



# How to book the Accounting Technician end-point assessment

The following guide will take you through the process of how to book your place and apply for the Level 4 Accounting Technician Role Simulation exam and upload your Portfolio and Reflective Statement, using our online booking system.

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1. To apply for the Role Simulation exam, access the online application process via your [training file](#). Go to the 'Examinations' tab and select 'Apply for exams' or go to [my.icaew.com/examsonline](https://my.icaew.com/examsonline). You can only book your Role Simulation exam during a window booking. The link below details when the booking window will open and close, and includes the exam date and when the results will be released.

> [Exam dates and deadlines](#)

## 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.

	SESSION NAME	SESSION DATE
<input type="radio"/>	Professional Level	June 2021
<input checked="" type="radio"/>	Lvl 4 Apprenticeship	March 2021

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

# Session requirements

## Lvl 4 Apprenticeship December 2018

Please complete the details of your apprenticeship below.

PLEASE COMPLETE THE DETAILS BELOW

Unique learner number

*The Unique Learner Number (ULN) is a 10 digit number which is given to you by your tuition provider. It may also be printed on exam certificates issued by other awarding bodies.*

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3. Enter your unique learner number (ULN) and click 'Next'.

Please note that you will only be asked to enter your ULN if you have not previously provided it. The ULN is mandatory and must be entered before completing the exam application.

## Lvl 4 Apprenticeship - March 2021

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	DELIVERY METHOD	DATE & TIME (UK)	FEE
<input checked="" type="checkbox"/>	Level 4 Role Simulation		Remote Invigilation	5 March 2021, 09:00 - 11:30	£250.00

4. You will now see a list of exams you are eligible to take. Select the role simulation exam by using the 'tick-box' on the left-hand side. Then click 'Next'.

	MODULE NAME	MODULE TYPE	PORTFOLIO & REFLECTIVE STATEMENT	FEE
<input checked="" type="checkbox"/>	Level 4 Portfolio and Reflective statement		<div>Choose file No file chosen</div> <div>Upload document</div>	£300.00
<input type="checkbox"/>	I confirm that the events described in my Portfolio & Reflective Statement / Project Report took place. ICAEW reserves the right to request supporting evidence and/or contact your employer to verify that this is the case.			

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5. To submit your Portfolio and Reflective Statement, you will need to upload the document here. Locate your file and click 'Upload document'. Once the document has been uploaded, click 'Next' to continue.

Upon submission of your Portfolio and Reflective Statement, ICAEW reserves the right to contact your employer at any time to review and confirm that the content is a true representation of work undertaken.

**Session preferences** \* Required fields

LVL 4 APPRENTICESHIP - MARCH 2021

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

**\* Study mode** Classroom

Session fee **£ 550.00**

TOTAL FEE **£ 550.00**

**Centre selection**

CENTRE SELECTION

**\* Enter preferred location** Liverpool, UK

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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## 6. Personal details

If the details displayed are incorrect, you can change them by clicking 'Edit personal details'.

## Access arrangements

If any access arrangements are applicable to you, they will be highlighted in bold and will state the exams they relate to. If you need to apply for any specific adjustments or provisions for exams due to a disability or medical condition, you will need to apply for access arrangements by the Role Simulation exam booking deadline. More information is available on our [website](#).


## Session preference

Please enter your tuition provider and how you are studying.

## Centre selection

Choose a centre location or remote invigilation. Please enter your town or postcode – even if you choose to sit via remote invigilation.

## Centre selection




### Results

We have found the following centres nearest to your chosen preferred location **Liverpool, UK**.

Please see below for these options and choose which Centre you would like to use.

### Session modules

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE
Level 4 Role Simulation		Remote Invigilation	05 March 2021

**ICAEW - Remote Invigilation**  
(133.06 miles from you)  
🕒 5 March 2021, 18:00-20:30  
📍 Metropolitan House, Milton Keynes, MK9 2FZ  
☎ 01908348250  
✉ studentsupport@icaw.com

SelectMore details

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7. You will now be presented with the closest available exam centres or remote invigilation sessions.

Pick your preferred session by clicking 'select' on the chosen session and move on to the next screen.

### Please note

If an exam session doesn't appear within the list, it will already be fully booked.

If you have access arrangements, the centres that meet your specific arrangements will be displayed.

ICAEW sends all students their results by post. You can also choose to receive results by email and SMS text message.

Please note that this information will be retained for future ICAEW use. You will be able to return at any time to alter this information by selecting 'Manage email/SMS results notification' in the exams section.

### EMAIL NOTIFICATION

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

Email address

Confirm email

### 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

8. Once you have selected the session, it 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 session choice will be released, and you will have to start the booking again.

You will also be able to enter your email address and mobile number to receive your exam result by email or SMS message.



### Session details - Lvl 4 Apprenticeship - March 2021

SESSION PREFERENCES	
Closing date for this session	28 February 2021
Tutor	KAPLAN LIVERPOOL
Study mode	Classroom

### Session modules

Please select a payment method for each module where appropriate.

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	SELECTED CENTRE	FEE	PAYMENT METHOD
Level 4 Role Simulation		Remote Invigilation	5 March 2021, 18:00-20:30	<a href="#">ICAEW - Remote Invigilation</a>	£250.00	

MODULE NAME	MODULE TYPE	PORTFOLIO & REFLECTIVE STATEMENT		FEE	PAYMENT METHOD
Level 4 Portfolio and Reflective statement		<a href="#">View document</a>	<a href="#">Replace uploaded document</a>	£300.00	
Upon submission of your Portfolio & Reflective Statement, ICAEW reserves the right to contact your employer at any time to review and confirm that the contents is a true representation of work undertaken.					

SESSION FEE	£ 550.00
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#### 9. Review the details of your selection.

Please read through carefully to check that all the details are correct.

### Terms and conditions

DO YOU ACCEPT THE TERMS AND CONDITIONS?	
<input checked="" type="checkbox"/>	Please check this box to confirm that you have read and agree to the <a href="#">terms and conditions</a> .

#### 10. You will need to confirm with the terms and conditions and then click 'Next' to complete your exam application.

# 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](#)

**11.** You will receive an email confirming your application detail. You can also go to the [Application summary](#) to review and print your exam application details.

Please ensure you review your details thoroughly, if the details are incorrect, you can make changes online before the exam application closing date by going to 'Modify an existing application'.

## HAVE A QUESTION?

If you have a question about how to book your role simulation exam, get in touch. Call +44 (0)1908 248 250 or email [studentsupport@icaew.com](mailto:studentsupport@icaew.com). You can also speak directly to an adviser via our [website](#), look out for the live help boxes.

To help you prepare for the Role Simulation exam, which includes accessing the advance information for your upcoming exam, as well as past exams with advance information and mark plans, go to [icaew.com/rolesimulation](https://icaew.com/rolesimulation). Resources and guidance are also available to help you prepare your Portfolio and Reflective Statement at [icaew.com/portfolio](https://icaew.com/portfolio).