

TERMS AND CONDITIONS

HOW TO BOOK

- book online at <https://events.accaglobal.com>

Please note:

- we do not accept telephone or email bookings
- payment must accompany booking
- we accept Amex, Mastercard, Visa, Maestro and Visa Debit
- payments are processed by Worldpay on behalf of Certified Accountants Educational Trust (CAET).

CONFIRMATION

Bookings for Microsoft Office Specialist (MOS) Excel, PowerPoint and Word are reserved from the receipt of booking and payment. By booking MOS you consent to your details being sent to Prodigy Learning to fulfil your order within two business days (48 hours) of receipt. Fulfilment will come from no-reply@prodigylearning.com. Your details will not be shared with any other parties.

An order confirmation from ACCA Event Bookings will be sent to you within 24 hours. All transactions are final and you will not be able to amend or cancel a booking once payment has been taken. A receipted invoice will be sent to you by post.

IMPORTANT INFORMATION

Training:

- Prodigy Learning will provide you with the relevant access codes and links within two business days of placing your order
- Please ensure you have the relevant Microsoft Office version and Microsoft Windows operating system on your PC/laptop in order to access the GMetrix online training platform
- Access to the training lasts for 12 months from the date of fulfilment.

Exam:

- Your Microsoft Office Specialist (MOS) exam voucher is valid for 12 months from the date of fulfilment
- When you are ready to sit your MOS exam, locate your nearest Certiport Test Centre at prodigylearning.com/locator. Please contact the test centre directly to book your exam date and time

- Please note, when booking there is a 15GBP exam administration fee payable to the Certiport Authorised Testing Centre (CATC) to invigilate the exam. This fee applies when booking the MOS exam
- Ensure you are [registered as a Certiport "Test Candidate"](#) prior to the day of your exam. On the day, please bring a printed version of your exam voucher to the test centre along with photo ID. Test centre staff will use your exam voucher to start your exam.

CONTACT DETAILS

- if you have any queries relating to booking online please contact elarningsupport@accaglobal.com
- if you have any queries regarding an existing order or you require support setting up your training please contact info@prodigylearning.com.