# ICAEW Level 7 Accountancy Professional Apprenticeship



A GUIDE FOR STUDENTS BOOKING THEIR END-POINT ASSESSMENT

This guide will take you through the process of how to book your Level 7 end-point assessment. The end-point assessment consists of two parts:

- the ACA Advanced Level Case Study exam; and
- a Project Report.

It is your responsibility to keep track of all the key dates and deadlines. There are two sessions per year available for you to submit your Project Report. The dates align with the Case Study exam sessions which take place in July and November.

- View and make a note of all exam booking deadlines
- Download the Level 7 apprenticeship planner

#### Gateway review

Your employer and tuition provider will agree when you are ready to move onto the end-point assessment. This is known as the gateway review. To pass the gateway review, your employer will agree that you:

- are, in their view, competent in the role and ready to do the end-point assessment;
- have achieved Level 2 or above GCSE Maths and English, or equivalent; and
- have completed a minimum of 12 months on the apprenticeship.

When you apply for the end-point assessment, there is a requirement within the application process where you will need to confirm that you have passed the gateway review with your employer and tuition provider by the time you sit the Case Study exam. This confirmation will need to be given, so you can progress and finalise the application.

#### Apprenticeship specific information

You will need to enter your Employer Reference Number (ERN), Unique Learner Number (ULN) and tutor organisation or employer provider details when you apply for the end-point assessment, if you haven't already provided this information when you registered as a student or via your training file.

It's easy to add this information into your training file. Log in and click 'Update ULN/Employer Ref/ Tutor' on the Summary tab. This will take you to the 'Apprentice information' page. Here you can edit your details to record your ERN, ULN and you can select your tutor organisation or employer provider from the drop-down menu. Once you've done this click 'Update'.

It is vital that you record the ULN, ERN and tutor organisation or employer provider in your file. Failure to do so means you will not be able to book your end-point assessment. If you do not know this information, your tutor organisation will be able to provide you with the details you need.

If you cannot see an option to do this, you may need to check your student status is correct. Take a look at our guide to check and update your student status.

## **Training file**

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The Un	ue Learner Number (ULN) is a 10 digit number which is given to you by your tuition provider. It may also be printed on exam certificates issued
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f your e	mployer is an employer provider, please choose their name from the drop down list.
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#### HOW TO BOOK THE CASE STUDY EXAM



To book an exam, go to exams online. Go to the 'Examinations' tab and select 'Apply for exams'.

You will then be asked to select your qualification.

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#### Once you have selected your qualification, you will need to click on 'Apply online'.

You can also view the 'how to book an exam' guide here. This will take you through the process of booking an ACA Professional or Advanced Level exam.

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You will then be able to see all the available exam sessions that you can book. Select the exam session you wish to sit.

## Available examination sessions

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The following examination sessions are currently open. Please select sit modules. Details of these modules will be displayed on the next p	the examination session at which you wish to age.
	-3
SESSION NAME	SESSION DATE
Advanced level	

You will then be able to see all the exams you are eligible to take. Select the Case Study exam by using the 'tick box' on the left-hand side. Use the drop-down box under delivery method to choose between sitting your exam via a centre or via remote invigilation.

You can also book the Corporate Reporting and Strategic Business Management exams at the same time, if you wish.

When you have selected the Case Study exam, you must also confirm that you will have passed the gateway review with your employer and tuition provider by the time you sit the Case Study exam. Use the tick box to confirm this and click Next.

You will be prompted to add your employer reference number (ERN) and unique learner number (ULN) here if you haven't already provided it via your training file or when you registered.

Failure to provide this information will mean that you are unable to progress the booking and you will not be able to book the Case Study exam.

## **Advanced Level**

The following is a list of all modules available to you in the session that you have selected. Please select the module(s) that you wish to sit.

