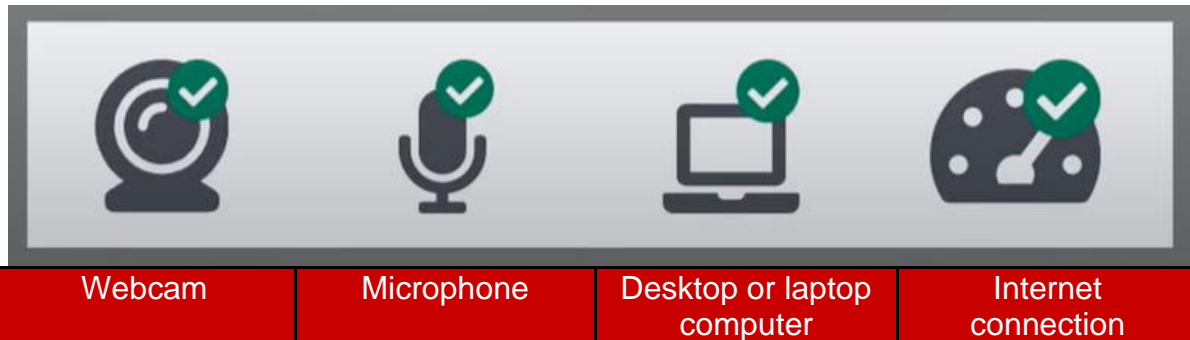


A step-by-step guide to booking your remote on-demand computer based exam (CBE)

Please follow these steps to book your on-demand CBE.

Before you begin please ensure you have met the following requirements:

1. Please ensure you have the following functioning hardware in place before booking your on-demand CBE:

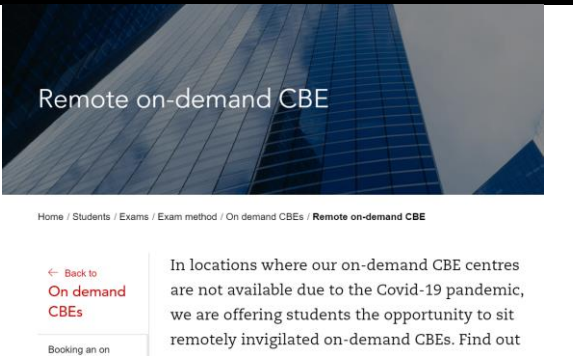
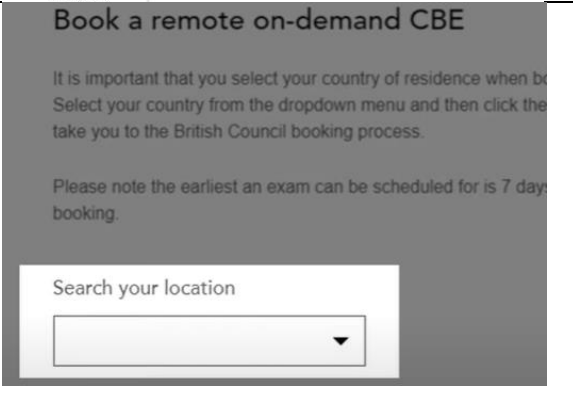
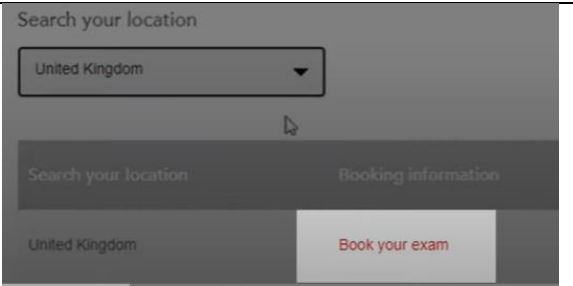



2. Please ensure you have met the minimum device specification. [Visit our website for more information.](#)
3. Please ensure you have the latest version of Google Chrome or Mozilla Firefox installed on your device.
4. Exams cannot be run on a Mac. We also do not recommend using a computer provided by your employer or institute as their own security policies may prevent software installation or prevent your exam starting.

