

# CGMA online exams - all you need to know.

Guide on how to book, pay for and sit exams.



# Overview.



All CGMA exams are computer-based assessments that can be sat either in authorised PearsonVUE test center or as online exams at home.

Most CGMA exams can be sat throughout the year, whenever you feel ready and prepared (Certificate Level exams and Objective Tests); whereas some are examined only four times a year during exam sittings (Case Study exams).



Online exams are scheduled in a similar way as exams sat in PersonVUE test centres - through CIMA student account and PearsonVUE platform.

To sit CGMA online exams you will use OnVUE software that will allow you to conveniently take an exam in the comfort of your home or office while being monitored by an offsite proctor through your webcam. To avoid any additional stress it is strongly advised to check the system requirements and complete a system check before you schedule your exam. If the test check fails and you are unable to resolve the issue we recommend to schedule an exam in test centre.



# How to schedule CGMA online exam?

Please find below details of how to book your online exam:

1. Check system requirements and do the test check [on PearsonVUE website](#).
2. Sign into your My Profile account on [AICPA & CIMA website](#) using your email address and password.
3. From your Exams dashboard select the exam and click 'book now'. Confirm your details are up-to-date on your account. Read and agree to the Exam Terms and Conditions.
4. You will be transferred to the Pearson VUE website where you can select your exam location, date and time – don't worry, you won't need to sign in again.
5. You'll choose the exam you want to sit and go through the payment and booking process. Once your booking has been processed you will be transferred back to your account.

OnVUE  
software  
- detailed  
information  
and video.

FAQ on  
CGMA website.

## How to pay for your exam?

Your exam must be paid with credit card during the booking process (as described above). If you wish to receive VAT invoice for your exam fee you can do that by contacting PearsonVUE customer service by email ([pvuefinsupport@pearson.com](mailto:pvuefinsupport@pearson.com)). Please note that it is possible to receive the invoice **only after you sit the exam**.

There is also a possibility to purchase exam vouchers (at least 10) that can be used by different students. In this case you will receive VAT invoice after the payment for vouchers is completed. Please note that these vouchers are valid for 12 months and are non-refundable and non-returnable.

CGMA  
vouchers.

## Minimum specification requirements.

Before scheduling the exam it is important that you check all system requirements and do the test check. This is to make sure that you have the appropriate equipment, environment and connectivity speed to run the exam successfully.

Check if you  
can successfully  
run the test  
check.

Read the  
system  
requirements.





Do you want to know more?  
Do not hesitate to contact us!

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