

Think Ahead

ACCA

# Prepare to pass

A guide to help  
you if you are  
studying

Financial  
Reporting

**F7**

# Prepare to pass

Welcome to your guide helping you to study for your F7 exam

## Why use this guide?

- ✓ Structured approach to show you how to succeed
- ✓ Signposted resources and how to use them
- ✓ Tips for success to help you through your studies
- ✓ Interactive clickable checklists to keep you on track

This guide applies to CBE and paper-based exams for September and December 2017 and March and June 2018.

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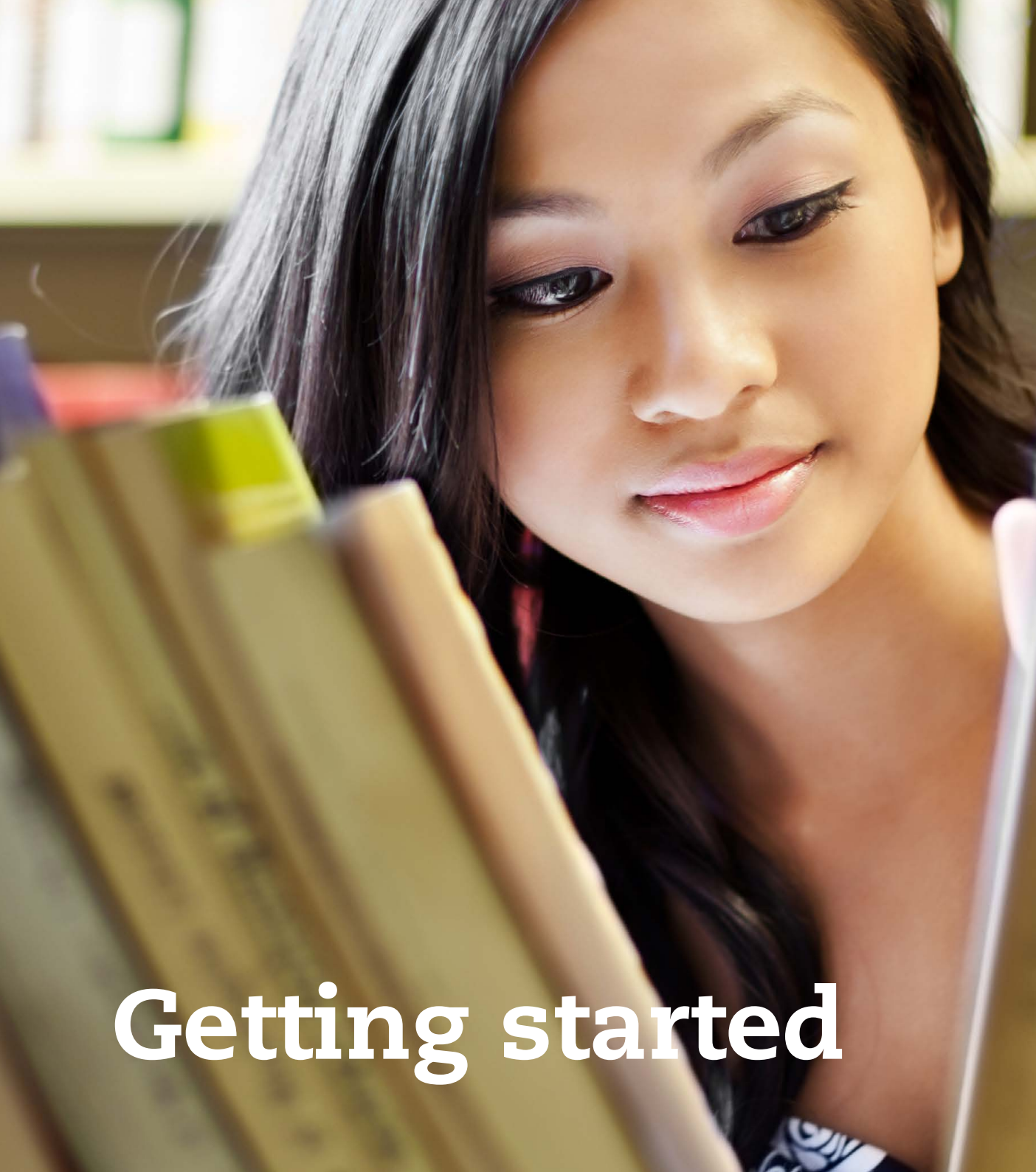
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# Getting started

## Your checklist

- Decide whether you will sit your exam on computer or on paper
- Enter for your exam
- Draw up your study plan
- Get to know your exam

## Getting started – Tips for success

We strongly recommend that you buy an [F7 Approved Content Provider](#) study text and question and answer bank to ensure exam success. These provide:

- the most up to date content and syllabus coverage.
- tests, quizzes and other support designed to help you prepare for your exam.
- past exam questions updated for changes to the syllabus, question style and exam format as well as practice questions and answers and full mock exams to ensure you are fully prepared for your exam.

You may want to consider attending a face to face or online tuition course with one of ACCA's [Approved Learning Providers](#) for all or part of your studies.



