

# GUIDANCE ON NEW EXAMINATION SOFTWARE

FOR QAT PRC AND INTEGRATED MODULES

 111-000-422

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# INTRODUCTION

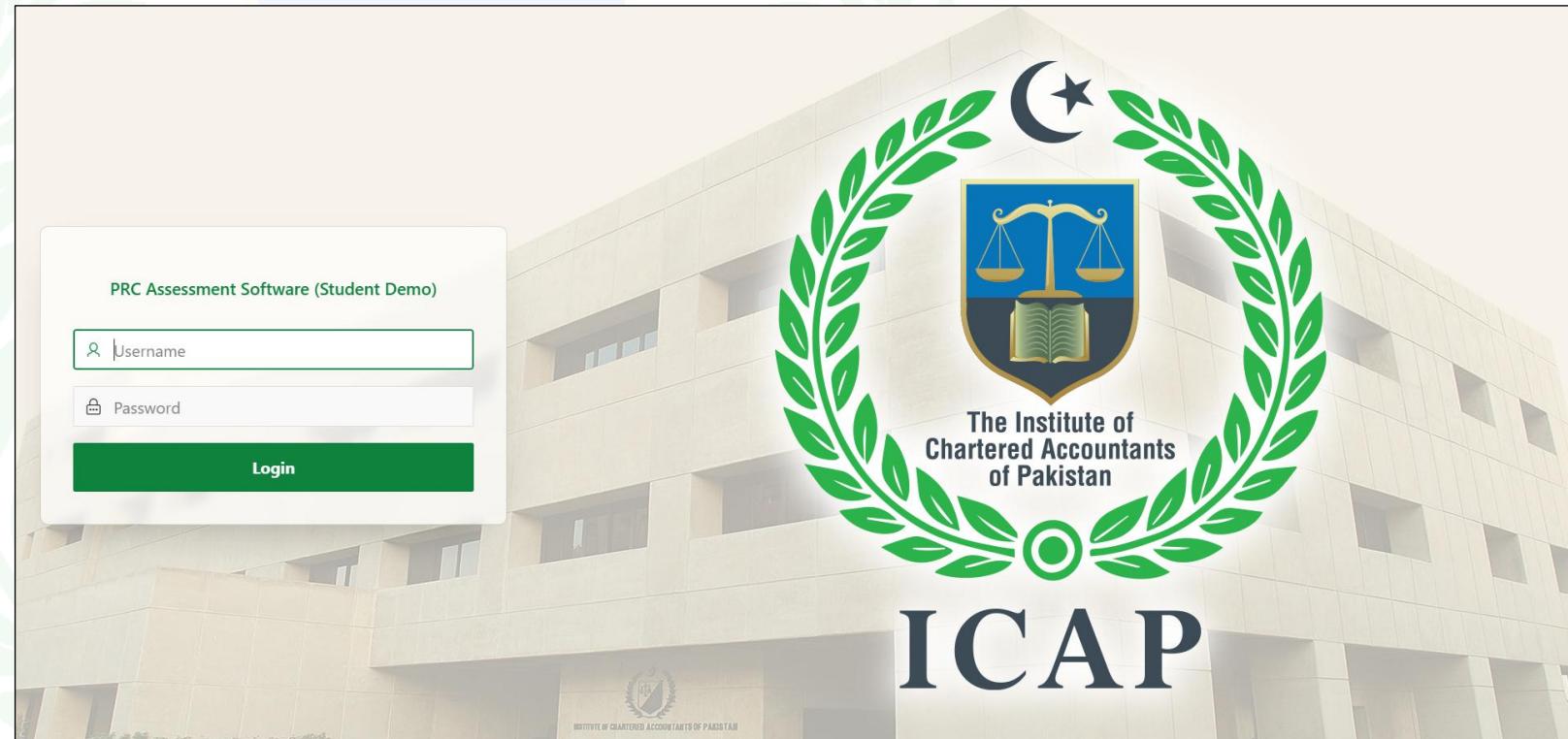
This document provides guidance on the use of the new examination software for QAT, PRC, and Integrated Modules. It is designed to help you understand the software environment, its key functions, and the types of questions you will encounter during assessments.

