



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

Guidance on Examination Software

For Examinees



111-000-422



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1. Introduction

This document explains the types of questions that may be asked in CBE as well as providing guidance on examination software. To get the examinees familiar with the software environment, model papers/practice tests have been uploaded in the secured area of examinees at ICAP's website in zip format. Examinees are encouraged to attempt the model papers/practice tests to get them familiar with the examination software.

Besides attempting model papers/practice tests, examinees are advised to read this guidance before they sit for their examination. This document will help the examinees in learning how to navigate through the software and the key functionalities within the software.

2. Types of Questions

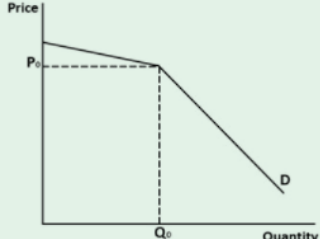
Examination software are divided into two types of question:


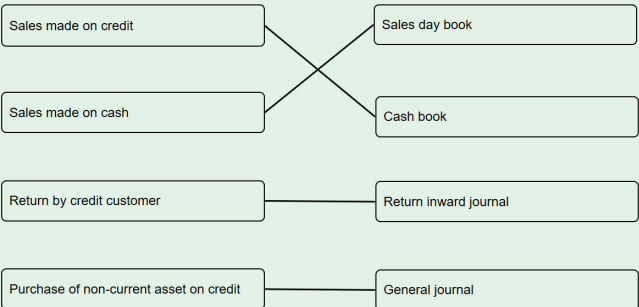
- (i) Objective Type Questions (OTQ) (ii) Essay Type Questions (ETQ)

(i) Objective Type Questions (OTQ)

Key function and features of OTQ are as follows:

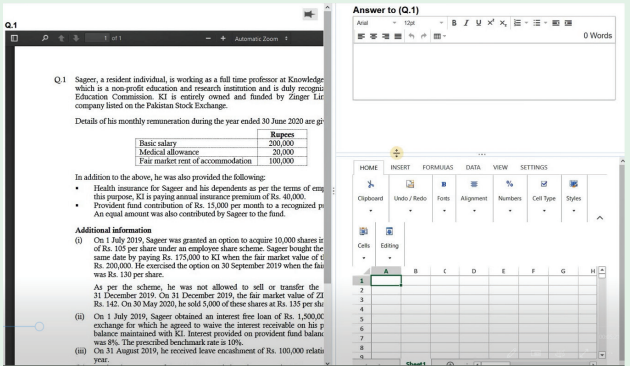

NO.	FUNCTION/FEATURE	DESCRIPTION
1	<p>Multiple Choice Question</p> <p>The concept of _____ is based on the common-sense today.</p> <ul style="list-style-type: none"><input checked="" type="radio"/> present value<input type="radio"/> annuity<input type="radio"/> interest<input type="radio"/> purchasing power	<p>To mark the choice of selected option, radio buttons are given before each option in place of identifiers (a), (b), (c) and (d). That is first radio button represents (a), second (b), third (c) and fourth (d). In this type of question examinees need to select only one answer from a number of given options.</p>
2	<p>Multiple Response Question</p> <p>Which TWO of the following are not quadratic equations? (02 marks)</p> <ul style="list-style-type: none"><input type="checkbox"/> $\sqrt{3} x^2 - 12x = 15$<input type="checkbox"/> $2x - 11 = 5x$<input type="checkbox"/> $5x^2 - 7 = 2x$<input type="checkbox"/> $\frac{3}{5}x - 12 = 2x$	<p>In this type of question, examinees need to select more than one answer from a number of given options or select the answer as per the requirement of the question.</p>

