

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.

The screenshot shows a web interface titled 'Training file' with a 'DOWNLOAD PDF' link. Below the title is the text 'BDO LLP GATWICK | 1st Jul 2018 to 30th Jun 2021'. There are five tabs: 'Summary', 'Practical work experience', 'Ethics and professional scepticism', 'Examinations', and 'Audit qualification'. The 'Summary' tab is active. The main content area is titled 'Apprentice information' and has an 'Edit details' button. It contains three sections: 'Employer Reference Number' with a text input field and a note that the ERN is a 9-digit number; 'Unique Learner Number' with a text input field containing '1234567890' and a note that the ULN is a 10-digit number; and 'Tutor organisation/Employer provider' with a dropdown menu showing 'BPP Professional Education London (King's Cro)'. At the bottom are 'Update' and 'Cancel' buttons.

HOW TO BOOK THE CASE STUDY EXAM

- 1 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.

Exams application

Coronavirus updates
Visit our [qualifications hub](#) for the latest qualifications, exams, booking deadlines and training updates and the provisions we have made in response to the coronavirus pandemic.

Start your booking by selecting the qualification you are studying for.

ACA Qualification

- ACA qualification
Certificate Level exams
- ACA qualification
Professional Level exams, Advanced Level exams,
Apprenticeship end-point assessments

- 2 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.

Exams application: ACA non-Certificate Level

Coronavirus updates
Visit our [qualifications hub](#) for the latest qualifications, exams, booking deadlines and training updates and the provisions we have made in response to the coronavirus pandemic.

Apply for an exam

- Apply online
- Apply online - guidance notes

- 3 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

The following examination sessions are currently open. Please select the examination session at which you wish to sit modules. Details of these modules will be displayed on the next page.

SESSION NAME	SESSION DATE
<input checked="" type="radio"/> Advanced Level	
<input type="radio"/> Lvl 7 Apprenticeship	

Next Cancel

4

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.

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
<input type="checkbox"/> Corporate Reporting		Centre Based ▼		
<input type="checkbox"/> Strategic Business Management		Centre Based ▼		
<input type="checkbox"/> Case study		Centre Based ▼		

By making an application for the Case Study exam you are confirming that you will have passed the gateway review with your employer and tuition provider, by the time you sit the exam. Your employer will need to notify ICAEW if you do not pass the gateway review.

[Next](#) [Back](#) [Start again](#)

5

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.

Session requirements

Lvl 7 Apprenticeship

Please complete the details of your apprenticeship below.

PLEASE COMPLETE THE DETAILS BELOW

Employer reference number

The Employer Reference Number (ERN) is a 9 digit number and your tuition provider (or employer provider) can supply this.

Unique learner number

The Unique 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 by other awarding bodies.

[Next](#) [Back](#)

6 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.

7 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](https://www.icaew.com/aaguidance)

8

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

Please note that this information will be retained for future ICAEW use. You will be able to return at any time to alter this information by selecting 'Manage email/SMS results notification' in the exams section.

SMS NOTIFICATION

To receive your admission details notification and your results by SMS text message, please enter and confirm your mobile phone number.

Please ensure you remove the first '0' from your mobile number, and add '00' to the country code (0044 for the UK, 00357 for Cyprus, etc.), e.g. 07123444555 (from UK) becomes 00447123444555.

If you don't know your country code, visit countrycallingcodes.com for a full list of country codes.

Mobile phone number	<input type="text"/>
Confirm mobile number	<input type="text"/>

Next

Back

Start again

9

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

The selected centres are reserved for you for 30 minutes. Please complete the booking before then.

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 organisation's expense 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 confirmed.



Access arrangements

Do you need any specific adjustments or provisions for examinations due to a disability or medical condition?

Please contact us at aa@icaww.com to notify us of any special requirement.

This documentation must be received by the Assessment Manager at the latest by the closing date for applications for the examination to enable your individual arrangements to be put in place.

Applicable arrangements - None

Session details - Advanced Level

SESSION PREFERENCES

Closing date for this session	
Tutor	BPP BIRMINGHAM
Study mode	Classroom

Session modules

Please select a payment method for each module where appropriate.

MODULE NAME	MODULE TYPE	DELIVERY METHOD	DATE & TIME (LOCAL)	SELECTED CENTRE	FEE	PAYMENT METHOD
Case study		Remote Investigation		GBR - UK Remote Investigation		Tutor

SESSION FEE

Total fee

APPLICATION TOTAL FEE

£ 207.00

Terms and conditions

DO YOU ACCEPT THE TERMS AND CONDITIONS?

Please check this box to confirm that you have read and agree to the terms and conditions.

Privacy Policy

The protection of personal privacy is an important concern to the ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to deliver, manage & mark your exam(s).

In order to meet our student obligations to you we will share relevant personal data with external assessment, training and examination partners, your employer and with district & student societies & Regulatory bodies. If you are in a Training Agreement or an Apprenticeship we will share your results with your employer. Your personal data may be transferred outside the European Economic area, either because this is where the exam centre you have chosen or your employer is located or because ICAEW and the partner organisations listed have individuals or offices located outside the European Economic Area supporting the delivery of exams and related processing.

For more information about our data protection policy please go to icaww.com/dataprotection

DO YOU ACCEPT THE PRIVACY POLICY?

Please check this box to confirm that you have read and accept the Privacy Policy.

Results Publication

CHOOSE YOUR RESULTS PUBLICATION PREFERENCE

Yes No Do you consent to being included in the Pass & Credit List and possibly the prize list (if applicable) for this session? This list is published on the ICAEW website.



Exams Guidance Notes

Please make sure you familiarise yourself with the exam application information prior to attending the exam, especially the Instructions to Candidates.

Next

Back

Start again

10 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.

Payment

The selected centres are reserved for you for 28 minutes. Please complete the booking before then.

Advanced Level

Review module payment choices selected

MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	PAYMENT METHOD
Case study			Tutor	

Your tutor has an invoice set up for examination payments.

Tutor Fee Due:

EXAM FEES DUE	£ 0.00
---------------	--------

Next Back Start again

11 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.

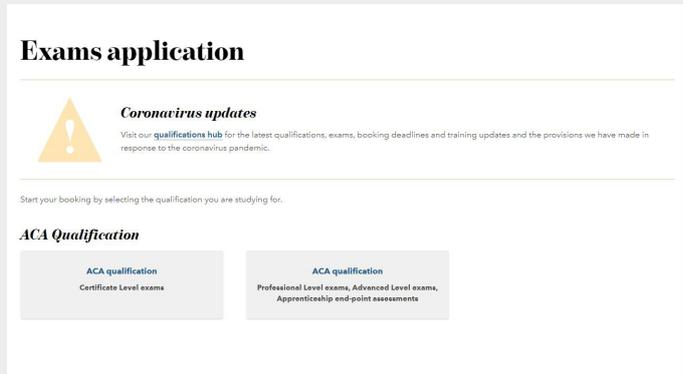
- Your application status can be viewed at any time by following the [Application summary](#) link on the [Exams Application homepage](#)
- [Access your Training File](#)

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.

- 1 Go to exams **online**. Go to the 'Examinations' tab and select 'Apply for exams'.

You will then be asked to select your qualification.



Exams application

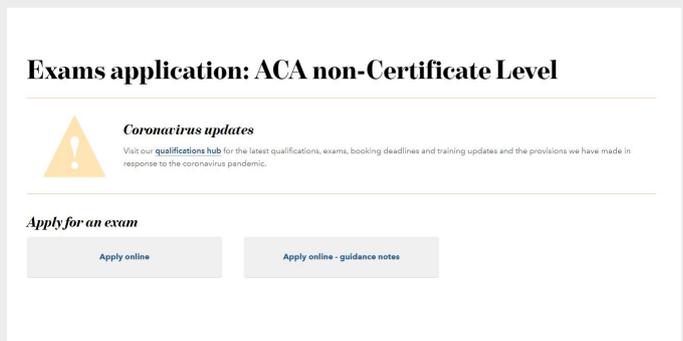
Coronavirus updates
Visit our [qualifications hub](#) for the latest qualifications, exams, booking deadlines and training updates and the provisions we have made in response to the coronavirus pandemic.

Start your booking by selecting the qualification you are studying for.

ACA Qualification

- ACA qualification
Certificate Level exams
- ACA qualification
Professional Level exams, Advanced Level exams, Apprenticeship end-point assessments

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



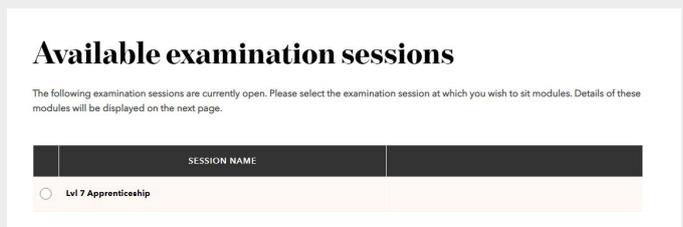
Exams application: ACA non-Certificate Level

Coronavirus updates
Visit our [qualifications hub](#) for the latest qualifications, exams, booking deadlines and training updates and the provisions we have made in response to the coronavirus pandemic.

