

HOW TO MODIFY OR WITHDRAW AN EXAM APPLICATION



FOR PROFESSIONAL AND ADVANCED LEVEL



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This guide will take you through the process of how to amend or withdraw your exam application for any ACA Professional or Advanced Level exam.

You can amend your application online before the exam booking deadline. This includes adding, removing or changing the exam you applied for, as well as changing the centre or exam delivery method you originally selected. Please note that changes can not be made after the exam booking deadline.

View and make a note of all [exam booking deadlines](#).

MODIFY YOUR EXAM APPLICATION

HOW TO CHANGE YOUR CENTRE SELECTION

- 1 To amend your application go to [exams online](#) and select 'Modify an existing application'.

- 2 Select the exam session you wish to amend.

SESSION NAME	DATE	STATUS
Advanced Level Examinations		Accepted

3 Select the exams that you want to change using the tick box on the left-hand side.

Ensure all the exams you intend to sit are selected using the tick box on the left-hand side. If you would like to change one exam application but still want to sit all the exams listed, please ensure all exams are ticked. Only untick an exam if you no longer want to sit it.

If any of your exams remain unticked, this will withdraw your exam application, so please check the details on screen carefully. Go to [page 10](#) for instructions on how to withdraw from an exam.

	MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☐	Corporate Reporting				
☒	Strategic Business Management				

[Next](#)
[Back](#)
[Start again](#)

4 You now have the option to change your preferred location and exam centre on the session preferences screen.

If you do want to amend your chosen centre follow steps 5 and 6.

Session preferences * Required fields

ADVANCED LEVEL EXAMINATIONS

* Tutor

* If you have more than one tutor please just select one.

No Tutor

* Study mode

Private/home study

Session fee

TOTAL FEE

Centre selection

* Enter preferred location

Chester, United Kingdom

Please note that the nearest 5 available centres will be returned by the system, if you cannot see the centre you were hoping to see, it is either full or has no spaces available to accommodate the particular exam conditions you require. Please select one of the options presented, we will not be able to complete your application manually to a centre that is not showing as available on the system.

[Review changes](#)
[Next](#)
[Back](#)
[Start again](#)

5 The centre you had previously selected will be displayed with a green tick.

To select a new centre, click the 'Select' button on the centre you would like to change to, and this will now be highlighted. Once you have made all the changes click 'Next'.

You will find guidance on how to withdraw from an exam application on [page 10](#).

Session modules

MODULE NAME	MODULE TYPE	DATE
Strategic Business Management		

Novotel (Liverpool)

(14.98 miles from you)

40 Hanover Street, Liverpool, L1 4LN
 +441908248250
 student.support@icaw.com

Selected

More details

Kings House Conference Centre (Manchester)

(31.21 miles from you)

King's Church, Manchester, M1 7HB
 +441908248250
 student.support@icaw.com

Select

More details

Sheffield United Football Ground

(60.08 miles from you)

The Ambassadors, Sheffield, S2 4SU
 +441908248250
 student.support@icaw.com

Select

More details

The H Suite (Birmingham)

(63.48 miles from you)

100 Icknield Port Road, Birmingham, B16 0AA
 +441908248250
 student.support@icaw.com

Select

More details

Shine (Leeds)

(70.93 miles from you)

Harehills Road, Leeds, LS8 5HS
 +441908248250
 student.support@icaw.com

Select

More details

- 6** A change summary screen will be displayed to show the changes you have made. Please review and confirm that you agree with the terms and conditions.

If your changes result in an additional payment being required you will be taken through to the payment screen.

If your changes result in a refund, this will be actioned and returned to the original payment method within 20 working days.

Advanced Level Examinations

WITHDRAWN MODULES		
Module name	Module type	Date & time (Local)
Corporate Reporting		

UNCHANGED MODULES		
Module name	Module type	Date & time (Local)
Strategic Business Management		

Additional fee

The changes you have made to your application do not require any extra payment.

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](#).

- 7** The 'Application received' screen confirms that we have received your exam application and you will receive an email notifying you that you have made a change to your exam booking.

Go to your [application summary](#) to view and print your exam application details.

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](#)
- Do you need to apply for an Access Arrangement? You can do this by going to [Apply for an Access Arrangement](#).

HOW TO CHANGE YOUR CENTRE-BASED EXAM TO A REMOTELY INVIGILATED EXAM

- 1** To amend your application go to [exams online](#) and select 'Modify an existing application'.

