

BOOKING CPQ EXAMS GUIDANCE

Please note this guidance is for CPQ Exams only.

1. How to book your CPQ Exam:

To book an exam, go to www.cilex.org.uk and login:



Login to myCILEX 



CILEX Directory

Home > myCILEX > Site Access > Login

Account Login

Please log in below if you currently are OR have previously been a member of CILEX

Please [register](#) below if you are looking to enquire with us for the first time

Username:

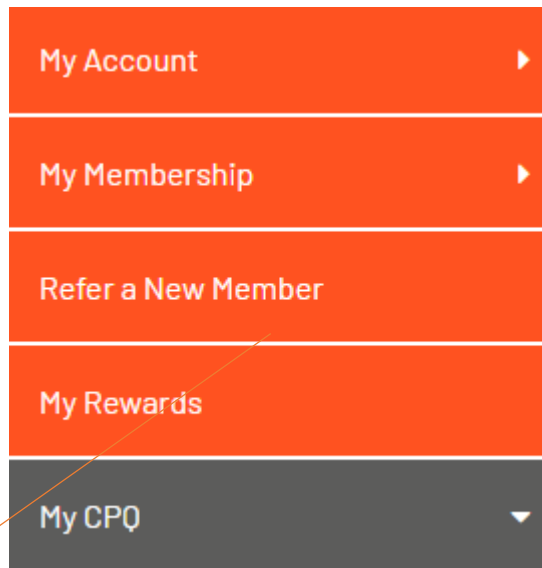
Password:

LOGIN

☐ Remember Login

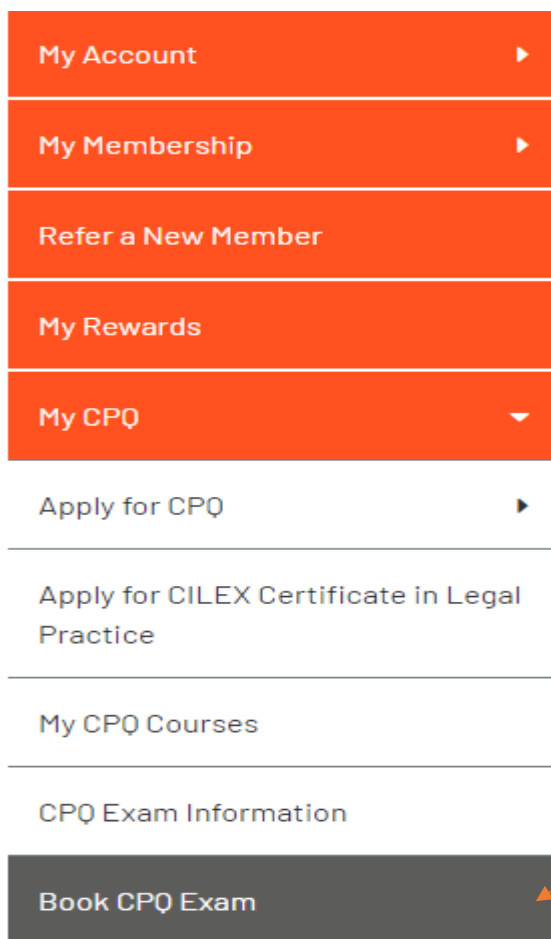
REGISTER

FORGOTTEN PASSWORD?



2. Select 'My CPQ' from the menu:

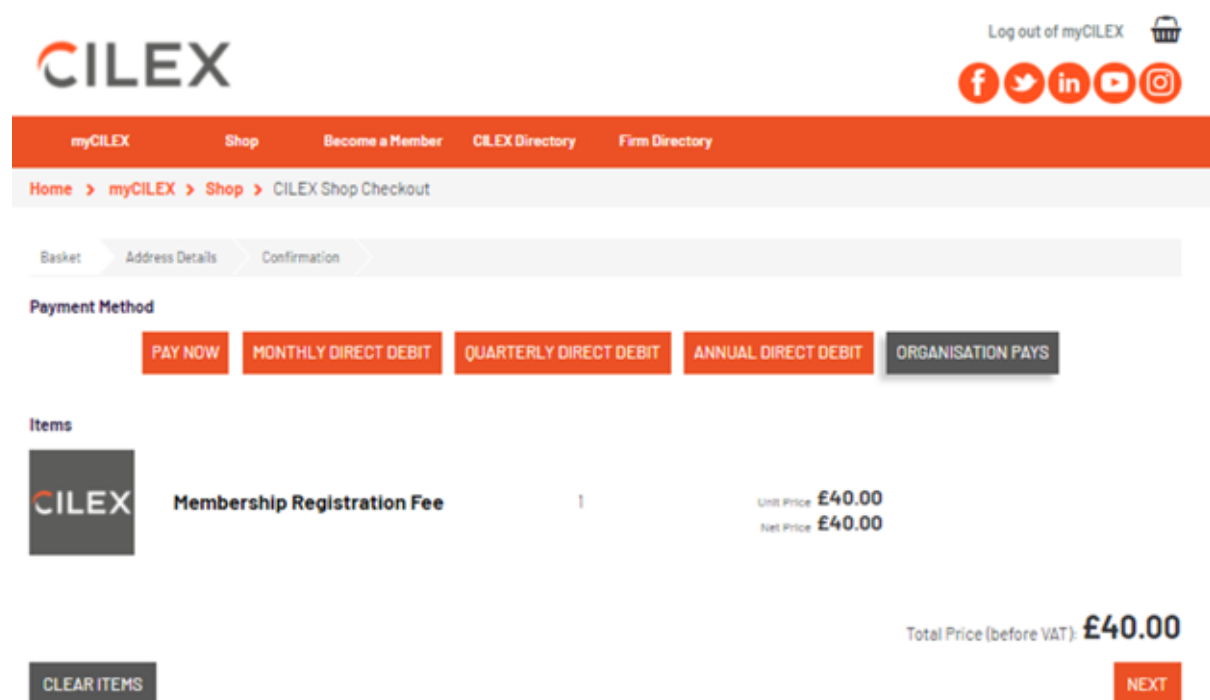
3. Select 'Book CPQ Exam' from the menu:



