



THE INSTITUTE
OF CHARTERED
ACCOUNTANTS
IN ENGLAND AND WALES

GUIDANCE FOR ACA STUDENTS

Professional Stage – knowledge modules e-assessments

This guide will provide you with the information you need to know before you sit a Professional Stage knowledge module e-assessment. If you have any further questions, please contact the student support helpline **+44 (0)1908 248 040** or visit www.icaew.com/acastudents

CONTENT

Professional Stage – knowledge modules e-assessments

There are 12 exam modules at the Professional Stage of the ACA. Six are computer-based knowledge modules which provide an introduction to the core concepts underpinning accountancy. These e-assessments can be sat at any time (subject to availability) at an ICAEW-approved test centre. A full list of test centres can be found in the exams section of the ICAEW website www.icaew.com/acastudents

What is the format of an e-assessment?

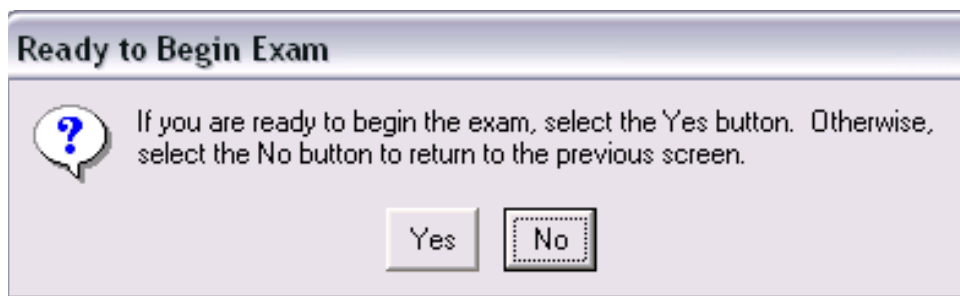
There are 40 questions for the Accounting and Management Information modules, and 50 questions for the other four modules. All assessments last for 90 minutes. The number of questions is shown at the start of the assessment. You are advised to view the sample assessments at the ICAEW website in 'preparing for the e-assessment' at <http://www.icaew.com/index.cfm?route=146192>

Will I need proof of identification?

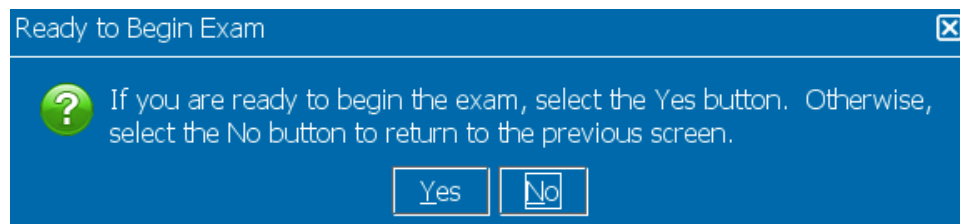
Yes, you will need to bring two forms of ID to the assessment, one of which must contain a photo of yourself and your signature, eg passport or driving licence.

How do I start the assessment?

You will be logged into the system by the assessment administrator or invigilator and asked to agree to the confidentiality requirement; then you can start the assessment according to the instructions given to you by the invigilator by clicking 'yes' to the dialog box as shown below.



Current screen view



New screen view from
1 September 2009

What does the assessment look like?

The timer will then begin and you will see the first question. The screen will look as follows:

Current screen view

ICAEW ACA e-assessment Management Information knowledge level sampler

Select for Review (R)

Section Time Remaining 1:28:14

In a contract to sell a commodity the selling price is agreed between the supplier and the buyer to be the actual costs incurred by the supplier plus a profit mark-up using a fixed percentage on actual costs.

No credit period is offered by the supplier.

Which of the following best describes how the risk caused by inflation will be allocated between the supplier and the buyer?

- A. The supplier and the buyer will each bear some of the inflation risk but not necessarily equally
- B. Only the supplier will bear the inflation risk
- C. Only the buyer will bear the inflation risk
- D. The supplier and the buyer will each bear equal amounts of the inflation risk

Select the best response.

Previous (P) Next (N) Exhibit (E) Calculator (C) Item 2 of 40

1. Your name appears here.

2. Mark for review. Click the box to select the question for review. See end screen below.

3. The online calculator. Click to open and choose to leave floating on the screen or close it. You can select the basic or scientific version by selecting 'view' in the calculator menu bar.

