

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Visit: <https://www.firstintuition.co.uk/fihub/chelmsford-computer-based-exams/>

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# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

**SECTION 1:** For bookings for Q2022 please read Sections 1-6 in full first if this is your first exam booking through the new booking system.

<https://www.firstintuition.co.uk/fihub/chelmsford-computer-based-exams/>

## AAT Fees for Q2022 Exams at First Intuition Chelmsford

### **Q2022 Exams – NEW BOOKING SYSTEM**

From October 2022 all new Q2022 exams will need to be booked through our new Exam Booking System.

Full details on how to set accounts make a booking can be found in our [Q2022 Exam Booking Guide](#)

**Payment must be made at the point of booking for all students.**

**SECTION 2:** Using the exam date table on this page select the exam date/time you wish to book your exam for by clicking the link in the final column

Dates for late October and November 2022 are available to book by clicking the relevant link below:

Date	Start Time	Q2022 Exams Available	Booking
24 Oct 2022	9.00 am	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
24 Oct 2022	11.30 am	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
24 Oct 2022	2.00 pm	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
25 Oct 2022	9.00 am	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
25 Oct 2022	11.30 am	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
25 Oct 2022	2.00 pm	Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
31 Oct 2022	9.00 am	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
31 Oct 2022	11.30 am	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
31 Oct 2022	2.00 pm	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	<a href="#">Click here to book</a>
01 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
01 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
11 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
11 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
14 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
14 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
15 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
15 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
25 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
25 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
29 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
29 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>
30 Nov 2022	9.00 am	All Q2022 Exams	<a href="#">Click here to book</a>
30 Nov 2022	1.00 pm	All Q2022 Exams	<a href="#">Click here to book</a>

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

## SECTION 3:

You will then be brought to the following screen (If the session is fully booked you will receive a pop up message confirming this and you will need to select a new date/time).

The standard Admin Fee will be automatically applied at the first stage of the booking. The exam fee will be added at a future step once you have selected your exam. Please click the green Next Step button:

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
Chelmsford AAT Q2022 Computer Based Exam - MORNING SESSION 9 AM (Admin Fee Applied - please select exam) <a href="#">Details</a>	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 12:00	1	GBP 70.00
Total				GBP 70.00

Clear Basket

Continue Shopping Next Step

**SECTION 4:** You will then be brought to a log in screen.

Shopping basket Basket Login Delegates Sessions Payment Confirmation

Login

I have an existing account

Please enter your login details below to continue.

Email/User ID \*

This field is mandatory.

Password \*

This field is mandatory.

[I have forgotten my password](#) Login and continue

I am a new customer

Registering is easy.