**Students who use approved content materials are more likely to pass than those who don't.**



### Tips for success

- ✓ The earlier you [enter for your exam](#) the less it costs! Use our [exam planner tool](#) to plan which exam(s) you want to sit and when.
- ✓ Computer based exams (CBEs) are being introduced across all of our markets and over time paper based exams are being withdrawn. See over the page for guidance on what this means for you.
- ✓ Use the [ACCA Learning Community](#) to link up with fellow students around the world studying the same exam as you – get tips, join discussions and share ideas and advice. You can also access live Q&A sessions and presentations.
- ✓ Spend some time familiarising yourself with the free resources available via the [exam resource finder](#) on the [student section](#) of the ACCA website – we will provide you with specific guidance on when and how to use these resources during the relevant stages of study.
- ✓ Remember to personalise your edition of [Student Accountant](#) so you receive F7 specific information as you need it.
- ✓ If you think you could benefit from building your English language skills to help you succeed in your exam take a look at the [BPP English Language support for ACCA](#) which is a free online programme specifically designed to support you through your exams.

#### Exempt from F3?

- ✓ Make sure you have the assumed knowledge needed from F3 for F7 (see [F7 syllabus and study guide](#)).
- ✓ If you feel your knowledge is lacking, consider buying an F3 [Approved Content Provider](#) study text to refresh your understanding.

## Getting started – CBE or paper?

The world is changing and ACCA is too! We are in the process of moving the F5-F9 exams from paper to CBE which means you may be able to choose whether you sit your exam on computer or on paper.

First of all you need to see what is available for you – CBEs are being phased in across different countries and cities and paper based exams are being phased out. We want all of our students to move to CBE as soon as possible but we realise there are a number of factors which may affect your decision where you have a choice. In this section we will help you make the right decision for you.

We have an area on our website dedicated to our session CBEs and you may want to take a look here first: [Session CBEs](#)

### Some of the benefits of CBEs... and there are many more!

- ✓ Session CBEs build workplace skills
- ✓ A more comfortable exam experience – no more sore hands!
- ✓ Its quicker and easier to edit answers
- ✓ Your answers are always clear and easy to read
- ✓ Navigation tools help you manage your time more effectively

“

**I felt more in control, as I could always keep track of my exam progress. It was all just a click away within the exam environment.**

”

“

**It is a better and more convenient way of taking exams.**

”

## Getting started – CBE or paper?

### Making the right decision for you

Session CBEs for F5-F9 are becoming available in an ever increasing number of locations – so, as a first step you need to find out whether session CBEs are available to you by accessing the [dedicated page](#) on our website.

“

**I wanted to have an exam experience that was more realistic to the work of a professional accountant.**

”

### Only paper-based exams available for you

Don't worry! Session CBEs will come to a centre near you soon so check again when you come to your next exam sitting – we are introducing more and more locations for these exams all the time

Move onto the next section Getting started – Draw up your study plan

### Only CBEs available for you

That's great! Now you don't need to worry about making a decision!

Move onto the next section Getting started – Draw up your study plan

### You need to make a choice – CBE or paper?

ACCA knows that employers want their students to be work ready – and our CBEs give you an opportunity to become just that! So ideally this should be your default position!

Take a look at the benefits highlighted on the previous page as well as the quotes from students who have already taken our CBEs. Remember you do not have to be computer expert or a fast typist to take these exams and session CBEs assess the same learning outcomes to the same standard as paper based exams

If you are unsure about taking a CBE then take a look at all of the fantastic [resources](#) we have produced especially for students taking these exams. All of these resources will ensure that you are completely prepared for success in your CBE

## Getting started – Draw up your study plan

### Study plan checklist

- Calculate the number of weeks from now until your exam date and draw up a plan – see the example to the left and a possible proforma for you to use on page 9
- You may need to add or take away weeks depending on your own circumstances and which exam sitting(s) you are focusing on
- Block out days/half days/evenings already committed to family/social events
- Plan study periods – evenings/half days/full days, aiming for roughly one evening/half day per chapter of your study text
- If possible leave a six week period for the revision and final preparation phases

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 5	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 6	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 7	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 8	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 9	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 10	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 11	REVISION						
Week 12	REVISION						
Week 13	REVISION						
Week 14	REVISION						
Week 15	REVISION						
Week 16	REVISION AND FINAL PREPARATION						

Evening study period
  Daytime study period
  Other commitments

## Getting started – Draw up your study plan



### Tips for success

#### When drawing up your study plan

- ✓ Be realistic and consider when you are best able to study – maybe early mornings work better for you or perhaps shorter, more frequent study periods.
- ✓ Once you have prepared your plan stick to it!
- ✓ Consider building in an extra study period after every few chapters to review and consolidate your learning.
- ✓ Take a 5-10 minute break every hour to help maintain your motivation and concentration.
- ✓ Use this plan whether you intend to self-study through all the phases or mix with some tuition from an [Approved Learning Provider](#).



**Students who use ACCA's learning support resources achieve higher pass rates than those who don't.**





# Getting started – Your study plan

Print out and write down when you will study, relax and revise!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11	REVISION						
Week 12	REVISION						
Week 13	REVISION						
Week 14	REVISION						
Week 15	REVISION						
Week 16	REVISION AND FINAL PREPARATION						

Evening study period

Daytime study period

Other commitments

Colour boxes in your preferred highlighter colours.

## Getting started – Get to know your exam

- Review the [syllabus and study guide](#) and the [examinable documents](#) for F7

➤ These give you an understanding of the aims and objectives of the exam, learning outcomes and exam structure as well as a comprehensive list of the documents examinable for the current exam sittings

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- Scan the F7 [specimen exam](#)

➤ The specimen exam provides you with a clear picture of how F7 will be assessed and how the exam is structured as well as the likely style and range of questions that you could see in the real exam. Make sure you look at the specimen exam that is relevant to you – either CBE or paper based

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- Review the [examining team's guidance](#)

➤ Using these resources at the start of your studies will help you understand the focus of the exam by concentrating on the exam structure, question style, exam technique and tips as well as pitfalls to avoid – see an extract from the examiner's approach article over the page

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- Review the [examiner's reports](#) from the last four sittings

➤ These provide feedback on students' performance after each exam session, highlight problem areas that students need to improve on and tell you what the examining teams are looking for; these are critical to your success in passing F7 and can be used in conjunction with [F7 – A guide to using the examiner's reports](#), which will really help you understand challenges students face and how to overcome those challenges

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- Read the exam technique articles for F7

➤ The article [Multiple-choice questions](#) will provide you with a head start in terms of knowing what to expect and how to approach exam standard questions

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- If you are taking a CBE take a quick look at the new [resources](#) just for you

➤ New resources are being introduced all the time for students taking session based CBEs so take a moment to familiarise yourself with what is available on our website

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## Getting started – What the examiner has said about F7 (extracts from the examiner’s approach article)

### Comments on the relationship between the exams:

Candidates may observe that some accounting standards appear in all three financial accounting exams. **This illustrates the relationship between the exams, and reflects the continuity and progression of the syllabus.** Where a topic that appears in F3 is also included in F7, any examination of that topic will be at more advanced level, requiring greater understanding and appropriately higher level skills.



### Comments on analysis and interpretation of accounts:

Part of the syllabus relates to the analysis and interpretation of the financial statements.

Although candidates will be expected to calculate various accounting ratios, a measure of the progression from F3 to F7, is that more emphasis is placed on the analysis and interpretation of what particular ratios are intended to measure. Questions that test the interpretation of group financial statements will also expect candidates to appreciate the consolidation adjustments required to prepare these financial statements and the impact that they may have on their interpretation.

To summarise, **candidates need to understand the concepts underlying the preparation of an entity’s financial reports**, to apply their knowledge of accounting standards to prepare financial statements of both single and group entities, and finally, to demonstrate their analytical skills to assess the performance of these entities.



### Comments on section B:

The questions in this section could be on any area of the syllabus but will primarily examine the interpretation and preparation of financial statements for either a single entity or a group. Section C questions will contain both written and computational elements.

**Remember that the content of individual IFRS and aspects of group accounting and interpretation can also be examined in Sections A and B.**

The interpretation question will be based on the financial statements of either a single entity or a group. The consolidation question could be on statements of profit or loss and other comprehensive income and/ or statements of financial position. Consolidations will include only a single subsidiary, but may include an associate. Group accounting questions may be based on ‘extracts’ of financial statements rather than the preparation of full financial statements.





# Learning phase

## Your checklist

- Work through the control sheet which has been designed to give you a structured approach to your learning phase to ensure you:
  - gain the knowledge you need; and
  - learn how to apply that knowledge to pass the exam

## Learning phase – Get the most out of your control sheet

“

Students who use ACCA’s learning support resources achieve higher exam scores than those who don’t.

”

Use the control sheet relevant to the Approved Content Provider’s materials you have purchased:

- ✓ Becker Professional Education – page 15
- ✓ BPP Learning Media – page 16
- ✓ Kaplan Publishing – page 17

Tick the box **Content** in the control sheet once you have:

- ✓ Read through the introduction to the chapter
- ✓ Actively read and understood each chapter’s content
- ✓ Noted any additional commentary and exam focus tips provided
- ✓ Worked through and understood examples and illustrations of concepts given

Tick the box **Quiz/Test** in the control sheet once you have:

- ✓ Attempted the quiz at the end of the chapter (if you are using Becker or BPP material) or the test your understanding questions throughout the chapter (if you are using Kaplan material)

Tick the box **Questions** in the control sheet once you have:

- ✓ Attempted the questions referred to in the question bank – some of these you should do in full but others you can just draw up a plan for, depending on the time you have available
- ✓ Compared your answer, or plan, with the solution given and understood where you did well or not so well and why

Tick the box **ACCA related resources** in the control sheet once you have:

- ✓ Read / viewed the related ACCA article(s) / video(s) signposted
- ✓ Note that ACCA produces new articles and videos throughout the year and so you should always check the [technical articles](#) page on the website to ensure you have seen all of the related resources

# Learning phase – Tips for success



## Tips for success

- ✓ Actively read the material – ask yourself ‘do I understand this?’ If not re-read and re-work examples – if you still struggle, make a note and come back to it during the revision phase.
- ✓ Scan headings before going into the detail to give you an idea of the content first and consider highlighting, underlining, making notes, drawing pictures or mind maps – whatever helps you to remember.
- ✓ Consider using the additional resources provided by the [Approved Content Providers](#) including for example passcards or pocket notes to help you remember the key knowledge areas.
- ✓ Always work through the questions signposted – it is vital that you practise questions throughout the learning phase as this will ensure that you are applying the knowledge you learn as you progress.
- ✓ If you are taking your exam on computer make sure you practise at least some of the questions using the [constructed workspace](#).
- ✓ Make sure you use the ACCA resources signposted to help your understanding – these give you real insight to help you in your exam.
- ✓ If you find you are not covering all of the material in each study period, build some extra time into your study plan – everyone works at a different pace.
- ✓ Keep an eye on [Student Accountant](#) for any relevant articles.
- ✓ Visit the [ACCA Learning Community](#) regularly to view new video content and to join online study events.
- ✓ There are [PER \(Practical Experience Requirement\) objectives](#) associated with specific syllabus areas and, if possible, you should try to gain experience in these alongside your studying as this will help you to put your studies into a workplace context and reinforce what you have learned.
- ✓ Try to read a good quality business journal or newspaper regularly and use this to help bring your studies to life by linking your learning into what you are reading.

