

# Practical Pensions Administration

## Exam booking information

The exams within this pathway will be hosted via our online platform provider, Testreach. Please read the following information before making an exam booking:

- Ensure you have access to a working webcam as you will be remotely invigilated
- Ensure you have appropriate IT permission to download the Testreach exam app [TestReach](#)
- Ensure you have read our [policy](#) here before making any bookings
- Ensure you have read through the Testreach exam invigilation protocol [here](#)

The exam registration guide can be found [here](#)

**Bookings are now open.**

**Bookings close** – 24<sup>th</sup> July 2025 at 4 PM

**The units/exams listed below can be booked onto via the following links:**

- [Defined Benefit Arrangements](#) (8th October 2025) – [Click here to book](#)
- [Defined Contribution Arrangements](#) (30<sup>th</sup> September 2025) – [Click here to book](#)
- [Professionalism and Governance](#) (3<sup>rd</sup> October 2025) – [Click here to book](#)

The above are all part of the [Advanced Diploma in Retirement Provision](#) qualification

- [Award in Pensions Essentials](#) – **Please contact for further information: [PMIQualifications@pensions-pmi.org.uk](mailto:PMIQualifications@pensions-pmi.org.uk)**
- [Certificate in Pensions Calculations](#) 15<sup>th</sup>-19<sup>th</sup> September 2025 – [Click here to book](#)
- [Retirement Provision Certificate](#) 24<sup>th</sup> September 2025 – [Click here to book](#)
- [Certificate in Pension Scheme Member Guidance](#) – **Please contact for further information: [PMIQualifications@pensions-pmi.org.uk](mailto:PMIQualifications@pensions-pmi.org.uk)**

