



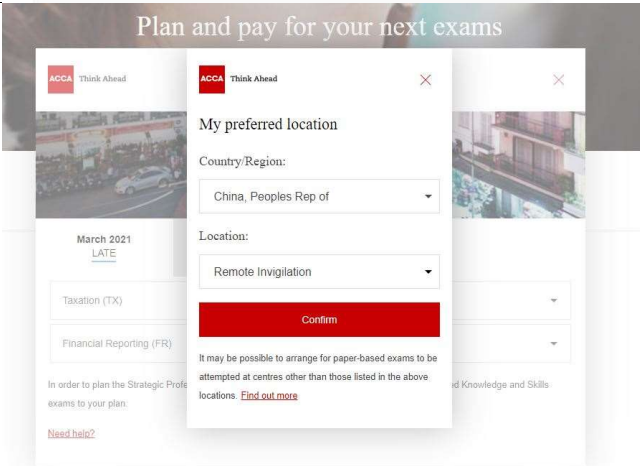
A step-by-step guide to book your China remote session exam

Think Ahead



If your centre-based exam has been cancelled you must re-book your remote exam, using the Exam Planner, by the deadline date confirmed on your re-booking email.

Before booking your remote session exam, please ensure you meet **our minimum specifications and equipment requirements**.

Screen	Guidance
	<p>Access your Exam Planner. This can be accessed via myACCA or ACCAGlobal.com</p>
	<p>Click "Add an exam"</p>
	<p>Choose your Country Region as "China, Peoples Rep of"</p> <p>And for Location, select "Remote Invigilation"</p> <p>Then click "Confirm"</p>

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Choose the session you wish to enter for then choose the exam you previously had cancelled.

If you're entering for the Taxation (TX-UK) exam, click "Choose a Version" and select the version you wish to sit.

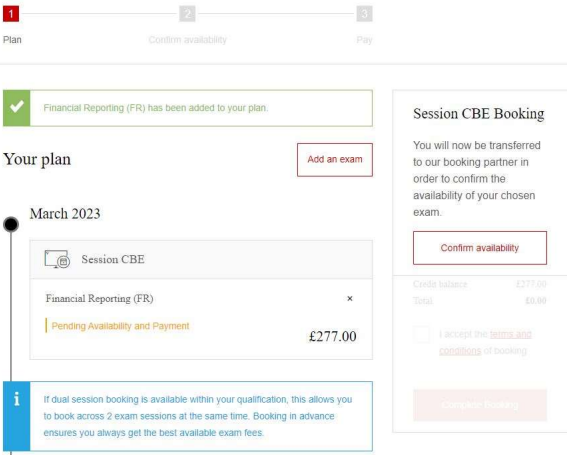
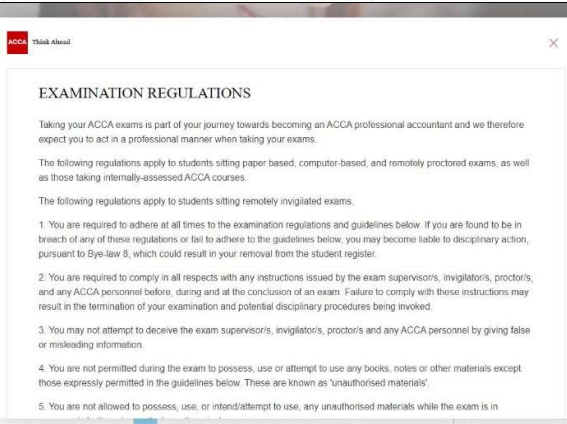
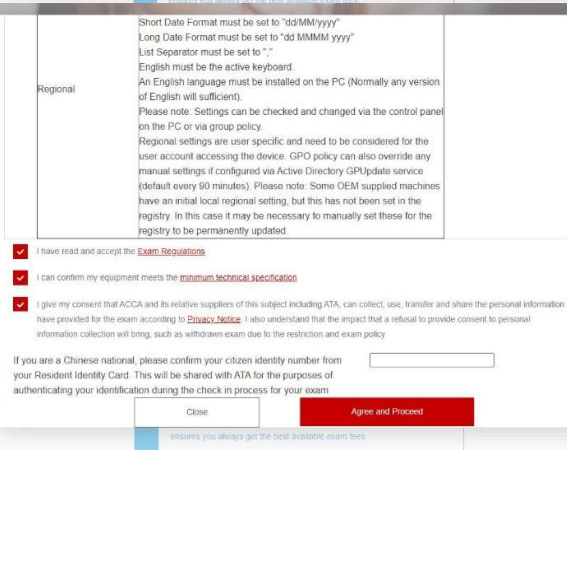
Then click "Set version"

