Tutorial

You will complete a brief tutorial in preparation for your exam. It is an opportunity for you to familiarise yourself with some of the test functionality you will encounter.

Please select a choice from the options below then select the **Next** button below to continue.

- **Objective Test**
- **Case Study Exam**
Time and Progress

At any point in the test, you can see how much time you have remaining in the upper right corner of the screen. Just below the time remaining, you will see your progress through the test.

You can minimise the time remaining and the question number reminders by clicking on the icons. To restore them at any point, click again on the icons and .

A warning message will appear when you have 5 minutes of your test remaining.

If you run out of time on the exam, you will receive the following message:

Time Expired

Your time has expired. Click OK to continue.
Time and Progress

At any point in the test, you can see how much time you have remaining in the upper right corner of the screen. Just below the time remaining, you will see your progress through the test.

You can minimise the time remaining and the question number reminders by clicking on the icons. To restore them at any point, click again on the icons and .

A warning message will appear when you have 5 minutes of your test remaining.

If you run out of time on the exam, you will receive the following message:
If you run out of time on the exam, you will NOT be able to review any of your questions.

**Navigation**

The **Previous** and **Next** buttons on the bottom of this screen will be available throughout the test.

- **Next** moves you forward one screen.
- **Previous** moves you back one screen.

The navigation buttons and functions can be selected by:

- Clicking on the appropriate button.
- Using the **Tab** key to move through the options and pressing the **Spacebar** to select an option.

**Using the Scrollbar**

For some questions, a scrollbar will appear along the right side of the screen. To reveal the rest of the question, use the mouse to drag the scrollbar up and down, or click on the arrows on either end of the scrollbar.

In some cases, if you attempt a question without scrolling to the bottom of the screen a user prompt will appear to remind you to scroll down before completing the question.

To close the user prompt, click **OK** and scroll down to reveal the remainder of the question. Read all of the information carefully before you proceed to the next question.
Multiple Choice Questions - Single Answer

A multiple choice question with a single answer appears like this on your screen:

Which of the following numbers is the answer to the sum below?

\[ 4 + 4 = \]

- 2
- 4
- 6
- 8

You select the best answer by:

- Clicking on the button next to your answer,
- Using the **Tab** key to move through the options and pressing the **Spacebar** to select an option.
Multiple Response Questions

Some questions require more than one response. Here is an example:

Which of the following numbers is greater than the answer to the sum below?

4 + 4 =

Select ALL that apply.

☐ 2
☐ 4
☐ 6
☐ 8
☑ 10
☑ 12

Use your mouse to select multiple options. To change an option once you have made a selection, click on the response again to deselect it.

In some cases you will be asked to select a specific number of options and in other cases you may be asked to select all that apply.
Drop Down Questions

Below is an example of a drop down menu question:

Which of the following numbers is the answer to the sum below?

$4 + 4 =$

Select...

Try selecting the correct option from the drop down menu above.

There may be more than one drop down menu within a question. Drop down questions may appear with other question types.
Drag and Drop Questions

Below is an example of a drag and drop question:

Place the numbers below in numerical order starting with the lowest on the left hand side:

1st  2nd  3rd  4th  5th

15  43  50  63  26

Select the correct option by clicking and dragging your answer to the relevant space.

To change your response you can either drag a different answer to the space or remove it by dragging your original answer away.
Drag and Drop Questions

Below is an example of a drag and drop question:

Place the numbers below in numerical order starting with the lowest on the left hand side:

15  26  3rd  4th  63

43  50

Select the correct option by clicking and dragging your answer to the relevant space.

To change your response you can either drag a different answer to the space or remove it by dragging your original answer away.
Gap Fill Questions

Below is an example of a gap fill question:

What is $1.40 + $2.90? Give your answer to 2 decimal places.

$ 

Try entering text in the space provided to answer the question. Currency symbols and punctuation are not normally required. For example, if the correct answer was £1,300.45, you would type 1300.45.

You will receive an error message if you try to type characters that are not permitted.
Gap Fill with Drop Down Questions

Below is an example of a gap fill question with a drop down response:

Calculation one: 10 x 10 = 100.

Enter the result of the following calculations and then choose if it is higher or lower than calculation one.

Calculation two: 9 x 13

Calculation three: 8 x 12

Calculation four: 13 x 8
Gap Fill with Drop Down Questions

Below is an example of a gap fill question with a drop down response:

Calculation one: $10 \times 10 = 100$.