To support preparation, ICAP has made model papers/practice tests available in the secured area of ICAP's Website. These resources replicate the actual examination interface, allowing you to practice navigation, explore available tools, and build confidence ahead of your exam.

By reviewing this guidance and attempting the practice tests, you will be better equipped to use the software effectively and manage your examination with greater ease.

# LOGIN SCREEN

The very first window that appears is the Login Screen. Here you need to type your Username and Password, which will be provided on your Admit Card. Both fields are case-sensitive, so you must enter your credentials exactly as shown on your Admit Card.



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# INSTRUCTIONS PAGE

After successfully entering the exam, the system will automatically direct you to the Instructions Page. This page provides important guidelines about the examination process and the use of the software. You must confirm that you have read and understood the instructions before proceeding to the first question. Skipping this step may lead to confusion during the exam.

The **countdown timer** starts on this page. Once you press **Continue**, you move to the first question. The Continue button is available both at the top left corner and at the bottom right corner of the Instructions Page.



CONTINUE

Name: DEMO\_QAB\_NAME CRN: DEMO\_QAB 01:59:34 Quantitative Analysis for Business

 Pre-Requisite Competencies

Quantitative Analysis for Business

**INSTRUCTIONS**

Carefully read the following instructions before attempting the test:

1. The total duration of the test is **2 hours**. No specific time is allocated to individual questions, and questions may be attempted in any sequence.
2. All questions are compulsory. Each question carries **02 marks** unless stated otherwise.
3. There is no negative marking.
4. The requirement of each question should be read carefully before selecting your answer.
5. Your answers are saved automatically when you navigate between questions. You may also click **SAVE**, **NEXT**, or **BACK** to ensure your answer is saved.

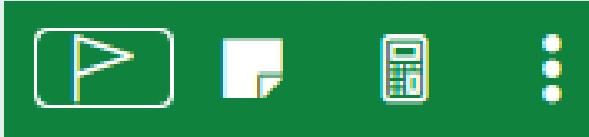
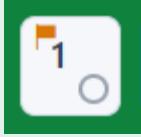
# EXAMINATION INTERFACE

This section introduces the basic layout and key features of the software so you can navigate confidently during the exam. By becoming familiar with these features in advance, you can focus on answering questions effectively without wasting time figuring out the system during the exam.

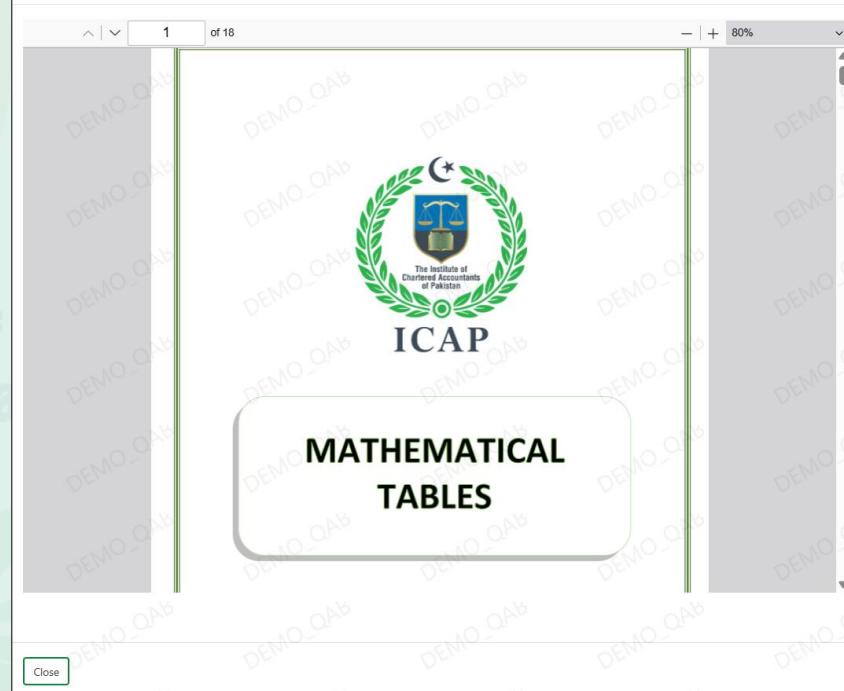
NO.	FUNCTION / FEATURE	DESCRIPTION
1	<b>Question Number</b>  <b>Question: 1/50</b>	At the top left corner of the examination interface, you will see the current Question Number along with the total number of questions. This display shows exactly which question you are attempting and helps you track your progress throughout the exam.

