

Booking you PESA exam

When you are ready, you should book your exams. You will need to book an exam for

- Cross Cutting, and
- Functional (Compliance, Financial or Performance) Audit

First you should **log into your IDI LMS account**, just as you do to access the PESA education, and to complete the various activities.

DIGITAL EDUCATION	
Sign In	
Username	
Password	
Forgot Password?	
Log in	

If you are asked to complete some credentials, please ensure these are updated. They will be needed by PearsonVUE in the event they need to contact you.

If you have successfully completed all the elements of PESA, and received confirmation that you are eligible to sit the exams, **you will see a new Block, called PESA Exam Booking when you log in to your PESA Home classroom**. This block will be also visible in the student dashboard.

Click on the "Go to exam" link

F	ESA-P Exam Booking	
	Exams	
	Go to exam	

This will then take you to the PearsonVUE dashboard.

You will see the exams you are eligible to book.

You should book your exams from this screen. You will complete two exams, one for cross cutting and one for your functional audit stream. You should book each exam separately, and to complete them on different days. You should plan to need up to 2.5hrs for your Cross Cutting exam and up to 3.5hrs for your functional audit stream exam. This will allow for you to arrive at the test centre and complete administrative tasks and complete the exam.

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× * > >	Schedule an exam Pre-approved Example IDIPESAPCA_001: IDI Compliance Audit IDIPESAPCA_001: IDI Compliance Audit Do you have a private access code? What a him? Private Access Code: Enter View an upcoming test center appointment Vor de not have any appointments scheduled.	My account > My acolie > Additional inform > Ersferances > Karam history > View score resources > My receipts	ation ta
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From the dashboard, you should select the exam you wish to book.

Note: If you see a message similar to the one below, with no available exams then please contact us using the PESA Help Desk https://pesa.hesk.com/

>	Dashboard	
\$	Schedule an exam Pre-approved Exams You do not have any pre-approved exams at this time. Do you have a private access code?	My account My profile Additional information Preferences Exam history
	What is this? Private Access Code: Enter	

Mock Exams

When you select a Mock exam, you will be able to take the exam without making an advance booking. The Mock exams will be available to complete from **21 September to 6 October 2023**.

` ←	Exam details
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You should return to this screen when you are instructed. The Mock Exams will be taken at a time and location of your choosing. There will be no supervision of the Mock exam. You do not need to attend a test centre.

Certification Live exams

When you select your cross cutting or functional audit stream exam, you will then go to the Select exam options. In the Select exam options you can book the sitting, **by selecting "at a test centre".**

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»	 Select exam options 	
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*	Where do you want to take your exam?	
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When you select "at a test centre", remember that you need to pay close attention to the guidance for:

- Photo ID
- What to expect at a test centre
- The items you can and cannot take into the exam.

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Click Next

When you book your exam, you should read and confirm that you agree to the exam policies. These are important. Please read them carefully.





Click Agree

The next screen requires you to select a test centre near you. If there are no test centres in your country please contact IDI for assistance.

You will be offered centres near your home address, based on the information held by the IDI LMS.

		Find a test center		
	IDIF	ESAPCA_001: IDI Compliance Audit		~
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	You can select up to three test centers to com	pare availability.		
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Click on "Test centre information" for more details about each location.

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Unit 3, 1st Floor, BLK E, Bgn. Dato Paduka Lim Seng Kok SPG 624 KG Madawa Jin Tutong	From Bandar Seri Begawan, Brunei Darussalam 1. Head towards the Palace	
Bandar Seri Begawan BF 1120 Brunei Darussalam	2. Continue onto Jalan Tutong	
Phone:	3. Look for Bunut Shell Petrol Station	
+673 2654915	4. After Shell keep to the right and take the first U-turn.	
Map Satellite []	Turn right to stay on Jalan Tutong, Destination will be on the left, Look for Asca Cube and Escaped.	
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From the list of centres, you may select up to three test centres to check for availability of sittings.



Click Next



Select the test centre you wish to check availability at, then you select the date and time you wish to take the exam.

The dates available for you to sit your exams are between **21 November to 1st December 2023**, so adjust the calendar accordingly.

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Select a time on your preferred date at the test centre.

Check and confirm the information before proceeding to make a payment

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We encourage candidates to use a payment card to book your exams.

If you are unable to pay using a payment card, your SAI should purchase vouchers from Pearson, which can then be used to pay for the exam. Payment vouchers can be ordered from Pearsons voucher store, using an order form:

https://wsr.pearsonvue.com/vouchers/pricelist/idi.asp

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Once you have a voucher to purchase the exam you should enter your voucher number

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Once payment is made, using a payment card or a voucher, you can press next to check the details and the submit your order.

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Click Submit Order

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	we ask that you arrive as the test center 15 minutes before your scheduled necessary sign-in procedures. If you arrive more than 15 minutes late for yo forfeited.	appointment une our appointment,	you may be	refused admission and the exam fees will be	
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2 	You must contact Pearson VUE or access your online account through the IDI LMS (<u>https://tms.idiabaming.org</u>) to reschedule your exam at least 48 hours prior by your appointment. Exama cannot be rescheduled leas than 48 hours prior to your appointment. Failure to reschedule in time or failure to appear for your appointment in result in the forther or your examine and appear to your appointment. Failure to			
2	Cancellation Policy			
	You must contact Pearson VUE or access your online account through the IDLLMS (https://ms.idialearning.org) to cancel your exam at least 48 hours			
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Click return to Dashboard and you will see your exam booking and any other exams that still need to be booked, or you will see the Mock exams when these are available for you to complete.

	Dashboard		
	You have successfully scheduled your exam.		
>	View an upcoming test center appointment Tuesday, September 20, 2022 MOREARCA_001: IDI Compliance Audit	My account My profile Additional information Preferences Exam history View score reports My receipts	
	Pre-approved Exams	^	
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If you click on the exam booking you can see all details, and you can also reschedule or cancel the exam.

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P		IDI-INTOSAI Policies Admission Policy We ask that you arrive at the test center 15 minutes necessary sign-in procedures. If you arrive more the forfeited.	before your scheduled appointment time. This will give an 15 minutes late for your appointment, you may be ret	you adequate time to complete the fused admission and the exam fees will be	

To cancel your appointment

		Cancel your appointment		
2	Description	Details	Order Information	
*	Exam IDIPESAPCA_001: IDI Compliance Audit	Appointment Tuesday, September 20, 2022 Start time: 10:00 Asia/Brunei - BNT	Order Number/Invoice 0063-5681-5731 Registration ID	
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To reschedule your appointment

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Make sure that the correct time-zone has been selected for your location. Then select the date and time you wish to take the exam.

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The dates available for you to sit your exams are between 21 November and 1st December 2023.

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Click return to Dashboard and you will see your exam booking.

From this page, you will launch the on the exam day.

If you need to check your IT system before the exam, you can use this link to take you to the page to retest your system.

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If you click on the exam booking you can see all details, and you can also reschedule or cancel the exam, and run a system test.

Once you are complete with your bookings you can return to your dashboard, and you may leave the Pearson system, and return to the IDI LMS.

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