Click "Session CBE" then "Add to your plan".

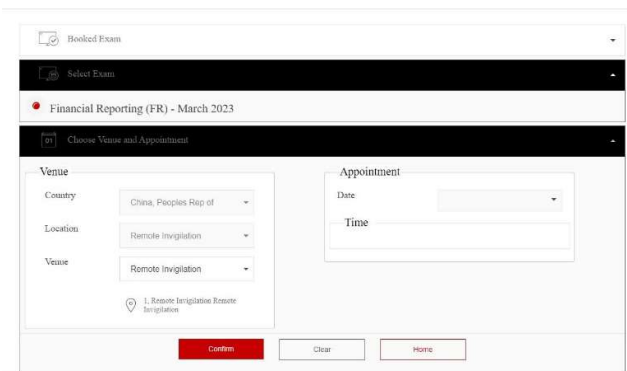
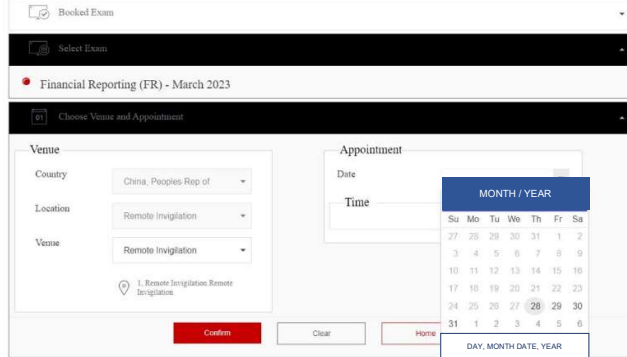
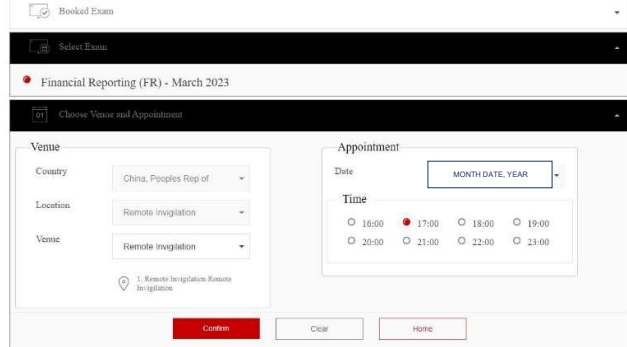
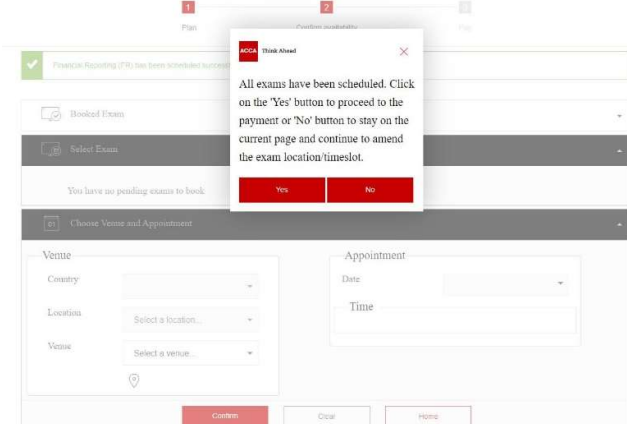
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	<p>Now your exam has been added to your exam planner.</p> <p>Next you need to read and agree to the terms and conditions before booking your timeslot.</p> <p>Click “Confirm availability” to move on.</p>
	<p>Read the Exam Regulations.</p> <p>Learn what you can and cannot do during your remote session exam.</p>
	<p>Please review the:</p> <ul style="list-style-type: none"> Exam regulations Minimum technical specifications; and Privacy Notice <p>Tick the three terms and conditions boxes.</p> <p>If you're a Chinese National, enter your citizen identity number from your Resident Identity Card into the box provided.</p> <p>Finally, click “Agree and Proceed”.</p>

