

# Information Sheet for Candidates Sitting ACCA's Computer Based Examinations



## **TO BE HANDED TO ALL CANDIDATES REGISTERING FOR CBE.**

**This, along with the *Candidate Guidelines for Computer Based Examinations* and the rules and regulations contained in the *Student Handbook* must be read and understood in full, by each candidate, prior to sitting each computer based examination.**

**ACCA offers computer based examinations for the Introductory and Intermediate Levels of our Certified Accounting Technician qualification and Part 1 papers 1.1 and 1.2 of our Professional Examination Scheme.**

### **HOW DOES IT WORK?**

The examinations are conducted at centres which are licensed by ACCA for the conduct of the examinations.

Centres register students for the computer based examinations via ACCA's on-line administration system. They download examinations for each candidate, the examinations are then sat offline and results uploaded to the ACCA server upon completion of the examinations.

If you intend sitting ACCA's CBE examinations, you will be required to disclose to the centre the following personal information:

- your ACCA student registration number
- date of birth
- full name and address

This information will be used only for the purposes of registering you as a student for the examinations and informing ACCA of your examination results. The centre is required to inform you of the use of these personal details and the purpose for which the information will be used under the terms of the UK Data Protection Act.

You should also be aware that ACCA is entitled to provide such information to the centre as it requires to do so from time to time. ACCA shall do so solely for the purposes of the administration of the examinations and such information may be passed to a centre in a country where no Data Protection Rights exist.

It is a prerequisite for all candidates wishing to sit CBEs to be registered in the first instance with ACCA.

Before taking examinations by CBE, you will have to satisfy the centre of your studentship with ACCA and eligibility for sitting the requested papers. In order for you to be registered for CBE, you will be required to present your ACCA registration card and provide your registration number. In the absence of your ACCA registration card you must provide a valid, and official, form of photographic identification, eg passport. Failure to provide an official form of photographic identification will mean you cannot sit your CBE.

To be entered to sit any CBEs, you must provide the centre with the required information and pay a fee directly to the centre for the examination.

It is possible to make arrangements for candidates who have special needs. If you are a student or candidate with special needs, you should contact the CBE Co-ordinator who will be able to tell you what assistance can be provided to you when you sit your examination. In order to assess how best to help you, it will be necessary for you to provide medical evidence in support of your request or other documentary evidence of your circumstances.

### **WHAT CAN YOU EXPECT?**

Once the Centre has registered you for the examination, you will be given a time and date for the examination by the Centre's Examination Co-ordinator. On the day of the examination, you will be provided with a workstation where you will attempt the examination. Workstations have to conform to standards and specifications laid down by ACCA. These have to be quietly situated, with individual pcs separated from other candidates, free from glare and conform to current health and safety requirements. An Invigilator will be on hand to assist you with any queries you may have at the time of sitting the examination.

### **WHAT ABOUT THE EXAMINATION ITSELF?**

Examinations are of 2 hours duration at the Introductory and Intermediate Levels of the Certified Accounting Technician scheme and 3 hours duration at Part 1 of the Professional Scheme.

All examinations are worth 100 marks with the pass mark for the Certified Accounting Technician Introductory Level being 55% and Certified Accounting Technician Intermediate Level plus Part 1 of the Professional Scheme being set at 50%.

The format of questions at Certified Accounting Technician Introductory Level is all multiple choice with all questions being worth 2 marks.

At Certified Accounting Technician Intermediate Level and Professional Scheme Part 1, different question types appear. However, all questions are worth 2 marks.

A description of the question types used presently for CBE appears below.

**Multiple choice** – where you are required to choose one answer from four options by clicking on the appropriate “radio button”

**Multiple response 1** – where you are required to select more than one response from the options provided by clicking the appropriate tick boxes

**Multiple response 2** – where you are required to indicate a response to a number of related question parts by choosing one option from a number of drop-down boxes

**Number entry** – where you are required to key in numerical responses to a question on your screen

For all examinations you will be given a script booklet in which to do your rough working. This must be left in the examination room when you leave at the end of the exam.

### **ANSWERING QUESTIONS**

You require to select or input your answer on-screen to the questions set. At the end of each question or part of question, you will require to click on a “SUBMIT” button to record your answer.

You can change your answer, move back or forward through the examination, skipping questions and returning to them at any point, provided, of course, that you do not quit from the program and that you do not exceed the time allocated overall for the examination.

To move to the next question, you click on the forward button at the left hand side of the screen using the mouse.

To move to the previous question, you click on the back button at the left hand side of the screen using the mouse.

