Procedure for taking Examinations under the SCA Qualification Programme

Required to take an examination under the SCA qualification programme?

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Download SCA application form from the SCA or the SII website

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Complete the application form, specifying preferred date and time for the examination, then return to SCA along with payment

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Workbook Delivery

Either: pay post and packaging - SCA will deliver the workbook

OR

Or: collect workbook from SCA office in Dubai or Abu Dhabi

Examination Booking Procedure

SCA will book the exam as close to your preferred time as possible and contact you if there are concerns

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You will be notified of your exam booking via e-mail, which will contain:
- Exam time and venue
- Full exam policies and procedures

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You will be emailed and asked to complete the QRF (Qualifications Registrations Form), which must be completed prior to taking the exam. This is also available at www.sii.org.uk/qrf

Sitting the Examination

Take your Identification and exam booking confirmation to the Test Centre and arrive at least 15 minutes prior to exam

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The Invigilator will take you through to a computer for the exam - you will work through an on-screen tutorial which shows how the exam works and will then take the exam

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Take exam

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When you have finished the exam, the Invigilator will give you the provisional results

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Once you have completed all the exams specified under the SCA programme, SCA will issue a certificate in conjunction with the SII

For further enquiries please contact Madiya Beljafah
by emailing madiya@sca.ae or calling 00 971 (0)43129500.