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (UK)	FEE
Corporate Reporting	Ţ	Centre Based▼		
Strategic Business Management	Ţ	Centre Based <b>v</b>		
Case study	<b></b>	Centre Based 🕶		
By making an application for review with your employer ICAEW if you do not pass th	or the Case Study exa and tuition provider, ne gateway review.	m you are confirming that by the time you sit the ex	t you will have paced the am. Your employer will ne	gateway aed to notify

#### Session requirements

Lvl 7 Apprenticeship

PLEA	SE COMPLETE THE DETAILS BELOW
Employer reference number	eg 123456789
The Employer Reference Number (ERN) is a 9 digit number and	your tuition provider (or employer provider) can supply this.
Unique learner number	eg 1234567890
The Unique Learner Number (ULN) is a 10 digit number which is awarding bodies.	given to you by your tuition provider. It may also be printed on exam certificates issued by other

#### You will now see your personal details. If they are displayed incorrectly, you can change them by clicking 'Edit personal details'.

It is vital that your email address is correct as this is where your exam communications will be sent. This will include important information such as your exam booking confirmation, exam updates and for remote invigilation exams, you will receive your system check and exam link.

#### SESSION PREFERENCES

Please enter your tuition provider and how you are studying.

- If your tuition provider is not listed, please select 'OTHER NOT LISTED'.
- Then choose your study mode.
- Then enter your preferred location either town, postcode, or country where you would like to sit your exam. A list of the nearest five available centres will appear on the next page. You must do this if you are sitting via exam centre or remote invigilation.

You will now be presented with five
available exam centres closest to the
location you entered. Simply pick your
preferred centre by clicking 'Select' within
the chosen venue box.

Once the centre has been selected and you move to the next screen, the selected centre will be reserved for 30 minutes. You will have 30 minutes to complete your booking. If you do not complete the process within this time, your centre choice will be released, and you will need to start the booking process again.

#### PLEASE NOTE

If your preferred exam centre does not appear within the list, it means that this exam centre is fully booked. If you have access arrangements, the centres that meet your specific arrangements will be displayed.

#### **REMOTE INVIGILATION**

If you are booking an exam via remote invigilation, you should select the most appropriate time zone for your location, eg, if you have chosen London, you should select GBR or UK-time zone. You will be presented with virtual locations that meet your time-zone.

#### ACCESS ARRANGEMENTS

If any access arrangements are applicable to you, they will be highlighted in bold and will state the exams they relate to. For more information on how to apply for access arrangements visit icaew.com/aaguidance

#### **Session details**

Please check your:	
Personal details and	
2 Session preferences.	
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Address	
Email	
Telephone	
Edit personal details	APPRENTICESHIP
* Tutor * If you have more than one tutor please just select one.	BPP ONLINE
* Study mode	Private/home study
Session fee	
TOTAL FEE	
Next Back	Start again





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Now enter your mobile phone number to receive your exam results by SMS/text message. You will also be able to view your exam results via your online training file.

#### **Results notification preferences**

CAEW makes all their students' results available via the online training file. You can also choose to receive results by email and SMS text
message.

	5MS NOTIFICATION
To receive your admission details notification and your results by S	MS text message, please enter and confirm your mobile phone number.
Please ensure you remove the first "0" from your mobile number, a	nd add "00" to the country code (0044 for the UK, 00357 for Cyprus, etc.).
e.g. 07123444555 (from UK) becomes 00447123444555.	
f you don't know your country code, visit <b>countrycallingcodes.c</b>	am for a full list of country codes.
Mobile phone number	
Confirm mobile number	1

Review the details of your booking and ensure all details are correct.

You will also need to confirm that you agree with the terms and conditions. Click Next.

#### Summary and confirmation

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	Do you need any s	pecific adjustments or pro	visions for examinations due	to a disabil	ity or medical condition?
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	This documentation n to enable your individ	nust be received by the Assessi Val arrangements to be put in ,	ment Manager at the latest by the place.	closing date (	for applications for the examination
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# For apprenticeships, there is no payment required.

There is no payment required as your tutor has an invoice set up for exam payments. There should be no exam fees for you to pay. Click Next to move on.

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## The exam booking process is complete.

You will receive an email from us notifying you that an application has been submitted. Go to your application summary, where you will be able to review and print your application details. You will be able to view the address of your exam centre by selecting the centre.

