

## Guide for scheduling your exam

### Before you schedule your exam

1. If you have not already, please check the minimum system requirements and policies and procedures [here](#)
2. Perform a [system test](#)\*
3. Download ONVUE software
4. Check your room set up requirements. Ensure that your desktop is clean and that you are not within arm's reach of books, notepads, sticky notes, papers, pens, pencils, and other writing instruments/objects. Additional monitors and computers must be unplugged and turned off. Items on the wall with writing on them, such as whiteboards, will be inspected.

\*if your system test fails you should cancel your exam (within the usual 48hr cancellation period).

### Scheduling an online exam (no special accommodation requirements)

1. Log in to MyCIMA and click on Schedule your exam /Start your exam
2. Click on Schedule
3. Go through the payment screen to clear any outstanding debt
4. Accept the CIMA exam terms & conditions, which transfers you to Pearson VUE site
5. Once on the Pearson VUE site select your exam
6. Accept the online terms & conditions
7. Select an exam date
8. Select an exam time
9. Make payment
10. Your entry will be confirmed by email

### Scheduling an online exam (with existing special accommodation requirements)

At present it is not possible to book an exam online if you have special accommodation requirements, please follow these steps.

1. Contact [Pearson VUE](#)
2. Pay for your test over the phone
3. Pearson VUE will book your exam
4. Your entry will be confirmed by email

Important: Online CIMA exams are able to provide some but not all of the special accommodations that test-centre exams can. Please check the [FAQs](#) for more information.