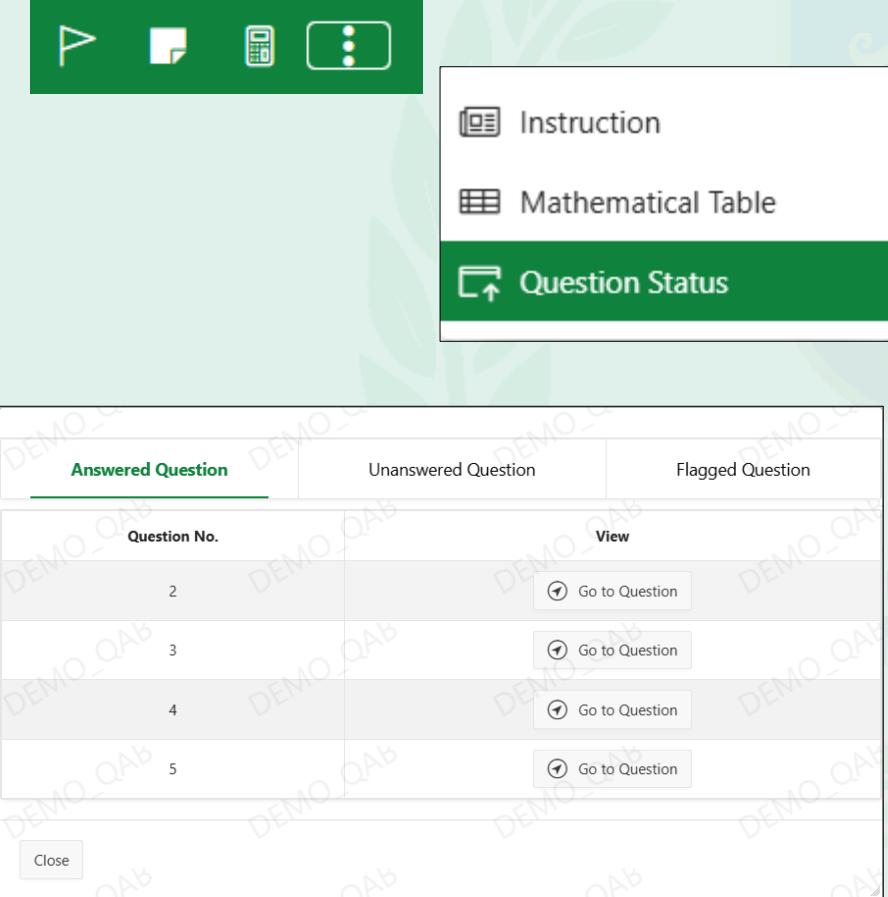
NO.	FUNCTION / FEATURE	DESCRIPTION
2	<b>Marks of a Question</b> <b>Marks: 02</b>	Just below the Question Number (shown at the top left), the marks allocated for that specific question will be displayed. This helps you understand the weight of each question and manage your time accordingly.
3	<b>Action Buttons</b> <div data-bbox="371 662 1100 770" style="border: 1px solid green; padding: 5px; display: flex; justify-content: space-around; align-items: center;"> <span>BACK</span> <span>NEXT</span> <span>SAVE</span> <span>END</span> </div> <p data-bbox="250 1005 1326 1211"> <b>Note:</b> The <b>BACK</b> and <b>NEXT</b> buttons automatically save your answer when you move between questions. In addition, you can press the <b>SAVE</b> button to make sure your answer is saved if you stay longer on a question. </p>	The Action buttons— <b>BACK</b> , <b>NEXT</b> , <b>SAVE</b> , and <b>END</b> —are located to the right of the Question Number on the examination interface. <ul data-bbox="1356 691 2355 964" style="list-style-type: none"> <li>• <b>BACK</b> – Returns to the previous question.</li> <li>• <b>NEXT</b> – Moves to the next question.</li> <li>• <b>SAVE</b> – Saves the current answer securely.</li> <li>• <b>END</b> – Finalizes and submits the exam. Use only when you're ready to finish.</li> </ul> These buttons are placed prominently for easy access and smooth navigation throughout the exam.