# Learning phase – Control sheet for Becker Professional Education

Chapter	Content	Quiz/Test	Questions	ACCA related resources
✓ tick the boxes below when complete				
Introduction				
1 International financial reporting standards				<ul style="list-style-type: none"> <li>• Not-for-profit organisations – part 1</li> <li>• Not-for-profit organisations – part 2</li> </ul>
2 Conceptual framework				<ul style="list-style-type: none"> <li>• The need for and an understanding of a conceptual framework</li> <li>• IASB's conceptual framework for financial reporting</li> </ul>
3 IAS 1 presentation of financial statements				<ul style="list-style-type: none"> <li>• Suspense accounts and error correction</li> </ul>
4 Accounting policies				
5 IFRS 15 Revenue from contracts with customers				<ul style="list-style-type: none"> <li>• Revenue revisited</li> </ul>
6 Inventory and biological assets				
7 IAS 16 Property, plant and equipment				<ul style="list-style-type: none"> <li>• Accounting for property, plant and equipment</li> <li>• Property, plant and equipment and tangible fixed assets – part 1</li> <li>• Property, plant and equipment and tangible fixed assets – part 2</li> </ul>
8 IAS 23 Borrowing costs				
9 Government grants				
10 IAS 40 Investment properties				<ul style="list-style-type: none"> <li>• How to account for property</li> </ul>
11 IAS 38 Intangible assets				<ul style="list-style-type: none"> <li>• Research and development</li> </ul>
12 IFRS5 Non-current assets held for sale and discontinued operations				
13 IAS 36 Impairment of assets				
14 IAS 17 Leases				<ul style="list-style-type: none"> <li>• Lease – operating or finance?</li> <li>• Accounting for leases</li> </ul>
15 IAS 37 Provisions, contingent liabilities and contingent assets				
16 IAS 10 Events after the reporting period				
17 IAS 12 Income taxes				<ul style="list-style-type: none"> <li>• Deferred tax</li> </ul>
18 Financial instruments				<ul style="list-style-type: none"> <li>• What is a financial instrument? – part 1</li> <li>• What is a financial instrument? – part 2</li> <li>• F7 Learning outcomes</li> </ul>
19 Conceptual principles of Groups				
20 Consolidated statement of financial position				<ul style="list-style-type: none"> <li>• IFRS 3 – Business combinations</li> <li>• Impairment of goodwill</li> <li>• F7 Learning outcomes</li> </ul>
21 Consolidation adjustments				<ul style="list-style-type: none"> <li>• IFRS 3 – Business combinations</li> </ul>
22 Consolidated statement of comprehensive income				
23 IAS 28 Investment in associates				<ul style="list-style-type: none"> <li>• Performance appraisal</li> <li>• Exam technique article – How to approach performance appraisal questions</li> </ul>
24 Foreign currency transactions				
25 Analysis and interpretation				<ul style="list-style-type: none"> <li>• F7 Learning outcomes</li> </ul>
26 IAS 7 Statement of cash flows				<ul style="list-style-type: none"> <li>• Study support video – Cash flows and interpretations</li> <li>• Cash flow statements</li> </ul>
27 IAS 33 Earnings per share				

15 When watching the study support videos, focus at this stage on the technical aspects – you will watch these again during the revision phase and at that point you will be able to focus more on the exam technique aspects.