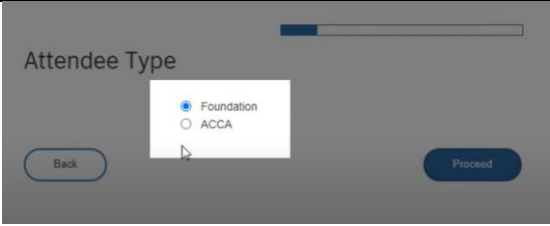
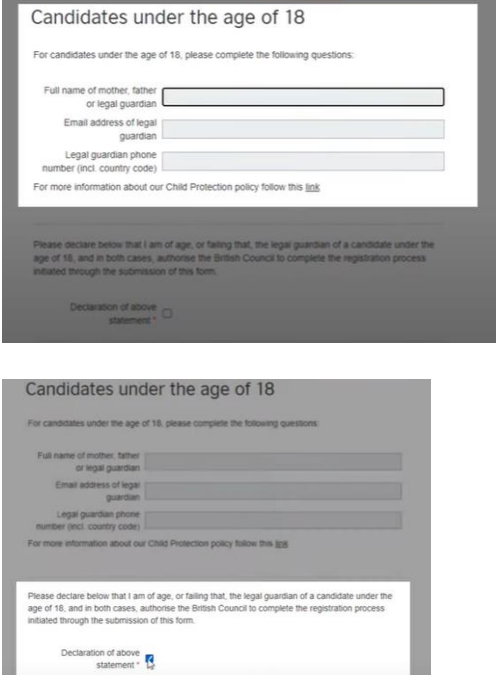


Excellent, now you're ready to book your on-demand CBE. Follow the steps on the next page to begin.

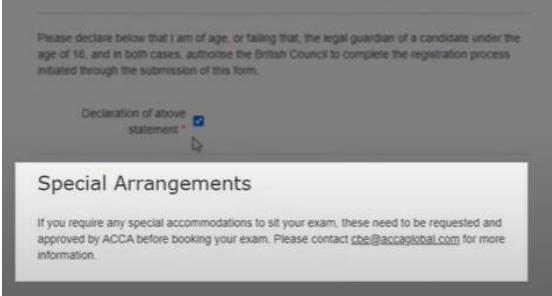
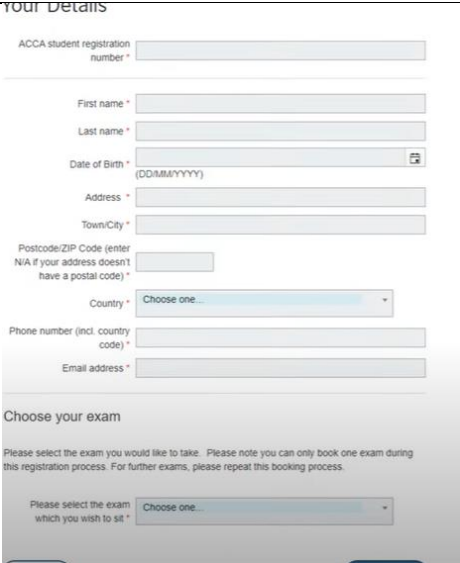
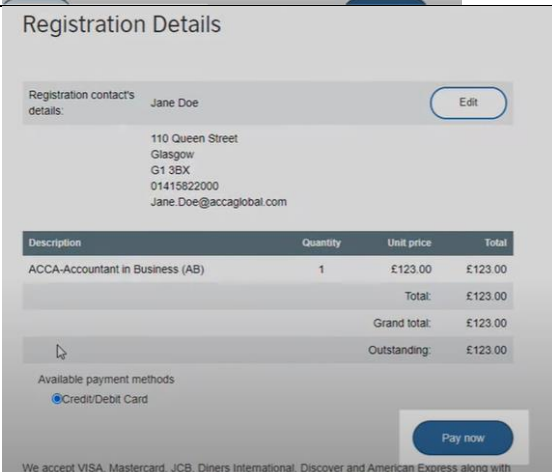
A step-by-step guide to booking your remote on-demand computer based exam (CBE)

Steps	Screen	Guidance
1		<p>Access the on-demand remote exam page on ACCAGlobal.com</p>
2		<p>Scroll to the Book a remote on-demand CBE section, click on the Search your location box and then select the country you will be sitting the exam in.</p>
3		<p>Click Book your exam.</p>
4		<p>Check the exam you wish to book is available, if it is then click “Begin your registration”.</p> <p>If you are booking multiple exams, you will need to book and pay for each one individually.</p>

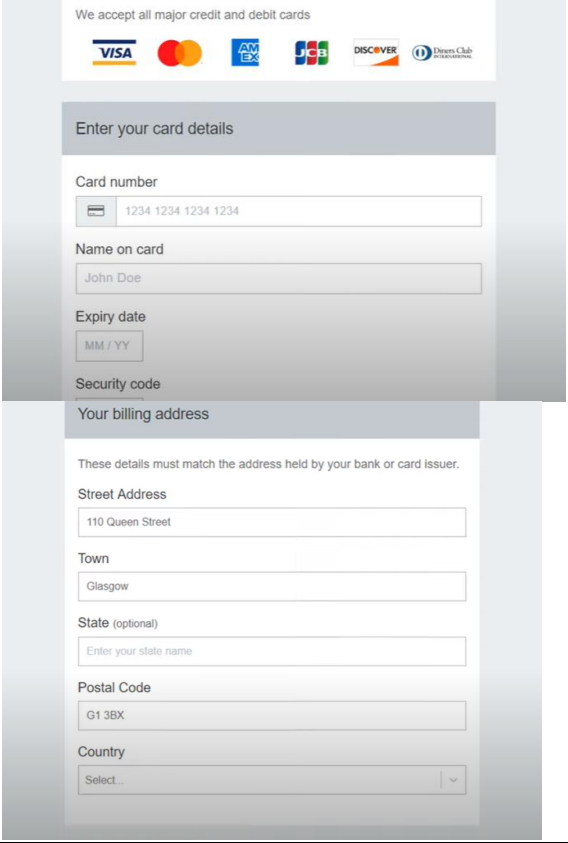
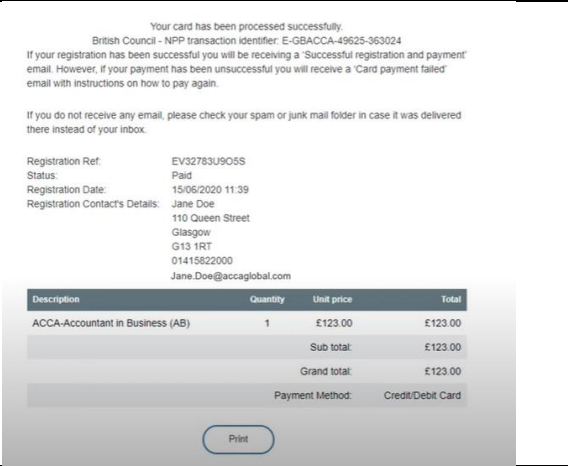
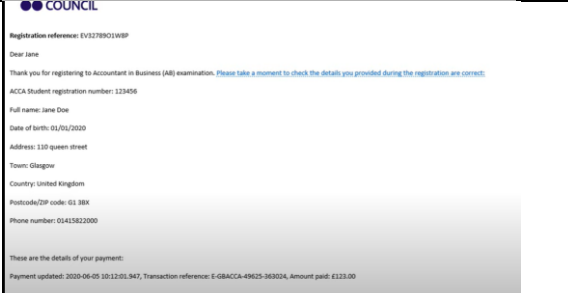
A step-by-step guide to booking your remote on-demand computer based exam (CBE)

5		<p>Select the qualification you are registered for, then click Proceed.</p>
6	<p>Privacy page</p> <p>Privacy notice</p> <p>The British Council will use the information that you are providing in connection with processing your registration for the examination. The legal basis for processing your information is agreement with our terms and conditions of registration</p> <p>Please confirm you agree to the terms and conditions of <input type="checkbox"/> sale *</p> <hr/> <p>Data protection</p> <p>The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.</p> <p>You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.</p> <p>For detailed information, please refer to the privacy section of our website or contact British Council Customer Services. We will keep your information for a period of 3 years from the time of collection.</p> <hr/> <p>Pre-exam check</p> <p>I confirm I have completed the pre-exam system check successfully on the device which will be used on exam day and the device meets the minimum technical specifications. I understand that by failure to perform the pre-exam system check prior to attending or attempting to attend my</p>	<p>You must agree to the privacy policy, data protection and pre exam checks.</p>
7		<p>If you are under 18, you must provide consent from your legal guardian.</p> <p>If you are over 18, please click the declaration statement box to proceed.</p>

A step-by-step guide to booking your remote on-demand computer based exam (CBE)