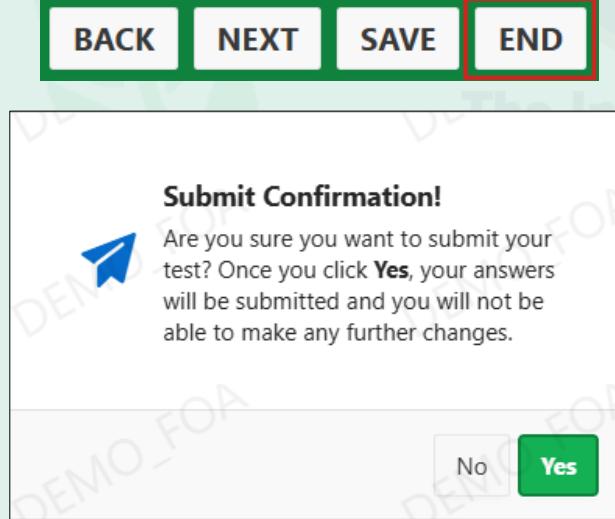
NO.	FUNCTION / FEATURE	DESCRIPTION
4	<h2>Question Overview Panel</h2>  <p>Current Question</p> <p>Not Attempted</p> <p>Attempted</p> <p>Partially Attempted</p>	<p>At the top center of the examination interface, you will see the Question Overview Panel. This panel displays a series of numbered buttons representing each question in the paper. Key features include:</p> <p><b>Current question highlighted</b> – The active question is visually marked with an orange border.</p> <p><b>Radio indicators</b> – Circles below each number show whether a question is unanswered, answered, or partially answered.</p> <ul style="list-style-type: none"> <li><b>Not Attempted</b> = White</li> <li><b>Attempted</b> = Green Tick</li> <li><b>Partially Attempted</b> = Green &amp; Gray Circle</li> </ul> <p><b>Arrow buttons</b> – Located on either side of the panel, allowing you to scroll through all questions.</p>

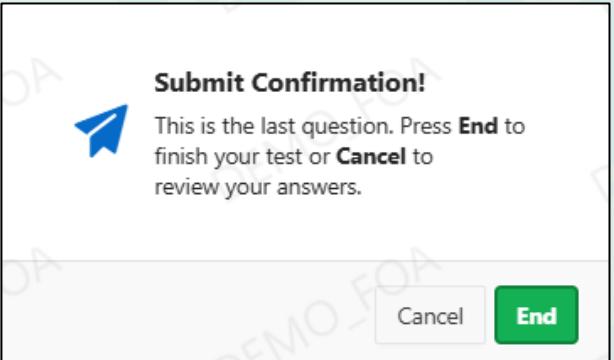
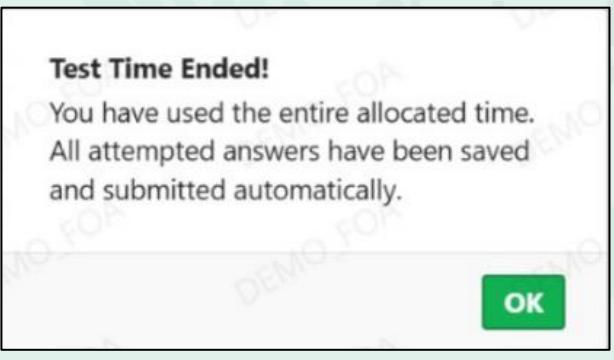
NO.	FUNCTION / FEATURE	DESCRIPTION
5	<h3>Flag Option</h3>   <span data-bbox="640 525 985 568">Flagged Question</span>	<p>On the top right corner of the examination interface, you will find the <b>Flag option</b>. This feature allows you to mark a question for review, so you can easily return to it later before submitting the exam.</p> <p>Flagged questions are visually indicated in the Question Overview Panel, making it simple to track which items need further attention.</p>
6	<h3>Notepad</h3>  	<p>The Notepad is a built-in feature of the examination interface designed to help you organize your thoughts and perform rough work.</p> <p>It can be accessed from the top of the screen and is especially useful for planning answers, jotting down key points, or working through calculations before entering a final answer.</p>

