

# How to modify or withdraw an exam application



The following guide will take you through the process of how to amend or withdraw your exam application for any ACA Professional or Advanced Level exam, to be sat at an exam centre.

You can amend your application online before the exam booking deadline. This includes adding, removing or changing the exam you applied for and changing the centre you originally selected. Please note that no changes to exam centres or exam choices can be made after the exam booking deadline.

View and make a note of all [exam booking deadlines](#).

## MODIFY YOUR EXAM APPLICATION

- 1 To amend your application go to the **exams application** area of our website and select 'Modify an existing application'.

### 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](#)

- 2 Select the exam session you wish to amend.

### Active applications

Find below the sessions you have applied for. Please select an examination session to continue. Details of the selected session will be displayed on the next page.

SESSION NAME	DATE	STATUS
<input checked="" type="radio"/> Advanced Level Examinations		Accepted



#### Exams Guidance Notes

Please make sure you familiarise yourself with the **exam application** information prior to attending the exam, especially the Instructions to Candidates.

[Next](#)

[Back](#)

[Home](#)

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

You are also able to **withdraw an exam application**.

	MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
<input type="checkbox"/>	Corporate Reporting				Novotel (Liverpool)
<input checked="" type="checkbox"/>	Strategic Business Management				Novotel (Liverpool)

Next Back Start again

**4** You will 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.

### Session preferences \* Required fields

**ADVANCED LEVEL EXAMINATIONS**

\* Tutor  
\* If you have more than one tutor please just select one.

\* Study mode

Session fee

TOTAL FEE

---

### Centre selection

**CENTRE SELECTION**

\* Enter preferred location

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.

Review changes Next Back Start again

**5** The centre you had previously selected will be displayed with a green tick to highlight it.

To select a new centre, click the 'Select' button on the relevant centre 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 4.

### Session modules

MODULE NAME	MODULE TYPE	DATE
Strategic Business Management		

**Novotel (Liverpool)**  
(14.98 miles from you)

40 Hanover Street, Liverpool, L1 4LN  
+441908248250  
student.support@icaew.com

[More details](#)

**Kings House Conference Centre (Manchester)**  
(33.21 miles from you)

King's Church, Manchester, M1 7HB  
+441908248250  
student.support@icaew.com

[More details](#)

**Sheffield United Football Ground**  
(60.08 miles from you)

The Ambassadors, Sheffield, S2 4SU  
+441908248250  
student.support@icaew.com

[More details](#)

**The H Suite (Birmingham)**  
(63.48 miles from you)

100 Icknield Port Road, Birmingham, B16 0AA  
+441908248250  
student.support@icaew.com

[More details](#)

**Shine (Leeds)**  
(70.93 miles from you)

Harehills Road, Leeds, LS8 5HS  
+441908248250  
student.support@icaew.com

[More details](#)

6

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 card you originally paid with, within 15 working days.

**Advanced Level Examinations**

WITHDRAWN MODULES			
Module name	Module type	Date & time (Local)	Selected centre
Corporate Reporting			Novotel (Liverpool)

UNCHANGED MODULES			
Module name	Module type	Date & time (Local)	Selected centre
Strategic Business Management			Novotel (Liverpool)

**Additional fee**

The changes you have made to your application do not require any extra payment.

**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.

7

The 'Application received' screen confirms that we have received your exam application. You will also receive an email notifying you that your application to modify your exam booking has been submitted.

You can also go to the [application summary](#) to review and print your application details.

**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](#)

## 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-enter 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 medical evidence is supplied within 14 calendar days of your exam.

1

At this stage of 'Modifying an existing application', you should untick the module(s) that you want to withdraw from and then click 'Next'.

### Professional Level

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.

Modules you have already applied to sit in this exam session are indicated with a tick, if you deselect a module you will be withdrawn from that module. Please ensure all the modules you wish to sit in this exam session are selected, you will only be charged for any additional modules you have selected.

If you wish to withdraw from any of the modules you have previously entered for, please remove the tick from the box next to any modules you no longer wish to sit in this exam session and then press the 'next' button at the bottom of this page. A refund will be issued to the original method of payment in due course.

	MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	SELECTED CENTRE
<input checked="" type="checkbox"/>	Tax Compliance				Birmingham - Pitman Training
<input type="checkbox"/>	Financial Management				
<input type="checkbox"/>	Financial Accounting and Reporting - UK GAAP				
<input type="checkbox"/>	Financial Accounting and Reporting - IFRS				

Next

Back

Start again

2

You will be shown a confirmation screen. Please confirm the withdrawal by clicking 'Next'.

### Withdraw session

**You have elected to cancel ALL exams in this session - (Professional Level)**

The modules you have withdrawn from are:-

- Tax Compliance



You have chosen not to sit any modules in this exam session. If you still wish to sit a module in this session select 'Back' to change your application. If you select 'Next' you will not be entered for any modules during this exam session and will no longer be able to use the online system to book an exam in this session. For any queries please call our Student Support Team on +44 (0)1908 248 250.

Next

Back

3

**Your application has now been withdrawn and a refund will be actioned and returned to the card you originally paid with, within 15 working days.**

Please note that if you have requested a refund after the exam booking deadline and your application was approved, your refund will be issued 15 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 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.

T +44 (0)1908 248 250

E [studentsupport@icaew.com](mailto:studentsupport@icaew.com)  
[icaew.com/exams](https://icaew.com/exams)