



Need help?

If you have any questions whilst booking your exams, please contact Pearson customer service at <https://home.pearsonvue.com/idi/contact>
Here you will find details of how to reach them by telephone, email or using an online chat function.

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.



Sign In

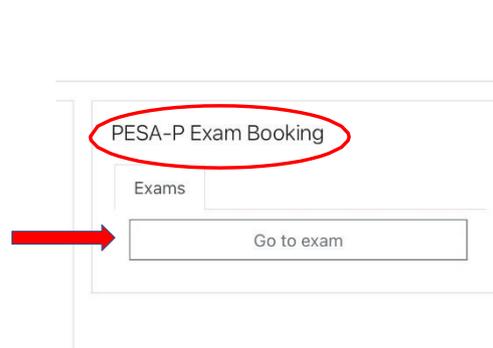
[Forgot Password?](#)

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.

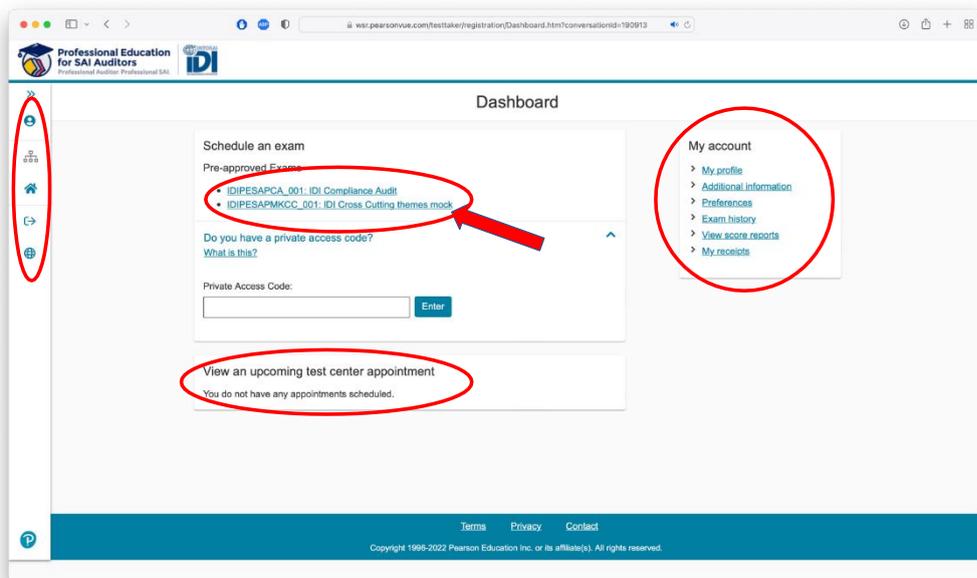
Click on the “Go to exam” link



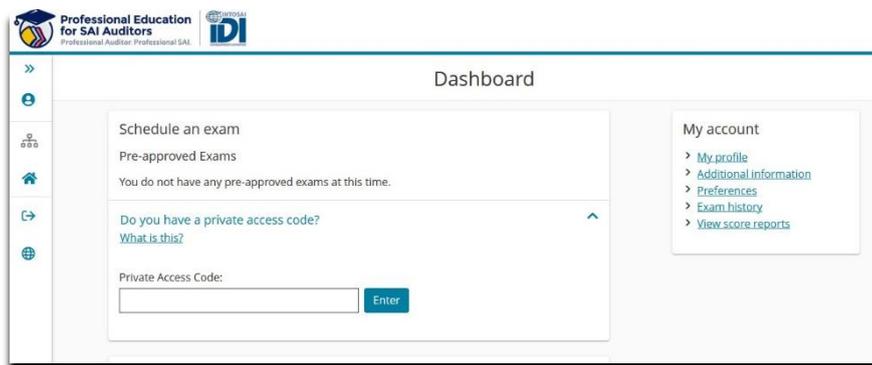
This will then **take you to the PearsonVUE dashboard**.
You will see the exams you are eligible to book.

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.

From the dashboard, you should **select the exam you wish to book**.

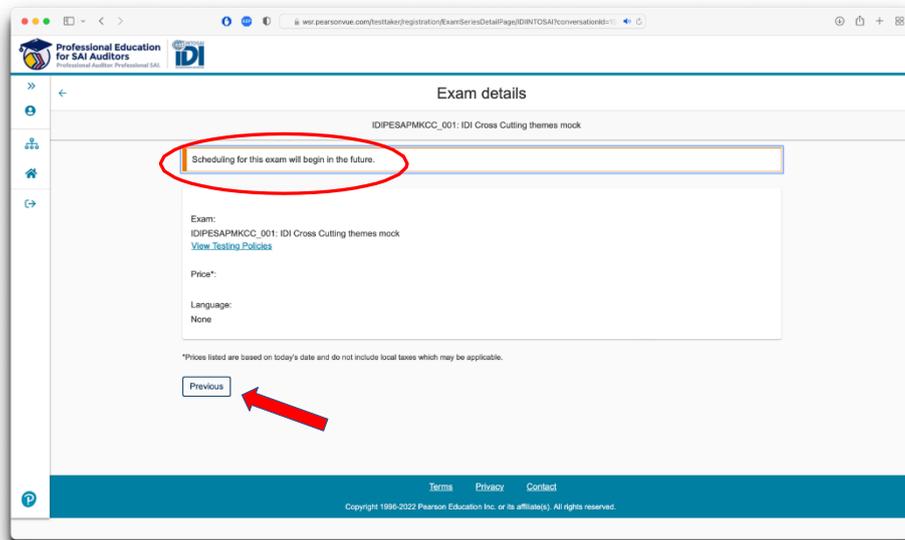


Note: If you see a message similar to the one below, with no available exams then please contact us using the PESA Help Desk <https://pesa.hesk.com/>



Mock Exams

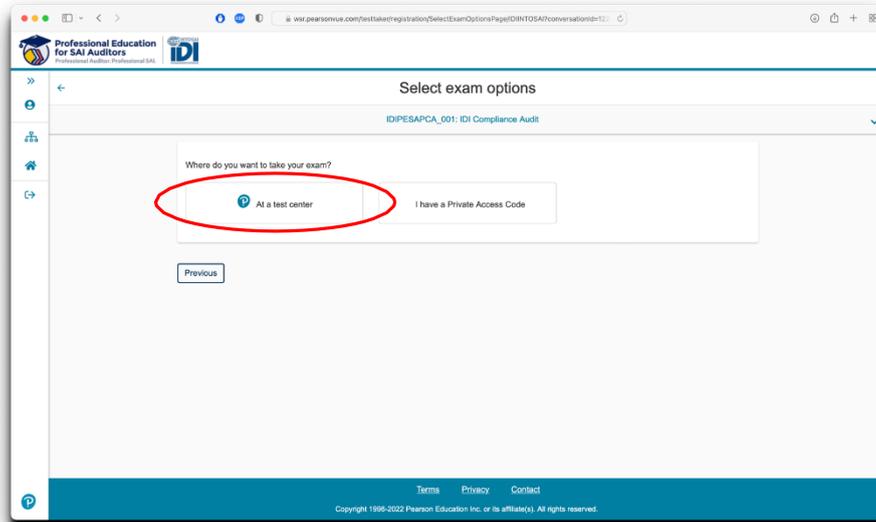
When you select a Mock exam, you will be able to take the exam without making an advance booking. The Mock exams will be available to complete from **21 September to 6 October 2023**.



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.