Apply for an exam

- Apply online
- Apply online - guidance notes

- 3 You will then be able to see all the available exam sessions that you can book on to. Select 'Lvl 7 Apprenticeships' click Next.



Available examination sessions

The following examination sessions are currently open. Please select the examination session at which you wish to sit modules. Details of these modules will be displayed on the next page.

SESSION NAME
<input type="radio"/> Lvl 7 Apprenticeship

4

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](https://www.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.

To ensure examiners can view your Project Report during marking please:

- 1 Upload your Project Report in Word format;
- 2 Do not use any special characters in the file name; and
- 3 Do not password protect the document.

MODULE NAME	MODULE TYPE	APPRENTICESHIP PROJECT REPORT
<input checked="" type="checkbox"/> Level 7 Apprenticeship Project Report		<div style="border: 1px dashed gray; padding: 5px;"> <p>CHOOSE FILE No file chosen</p> <p>Upload document</p> </div>

I confirm that the events described in my Portfolio & Reflective Statement / Project Report took place. ICAEW reserves the right to request supporting evidence and/or contact your employer to verify that this is the case.

By making this application for the Project Report assessment you are confirming, that you have passed your Gateway review with your employer and tuition provider for the Level 7 Accountancy Professional Apprenticeship.

Next Back Start again

5

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.

Session details

Please check your:

- 1 Personal details and
- 2 Session preferences.

Personal details

Address

Email

Telephone

Edit personal details

LVL 7 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

6

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

Please note that this information will be retained for future ICAEW use. You will be able to return at any time to alter this information by selecting 'Manage email/SMS results notification' in the exams section.

SMS NOTIFICATION

To receive your admission details notification and your results by SMS text message, please enter and confirm your mobile phone number.

Please ensure you remove the first '0' from your mobile number, and add '00' to the country code (0044 for the UK, 00357 for Cyprus, etc.), e.g. 07123445555 (from UK) becomes 0044712344555.

If you don't know your country code, visit countrycallingcodes.com for a full list of country codes.

Mobile phone number	<input type="text"/>
Confirm mobile number	<input type="text"/>

7

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 organisation'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 confirmed.

Session details - Lvl 7 Apprenticeship

SESSION PREFERENCES

Closing date for this session	
Tutor	BFF ONLINE
Study mode	Private/home study

Session modules

Please select a payment method for each module where appropriate.

MODULE NAME	MODULE TYPE	APPRENTICESHIP PROJECT REPORT	FEE	PAYMENT METHOD
Level 7 Apprenticeship Project Report		View document	Replace uploaded document	@Tutor

SESSION FEE

Total fee	
APPLICATION TOTAL FEE	

Terms and conditions

DO YOU ACCEPT THE TERMS AND CONDITIONS?

Please check this box to confirm that you have read and agree to the [terms and conditions](#).

Privacy Policy

The protection of personal privacy is an important concern to the ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to deliver, manage & mark your exam(s).

In order to meet our student obligations to you we will share relevant personal data with external assessment, training and examination partners, your employer and with district & student societies & Regulatory bodies. If you are in a Training Agreement or an Apprenticeship we will share your results with your employer. Your personal data may be transferred outside the European Economic Area, either because this is where the exam centre you have chosen or your employer is located or because ICAEW and the partner organisations listed have individuals or offices located outside the European Economic Area supporting the delivery of exams and related processing.

For more information about our data protection policy please go to icaww.com/dataprotection

DO YOU ACCEPT THE PRIVACY POLICY?

Please check this box to confirm that you have read and accept the [Privacy Policy](#).

8

For apprenticeship students, there is no payment required

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

Payment

Lvl 7 Apprenticeship

Review module payment choices selected

MODULE NAME	MODULE TYPE	DATE & TIME (LOCAL)	FEE	PAYMENT METHOD
Level 7 Apprenticeship Project Report				Tutor

Your tutor has an invoice set up for examination payments.

Tutor Fee Due:

EXAM FEES DUE	£ 0.00
---------------	--------

9

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.

T +44 (0)1908 248 250

E studentsupport@icaew.com

icaew.com/level7