

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 exams please read Sections 1-6 in full first if this is your first exam booking through the new booking system.

[AAT Fees Q2022 Exams at First Intuition Chelmsford](#)

Q2022 Exams – 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. These cannot be invoiced to your employer.

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	Click here to book
24 Oct 2022	11.30 am	Level 3 - Tax Processes for Business	Click here to book
24 Oct 2022	2.00 pm	Level 3 - Tax Processes for Business	Click here to book
25 Oct 2022	9.00 am	Level 3 - Tax Processes for Business	Click here to book
25 Oct 2022	11.30 am	Level 3 - Tax Processes for Business	Click here to book
25 Oct 2022	2.00 pm	Level 3 - Tax Processes for Business	Click here to book
31 Oct 2022	9.00 am	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	Click here to book
31 Oct 2022	11.30 am	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	Click here to book
31 Oct 2022	2.00 pm	Level 2 - Introduction to Bookkeeping Level 3 - Tax Processes for Business	Click here to book
01 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
01 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
11 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
11 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
14 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
14 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
15 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
15 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
25 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
25 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
29 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
29 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book
30 Nov 2022	9.00 am	All Q2022 Exams	Click here to book
30 Nov 2022	1.00 pm	All Q2022 Exams	Click here to book

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Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

There are 3 options now available to you:

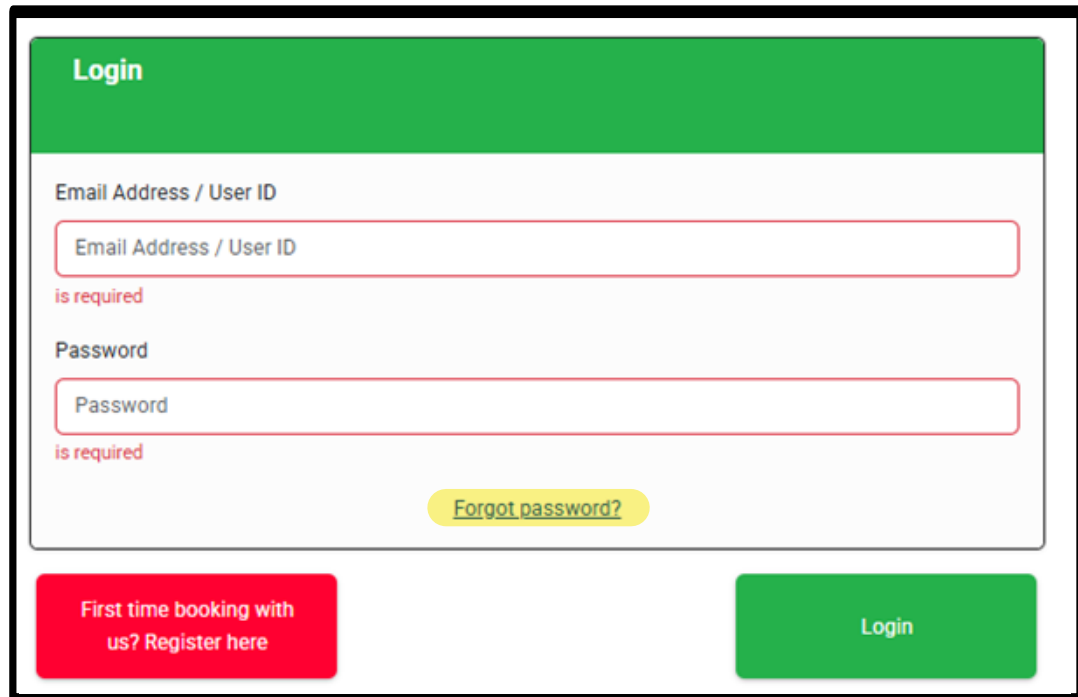
- A. If you have previously booked an exam through this system before either as a First Intuition or External student you will enter your email address and password in the relevant fields in the Login box and click **Login**.
- B. If you are a First Intuition Student studying at Chelmsford, Southend, Colchester, 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 **Forgotten Password?** and move to Section 5 of this guide (page 5)
- C. If you are a student not listed above you should click on the **First Time Booking With Us? Register here** button and move to Section 6 of this guide (page 7)

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SECTION 5:

First Intuition Students studying at Chelmsford, Southend, Colchester, 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 click the [Forgot password?](#) link and complete your email details.