4. Your personal clock. The exam will time out at the end if you run out of time, but any work done will be saved.

5. Navigation. Click Next (N) and Previous (P) to move forwards and backwards through the assessment.

6. Question number.

New screen view from 1 September 2009

Sample Management Information - Candidate Name

Time Remaining 89:56

1 of 40

Calculator

Exhibit

Flag for Review

For each of the following industries select the appropriate method to establish the cost of products.

Oil refining

- A. Process
- B. Job/contract
- C. Batch

Clothing

- D. Process
- E. Job/contract
- F. Batch

Car repairs

- G. Process
- H. Job/contract
- I. Batch

Next

1. Your name appears here.

2. Flag for review. Click on the flag to select the question for review.

3. The online calculator. Click to open and choose to leave floating on the screen or close it. You can select the basic or scientific version by selecting 'view' in the calculator menu bar.

4. Your personal clock. With show/hide option.

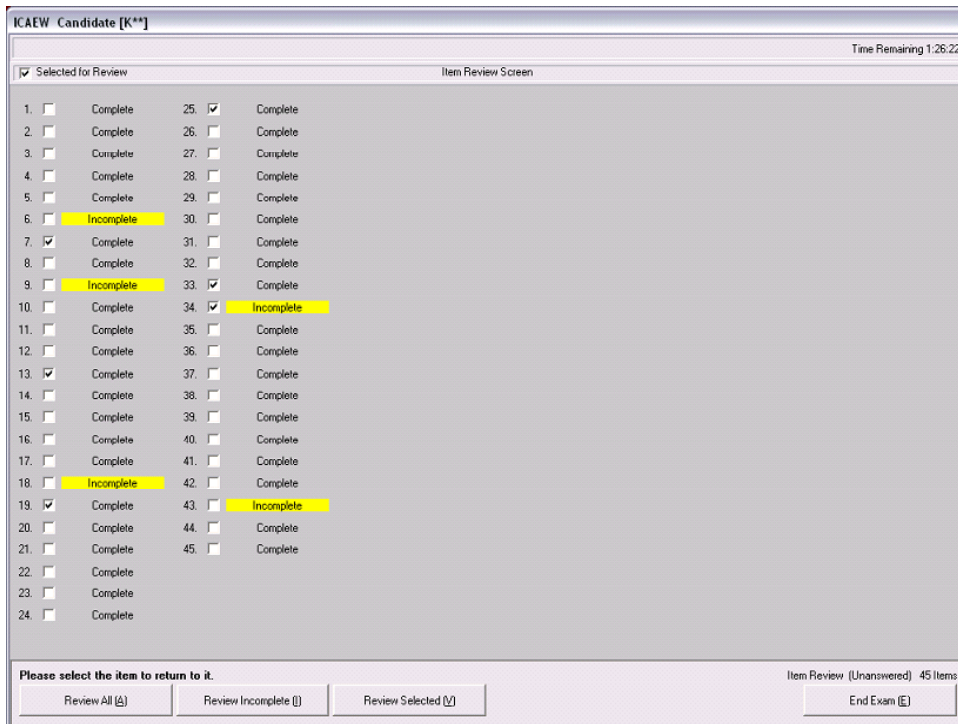
5. Navigation. Click Next and Previous to move forwards and backwards through the assessment.