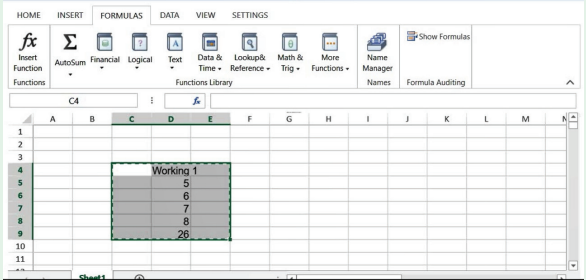
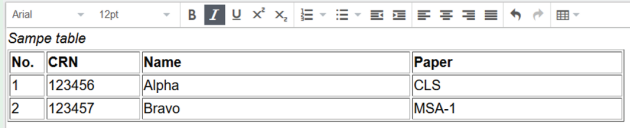
NO.	FUNCTION/FEATURE	DESCRIPTION
3	<p>Fill in the blanks Question</p>  <p>The above diagram depicts the concept of <input type="text"/>. (02 marks)</p>	<p>In this type of question, examinees need to answer into a text box. While writing answers, examinees would be required to:</p> <ul style="list-style-type: none"> • write numbers without a comma (e.g. 13670) • round off numbers to one decimal place where needed (e.g. 34.45 should be written as 34.5) • write negative numbers with minus (-) sign (e.g. -15410) • use lower case (small letters) only while writing text (e.g. high)
4	<p>Drag and Drop Question</p> <p>Rashid wants to obtain a bank loan. Bank A offers a nominal rate of 14% compounded monthly; Bank B offers a nominal rate of 14.5% compounded quarterly; and Bank C offers an effective rate of 14.75%.</p> <p>Arrange the given banks in terms of charging lower interest using drag and drop option. (02 marks)</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <input type="text" value="Bank A"/> <input type="text" value="Bank B"/> <input type="text" value="Bank C"/> </div> <div style="text-align: center;"> <input type="text" value="Sequence 1"/> <input type="text" value="Sequence 2"/> <input type="text" value="Sequence 3"/> </div> </div>	<p>In this type of question, examinees would need to drag an answer and drop it onto its relevant place.</p>

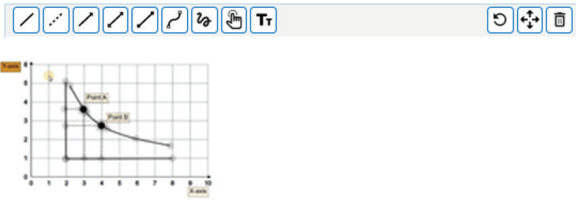
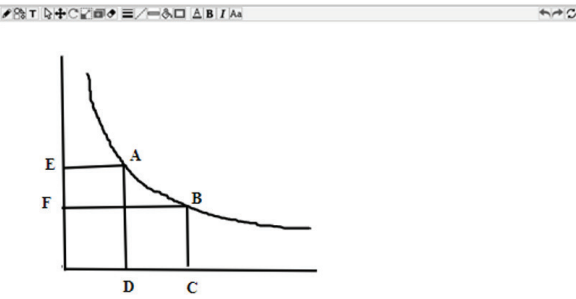
NO.	FUNCTION/FEATURE	DESCRIPTION
5	<p>Drop Down Question</p> <p>To <input type="text"/> present value of a project, the discount rate should be adjusted <input type="text"/>. (02 marks)</p> 	<p>In this type of question, examinees would need to select one answer from a drop down list. In some questions, there are more than one drop down list and examinees would need to select answer from both drop down lists.</p>
6	<p>Matching Pairs Question</p> <p>Match each of the following transactions with appropriate book of prime entry: (02 marks)</p>  <pre> graph LR A[Sales made on credit] --- B[Cash book] C[Sales made on cash] --- D[Sales day book] E[Return by credit customer] --- F[Return inward journal] G[Purchase of non-current asset on credit] --- H[General journal] </pre>	<p>In this type of question, examinees would need to match an item from one column to a corresponding item in a second column. Please note that number of items in both column may not be equal.</p>

(ii) Essay Type Questions (ETQ)

Key function and features of ETQ are as follows:

NO.	FUNCTION/FEATURE	DESCRIPTION
1	<h3>Multi-windows</h3> 	<p>The screen is divided into two main parts. The left side is dedicated for display of questions while right side is dedicated for writing the answers. The width of each part can be adjusted at any time.</p> <p>In some cases the answer area is further divided into more than one parts.</p>
2	<h3>Rich Text Format (RTF) editor</h3> 	<p>On the right side of the screen, RTF editor is provided to write the answers. The length of RTF editor is auto adjustable.</p> <p>Using RTF features, examinees may apply bold, italics, underlines effects on their answers besides using indent, bullets and numbering features.</p>

