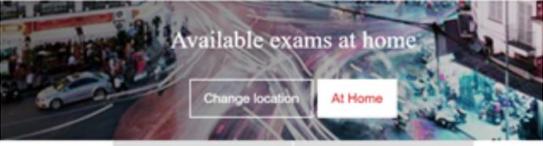
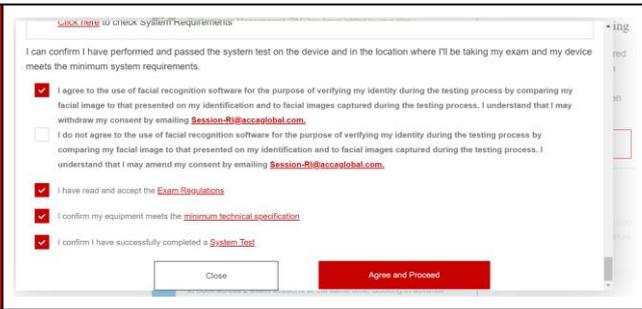
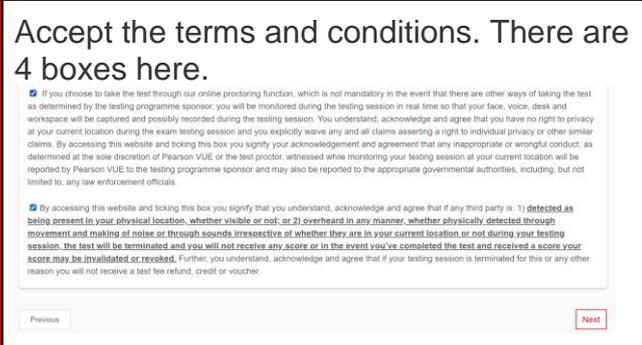
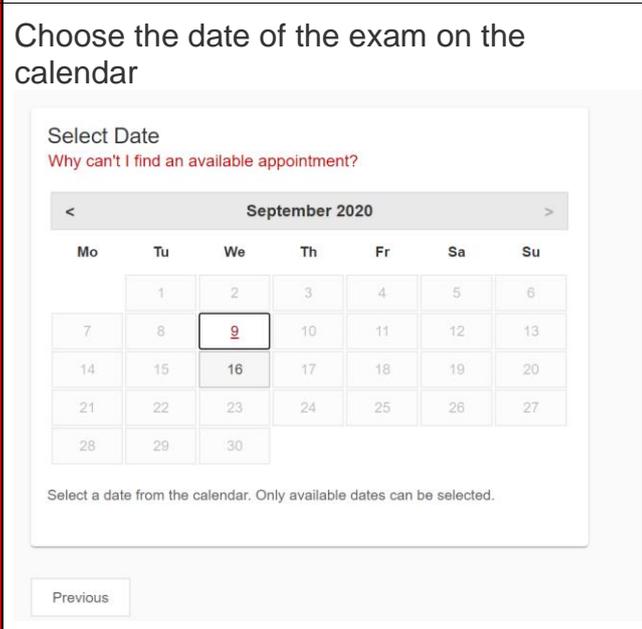


A step-by-step guide to booking your remote session CBE

If your centre-based exam has been cancelled you must re-book your remote exam, using the Exam Planner, by the deadline date confirmed on your re-booking email. To do so follow these steps:

Steps	Guidance	Tips
1	<p>Access the Exam Planner</p>  	<p>This can be accessed via myACCA or ACCAGlobal.com</p>
2	<p>Choose AT HOME</p> 	<p>Beside the Choose Location will be an option for 'At home'</p>
3	<p>Choose exam</p>	
4	<p>Choose option for remote exam (Home)</p> 	<p>The Home option is only available for students in locations where these exams have been made available.</p>
5	<p>Click "Add to your plan"</p>	
6	<p>Click "Confirm Availability" & accept the terms and conditions by clicking the boxes then click "Agree and Proceed". There are 4 boxes to tick here.</p>	<p>It's important you have taken the time to read through these carefully to make sure you are able and comfortable to take your exam remotely.</p>

