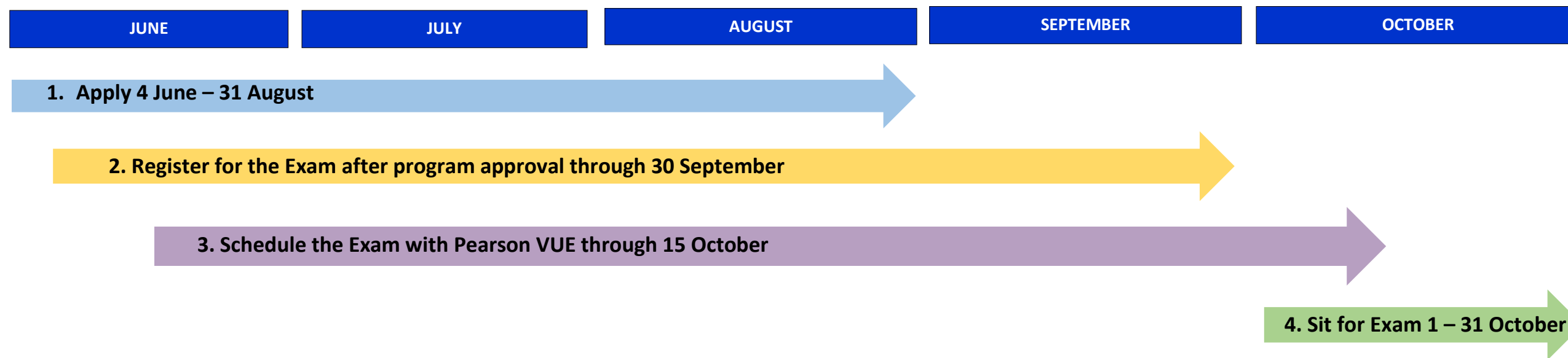


ACCA 2018 CIA Challenge Exam - Timeline and Process

Before You Apply: Create a Candidate Profile in CCMS

- If you already have a profile in CCMS, **do not** create a new one. If you have difficulty accessing your profile, contact IIA Customer Relations at CustomerRelations@theiia.org or call +1-407-937-1111.
- Access [CCMS](#)
- On the right side of the screen, click on “First Time Users”
- Complete the profile information



1. Apply to the CIA Challenge Exam Program: 4 June – 31 August

- Access your profile in [CCMS](#)
- In the left navigation bar, click on “Complete a Form”
- Locate and complete the ACCA Challenge Application form. Select member if you are an IIA member, select non-member if you are not an IIA member at the time of application.
- Submit payment
- Upload Character Reference Form and government-issued photo ID to the [Document Upload Portal](#)

2. Register for the Challenge Exam: After Program Approval through 30 September

- Upon receipt of program approval, access your profile in [CCMS](#)
- Navigate to ACCA Challenge Exam Registration form
- Complete the Registration Form
- You will receive confirmation of your Registration and instructions to schedule your exam with our partner, [Pearson VUE](#).

3. Schedule Your Exam: After Registration Confirmation through 15 October

- Wait 48 hours from receipt of notification to schedule your exam
- Visit the [Pearson VUE](#) web site to locate the test center nearest you and schedule your exam

4. Sit for the Exam: 1 – 31 October

- Arrive 30 minutes early at your selected test center
- Bring your government-issued photo ID and confirmed appointment email from Pearson VUE

5. Exam Results

- You will receive a pass / fail notification at the test center. This is not your official score.
- Exam results are not official until posted to your [CCMS](#) profile.
- Wait 48 to 72 hours after completion of the exam to receive your official grade. You may also access your profile in CCMS to obtain a pass or fail grade.