

## HOW TO BOOK COMPUTER BASED EXAMS.

If you do not already have an account, please go to

<https://readingfi.accessplanit.com/accessplan/config/readingfi/bespoke/clientinput/shoppingbasket3/registration/wizard/register.aspx> to create one.

If you do already have an account go to <https://readingfi.accessplanit.com> and log in using your username and password.

If you have done courses with us before, you will already have an account. If you do not know your log in details, please let us know and we can send them to you.



**Login**

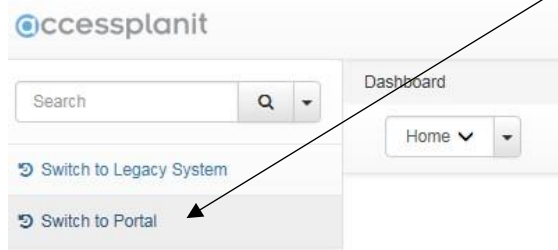
Login details  
Please enter your login details below

Username: Helen Password: .....

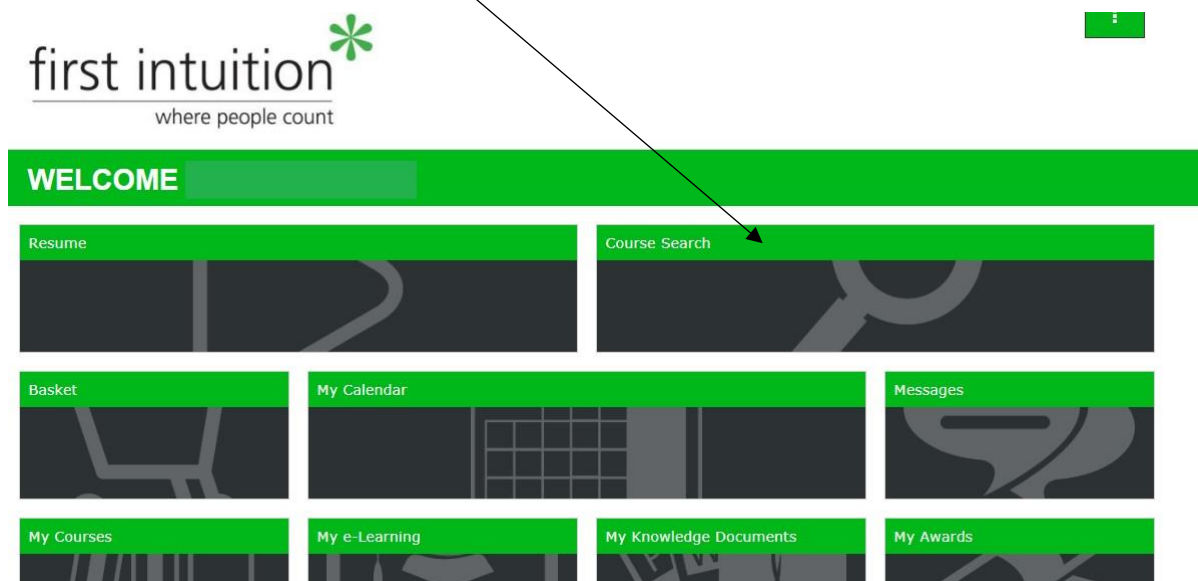
Forgotten your username or password?

Login

Once you have logged in, please click switch to portal:



Then click "course search" button:



Type 'Computer Based Exam' into the search course title/keyword box and enter a date range for when you want to book your exam.

first intuition  
where people count

### Course search

**Search criteria**

Course Title/Keyword:  Type of course:  Town:  Category:

Only show courses where I have completed the preferred awards  Show courses with no dates

**Date Range**

From:  To:

Please select whether you would like to book a 10am or 2pm slot by clicking on the green arrow.

first intuition  
where people count

### Course search

**Search results**

Course	Type	Action
2019 AAT/ACCA/CIMA/ICAEW - COMPUTER BASED EXAM (Please tick the exam you require and admin fee - you will not be able to check out without ticking both) - 10AM SLOT	Class	<input type="button" value="▶"/>
2019 AAT/ACCA/CIMA/ICAEW - COMPUTER BASED EXAM (Please tick the exam you require and admin fee - you will not be able to check out without ticking both) - 2PM SLOT	Class	<input type="button" value="▶"/>

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Please select the date you would like to sit your exam and click the 'book' button.