		
<p>7</p>	<p>Choose the exam you've just added Computer-Based Exams</p> <p>Select Exam</p> <ul style="list-style-type: none"> • CBE_AA_NA_OP_F1: Audit and Assurance (AA) • CBE_AA_NA_OP_F2: Audit and Assurance (AA) • CBE_AA_NA_OP_F3: Audit and Assurance (AA) 	<p>Depending on your location there maybe more than 1 timeslot available. These are represented as F with a number (for example: F1, F2, F3).</p>
<p>8</p>	<p>Accept the terms and conditions. There are 4 boxes here.</p> 	<p>As before, it's important students read through the terms and conditions.</p>
<p>9</p>	<p>Click through and review the exam details then click 'Next'</p>	
<p>10</p>	<p>Choose the date of the exam on the calendar</p> 	<p>Students can review the exam timetable on the our website prior to booking to check when the exam will take place.</p>

11

Choose a time slot, if the time slot is not available it will show as "None available"

Available start times: Wednesday, 9 September 2020
Times shown in: Europe/London-BST [Change](#) | [Show 24-hour](#)

Morning	Afternoon
<input type="text" value="06:00 AM"/> →	None available
06:15 AM →	
06:30 AM →	
06:45 AM →	
07:00 AM →	

Only available time slots will appear on this screen.

12

Review full booking details, click confirm booking when ready

Cart

1 Review and confirm personal information to avoid issues on test day.

Description	Details	Actions
Exam CBE_PMC_MA_IP_F2: Performance Management (PM)	Appointment Wednesday, 9 September 2020 Start Time: 06:15 am BST Change Appointment	Remove

[Add another Exam](#)

[Confirm booking](#)

At this point you can still make changes to their exam, such as changing the time slot.

13

Review an accept to the terms and conditions. Click the Accept button.

Cart

Agree to policies

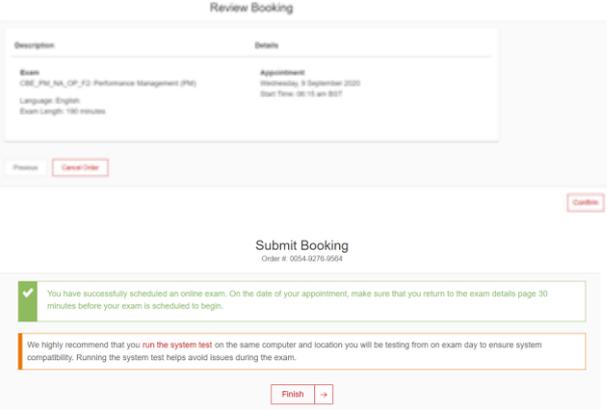
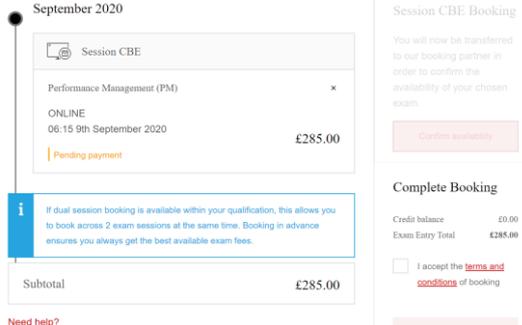
If you need to reschedule your appointment, be sure to do it as soon as possible before your appointment. If you do not reschedule your appointment before the standard entry closing date (dates available at <http://www.accaglobal.com/gb/en/student/getting-started/important-dates.html>), you will forfeit your exam fee.

Cancellation Policy

Cancellation Policy. If you need to cancel your appointment, be sure to do it as soon as possible before your appointment. If you do not cancel your appointment before the standard entry closing date (dates available at <http://www.accaglobal.com/gb/en/student/getting-started/important-dates.html>), you will forfeit your exam fee.

[Cancel](#) [Accept](#)

All students must accept the final terms and conditions to finalise their booking.

14	<p>Click confirm then finish</p> 	<p>This is your final chance to review your booking.</p> <p>Once you have clicked confirm, click 'Finish' to move onto final steps.</p> <p>You can also perform a system test here to ensure your computer is capable of launching the exam.</p>
15	<p>Back onto the exam planner screen - under Complete Booking, click the "I accept the terms and conditions of booking" box</p> 	<p>All students must tick this box to complete booking. You can also view our "terms and conditions" before proceeding to pay.</p> <p>Any credit balance will be used to clear the exam fees.</p>
16	<p>Click 'Complete Exam Entry' to finish.</p>	
17	<p>Email confirmation is issued and received</p>	<p>You will receive an email confirming your booking</p>