

HOW TO BOOK AN EXAM AT A TEST CENTRE



FOR ICAEW CFAB OR ACA CERTIFICATE LEVEL



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

- 1 To book an ICAEW CFAB or ACA Certificate Level exam, go to access.icaew.com/pearsonvue and log in using your ICAEW log in details. This will take you to your dashboard.**

You will be shown a list of all the exams you are eligible to sit. Select the exam you wish to sit by clicking on the name of the exam.

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

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.

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

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

Confirm exam selection

KLW: Law
Language: English

Consecutive Appointments

You may add one or more exams to take on the same day. [Tell me more.](#)

All exams need to be taken on the same day

Previous Next

- 5** 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.

Agree to online exam and ICAEW policies

KLW: Law

Online exam policies

By checking the boxes below, you agree to each term as described. To sit this exam in an online environment, please agree to the following terms and conditions.

☐ By accessing this website you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing programme owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of Pearson VUE's [Privacy and Cookies Policy](#) ("Privacy Policy"), [Terms and Conditions](#) and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing programme sponsor has its own, possibly different, privacy policy.

OnVUE Data Processing

☐ By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE's hub server, located in the USA, as the data processor, its authorised third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing programme sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing programme sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

☐ If you choose to take the test through our online proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing programme sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk and workspace will be captured and possibly recorded for the purposes of test quality, test security and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website you signify your acknowledgement and agreement that any inappropriate or wrongful conduct, as determined in Pearson VUE's or the test proctor's sole discretion, witnessed while monitoring your testing session will be reported by Pearson VUE to the testing programme sponsor and may also be reported to the appropriate governmental authorities, including, but not limited to, any law enforcement officials.

- 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'.

Find a test centre

KAS: Assurance

10 Church Lane, Bishopton, YORK, YO23 2QG, United Kingdom

You can select up to three test centres to compare availability

Helpful hints:

- The test centre information lists may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (meters) is a straight line calculated from the centre point of your search criteria and does not reflect driving distance.

Test Centre	Distance
<input type="checkbox"/> Pearson Professional Centres-UK York Shire House Station Business Park Holgate Park Drive York YO26 4DB United Kingdom Test Centre Information	27.0
<input type="checkbox"/> Pearson Professional Centres-UK Harrogate 1st Floor Shire House ...	16.4

Map Satellite

7 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.

1. Select a date at your preferred test centre

Pearson Professional Centres UK York
 55 King House
 Station Road, York
 YO26 1DD
 United Kingdom

[Find another test centre](#)

Select a date from the calendar. Only dates with appointment availability can be selected.

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

[Why can't I find an available appointment?](#)

2. Select your appointment start time

How would you like times displayed?

12 hr (e.g. 2:00 PM) ☒ 24 hr (e.g. 14:00)

Our next available appointment is:
 Wednesday, 25 September 2024
 08:15 - 09:45 Europe/London - BST

[Explore more times](#) [Book this appointment](#)

8 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'.

Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
Exam KAC: Accounting Language: English Exam Length: 90 minutes	Appointment Thursday, June 4, 2020 Start Time: 09:15 AM BST Change Appointment Location Pearson Professional Centres-UK Sunderland 2nd Floor Havelock Buildings High Street West Sunderland SR1 1T2 United Kingdom Change Test Center		Remove

[Add Another Exam](#)

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.
[Update my information.](#)

Name:

Telephone:

Total Due	
Subtotal:	
Estimated Tax:	
ESTIMATED TOTAL DUE:	GBP

ESTIMATED TOTAL DUE: GBP [Proceed to Checkout](#)

9 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'.

Enter payment and billing

Order Total

Subtotal:

Estimated Tax:

ESTIMATED TOTAL DUE: GBP

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:

Apply

Required information is marked with an asterisk (*).

Card Details

We accept the following cards:

*Card Type:

Select one...

*Card Number:

(Do not include hyphens or spaces)

*Expiration Date:

*Cardholder's Name:

(Name as it appears on card)

10 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 [guide](#) to help you through this process.

Almost there...

Description	Details	Price
Exam KAC: Accounting Language: English Exam Length: 90 minutes	Appointment Thursday, June 4, 2020 Start Time: 09:15 AM BST Location Pearson Professional Centres-UK Sunderland 2nd Floor Havelock Buildings High Street West Sunderland SR1 1TZ United Kingdom	

Exams for

Name: Josh Mather

ICAEW ID: 6269624

Order Total

Subtotal:

Tax:

Voucher: FOR ICAEW USE ONLY

TOTAL DUE: GBP

GBP

Previous Cancel Order

TOTAL DUE: GBP [Submit Order](#)



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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* includes parent companies. Source: ICAEW member data
February 2024, Interbrand, Best Global Brands 2023