# Learning phase – Control sheet for BPP Learning Media

Chapter	Content	Quiz/Test	Questions	ACCA related resources
✓ tick the boxes below when complete				
Introduction				
1 The conceptual framework				<ul style="list-style-type: none"> <li>• The need for and an understanding of a conceptual framework</li> </ul>
2 The regulatory framework				<ul style="list-style-type: none"> <li>• IASB's conceptual framework for financial reporting</li> </ul>
3 Tangible non-current assets				<ul style="list-style-type: none"> <li>• Accounting for property, plant and equipment</li> <li>• Property, plant and equipment and tangible fixed assets – part 1</li> <li>• Property, plant and equipment and tangible fixed assets – part 2</li> <li>• How to account for property</li> </ul>
4 Intangible assets				<ul style="list-style-type: none"> <li>• Research and development</li> </ul>
5 Impairment of assets				
6 Revenue				<ul style="list-style-type: none"> <li>• Revenue revisited</li> </ul>
7 Introduction to groups				<ul style="list-style-type: none"> <li>• IFRS 3 – Business combinations</li> </ul>
8 The consolidated statement of financial position				<ul style="list-style-type: none"> <li>• Impairment of goodwill</li> <li>• F7 Learning outcomes</li> </ul>
9 The consolidated statement of profit or loss and other comprehensive income				
10 Accounting for associates				
11 Financial instruments				<ul style="list-style-type: none"> <li>• What is a financial instrument? – part 1</li> <li>• What is a financial instrument? – part 2</li> <li>• F7 Learning outcomes</li> </ul>
12 Leasing				<ul style="list-style-type: none"> <li>• Lease – operating or finance?</li> <li>• Accounting for leases</li> </ul>
13 Provisions and events after the reporting period				
14 Inventories and biological assets				
15 Taxation				<ul style="list-style-type: none"> <li>• Deferred tax</li> </ul>
16 Presentation of published financial statements				<ul style="list-style-type: none"> <li>• Suspense accounts and error correction</li> </ul>
17 Reporting financial performance				
18 Earnings per share				
19 Calculation and interpretation of ratios and trends				<ul style="list-style-type: none"> <li>• Performance appraisal</li> <li>• Exam technique article – How to approach performance appraisal questions</li> </ul>
20 Limitations of financial statements and interpretation techniques				<ul style="list-style-type: none"> <li>• F7 Learning outcomes</li> </ul>
21 Statements of cash flows				<ul style="list-style-type: none"> <li>• Study support video – Cash flows and interpretations</li> <li>• Cash flow statements</li> </ul>
22 Accounting for inflation				
23 Specialised, not-for-profit and public sector organisations				<ul style="list-style-type: none"> <li>• Not-for-profit organisations – part 1</li> <li>• Not-for-profit organisations – part 2</li> </ul>

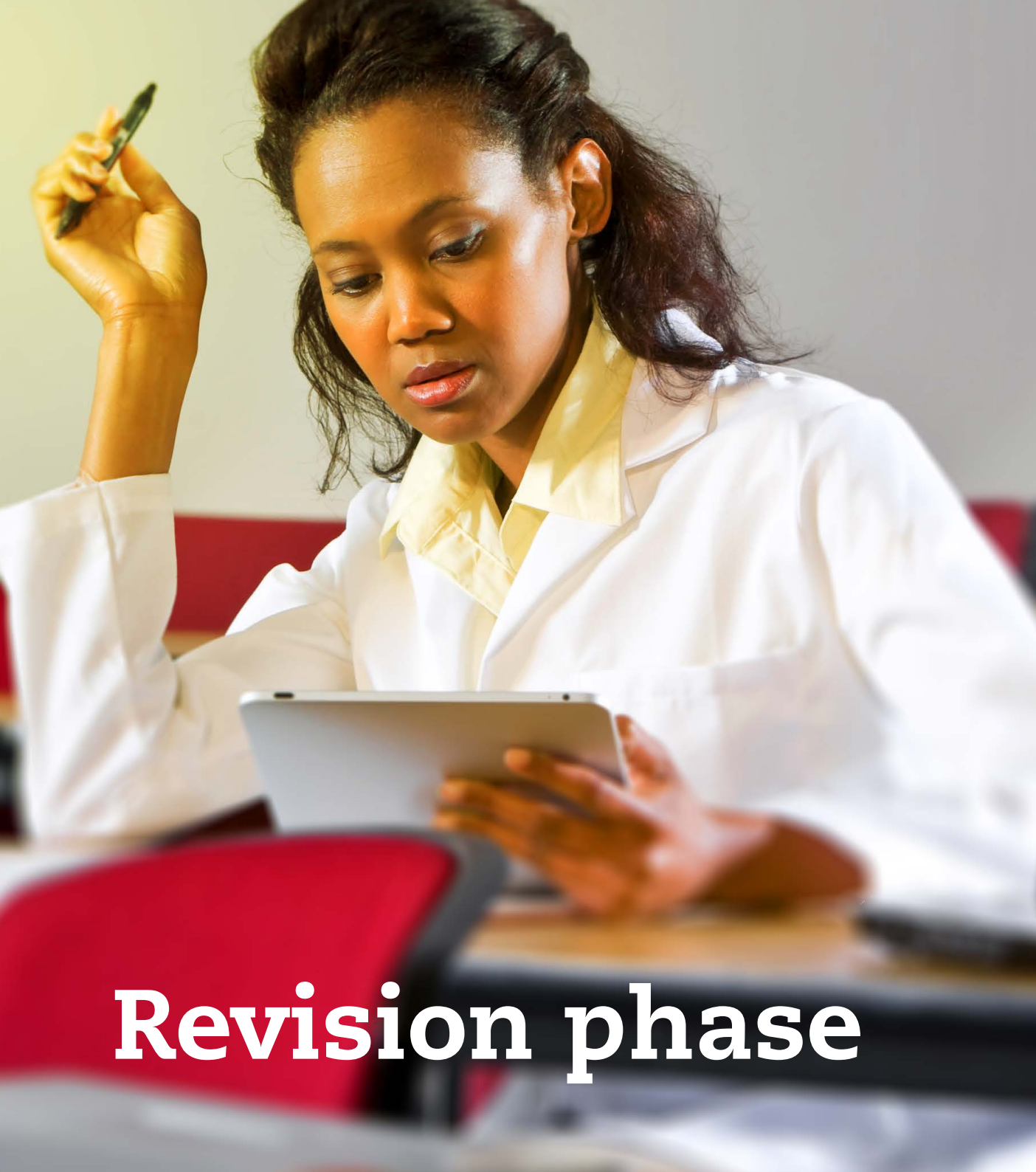
16 When watching the study support videos, focus at this stage on the technical aspects – you will watch these again during the revision phase and at that point you will be able to focus more on the exam technique aspects.