Enter the result of the following calculations and then choose if it is **higher** or **lower** than calculation one.

Calculation two: $9 \times 13$

117 [Higher] ▼

Calculation three: $8 \times 12$

96 [Lower] ▼

Calculation four: $13 \times 8$

[Select...] ▼
Hot Spot Questions

Below is an example of a hot spot question:

Click on the map below to indicate the location of Australia.

To mark your answer, use your mouse and click on the location which signifies the correct answer. A red cross will appear on the image to mark this location as your answer. To change your response click somewhere else on the image or click on the red cross to remove it from the image.

Try answering the hot spot question.
Hot Spot Questions

Below is an example of a hot spot question:

Click on the map below to indicate the location of Australia.

To mark your answer, use your mouse and click on the location which signifies the correct answer. A red cross will appear on the image to mark this location as your answer. To change your response click somewhere else on the image or click on the red cross to remove it from the image.

Try answering the hot spot question.
Using the Calculator

Where it is provided, you can use the calculator at any point in the exam. To access this, click the Calculator button in the top left corner of the screen.

Depending on the exam you are taking, there are two possible modes of calculator available: Standard and Scientific. If your exam provides both, you can move between them by clicking on the Modes option from the calculator tool bar. You can move the calculator on screen by clicking and dragging the top bar on the calculator.

Use the calculator by clicking the on-screen buttons with your mouse or by using the numbers and letter keys on your keyboard. The Enter key on your keyboard will perform the calculation.

Familiarise yourself with the functions you might need in the exam. Practice using the calculator with the mouse and with your keyboard. Try out some simple calculations and some more complex ones.

Your calculations will be retained as you move forwards and backwards in the test. You can clear calculations by clicking the Clear button on the calculator screen.
Where it is provided, you can use the calculator at any time during the exam.

Depending on the exam you are taking, there are two modes of the calculator: Normal and Scientific. If your exam provides both, you can move between them by clicking on the Mode button in the top left corner of the screen.

Use the calculator by clicking the on-screen buttons with your mouse and with your keyboard. Try out some of the simple calculations and some more complex ones on your own.

Familiarise yourself with the functions you might not have used before. Your calculations will be retained as you move forward through the calculator screen.
Using the Calculator

Where it is provided, you can use the calculator at any point in the exam. To access this, click the Calculator button in the top left corner of the screen.

Depending on the exam you are taking, there are two possible modes of calculator available: Standard and Scientific. If your exam provides both, you can move between them by clicking on the Modes option from the calculator tool bar. You can move the calculator on screen by clicking and dragging the top bar on the calculator.

Use the calculator by clicking the on-screen buttons with your mouse or by using your keyboard. The Enter key on your keyboard will perform the calculation.

Familiarise yourself with the functions you might need in the exam. Practice using them with your keyboard. Try out some simple calculations and some more complex ones.

Your calculations will be retained as you move forwards and backwards in the exam by clicking the Clear button on the calculator screen.
Tables and Formulae

Where relevant to your exam, you will have access to 'Normal Distribution', 'Cumulative Present Value' and/or 'Present Value' tables. They can be accessed by selecting the **Tables and Formulae** button located at the bottom left of the screen.

The tables will appear in a tabbed window. This can be moved around the screen by dragging the title bar if required and closed by clicking the X in the upper right-hand corner of the window.
### Cumulative Present Value

Cumulative present value of 1.00 unit of currency per annum, Receivable or Payable at the end of each year for $n$ years \(\frac{(1+r)^n-1}{r}\)

