

HOW TO BOOK COMPUTER BASED EXAMS

Booked with us before? Go to <https://readingfi.accessplanit.com> and login using your username and password.

New to booking an exam with us? Register and create your account here:

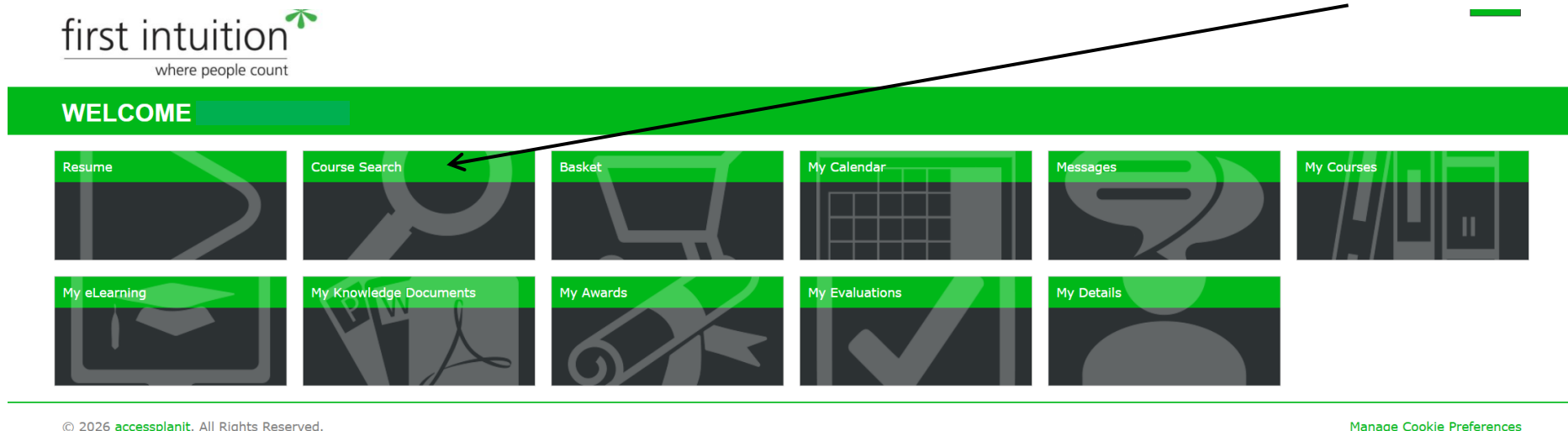
<https://readingfi.accessplanit.com/accessplan/config/readingfi/ bespoke/clientinput/shoppingbasket3/registration/wizard/register.aspx>

If you have done courses with us before, you will have an account already created. If you are unsure of your login details, please contact us on reading@fi.co.uk and we will help you reset these.

If you have any extra time arrangements of 50% or more for your exam, please contact us to discuss before making a booking.

STEP 1:

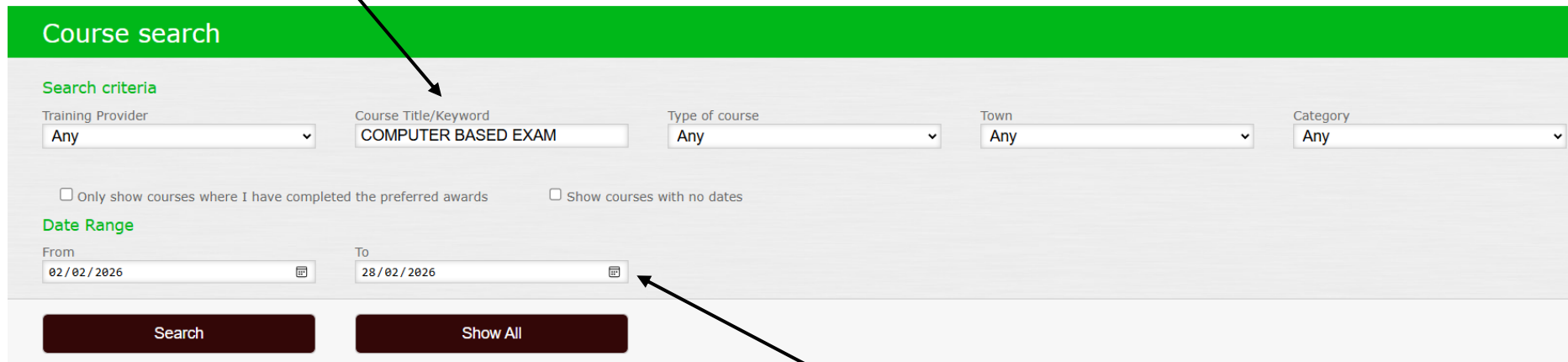
Once you have created and/or logged into your account, you should see this welcome screen. You can now click on ‘Course Search’.