# Learning phase – Control sheet for Kaplan Publishing

Chapter	Content	Quiz/Test	Questions	ACCA related resources
✓ tick the boxes below when complete				
Introduction				
1 Introduction to published accounts				<ul style="list-style-type: none"> <li>• Suspense accounts and error correction</li> </ul>
2 Tangible non-current assets				<ul style="list-style-type: none"> <li>• Accounting for property, plant and equipment</li> <li>• Property, plant and equipment and tangible fixed assets – part 1</li> <li>• Property, plant and equipment and tangible fixed assets – part 2</li> <li>• How to account for property</li> </ul>
3 Intangible assets				<ul style="list-style-type: none"> <li>• Research and development</li> </ul>
4 Impairment of assets				
5 Non-current assets held for sale and discontinued operations				
6 A conceptual and regulatory framework				<ul style="list-style-type: none"> <li>• The need for and an understanding of a conceptual framework</li> <li>• IASB's conceptual framework for financial reporting</li> </ul>
7 Conceptual framework – Measurement of items				
8 Other standards				
9 Leases				<ul style="list-style-type: none"> <li>• Lease – operating or finance?</li> <li>• Accounting for leases</li> </ul>
10 Financial assets and financial liabilities				<ul style="list-style-type: none"> <li>• What is a financial instrument? – part 1</li> <li>• What is a financial instrument? – part 2</li> </ul>
11 Foreign currency				<ul style="list-style-type: none"> <li>• F7 Learning outcomes</li> </ul>
12 Revenue				<ul style="list-style-type: none"> <li>• Revenue revisited</li> </ul>
13 Taxation				<ul style="list-style-type: none"> <li>• Deferred tax</li> </ul>
14 Earnings per share				
15 IAS 37 and IAS 10				
16 Principles of consolidated financial statements				
17 Consolidated statement of financial position				<ul style="list-style-type: none"> <li>• IFRS 3 – Business combinations</li> <li>• Impairment of goodwill</li> </ul>
18 Consolidated statement of profit or loss				<ul style="list-style-type: none"> <li>• IFRS 3 – Business combinations</li> </ul>
19 Associates				
20 Group disposals				<ul style="list-style-type: none"> <li>• F7 Learning outcomes</li> </ul>
21 Interpretation of financial statements				<ul style="list-style-type: none"> <li>• Performance appraisal</li> <li>• Not-for-profit organisations – part 1</li> <li>• Not-for-profit organisations – part 2</li> <li>• Exam technique article – How to approach performance appraisal questions</li> <li>• F7 Learning outcomes</li> </ul>
22 Statement of cash flows				<ul style="list-style-type: none"> <li>• Study support video – Cash flows and interpretations</li> <li>• Cash flow statements</li> </ul>

17 When watching the study support videos, focus at this stage on the technical aspects – you will watch these again during the revision phase and at that point you will be able to focus more on the exam technique aspects.



# Revision phase

## Your checklist

- Revisit areas you struggled with during the learning phase
- Ensure you are confident with the knowledge needed to pass the exam
- Make sure you are able to apply that knowledge in questions

## Revision phase – Question practice

- Exam-standard question practice is vital now
- Work through as many questions as possible and all mock exams included in the [Approved Content Provider](#) question and answer banks – remember these are best for question practice as they include past exam questions updated for syllabus and format changes. Don't forget to practise some of these questions using the [constructed response workspace](#) if you are taking a CBE
- Work through the [specimen exam](#) (either CBE or paper based, whichever is relevant for you) – this will provide you with a clear picture of what the exam will look like making sure you know what to expect on the day
- If you are taking your exam on computer make sure you also work through the [F7 extra constructed response questions](#) giving you a great opportunity to make sure you are comfortable with the functionality of these exams



### Tips for success

- ✓ Consider blocking time in your study plan for specific questions or mock exams to ensure you cover everything.
- ✓ Don't be afraid to attempt questions you have already done – especially the ones you found tricky first time round.
- ✓ It is really important that you do some questions in full, to exam time – time management is often an issue and the more you prepare yourself the better you will perform in the exam.
- ✓ To keep motivation high, break some questions into individual parts, write plans or notes for some parts and do others in full.
- ✓ Work through the answers carefully – pay attention to areas you got wrong and understand where you went wrong – it is better to do a few questions well, than lots of questions badly.
- ✓ Try not to look at the answers before really attempting the question – you won't be able to do this in the real exam!
- ✓ Don't forget to review the marking guide too – you need to understand how marks are allocated to ensure you know how to maximise your marks.
- ✓ Make sure you check the website regularly for new resources - there may be new [technical articles](#) as well as new [CBE resources](#) added since you last looked.

