

FOR ICAEW CFAB OR ACA CERTIFICATE LEVEL

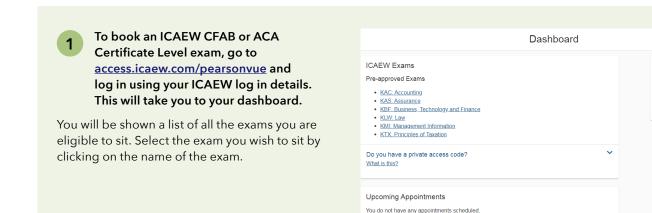


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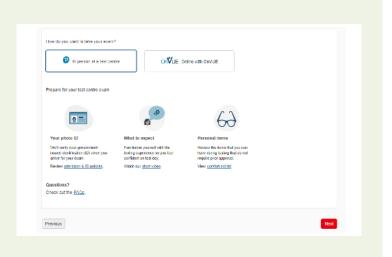
This guide will take you through the process of how to book an ICAEW CFAB or ACA Certificate Level exam, at a test centre.



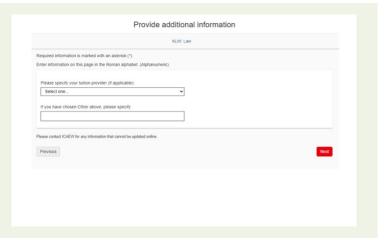
You will then be asked if you would like to sit your exam at a local test centre or via remote invilgilation.

To sit your exam at a local test centre select 'In person at a test centre'.

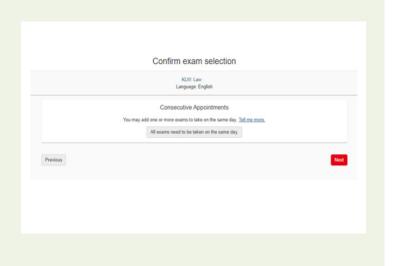
To prepare for your exam review the admission and ID policies, watch our short video so you know what to expect on the day and check out our FAQs. Select 'Next' to continue.



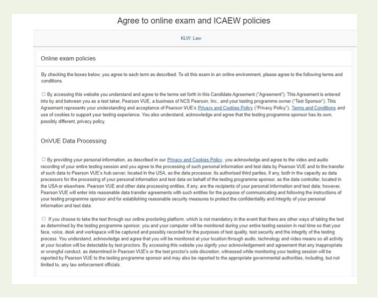
Next it will ask you for additional information about your tuition provider. Please use the drop down list provided if your choose 'other' please specify. Click 'Next' to proceed.



You can add additional exams to this booking. Follow the link to add another one. Or select 'Next'.

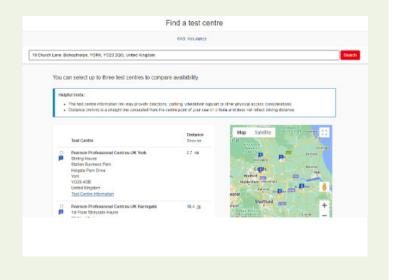


You will now be presented with ICAEW exam policies. Please review these carefully and select 'Agree' to confirm you understand and will comply with them.



6 Enter the location – either town, postcode or country – where you would like to sit your exam.

The exam centres close to the location you have entered will be presented on screen. Tick the box next to the centre you want to sit your exam at by clicking on it, and then click 'Next'.

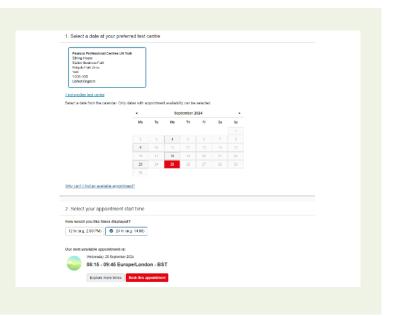




You will now be presented with the available dates that you can sit your exam. Select your preferred exam date and time by clicking on it.

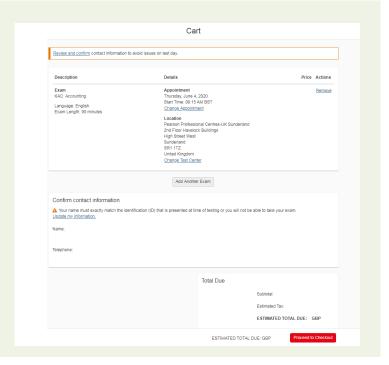
Please ensure that you check that the times displayed are listed in the correct time zone and that you select the correct time slot.

If you want alternative times select the 'Explore more times' button and then select the time slot you want. Select 'Book this appointment' when ready.



You will then be presented with an order summary listing your exam details. Please read through carefully to check that all the details are correct.

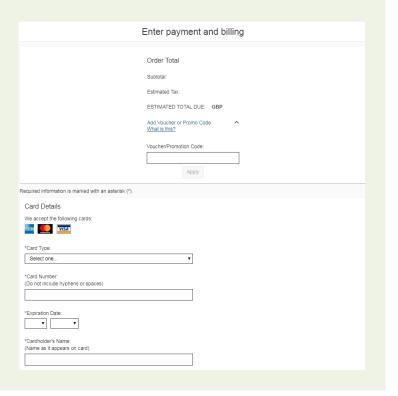
You can 'Add another exam' at this stage. Otherwise, if you are happy with all the details click on 'Proceed to checkout'.





You will now be asked to complete your payment details. Once you have completed this, click 'Next' to continue.

If you have received a voucher or promotional code, select 'Add voucher or promo code', input the code in the box provided and click 'Apply', then select 'Next'.

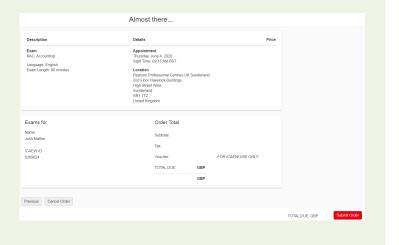


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You will now be shown a summary of your order. Review the details and click on 'Submit order' to complete your booking.

You will see a summary of your payment and receive an email confirming your exam booking.

You can view, amend or cancel your booking up to 24 hours before your exam. We have created a <u>guide</u> to help you through this process.





HAVE A QUESTION?

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