8	 <p>Please declare below that I am of age, or failing that, the legal guardian of a candidate under the age of 16, and in both cases, authorise the British Council to complete the registration process initiated through the submission of this form.</p> <p>Declaration of above statement <input checked="" type="checkbox"/></p> <p>Special Arrangements</p> <p>If you require any special accommodations to sit your exam, these need to be requested and approved by ACCA before booking your exam. Please contact cbe@accaglobal.com for more information.</p>	<p>Special or additional support is available and can be requested via the Additional Support page on our website or from your myACCA.</p> <p>Your special support request needs to be approved before your exam is booked.</p> <p>If your request has not been approved and you have booked your exam, the special support may not be in place for the exam you are sitting.</p>																				
9	 <p>Your Details</p> <p>ACCA student registration number * <input type="text"/></p> <p>First name * <input type="text"/></p> <p>Last name * <input type="text"/></p> <p>Date of Birth * <input type="text"/> (DD/MM/YYYY)</p> <p>Address * <input type="text"/></p> <p>Town/City * <input type="text"/></p> <p>Postcode/ZIP Code (enter N/A if your address doesn't have a postal code) * <input type="text"/></p> <p>Country * <input type="text"/></p> <p>Phone number (incl. country code) * <input type="text"/></p> <p>Email address * <input type="text"/></p> <p>Choose your exam</p> <p>Please select the exam you would like to take. Please note you can only book one exam during this registration process. For further exams, please repeat this booking process.</p> <p>Please select the exam which you wish to sit * <input type="text"/></p>	<p>Add your details to the form, taking care when selecting the exam, you want to sit.</p> <p>Your details MUST match the details on your myACCA account.</p> <p>Once completed, click Proceed to move on.</p>																				
10	 <p>Registration Details</p> <p>Registration contact's details: Jane Doe <input type="button" value="Edit"/></p> <p>110 Queen Street Glasgow G1 3BX 01415822000 Jane.Doe@accaglobal.com</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ACCA-Accountant in Business (AB)</td> <td>1</td> <td>£123.00</td> <td>£123.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>£123.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Grand total:</td> <td>£123.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Outstanding:</td> <td>£123.00</td> </tr> </tbody> </table> <p>Available payment methods</p> <p><input checked="" type="radio"/> Credit/Debit Card <input type="button" value="Pay now"/></p> <p>We accept VISA, Mastercard, iCB, Diners International, Discover and American Express along with</p>	Description	Quantity	Unit price	Total	ACCA-Accountant in Business (AB)	1	£123.00	£123.00	Total:			£123.00	Grand total:			£123.00	Outstanding:			£123.00	<p>You can make payment with Credit/Debit card.</p> <p>You must click the Credit/Debit card button then the Pay now button to make payment.</p>
Description	Quantity	Unit price	Total																			
ACCA-Accountant in Business (AB)	1	£123.00	£123.00																			
Total:			£123.00																			
Grand total:			£123.00																			
Outstanding:			£123.00																			

A step-by-step guide to booking your remote on-demand computer based exam (CBE)

