

Exam Process

In order to comply with the examining body requirements the following procedure should be adhered to by all students.

- Within 6 weeks following the course start date you should register with the Association of Accounting Technicians (AAT) via their website: www.aat.org.uk/register/student
- When registering, you must ensure that you select the correct centre – Anglia Professional Training – BH1665.
- NB: It is the responsibility of the student to register with the AAT.
- Exam dates will be set by the Tutors and confirmed with the class. It is a requirement of the course that you sit your exams on the dates offered. Failure to do so may delay the completion of your course. Available dates will be shown on the website and you will then be required to enter for the exam by completing the exam booking form on the website, www.apt4u.training
- If for any reason you are unable to sit on the date offered you must discuss this with your subject Tutor. You must notify the office at least 7 days in advance if you are unable to sit your exam on the date booked otherwise a small admin fee of £5 will be charged.
- If you need to re-sit an exam you will be required to enter for the exam by completing the exam booking form on the website. All re-sits will need to be paid for prior to sitting the exam.

NB: If booking via the online process you must give a minimum of 7 days' notice

PAYMENT PROCESS

- When registering with the AAT you will need to pay a membership and registration fee. The membership fee is renewable annually.
- Payment for exams will be dependent upon your course fee payment process, and will therefore be one of the following:

Apprenticeships – your employer will be invoiced for your exam fees

Employer Funded – your employer will be invoiced for your exam fees

Self Funded* – You will be required to pay for your exam fees upon receipt of your invoice. If you are paying in instalments via Flexed, then the exam fees are included in the fees you are paying.

24+ Loan* – You will be required to pay for your exam fees upon receipt of your invoice.

Fee Remission* – You will be required to pay for your exam fees upon receipt of your invoice.

****Please note – it is a requirement of the course that all fees are paid upon receipt of an invoice.***

NB: All payment details will be shown on your invoice. Please note all invoices are issued by Peterborough Regional College.

Exam Re-sits – you will be issued with an invoice when booking your re-sit. Payment must be made prior to sitting the exam and can be done by one of the following methods:

Telephoning PRC on 01733 762110 – you must quote your name and invoice number.

Bacs transfer to Sort Code 54-21-38, Account Number 19777124 – you must quote your name and invoice number and send a copy of the payment confirmation to APT.

Cash payment can be made in the APT office prior to or on the day of the exam.