

Your step-by-step guide for booking your CELA exam

The following instructions are for learners who've registered for their exam on the Rightmove Hub and are now looking to book their exam via the Pearson Vue - OnVUE system.

There are two key steps covered here:

1. Creating an account with Pearson Vue.
2. Booking your online exam with their OnVUE system.

Before you start:

- In order to book your exam, you'll need to create a Pearson Vue account. To do this you'll need: Your ABBE ID: A 14-digit alphanumeric code that appears as shown: ABBE00000XXXXX
- Your Pearson VUE exam code: A 12-digit alphanumeric code

You'll be sent these codes within 7 days of registering for your exam on the Rightmove Hub in an email from Rightmove with the subject "Your CELA exam – Exam code and ABBE ID".

You'll also find these details in [your CELA profile on the Rightmove Hub](#).

Step one: Create your account

Go to <https://home.pearsonvue.com/abbe> and create your account, following the button on the right hand side of the screen:



The screenshot shows the Pearson Vue OnVUE website. On the left, there is a banner titled "Take your exam from home" with the text "Simply choose 'Online at my home or office' when presented with exam options." and a "Learn more" button. On the right, there is a navigation area with the ABBE Quality Accredited logo, the text "To schedule, reschedule or cancel an exam:", a "Sign in" button, a "Create account" button, and two links: "Forgot my username" and "Forgot my password".

You'll then be prompted to enter your First Name, Surname and ABBE.

New users, please sign up for a web account

You will need your ABBE ID to complete the sign up process.

* First Name / Given Name:

* Last Name / Surname / Family Name:

* ABBE ID:

- Enter your name exactly as it appears on your passport or ID. **Enter any middle names in the 'First Name / Given Name' box.**
- Enter your ABBE ID with the first four characters (ABBE) capitalised.
- **Press next only once you have entered and double checked your details.**

Provided all your details are correct, you'll be taken to the next step where you'll need to provide some more details.

Please ensure that you fill in all information accurately as ABBE can't amend incorrectly entered details..

Once you have completed this process, you'll receive email confirmation from Pearson VUE containing your account password. This usually happens within a matter of minutes but can take up to 24 hours.

Upon receipt of this email confirmation, you have successfully created a Pearson account.

With this, you'll now be able to book your exam via the OnVUE system.

Step two: Book your exam

To book your exam go to <https://home.pearsonvue.com/abbe> and sign in to your Pearson VUE account, following the button on the right hand side of the screen:

ABBE Examinations



Take your exam from home
Simply choose "Online at my home or office" when presented with exam options.

[Learn more](#)

OnVUE



To schedule, reschedule or cancel an exam:

[Sign in](#)

[Create account](#)

- [Forgot my username](#)
- [Forgot my password](#)

This will take you through to your dashboard. Here you'll be able to see a heading titled '**Schedule an exam**'. Under this heading, you should see the exam – Level 3 certificate for Estate and Letting Agents

If you can't see your exam, contact ABBE Enquiries on abbeenquiries@bcu.ac.uk (providing screenshots if possible) and they'll resolve this issue for you.

To schedule your exam:

- Click on the exam you wish to book (under the schedule an exam heading).
- Click '**OnVUE Online at my home or office**' and you should be greeted by some information and links to more in-depth information. You should take a minute to familiarise yourself with this information as it is critical to the smooth running of your examination. Once happy **click Next**.
- You'll now see a page confirming the examination you wish to take, the cost of the exam (ignore this as you or your organization have already paid for this) and the language in which your exam will be taken.
- Ensure the name of the exam is correct and that it will be taken in English-UK. If both are correct, **click Next** in the bottom right corner
- You'll now see a page with a calendar. Dates that have availability are shown as opaque and are clickable. Those with no availability are greyed out. Select a date on which you wish to take your exam and **click Next** in the bottom right corner.
- You should now see your chosen date in blue and a list of available times. If no time on your chosen date is ideal, scroll up and select another date. If you see a time that works for you, **click it and you will be directed to a confirmation page**.
- Review all the details and once you are satisfied that all the information you have entered is correct and that your exam date, time and location are acceptable, click **Proceed to check out** in the bottom right corner.
- Finally a window will then appear with important information and policies relating to your exam. Once you have read and understand the policies, **click accept** at the bottom of the pop-up window.