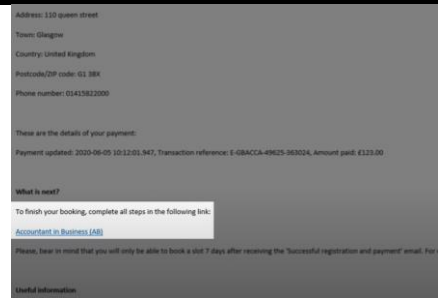
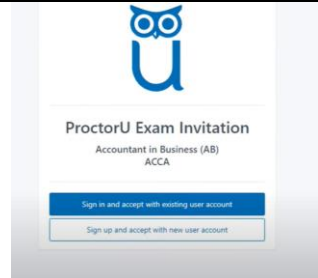
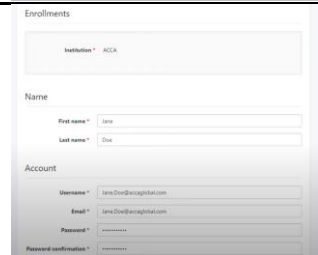
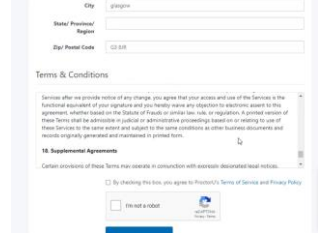
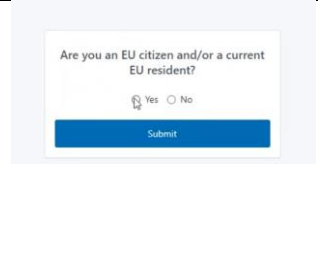
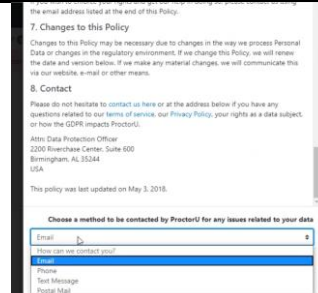
11	 <p>We accept all major credit and debit cards</p> <p>VISA MASTERCARD AMEX JCB DISCOVER Diners Club</p> <p>Enter your card details</p> <p>Card number 1234 1234 1234 1234</p> <p>Name on card John Doe</p> <p>Expiry date MM / YY</p> <p>Security code</p> <p>Your billing address</p> <p>These details must match the address held by your bank or card issuer.</p> <p>Street Address 110 Queen Street</p> <p>Town Glasgow</p> <p>State (optional) Enter your state name</p> <p>Postal Code G1 3BX</p> <p>Country Select...</p>	<p>You can now enter your Credit/Debit card details and billing address.</p> <p>Then click the Pay button.</p>																				
12	 <p>Your card has been processed successfully. British Council - NPP transaction identifier: E-GBACCA-49625-363024</p> <p>If your registration has been successful you will be receiving a 'Successful registration and payment' email. However, if your payment has been unsuccessful you will receive a 'Card payment failed' email with instructions on how to pay again.</p> <p>If you do not receive any email, please check your spam or junk mail folder in case it was delivered there instead of your inbox.</p> <p>Registration Ref: EV32783U905S Status: Paid Registration Date: 15/06/2020 11:39 Registration Contact's Details: Jane Doe 110 Queen Street Glasgow G13 1RT 01415622000 Jane.Doe@accaglobal.com</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ACCA-Accountant in Business (AB)</td> <td>1</td> <td>£123.00</td> <td>£123.00</td> </tr> <tr> <td></td> <td></td> <td>Sub total:</td> <td>£123.00</td> </tr> <tr> <td></td> <td></td> <td>Grand total:</td> <td>£123.00</td> </tr> <tr> <td></td> <td></td> <td>Payment Method:</td> <td>Credit/Debit Card</td> </tr> </tbody> </table> <p>Print</p>	Description	Quantity	Unit price	Total	ACCA-Accountant in Business (AB)	1	£123.00	£123.00			Sub total:	£123.00			Grand total:	£123.00			Payment Method:	Credit/Debit Card	<p>You will receive confirmation of payment onscreen.</p> <p>You can also print your receipt from this page.</p>
Description	Quantity	Unit price	Total																			
ACCA-Accountant in Business (AB)	1	£123.00	£123.00																			
		Sub total:	£123.00																			
		Grand total:	£123.00																			
		Payment Method:	Credit/Debit Card																			
13	 <p>●● COUNCIL</p> <p>Registration reference: EV32783U905S</p> <p>Dear Jane</p> <p>Thank you for registering to Accountant in Business (AB) examination. Please take a moment to check the details you provided during the registration are correct.</p> <p>ACCA Student registration number: 123456</p> <p>Full name: Jane Doe Date of birth: 01/05/2020 Address: 110 queen street Town: Glasgow Country: United Kingdom Postcode/ZIP code: G1 3BX Phone number: 01415622000</p> <p>These are the details of your payment: Payment updated: 2020-06-05 10:12:01.947, Transaction reference: E-GBACCA-49625-363024, amount paid: £123.00</p>	<p>Shortly afterwards you will receive email confirmation of your payment.</p> <p>Which confirms the exam you have entered for, amount paid and a link to book your exam slot via the Proctor U website.</p>																				

Now that you have completed your booking it's time to choose your preferred time slot.

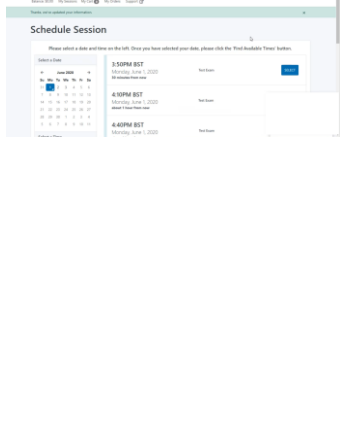

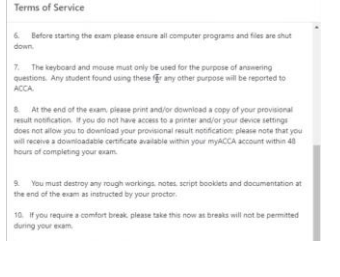
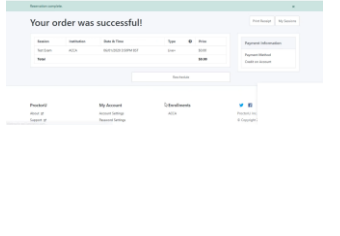
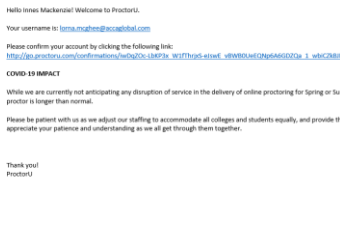
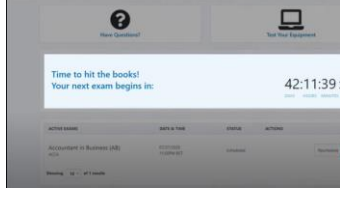
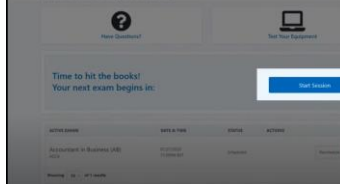
Please follow the steps on the next page to book your exam timeslot.