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 exam 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](#)

2 Select the exam session you wish to amend.

Active applications

Find below the sessions you have applied for. Please select an examination session to continue. Details of the selected session will be displayed on the next page.

	SESSION NAME	DATE	STATUS
☒	Advanced Level Examinations		Accepted



Exams Guidance Notes

Please make sure you familiarise yourself with the [exam application](#) information prior to attending the exam, especially the Instructions to Candidates.

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3 If you want to change your centre-based exam to a remotely invigilated exam:

Ensure all the exams you intend to sit are selected using the tick box on the left-hand side. If you would like to change one exam application but still want to sit all the exams listed, please ensure all exams are ticked. Only untick an exam if you no longer want to sit it.

For the exam(s) you want to sit but would like to change from centre-based to remote invigilation, use the drop down menu to change the delivery method.

If any of your exams remain unticked, this will withdraw your exam application. Please check the details on screen carefully. Go to [page 10](#) for instructions on how to withdraw from an exam.

Please note that changing the delivery method for a module will clear your existing centre booking against that module on completion of application.

	MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☒	Audit and Assurance		Centre Bas			
☐	Business Strategy and Technology		Centre Bas			
☐	Financial Management		Centre Bas			
☐	Business Planning: Taxation		Centre Bas			
☐	Tax Compliance		Centre Bas			

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Start again

Please note that changing the delivery method for a module will clear your existing centre booking against that module on completion of application.

	MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☒	Audit and Assurance		Remote Inv	10 June 2021, 09:00-11:30	£103.00	(Sunrise Parkway)
☐	Business Strategy and Technology		Centre Bas	10 June 2021, 14:00-16:30	£103.00	
☐	Financial Management		Centre Bas	11 June 2021, 09:00-11:30	£103.00	
☐	Business Planning: Taxation		Centre Bas	11 June 2021, 14:30-16:30	£103.00	
☐	Tax Compliance		Centre Bas	12 June 2021, 09:00-11:30	£103.00	

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Start again

4 Check the information on this screen and select 'Next'.

Session preferences * Required fields

PROFESSIONAL LEVEL - JUNE 2021

* **Tutor**
* If you have more than one tutor please just select one. KAPLAN LIVERPOOL

* **Study mode**
Classroom

Session fee

TOTAL FEE

Centre selection

CENTRE SELECTION

* **Enter preferred location**
Liverpool, UK

Please note that the nearest 5 available centres will be returned by the system. If you cannot see the centre you were hoping to see, it is either full or has no spaces available to accommodate the particular exam conditions you require. Please select one of the options presented, we will not be able to complete your application manually to a centre that is not showing as available on the system.

Next Back Start again

5 The closest time zones for remote invigilation will now be shown on your screen.

Select the appropriate time zone for your location and select 'Next'. For example, if you have chosen London you should select GBR or UK timezone.

Session modules

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE
Audit and Assurance		Remote Invigilation	

ICAEW - Remote Invigilation
(133.06 miles from you)

10 June 2021, 18:00-20:30
Metropolitan House, Milton Keynes, MK9 2FZ
01908248250
studentupport@icaw.com

Selected More details

Next Back Start again

6 The changes you have made will now be displayed on screen. Please review and confirm that you agree with the terms and conditions.

If your changes result in an additional payment being required you will be taken through to the payment screen.

If your changes result in a refund, this will be actioned and returned to the original payment method within 20 working days.

Advanced Level - July 2024

SESSION DETAILS

Closing date for this session

UNCHANGED MODULES

Module name	Module type	Delivery method	Date & time (local)	Selected centre	Fee	Payment method
Corporate Reporting		Remote Invigilation	18:00			@ Self

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](#).

7 The 'Application received' screen confirms that we have received your exam application. You will also receive an email notifying you that you have made a change to your exam booking.

Go to your [application summary](#) to view and print your exam application details.

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](#)
- Do you need to apply for an Access Arrangement? You can do this by going to [Apply for an Access Arrangement](#).

HOW TO CHANGE YOUR REMOTELY INVIGILATED EXAM TO A CENTRE-BASED EXAM

- 1 To amend your application go to [exams online](#) and select 'Modify an existing application'.

- 2 Select the exam session you wish to amend.

Active applications

Find below the sessions you have applied for. Please select an examination session to continue. Details of the selected session will be displayed on the next page.