Login

Email Address / User ID

Email Address / User ID

is required

Password

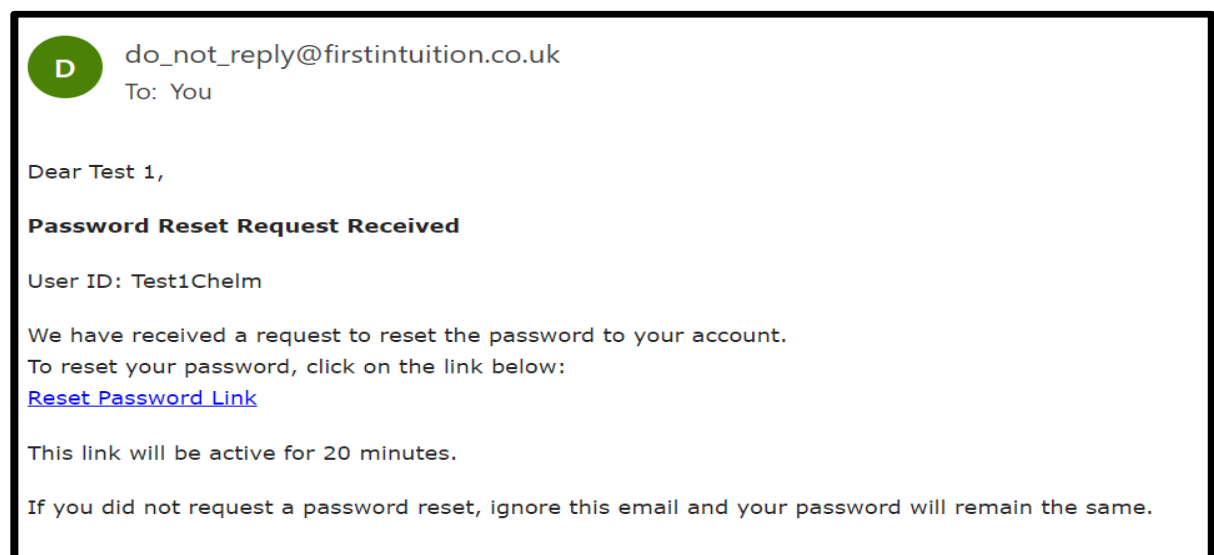
Password

is required

[Forgot password?](#)

First time booking with us? Register here

Login



D do_not_reply@firstintuition.co.uk
To: You

Dear Test 1,

Password Reset Request Received

User ID: Test1Chelm

We have received a request to reset the password to your account.
To reset your password, click on the link below:
[Reset Password Link](#)

This link will be active for 20 minutes.

If you did not request a password reset, ignore this email and your password will remain the same.

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 essex@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

Password

Confirm Password

✓ Set Password

Password Reset

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

Go back to 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.

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, Colchester, 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 **"First Time Booking With Us? Register here"** red box and move to the next page.

The image shows a login form with a green header bar labeled "Login". Below the header, there are two input fields. The first field is labeled "Email Address / User ID" and has a red border. Below it, the text "is required" is displayed in red. The second field is labeled "Password" and also has a red border. Below it, the text "is required" is displayed in red. A blue link labeled "Forgot password?" is positioned below the password field. At the bottom of the form, there are two buttons: a red button on the left labeled "First time booking with us? Register here" and a green button on the right labeled "Login".

Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Enter your details. Passwords must include at least 2 numerical characters and at least one special character eg. Pa33word. Once complete, click green "Register". Please ensure you include your **AAT membership number**.

Please **DO NOT** complete the "Your employer details" section 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 essex@fi.co.uk separately.

Register

An asterisk (*) indicates a required field

Login information

Email Address *

Confirm Email Address

Password (and Verify) *

✓ Must contain at least 8 characters.
✓ Must contain at least 2 numbers.
✓ Must contain at least 1 special character.

Confirm Password (and Verify)

Your details

Title *

First Name *

Last Name *

Phone Number *

Address *

Town *

Postcode *

Country *

Date of Birth *

Day: Month: Year:

AAT Students Only - Membership Number (Please put TBC if not yet registered with AAT)

ACCA Students only - Membership Number (Please put TBC if not yet registered with ACCA)

ICAEW Students only - Membership Number (Please put TBC if not yet registered with ICAEW)

Your employer details

☐ Please tick here if your employer is paying and fill in their details below:

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

Booked with us before?
Quickly log in

Register

Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Section 7:

On the "Payment" page, please ensure your details are showing correctly.

IMPORTANT - please ensure the **County field** is completed otherwise the booking will fail.

Discount Code - If you are a First Intuition student, you are also entitled to a discount on your CBE fees for AAT Exams. 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.

Payment

An asterisk (*) indicates a required field

Bill To*

David Test

Billing Address*

Contact - 1 Test Street, Chelmsford, United Kingdom, CM1 2TT

Address*

1 Test Street

Town/City*

Chelmsford

County/State*

Post/Zip Code*

CM1 2TT

Email Address*

davestretch1972@gmail.com

Country*

United Kingdom

Discount Code

Apply Discount

Payment Type*

Credit/Debit Card (Powered by Opayo)

Name: Cardholder Name

Card: 0000 0000 0000 0000

Expiry: MMY

CVC: 123 ?

PO Number

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

Previous Step

Make Payment

Your exam booking will be confirmed and you will be sent an invoice 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.

Instructions for Booking Exams First Intuition Chelmsford AAT Q2022 Exams

Section 8:

Please read our Cancellation and Deferral Policy for AAT Exams before making your booking.

MOVING YOUR EXAM:

To move your exam please call 01245 209 900 between 8.30am – 4.30pm or email essex@fi.co.uk, confirming the date/time you would like to move your exam to.

CANCELLING YOUR EXAM:

All requests for cancellation and the refund of exam fees must be made in writing by emailing essex@fi.co.uk no later than 8.30am on the day of your exam. Requests received after this time will be non-refundable.