A step-by-step guide to booking your remote on-demand computer based exam (CBE)

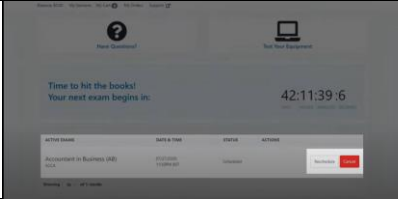
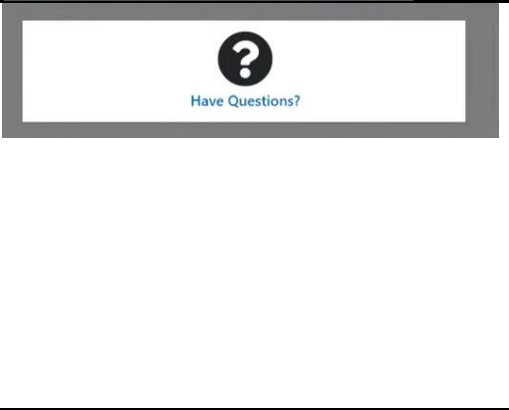
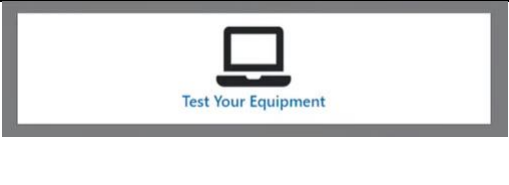


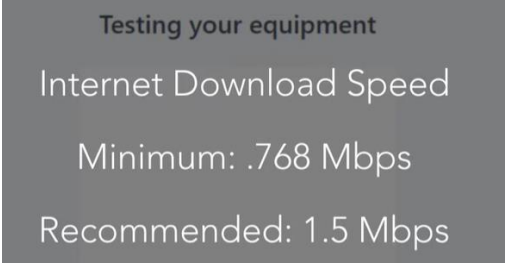
These steps should only be completed after you've booked your on-demand CBE.

Steps	Screen	Guidance
1		<p>After you have booked and paid for your on-demand remote exam, you will receive email confirmation with a link to finish your booking.</p> <p>From here you can book your preferred exam time slot with ProctorU.</p>
2		<p>Once you click on the link you will be taken to ProctorU website.</p> <ul style="list-style-type: none"> • New User – you will need to register your details • Existing User – you can login with your credentials.
3		<p>If you are a new user, you will need to input your personal details and create a username.</p> <p>We recommend you use your email address as your username.</p>
4		<p>You will need to agree to the terms and conditions and complete the verification prompts</p>
5		<p>Click yes or no to confirm if you are an EU resident.</p> <p>If you are an EU resident, you will be asked to agree to the GDPR terms and conditions.</p>
6		<p>You can also tell ProctorU at this point how you would like to be contacted in the future</p>