## Revision phase – Key resources

- Review the [examining team's guidance](#) again in the context of what you have learnt
- Remind yourself of areas that students often struggle with and obtain tips on how to ensure you do not make the same mistakes by reviewing the [examiner's reports](#) from the last four sittings again, this time working through the [F7 – A guide to using the examiner's reports](#) to really benefit from the valuable advice provided
- View the study support video and exam technique article referred to in your control sheet again – this time focusing on the exam technique.
- Read the exam technique article [Multiple-choice questions](#) – this time using the techniques to help you practise questions
- Make sure you read the [study skills articles in Student Accountant](#) covering topics such as how to overcome exam anxiety as well as checking the [Student Accountant Hub](#) for any new technical articles related to F7



**Students who use specimen resources are more likely to pass than those who don't.**



### Tips for success

- ✓ Don't give up easily – if you really cannot understand something then consider posting a question on the [ACCA Learning Community](#) – if you found it difficult so will have others.

## Revision phase – What the examiner has said about F7 (extract from the December 2016 examiner's report)

### General paper comments

Candidates need to have knowledge of the entire syllabus and will not be successful if they simply rely on 'question spotting' a few selected areas for study. This is especially important given the format of the examination outlined above. **To pass F7, students must have a good all-round knowledge of financial reporting, rather than attempting to focus on what students may perceive to be 'major' areas of the syllabus.** The paper was a fair test of familiar topics, and well prepared students would have been able to score well. The most pleasing thing regarding the results showed that there were similar levels of performance across all three sections, highlighting that students are studying the wider syllabus well rather than focusing on the areas covered in section C.

Students who use examiners' reports are more likely to pass than those who don't.

Students who use 5 minutes with the examining team videos are more likely to pass than those who don't.



# Final preparation

## Your checklist

- You are clear on the knowledge you need to pass the exam as well as how to apply that knowledge
- You have the skills you need to pass the exam – eg time management

## Ensure you are familiar with:

- the exam format
- the style of questions
- the way the marks are allocated
- what specific syllabus areas are likely to be tested and in which questions

## Final preparation – Tips for success

### “ An extract from the syllabus and study guide for F7:

The syllabus begins with the conceptual framework for financial reporting with reference to the qualitative characteristics of useful information and the fundamental bases of accounting introduced in the Paper F3 syllabus within the Knowledge module. It then moves into a detailed examination of the regulatory framework of accounting and how this informs the standard setting process. The main areas of the syllabus cover the reporting of financial information for single companies and for groups in accordance with generally accepted accounting principles and relevant accounting standards. Finally, the syllabus covers the analysis and interpretation of information from financial reports.

”

### “ An extract from the F7 specimen exam marking guide:

#### Section C

Maximum marks

#### 31 (a) Schedule of retained earnings as at 30 September 20X4

Retained earnings per trial balance	½
Issue cost	1
Loan finance costs	1
Gains on investment properties	1
Depreciation charges	3
Income tax expense	1½
	8

”