6. Question number.

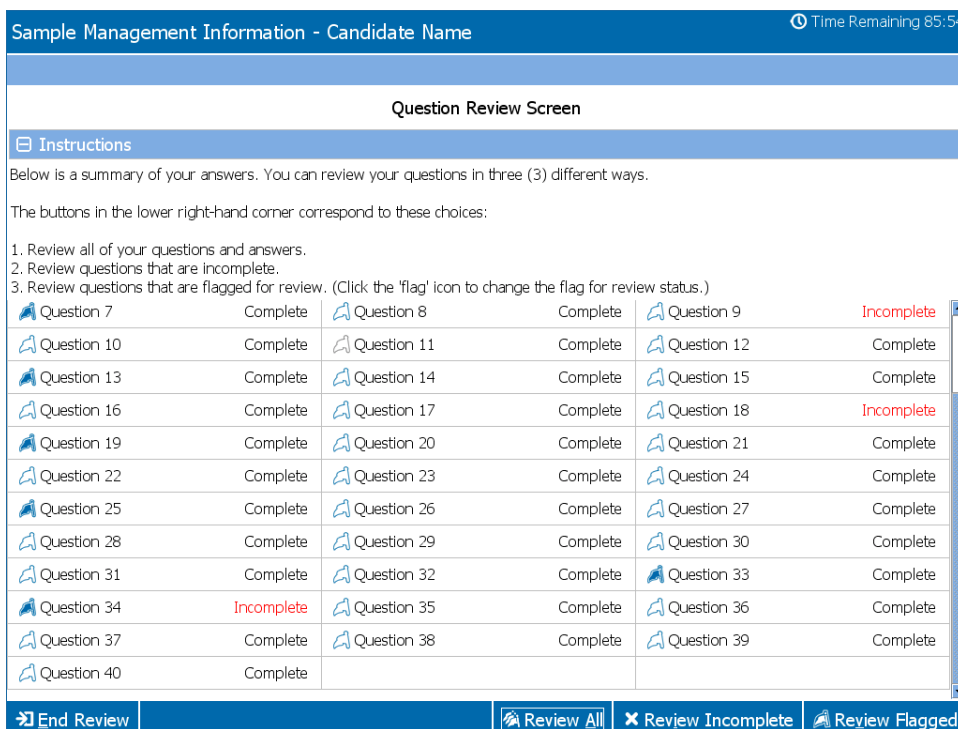
7. This button only appears in the Principles of Taxation module where it appears as 'Tax Tables', and in the Management Information module where it appears as 'Discount Tables'.

Can I check through my answers?

Once you have navigated through each question once, you will reach the review screen shown below. The review screen shows any questions that you haven't answered as incomplete. It also lists questions that you have marked for review. From 1 September 2009, this function will be replaced with a flag to identify the questions that you have selected for review. Using the navigation buttons at the bottom, 'Review All', 'Review Incomplete' and 'Review Selected', enables you to see only those relevant questions. From 1 September the 'Review Selected' navigation button will be replaced with 'Review Flagged'. In the example below, if you select 'Review Incomplete', you will see question 6 first, followed by 9, 18, 34 and 43 and then you will return to the review screen again. For the second illustration shown below – questions 7, 13, 19, 25, 33 and 34 have been selected as 'Review Incomplete'



Current screen view



New screen view from 1 September 2009

What happens at the end of the assessment?

If you choose to end the assessment ahead of time, click the 'End Exam' button. You will be asked to confirm that the assessment is to end. If you run out of time, you will be logged out and you won't be able to continue. In the event of either, all your work will be saved, you won't lose any answers.

What kinds of question are there?

There will be a mix of question types in the assessment, eg

- multiple choice (choose one answer)
- multiple response (choose more than one answer or choose one answer for each part of the question).
- fill in the blank (key in a number).

Where a question has two parts you must answer **both parts** correctly to receive a mark.

How do I know what sort of answer is required?

- You can only choose one answer in a multiple choice question.
- Multiple response questions will give clear instructions, eg 'Which **TWO** of the following ...?' You will need to complete all parts of the question correctly in order to score a mark as no half marks are awarded.
- Fill in the blank questions will clearly state in bold above the answer box what is expected eg '**Enter a whole number WITHOUT the £ sign**'. You can use a comma as a thousand separator, or write the figures all together if you prefer – both will be marked correct.
- In the Accounting e-assessment there are a few grouped questions – eg three questions on one set of information. This is clearly stated at the start of each such group, together with the total number of questions. The same information is repeated for each question but only certain parts of that information are relevant each time. No answer depends on a previous answer or workings and individual marks are given for each answer.

You can practise all these question styles in the revision banks which accompany the learning materials and you can try sample assessments on the ICAEW website: <http://www.icaew.com/index.cfm?route=146192>

How do I move to the next question or back to the last one?

You use the navigation buttons at the bottom of the screen clicking 'Next' and 'Previous' to move forwards and backwards, respectively.

Can I use a calculator?

Yes, you will be given an ICAEW calculator and there is also an on-screen calculator. You can practise using the online calculator in advance of the assessment by trying the sample assessments.

