

FREQUENTLY ASKED QUESTIONS

Computer Based Examination for CFAP (ACL and TPP) Students

Q1. What will be the format of the Bare Acts that will be provided online?

A: The Bare Acts will be provided in PDF format and will be opened in the web browser.

Q2. Can examinees search for information in the provided digital copies of the Bare Acts?

A: Yes, they can search for their desired information in the provided files.

Q3. Can examinees highlight important information/keywords in the provided digital copies of the Bare Acts? Can the text be highlighted in the question paper?

A: Highlighting is not available in the pdf files for both Bare Acts and the Questions. Alternatively, examinees can use the search function to find the keywords.

Q4. As examinees cannot highlight critical information in the digital copy of the Bare Acts, how can they quickly access essential information in the absence of a hard copy of the Bare Acts?

A: Accessing information at work has evolved significantly in today's professional world. Unlike in the past when accountants relied on hard-copy reference books, today's professionals are more inclined to search online. In line with this shift, ICAP exams aim to replicate real-world practices. All digital materials feature a search function. By simply entering a keyword or phrase, it not only displays the number of occurrences but also facilitates seamless navigation between them.

Q5. Are the digital copies of the Bare Acts categorized into separate sections for areas such as the Companies Act, NBFC, Competition Act, etc.? Is there an index available that consists of the list of all the titles of Acts/Laws?

A: Most publishers provide separate sections for each Act in their books, along with an index page. The digital copies will be replicas of the hard copies of the books

Q6. Do the indexes of the digital books contain hyperlinks to the detailed contents?

A: No.

Q7. Whether the digital copies contain only sections that are included in the syllabus or they would contain all the Acts/Laws?

A: The digital copies will contain either the complete Bare Acts or a relevant portion of the Bare Acts, depending on the publishers' policy.

Q8. It has been announced that digital copies of the Bare Acts will be made available from 16 October 2023. How can examinees familiarize themselves with the contents of laws related to CFAP-2 and CFAP-5 without access to the digital copies of the Bare Acts during the interim period?

A: Keeping students' requests in view, these copies have been made available since September 20, 2023.

Q9. Considering the late availability of digital copies of the books in mid-October, is it possible for examinees to use both digital and physical books for the upcoming exams?

A: Physical books will not be allowed. Further, the digital copies of the books have been available since September 20, 2023.

Q10. What measures should students take to effectively utilize the digital format of the Bare Acts for open-book exams and realize the intended benefits?

A: The Student may take the following steps:

- Review the Guidance Video on exam software available on the website
- Familiarize themselves with the digital copies of the permissible books, which will be made available from September 20, 2023
- Practice using the exam software. One practice test is already available, and two more will be made available by September 26, 2023
- Participate in the mock exam to be conducted in the last week of October 2023.

Q11. Given the differences in indexing, style, and publication among various publishers' compiled versions, how can examinees effectively use these materials for their exams?

A: Starting from September 20, 2023, ICAP will provide digital copies of Bare Acts from multiple publishers. Examinees are encouraged to use these digital copies of the Bare Acts while practicing questions or taking mock exams. This will familiarize them with the format used in the actual exam and help integrate information retrieval seamlessly into their question-answering process.

Q12. Will examinees be allowed to copy text from the Bare Acts and paste it into the answer area during the exam?

A: To maintain fairness and prevent copying and pasting of pre-written material, the exam software has a built-in control that restricts copying and pasting to or from sources external to the software. However, the data from the internal spreadsheet can be copied and pasted to the answer area.

Q13. Would the examinees be allowed to bring a second portable screen in the exam hall alongside their laptop so that they can open the Bare Acts on one screen and the exam paper on the other?

A: No, however, examinees may bring an external keyboard or mouse with them.

Q14. Would ICAP issue a guidance video to make the examinees understand how to use software and Bare Acts during exams?

A: Guidance video on exam software is already available on ICAP's website. Practice Test is also available on ICAP's website using which examinees may practice the use of digital copies of the Bare Acts at their convenience and pace.

Q15. How the data will be saved in the answer area/spreadsheet?

A: Responses entered by students in the answer panel are saved automatically every minute or whenever they press the next or back buttons.

Q16. What if an examinee accidentally closes the browser? How the exam can be ended?

A: If a student closes the browser and there is still time left, they can reconnect to the software. However, any changes made since the last automatic save will be lost. To exit the exam, students must click the log-off button on the last page.

Q17. Do the display settings applied to one question apply to all questions?

A: No, the new question always opens with default settings, which is also a standard feature in MS Office applications.

Q18. Whether spell check, auto-capitalization, autocorrect, and strike-through features available in the answer area?

A: The spell-check feature is available in the answer area, allowing students to check for spelling errors in their responses. However, the spell-check feature is not available in the offline Practice Test.

The strike-through, auto-correct feature, and automatic capitalization at the start of new sentences are not available.

Q19. Which keyboard shortcuts will work in the spreadsheet/answer area (rich text editor)?

