

FOR PROFESSIONAL AND ADVANCED LEVEL



Contents

MODIFY YOUR EXAM APPLICATION	3	
How to change your centre selection How to change your centre-based exam to a remotely invigilated exam How to change your remotely invigilated exam to a centre-based exam WITHDRAW FROM AN EXAM APPLICATION	3 5 8	
		10

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.

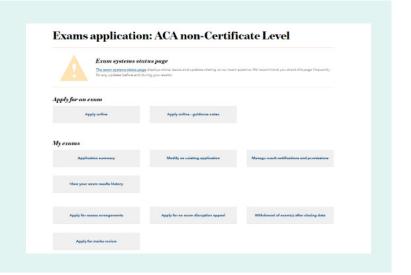
You can amend your application online before the exam booking deadline. This includes adding, removing or changing the exam you applied for, as well as changing the centre or exam delivery method you originally selected. Please note that changes can not be made after the exam booking deadline.

View and make a note of all exam booking deadlines.

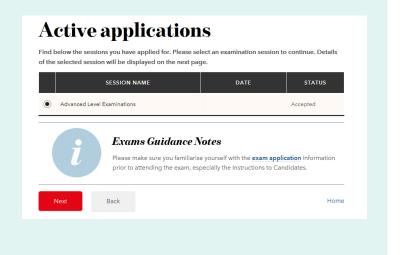
MODIFY YOUR EXAM APPLICATION

HOW TO CHANGE YOUR CENTRE SELECTION OR ADD ANOTHER MODULE

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



2 Select the exam session you wish to amend.

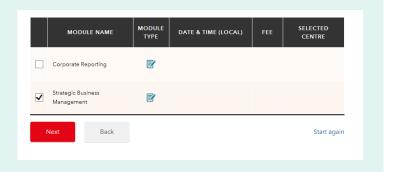




Select the exams that you want to change using the tick box on the left-hand side.

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.

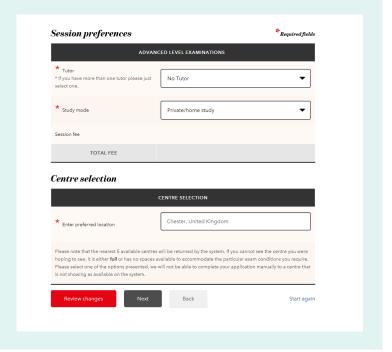
If any of your exams remain unticked, this will withdraw your exam application, so please check the details on screen carefully. Go to <u>page 10</u> for instructions on how to withdraw from an exam.





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.

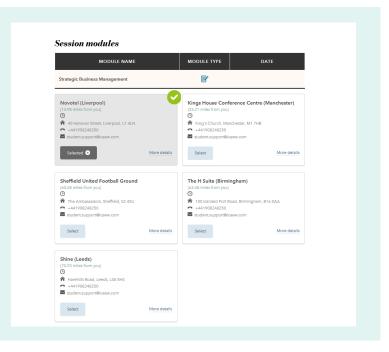




The centre you had previously selected will be displayed with a green tick.

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.

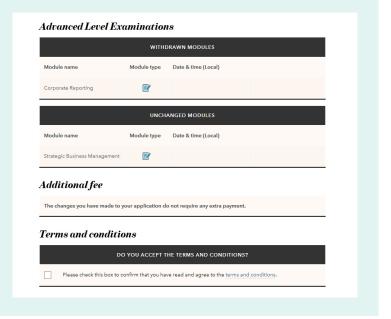




A change summary screen will be displayed to show the changes you have made. Please review and confirm that you agree with the terms and conditions.

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

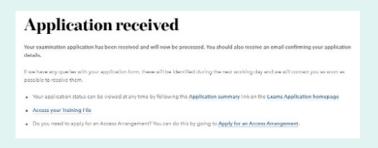
If your changes result in a refund, this will be actioned and returned to the original payment method within 20 working days.





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.