STEP 2:

You should now see the Course Search Screen.

Type **COMPUTER BASED EXAM** into the Course Title/Keyword box.



The screenshot shows the 'Course search' interface. It has a green header bar with the text 'Course search'. Below the header, there is a section titled 'Search criteria' in green. This section contains five dropdown menus: 'Training Provider' (set to 'Any'), 'Course Title/Keyword' (set to 'COMPUTER BASED EXAM'), 'Type of course' (set to 'Any'), 'Town' (set to 'Any'), and 'Category' (set to 'Any'). Below these dropdowns are two checkboxes: 'Only show courses where I have completed the preferred awards' and 'Show courses with no dates'. Below the checkboxes is a section titled 'Date Range' in green. This section contains two date fields: 'From' (set to '02/02/2026') and 'To' (set to '28/02/2026'). Each date field has a small calendar icon to its right. At the bottom of the form are two buttons: 'Search' and 'Show All'. Two black arrows are present: one pointing from the text 'Type COMPUTER BASED EXAM into the Course Title/Keyword box.' to the 'Course Title/Keyword' dropdown, and another pointing from the text 'choose your date range using the calendar button.' to the 'To' date field's calendar icon.

Leave all other drop-down boxes as 'Any' and choose your date range using the calendar button.

Click the black 'Search' button.

NOTE: If once you click search no exam dates are shown, you may need to extend your date range to a further in the future.

STEP 3:

You should now see options to choose a timeslot and exam centre. Once you have decided which timeslot and centre you would like to sit your exam at, click the green arrow under the 'Action' column. This will expand the drop-down menu where you will be able to choose an exam date.

Search results

Course		Type	Action
READING – Computer based exam – 2pm		Class	▶
READING – Computer based exam – 9.30am		Class	▼

Date	Venue	Status	Cost	Action
05/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book
13/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book
17/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book
20/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book
26/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book
27/02/2026 09:30 - 12:30	Reading	Available	(PC)	Book

SOUTHAMPTON – Computer based exam – 10AM		Class	▶
SOUTHAMPTON – Computer based exam – 2PM		Class	▶

Once the drop-down menu has opened you can see the available dates for booking your exam. Select the green 'Book' button next to the date that you would like to choose.

NOTE: The time listed may not be the same as the length of your exam.

STEP 4:

You should now see your chosen exam date and time in your shopping basket.

Shopping basket Basket Login Delegates Sessions Payment Confirmation

Your basket

Basket

Use this section to edit or remove courses from your basket.

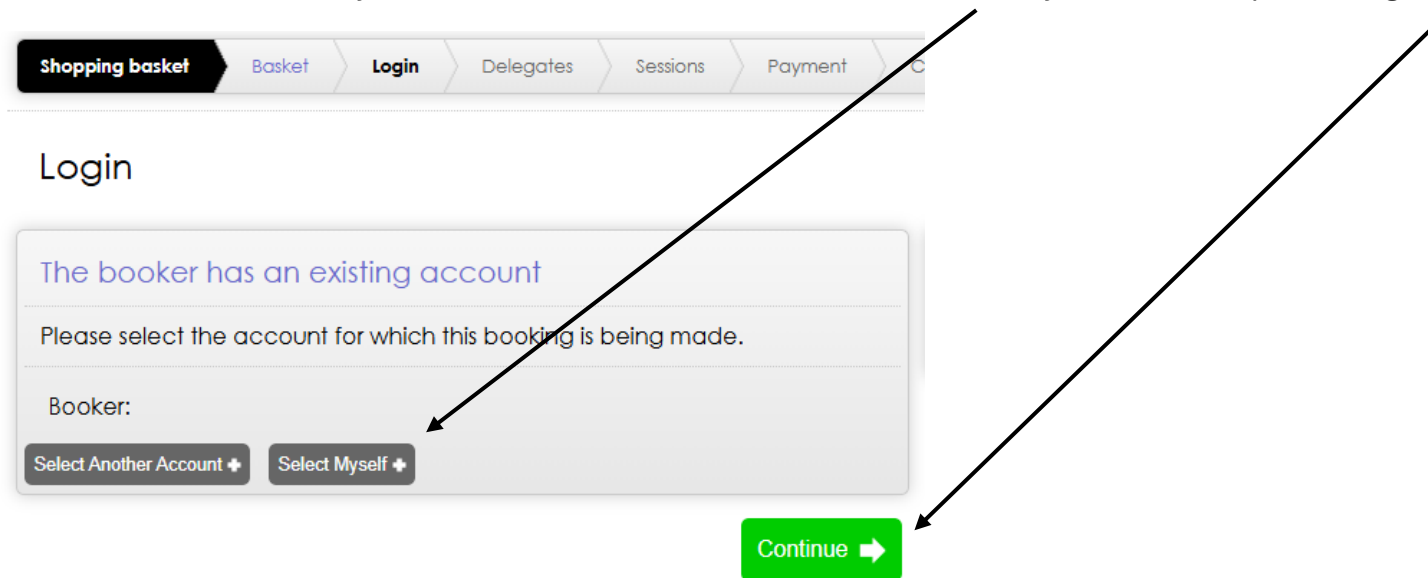
Title	Location	Date	Delegates	Cost
Exam: Thursday. 5th February 2026 - 9.30am Details	Reading	05/02/2026 09:30 - 12:30	<input type="text" value="1"/> ▼	Remove ✕
Total				