A: Please note that the spreadsheet and rich text editor available in the exam software are not MS Excel and MS Word and do not support advanced-level shortcuts, However, the following commonly used keyboard shortcuts can be used within the exam software:

- Ctrl+B to apply bold effects on the selected text/selected cell
- Ctrl+C to copy the selected text/contents of the selected cell
- Ctrl+I to apply Italic font effects on the selected text/selected cell
- Ctrl+U to underline the selected text/contents of the selected cell
- Ctrl+V to paste the copied text/copied contents
- Ctrl+X to cut the selected text/contents of the selected cell
- Ctrl+Y to repeat the last action
- Ctrl+Z to undo the last performed action
- Ctrl+Left to move to the first cell
- Ctrl+Right to move to the last cell
- Tab or Right Arrow Key (if in table/spreadsheet) to move focus to the next element/cell
- Shift+Tab or Left Arrow Key (if in table/spreadsheet) to move focus to the previous element/cell

To understand the software's functionality, we recommend the following:

- Watch the exam demonstration video on ICAP's website.
- Carefully read the software guidance document, which lists all the shortcuts that can be used in the software.
- Practice more using the Practice Test.

Q20. Can the cell contents be edited using the F2 key?

A: The F2 key does not work. However, cell contents can be edited by double-clicking on the cell or in the formula bar.

Q.21 Can a formula written in one cell be dragged down?

A: You can drag down a formula to the cells below in the spreadsheet provided in the software.

Q22. Does the spreadsheet allow the formatting of multiple cells at a time?

A: Similar to Excel, multiple cells can be selected and can be formatted at a time. However, please remember, the spreadsheet is provided to you for ease in computation/rough work. Any work done in the spreadsheet but not copied and pasted to the answer area will not be considered for marking.

Q23. Is it possible to incorporate the spreadsheet as part of the answer? This way, all calculations can be performed in the spreadsheet and only the necessary references need to be included in the answer.

A: Although the spreadsheet was initially provided solely for calculation convenience and could not be part of the main answer, its importance has led the software service provider to work on integrating it with the main answer. However, no estimated completion date is available at this time.

Q24. Whether formatting settings remain intact when copying and pasting from the spreadsheet to the main answer area?

A: No, the format is lost when data is copied from the spreadsheet and pasted to the answer. This is similar to the issue that is faced while transferring data from MS Excel to MS Word. A little practice, however, will be helpful to quickly reset the lost formatting and make use of the horizontal scroll bar.

Q25. How would the data be displayed in the answer area if it is copied from a single cell of the spreadsheet and pasted to the answer area?

A: It will appear in table form. This is again similar to the case when data is copied from Excel and pasted to Word. To avoid displaying the table, simply copy the data while in editing mode.

Q26. Would the examinees appearing in a remote proctoring environment be provided with hard copies of the question paper, or would they be allowed to print and keep the question paper with them during the exam?

A: No, they can only view the questions within the exam software.

Q27. Would examinees appearing under a remote proctoring environment be allowed to use hard copies of the Bare Acts in the papers of ACL and TPP?

A: No.

Q28. Navigation within a question is challenging since the side arrows do not function within the question area. If the text size is above 80%, the sidebar must be used for moving sideways. How can navigation within a question be made in an efficient manner?

A: You can navigate within a question by clicking on the desired area. This is a standard feature found in MS Office applications as well.

Q29. Can the examinees bring their office laptop for taking the exam?

A: Taking exams on a personal laptop is recommended as office laptops generally have more restrictions that may prevent successful exam delivery. If a strict firewall policy with antivirus on local setup is deployed on the laptop to be used for taking the exam, then examinees will need to allow access to the following URL:

– *.sonet.com.au

Further, auto-updates of Windows and/or any other program installed on the laptop must be turned off.

Q30. Will the digital copies of the Bare Acts be made available to all students of ICAP?

A: No, the digital copies of the Bare Acts will not be made available to all students of ICAP. Initially, access to the digital copies of the Bare Acts will be granted only to students who meet the following criteria:

- Those who registered for the guidance webinar held on 19/09/23.
- Those who have submitted their examination form for the Winter 2023 ACL and/or TPP papers.

It's important to note that students who do not submit their examination form for the Winter 2023 session will have their access to the digital version of the books revoked on 10 October 2023.

Q31. By when the access to the digital copies of the Bare Acts remain available to eligible students?

A: Access to the digital copies of the Bare Acts will remain available to eligible students until December 09, 2023.

Q32. Will the power resources be provided by ICAP?

A: Yes. However, examinees must bring the laptop's charger and power cord to the examination hall. The battery of the laptop should be fully charged and capable of providing backup power for at least 45 minutes.

Q33. Can examinees bring and use their calculators during exams?

A: Yes, examinees can bring and use the calculators permissible by ICAP. List of permissible calculators can be accessed at the following link:

<https://icap.org.pk/students/examination/important-notice/permissible-calculators/>