

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:

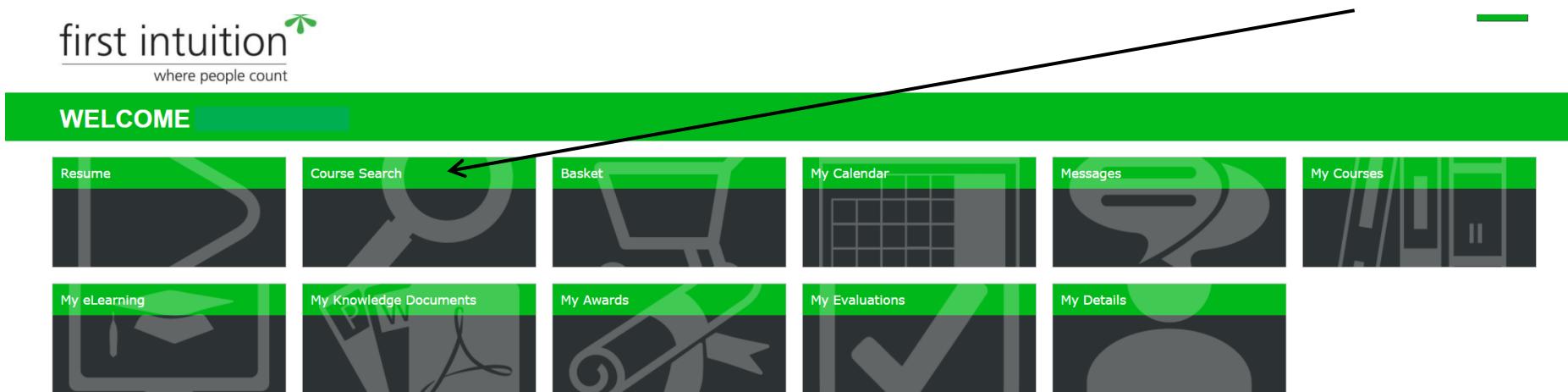
<https://readingfi.accessplanit.com/accessplan/config/readingfi/bespoke/clientinput/shoppingbasket3/registration/wizard/register.aspx>

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:

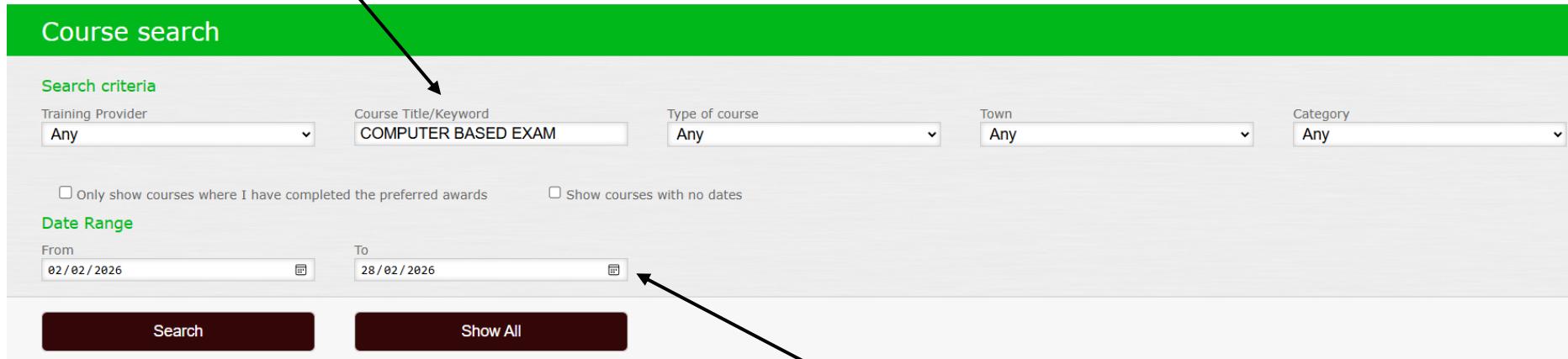
Once you have created and/or logged into your account, you should see this welcome screen. You can now click on 'Course Search'.



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. At the top, there is a green header bar with the text 'Course search'. Below it, the 'Search criteria' section contains five dropdown boxes: '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 are two checkboxes: 'Only show courses where I have completed the preferred awards' and 'Show courses with no dates'. Under the 'Date Range' section, there are two date input fields: 'From' (set to '02/02/2026') and 'To' (set to '28/02/2026'). Below the date range are two buttons: a black 'Search' button and a black 'Show All' button. A black arrow points from the text 'Type **COMPUTER BASED EXAM** into the Course Title/Keyword box.' to the 'Course Title/Keyword' input field. Another black arrow points from the text 'Leave all other drop-down boxes as 'Any' and choose your date range using the calendar button.' to the 'To' date input field.