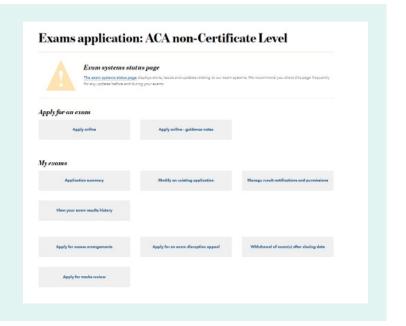
Go to your <u>application summary</u> to view and print your exam application details.



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

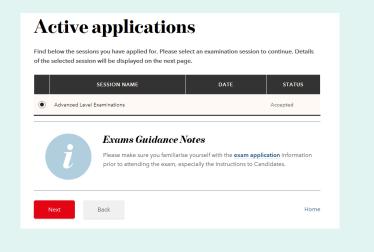
1

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





Select the exam session you wish to amend.



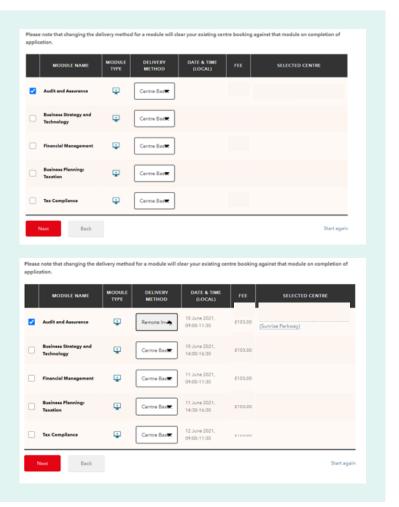
3

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.

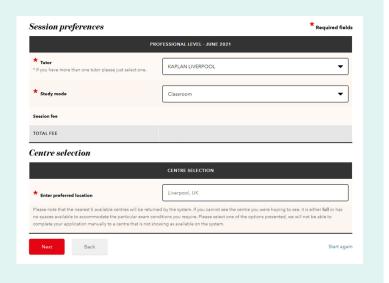
For the exam(s) you want to sit but would like to change from centre-based to remote invigilation, use the drop down menu to change the delivery method.

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.



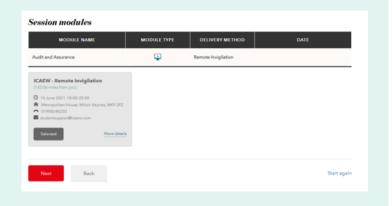


Check the information on this screen and select 'Next'.



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

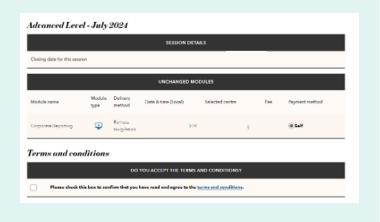
Select the appropriate time zone for your location and select 'Next'. For example, if you have chosen London you should select GBR or UK timezone.



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.



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 <u>application summary</u> to view and print your exam application details.

Application received

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

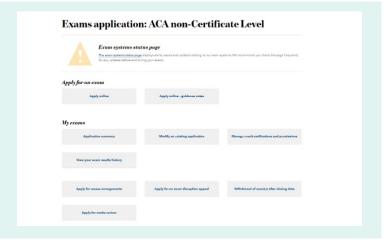
if we have any quenes with your application form, these will be identified during the next working day and we will contact you as soon as possible to resolve them.

- 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

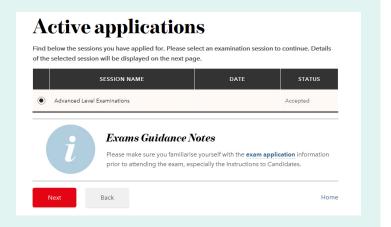


To amend your application go to exams online and select 'Modify an existing application'.



2

Select the exam session you wish to amend.



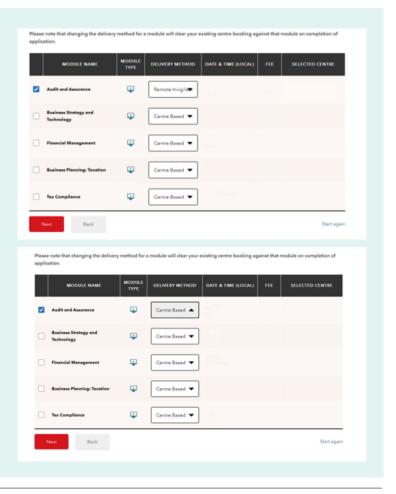
3

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.