NO.	FUNCTION / FEATURE	DESCRIPTION
7	<h3>Calculator</h3>  	<p>The Calculator, available at the top of the examination interface, supports basic arithmetic operations. It ensures quick and accurate calculations during the exam.</p> <p>You are also allowed to use an external calculator provided it is included in the list of <a href="#"><u>Permissible Calculators</u></a> available at ICAP website.</p>
8	<h3>Exam Menu</h3> 	<p>The three dots icon (:) shows the <b>Exam Menu</b> that provides access to the following:</p> <ul style="list-style-type: none"> <li><b>Instructions</b> – View exam guidelines or instructions again.</li> <li><b>Mathematical Table</b> – Open reference tables for calculations or formulas.</li> <li><b>Question Status</b> – Show progress, including answered, unanswered, and flagged questions.</li> </ul>

NO.	FUNCTION / FEATURE	DESCRIPTION
9	<h2 data-bbox="245 203 788 260">Mathematical Table</h2>  <div data-bbox="788 410 1241 684"> <ul style="list-style-type: none"> <li> Instruction</li> <li> Mathematical Table</li> <li> Question Status</li> </ul> </div>	<p>The <b>Mathematical Tables' booklet</b> is provided in PDF format within the Exam Menu. You can open it at any time during the exam, and a Zoom function is available to adjust readability for convenience.</p> 

NO.	FUNCTION / FEATURE	DESCRIPTION																					
10	<h2>Question Status</h2>  <table border="1" data-bbox="302 702 1190 1196"> <thead> <tr> <th data-bbox="309 721 565 793">Answered Question</th> <th data-bbox="565 721 924 793">Unanswered Question</th> <th data-bbox="924 721 1182 793">Flagged Question</th> </tr> </thead> <tbody> <tr> <td data-bbox="309 793 565 879">Question No.</td> <td data-bbox="565 793 924 879">View</td> <td data-bbox="924 793 1182 879"></td> </tr> <tr> <td data-bbox="309 879 565 923">2</td> <td data-bbox="565 879 924 923"> <input checked="" type="checkbox"/> Go to Question         </td> <td data-bbox="924 879 1182 923"></td> </tr> <tr> <td data-bbox="309 923 565 966">3</td> <td data-bbox="565 923 924 966"> <input checked="" type="checkbox"/> Go to Question         </td> <td data-bbox="924 923 1182 966"></td> </tr> <tr> <td data-bbox="309 966 565 1009">4</td> <td data-bbox="565 966 924 1009"> <input checked="" type="checkbox"/> Go to Question         </td> <td data-bbox="924 966 1182 1009"></td> </tr> <tr> <td data-bbox="309 1009 565 1052">5</td> <td data-bbox="565 1009 924 1052"> <input checked="" type="checkbox"/> Go to Question         </td> <td data-bbox="924 1009 1182 1052"></td> </tr> <tr> <td data-bbox="309 1052 565 1196" style="text-align: right;">Close</td> <td data-bbox="565 1052 924 1196"></td> <td data-bbox="924 1052 1182 1196"></td> </tr> </tbody> </table>	Answered Question	Unanswered Question	Flagged Question	Question No.	View		2	<input checked="" type="checkbox"/> Go to Question		3	<input checked="" type="checkbox"/> Go to Question		4	<input checked="" type="checkbox"/> Go to Question		5	<input checked="" type="checkbox"/> Go to Question		Close			<p>The Question Status option provides you with a quick overview of their progress during the exam. It displays:</p> <p><b>Answered questions</b> – already attempted.</p> <p><b>Unanswered questions</b> – not yet attempted.</p> <p><b>Flagged questions</b> – marked for review.</p> <p>Each category includes question numbers and a “<b>Go to Question</b>” button, allowing you to revisit any question directly. This feature helps track progress and manage time effectively during the exam.</p> <p><b>Note:</b> If you do not remove a flag from a question, your last selected answer will still be submitted as final.</p>
Answered Question	Unanswered Question	Flagged Question																					
Question No.	View																						
2	<input checked="" type="checkbox"/> Go to Question																						
3	<input checked="" type="checkbox"/> Go to Question																						
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5	<input checked="" type="checkbox"/> Go to Question																						
Close																							

NO.	FUNCTION / FEATURE	DESCRIPTION
11	<b>Clock</b> 	A Clock is displayed at the top right of the examination interface, shows a <b>countdown timer</b> indicating the time remaining in the exam.
12	<b>End of Exam</b> 	When you click the <b>END</b> button, a confirmation dialog box appears asking you to confirm submission. Once you select <b>Yes</b> , the exam is finalized and submitted, no further changes can be made, and the system will automatically log you out. This action is permanent; use the <b>END</b> button only when you are fully ready to submit.