Please ensure you review your details thoroughly. You should ensure your details are correct as you cannot make changes after the exam booking deadline.

### **Application received**

Your examination application has been received and will now be processed. You should also receive an email confirming your application details.

If we have any queries with your application form, these will be identified during the next working day and we will contact you as soon as possible to resolve them.

• Your application status can be viewed at any time by following the Application summary link on the Exams Application homepage

Access your Training File

### HOW TO SUBMIT YOUR PROJECT REPORT

When you are ready to submit your Project Report, please note that you must have applied for, or previously sat the Case Study exam.



#### To upload your Project Report, click 'Choose file' and browse to the relevant document. Check you have chosen the correct file name and click 'Upload document'.

By ticking the boxes, you are confirming that the events described in your Project Report took place. You are also confirming that you have passed your gateway review with your employer and tuition provider for the Level 7 Accountancy Professional Apprenticeship.

Key tips when submitting your Project Report:

- upload your Project Report in a Word format;
- pay attention to the word count instructions on the cover page;
- do not delete the cover page;
- do not include your name or personal information anywhere in the document including headers and footers, other than on the cover sheet, where requested;
- do not change the formatting of the document (font size, page size);
- do not use any special characters in the file name; and
- do not password protect the document.

For more information, go to icaew.com/projectreport

#### Lvl 7 Apprenticeship

The following is a list of all modules available to you in the session that you have selected. Please select the module(s) that you wish to sit

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•	By making this application for the Proj employer and tuition provider for the I	ect Report asso evel 7 Accoun	sement you are confirming, that you have passed your Gateway review with your tancy Professional Apprenticeship.
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You will now see your personal details. If they are displayed incorrectly, you can change them by clicking 'Edit personal details'. It is vital that your email address is correct as this is where your exam communications will be sent. This will include important information such as your Project Report submission confirmation and exam updates.

#### SESSION PREFERENCES

- Please enter your tuition provider and how you are studying.
- If your tuition provider is not listed, please select 'OTHER NOT LISTED'
- Then choose your study mode.

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Now enter your mobile phone number to receive your exam results by SMS/text message. You will also be able to view your exam results via your online training file.

#### **Results notification preferences**

ICAEW reakes all their students' results available via the online training Re. You can also choose to receive results by email and SMS text massage.

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Mobile phone number	
Confirm mobile surplus	

Please read through carefully to check all details are correct and you have uploaded the correct document. You can upload a new document on this page by clicking 'Replace uploaded document'.

You will also need to confirm that you agree with the terms and conditions.

#### **Summary and confirmation**

Please check that all of the details are correct.

Please select your chosen payment method for each module you are applying for, confirm acceptance of the terms and conditions and continue to review and confirm your payment choice(s).

If you are an Apprentice you must not be asked to contribute towards the cost of your apprenticeship. You must ensure you have the ability to reclaim this cost via your organization's expenses process/system. Your application is not complete and will not be saved until you have accepted the terms and conditions and the payment method has been conditioned.

#### Session details - Lvl 7 Apprenticeship

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## For apprenticeship students, there is no payment required

There is no payment required as your tutor has an invoice set up for exam payments.

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MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	PAYMENT METHOD
Level 7 Apprenticeship Project Report	ľ			Tutor
'our tutor has an invoice set up for examina	tion payments.			
lutor Fee Due:				
EXAM	FEES DUE		£ 0.00	

Your application is now complete. You will receive an email from us notifying you that your Project Report has been submitted. Go to your application summary, where you will be able to review and print your submission details.

Please ensure you review your details thoroughly. You must ensure that your details are correct, as you cannot make changes after your Project Report has been submitted.

There is no payment required as your tutor has an invoice set up for exam payments.

#### **Application received**

Your examination application has been received and will now be processed. You should also receive an email confirming your application details.

If we have any queries with your application form, these will be identified during the next working day and we will contact you as soon as possible to resolve them.

Your application status can be viewed at any time by following the Application summary link on the Exams Application homepage

Access your Training File



#### HAVE A QUESTION?

You may find your question listed within our frequently asked questions. Alternatively, call or email us or ask a question via the live help boxes throughout our website.

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