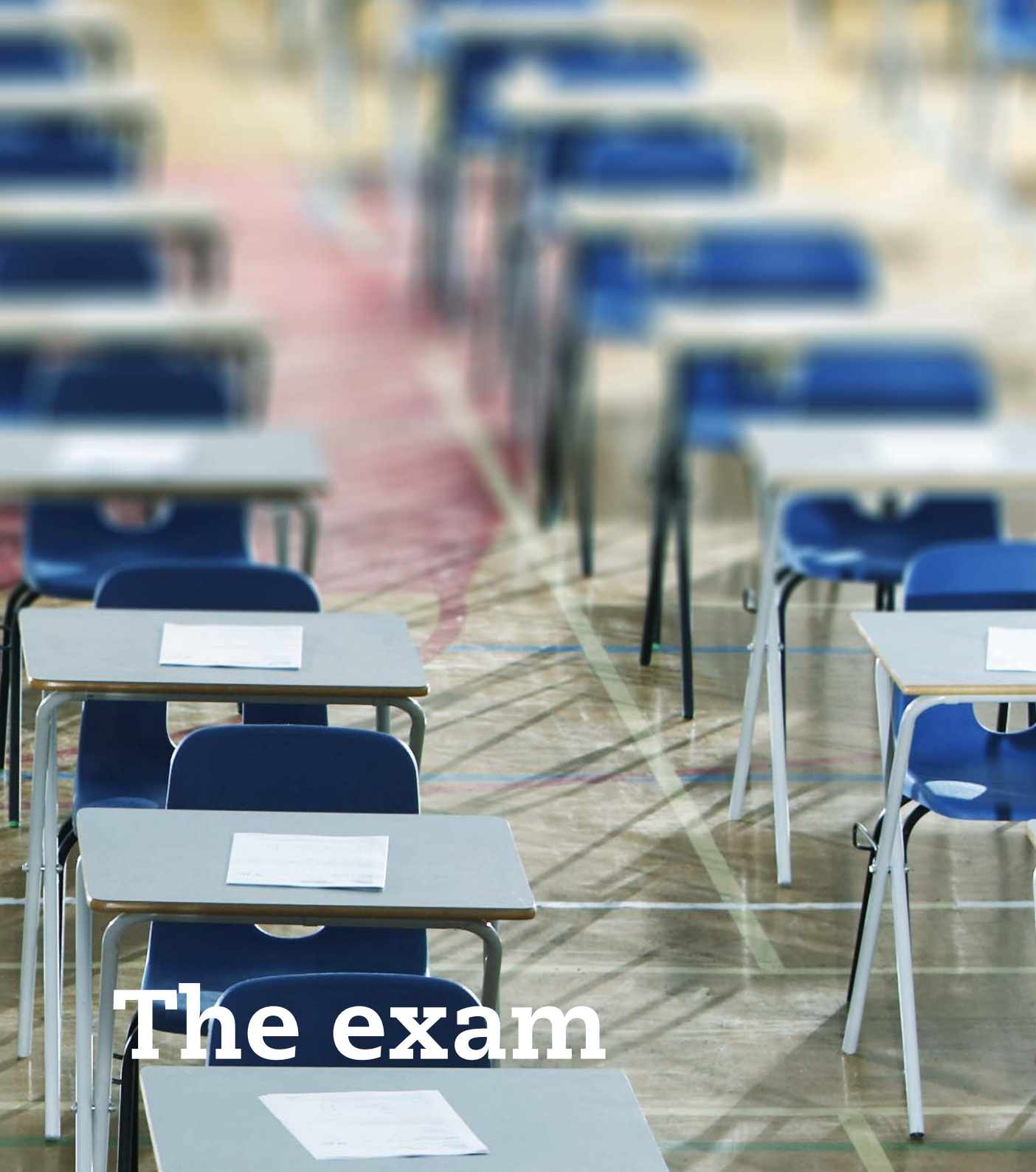


### Tips for success

- ✓ Go over questions again that you found difficult during the revision phase and make sure you attempt at least one mock again in full to time.
- ✓ If you are unsure about the exam format, the style of questions

or what specific syllabus areas are likely to be tested in which questions, read the [syllabus and study guide](#) again.

- ✓ If you are not sure about how the marks are allocated review the [specimen exam](#) again.



# The exam

## Your checklist

- Make sure you are ready to walk into your exam



# The Exam – Tips for success



## Tips for success

**Very few students enjoy taking exams but there are things you can do to make the experience less stressful!**

- ✓ Identify where the exam hall is.
- ✓ Plan your route to the exam hall, considering the time of day you will be travelling and any potential issues.
- ✓ Have in place a back-up plan in case of traffic problems or public transport delays.
- ✓ Ensure you have all the equipment you need for the exam (black pens, calculator etc).
- ✓ Don't forget to take your exam docket with you as well as your student identification.
- ✓ Eat properly before you leave for the exam.
- ✓ Sleep properly – do not spend the night before doing last minute late night revision – you will perform so much better if you are alert and well rested (and in any case, last minute revision will only cause you to panic!).
- ✓ Try not to get into discussions with fellow students just before the exam about what might come up – again this will only cause you stress.
- ✓ If you are taking a session based CBE then take a few minutes to watch the [Prepare for your upcoming session CBE video](#) for some last minute tips and information about these exams.

### Once the exam is over:

- ✓ Relax.
- ✓ Don't over analyse – you cannot change anything now!

Good  
Luck!

# Appendix – Links

## Appendix – Links

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04	Exam planner tool	<a href="http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/enter-an-exam/exam-planner.html">http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/enter-an-exam/exam-planner.html</a>
04	Exam resource finder	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources.html">http://www.accaglobal.com/gb/en/student/exam-support-resources.html</a>
04	Student section	<a href="http://www.accaglobal.com/gb/en/student.html">http://www.accaglobal.com/gb/en/student.html</a>
04	BPP English Language support for ACCA	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources/bpp-english-language-course.html">http://www.accaglobal.com/gb/en/student/exam-support-resources/bpp-english-language-course.html</a>
04, 08	Approved Learning Provider(s)	<a href="http://www.accaglobal.com/gb/en/student/your-study-options/learning-providers.html">http://www.accaglobal.com/gb/en/student/your-study-options/learning-providers.html</a>
04, 10, 23	Syllabus and study guide	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/syllabus-study-guide.html">http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/syllabus-study-guide.html</a>
04, 14	Student Accountant	<a href="http://www.accaglobal.com/gb/en/employer/supporting-trainees/sa-direct.html">http://www.accaglobal.com/gb/en/employer/supporting-trainees/sa-direct.html</a>
04, 14, 19	Approved Content Provider(s)	<a href="http://www.accaglobal.com/gb/en/student/your-study-options/alp-content.html">http://www.accaglobal.com/gb/en/student/your-study-options/alp-content.html</a>
04, 14, 20	ACCA Learning Community	<a href="https://learningcommunity.accaglobal.com">https://learningcommunity.accaglobal.com</a>
05	Sessions CBEs	<a href="http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/computer-based-exams/session-cbes.html">http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/computer-based-exams/session-cbes.html</a>
06	Session CBEs – dedicated page	<a href="http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/computer-based-exams/session-cbes/where-you-can-take-session-cbes.html">http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/computer-based-exams/session-cbes/where-you-can-take-session-cbes.html</a>
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10, 20	Examining team's guidance	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/examiners-reports.html">http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/examiners-reports.html</a>
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13, 19	Technical articles	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/technical-articles.html">http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/technical-articles.html</a>

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14, 19	Constructed response workspace	<a href="http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/specimen-exams.html">http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7/specimen-exams.html</a>
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15, 16, 17	IASB's conceptual framework for financial reporting	<a href="http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f7/technical-articles/iasb-conceptual-framework-financial-reporting.html">http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f7/technical-articles/iasb-conceptual-framework-financial-reporting.html</a>
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15, 16, 17	Accounting for leases	<a href="http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f7/technical-articles/accounting-for-leases.html">http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f7/technical-articles/accounting-for-leases.html</a>
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