NO.	FUNCTION / FEATURE	DESCRIPTION
13	<h2>Last Question Navigation</h2>  <p><b>Submit Confirmation!</b>    This is the last question. Press <b>End</b> to finish your test or <b>Cancel</b> to review your answers.</p> <p><b>Cancel</b> <b>End</b></p>	<p>If you press the <b>NEXT</b> button while on the last question, the system will guide you toward the exam submission process. A message will appear confirming that you have reached the last question.</p> <p>You can choose to press <b>END</b> to submit your test, or press <b>CANCEL</b> to return and review your answers. This screen helps prevent accidental submission and ensures you have a chance to revisit any unanswered or flagged questions.</p>
14	<h2>Auto Logoff</h2>  <p><b>Test Time Ended!</b>    You have used the entire allocated time. All attempted answers have been saved and submitted automatically.</p> <p><b>OK</b></p>	<p>When the allotted exam time is completed, the system will automatically end the exam and log you off. At that point, you cannot enter any further answers, and your exam will be submitted instantly.</p>

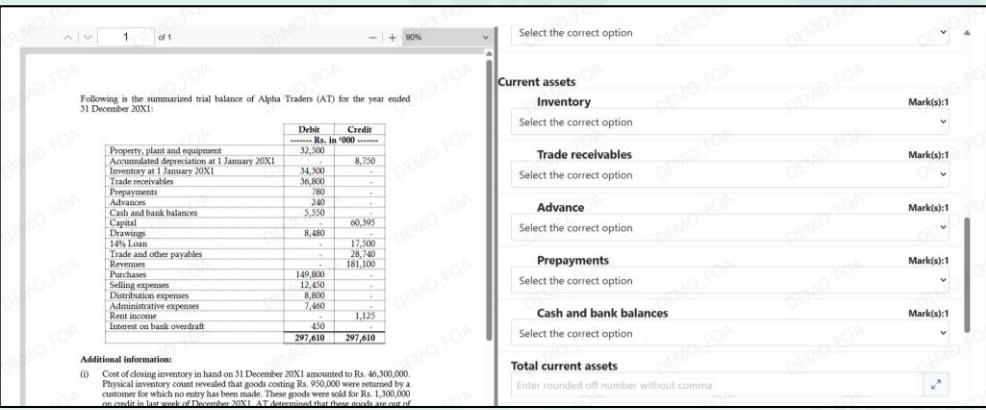
NO.	FUNCTION / FEATURE	DESCRIPTION
15	<h2 data-bbox="258 195 1154 253">Submission Confirmation Screen</h2> 	<p data-bbox="1333 195 2478 419">After the exam is submitted by clicking the <b>END</b> button and confirming submission or by <b>Auto Logoff</b> when the allotted time ends, the system displays a confirmation message:</p> <p data-bbox="1628 483 2170 563" style="text-align: center;"><b>YOUR TEST HAS BEEN SUCCESSFULLY SUBMITTED</b></p> <p data-bbox="1333 627 2478 735">This message confirms that all answers have been securely received and no further action is needed.</p>

# TYPES OF QUESTIONS

This section explains the different question formats you will encounter during the exam. Each type is designed to assess your knowledge and application skills in a clear and structured way.

