

# HOW TO BOOK A REMOTE INVIGILATION EXAM



FOR ICAEW CFAB OR ACA CERTIFICATE LEVEL

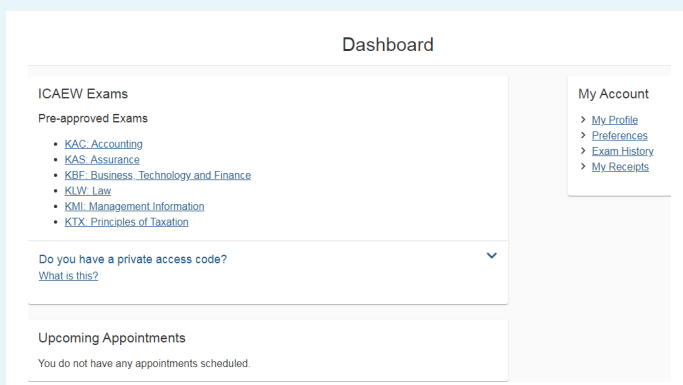


This guide will take you through the process of how to book an ICAEW CFAB or ACA Certificate Level exam, via OnVue remote invigilation. This will enable you to sit an exam at home while being continuously monitored by an offsite invigilator.

Before booking please ensure that your system meets the minimum technical requirements. You can find out more on the technical specifications [here](#). We also advise all students in a training agreement, to check with their employer before booking an exam, in case they have particular policies and approaches already in place, and to agree the timing of the exam.

**1 To book an ICAEW CFAB or ACA Certificate Level exam, go to [access.icaew.com/pearsonvue](https://access.icaew.com/pearsonvue) and log in using your ICAEW log in details.**

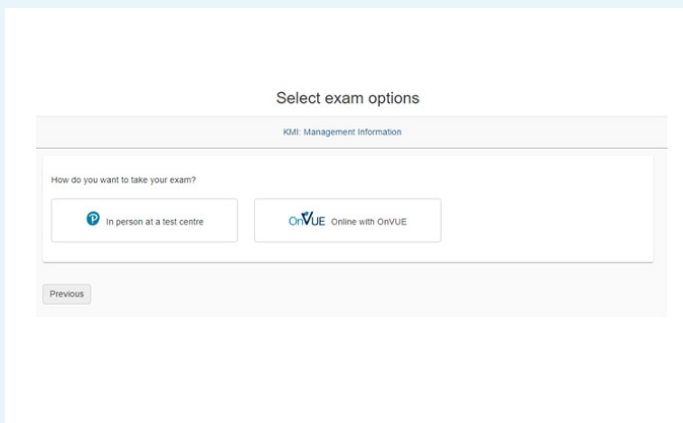
You will be shown a list of all the exams you are eligible to sit. Select the exam you wish to sit by clicking on the name of the exam.



The screenshot shows the 'Dashboard' page of the ICAEW Exams portal. On the left, under 'ICAEW Exams', there is a section for 'Pre-approved Exams' with a list of links: KAC: Accounting, KAS: Assurance, KBF: Business Technology and Finance, KLV: Law, KMI: Management Information, and KTX: Principles of Taxation. Below this is a section for 'Do you have a private access code?' with a link 'What is this?'. Further down is a section for 'Upcoming Appointments' stating 'You do not have any appointments scheduled.' On the right, there is a 'My Account' sidebar with links: My Profile, Preferences, Exam History, and My Receipts.