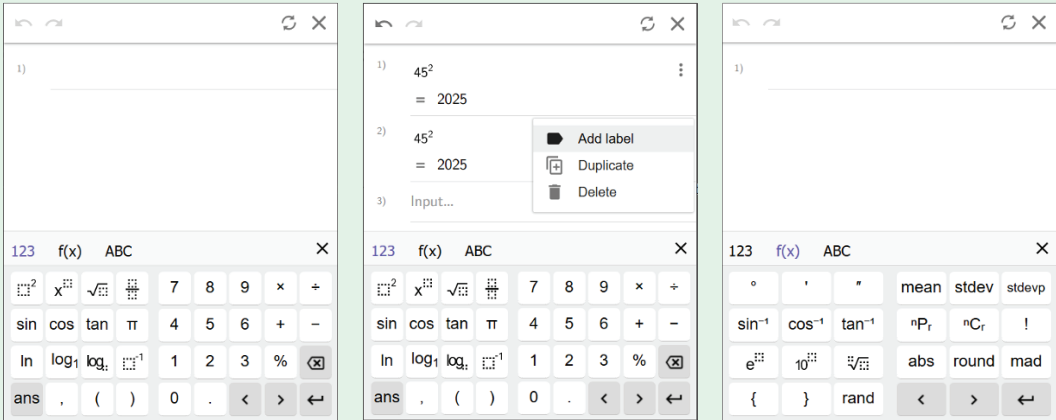
NO.	FUNCTION/FEATURE	DESCRIPTION
3	<p>Plain Text Editor (PTE)</p> <p>Problem statement:</p> <input data-bbox="376 539 996 561" type="text"/> <p>CAUSE 1:</p> <input data-bbox="376 593 996 616" type="text"/>	<p>On the right side of the screen, PTE is provided to write the answers, when needed. The length of PTE is fixed.</p> <p>PTE contain only plain text without formatting features.</p>
4	<p>Spreadsheet</p> 	<p>Where appropriate, a spreadsheet is provided below the RTF editor to facilitate examinees in doing rough calculation or other workings.</p> <p>Any working performed in the spreadsheet will not be considered for marking unless it is copied and pasted from spreadsheet to the RTF editor.</p>
5	<p>Insert table</p> 	<p>Examinees can insert a table into RTF editor and format it as per requirement.</p>


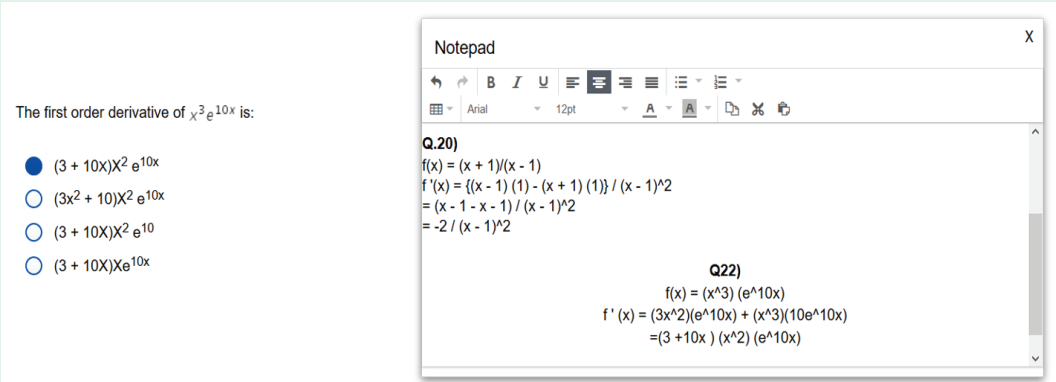
NO.	FUNCTION/FEATURE	DESCRIPTION
6	<p>Graph function</p> <ul style="list-style-type: none"> <i>Graphing Tool</i> <div data-bbox="398 587 990 922" style="border: 1px solid #ccc; padding: 5px;"> <p>Answer to Q.3(c)</p> <p>Use any one of the following options for preparation of diagram:</p> <p>Option 1 for Diagram: Graphing Tool</p>  </div> <ul style="list-style-type: none"> <i>Free Drawing Tool</i> <div data-bbox="398 1024 990 1423" style="border: 1px solid #ccc; padding: 5px;"> <p>Answer to Q.3(c)</p> <p>Option 2 for Diagram: Free Drawing Tool</p>  </div>	

