

**Application for AAT Computer Based Exams (CBE) on **Monday 07 November 2022****



Homefield Road, Douglas, Isle of Man, IM2 6RB Tel 648200 E-mail: exams@ucm.ac.im

**PLEASE NOTE:** UCM Exams Office cannot advise you on which qualification to sit or how to prepare for an examination. You may wish to seek advice from a tutor before making your entry.

**Please write clearly, to ensure your examination entry details are correct.**

**Name**, as it should appear on your exam certificate (you must have Photographic ID to verify this name such as Passport, Driving Licence or other Government issued documentation with photo and date of birth):-

**Date of Birth:-**

**Telephone Number:-**

**AAT Registration Number:**

**Address:-**

**E-mail Address:-**

**Please highlight the AAT examination you wish to enter:-**

			Entry Fee	Amount Paid
Bookkeeping Controls (L2FCB2016)	Business Tax (AQ2016)	Access to Accounting Software	Unit Assessment	£49.00
Using Accounting Software (L2FAA2016)	Elements of Costing (AQ2016)	Management Accounting: Decision and Control (AQ2016)		
Access Bookkeeping (AAB2018)	Using Accounting Software (AQ2016)	Financial Statements of Limited Companies (AQ2016)		
Final Accounts Preparation (L3ACB2016)	Spreadsheets for Accounting (AQ2016)			
Advanced Bookkeeping (L3ACB2016)	Bookkeeping Transactions (AQ2016)			
	Foundation Synoptic Assessment (AQ2016)			
	Advanced Diploma Synoptic Assessment (ADSY) (AQ2016)		Level 3 Advanced Synoptic Assessment	£54.00
	Professional Diploma Synoptic Assessment (AQ2016)		Professional Synoptic Assessment	£56.00
			<b>UCM Administration Fee</b>	<b>£60.00</b>
			<b>Total Payable</b>	<b>£</b>

**Please note, you can only sit one exam per session.**

*If you wish to take an exam that is not listed above, please contact the exams office before completing your application, to confirm if and when your exam can be facilitated*

**All exams start at 10.30am, the dates are fixed and only one exam can be booked per application / session. UCM offer 4 sessions per year, to fit synoptic assessment windows.**

*If there are any specific or specialist requirements for your exam, please provide information below:*

**Date of exam:**

**Monday 07 November 2022**

**Deadline to submit application:**

**Thursday 27 October 2022**

We advise you to make and confirm your entry as early as possible. Payment can be made by credit or debit card or by cheque payable to Isle of Man Government. An email confirmation of your entry will be sent to you 1 week before your assessment.

**Notes for Candidate:**

1. No examination entry will be made until your completed confirmation form has been returned and all costs have been paid in full
2. You must complete the declaration and return your completed form before the stated deadline or your examination entry may be declined.
3. Please bring photographic I.D. such as a passport or driving licence to the University College Isle of Man reception. The same I.D. must be produced at the examinations.

**Further information for candidates:**

1. Requests to enter the examination must be sent in advance of the deadlines stated and returned completed and paid in full by the UCM entry deadline. No requests for entries will be accepted after the deadline has passed.
2. Any request for amendments or additions to exam arrangements made after the exam entry has been booked, will incur an additional administration fee of £40.
3. UCM reserves the right to decline any request for entry to an examination without cause to prioritise the needs of the staff and students of UCM.
4. Candidates are required to follow the UCM Exams Service Charter and adhere to all rules and regulations set by UCM and the Awarding Body. Any form of abuse or misconduct may result in you being removed from UCM and denied any opportunity to sit further examinations. A copy of the charter is available upon request or from [www.ucm.ac.im](http://www.ucm.ac.im)
5. No refunds will be given once an examination entry has been processed
6. In the event that physical exams are suspended due to events beyond the control of UCM, such as the Covid pandemic, please note that your entry may be withdrawn and refunded. UCM will respond in accordance with the guidelines set by the awarding bodies and local policy and attempt to provide an alternative to the examination if it is available.
7. Refunds will not be given in cases of non-attendance at an examination.
8. Please note as professional synoptic assessments are timetabled on separate dates, you will need to contact the exams office in advance to agree an available date to complete it, they cannot be booked on this application form.

**Declaration By submitting this form I agree that:**

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's Student & College Agreement, Code of Conduct and ICT User Agreement (which can be found as [www.ucm.ac.im](http://www.ucm.ac.im)) and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns.

Any information will be processed by UCM in accordance with the General Data Protection Regulations (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education and training and examinations.

Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018

**Criminal Conviction Disclosure**

Have you ever been convicted in a criminal court, or cautioned, or bound over to be of good behaviour for an offence (not including motoring offences), offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992? **YES / NO**

Please note that you do not need to disclose convictions which are considered to be 'spent' pursuant to the Rehabilitation of Offenders Act 2001.

Please note that if your answer is yes, you should provide details of the date and type of conviction together with any sentence. We will treat all such disclosures as confidential.

By ticking this box, I agree with all of the above statements (to be completed in all cases)

**For office use only**

Date Request received:	Entry Made by Exams Office:	Receipt No -	Amount Paid: