

## Exam Process

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

### **AAT 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](http://www.aat.org.uk/register/student)
- When registering, you must ensure that you select the correct centre:  
Peterborough – Anglia Professional Training – BH1665  
Wisbech – Anglia Professional Training (Wisbech Satellite centre) – FH10584
- It is the responsibility of the student to register with the AAT.
- Exam dates will be set according to the timetables. It is a requirement 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 be required to enter for the exam by completing the exam booking form on the website – [www.apt4u.training](http://www.apt4u.training)
- If for any reason you are unable to sit on the date offered you must discuss this with your subject Tutor. Once booked, you must notify the office at least 7 days in advance if you are later unable to sit your exam 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 and selecting “this exam is a resit”. You will then be taken to the payment page. All re-sits will need to be paid for prior to sitting the exam

**NB: For all exam bookings 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. You must pay for your exam before each sitting. All exams must be paid for, regardless of when you are sitting, by the end of the academic year.

If you are paying in instalments via FlexPay, then the exam fees are included in the fees you are paying.

**Fee Remission\*** – Exam fees are included in the funding received.

NB: All payment details will be shown on your invoice. Please note all invoices are issued by Peterborough 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 Peterborough College 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 may be made in the APT office prior to or on the day of the exam.

### **CILEx students**

Exams are booked through CILEx who then advise us who is sitting each exam.

You are currently restricted to 2 exam sittings a year, in June and January. You are to notify us if you are unable to sit or have deferred your exam. All payments are made direct to CILEx.