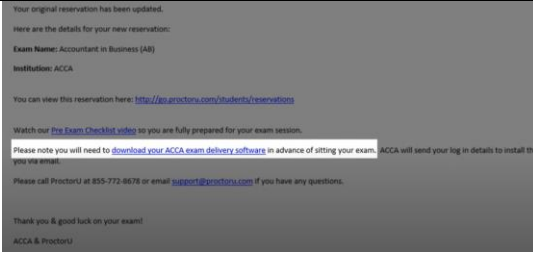
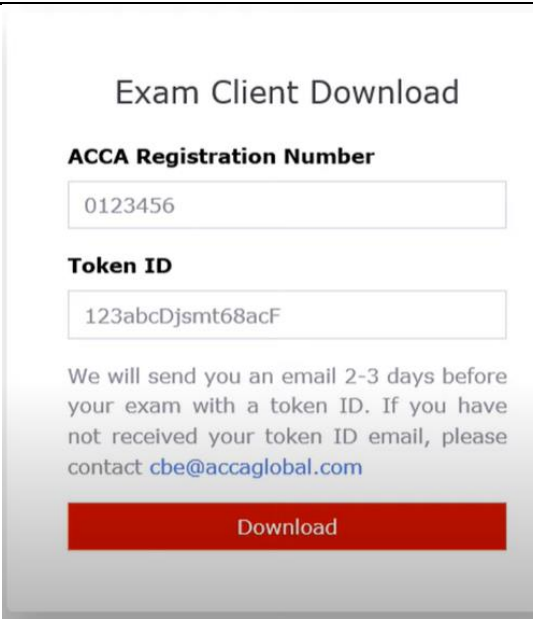
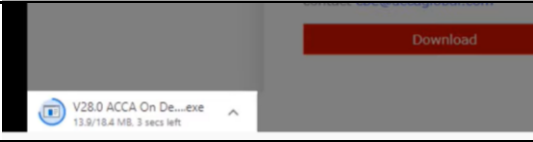
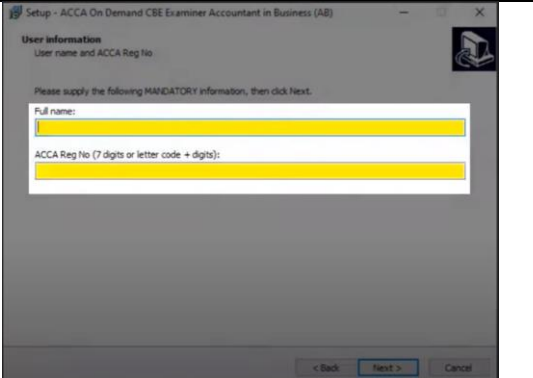
A step-by-step guide to booking your remote on-demand computer based exam (CBE)

7		<p>You are now registered with ProctorU and you will have received a confirmation email.</p> <p>You will now see all the available times slots for your exam.</p> <p>The earliest you can book your exam is 7 days in advance.</p> <p>Once you have found the time slot you would like, click Select.</p>
8		<p>Click Schedule to confirm your booking.”</p>
9		<p>You will be asked to read and agree to the ACCA’s terms and conditions for sitting the exam, this includes:</p> <ul style="list-style-type: none"> - exam regulations - exam guidance - CBE exam announcements
10		<p>On your ProctorU account you will find confirmation of:</p> <ul style="list-style-type: none"> • The exam you are entered for • The date and time of your exam
11		<p>You will also have received an email asking you to verify your email address, you will need to do this before you sit your exam.</p> <p>Please click the link in the email to verify your email address.</p>
12		<p>Within the “My Session” section of your ProctorU account you will find a list of exams you have booked and a useful countdown to your exam starting.</p>
13		<p>Once the countdown has finished a button will appear for you to click that says, ‘Start your exam’.</p>

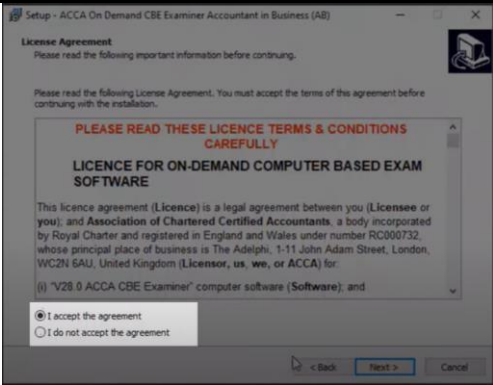
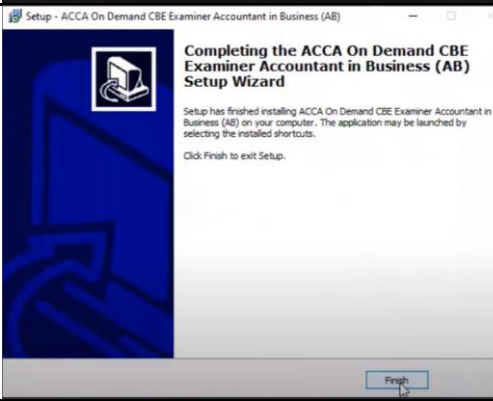
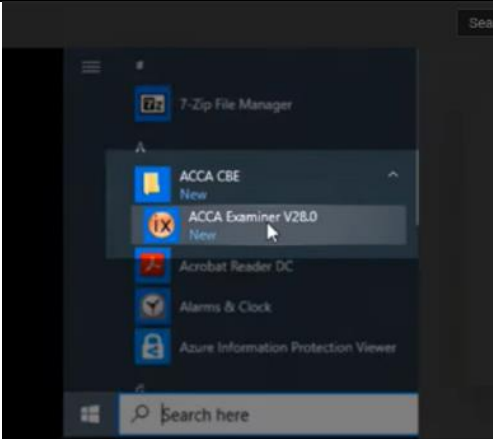
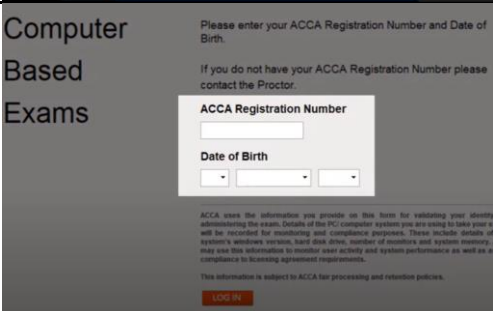
A step-by-step guide to booking your remote on-demand computer based exam (CBE)