NO.	FUNCTION / FEATURE	DESCRIPTION
1	<p><b>Multiple Choice Question</b></p> <p>Which of the following does not require journal entry in periodic inventory method?</p> <ul style="list-style-type: none"><li><input type="radio"/> Normal loss</li><li><input type="radio"/> Abnormal loss</li><li><input type="radio"/> Closing inventory</li><li><input type="radio"/> Goods returned by a supplier</li></ul>	<p>In <b>Multiple Choice Questions (MCQs)</b>, each option is displayed with a radio button. The first radio button represents option (a), followed by (b), (c), and (d). You can select only one radio button as your answer for each question, and your answer is saved automatically when you move between questions.</p>

NO.	FUNCTION / FEATURE	DESCRIPTION
2	<h2>Multiple Response Question</h2> <p>Which <b>TWO</b> of the following is included in cost of inventory?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Normal wastage of material</li> <li><input type="checkbox"/> Fixed manufacturing overheads</li> <li><input type="checkbox"/> Selling cost</li> <li><input type="checkbox"/> Recoverable taxes paid on purchase</li> </ul> <div data-bbox="455 861 1095 1163" style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p><b>Maximum Choices Allowed!</b></p> <p>You can choose only 2 options</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> </div> </div>	<p>In <b>Multiple Response Questions</b>, you are presented with several options and must select more than one correct answer. Each option is displayed with a checkbox, allowing multiple selections. A <b>popup message</b> will appear if you choose more than two options, reminding you of the selection limit.</p> <p>Your responses are saved automatically when you move between questions, and you can change your choices by checking or unchecking boxes before submission.</p>

NO.	FUNCTION / FEATURE	DESCRIPTION																																																															
3	<h2 data-bbox="256 241 993 305">Hybrid Response Question</h2>  <table border="1" data-bbox="371 504 678 756"> <caption>Following is the summarized trial balance of Alpha Traders (AT) for the year ended 31 December 20X1:</caption> <thead> <tr> <th></th> <th>Debit</th> <th>Credit</th> </tr> <tr> <th></th> <th>Rs. in '000</th> <th>Rs. in '000</th> </tr> </thead> <tbody> <tr><td>Property, plant and equipment</td><td>32,500</td><td>8,750</td></tr> <tr><td>Accumulated depreciation at 1 January 20X1</td><td></td><td></td></tr> <tr><td>Inventory at 1 January 20X1</td><td>34,300</td><td>-</td></tr> <tr><td>Trade receivables</td><td>36,800</td><td></td></tr> <tr><td>Prepayments</td><td>780</td><td></td></tr> <tr><td>Advances</td><td>240</td><td></td></tr> <tr><td>Cash and bank balances</td><td>5,550</td><td></td></tr> <tr><td>Capital</td><td></td><td>60,395</td></tr> <tr><td>Drawings</td><td>8,480</td><td></td></tr> <tr><td>14% Loan</td><td>-</td><td>17,900</td></tr> <tr><td>Trade and other payables</td><td>-</td><td>29,340</td></tr> <tr><td>Revenues</td><td></td><td>181,100</td></tr> <tr><td>Purchases</td><td>149,000</td><td></td></tr> <tr><td>Selling expenses</td><td>12,600</td><td></td></tr> <tr><td>Distribution expenses</td><td>8,800</td><td></td></tr> <tr><td>Administrative expenses</td><td>7,460</td><td></td></tr> <tr><td>Rent income</td><td></td><td>1,125</td></tr> <tr><td>Interest on bank overdraft</td><td>420</td><td></td></tr> <tr><td><b>Total</b></td><td><b>297,610</b></td><td><b>297,610</b></td></tr> </tbody> </table> <p data-bbox="371 763 704 820">Additional information: (i) Cost of closing inventory in hand on 31 December 20X1 amounted to Rs. 46,300,000. Physical inventory count revealed that goods worth Rs. 950,000 were missing by a customer for which no entry has been made. These goods were sold for Rs. 1,300,000 on credit in last week of December 20X1. AT determined that these goods are out of stock.</p>		Debit	Credit		Rs. in '000	Rs. in '000	Property, plant and equipment	32,500	8,750	Accumulated depreciation at 1 January 20X1			Inventory at 1 January 20X1	34,300	-	Trade receivables	36,800		Prepayments	780		Advances	240		Cash and bank balances	5,550		Capital		60,395	Drawings	8,480		14% Loan	-	17,900	Trade and other payables	-	29,340	Revenues		181,100	Purchases	149,000		Selling expenses	12,600		Distribution expenses	8,800		Administrative expenses	7,460		Rent income		1,125	Interest on bank overdraft	420		<b>Total</b>	<b>297,610</b>	<b>297,610</b>	<p>In this question the screen is divided into sections: the left side displays the questions, while the right side is used for writing or selecting answers. The width of these sections can be adjusted at any time.</p> <p>On the right side of the window, you will see two types of questions:</p> <ul style="list-style-type: none"> <li><b>Multiple Choice Questions</b> - you select one correct answer from a drop-down list.</li> <li><b>Numeric Response Questions</b> – you type a single value into the answer field. The value must be rounded and entered without commas.</li> </ul>
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**Head Office-Karachi:**