Please note that the time listed below may not be the same length of your exam.

**Search results**

Course	Type	Action
2019 AAT/ACCA/CIMA/ICAEW - COMPUTER BASED EXAM (Please tick the exam you require and admin fee - you will not be able to check out without ticking both) - 10AM SLOT	Class	<input type="button" value="▶"/>

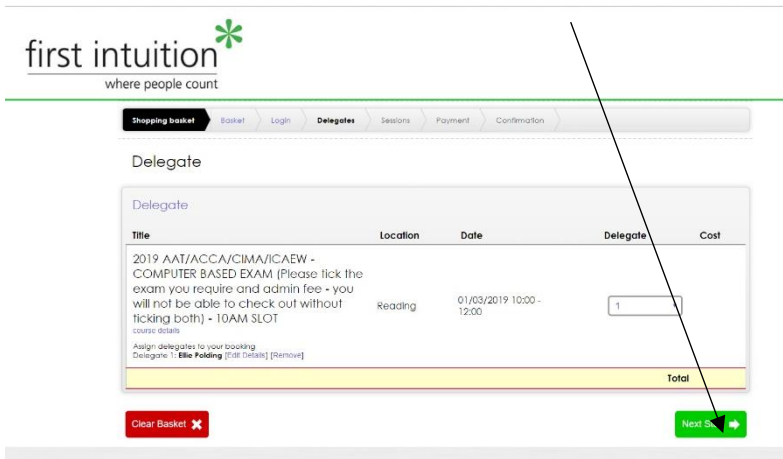
  

Date	Venue	Status	Cost	Action
01/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
05/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
08/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
15/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
19/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
22/03/2019 10:00 - 13:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
26/03/2019 10:00 - 13:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>
29/03/2019 10:00 - 12:00	Reading	Available	£0.00 (PC)	<input type="button" value="Book"/>

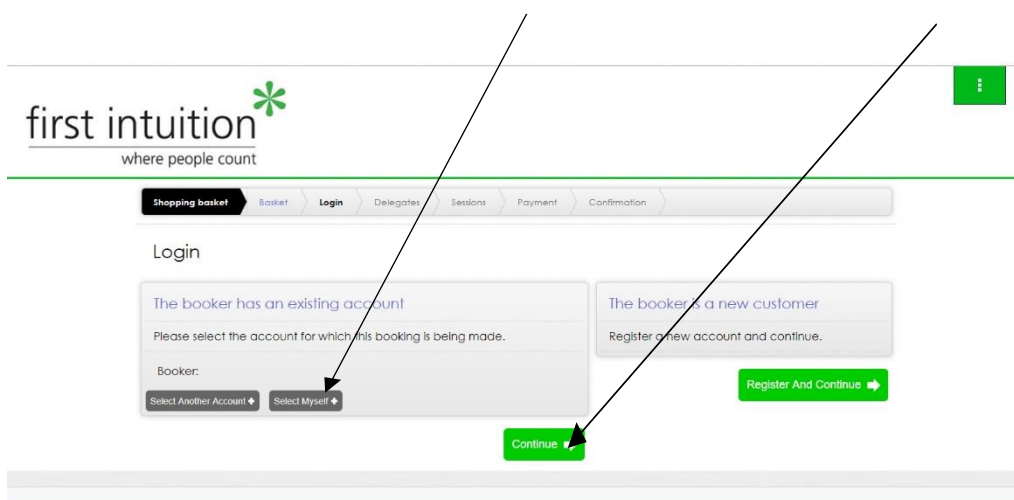
  

Course	Type	Action
2019 AAT/ACCA/CIMA/ICAEW - COMPUTER BASED EXAM (Please tick the exam you require and admin fee - you will not be able to check out without ticking both) - 2PM SLOT	Class	<input type="button" value="▶"/>