14		<p>You will see a full list of all of your scheduled exams.</p> <p>You have the option to reschedule or cancel your exams.</p>
15		<p>From this section you will be able to access helpful questions, the help centre who can answer questions you may have and offer you technical assistance.</p> <p>We recommend that you carry out the following pre-exam preparation steps, two to three days ahead of your exam.</p>
16		<p>From this screen you will be able to test your equipment.</p>
17	<p>ProctorU extension add-on. Please download the latest version.</p> 	<p>The equipment testing will run automatically and check your equipment's functionality.</p> <p>You will need to ensure that you have the ProctorU extension add-on enabled on your browser.</p>
18	 <p>Broadband speed test requirements:</p> 	<p>Once completed and successful a green tick will appear against all the icons, as shown here.</p> <p>The green icons must appear on your camera, webcam and system equipment.</p> <p>If a red cross appears on the internet connection you may still be able to sit your exam, please carry out a broadband speed test, if you are satisfied that your broadband speed is satisfactory you should still be able to sit your exam.</p>

A step-by-step guide to booking your remote on-demand computer based exam (CBE)

19	 <p>Your original reservation has been updated. Here are the details for your new reservation:</p> <p>Exam Name: Accountant in Business (AB) Institution: ACCA</p> <p>You can view this reservation here: http://go.proctoru.com/students/reservations</p> <p>Watch our 3m Exam Checklist video to you are fully prepared for your exam session.</p> <p>Please note you will need to download your ACCA exam delivery software in advance of sitting your exam. ACCA will send your log in details to install to you via email.</p> <p>Please call ProctorU at 855-772-8676 or email support@proctoru.com if you have any questions.</p> <p>Thank you & good luck on your exam! ACCA & ProctorU</p>	<p>Within your confirmation email you will find the links you need to download the ACCA exam software.</p> <p>This link is specific to download the software.</p> <p>We are constantly enhancing our software and we ask that if you have booked multiple remote exams, you follow these steps each time, ensuring that you have the most up to date software installed for your exam.</p>
20	 <h2>Exam Client Download</h2> <p>ACCA Registration Number</p> <input type="text" value="0123456"/> <p>Token ID</p> <input type="text" value="123abcDjsmt68acF"/> <p>We will send you an email 2-3 days before your exam with a token ID. If you have not received your token ID email, please contact cbe@accaglobal.com</p> <p>Download</p>	<p>When you click the link, you will be asked to enter your ACCA Registration Number and the Token ID. Click Download after entering your details.</p> <p>We will send you your unique Token ID in a separate email. Remember to check your Spam or Junk mail if you have not received your Token ID.</p>
21	 <p>Download</p> <p>V28.0 ACCA On De...exe 13.9/18.4 MB, 3 secs left</p>	<p>Once the exam software file has downloaded, click the file to open and save this to your desktop.</p>
22	 <p>Setup - ACCA On Demand CBE Examiner Accountant in Business (AB)</p> <p>User information User name and ACCA Reg No</p> <p>Please supply the following MANDATORY information, then click Next.</p> <p>Full name: <input type="text"/></p> <p>ACCA Reg No (7 digits or letter code + digits): <input type="text"/></p> <p>< Back Next > Cancel</p>	<p>Enter your full name and ACCA Registration Number.</p>

A step-by-step guide to booking your remote on-demand computer based exam (CBE)

23		Read and agree to the license terms and conditions.
24		Click finish, once the install has completed.
25		You will now be able to open the ACCA exam software from the windows menu.
26		On the day of your exam you will enter your ACCA Registration Number and date of birth. Then click Login to start.

Now you have booked your remote on-demand CBE.

We recommend you complete plenty of question practice using the **exam resources** on our website and using the set you intend to use during your exam.

We wish you the best of luck in your exam.