Chartered Accountants Avenue, Clifton, Karachi-75600  
Phone: 0092-21-99251636-39, UAN: 0092-21 111-000-422, Fax: 0092-21-99251626, Email: [info@icap.org.pk](mailto:info@icap.org.pk)

**Hyderabad Office:**

Plot No. 642, Ground Floor, Block-C, Momina Apartment, Opp. Public School, Near Hyper Banquet,  
Unit No.2, Latifabad, Hyderabad. Phone: (022) 9330307, Email: [hyderabad@icap.org.pk](mailto:hyderabad@icap.org.pk)

**Sukkur Office:**

Upstairs, 1st Floor, Auditorium Hall, Sukkur IBA University, Airport Road, Sukkur.  
Phone: 071-5644036, Email: [sukkur@icap.org.pk](mailto:sukkur@icap.org.pk)

**Quetta Office:**

ICAP House # 253/163 – B, Near Tareen Bungalow's,  
Jinnah Town Quetta. Phone: 0092-081-2870317, Email: [quette@icap.org.pk](mailto:quette@icap.org.pk)

**Northern Regional Office, Lahore:**

155-156, West Wood Colony, Thokar Niaz Baig, Raiwind Road, Lahore  
Phone: 0092-42 37515910-12, UAN: 0092-42 111-000-422, Email: [lahore@icap.org.pk](mailto:lahore@icap.org.pk)

**Islamabad Office:**

Sector G-10/4, Mauve Area, Islamabad  
UAN: 111-000-422, Fax: 0092-51 9106095, Email: [islamabad@icap.org.pk](mailto:islamabad@icap.org.pk)

**Faisalabad Office:**

65-Z, Green Belt Road #103, Block Z, Madina Town, Faisalabad.  
Phone: 041-8401110, Fax: 041-8712626, Email: [faisalabad@icap.org.pk](mailto:faisalabad@icap.org.pk)

**Multan Office:**

3rd Floor, Parklane Tower, Officers' Colony, Near Eid Gaah Chowk, Khanewal Road, Multan.  
Phone: 0092-61 6510511, 6510611, Fax: 0092-61 6510411, Email: [multan@icap.org.pk](mailto:multan@icap.org.pk)

**Peshawar Office:**

Office No. 01, 1st Floor, Ali Tower, Shaheen Town, University Road, Peshawar.  
Phone: 091-5702001-2, Fax: 0092-91 5851649, Email: [peshawar@icap.org.pk](mailto:peshawar@icap.org.pk)

**Gujranwala Office:**

2nd Floor, Gujranwala Business Center, Opp. Chamber of Commerce, Main G.T. Road, Gujranwala.  
Phone: 0092-55 3252710, Email: [guirawanwala@icap.org.pk](mailto:guirawanwala@icap.org.pk)

**Mirpur AJK Office:**

Basic Health Unit (BHU) Building Sector D, New City Mirpur, Azad Jammu and Kashmir  
Phone: 05827-487170, Email: [mirpur@icap.org.pk](mailto:mirpur@icap.org.pk)

**Abbottabad Office:**

Yusef Jammal Plaza, Mansehra Road, Abbottabad  
Phone: 0992-405515, Email: [abbottabad@icap.org.pk](mailto:abbottabad@icap.org.pk)

**Sialkot Office:**

Kashmir Road, Allied Bank Building, Second Floor ICAP Sialkot.  
Mobile: 0309-1998080, Email: [Sialkot@icap.org.pk](mailto:Sialkot@icap.org.pk)

**Gilgit Office:**

1st Floor, Azam Plaza, Main Shah-Rah-E-Quaid-E-Azam, Zulfiqarabad, Jutial, Gilgit.  
Mobile: 0344-8822212, Email: [Gilgit@icap.org.pk](mailto:Gilgit@icap.org.pk)



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