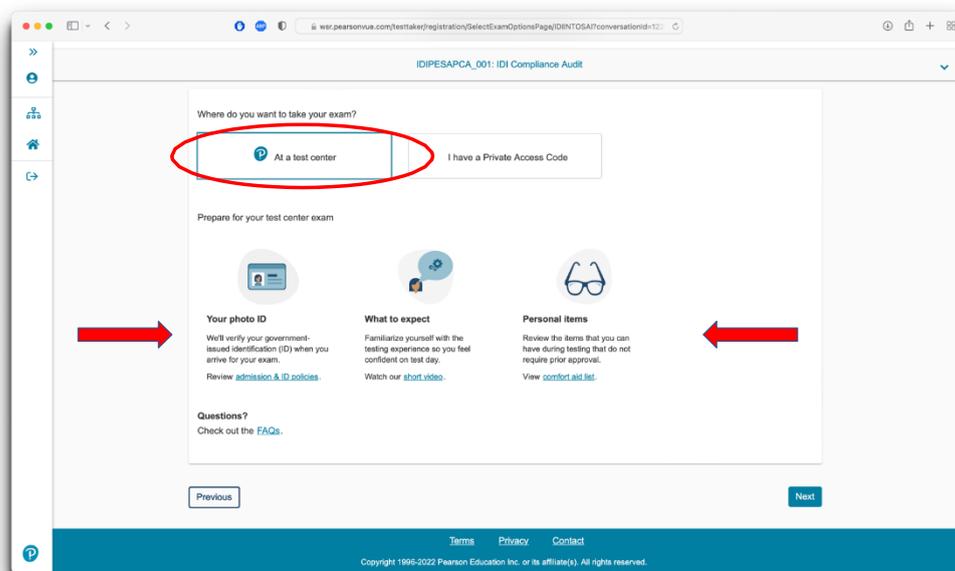
Certification Live exams

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”**.



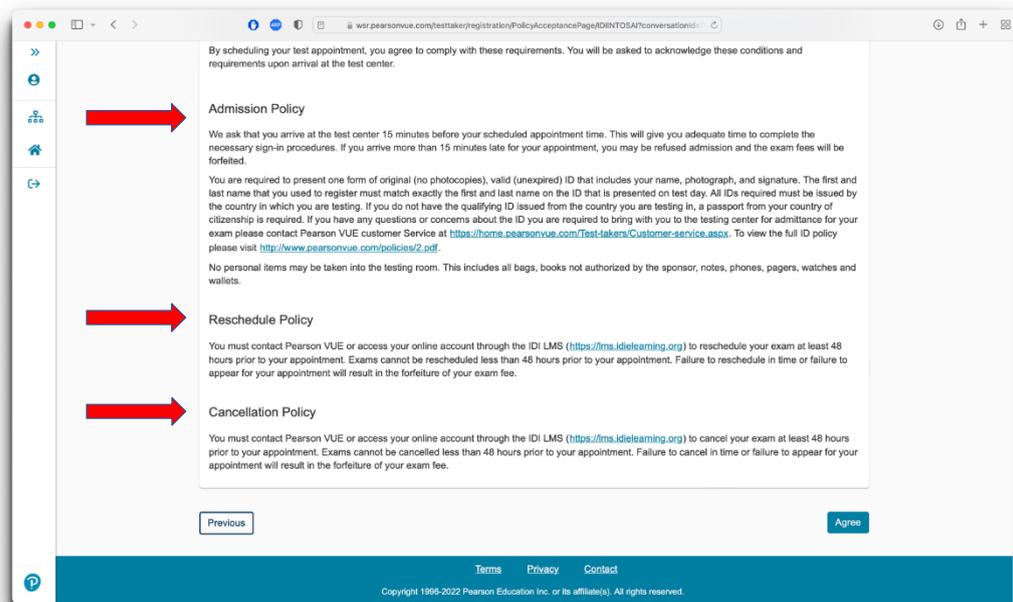
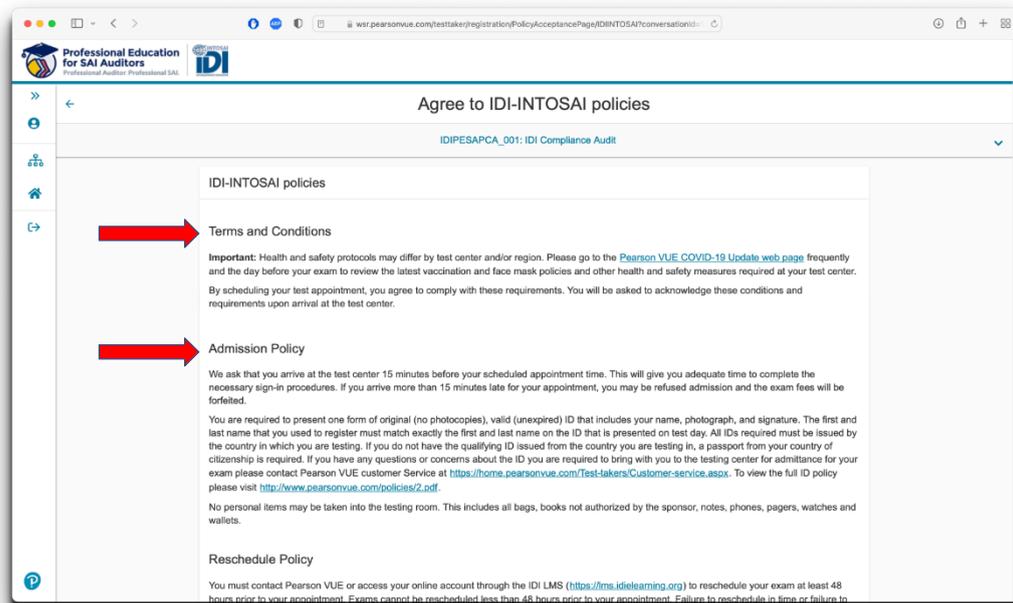
When you select “at a test centre”, remember that you need to pay close attention to the guidance for:

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



Click Next

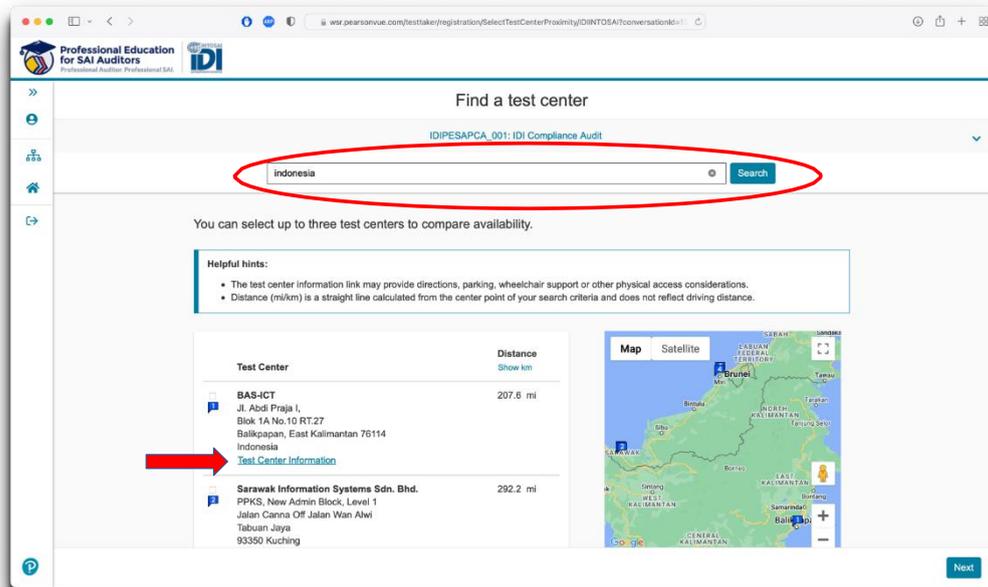
When you book your exam, you should read and confirm that you agree to the exam policies. These are important. Please read them carefully.



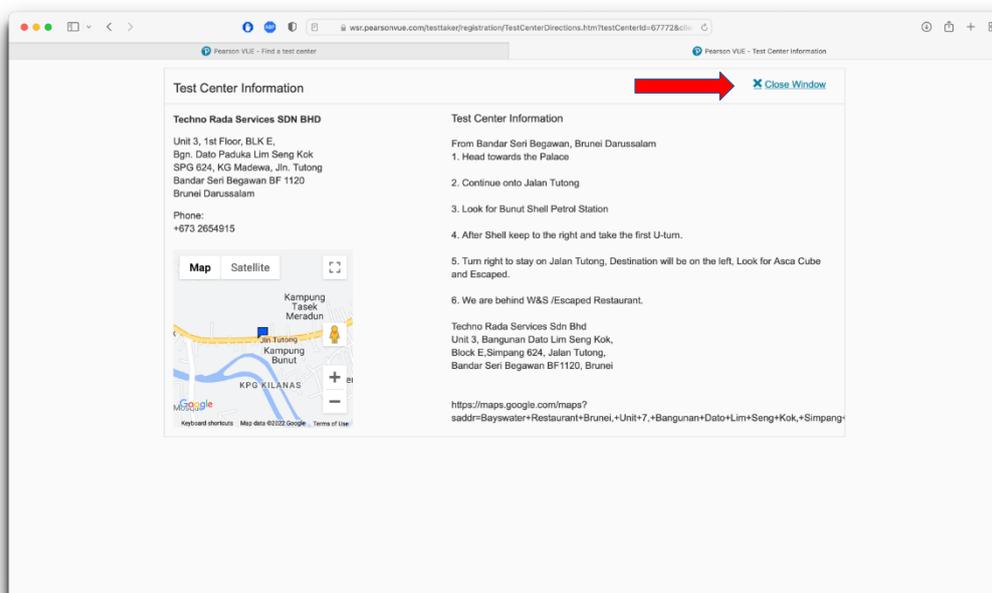
Click Agree

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.