The manual calculator provided is an **Aurora SC582 Scientific Calculator**, pictured right. Two functions to be aware of:

- This calculator uses the symbol ^ rather than x^y to denote 'power of'.
- Memory: To clear the memory input \emptyset SHIFT STO M
To add to the memory input M+
To delete from the memory input M-
To recall the memory input RCL M+

Aurora SC582 Scientific Calculator



You may of course choose to purchase one of these calculators yourself, but you may not take your own into the assessment. You will be required to use the one provided to you by the assessment centre. A supplier of the calculators can be found at www.clickcat.co.uk/manton

What about open books?

You will not be able to take in any open books but you will be able to view relevant extracts from tax tables in the Principles of Taxation and discount tables in the Management Information e-assessments. An example of one of the exhibits is shown in the diagram below. Where a question may need a tax or discount table a button marked 'Exhibit' will appear on the screen. You can click this to see the tax table and select to tile it (at the bottom of the screen) so that you can see the table and the question at the same time or you can choose to close it again. From 1 September you will not need to select the 'tile' option to show both the exhibit and screen.

TAX TABLE EXHIBIT
Current screen view

Exhibit (X)

Income tax & NIC		
Income Tax rates		
	2006-07	
	%	
Starting rate	10	
Basic rate	22	
Higher rate	40	
Rate on non-dividend savings income	10/20/40	
Rate on dividend income	10/32.5	
	£	
Starting rate band	1 - 2,150	
Basic rate band	2,151 - 33,300	
Income Tax reliefs		
	2006-07	
	£	
Personal allowance	5,035	
- age 65-74	7,280	
- age 75 or over	7,420	
Married couple's allowance (relief is given at 10%)		
- age under 75 & born before 6 April 1935	6,085	
- age 75 or over & born before 6 April 1935	6,135	
- Maximum income before abatement of relief	20,100	
- Minimum allowance	2,350	
Company cars and fuel		
Company cars		
Cash equivalent	15% of list price for cars emitting 140g/km Increased by 1% per 5g/km over the 140g/km limit Capped at 35% of list price 3% supplement on diesel cars (subject to 35% cap)	
Private fuel provided for company car		
£14,400 x company car %		
Van scale charge		
£500 (reduced to £350 if more than four years old at the end of the fiscal year). Nil if restricted or insignificant private usage.		
HMRC Authorised Mileage Rates		
	2006-07	
Vehicles	First 10,000 business miles	Additional business miles
Car or van *	40p	25p
Motorcycles		24p

New screen view from
1 September 2009

Sample Manager Exhibit Window

Time Remaining 85:58
3 of 40
Flag for Review

DISCOUNT TABLES

Interest rate p.a. r	Number of years n	Present value of £1 receivable at the end of n years	Present value of £1 receivable at the end of each of n years
		$\frac{1}{(1+r)^n}$	$\frac{1}{r} \left[1 - \frac{1}{(1+r)^n} \right]$
1%	1	0.990	0.990
	2	0.980	1.970
	3	0.971	2.941
	4	0.961	3.902
	5	0.951	4.853
	6	0.942	5.795
	7	0.933	6.728
	8	0.923	7.652
	9	0.914	8.566
	10	0.905	9.471
5%	1	0.952	0.952
	2	0.907	1.859
	3	0.864	2.723
	4	0.823	3.546
	5	0.784	4.329
	6	0.746	5.076
	7	0.711	5.786
	8	0.677	6.463
	9	0.645	7.108
	10	0.614	7.722
10%	1	0.909	0.909
	2	0.826	1.736
	3	0.751	2.487
	4	0.683	3.170
	5	0.621	3.791
	6	0.564	4.355
	7	0.513	4.868
	8	0.467	5.335
	9	0.424	5.759
	10	0.386	6.145

Review Screen Close Previous Next

Can I use pen and paper for workings?

No, you can't take these into the assessment room. You will be given reusable wipe-boards and pens. You can ask for the invigilator for additional wipe-boards during the assessment.

Can I go back and change my answers?

Yes, you can go through the assessment any number of times within the 1½ hour time limit, you can change your answers and you can mark questions for further review as you go through the assessment which will enable you to find them again quickly. Your last answer will be the one which is saved and marked.

What is the pass mark?

The pass mark is 55.

When do I get my results?

You can access your student login page at www.icaew.com/acastudents to view your results on the 'examination history' page the next morning.

How many times can I sit each module?

The ICAEW permits four attempts at each module. It is likely that your employer will set different rules within that boundary.

