

# ADMIN REVIEW FORM

## ADMINISTRATIVE REVIEW REQUEST FORM

Please note that the administrative review service is not a re-marking service. Failure to include your registration number may result in ACCA not being able to process your administrative review.

### Administrative review request fees:

£42	FIA – All papers (per paper)
£42	ACCA Qualification Knowledge Module (Papers F1 to F3) (per paper)
£47	ACCA Qualification Skills Module (Papers F4 to F9) (per paper)
£52	ACCA Qualification Professional level (per paper)
£52	DipFM (per paper)
£52	DipIFR

### Your details

Name \_\_\_\_\_

Registration number \_\_\_\_\_

I would like to request an administrative review of my December 2011 examination result(s) for the following paper(s):

	Paper	Result	Fee
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
			Total fee _____

**Return this form to: Exams Operations Services, ACCA,  
2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW,  
United Kingdom**

The correct remittance must be enclosed with your request in order for the review to be undertaken. ACCA accepts no responsibility for any losses incurred as a result of the operation of its administrative review service. The deadline for requesting an administrative review of your December 2011 results is **12 March 2012**. Written confirmation of the outcome of the review will be sent no later than the week commencing **19 March 2012**.

### Your method of payment

- Crossed GBP cheque or bank draft drawn on a UK bank
- Crossed GBP British postal order (Please make all cheques, bank drafts and postal orders payable to 'The Association of Chartered Certified Accountants')
- Credit/debit card
- Visa
- Mastercard
- Switch/Maestro
- American Express

Name of cardholder (shown on card) \_\_\_\_\_

Card number (from front of card – do not include spaces) \_\_\_\_\_

Issue number (if shown) \_\_\_\_\_

Amount payable \_\_\_\_\_

Card start date (if shown) \_\_\_\_\_

Card expiry date \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Today's date \_\_\_\_\_