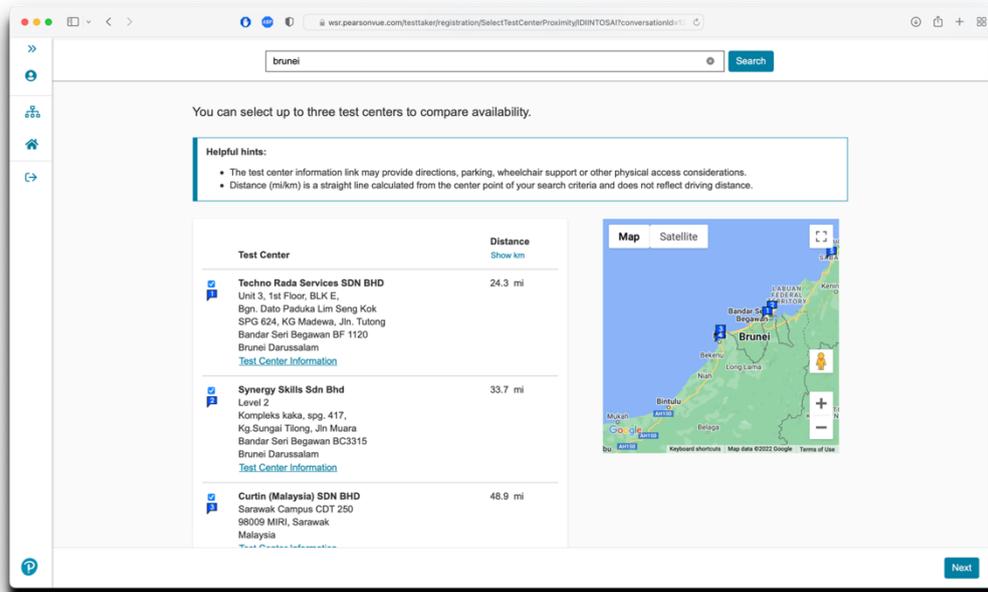
You will be offered centres near your home address, based on the information held by the IDI LMS.



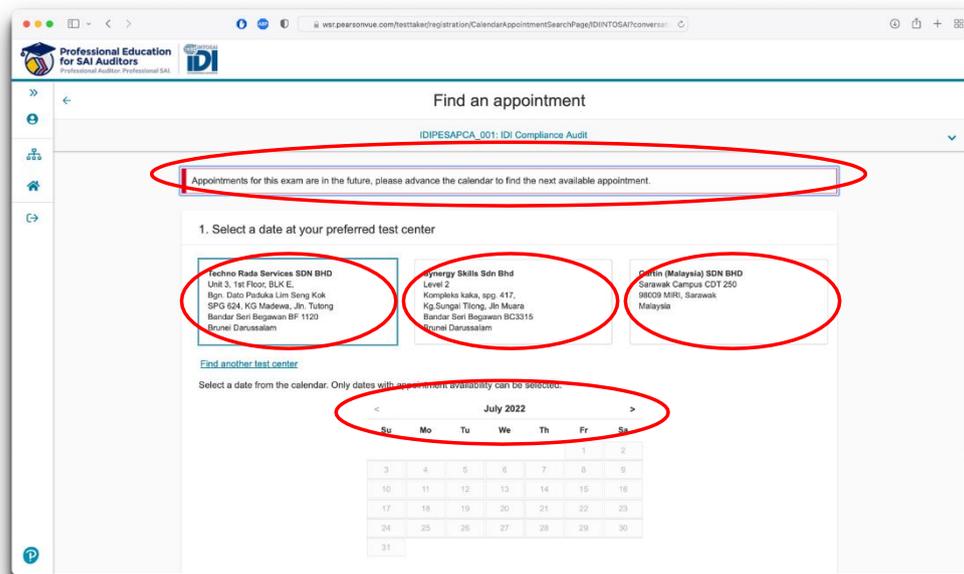
Click on “Test centre information” for more details about each location.



From the list of centres, you may select up to three test centres to check for availability of sittings.

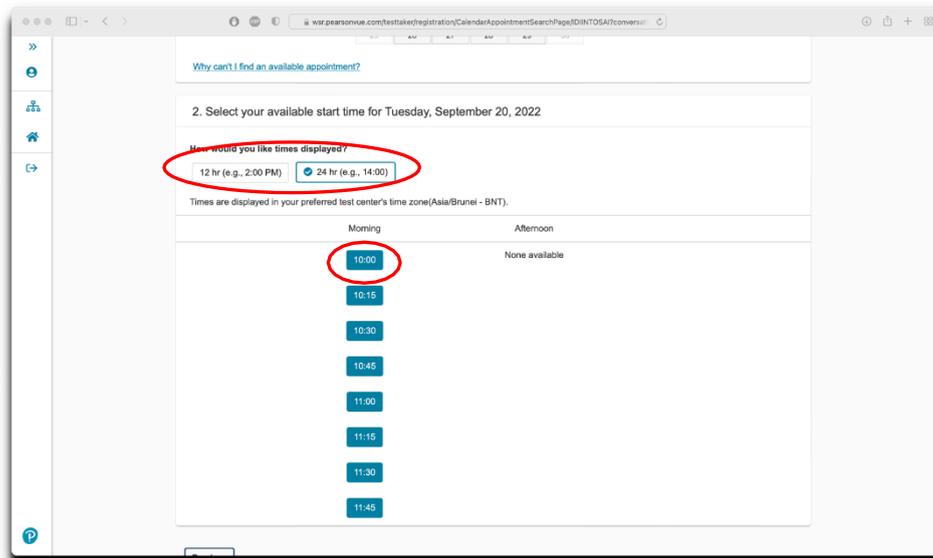
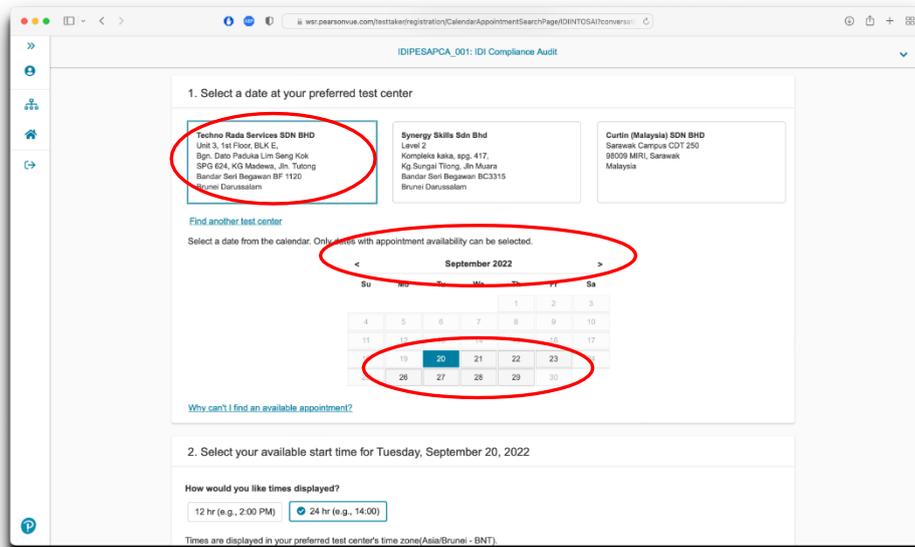