[Clear Basket](#) ✕[← Continue Shopping](#)[Next Step →](#)

If this is correct, please click the green 'Next Step' button.

STEP 5:

You will now need to select yourself as the booker of the exam. Click 'Select Myself' and then press the green 'Continue' button.

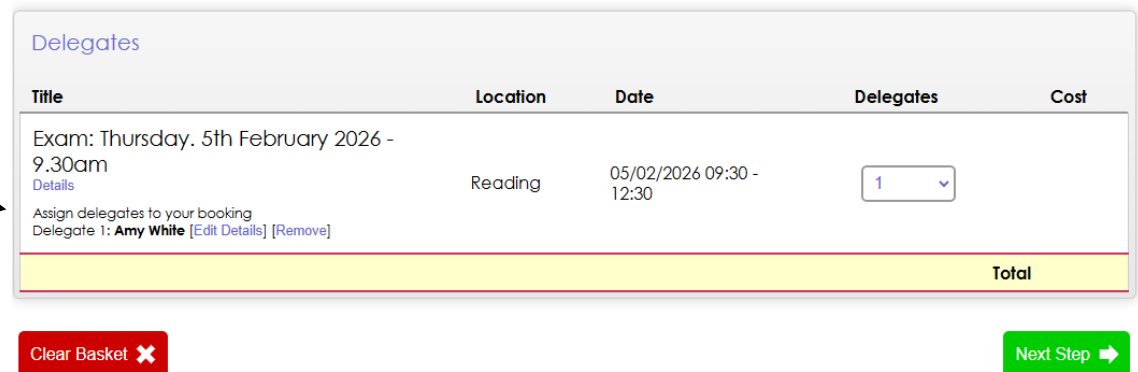


The screenshot shows the 'Login' page with a breadcrumb trail: Shopping basket > Basket > Login > Delegates > Sessions > Payment. The main heading is 'Login'. Below it, a message states 'The booker has an existing account' and 'Please select the account for which this booking is being made.' Under the 'Booker:' label, there are two buttons: 'Select Another Account +' and 'Select Myself +'. An arrow points from the text 'Click 'Select Myself'' to the 'Select Myself +' button. Below the buttons is a green 'Continue' button with a right-pointing arrow. Another arrow points from the text 'then press the green 'Continue' button.' to the 'Continue' button.

You will now see a screen that confirms you have been allocated as the person the exam is for.

Click the green 'Next Step' button to move forward with your exam booking.

Delegates



The screenshot shows the 'Delegates' confirmation page. It features a table with the following data:

Title	Location	Date	Delegates	Cost
Exam: Thursday, 5th February 2026 - 9.30am Details	Reading	05/02/2026 09:30 - 12:30	1 v	
Assign delegates to your booking Delegate 1: Amy White [Edit Details] [Remove]				
				Total

Below the table, there is a red 'Clear Basket' button with a close icon and a green 'Next Step' button with a right-pointing arrow. An arrow points from the text 'Click the green 'Next Step' button to move forward with your exam booking.' to the 'Next Step' button.

STEP 6:

Now you can select which exam you wish to book. You **MUST** select both the exam and the corresponding admin fee to be able to proceed with your booking. Once you have selected the 2 items, you can click the green 'Next Step' button at the bottom of the page.

Sessions

Basket

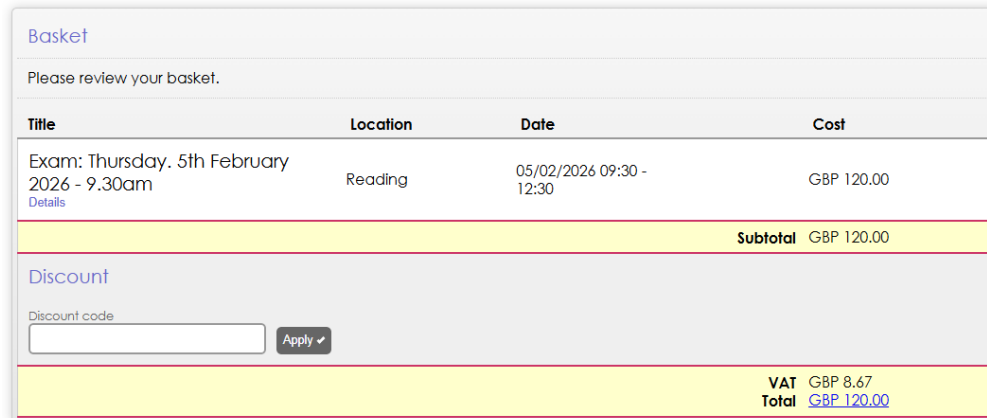
Please use the checkboxes below to select the sessions you would like to book.