<table>
<thead>
<tr>
<th>Periods</th>
<th>Interest rates (r)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1%  2%  3%  4%  5%  6%  7%  8%  9%  10%</td>
</tr>
<tr>
<td>2</td>
<td>1.970 1.942 1.913 1.886 1.859 1.833 1.808 1.783 1.759 1.736</td>
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<tr>
<td>3</td>
<td>2.941 2.884 2.829 2.775 2.723 2.673 2.624 2.577 2.531 2.487</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Periods</th>
<th>Interest rates (r)</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>11%  12%  13%  14%  15%  16%  17%  18%  19%  20%</td>
</tr>
<tr>
<td>2</td>
<td>0.901 0.893 0.885 0.877 0.867 0.857 0.847 0.847 0.840 0.833</td>
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<tr>
<td>3</td>
<td>1.713 1.690 1.668 1.647 1.626 1.605 1.585 1.566 1.547 1.528</td>
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<tr>
<td>4</td>
<td>2.444 2.402 2.361 2.322 2.283 2.246 2.210 2.174 2.140 2.106</td>
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<td>5</td>
<td>3.102 3.037 2.974 2.914 2.855 2.798 2.743 2.690 2.639 2.589</td>
</tr>
<tr>
<td>12</td>
<td>6.207 5.938 5.687 5.453 5.234 5.029 4.836 4.656 4.486 4.327</td>
</tr>
<tr>
<td>17</td>
<td>6.734 6.413 6.154 5.918 5.684 5.457 5.229 5.022 4.833 4.642</td>
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</table>
Present value of 1.00 unit of currency, that is $(1+r)^{-n}$ where $r$ = interest rate; $n$ = number of periods until payment or receipt.

<table>
<thead>
<tr>
<th>Periods (n)</th>
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<th>2%</th>
<th>3%</th>
<th>4%</th>
<th>5%</th>
<th>6%</th>
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</table>
### AREA UNDER THE NORMAL CURVE

This table gives the area under the normal curve between the mean and a point $Z$ standard deviations above the mean. The corresponding area for deviations below the mean can be found by symmetry.

![Normal Distribution Diagram](image)

<table>
<thead>
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<th>$Z = \frac{(x - \mu)}{\sigma}$</th>
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<th>0.01</th>
<th>0.02</th>
<th>0.03</th>
<th>0.04</th>
<th>0.05</th>
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Scratch Pad

Your exam has a scratch pad available which can be accessed by selecting the Scratch Pad button in the top left hand corner of the screen.

The scratch pad allows you to create notes. You can use this in addition to the erasable whiteboard you will be supplied in the test centre.

Unless you delete it, notes typed into the scratch pad are available throughout your exam however content within the scratch pad is not retained when you end your exam and marks will not be awarded for scratch pad content.

You can cut and paste content within the scratch pad and from the scratch pad into an answer box although this functionality is only available within the live exam, not within this tutorial.

Click on the Scratch Pad button on the left hand side of the toolbar at the top of the screen to load the scratch pad.

The scratch pad window can be moved around the screen by clicking on the scratch pad toolbar and moving it to your preferred position. It can also be resized using the arrow in the bottom right hand corner. To close the scratch pad select the X in the top right corner.
Scratch Pad

Your exam has a scratch pad available which can be accessed by selecting the Scratch Pad button in the top left hand corner of the screen.

This is the scratch pad.

You can cut, copy, paste, undo, and redo.

You can load the scratch pad.

The scratch pad is a sandbox you can use to try out ideas.

Unless you explicitly say otherwise, any content within the scratch pad is not retained when you exit the exam.

The scratch pad will also resize with your screen.

Tables and Formulae

Previous  Next
Questions with Additional Information

Some questions will require you to view an exhibit containing additional information in order to answer that question.

To view the exhibit linked to the question, click on the **Exhibit** button that will appear to the left above the question.

Once the **Exhibit** button is clicked, the information linked to the question will be presented in a new window.

Note that some questions may have more than one exhibit. To view multiple exhibits, click on the tabs at the top of the window.

To move the exhibit window around the screen, click and drag the bar at the top of the window.

To resize the exhibit window, click and hold down the mouse button on the area in the lower right hand corner of the window.
# Times Tables

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<td>4 x 10 = 40</td>
<td>5 x 10 = 50</td>
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</table>

<table>
<thead>
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</tr>
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<tr>
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<tr>
<td>6 x 4 = 24</td>
<td>7 x 4 = 28</td>
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<td>6 x 10 = 60</td>
<td>7 x 10 = 70</td>
<td>8 x 10 = 80</td>
<td>9 x 10 = 90</td>
</tr>
</tbody>
</table>
Flag for Review

Your exam allows you to flag questions that you want to return to later. To flag a question, select the button in the upper corner labelled Flag for Review. If you flag a question for review, a flag will appear next to that question on the review screen.

Review of questions must be done during the testing time. You can select questions for review whether you have answered them or not.

To flag a question for review:

- Use the mouse to move the pointer to the Flag for Review button and then select the left mouse button, or
- Use the Tab key to move through the options and then press the spacebar to select.

