



How to book an exam at a test centre

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.

The dashboard displays the following information:

- ICAEW Exams**
 - Pre-approved Exams
 - KAC: Accounting
 - KAS: Assurance
 - KBF: Business, Technology and Finance
 - KLW: Law
 - KMI: Management Information
 - KTX: Principles of Taxation
 - Do you have a private access code? [What is this?](#)
- My Account**
 - [My Profile](#)
 - [Preferences](#)
 - [Exam History](#)
 - [My Receipts](#)
- Upcoming Appointments**

You do not have any appointments scheduled.

- 2 You will then be asked if you would like to sit your exam at a local test centre or online from your home or office.

You should select 'At a local test centre'. Then click 'Next' until you arrive at the 'Find a test center' page.

The page shows the following options:

- All fields are required.
- How do you want to take your exam? [Exam delivery option descriptions](#)
- At a local test centre
- Online from my home or office
- Buttons: Previous, Next

- 3 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'.

The page displays the following information:

- Search bar: 6 Crosslea Avenue, SUNDERLAND, SR3 1LR, SUNDERLAND, SR3 1LR, United Kingdom
- Text: You can select up to three test centers to compare availability.
- Helpful hints:
 - The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
 - Distance (m/ki) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.
- Table of Test Centers:

Test Center	Distance
<input checked="" type="checkbox"/> Pearson Professional Centres-UK Sunderland 2nd Floor Havelock Buildings High Street West Sunderland SR1 1TZ United Kingdom Test Center Information	1.4 (mi)
<input type="checkbox"/> Pearson Professional Centres-UK Newcastle First Floor Collingwood House	10.1 (mi)

A map on the right shows the location of the selected test center in Sunderland, UK.

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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.

Find an appointment

KAC: Accounting

Pearson Professional Centres-UK Sunderland
2nd Floor Havelock Buildings
High Street West
Sunderland
SR1 1TZ
United Kingdom

[Change Test Centers](#)

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

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

Select a date from the calendar. Only available dates can be selected.

Available start times: Thursday, June 4, 2020 at Pearson Professional Centres-UK Sunderland
Times shown in: Europe/London - BST [Show 24-hour](#)

Morning	Afternoon
09:15 AM	01:00 PM
10:15 AM	

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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 1TZ 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](#)

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You will now be presented with our policies. Please review carefully and confirm that you agree by clicking 'Accept'.

Agree to policies

Please feel free to contact us with your comments or questions.

ICAEW Exam Terms & Conditions
By attending your scheduled exam appointment, it is implied that you accept and agree to follow the candidate rules that will be presented to you at the Pearson VUE test centre, and to follow instructions given to you by the test centre staff. You must also ensure that you have read and understood the ICAEW exam terms & conditions, which can be found at www.icaew.com/icaew

CPL
If you have applied for credit for prior learning (CPL), please check your training file via the ICAEW website and review the status of your CPL application:

- If you have been awarded CPL you should not sit the exam.
- If you proceed with the exam having been awarded CPL and subsequently fail the exam, the CPL credit will be removed, as you will no longer be eligible, and a refund cannot be provided.
- If you have been awarded CPL you may cancel your exam and, if you provide at least 24 hours' notice, you will receive a refund for the exam fee.

Results
You can normally access your results 24 hours after completing the assessment by logging into your student page on the ICAEW website <https://www.icaew.com> and going to your 'Exam Results History'. If you have any queries regarding your assessment result, please contact the ICAEW Student Support team at studentsupport@icaew.com or +44(0)1908 248250.

Important: Please note, if you are due to receive your Certificate Level ICAEW CFAB exam results on the same day the ACA Professional or Advanced Level exams results are released, you will receive your results at the slightly later time of approximately 12:00pm (UK time). You will continue to access your exam results via the Examinations tab of your online training file at www.icaew.com/training. View all Professional and Advanced Level exam results dates within the [ACA calendar](#) or the exam section of the [ICAEW website](#).

Student Feedback: Once you have completed your test, in order to help ICAEW identify parts of the exam process that could be improved, please complete the short student survey at Student Feedback: Once you have completed your test, in order to help ICAEW identify parts of the exam process that could be improved, please complete the short student survey at <https://survey.pearsonvue.com/1140223563/>

[Cancel](#) [Accept](#)

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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:

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)

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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 [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: 0296024	Order Total Subtotal: Tax: Voucher: FOR ICAEW USE ONLY TOTAL DUE: GBP GBP	

TOTAL DUE: GBP



HAVE A QUESTION?

You can call, 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.

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