	SESSION NAME	DATE	STATUS
☒	Advanced Level Examinations		Accepted

Exams Guidance Notes

Please make sure you familiarise yourself with the [exam application](#) information prior to attending the exam, especially the Instructions to Candidates.

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- 3 If you want to change your remotely invigilated exam to a centre-based exam:

Ensure all the exams you intend to sit are selected using the tick box on the left-hand side. If you would like to change one exam application but still want to sit all the exams listed, please ensure all exams are ticked. Only untick an exam if you no longer want to sit it.

For the exam(s) you want to sit but would like to change from remote invigilation to centre-based, use the drop down menu to change the delivery method.

If any of your exams remain unticked, this will withdraw your exam application. Please check the details on screen carefully. Go to [page 8](#) for instructions on how to withdraw from an exam.

Please note that changing the delivery method for a module will clear your existing centre booking against that module on completion of application.

	MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☒	Audit and Assurance		Remote Invigil			
☐	Business Strategy and Technology		Centre Based			
☐	Financial Management		Centre Based			
☐	Business Planning: Taxation		Centre Based			
☐	Tax Compliance		Centre Based			

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Start again

Please note that changing the delivery method for a module will clear your existing centre booking against that module on completion of application.

	MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☒	Audit and Assurance		Centre Based			
☐	Business Strategy and Technology		Centre Based			
☐	Financial Management		Centre Based			
☐	Business Planning: Taxation		Centre Based			
☐	Tax Compliance		Centre Based			

Next
Back
Start again

4 Check the information on this screen and select 'Next'.

Session preferences * Required fields

PROFESSIONAL LEVEL - JUNE 2021

* **Tutor**
* If you have more than one tutor please just select one. KAPLAN LIVERPOOL

* **Study mode** Classroom

Session fee

TOTAL FEE

Centre selection

CENTRE SELECTION

* **Enter preferred location** Liverpool, UK

Please note that the nearest 5 available centres will be returned by the system. If you cannot see the centre you were hoping to see, it is either full or has no spaces available to accommodate the particular exam conditions you require. Please select one of the options presented, we will not be able to complete your application manually to a centre that is not showing as available on the system.

Next Back Start again

5 Select your closest centre

To select a centre, click the 'Select' button on the relevant centre and this will now be highlighted. Once you have made all the changes click 'Next'.

Session modules

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE
Audit and Assurance Centre Based			
Milton Keynes (Learning Academy G9) (Sunrise Parkway) (132.13 miles from you) 10 June 2021, 09:00-11:30 G9 Gemini House, Milton Keynes, MK14 6LS 01908248250 studentsupport@icaw.com Selected More details	Milton Keynes (QA) (132.85 miles from you) 10 June 2021, 09:00-11:30 QA Ltd, Milton Keynes, MK9 1EJ 01908248250 studentsupport@icaw.com Select More details	Milton Keynes (Kaplan)(Elder Gate) (132.94 miles from you) 10 June 2021, 09:00-11:30 Kaplan Training, Milton Keynes, MK9 1LR 01908248250 studentsupport@icaw.com Select More details	
Milton Keynes - Regus (TEAMCo) (132.97 miles from you) 10 June 2021, 09:00-11:30 Regus - Midsummer Court, Milton Keynes, MK9 2UB 01908248250 studentsupport@icaw.com Select More details	Milton Keynes - Jury's Inn (TEAMCo) (132.98 miles from you) 10 June 2021, 09:00-11:30 Jury's Inn Milton Keynes, Milton Keynes, MK9 2HP 01908248250 studentsupport@icaw.com Select More details		

Next Back Start again

6 The changes you have made will now be displayed on screen. Please review and confirm that you agree with the terms and conditions, and select 'Next'.

Professional Level - September 2024

SESSION DETAILS

Closing date for this session: 30 June 2024

CHANGED DETAILS

Tutor changed to: KAPLAN LIVERPOOL

Study mode changed to: Classroom

UNCHANGED MODULES

Module name	Module type	Delivery method	Date & time (Local)	Selected centre	Fee	Payment method
Tax Compliance	Centre Based	Centre Based	6 September 2024, 13:00-15:30	Liverpool (Pitman) (Edinburgh Street)	£119.00	Self

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](#).

7 The 'Application received' screen confirms that we have received your exam application. You will also receive an email notifying you that you have made a change to your exam booking.

