

## **FREQUENTLY ASKED QUESTIONS**

### **Computer Based Examination for MSA Students**

#### **Q1. What will be the duration of the MSA Exam?**

A: The standard duration of the MSA exam is 3 hours and 45 minutes, including 15 minutes of the reading time. An additional 30 minutes will be provided to attempt the October 2023 Mock Examination and the December 2023 MSA papers in addition to the 3 hours 45 minutes. However, the continuation of additional time will be re-evaluated after the December 2023 Examination.

#### **Q2. What are the minimum recommended specifications/configuration of the laptop?**

A: Please read the document 'Laptop Specification' available at the following link:  
<https://icap.org.pk/files/per/students/exam/notices/laptop-specification.pdf>

#### **Q3. 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.

#### **Q4. Will a paper sheet for rough work be provided during the mock exam?**

A: Students appearing in the center-based examination will be provided with a hard copy of the question paper. This copy includes two additional pages for writing. Additionally, students will be allowed to write on the question paper, as per the policy applicable to MSA Examinations. Please note that the hard copy of the question paper will be provided in the October 2023 Mock Examination and December 2023 Examination ONLY. Please note that the rough work can also be done using the built-in spreadsheet and the internal notepad tools.

#### **Q5. 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.

**Q6. Will the examinees be provided with hard copy of Mathematical Tables?**

A: No. Examinees can only use softcopy of the Mathematical Tables available within the examination software.

**Q7. 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/>

**Q8. Is any Practice Test available for the MSA Examination?**

A: Yes. Practice Tests are available on ICAP's website in the students' secured area. Students are advised to download a fresh copy of the practice tests from the ICAP's website by visiting the following link:

<https://student.icap.org.pk/my-profile/practice-test-for-cfap-msa-examinations/>

**Q9. Is there any guidance available on the software used in the examination software?**

A: Please visit the following links for guidance on examination software:

<https://icap.org.pk/files/per/students/exam/notices/Guidance-on-exam-software-for-examinees.pdf>

<https://icap.org.pk/files/per/students/exam/notices/Guidance-on-exam-software-graph-for-examinees.pdf>

<https://www.youtube.com/watch?v=pdFMfBqs-DM>

**Q10. Did ICAP conduct any guidance session for the MSA students?**

A: Yes, a guidance session was held on 14 April 2023. The recording of the guidance session is available at:

<https://www.youtube.com/watch?v=3slMct1uPwk>

**Q11. Why advance Keyboard shortcuts of MS Excel in the spreadsheet are non-functional?**

A: 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, it does support many commonly used shortcuts.

**Q12. Which Keyboard shortcuts can be used within the exam software?**

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

**Q13. How can the contents of a cell be edited as the F2 key does not function?**

A: Cell contents can be edited by double-clicking in the cell or in the formula bar.

**Q14. Why it is not possible to paste workings or calculations from the MS Excel Sheet onto the answer script?**

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

**Q15. Are the answers saved automatically or manually?**

A: Answers are saved automatically after every minute or whenever the next or back buttons are pressed by an examinee.

**Q16. Is there any feature to highlight text in the question paper?**

A: Highlighting is not available in the pdf file. Alternatively, examinees can use the 'Find' function to search for keywords.

**Q17. 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 strike-through, auto-correct feature, and automatic capitalization at the start of new sentences are not available.

**Q18. Will there be more working physical space provided in examination area due to limited table space which makes it difficult to manage hard-copy study material alongside a laptop?**

A: Yes, either the physical examination table size will be more than 2 feet wide or an additional table will be provided to accommodate the study material.

**Q19. Why formatting settings are lost when copying and pasting from the spreadsheet to the main writing sheet?**

A: This is a normal behavior of the software that is also faced while transferring data from MS Excel to MS Word.

**Q20. When any text is pasted into the solution dialogue box, the text appears in table form. Why?**

A: This is a normal behavior of the software that is also faced while transferring data from MS Excel to MS Word. To avoid displaying the pasted data in table format, simply copy the data in editing mode instead of selecting the cell.

**Q21. Will examinees be allowed to access their textbooks online during the examination?**

A: This matter is under consideration and will be implemented in the coming sessions after due risk assessment.