Click Next



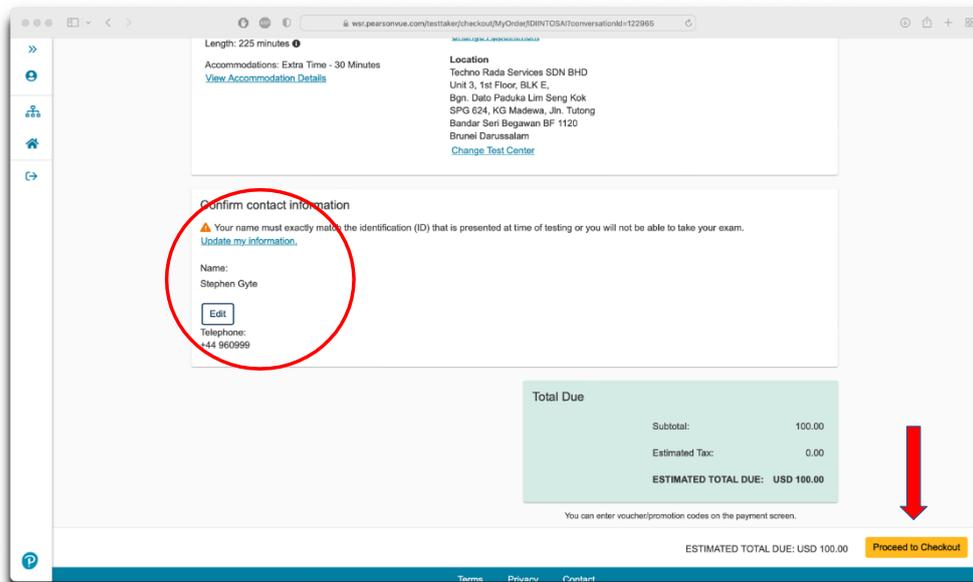
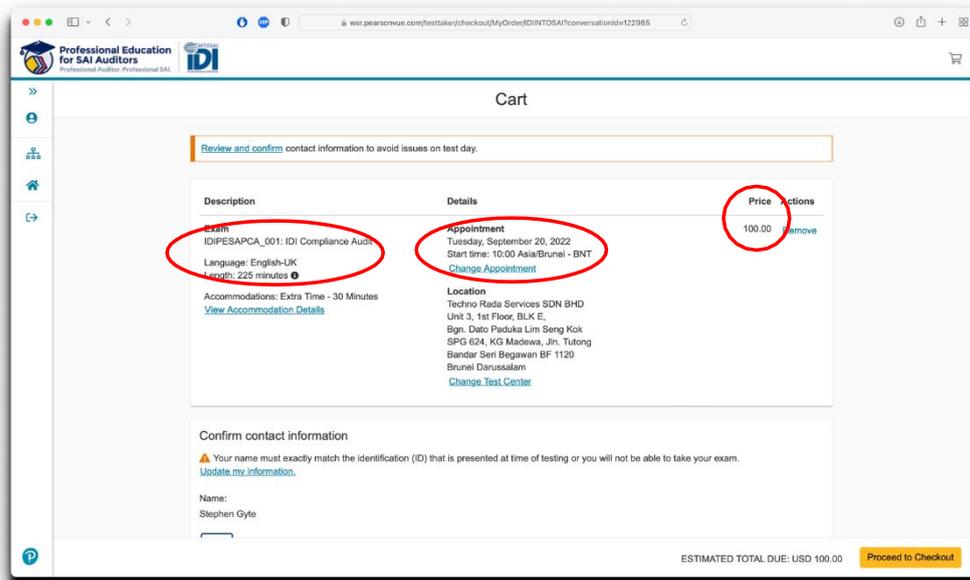
Select the test centre you wish to check availability at, then you select the date and time you wish to take the exam.

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



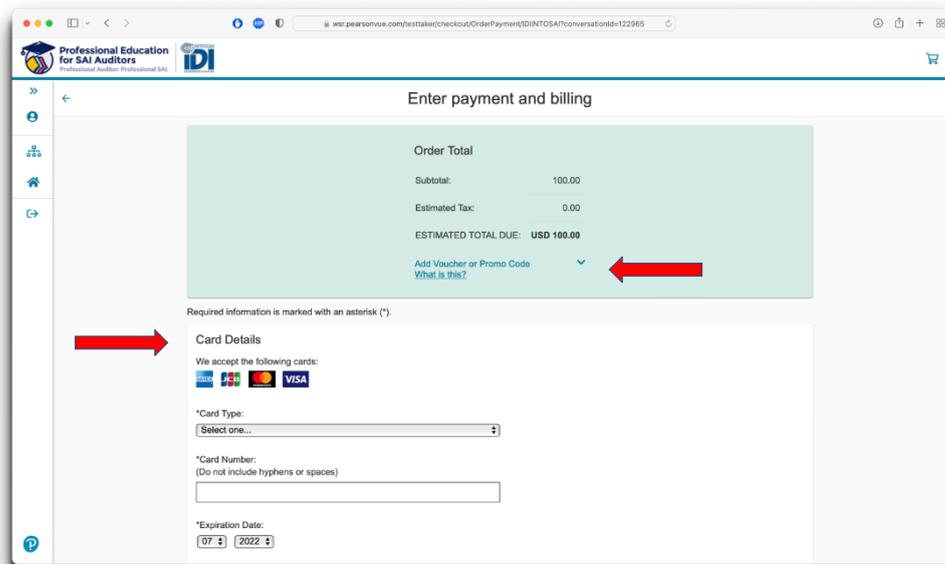
Select a time on your preferred date at the test centre.

Check and confirm the information before proceeding to make a payment



Click proceed to checkout

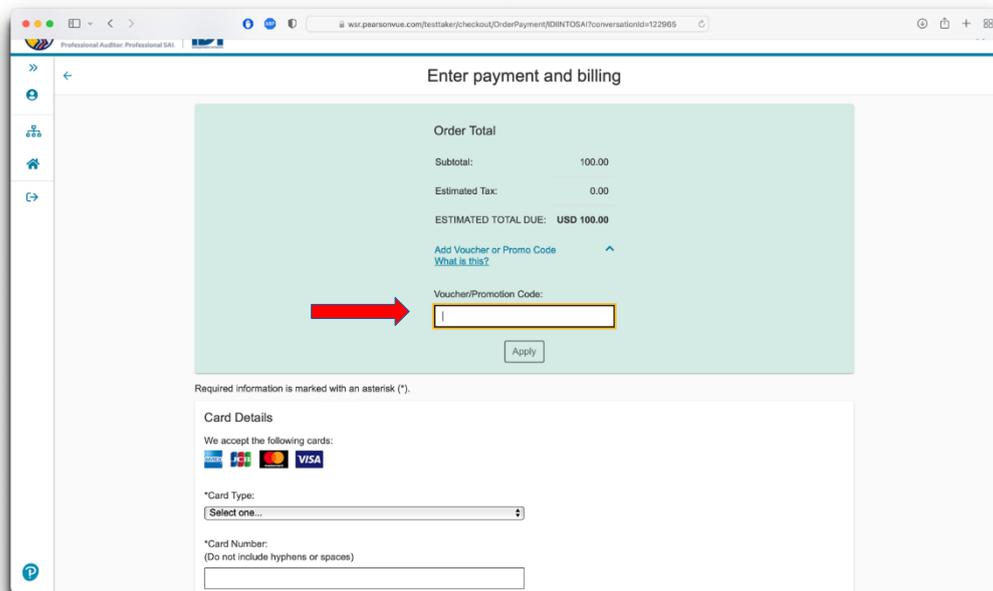
We encourage candidates to use a payment card to book your exams.