4. You will then be able to purchase the exam you want.

5. After you have selected your exam, you will be taken to the checkout page:

You will need to select **'Organisation Pays'** before you click **Next** so that your training provider will be invoiced, due to exam bookings still being close at the time of making this guidance we have used the membership page as an example:

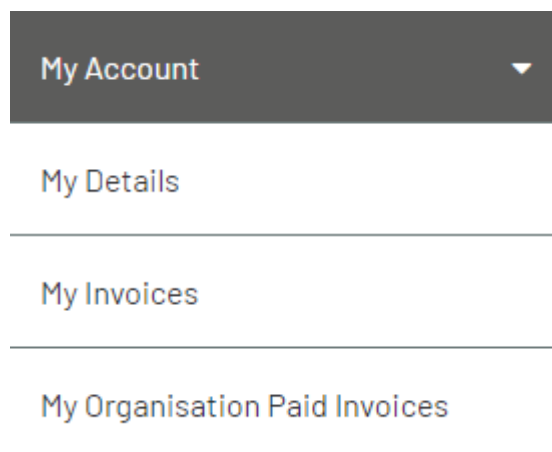


6. After you click Next, you will have to use the orange 'Look up' button to find your training provider and select them to pay for your invoice.

7. Next fill in your Title, first name and surname before clicking Next.

8. The next page will give you a breakdown of your exam fees and you will need to click Confirm to complete the payment.

- **Please note:** You will need to follow the same process on the checkout page when selecting the **Organisation as the payee.**
- To register your organisation/training provider on your record, you will need to login to the portal and go to 'My Account>My Details from the 'Menu'



The image shows a dark grey dropdown menu with the text 'My Account' and a downward arrow. Below the menu, three options are listed, each separated by a horizontal line: 'My Details', 'My Invoices', and 'My Organisation Paid Invoices'.

- After selecting 'My Details' on the employer section, type in your organisation's name and click 'Find organisation' and a list with your organisation's address details will pop up and you will need to select the correct organisation details.

Employer:

FIND ORGANISATION

- If your organisation's details do not pop up, please let us know by sending in a general enquiry via 'Contact us' with your employer's name and contact details and we will add them for you. **(You should ensure that your organisations details are updated on your record to be able to invoice the employer/training provider)**

BOOKING A CPQ EXAM RESIT

You will first need to purchase a **RESIT VOUCHER** from the shop on the portal by selecting **Shop** on the menu which will give you the ability to book the exam:

Categories	CPQ Exam Resits	
CILEX	Showing 1 - 3 of 3 results	
CPQ Advanced	Name Ascending ▾	
CPQ Exam Resits →		
CPQ Foundation		
CPQ Graduate		
CILEX Education		
CILEX Law School		
		CPQ Advanced Exam Resits £150.00 In Stock CPQ Advanced Exam Resits
		CPQ Foundation Exam Resits £100.00 In Stock CPQ Foundation Exam Resits
		CPQ Professional Exam Resits £250.00 In Stock CPQ Professional Exam Resits

Once you have paid for the **Resit**, you will need to go on the portal and book your **CPQ exam**:

My Account ▶

My Membership ▶

Refer a New Member

My Rewards

My CPQ ▼

Apply for CPQ ▶

Apply for CILEX Certificate in Legal Practice

My CPQ Courses

CPQ Exam Information

Book CPQ Exam

Book CPQ exam

Below is a list of CPQ assessments which you are able to book your exam in. Please note you will only be able to book an exam if there is an available session to book onto – you can view the list of available exams [here](#)

If you need to book a resit, first purchase your resit [here](#) in the Shop, under CILEX and CPQ Exam Resits. Once you have made your purchase, you will be able to come back to this page and book your exam.

There are no records to display.

You will then be able to choose the exam you want and once you have selected your exam follow steps 5-8 as above to complete your exam booking:



Introduction to Property and Private Client Resit

CPQ Exam Resits

Price	£100.00 (excl. tax)	ADD TO BASKET BUY NOW
Exam Resit	Introduction to Property and Private Client Resit ▼	
Quantity	1 ▼	

This purchase is designed for trainees who wish to resit a CPQ Foundation exam. On successful purchase of this product trainees will be able to book their resit exam via myCILEX.