Register And Continue

**There are 3 options now available to you:**

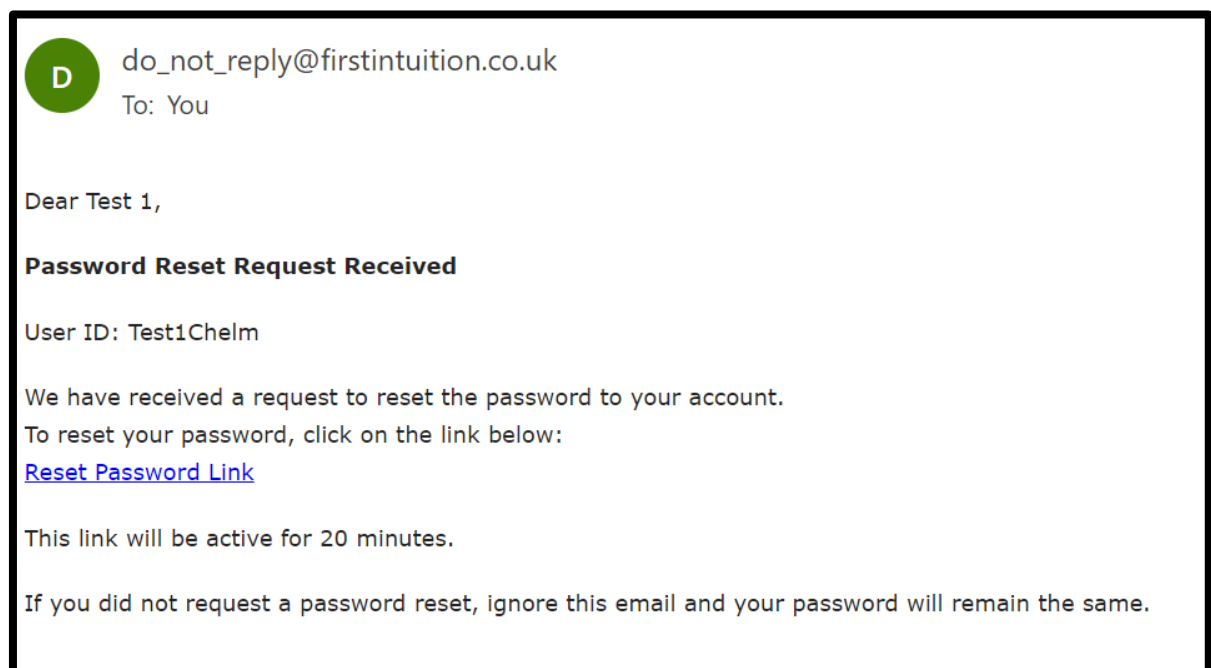
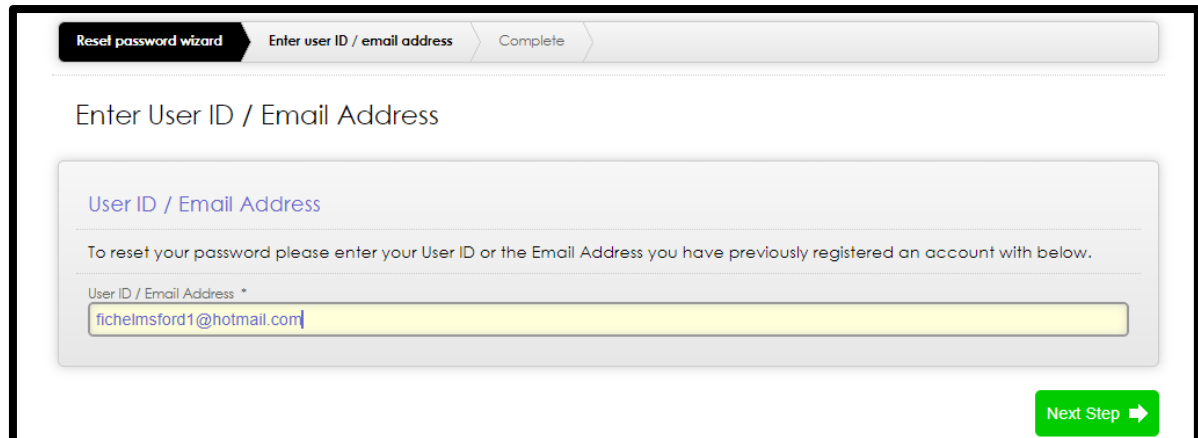
- If you have previously booked an exam through this system before either as a First Intuition or External student you will enter your email address and password in the relevant fields in the “[I have an existing account](#)” section and move to Section 7 of this Guide (page 9)
- If you are First Intuition Student studying at Chelmsford, Southend, Cambridge, Norwich, Ipswich, Peterborough, Leeds or Sheffield or via the FI Distance Learning centre but have **NOT** booked an exam through this system before please click on the “[I have forgotten my password](#)” and move to Section 5 of this Guide (page 4)
- If you are a student not listed above you should click on the “[I am a new customer](#)” link and move to Section 6 of this Guide (page 6)

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

## SECTION 5:

First Intuition Students studying at Chelmsford, Southend, Cambridge, Norwich, Ipswich, Peterborough, Leeds or Sheffield or via the Distance Learning centre but have **NOT** booked an exam through this system, you will already have an account on the system created as part of your course booking, but you will not have set a password.

Please enter the email that you use for your FI LEARN account. The system will then send you a link to set your password. Please note this can take up 10 minutes. You should also check your spam if it doesn't arrive within this time.



If you do not receive your password reset email within 10 minutes (please do check spam or junk) or if your link has expired please contact [chelmsford@fi.co.uk](mailto:chelmsford@fi.co.uk). . **PLEASE DO NOT CREATE ANOTHER ACCOUNT.**

## Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Passwords must include at least 2 numerical characters and at least one special character eg. Pa33word#

### Password Reset

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Password

Confirm Password

✓ Set Password

### Password Reset

---

Your password has been successfully reset. Please [Login](#)

Go back the login page <https://www.firstintuition.co.uk/fihub/chelmsford-computer-based-exams/>

And click on the book now link for the date/time you wanted. The exam should still be in your basket. Please go to SECTION 7 for instructions on how to complete your booking (Page 9)

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

## SECTION 6:

If you are an external student or student not studying at Chelmsford, Southend, Cambridge, Norwich, Peterborough, Leeds or Sheffield or via the FI Distance Learning centre, and have not booked an Q2022 exam via this system before you should click on the “[I am a new customer](#)” This will be necessary even if you have previously booked an exam via AQ2016 BookingLive system as the two are not linked.

The screenshot shows the 'Login' page of the booking system. At the top, there is a navigation bar with tabs: Shopping basket, Basket, Login, Delegates, Sessions, Payment, and Confirmation. The 'Login' tab is active. Below the navigation bar, the page title is 'Login'. There are two main sections: 'I have an existing account' and 'I am a new customer'. The 'I have an existing account' section contains a form with two fields: 'Email/User ID \*' and 'Password \*'. Both fields have a red error message below them: 'This field is mandatory.' There is a green button labeled 'Login and continue' with a right arrow. Below the form, there is a link: 'I have forgotten my password'. The 'I am a new customer' section contains a green button labeled 'Register And Continue' with a right arrow.