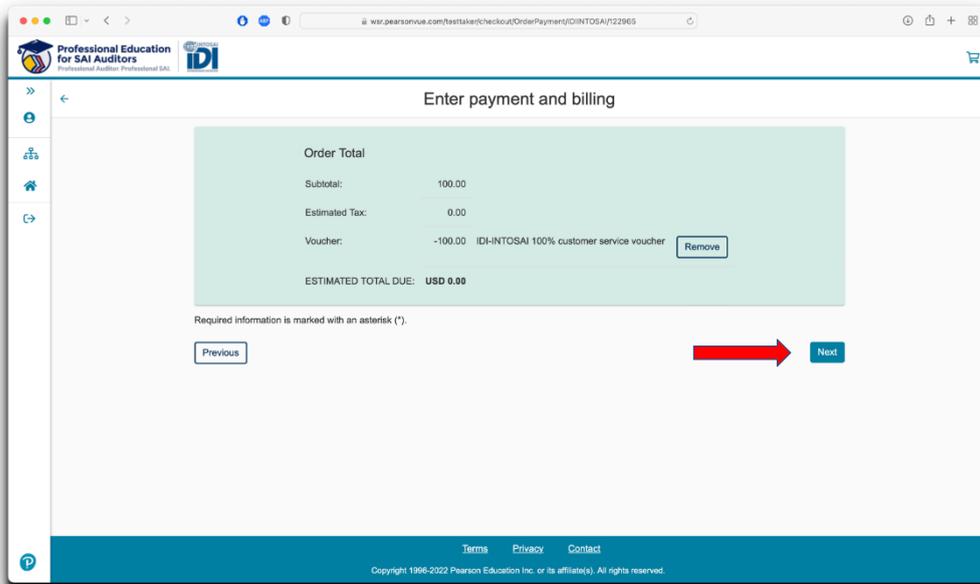


If you are unable to pay using a payment card, your SAI should purchase vouchers from Pearson, which can then be used to pay for the exam. Payment vouchers can be ordered from Pearson's voucher store, using an order form:

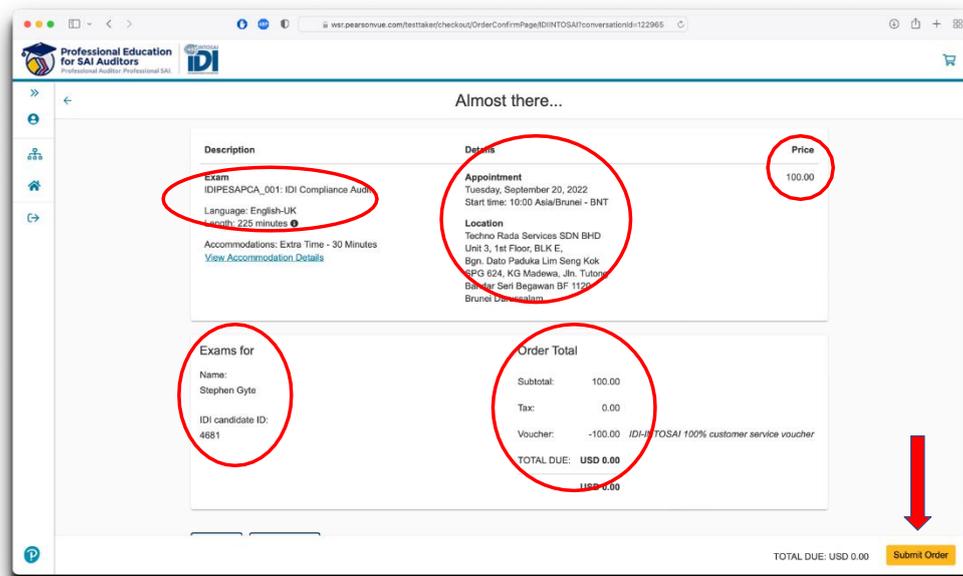
<https://wsr.pearsonvue.com/vouchers/pricelist/idi.asp>

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





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



Click Submit Order

Professional Education for SAI Auditors

You are booked!
Order #: 1003-5681-631

An email confirmation has been sent to: stephen.gyle@idi.no

[Return to Dashboard](#)

Description	Details	Order Information	Price
Exam IDIPESAPCA_001: IDI Compliance Audit Language: English-UK Length: 225 minutes Accommodations: Extra Time - 30 Minutes View Accommodation Details	Appointment Tuesday, September 20, 2022 Start time: 10:00 Asia/Brunei - BNT Location Techno Rada Services SDN BHD Test Center Information	Order Number/Invoice 0903-5681-5731 Registration ID 427029002 Status Scheduled	100.00
Exams for Name: Stephen Gyle IDI candidate ID: 4681	Order Total Subtotal: 100.00 Tax: 0.00 Voucher: -100.00 IDI-INTOSAI 100% customer service voucher		
	TOTAL PAID: USD 0.00		

This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

IDI candidate ID:
4681

Tax: 0.00
Voucher: -100.00 IDI-INTOSAI 100% customer service voucher

TOTAL PAID: USD 0.00

This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

IDI-INTOSAI Terms and Conditions
Important: Health and safety protocols may differ by test center and/or region. Please go to the [Pearson VUE COVID-19 Update web page](#) frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test center. By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center.

IDI-INTOSAI Policies
Admission Policy
We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and the exam fees will be forfeited.
You are required to present one form of original (no photocopies), valid (unexpired) ID that includes your name, photograph, and signature. The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, a passport from your country of citizenship is required. If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam please contact Pearson VUE customer Service at <https://home.pearsonvue.com/Test-takers/Customer-service.aspx>. To view the full ID policy please visit <http://www.pearsonvue.com/policies/2.pdf>.
No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, papers, watches and wallets.

Reschedule Policy
You must contact Pearson VUE or access your online account through the IDI LMS (<https://lms.idilearning.org>) to reschedule your exam at least 48 hours prior to your appointment. Exams cannot be rescheduled less than 48 hours prior to your appointment. Failure to reschedule in time or failure to appear for your appointment will result in the forfeiture of your exam fee.

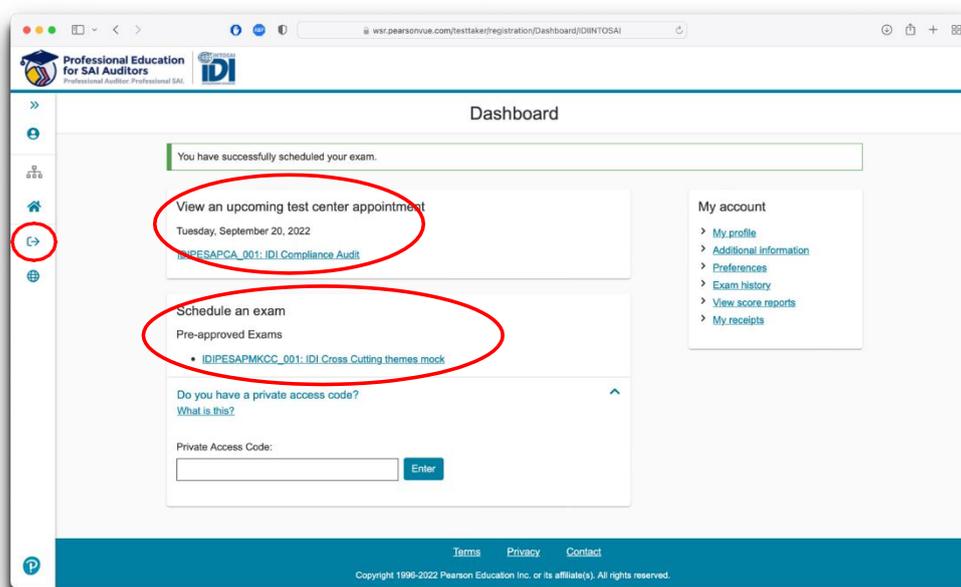
Reschedule Policy
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Cancellation Policy
You must contact Pearson VUE or access your online account through the IDI LMS (<https://lms.idilearning.org>) to cancel your exam at least 48 hours prior to your appointment. Exams cannot be cancelled less than 48 hours prior to your appointment. Failure to cancel in time or failure to appear for your appointment will result in the forfeiture of your exam fee.

