How to book an exam online

The following guide will take you through the process of how to book your place and apply for any Professional or Advanced Level exam using our online booking system.

1

Martin Smith Training File | Student No. 3491833   Download PDF

R.P. Smith & Co, BOLTON | 14th Feb 2010 to 14th Feb 2013

| Summary | Practical work experience | Professional development | Ethics and professional scepticism | Examinations | Audit qualification |

📕 Examinations

| Transcript of academic excellence | Apply for exams | Apply for credit for prior learning |
| Get all your results as a consolidated transcript of academic excellence | Apply for your next exam online. | Apply for credit for your prior learning online. |

Examination history

| Subject | Date | Variant | Mark | Result |

CPL application history

Education history

Exam application history

Start again

2

Available examination sessions

The following examination sessions are currently open. Please select the examination sessions at which you wish to sit modules. Details of these modules will be displayed on the next page.

Session name	Session date
○ Professional	September 2016
○ Advanced 2016	July 2016
○ Professional	June 2016

Next   Back

3

Professional – June 2016

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 making sure that you choose the correct date and time slot.

	Module name	Module type	Date & time (UK)	Fee
☑	Audit and Assurance	📝	10 June 2016, 09:30 – 12:30	£90.00
☑	Financial Accounting and Reporting	📝	10 June 2016, 14:00 – 17:00	£90.00
☐	Business Strategy	📝	11 June 2016, 09:30 – 12:00	£90.00
☐	Financial Management	📝	11 June 2016, 14:00 – 16:30	£90.00
☐	Business Planning: Insurance	📝	12 June 2016, 09:30 – 12:00	£90.00
☐	Business Planning: Banking	📝	12 June 2016, 09:30 – 12:00	£90.00
☐	Business Planning: Taxation	📝	12 June 2016, 09:30 – 12:00	£90.00
☐	Tax Compliance	🖥	13 June 2016, 09:30 – 12:00	£90.00

Next   Back   Start again

1 To apply for Professional and Advanced Level exams, access the online application process via your online training file. Go to the 'Examinations' tab and select 'Apply for exams'.

2 Click on 'Apply online' and you will see the available exam sessions that you can book on to. Then select the exam session you wish to sit and click 'Next'.

3 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. Then click 'Next'.

Please note

Sessions are available to book six weeks before the exam closing date. Check out the full list of exam dates and deadlines.

CLICKABLE LINKS
The online .pdf version of this document has clickable links. Any text in bright red will link to a web page.

4

5

6

4 Personal details

If the details displayed are incorrect, you can change them by clicking 'Edit personal details'.

Access arrangements

If any access arrangements are applicable to you, they will be highlighted in bold and will state the exams they relate to. If you need to apply for any specific adjustments or provisions for exams due to a disability or medical condition, please email aa@icaew.com. You can find out more on the process on our website.

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 preferred location – either town, postcode or country – where you would like to sit your exam(s). A list will appear and you can choose your preferred location from this list.

Please note

If an exam centre doesn't appear within the list, it is likely that this exam centre is fully booked.

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.

5 You will now be presented with the five closest available exam centres to your preferred location. Pick your preferred centre by clicking 'Select' on the chosen venue. This is repeated for each exam you have entered 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.

6 Now enter your email address and mobile number to receive your exam results by email or SMS message.

7

Session details – Professional – June 2016

Session preferences

Tutor	
* You must have studied with the selected organisation or the application may be rejected without the possibility of a refund.	BPP BIRMINGHAM
Study mode	Classroom

Session modules

Module name	Module type	Date & time (Local)	Selected centre
Audit and Assurance		10 June 2016, 09:30-12:30	Hotel Novotel – Paper
Financial Accounting and Reporting		10 June 2016, 14:00-17:00	Hotel Novotel – Paper
Session fee			**£ 180.00**

Total fee

Application total fee	£ 180.00

Terms and conditions

Do you accept the terms and conditions?

8

Payment

The selected centres are reserved for you for 25 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: £0.00

Professional – June 2016

Exam fees due	£ 180.00
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 'Worldpay' to complete the transaction.

Next Back   Start again

9

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

7 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 then click 'Next'.

Have a question?

You may find your question listed within the frequently asked questions available on our website. Alternatively call or email us or ask your question via the live help on our website.

T +44 (0)1908 248 250
E studentsupport@icaew.com
icaew.com/exams

8 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 be taken to an online payment screen to make payment using a credit or debit card.

9 Once you have made payment, the exam application process is complete.

You will receive an email confirming your application details. You can also go to the 'Application summary' to review and print your application details.

Please ensure you review your details thoroughly. If the details are incorrect, you can make changes online before the closing date, by going to 'Modify an existing application'.

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 no longer be sent an admission letter. The detail of your exam application is available within the application summary.