HOW TO BOOK AN EXAM

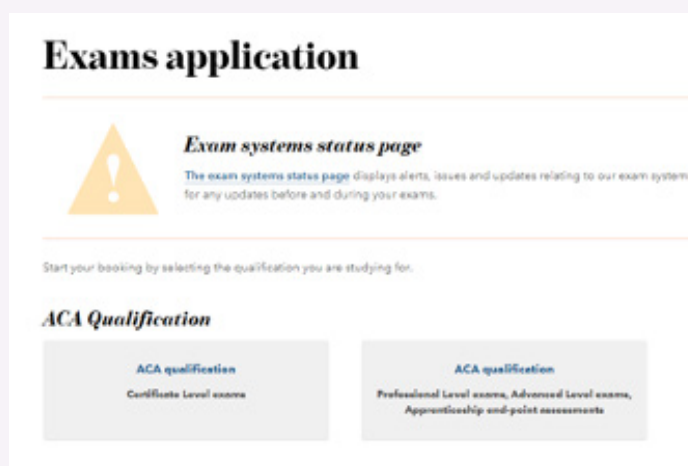## FOR PROFESSIONAL OR ADVANCED LEVEL

This guide will take you through the process of how to book an ACA Professional or Advanced Level exam using our online booking system.

It is your responsibility to keep track of all key dates and to apply for your exam before the exam booking deadline. Once the deadline has passed, no late bookings will be accepted, so ensure you book your exams early.
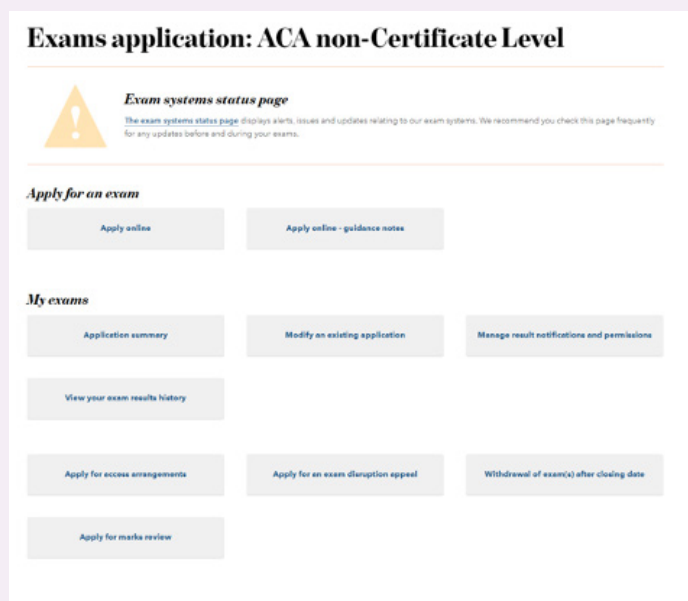
- View and make a note of all exam booking deadlines

- Download the ACA planner

1   **To book an exam, go to exams online. Go to the 'Examinations' tab and select 'Apply for exams'.**

You will then be asked to select your qualification.

Exams application

Exam systems status page

The exam systems status page displays alerts, issues and updates relating to our exam systems. for any updates before and during your exams.

Start your booking by selecting the qualification you are studying for.

ACA Qualification

| **ACA qualification** Certificate Level exams | **ACA qualification** Professional Level exams, Advanced Level exams, Apprenticeship end-point assessments |

2   **Once you have selected your qualification, you will need to click on 'Apply online'.**

Exams application: ACA non-Certificate Level

Exam systems status page

The exam systems status page displays alerts, issues and updates relating to our exam systems. We recommend you check this page frequently for any updates before and during your exams.

Apply for an exam

| Apply online | Apply online - guidance notes |

My exams

Application summary	Modify an existing application	Manage result notifications and permissions
View your exam results history		
Apply for access arrangements	Apply for an exam disruption appeal	Withdrawal of exam(s) after closing date
Apply for marks review		

3

You will then be able to see all of the available exam sessions that you can book. Select the exam session you wish to sit and click 'Next'.

4

You will now see a list of all the exams you are eligible to take. Select all the exams you wish to sit by using the tick box on the left-hand side. Use the drop down box under delivery method to choose between sitting your exam in a centre or via remote invigilation.

5

You must check your personal details are displayed correctly. If you have any changes you can update them by clicking 'edit personal details'.

It is vital that your email address is correct as this is where your exam communications will be sent. This will include important information such as your exam booking confirmation, exam updates and for remote invigilation exams, you will receive your system check and exam link.