You can also move to any specific question by selecting the question number in the list in the left hand column and then clicking the ‘go’ button.

To finish, you click on the “Exit” button using the mouse. You will be prompted to verify this action. When you quit, you exit from the examination and cannot re-attempt any questions. ACCA's program does not allow the disk to be copied and it can only be used once.

All unanswered questions are marked with an asterisk.

On the day, you will be provided with instructions showing how to navigate through the examination, so you do not need to memorise these now.

### **AT THE END OF THE EXAMINATION**

The % mark which you have achieved will be shown on screen together with a note of whether your attempt at the examination has been successful. Do not remove the disk until instructed to do so by the Invigilator. The disk and your rough workings will be collected by the Invigilator upon conclusion of the examination. You will be given a results notification at the end of the examination. The Invigilator will instruct you on how you can obtain this.

The examination disk and the booklet in which you have completed rough workings remain the property of ACCA and will not be returned to you.

### **WHAT HAPPENS NEXT?**

The CBE Centre is required to upload your examination results to ACCA's server within a specified period of time. ACCA will process your result and will update your student record to reflect your CBE result.

In addition to offering examinations by CBE for certain papers, ACCA conducts paper based examinations at more than 230 centres worldwide each June and December. Examination entry forms are despatched to all students eligible to sit these examinations in February (for June sessions) and August (for December sessions). These require to be returned by closing dates of 15 April (for June sessions) and 15 October (for December sessions) in order for students to be entered for the examinations.

In order to be eligible to sit the paper based examinations, students must firstly be registered with ACCA. Closing dates apply for student registration and these are linked to the production of examination entry forms.

The closing dates for registration which apply are:

For students registering in time for the June examinations:

31 December

For students registering in time for the December examinations:

15 August

### **STUDENTS' HANDBOOK AND EXAMINATION REGULATIONS**

Upon registration all students are issued with a Students' Handbook. This booklet contains information on ACCA processes, including closing dates for examinations and exemption applications in addition to student conduct procedures. All students registered with ACCA are required to observe and comply with ACCA's examination regulations. The consequences of failing to do so can be very serious for students and, if following an investigation, a case is found proven against an individual student, then that candidate's name may be removed from the student register.

The regulations apply to all candidates sitting ACCA's examinations, whether paper-based, internally-assessed courses, or CBE.

The examination regulations are reproduced below:

- Each candidate is required to comply in all respects with any instructions issued by the Registrar before an examination session or by the Examination Supervisor and/or his invigilating staff during an examination.
- A candidate may not attempt to deceive the Registrar or the Examination Supervisor by giving false or misleading information.
- A candidate may not take to his desk, or use or possess while at that desk, any books, notes or other material except that which has been authorised by the Registrar.
- A candidate may not assist, or attempt to assist, or obtain, or attempt to obtain, assistance by improper means from any other person.
- Each candidate is required to adhere at all times to the "Examination Guidelines".

- The Examination Supervisors' rulings must be complied with by each candidate. Supervisors are obliged to report any cases of irregularity or improper conduct to the Registrar. The Supervisor is empowered to discontinue the examination of a candidate suspected of misconduct and to exclude him from the examination hall.
- A candidate may not engage in any other unprofessional conduct designed to assist him in his examination attempt.
- A candidate is not permitted to remove either his script booklet or disk from the examination hall.

### **CERTIFIED ACCOUNTING TECHNICIAN CBE REGULATIONS**

- 1 All students at all levels MUST be registered with ACCA and hold a valid ACCA registration number prior to taking CBEs.
- 2 The current rules requiring examinations to be taken in sequential order will no longer apply for the new Technician syllabus. As a registered Technician student, you will be eligible to attempt ANY combination of outstanding Technician examinations at each session.
- 3 You can transfer to the Professional examinations register after completing the new Technician papers 1 – 5.

#### **Registration Closing Dates:**

If you wish to attempt paper based examinations at the June session, you must submit your application to ACCA by **31 December** of the previous year

If you wish to attempt paper based examinations at the December session you must submit your application to ACCA by **15 August** of the same year

You must submit your registration application to ACCA at least 6 (six) weeks prior to the first proposed CBE date, to ensure that your ACCA registration number is issued in sufficient time.

#### **CBE Extended Closing Date:**

This will continue to operate as normal for the Professional CBEs 1.1 and 1.2. For Technician students, there will be no restrictions on the combinations of papers that can be entered at any one session. This means that you will be able to submit your own entry forms, at the published closing dates, indicating further paper based examinations that you wish to sit. **CBE centres have been provided with details relating to the extended registration date for CAT students.**