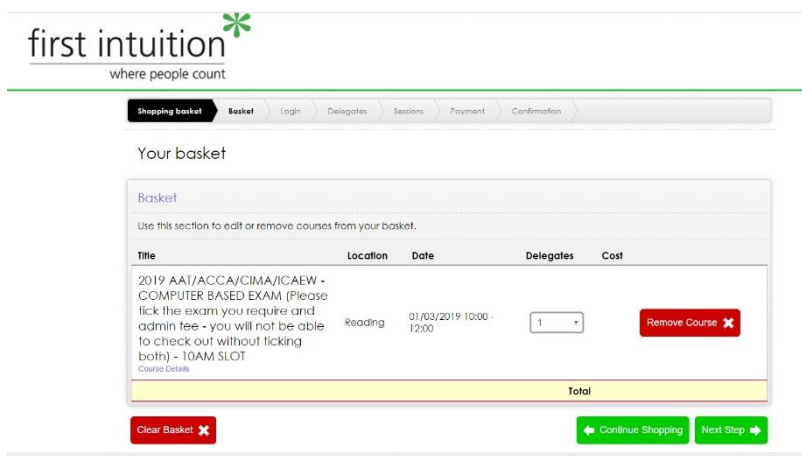
You will then be taken through to your shopping basket. Click the next button.



Click on the 'select myself' to assign yourself as the delegate and then click continue.



Click the next step button again.



Now you can select which exam it is you want to book. **Please make sure you tick the exam you want and the correct admin fee. You will not be able to go through to the check out page without selecting both.** Once you have selected both, scroll down to the bottom of the page and click the next step button.

Title	Location	Date	Cost
2019 AAT/ACCA/CIMA/ICAEW - COMPUTER BASED EXAM (Please tick the exam you require and admin fee - you will not be able to check out without ticking both) - 10AM SLOT <small>Minimum items: 2, maximum: 2, selected: 0</small>	Reading	01/03/2019 10:00 - 12:00	
<input type="checkbox"/> Select all			
<input type="checkbox"/> ACCA Accountant in Business - Computer based exam		01/03/2019 10:00 - 12:00	GBP 63.00
<input type="checkbox"/> ACCA Management Accounting - Computer based exam		01/03/2019 10:00 - 12:00	GBP 63.00
<input type="checkbox"/> ACCA Financial Accounting - Computer based exam		01/03/2019 10:00 - 12:00	GBP 63.00
<input type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (AB, MA, FA)		01/03/2019 10:00 - 12:00	GBP 17.00
<input type="checkbox"/> ACCA Corporate and Business Law - Computer based exam		01/03/2019 10:00 - 12:00	GBP 78.00
<input type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (LAW)		01/03/2019 10:00 - 12:00	GBP 17.00
<input type="checkbox"/> CIMA BA1 Business Economics - Computer based exam		01/03/2019 10:00 - 12:00	GBP 75.00

Please enter your payment details on the left and click 'pay now'. You should then receive 2 separate emails, one of them will be exam confirmation and the other will be an receipt in the form of an VAT invoice.

### Agent details

If you are booking on behalf of an agent, please enter their Agent ID below.

### Billing details

Please enter your billing details below.

This is a private booking billed to my personal account.

Address

Town/City

County/State

Postcode/Zip Code

Country

Email

### Payment details

Please select how you would like to pay.

Method of payment \*

Card holders name \*

Card / debit card number \*

Card type \*

Start month  Start year

Expiry month  Expiry year

CVV (The 3-4 digit number on the back of your card) \*

PO Number

I have read and accept the [terms and conditions](#).

WARNING! Do not use the Back Button or Refresh during the