CBE student instructions

TO BE PROVIDED AT STUDENT WORKSTATIONS

This document, along with the *Information sheet for CBE students* must be read and understood by each student in full prior to sitting CBEs. It is also essential that ACCA's rules and regulations contained in the *Student Handbook* are read and understood prior to taking CBEs.

BEFORE THE EXAM
You will be shown to your workstation.

You can take the following items to your workstation:
- rulers, pens and pencils
- a noiseless, cordless pocket calculator which may be programmable but which must not have a print-out or graphic display facility.

You will be provided with paper for rough workings. If you are sitting F2, *Management Accounting* or MMA, *Management Accounting* you will also be provided with a formulae sheet.

All bags and briefcases must be left at a point indicated by the invigilator. ACCA cannot accept any responsibility for the theft or loss of, or any damage to, any items left in the exam room.
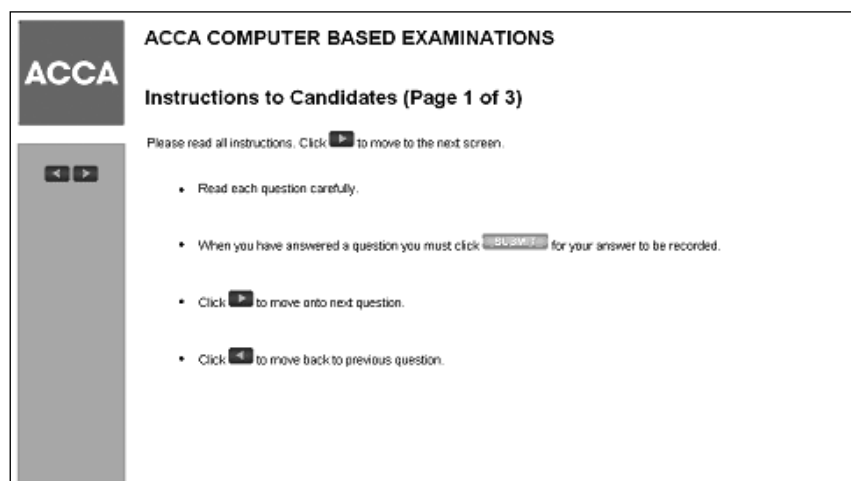
Smoking is not permitted in the exam room.

Mobile phones must be switched off at all times and are not permitted to be taken to your workstation.

Before, during and after the exam, please do not behave in a manner that is likely to distract your fellow students. Inappropriate behaviour will be reported to ACCA by the invigilator.

Please pay close attention to the invigilator's announcements at the beginning of the exam. This includes important information relating to safety within the exam room. Please ensure that you familiarise yourself with the fire exits.

TO BEGIN THE EXAM
- Ensure that all computer programs and files are shut down, as the CBE software will not start up if any other programs are running, or files are open

- When instructed to do so by the invigilator, go to:
  Start / All Programs / ACCA CBE / ACCA Examiner

- Enter your ACCA registration number, date of birth and select Login

- You must **not** proceed beyond the next screen until the invigilator has checked your identity against your ACCA registration card, and that the personal details and exam which appear on screen are correct.

- Please also check these details are correct yourself.

- Click the radio button to confirm if all details shown on screen are correct and that you have read and understood ACCA's exam regulations and agree to abide by them.

- Select Continue **only when instructed to do so**.

- You will then be presented with three instruction screens. To move between screens use the arrows provided.

- Please ensure that you have read and understood all instructions.

- The next screen shows the exam available for you to sit. Again, please check to ensure this is the correct exam.

Select the Examination Name link **only when instructed to do so**. This will start your exam.

ACCA COMPUTER BASED EXAMINATIONS

Instructions to Candidates (Page 2 of 3)

- Move to any specific question by selecting the question number in the list in the left-hand column and then clicking [Go].

- An asterisk against the question number in the list in the left-hand column indicates that you have not yet fully answered that question.

- You may change your answers at any time during the examination by clicking Clear.

- Numerical answers must be entered:

  (1) **without** commas as a thousand separator;
  (2) **with** the full stop as a decimal point;
  (3) **with** a minus sign at the front of the figure if the answer is negative

  For example: -10235.48

It is important to note that a full stop should be used as a decimal point. If you attempt to submit a numerical answer which includes a comma as a decimal point, instead of a full stop, the software will not accept the answer.

In this case, when 'Submit' is selected, the answer in the number entry field will either be:
- completely removed (if it is your first attempt at answering the question)
- changed back to the original answer (if you are trying to overwrite an existing answer previously submitted, without first selecting 'Clear').

ACCA COMPUTER BASED EXAMINATIONS

Instructions to Candidates (Page 3 of 3)

- The time remaining is shown on the left hand side of the screen.

- You can have unlimited attempts at each question within the overall time limit of the examination.

- You may quit at any time by clicking [Exit] in the bottom left hand corner. You will be prompted to verify this action.

- If you have technical difficulties with the examination at any time call the Invigilator immediately.

If more than one exam appears, ensure that you select the correct exam, **only when instructed to do so.**

DURING THE EXAM
The screen is locked down to ensure that only the exam software runs. You cannot use the on-screen calculator function.

The keyboard and mouse must only be used for the purpose of answering questions. Any student found using these for any other purpose will be reported to ACCA.

a Exam information/question types

CAT Introductory Level
Each exam:
- is of two hours' duration
- contains 50 questions
- is out of 100 marks with a passmark of 55%
- contains two-mark MCQs only.

CAT Intermediate Level
Each exam:
- is of two hours' duration
- contains 50 questions
- is out of 100 marks with a passmark of 50%
- contains question types: MCQs, multiple response questions, multiple response matching questions, number entry questions – all worth two marks.

ACCA Qualification (F1–F3), MSER exams (MMA and MFA)
Each exam:
- is of two hours' duration
- contains 50 questions (40 two-mark questions and 10 one-mark questions)
- is out of 90 marks with a passmark of 50%
- contains question types: one and two-mark MCQs, one and two-mark multiple response questions, two-mark multiple response matching questions, and two-mark number entry questions.

b Navigation
Follow the instructions in the screens above to navigate through questions, submit answers and identify questions which still require to be answered.

c Assistance
If you require any assistance throughout the exam, you must attract the invigilator's attention by raising your hand. You must not talk to any other students during the exam and must observe ACCA's exam regulations at all times. You will have received a copy of these regulations at the time of registering for the exam with the centre.

When there are 15 minutes remaining, you will be presented with an on-screen message confirming this.

AT THE END OF THE EXAM
- Click Exit to end the exam.

- You will be prompted to verify this action, and you can choose to enter the exam again, providing that there is still time remaining.

- To confirm you wish to exit, click Yes.

- You are then presented with your provisional exam result page.

- Please ensure that you print TWO copies of your provisional result notification. The centre will retain one copy and provide you with the other.

- Click Exit only when instructed to do so.

- Do not leave the workstation until the invigilator permits you to do so.

- Before leaving the exam room you must surrender your rough workings booklet plus any other documentation/handouts.