the Council of The Association of Accountancy Bodies in West Africa (ABWA). The examination will be held in the following centres in Nigeria: Aba, Abakaliki, Abeokuta, Abuja, Ado-Ekiti, Akure, Alimosho, Amuwo-Odofin, Asaba, Auchi, Awka, Benin-City, Calabar, Enugu, Epe, Ibadan, Ikeja, Ikere-Ekiti, 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 reserves the right to transfer candidates from the chosen centre to other nearest centre, at no cost to the Institute.

EXAMINATION REGISTRATION

The registration PORTAL for the MARCH 2024 diet of ATSWA Examination opens on Thursday, December14, 2023, and will close on Thursday, March 21, 2024.

MODE OF REGISTRATION FOR ATSWA EXAMINATIONS

Candidates are required to register online for March 2024 diet examination at the ICAN website www.icanportal.org/ats/examinations

Eligibility for Enrolment: The examination is 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 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 e-Voucher containing 12 digits PIN and 6 digits 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**”; and
- 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) 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 Timetable, centres and their addresses;
 - Examination Offences and Disciplinary Measures; and
 - 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 dockets from the Institute’s website 3 days to the examination dates.

IMPORTANT NOTICE

- a. The registration period for the examination is between Thursday, December 14, 2023 and Thursday, March 21, 2024.
- 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 also warned that all kinds of **WRISTWATCHES (DIGITAL/ANALOG)** are not allowed into the examination hall.
- d. Candidates are discouraged from bringing valuable items into the examination centres, hence; any loss would be at their own risk and the Institute will not be liable for the 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 examination.
- 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 March 2024 examination application will not be entertained.
- i. Candidates may not have access to the examination website after Thursday, March 21, 2024.
- j. Application for change of examination centres will not be processed after 12noon (West African Standard Time) on Thursday, March 21, 2024.
- 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) or 08037146126, 08034928859, 08062599572, 08038333675 and 08028370033
 ATSWA email: atsexam@ican.org.ng or phd@ican.org.ng

MARCH 2024DIET ATSWA EXAMINATIONS FEES (Add ₦300 for Bank Charges)

LEVELS	AMOUNT (₦)			
	4 PAPERS	3 PAPERS	2 PAPERS	1 PAPER
PART I	28,100	24,400	20,700	17,100
PART II	30,600	26,500	22,400	18,300
PART III	34,400	29,600	24,700	19,900

ATSWA EXAMINATION TIMETABLE FOR MARCH 2024 DIET

DAY/DATE	TIME	PART I	PART II	PART III
TUESDAY 26/03/2024	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 27/03/2024	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)
 82, Murtala Muhammed Way, Ebute Metta, Lagos
 Tel: 09053847512-4, 09053847528, 01-4542083, 01-2912821*

**Mukaila A. Lawal, FCA
 Ag.Registrar/Chief Executive
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