



# How to book an exam online

This guide will take you through the process of how to book an ACA Professional or Advanced Level exam using our online booking system.

It is your responsibility to keep track of all key dates and to apply for your exam before the exam booking deadline. Once the deadline has passed, no late bookings will be accepted, so ensure you book your exams early.

- View and make a note of all [exam booking deadlines](#)
- Download the [ACA planner](#)

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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'.

Alternatively, you can apply via the [exams application](#) area of our website.

## Exams application

### Apply for an exam

[Apply online](#)

[Apply online - guidance notes](#)

### My exams

[Application summary](#)

[Modify an existing application](#)

[View your exam results history](#)

[Manage email/SMS results notification](#)

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

## Available examination sessions

The following examination sessions are currently open. Please select the examination session at which you wish to sit modules. Details of these modules will be displayed on the next page. If you wish to apply for the Case Study Exam and are not being given the option for the session you select please read the notes on the page.

	SESSION NAME	SESSION DATE
<input type="radio"/>	Apprenticeship L4	June 2018
<input type="radio"/>	Professional Level	June 2018
<input type="radio"/>	Apprenticeship L4	March 2018

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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'.

## Professional Level - June 2018

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.

	MODULE NAME	MODULE TYPE	DATE & TIME (UK)	FEE
<input checked="" type="checkbox"/>	Tax Compliance		20 June 2018, 13:00 - 17:00	£90.00
<input type="checkbox"/>	Financial Management		21 June 2018, 09:00 - 12:00	£90.00
<input type="checkbox"/>	Financial Accounting and Reporting - UK GAAP		21 June 2018, 13:00 - 17:00	£90.00
<input type="checkbox"/>	Financial Accounting and Reporting - IFRS		22 June 2018, 09:00 - 12:00	£90.00

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If your personal details are displayed incorrectly, you can change them by clicking 'Edit personal details'.

### 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 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.

### Session preferences

\* Required fields

PROFESSIONAL LEVEL - SEPTEMBER 2017

* Tutor * If you have more than one tutor please just select one.	<input type="text" value="KAPLAN LIVERPOOL"/>
* Study mode	<input type="text" value="Classroom"/>
Session fee	£ 180.00
<b>TOTAL FEE</b>	<b>£ 180.00</b>

### Centre selection

CENTRE SELECTION

* Enter preferred location	<input type="text" value="Liverpool, United Kingdom"/>
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Please note that the nearest 5 available centres will be returned by the system. If you cannot see the centre you were hoping to see, it is either **full** or has no spaces available to accommodate the particular exam conditions you require. Please select one of the options presented, we will not be able to complete your application manually to a centre that is not showing as available on the system.

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### ACCESS ARRANGEMENTS

If any access arrangements are applicable to you, they will be highlighted in bold and will state the exams they relate to. For more information on how to apply for access arrangements visit [icaew.com/aaguidance](http://icaew.com/aaguidance)

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You will now be presented with the available exam centres closest to the location you entered. Simply pick your preferred centre by clicking 'Select' within the chosen venue box. You will need to do this for each exam you are applying 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.

**PLEASE NOTE**

If an exam centre doesn't appear within the list, it means 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.

**Session modules**

MODULE NAME	MODULE TYPE	DATE
Tax Compliance		20 June 2018

**Birmingham - Pitman Training**  
(0.34 miles from you)

🕒 20 June 2018, 13:00-17:00  
📍 Suite 16B McLaren Building, Birmingham, B4 7LR  
☎ +441908248250  
✉ studentsupport@icaew.com

Selected [More details](#)

**Birmingham - Kaplan**  
(0.92 miles from you)

🕒 20 June 2018, 13:00-17:00  
📍 Baskerville House, Birmingham, B1 2ND  
☎ +441908248250  
✉ studentsupport@icaew.com

Select [More details](#)

**Birmingham (New Horizons)**  
(1.08 miles from you)

🕒 20 June 2018, 13:00-17:00  
📍 New Horizons IT Training, Birmingham, B1 2HE  
☎ 01908248250  
✉ studentsupport@icaew.com

Select [More details](#)

**Solihull (Pitman)**  
(6.15 miles from you)

🕒 20 June 2018, 13:00-17:00  
📍 The Bake House, Solihull, B90 3DN  
☎ 01908248250  
✉ studentsupport@icaew.com

Select [More details](#)

**Wolverhampton (Business Advice Direct)**  
(12.37 miles from you)

🕒 20 June 2018, 13:00-17:00  
📍 Denvent House, Wolverhampton, WV1 4XB  
☎ 01908248250  
✉ studentsupport@icaew.com

Select [More details](#)

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

**EMAIL NOTIFICATION**

To be notified of your results by email, enter and confirm your email address.

Email address

Confirm email

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**SMS NOTIFICATION**

To receive your admission details notification and your results by SMS text message, please enter and confirm your mobile phone number.

Please ensure you remove the first '0' from your mobile number, and add '00' to the country code (0044 for the UK, 00357 for Cyprus, etc.).  
e.g. 07123444555 (from UK) becomes 00447123444555.

If you don't know your country code, visit [countrycallingcodes.com](http://countrycallingcodes.com) for a full list of country codes.

Mobile phone number

Confirm mobile number

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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.

### Session details - Professional Level - June 2018

SESSION PREFERENCES	
Tutor	BPP BIRMINGHAM
Study mode	Classroom

### Session modules

MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	SELECTED CENTRE
Tax Compliance		20 June 2018, 13:00-17:00	Birmingham - Pitman Training

SESSION FEE	£ 90.00
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### Total fee

APPLICATION TOTAL FEE	£ 90.00
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### Terms and conditions

DO YOU ACCEPT THE TERMS AND CONDITIONS?

Please check this box to confirm that you have read and agree to the [terms and conditions](#).

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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 then see an online payment screen to pay using a credit or debit card. Please note, you can only use one method of payment within the session.

In 2018, the Professional Level exam fee will increase. For all Professional Level exams taking place in September and December this year, the fee will increase to £100 per exam.

## Payment

The selected centres are reserved for you for 28 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: £180.00

### Professional Level - September 2017

EXAM FEES DUE	£ 180.00
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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 the payment provider to complete the transaction.

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Once you have paid, the exam application process is complete.

You will receive an email from us confirming your application details. You can also go to your [application summary](#) to review and print your application details.

Please ensure you review your details thoroughly. You should ensure your details are correct as you can't make changes after the exam booking deadline.

## 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](#)

## 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 not receive an admission letter. The detail of your exam application is available within your [application summary](#).



### HAVE A QUESTION?

You may find your question listed within our [frequently asked questions](#). Alternatively, call or email us or ask a question via the live help boxes throughout our website.

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[icaew.com/exams](http://icaew.com/exams)