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	<p>Now it's time to choose your timeslot.</p> <p>Under “Select Exam”, choose the exam you wish to book a timeslot for.</p>
	<p>Choose the date of the exam from the drop-down arrow. View the exam timetable here (LINK UPDATE) if you're unsure when your remote session exam will take place.</p>
	<p>Choose your preferred timeslot.</p> <p>Then click “Confirm”</p> <p>NB: Not all timeslots may be available.</p>
	<p>If you're happy with your chosen timeslot, click “Yes”</p> <p>Otherwise click “No” to amend your timeslot.</p>

A step-by-step guide to book your China remote session exam

1

2

3

Plan

Confirm availability

Pay

1

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Plan

Confirm availability

Pay

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Confirm availability

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Confirm availability

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Confirm availability

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Plan

Confirm availability

Pay

If you need to re-book another remote session exam, click “Add an exam” and repeat the steps again.

To secure your booking, click the “I accept the terms and conditions of booking” box.

Then select “Complete Booking”

Do you have outstanding fees with ACCA?

If you have any outstanding fees on your account after we cancelled your centre-based session exam and credited the fees to your myACCA account, there may be an additional cost to cover the remaining price of the exam.

If there are no additional costs, then your booking is now complete and you will receive an email confirmation with next steps.

Follow these steps below if you need to make payment:

1

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3

Plan

Confirm availability

Pay

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Plan

Confirm availability

Pay

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Plan

Confirm availability

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Confirm availability

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Confirm availability

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Confirm availability

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Plan

Confirm availability

Pay

As we cancelled your centre-based session exam, these fees will be used again to secure your remote session exam booking.

Choose your preferred payment method and enter your payment details and click “Pay” when ready.



Payment confirmed

Your payment was successful and the bookings below are now confirmed - a copy has been emailed to you for your records:

Financial Reporting (FR)	£277.00
Session CBE 3 hours 10 minutes (plus up to 10 minutes to read the pre-exam instructions)	
Remote Invigilation (RI01) , CN	
TIME, MONTH DATE, YEAR	
Remote Invigilation, Remote Invigilation, China, Peoples Rep of	
Subtotal	£277.00
Account balance*	£0.00
Total	£277.00

* Payment of account balance due may take up to 24 hours to be reflected on your account.

After completing your payment, you will receive confirmation of your booking on screen.

We will also send you an email with you booking confirmation and payment receipt. You can also **download a copy of your invoice and receipt** from your myACCA.

Please note, your balance may take up to 24 hours to be updated on your myACCA account.

Next steps: Discover, connect and learn

Now that you've booked your exams, why not connect with fellow ACCA students from around the world on the ACCA Learning Community.

[Connect Here](#)

You can **return to your plan** to view your exam selections or book another exam.

Now you can begin to study for your exam. Check out our **CBE Practice Platform** and practice using the live exam format, layout and functionality or view our **CBE guidance document**.

If you'd like to review your booking or book another exam, click "return to your plan"