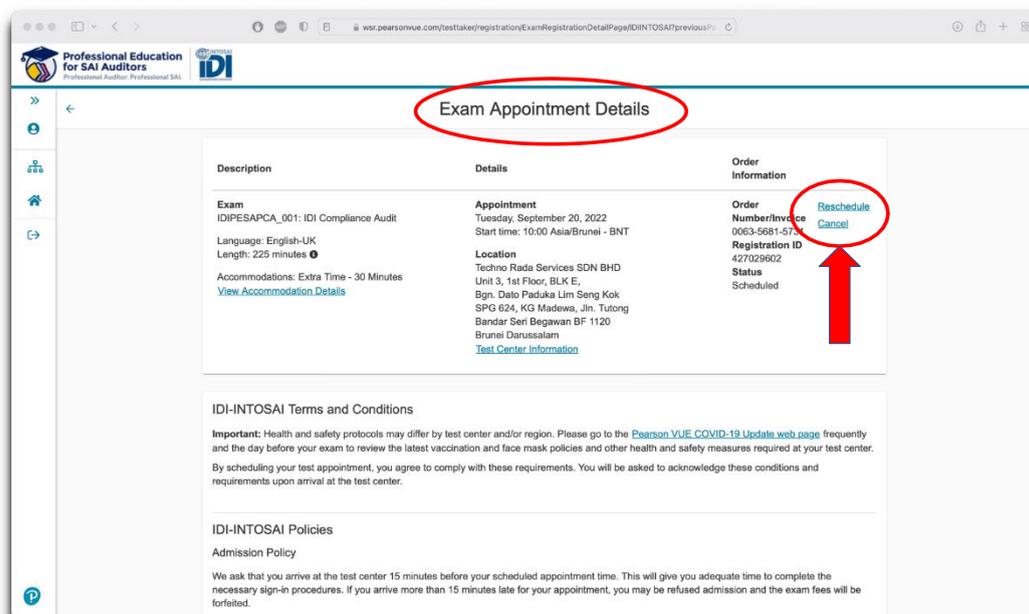
Test Center Information Techno Rada Services SDN BHD
From Bandar Seri Begawan, Brunei Darussalam
1. Head towards the Palace
2. Continue onto Jalan Tutong
3. Look for Bunut Shell Petrol Station
4. After Shell keep to the right and take the first U-turn.
5. Turn right to stay on Jalan Tutong. Destination will be on the left. Look for Asoa Cube and Escaped.
6. We are behind WAS Escaped Restaurant.
Techno Rada Services Sdn Bhd
Unit 3, Bangunan Dato Lim Seng Kok,
Block E, Simpang Kiri, Jalan Tutong,
Bandar Seri Begawan BF1120, Brunei
<https://maps.google.com/maps?saod=Bayswater+Restaurant+Brunei,+Unit+7,+Bangunan+Dato+Lim+Seng+Kok,+Simpang+628,+Km+8,+Kg+Bunut,+Jalan+Tutong,+Bandar+Seri+Bega>

[Terms](#) [Privacy](#) [Contact](#)
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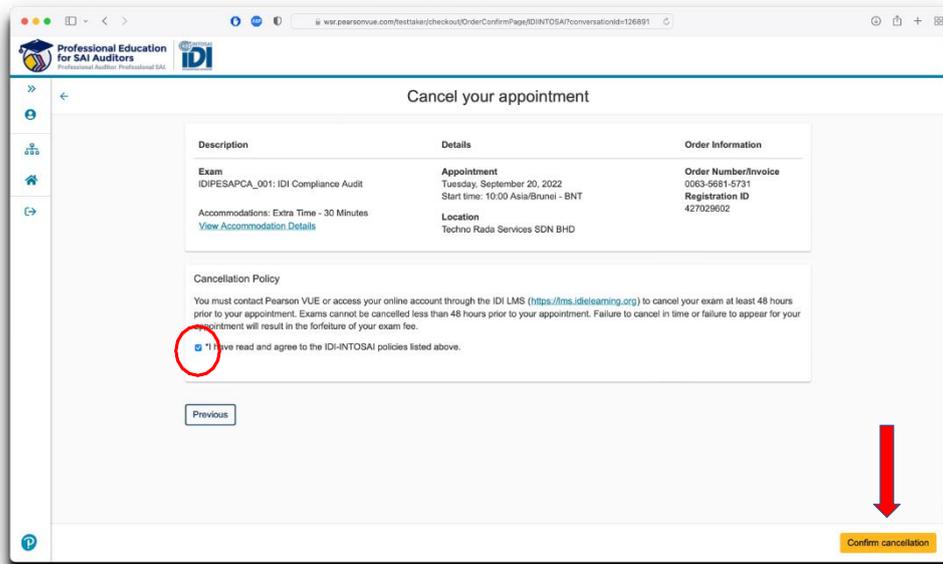
Click return to Dashboard and you will see your exam booking and any other exams that still need to be booked, or you will see the Mock exams when these are available for you to complete.



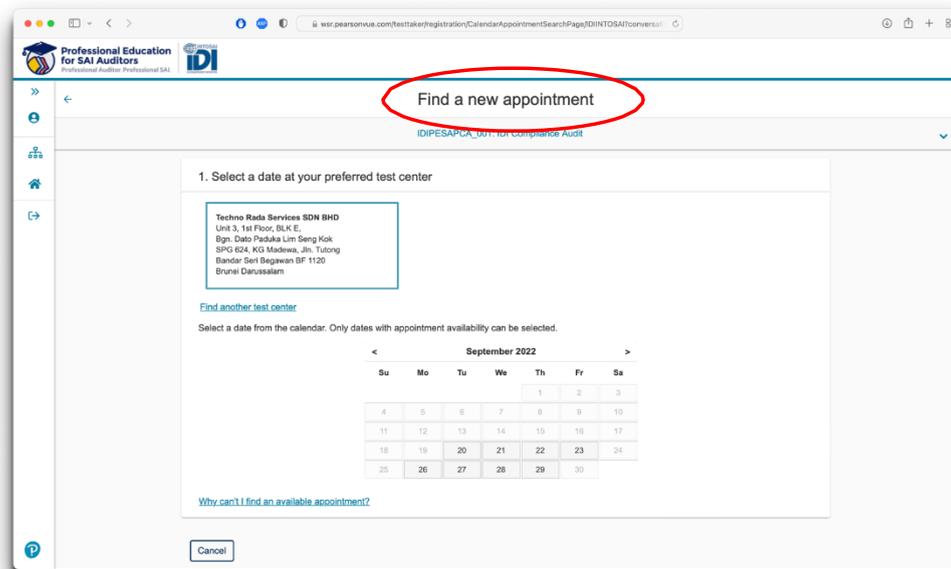
If you click on the exam booking you can see all details, and you can also reschedule or cancel the exam.



To cancel your appointment



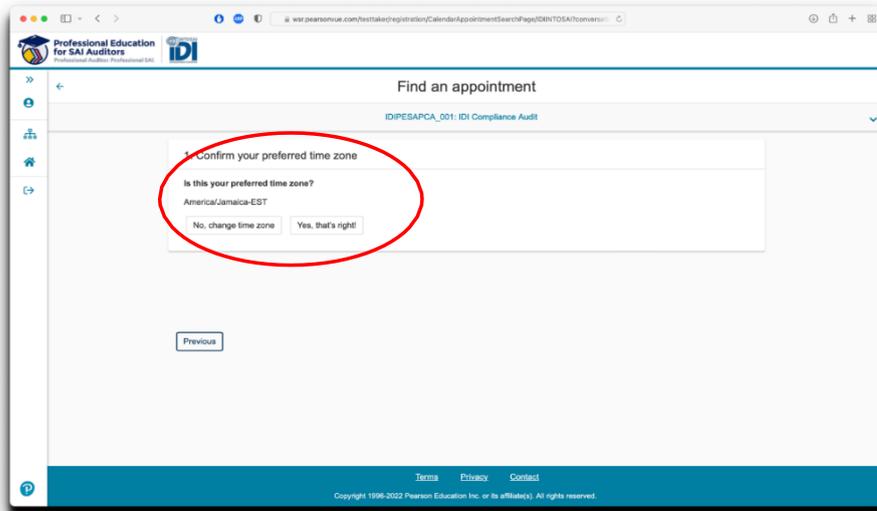
To reschedule your appointment



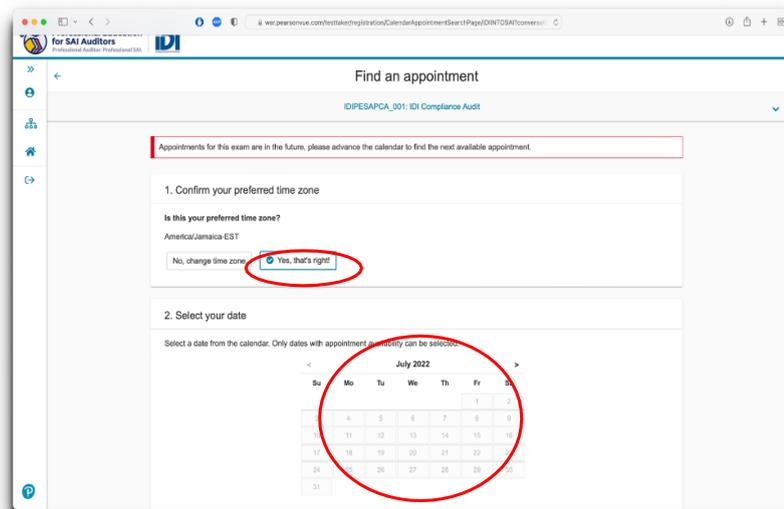
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In this link, you will find details of how to reach them by telephone, email or using an online chat function.