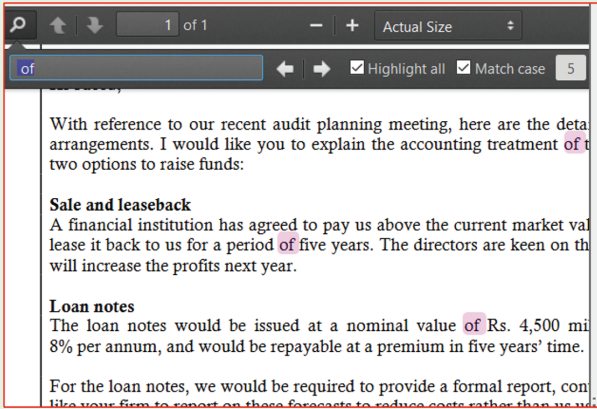
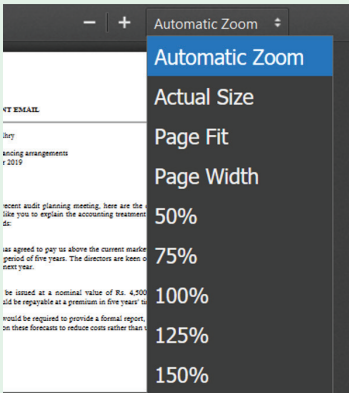
NO.	FUNCTION/FEATURE	DESCRIPTION
7	Keyboard shortcuts	<p>Following commonly used keyboard shortcuts could be used to save time:</p> <ul style="list-style-type: none">• Ctrl+A to select all text in the text box• Ctrl+C to copy selected text• Ctrl+V to paste the copied text• Ctrl+B to apply bold effects on the selected text• Ctrl+Y to repeat last action• Ctrl+Z to undo last performed action

3. Other functions and features

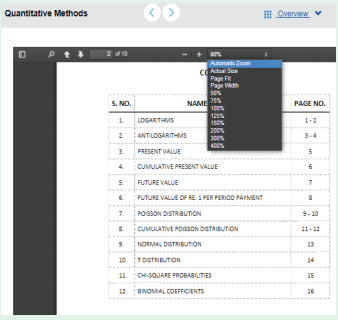
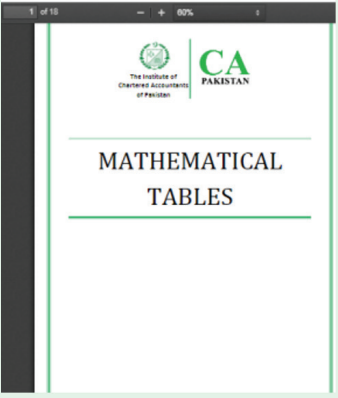
Other common functions and features of examination software are explained below:

NO.	FUNCTION/FEATURE	DESCRIPTION
1	Calculator	 <p>For QMT and ITA papers, calculator is available within the exam software. It can be accessed by clicking on the calculator icon on the top ribbon of each question page.</p> <p>Please note that examinees are also allowed to use external calculator provided it is included in the <u>permissible list of calculators</u> issued by ICAP.</p>

NO.	FUNCTION/FEATURE	DESCRIPTION
2	<p>Notepad</p> 	 <p>The first order derivative of $x^3 e^{10x}$ is:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> $(3 + 10x)X^2 e^{10x}$ <input type="radio"/> $(3x^2 + 10)X^2 e^{10x}$ <input type="radio"/> $(3 + 10X)X^2 e^{10}$ <input type="radio"/> $(3 + 10X)Xe^{10x}$ <p>Q.20) $f(x) = (x + 1)/(x - 1)$ $f'(x) = \{(x - 1)(1) - (x + 1)(1)\} / (x - 1)^2$ $= (x - 1 - x - 1) / (x - 1)^2$ $= -2 / (x - 1)^2$</p> <p>Q.22) $f(x) = (x^3) (e^{10x})$ $f'(x) = (3x^2)(e^{10x}) + (x^3)(10e^{10x})$ $= (3 + 10x) (x^2) (e^{10x})$</p> <p>For QMT, POE and ITA papers, Notepad is present in the examination software that can be used for doing rough work. Please note that the Notepad opens a fresh page for each question and work done for previous question is neither saved nor carried forward to the next question automatically.</p>