Go to your [application summary](#) to view and print your exam application details.

Application received

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

If you 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](#)
- Do you need to apply for an Access Arrangement? You can do this by going to [Apply for an Access Arrangement](#).

WITHDRAW FROM AN EXAM APPLICATION

You can withdraw from an exam session online before the exam booking deadline. Please note that once you withdraw from an exam session, you will not be able to re-book and will need to contact us for support.

View and make a note of all [exam booking deadlines](#).

Please note that if you request a withdrawal via your online training file after the booking deadline, a refund will only be considered if appropriate evidence is supplied within seven calendar days of your exam. More details can be found [here](#).

1

To amend your application go to exams online and select 'Modify an existing application'.

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](#)

2

Select the exam session you wish to amend.

Withdraw session

You have elected to cancel ALL exams in this session - (Professional Level)

The modules you have withdrawn from are:-

- Tax Compliance



You have chosen not to sit any modules in this exam session. If you still wish to sit a module in this session select 'Back' to change your application. If you select 'Next' you will not be entered for any modules during this exam session and will no longer be able to use the online system to book an exam in this session. For any queries please call our Student Support Team on +44 (0)1908 248 250.

[Next](#)
[Back](#)

- 3** Follow step one and two in the guidance on [page 3](#). At this stage of 'Modifying an existing application', you should untick the exam(s) that you want to withdraw from and then click 'Next'.

Please note that all exams that are selected and have a tick on the left-hand side, indicates that you still intend to sit this exam. Only untick an exam if you no longer want to sit it and would like to withdraw from the exam.

Professional Level - September 2024

The following is a list of all modules available to you in the session that you have selected. Please select the module(s) that you wish to sit.

Modules you have already applied to sit in this exam session are indicated with a tick, if you deselect a module you will be withdrawn from that module. Please ensure all the modules you wish to sit in this exam session are selected, you will only be charged for any additional modules you have selected.

If you wish to withdraw from any of the modules you have previously entered for, please remove the tick from the box next to any modules you no longer wish to sit in this exam session and then press the 'next' button at the bottom of this page. A refund will be issued to the original method of payment in due course.

Please note that changing the delivery method for a module will clear your existing centre booking against that module on completion of application.

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
☐ Tax Compliance	CPD	Centre Based	5 September 2024, 13:00-14:30	£110.00	Liverpool (Pierway/Strait)
☐ Business Planning: Banking	CPD	Centre Based	7 September 2024, 09:00-11:30	£110.00	
☐ Business Planning: Insurance	CPD	Centre Based	7 September 2024, 09:00-11:30	£112.00	
☐ Business Planning: Taxation	CPD	Centre Based	7 September 2024, 09:00-11:30	£110.00	
☐ Business Strategy and Technology	CPD	Centre Based	7 September 2024, 13:00-14:30	£110.00	
☐ Financial Management	CPD	Centre Based	8 September 2024, 09:00-11:30	£110.00	

[Next](#) [Back](#) [Start again](#)

- 4** You will now see a confirmation screen. Please confirm the withdrawal by clicking 'Next'.

Withdraw session

You have elected to cancel ALL exams in this session - (Professional Level - September 2024)

The modules you have withdrawn from are:

- Tax Compliance

i You have chosen not to sit any modules in this exam session. If you still wish to sit a module in this session select 'Back' to change your application. If you select 'Next' you will not be entered for any modules during this exam session and will no longer be able to use the online system to book an exam in this session. For any queries please call our Student Support Team on +44 (0)1928 240 253.

[Next](#) [Back](#)

- 5** Your application has now been withdrawn and you will receive an email notifying you that you have made a change to your exam booking. If a refund is granted this will be provided back to the original payment method 20 working days after the exam date.

Please note that if you have requested a refund after the exam booking deadline and your application was approved, your refund will be issued 20 working days after the day of the exam.

Withdrawal submitted

Your withdrawal has been submitted to ICAEW for processing. Any queries with your request will be identified during the next working day and you will be contacted as soon as possible.

An email has been sent to you confirming details of this withdrawal.

- Your application status can be viewed at any time by following the [Check your application status](#) link on the [Exams Application homepage](#)



HAVE A QUESTION?

You can email us or ask a question at [icaew.com/webchat](https://www.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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* includes parent companies. Source: ICAEW member data
February 2024, Interbrand, Best Global Brands 2023