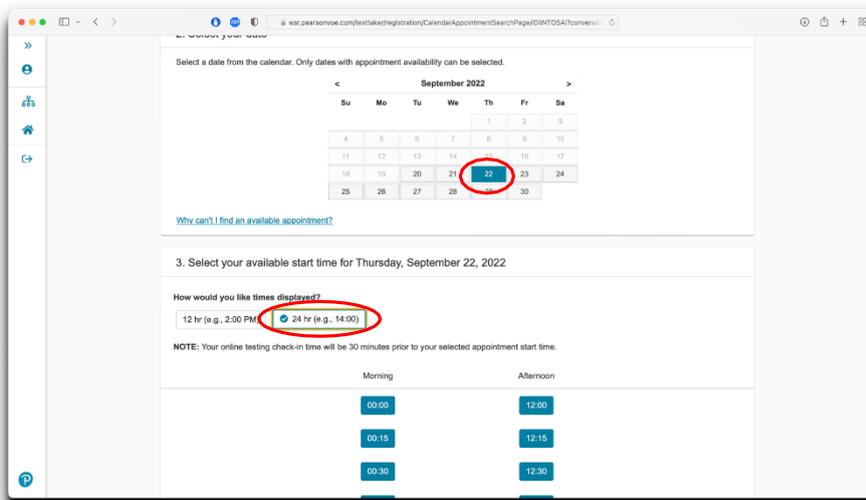
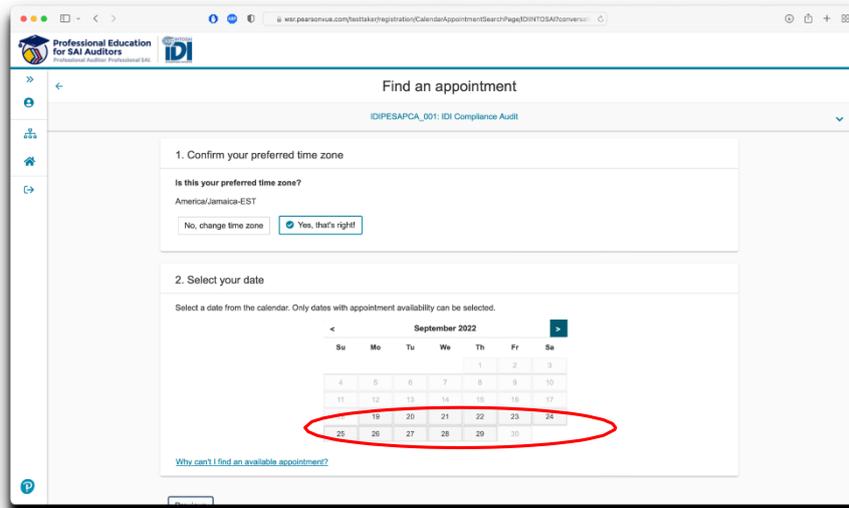
You then should select the time you wish to take the exam, by finding an appointment.



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.

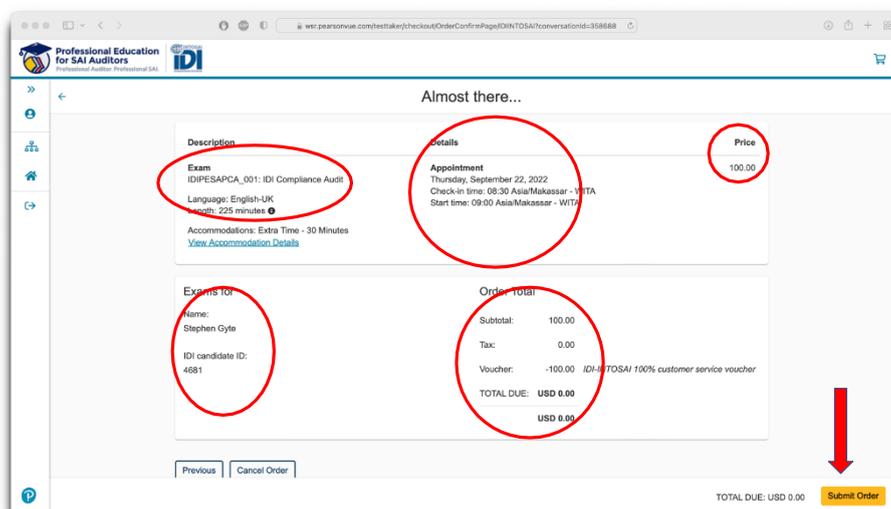


The dates available for you to sit your exams are between 21 November and 1st December 2023.



You will then move to the payment process as previously indicated.

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



Click Submit Order

When you have completed your purchase, you will need to test your IT system to ensure that the computer and internet connection meet the minimum requirements. Ensure that you have read the IDI Exam policies.

Professional Education for SAI Auditors

It's time to test your system

Order #: 0063-6020-2909

Your appointment is confirmed! An order confirmation containing important exam day information has been sent to: stephen.gyte@idi.no

What's next?

[Run a system test](#)

- Equipment and internet connection checks
- Exam simulation

Description	Details	Order Information	Price
Exam IDIPEAPCA_001: IDI Compliance Audit Language: English-UK Length: 225 minutes Accommodations: Extra Time - 30 Minutes View Accommodation Details	Appointment Thursday, September 22, 2022 Check-in time: 08:30 Asia/Makassar - WITA Start time: 09:00 Asia/Makassar - WITA	Order Number/invoice 0063-6020-2909 Registration ID 427225670 Status Purchased	USD 125

Exams for Name: Order Total Subtotal: 100.00

Exams for Name: Stephen Gyte IDI candidate ID: 4681

Order Total	
Subtotal:	100.00
Tax:	0.00
Voucher:	-100.00 <i>IDI-INTOSAI 100% customer service voucher</i>
TOTAL PAID:	USD 0.00

This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

IDI-INTOSAI Policies

Admission Policy

This exam is only proctored in English. There is not an option for local language proctoring at this time.