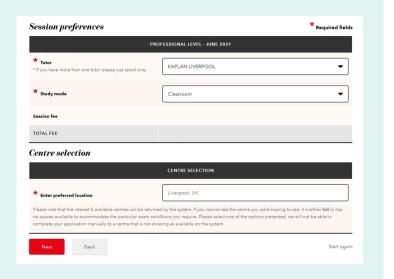
For the exam(s) you want to sit but would like to change from remote invigilation to centre-based, use the drop down menu to change the delivery method.

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.





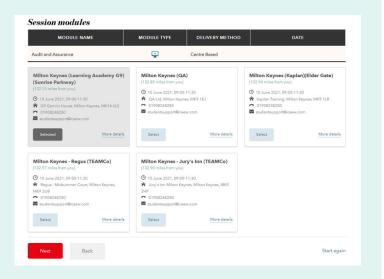
Check the information on this screen and select 'Next'.



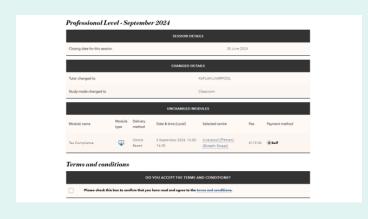


Select your closest centre

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'.



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'.



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 <u>application summary</u> 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 distails.

If we have any question with your equivation form, these will us identified during the next working they and as will contact you assume as possible to receive them.

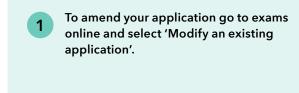
- Your application status can be viewed at any time by following the Application summary link on the Exams Application homepage
- Access your Training File
- Do you need to apply for an Access Arrangement? You can do this by going to Apply for an Access Arrangement.

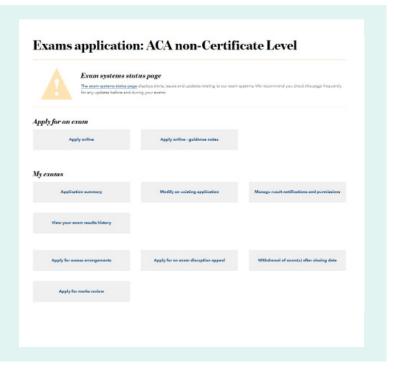
WITHDRAW FROM AN EXAM APPLICATION

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.

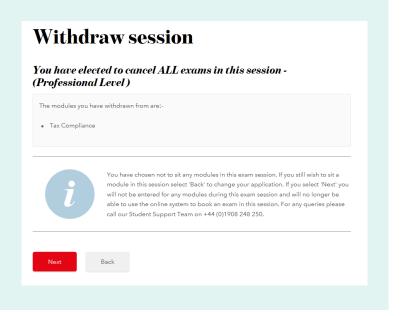
View and make a note of all exam booking deadlines.

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.



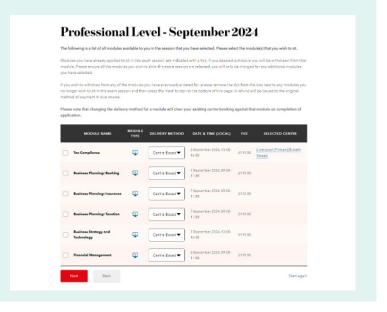


2 Select the exam session you wish to amend.

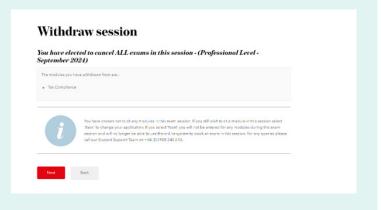


Follow step one and two in the guidance on page 3. At this stage of 'Modifying an existing application', you should untick the exam(s) that you want to withdraw from and then click 'Next'.

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.



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



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 be will 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 <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.

charteredaccountantsworldwide.com globalaccountingalliance.com

ICAEW

Chartered Accountants' Hall Moorgate Place London EC2R 6EA UK

T +44 (0)20 7920 8100 E generalenquiries@icaew.com icaew.com











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