6   SESSION PREFERENCES

Please enter your tuition provider and how you are studying.

- If you are not studying with a tuition provider please select '**No Tutor**'.
- If your tutor is not listed please select '**Other**'.
- If you have more than one tutor, select just one of them.
- Then enter the location – either town, postcode or country – where you would like to sit your exam(s). It is vital that your email address is correct as this is where your exam communications will be sent. This will include important information such as your exam booking confirmation, exam updates and for remote invigilation exams, you will receive your system check and exam link.

7   You will now be presented with the available exam centres closest to the location you entered. Simply pick your preferred centre by clicking 'Select' within the chosen venue box. You will need to do this for each exam you are applying for.

Once the centre has been selected and you move to the next screen, the selected centre will be reserved for 30 minutes. You will have 30 minutes to complete your booking. If you do not complete the process within this time, your centre choice will be released and you will need to start the booking again.

PLEASE NOTE

If an exam centre doesn't appear within the list, it means that this exam centre is not available. If you have access arrangements, the centres that meet your specific arrangements will be displayed. If you choose to sit your exams at different exam centres please ensure you have sufficient time between your exams to travel from one centre to another.

REMOTE INVIGILATION

If you are sitting an exam via remote invigilation you should select the most appropriate time zone for your location, for example, if you have chosen London you should select GBR or UK time zone.

ACCESS ARRANGEMENTS

If any access arrangements are applicable to you, they will be highlighted in bold and will state the exams they relate to.

For more information on how to apply for access arrangements visit icaew.com/aaguidance

8 Now enter your mobile phone number to receive your exam results by SMS/text message. You will also be able to view your exam results via your **online training file** and via the MyICAEW App. Download the app **here**.

9   **Review the details of your selection(s). Please read through carefully to check all details are correct.**

You will need to confirm that you agree with the terms and conditions and select Next.

Session details - Professional Level

SESSION PREFERENCES	
Tutor	BPP BIRMINGHAM
Study mode	Classroom

Session modules

MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	SELECTED CENTRE
Tax Compliance	🖥		
SESSION FEE			

Total fee

APPLICATION TOTAL FEE	

Terms and conditions

DO YOU ACCEPT THE TERMS AND CONDITIONS?
☐ Please check this box to confirm that you have read and agree to the terms and conditions.

10   **You will now be asked to choose a method of payment.**

If you work for an employer that is registered on the 'firm to pay' scheme, you will be presented with the option to 'Invoice my firm'.

If you are paying, select 'Pay online'. You will then see an online payment screen to pay using a credit or debit card. Please note, you can only use one method of payment within the session.

Payment

⏱ The selected centres are reserved for you for **28** minutes. Please complete the booking before then.

Your firm has an invoice set up for examination payments. You can choose to use this or pay us directly. You should have checked with your firm how payment will be made.

Total Fee Due:

Professional Level

EXAM FEES DUE	

PAYMENT OPTIONS
○ Invoice my firm   Select this option if you wish your firm to be invoiced directly for your examination entry fees.
○ Pay online   Select this option to pay your examination fees personally. We will then take you to the payment provider to complete the transaction.

[Next]   [Back]   Start again

11   **Once you have paid, the exam booking process is complete.**

You will receive an email from us notifying you that an application has been submitted. Go to your application summary, where you will be able to review and print your application details. You will be able to view the address of your exam centre by selecting the centre.

Please ensure you review your details thoroughly. You should ensure your details are correct as you can't make changes after the exam booking deadline. Should you need to modify your exam booking, you can view the guidance here, this can be done before the exam booking deadline.

Application received

Your examination application has been received and will now be processed. You should also receive an email confirming your application details.

If we have any queries with your application form, these will be identified during the next working day and we will contact you as soon as possible to resolve them.

- Your application status can be viewed at any time by following the **Application summary** link on the **Exams Application homepage**
- **Access your Training File**

12   **Modify your exam booking**

Should you need to modify your exam booking, you can view the guidance here, this can be done before the exam booking deadline.

PLEASE NOTE

Not all employers will pay for resits so do check this with them before booking your exam.

We do not accept different methods of payment within an exam session, so all exams must be paid by you or your employer.

You will not receive an admission letter. The detail of your exam application is available within your application summary.

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HAVE A QUESTION?

You can email us or ask a question at icaew.com/webchat. There are also live help boxes throughout our website to answer your queries. Or you can fill out our contact us form.

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 208,000 members and students around the world. 99 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 11,500 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

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TIDE
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2024

ICAEW is working towards becoming net zero