NO.	FUNCTION/FEATURE	DESCRIPTION
3	<p>Find</p> 	<p>Question in PDF format is searchable. Examinees can use this function in connection with different features i.e. highlight all, match case etc.</p> <p>It may be noted that the model papers/ practice test is set to run on Firefox browser while live examination will be conducted on Chrome browser.</p> <p>The features of 'Zoom' and 'Find' work slightly different on the two browsers.</p>
4	<p>Zoom</p> 	<p>Questions can be zoomed as per convenience.</p>

NO.	FUNCTION/FEATURE	DESCRIPTION
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5	Mathematical tables	 
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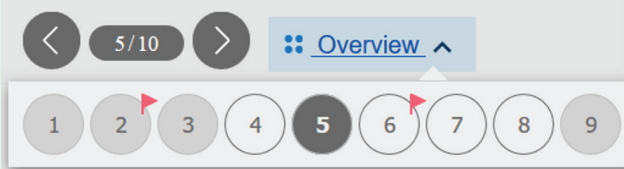
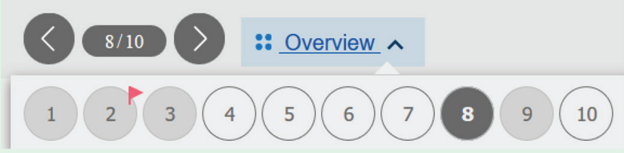
For QMT paper, mathematical tables' booklet is present in the software in PDF format. Any page of the table booklet could be zoomed and rotated to enhance readability while remaining in the software. Zoom and rotate functions become visible when mouse is hovered on Mathematical Tables booklet.


S. NO.	NAME OF TABLE	PAGE NO.
1.	LOGARITHMS	1-2
2.	ANTILOGARITHMS	3-4
3.	PRESENT VALUE	5
4.	CUMULATIVE PRESENT VALUE	6
5.	FUTURE VALUE	7
6.	FUTURE VALUE OF RE. 1 PER PERIOD PAYMENT	8
7.	POISSON DISTRIBUTION	9-10
8.	CUMULATIVE POISSON DISTRIBUTION	11-12
9.	NORMAL DISTRIBUTION	13
10.	T DISTRIBUTION	14
11.	CHI-SQUARE PROBABILITIES	15
12.	BINOMIAL COEFFICIENTS	16

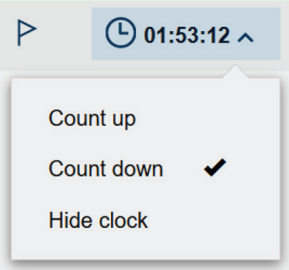
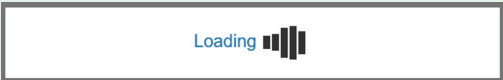
FUTURE VALUE TABLE

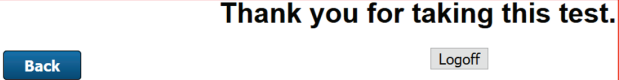
Future value of Re. 1 i.e. $(1+r)^n$ where r is interest rate, n a number of periods until payment or receipt.