Enter your email and password details. Passwords must include at least 2 numerical characters and at least one special character eg. Pa33word#

The screenshot shows the 'Registration' page of the booking system. At the top, there is a navigation bar with tabs: Registration wizard, Access details, Personal details, Account / organisation details, Marketing, and Completed. The 'Registration wizard' tab is active. Below the navigation bar, the page title is 'Registration'. There are two main sections: 'Email address' and 'Password'. The 'Email address' section contains a form with two fields: 'Email \*' and 'Confirm email \*'. Both fields have the email address 'fichelmsford155@hotmail.com' entered. The 'Password' section contains a form with two fields: 'Password \*' and 'Confirm password \*'. Both fields have asterisks entered. There is a green button labeled 'Next Step' with a right arrow. Below the form, there is a link: 'We will use and protect your data in line with our [Privacy Policy](#)'.

Click Next Step

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Complete following details on the form: About you and Home address

## Registration

### About you

Title  
Ms

First name \*  
Test

Middle name  
155

Last name \*  
Chelmsford

### Home address

Please enter your home address

Address \*  
Address 1

Town/City \*  
Town 1

County/State \*  
County 1

Postcode/Zip Code \*  
CM1 1AA

Country \*  
United Kingdom

### Work address

☐ Same as home address?

Address

Town/City

County/State

Postcode/Zip Code

Country  
United Kingdom

Click the Billing Address should be same as your home address.

### Billing address

☒ Same as home address?

Address \*

Town/City \*

County/State \*

Postcode/Zip Code \*

Country \*  
United Kingdom

### Delivery address

(this must be completed for distance learning orders)

☐ Same as home address?

Address

Town/City

County/State

Postcode/Zip Code

Country  
United Kingdom

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

## For Contact Numbers and Additional Details:

Enter your **Mobile number, Date of Birth and Gender, Ethnicity Code and Nationality and AAT Number**. Gender, Ethnicity Code and Nationality are mandatory fields but you can select Unspecified/Not Disclosed if you do not wish to state these. **AAT Number and Date of Birth** are mandatory fields for us to be able to enter you for your exam so please do not omit these.

The screenshot shows a two-column form. The left column is titled 'Contact numbers' and contains a 'Telephone number' field and a 'Mobile number \*' field with the value '07000 123 456'. The right column is titled 'Additional Details' and contains several fields: 'Gender \*' (Unspecified), 'Nationality (please select "not disclosed" if you do not wish to provide this information) \*' (Not Disclosed), 'Date of birth \*' (01/01/2000), 'Ethnicity code \*' (Not Disclosed), 'National Insurance Number', a checkbox for 'Special requirements', 'Special requirements details', 'Which qualification are you studying?', 'ACCA registration number', 'AAT registration number' (2000000), 'CIMA registration number', 'ICAEW registration number', and 'unique learner number (ULN) if known'. A green 'Next Step' button with a right arrow is at the bottom right of the form.

## Click Next Step

You will then be brought to an Account registration section.

### Registration

The screenshot shows a form titled 'Account / organisation details'. It has a checkbox labeled 'Please check this box if you would like to register your company details'. Below this is a section titled 'Your account / organisation' with three fields: 'Job title', 'Account / organisation \*', and 'Region' (a dropdown menu).

Please **DO NOT** complete these details as all exams must be paid for directly by students at the point of booking. If you would like to register your company details please email them to [chelmsford@fi.co.uk](mailto:chelmsford@fi.co.uk) separately. To complete your exam registration please click Next Step

You will then be brought to the final page of your registration – please complete the marketing



## Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

details if you wish to otherwise accept the email default communication method and click on Next Step

### Registration

**Marketing**

How you heard about us?

☐ Google

☐ Other search engine

☐ Other website

☐ Institute

☐ Facebook

☐ Instagram

☐ Twitter

☐ LinkedIn

☐ At an event

☐ Youtube

☐ Magazine advert

☐ Mailshot

☐ Friend

☐ Employer

☐ Other - please specify

Details

Preferred method of contact

Email

We will use and protect your data in line with our [Privacy Policy](#)

Next Step ➔

Your registration will be confirmed. Click Return to Basket to complete your exam booking

**Registration wizard** Access details Personal details Account / organisation details **Marketing** Completed

Registration

Congratulations, you have completed the registration process and your account is active. To proceed please click the "Return to basket" button.