How long do I have to wait until I can resit a module?

You can resit the next day in theory, but in practice you will have to arrange this with your employer and/or the assessment centre and you probably need to do more revision.

What if I feel unwell in the assessment?

If you feel unwell, you should not sit the assessment. You should reschedule with your assessment centre provider.

What if my computer crashes?

Every click of the mouse and stroke on the keyboard is recorded in a log file. In the rare event that your computer crashes, your assessment can be restarted either on the same computer or on a different computer.

What if I can't continue with the assessment?

It is possible, say, due to a fire evacuation that your assessment will need to be abandoned. If this occurs, your assessment will need to be rescheduled with your assessment centre provider for an alternative date. Your answers will be void as the assessment will be rendered invalid. Your assessment centre provider will notify the ICAEW and where the reason for abandoning the assessment was beyond your control, you will have the attempt reinstated.

What if I need extra time in the assessment?

If you are eligible for extra time due to a disability, you will need to write to the ICAEW with appropriate medical evidence no later than 28 days before you intend to take the assessment. Further information on appropriate evidence can be found at www.icaew.com/acastudents. Once you have received approval from ICAEW, if you are sitting the assessment at your tuition providers' centre, you will need to inform them with as much notice as possible that you will need extra time. They will then schedule the extra time for you. When you sit the

Wipe-boards



assessment, your personal time clock will automatically be amended to reflect your additional time. If you are sitting the assessments at a Pearson Vue centre, the time will be automatically loaded for you.

What if I'm late for the assessment?

The assessment centre will decide if they can accommodate your late arrival as other students may have already booked in to follow your assessment slot. You may be required to reschedule and your assessment fee will not be refunded. This would not be counted as an attempt.

Are there any rules for sitting the assessment?

Candidates' rules are shown in the notice for candidates below. These must be adhered to by all candidates.

AT THE E-ASSESSMENT TEST CENTRE – NOTICE FOR CANDIDATES

This notice has been written to help you, so please read it carefully. If there is anything you do not understand, please ask your centre administrator before the assessment commences.

You must not take the following types of personal items into the area:

- mobile phones, pagers, hand-held computers or calculators, or other electronic devices;
- hats, bags, coats or notes; these must be stored in a secure area indicated by the invigilator.

If you are found to have any material with you which is not allowed, *even if you did not intend to use it*, this will be reported to the ICAEW as misconduct. Disqualification from the paper or the qualification may result.

- 1 The invigilator will direct you to a suitable computer. You should follow the onscreen instructions and check that your name appears in the top left-hand corner when you start.
- 2 Should you be given any assessment-specific materials, you may only use them once the assessment has started. You may not remove these items from the assessment room.
- 3 You must not make any noise or conduct yourself in a way that creates a disturbance for other candidates. At the workstation you will not be allowed to eat or drink anything.
- 4 The invigilator will monitor you continuously while you take your assessment. It is not permissible to communicate in any way with another candidate or a third party.
- 5 If you experience problems that affect your ability to take the assessment, you should notify the invigilator immediately by putting up your hand. The invigilator cannot answer questions relating to assessment content.

continued >

- 6 The ICAEW will not provide any financial compensation for assessments which were unsuccessful due to system failure or force majeure at the centre.
- 7 You should ensure as far as possible that you will not need a break during the assessment. If you do need a break, put up your hand and the invigilator will assist you. However, please note that the assessment timer will not stop and the invigilator has the right to refuse access back into the assessment room.
- 8 While you are taking a break, you are permitted to access personal items that you stored during the assessment only if necessary and with the prior permission of the invigilator (for example, if you need to take medication at a specific time). You are *not* allowed to have access to other items, including mobile phones, assessment notes and study guides.
- 9 You must not discuss or share with other candidates the questions seen in your assessment. Any attempt to do so will be treated as misconduct and could lead to disqualification from the assessment or from the qualification.
- 10 After the assessment ends, the administrator will ensure your assessment has ended properly and show you the on-screen assessment confirmation report.
- 11 For further information following the issue of results, please contact your employer (authorised training employer – ATE).

If you do not follow the rules or you are suspected of cheating or tampering with the computer, your assessment may be invalidated and further action may be taken.

If you have any further questions, please contact

The ICAEW student support team

T +44 (0)1908 248040

E studentsupport@icaew.com