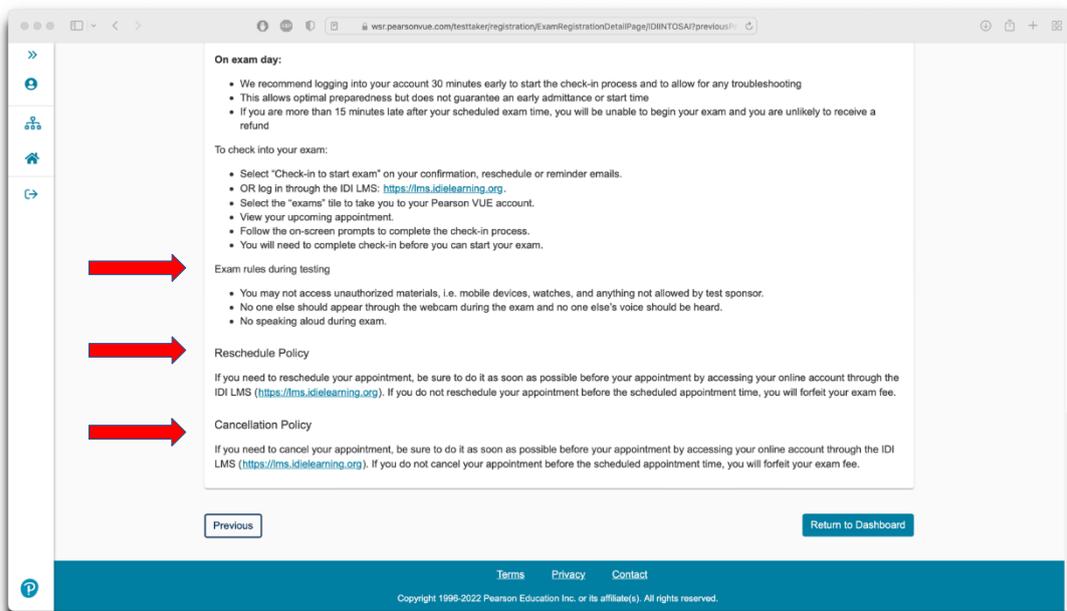
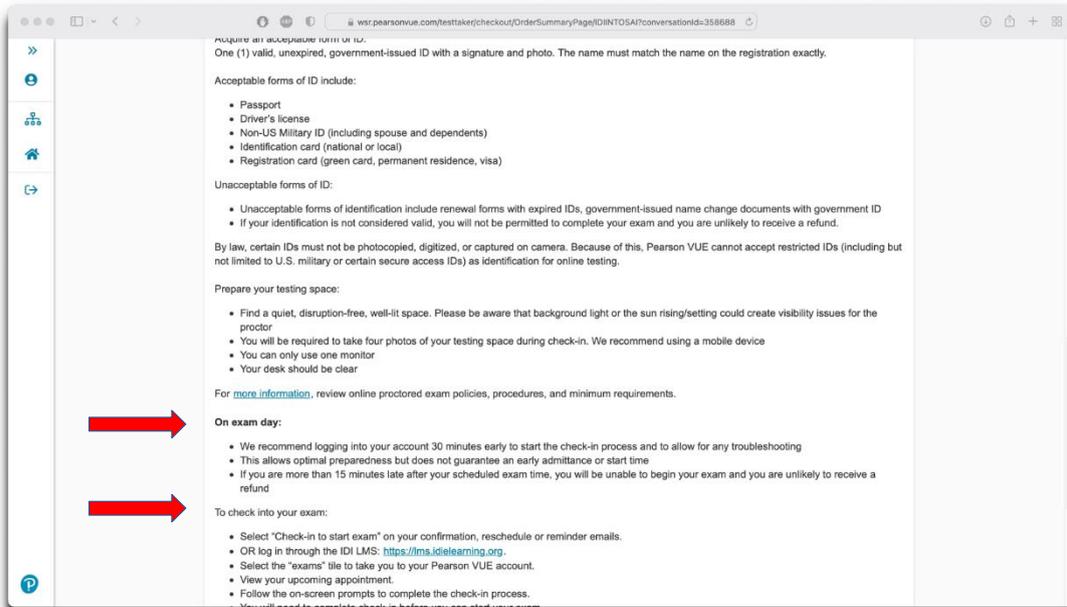
Before exam day:
Test your system:

- Use the same testing space, computer, and internet connection you plan to use on exam day
- We recommend testing on a personal computer with a webcam. Work computers generally have more restrictions that may prevent successful delivery
- Do not take your exam in a setting with a corporate firewall (including VPN). If you are taking your online exam in your office, please alert your Network Administrator to the [OnVUE system requirements](#)
- Make sure you have a reliable, fast internet connection to download your exam and support a webcam stream

Acquire an acceptable form of ID:
One (1) valid, unexpired, government-issued ID with a signature and photo. The name must match the name on the registration exactly.

Acceptable forms of ID include:

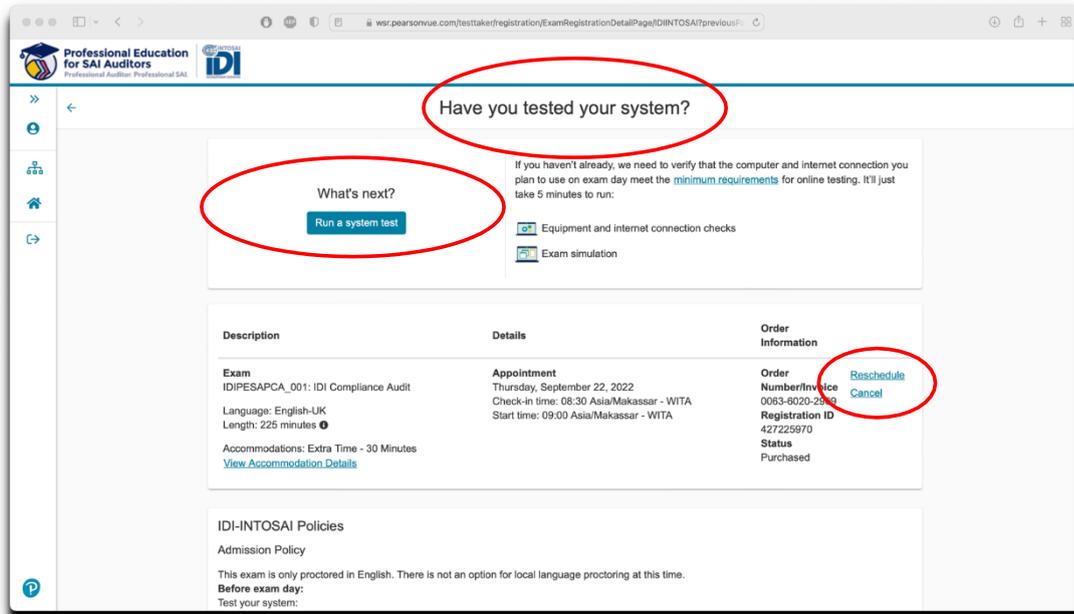
- Passport
- Driver's license
- Non-US Military ID (including spouse and dependents)



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

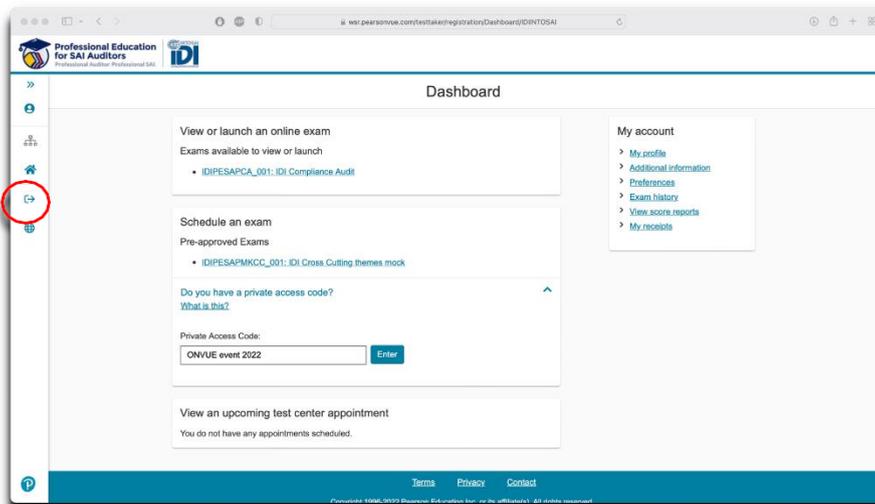
From this page, you will launch the on the exam day.

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.

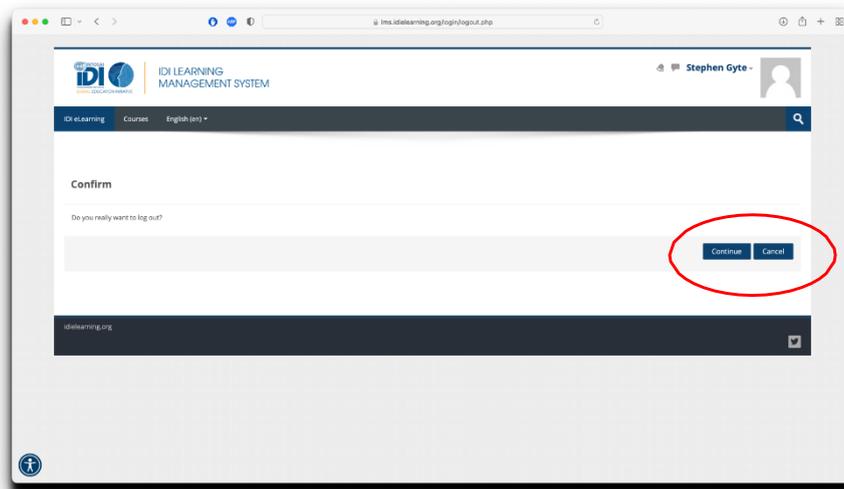


If you click on the exam booking you can see all details, and you can also reschedule or cancel the exam, and run a system test.

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.



In the IDI LMS you may log out.



Remember to contact Pearson customer service directly if you have any questions about the registration or payment process: <https://home.pearsonvue.com/idi/contact>