Periods (n)	Interest rates (r)						
	1%	2%	3%	4%	5%	6%	8%
1	1.01000	1.02000	1.03000	1.04000	1.05000	1.06000	1.08000
2	1.02010	1.04040	1.06090	1.08160	1.10250	1.12360	1.16640
3	1.03030	1.06120	1.09270	1.12488	1.15769	1.19200	1.25971
4	1.04060	1.08240	1.11570	1.15080	1.18760	1.22600	1.36048
5	1.05100	1.10400	1.13907	1.17560	1.21360	1.25300	1.46933
6	1.06150	1.12640	1.16300	1.20100	1.23950	1.28050	1.59687
7	1.07210	1.14960	1.19057	1.22850	1.26750	1.30800	1.73180
8	1.08280	1.17360	1.20707	1.24650	1.28600	1.32700	1.87610
9	1.09360	1.19840	1.22407	1.26500	1.30500	1.34700	1.99900
10	1.10460	1.22400	1.24160	1.28400	1.32450	1.36800	2.12100
11	1.11570	1.25040	1.25960	1.30350	1.34400	1.38900	2.25160
12	1.12690	1.27760	1.27920	1.32300	1.36450	1.41000	2.39100
13	1.13830	1.30560	1.30020	1.34300	1.38550	1.43150	2.54000
14	1.14980	1.33440	1.32180	1.36350	1.40700	1.45350	2.70000
15	1.16150	1.36400	1.34450	1.38450	1.42900	1.47600	2.87100
16	1.17340	1.39440	1.36800	1.40600	1.45150	1.50000	3.05400
17	1.18550	1.42560	1.39200	1.42800	1.47500	1.52450	3.25000
18	1.19780	1.45760	1.41650	1.45100	1.50000	1.55000	3.46000
19	1.21030	1.49040	1.44150	1.47500	1.52550	1.57650	3.68500
20	1.22300	1.52400	1.46700	1.50000	1.55200	1.60400	3.93500
21	1.23590	1.55840	1.49300	1.52550	1.57900	1.63250	4.20000
22	1.24900	1.59360	1.51950	1.55200	1.60700	1.66200	4.48000
23	1.26230	1.62960	1.54650	1.57950	1.63700	1.69300	4.77500
24	1.27580	1.66640	1.57400	1.60800	1.66800	1.72500	5.08500
25	1.28950	1.70400	1.60200	1.63800	1.70000	1.75800	5.41000
26	1.30340	1.74240	1.63050	1.66900	1.73200	1.79200	5.75000
27	1.31750	1.78160	1.65950	1.70100	1.76500	1.82700	6.10500
28	1.33180	1.82160	1.68900	1.73100	1.80000	1.86300	6.47500
29	1.34630	1.86240	1.71900	1.76200	1.83600	1.90000	6.86000
30	1.36100	1.90400	1.75000	1.79400	1.87300	1.93800	7.26000

NO.	FUNCTION/FEATURE	DESCRIPTION
6	<p>Flag option</p> 	<p>Examinees can flag any question and can revert back to that question by using Overview drop down menu.</p> <p>Color of flag turns from white to red on flagging a question. In Overview drop down menu, a small red flag is shown at the top right edge of flagged page numbers.</p> <p>Both attempted and not attempted questions can be flagged.</p>
7	<p>Overview option</p> 	<p>This function could be used to navigate from one question to other. It shows page numbers of attempted/partially attempted, not attempted, current and flagged questions in following color shades:</p> <ul style="list-style-type: none"> • Not attempted = white • Attempted/partially attempted = light grey • Current question = dark grey • Flagged = red flag at the top right edge of page number circle

NO.	FUNCTION/FEATURE	DESCRIPTION
8	<p>Question numbers and Navigating between question</p> 	<p>In OTQ, Question numbers are not displayed before each question whereas Question numbers are displayed before each question in ETQ. However, page numbers are displayed at the top of each question which could be used to track questions. The number displayed at the top of each page represents page number.</p> <p>To move from one question to other, the examinee may click on next (>) and back (<) icons present before and after the page number.</p>
9	<p>Auto-save</p>	<p>Each answer is saved automatically when the examinee moves forward or backward to some other question either using page navigator or Overview drop down menu.</p>
10	<p>Disconnection issues</p>	<p>If an examinee is disconnected from the exam due to power failure etc., he/she will be connected back to the exam from where he/she left and all answers till last save will remain intact.</p>

NO.	FUNCTION/FEATURE	DESCRIPTION
11	<p>Clock</p> 	<p>A clock is displayed at the top right corner of the screen. This could be set to:</p> <ul style="list-style-type: none"> • count up; and • count down
12	<p>Ignore system inefficiency time</p> 	<p>The software timer does not count the time it takes in:</p> <ul style="list-style-type: none"> • navigating from one question to another; • loading a question; and • the time when a user disconnects from a system for short interval

NO.	FUNCTION/FEATURE	DESCRIPTION
13	<p>End the exam</p> 	<p>If examinees complete their exam well before permissible time, they may click on the 'Logoff' button to end their exam.</p> <p>The logoff button will appear when an examinee clicks on next page icon (>) from last question page.</p> <p>Back button will also appear on the same page. If the examinee decides to go back into the exam he/she will need to click on the Back button instead of Logoff.</p> <p>Once the Logoff button is clicked, examinee cannot reenter into the exam.</p>
14	<p>Auto logoff</p>	<p>The system will automatically end exam and logoff the examinee as soon as the permissible time for exam is over.</p>

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