**2 You will now be asked if you would like to sit your exam at a test centre or via remote invigilation.**

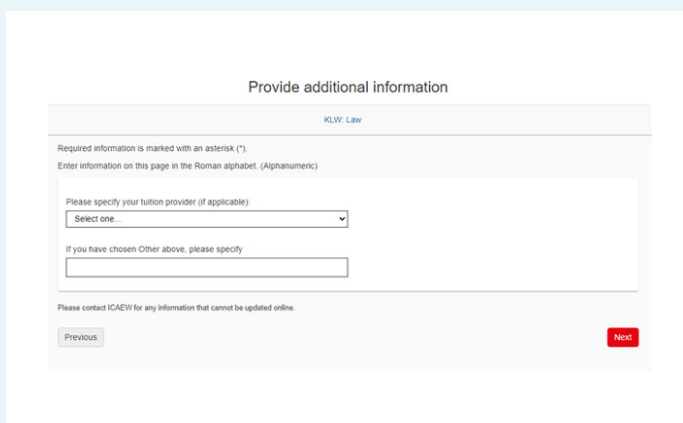
To prepare for your exam with OnVUE, run a system test, ensure your testing space meets the requirements, review the admission and ID policies, watch our short video so you know what to expect on the day and check out our OnVUE FAQs and minimum technical requirements.



The screenshot shows the 'Select exam options' page for the 'KMI: Management Information' exam. It asks 'How do you want to take your exam?' and provides two options: 'in person at a test centre' (marked with an 'i' icon) and 'OnVUE Online with OnVUE' (marked with the OnVUE logo). There is a 'Previous' button at the bottom left.

**3 Next it will ask you for additional information about your tuition provider. Please use the drop down list provided if you choose 'other' please specify.**

Click 'Next' to proceed.



The screenshot shows the 'Provide additional information' page for the 'KLV: Law' exam. It includes a note: 'Required information is marked with an asterisk (\*)' and 'Enter information on this page in the Roman alphabet. (Alphanumeric)'. There is a dropdown menu for 'Please specify your tuition provider (if applicable):' with 'Select one...' as the placeholder. Below this is a text box for 'If you have chosen Other above, please specify'. At the bottom, there is a 'Previous' button and a red 'Next' button.

## 4 You can complete this before or after you have finished booking your exam.

It's important to check your testing space, review the Admission & ID policies, watch a short video to get familiar with the process, plus other ONVUE FAQs.

To proceed with the booking process click 'Next'.

## 5 You will now be presented with Pearson VUE's remote invigilation exam policies. Please review these carefully and confirm that you agree by ticking each section.

You will need to agree to the Remote Invigilation (OnVue) and ICAEW terms and agreements before you can continue with your booking, so please read through these carefully. This information will be repeated in your booking confirmation email.

Select 'Next' to continue with your booking.

## 6 You will now be presented with the available dates that you can sit your exam. Select your preferred exam date.

First, choose your preferred time zone. Select the date you want to sit. Then select the time you want to sit. If you want alternative times, select the 'Explore more times' button - this will present alternative times. Select the time slot you want and 'Book the appointment'.



- 10** You will now see a summary of your booking. Review the details and click on 'Submit Order' to complete your booking.

Once you have submitted your order you will receive an email confirming your booking. You can view or cancel your exam booking online up to 24 hours before you are due to sit. We have created a [guide](#) to assist you through this process.

- 11** Once your order is confirmed, you will be invited to run a **system test** in order to verify that the computer and internet connection you plan to use on your exam day meet the **minimum requirements**.

Please ensure that you complete this ahead of your exam.

- 12** On the day of your exam you should log in to your exam at the check in time listed on your booking confirmation email. This will be 30 minutes before your exam start time. We recommend you use this time to complete the required administrative processes.



### HAVE A QUESTION?

You can email us or ask a question at [icaew.com/webchat](https://icaew.com/webchat). There are also live help boxes throughout our website to answer your queries. Or you can fill out our [contact us](#) 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](https://www.charteredaccountantsworldwide.com)  
[globalaccountingalliance.com](https://www.globalaccountingalliance.com)

## ICAEW

Chartered Accountants' Hall  
Moorgate Place  
London  
EC2R 6EA UK

T +44 (0)20 7920 8100  
E [generalenquiries@icaew.com](mailto:generalenquiries@icaew.com)  
[icaew.com](https://www.icaew.com)



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