Return to basket ➔

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

## SECTION 7:

Once you have entered your log in details you will be brought to the page to select your exam. The admin fee has been automatically applied. Please select the exam you wish to sit by ticking the relevant box, the price will then be updated with the exam element of fee to show the overall exam fee. Level 2 exams will appear at the top, Level 4 exams at the bottom.

Then click Next Step

### Sessions

**Basket**

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

Title	Location	Date	Cost
Chelmsford AAT Q2022 Computer Based Exam - MORNING SESSION 9 AM (Admin Fee Applied - please select exam) <small>Minimum items: 2, maximum: 2, selected: 1</small>	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 12:00	GBP 0.00
<input type="checkbox"/> Select all			
<input checked="" type="checkbox"/> ADMIN FEE COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 09:05	GBP 70.00
<input type="checkbox"/> LEVEL 2 - INTRODUCTION TO BOOKKEEPING COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 10:30	GBP 60.00
<input type="checkbox"/> LEVEL 2 - PRINCIPLES OF BOOKKEEPING CONTROLS COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 10:30	GBP 60.00
<input type="checkbox"/> LEVEL 2 - PRINCIPLES OF COSTING COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 10:30	GBP 60.00
<input type="checkbox"/> LEVEL 2 - THE BUSINESS ENVIRONMENT COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 11:00	GBP 60.00
<input type="checkbox"/> LEVEL 3 - BUSINESS AWARENESS COMPUTER BASED EXAM (AAT Q2022) - CHELMSFORD	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 11:30	GBP 60.00
<input type="checkbox"/> LEVEL 3 - FINANCIAL ACCOUNTING: PREPARING FINANCIAL STATEMENTS	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 11:30	GBP 60.00

**Total** GBP 130.00

Next Step ➡

# Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

If you are First Intuition student, you are also entitled to a discount on your CBE fees for both AQ2016 and Q2022. In order to take advantage of this discount, you will need to enter a discount code in the basket during the checkout process. Click apply and the amount will be adjusted by the discount amount.

If you do not have this discount code please contact the centre on 01245 209 900 or [chelmsford@fi.co.uk](mailto:chelmsford@fi.co.uk)

## Payment details

**Basket**  
Please review your basket.

Title	Location	Date	Cost
Chelmsford AAT Q2022 Computer Based Exam - MORNING SESSION 9 AM (Admin Fee Applied - please select exam) <a href="#">Details</a>	First Intuition Chelmsford, Chelmsford	01/11/2022 09:00 - 12:00	GBP 130.00
			<b>Subtotal</b> GBP 130.00
<b>Discount</b>			
Discount code <input type="text"/> <input type="button" value="Apply"/>			
			<b>VAT</b> GBP 11.67
			<b>Total</b> GBP 130.00

If your billing address details are not included automatically, please enter them and include an email address so that you receive confirmation of your payment.

Please note that if you are usually employer sponsored for FI courses the billing details may default to your Company Details. If you are paying by company card then this can remain the address and the paid invoice will be sent to your employer but if you are paying with your own card please tick the box (highlighted in green) that says "This is a private booking billed to my personal account". The screen will then update to reflect your own personal billing details and email address which you can edit or it will be blank so you can populate these details.

Then enter the relevant credit card details, tick the terms and conditions box and click the Pay Now button.

**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.  

Account  
Chelmsford Test Account

Address  
Street 1

Town/City  
Town 1

County/State  
County 1

Postcode/Zip Code  
TE5 1CH

Country  
United Kingdom

Email  
test@chelmsford.co.uk

Please select how you would like to pay.

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

Card holders name \*  
Liza Test Chelmsford 12

Card / debit card number \*

Card type \*  
Diners Club

Start month  
January

Start year  
2015

Expiry month  
October

Expiry year  
2022

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

PQ Number

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

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

## Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Your exam booking will be confirmed and you will be sent an invoicing confirming payment and a confirmation email with full details of your exam booking and further instructions. The emails may take up to 30 minutes to arrive.

### **Section 8:**

#### **AAT Computer Based Exam Deferral and Refund Policy.**

- From 12 January 2024, students will only be allowed to move **or** request a refund **once for each attempt** of an exam without any extra charge. This means you can move your exam free of charge once to a date of your choosing or you can request a full refund and rebook at a later date when you are ready to sit.
- Deferred Exams - If you cannot attend an exam that you have deferred once already, you will forfeit that exam fee and will need to book and pay for your exam again through the website.
- Refunded Exams - If you receive a full refund for an exam that you can no longer attend, when you rebook this you will not be able to defer it or get another refund, so will need to book and pay the full exam fee again through the website.

All requests for the first deferral or a refund must be received no later than 8.30am on the day the exam is due to be sat. Requests received after this time will be non-refundable.

If you have to resit an exam, this will be counted as a new attempt.

To move an exam or to cancel and request a refund, please email [chelmsford@fi.co.uk](mailto:chelmsford@fi.co.uk) or call 01245 209 900.