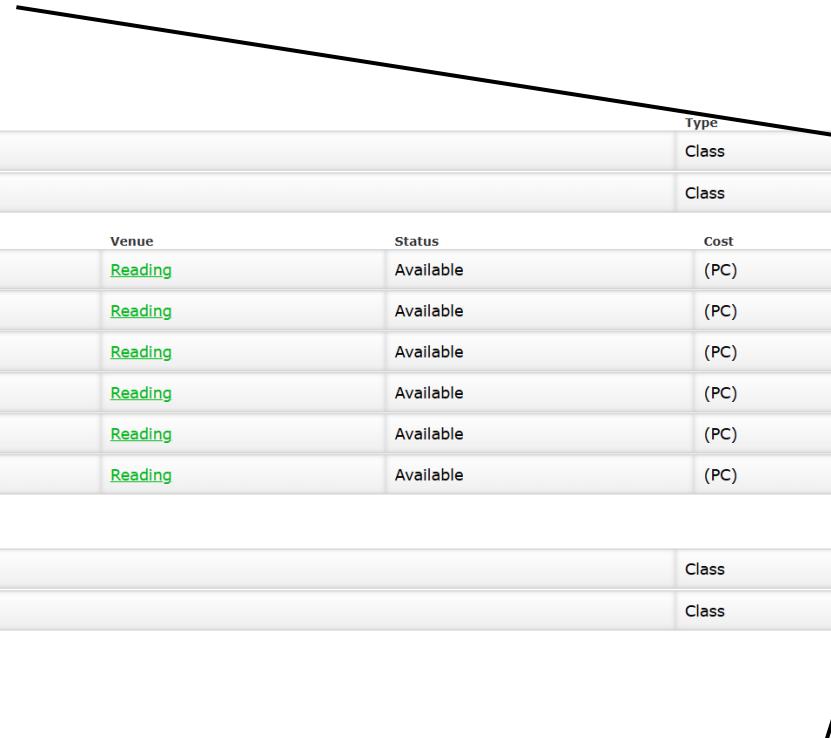
Leave all other drop-down boxes as 'Any' and choose your date range using the calendar button.

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)	
13/02/2026 09:30 - 12:30	Reading	Available	(PC)	
17/02/2026 09:30 - 12:30	Reading	Available	(PC)	
20/02/2026 09:30 - 12:30	Reading	Available	(PC)	
26/02/2026 09:30 - 12:30	Reading	Available	(PC)	
27/02/2026 09:30 - 12:30	Reading	Available	(PC)	
SOUTHAMPTON - Computer based exam - 10AM				
SOUTHAMPTON - Computer based exam - 2PM				

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 style="border: 1px solid #ccc; padding: 2px 10px; width: 40px; height: 20px; border-radius: 5px;" type="button" value="1"/> <input style="border: 1px solid #ccc; padding: 2px 10px; width: 40px; height: 20px; border-radius: 5px;" type="button" value="▼"/>	<input icon"="" style="width: 15px; height: 15px;" type="button" value="Remove "/>
Total				

"/>

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.



Login

The booker has an existing account

Please select the account for which this booking is being made.

Booker:

Select Another Account Select Myself

Continue ➔

This screenshot shows the 'Login' step of the booking process. It displays a message about an existing account and a dropdown menu for selecting a booker. A large gray box covers the central area, with arrows pointing from the account selection text to the 'Select Myself' button and from the 'Continue' button to the 'Continue' button itself.

Delegates

Delegates

Title	Location	Date	Delegates	Cost
Exam: Thursday, 5th February 2026 - 9.30am Details	Reading	05/02/2026 09:30 - 12:30	<input style="width: 40px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="button" value="1"/>	
Total				

Clear Basket **Next Step ➔**

This screenshot shows the 'Delegates' step. It displays a table with one row of data: an exam booking on Thursday, 5th February 2026 at 9.30am, located in Reading, on 05/02/2026 from 09:30 to 12:30, with 1 delegate assigned. Below the table are 'Clear Basket' and 'Next Step' buttons.

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.

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.

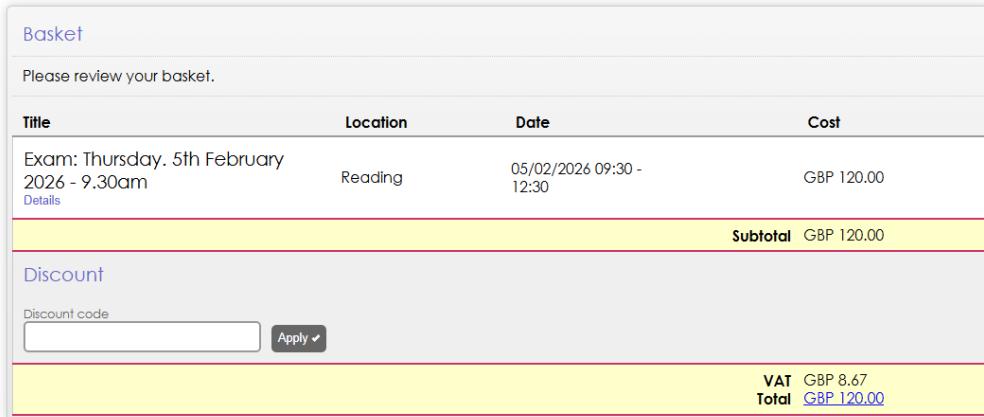
Sessions

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 Minimum items: 2, maximum: 2, selected: 0	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	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 120.00

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!