Title	Location	Date	Cost
Exam: Thursday, 5th February 2026 - 9.30am <small>Minimum items: 2, maximum: 2, selected: 0</small>	Reading	05/02/2026 09:30 - 12:30	GBP 0.00
<input type="checkbox"/> Select all			
<input type="checkbox"/> ACCA Business and Technology - Computer based exam		05/02/2026 09:30 - 11:30	GBP 104.00
<input type="checkbox"/> ACCA Management Accounting - Computer based exam		05/02/2026 09:30 - 11:30	GBP 104.00
<input type="checkbox"/> ACCA Financial Accounting - Computer based exam		05/02/2026 09:30 - 11:30	GBP 104.00
<input type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (BT, MA, FA)		05/02/2026 09:30 - 11:30	GBP 25.00
<input type="checkbox"/> ACCA Corporate and Business Law (LW-ENG) - Computer based exam		05/02/2026 09:30 - 11:30	GBP 121.00
<input type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (LAW)		05/02/2026 09:30 - 11:30	GBP 25.00

STEP 7:

The final step to complete your booking! You should now be on the Payment Details screen.

Payment details



Title	Location	Date	Cost
Exam: Thursday, 5th February 2026 - 9.30am Details	Reading	05/02/2026 09:30 - 12:30	GBP 120.00
Subtotal			GBP 120.00

Discount

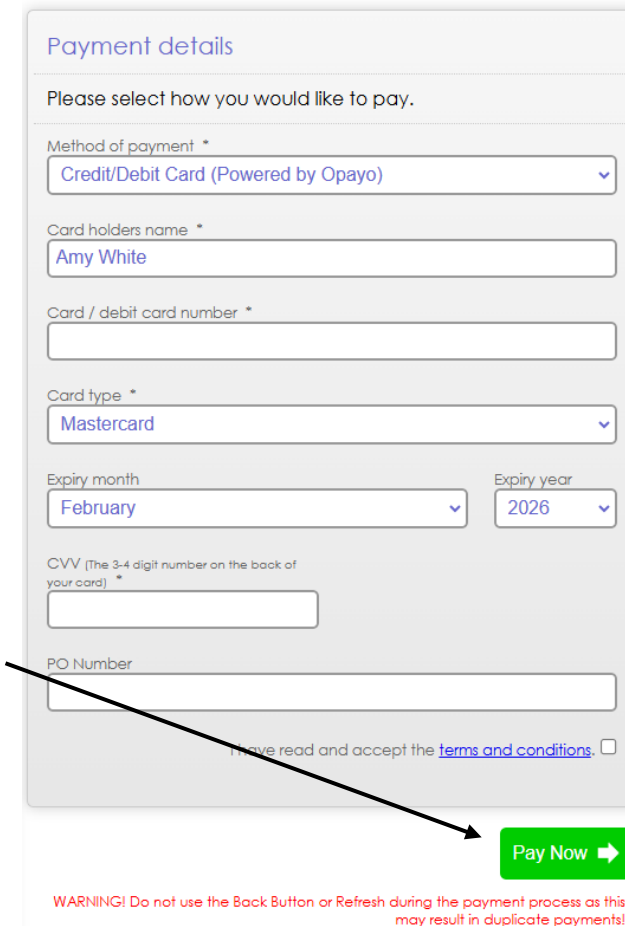
Discount code [Apply](#)

VAT GBP 8.67
Total [GBP 128.67](#)

Please check that your details under the 'Billing Details' section on the left are correct and then you can complete your payment information on the right-hand side of the screen.

When you are ready to complete your booking please click on the green 'Pay Now' button. This will then take you through to a confirmation screen which will detail your exam date and the exam you are booked to take.

You will also receive email confirmation from us of your booking. Please take time to read these emails. They contain important information regarding sitting your exam with us.



Payment details

Please select how you would like to pay.

Method of payment *
[Credit/Debit Card \(Powered by Opayo\)](#)

Card holders name *
[Amy White](#)

Card / debit card number *

Card type *
[Mastercard](#)

Expiry month [February](#) Expiry year [2026](#)

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

PO Number

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

[Pay Now](#)

WARNING! Do not use the Back Button or Refresh during the payment process as this may result in duplicate payments!