The flag image will appear filled when a question has been flagged for review. If you wish to unflag the question, select the Flag for Review button again and the flag image will disappear.
Using the Review Screen

When question review is allowed, the review screen is automatically displayed at the end of the section.

If you checked the Flag for Review button on a question, a filled flag image appears beside that question on the review screen:

**Review All**: Review all the questions and answers in the section.
**Review Incomplete**: Review only the questions that were left incomplete.
**Review Flagged**: Review the questions that are flagged for review.

You can select or deselect additional questions to be flagged by clicking on the unfilled flag beside the question.

During review mode a **Review Screen** button will appear at the bottom left corner of each question. This button allows you to navigate back to the review screen.
If you checked the **Flag for Review** button on a question, a filled flag image appears beside that question on the review screen:

**Review All**: Review all the questions and answers in the section.

**Review Incomplete**: Review only the questions that were left incomplete.

**Review Flagged**: Review the questions that are flagged for review.

You can select or deselect additional questions to be flagged by clicking on the unfilled flag beside the question.

During review mode a **Review Screen** button will appear at the bottom left corner of each question. This button allows you to navigate back to the review screen.
Ending Review

To end the review and end your test, select the **End Exam** button in the review screen.

Once you have completed the review, your exam will end. Be sure to read all screen instructions carefully.
### Question review

**Instructions**

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged for review. (Click the 'flag' icon to change the flag for review status.)

You may also click on a question number to link directly to its location in the exam.

<table>
<thead>
<tr>
<th>Objective test Section</th>
<th></th>
<th></th>
<th>(4 Unseen/Incomplete)</th>
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</thead>
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<td>Question 3</td>
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<td>Question 6</td>
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<tr>
<td>Question 7</td>
<td>Incomplete</td>
<td>Question 8</td>
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<td>Question 10</td>
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<tr>
<td>Question 13</td>
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<td>Question 15</td>
</tr>
<tr>
<td>Question 16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Question review

Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged.

You may also click on a question number to review questions individually.

End Review

You have chosen to end the current review, but have 4 incomplete questions. If you click Yes, you will NOT be able to return to this review and your exam will end.

Are you sure you want to end this review and your exam?

Yes   No
End of Tutorial

Thank you for completing this tutorial. You can access this tutorial as many times as you like.
Case Study Tutorial

This tutorial is designed to assist with navigating through CIMA's case study exams. It uses example items and scenarios to show the different elements of the test and to enable you to familiarise yourself with test functionality.

The case study exams are 3 hours in length. They are made up of a number of timed sections. Each section will have one or more tasks for you to complete which will be in the form of a written response.

You will be asked to read information which may be presented in different forms such as emails, articles and meeting minutes. This information will be available for you to access during your exams either on the screen or via a 'Reference Material' button. Please ensure you read all the information presented before making your response.

Once you leave each section you will not be able to return to that section. It is therefore important that you complete all your work before you move on.
Time and Progress

At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. You can also see your progress through the exam below the Time Remaining, for example you are now on screen 2 of 12 screens in this tutorial.

You can minimize the time remaining and the question number reminders by clicking on the icons. To restore them at any point, select on the icons ⏰ and ⏯️.

Navigation

The Previous and Next buttons on the bottom of this screen will enable you to move forwards and backwards in the exam. As you move between sections, the Previous button may not always be available. This will mean that you cannot return to a previous section of your exam. You will have been warned that you are leaving a section via a pop-up box prior to this point.

The navigation buttons and functions can be selected by:

- Clicking on the appropriate button.
- Using the Tab key to move through the options and pressing the spacebar to select an option.

Using the Scrollbar

Some screens may require scrolling. For these items, a scrollbar will appear along the right side of the screen that requires you to view further information. To scroll, either use the mouse to select and drag the scrollbar, or click on the arrows on either side of the scrollbar.

If you attempt to move forwards in your exam without viewing the whole screen a pop-up box will appear to remind you to scroll down before moving on.

To close the pop-up box, select OK and then scroll down the page to reveal the remainder of the screen. Be sure you read all the information carefully.
Time and Progress

At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. You can also see your progress though the exam below the Time Remaining, for example you are now on screen 2 of 12 screens in this tutorial.

You can minimize the time remaining and the question number reminders by clicking on the icons. To restore them at any point, select on the icons and.

Navigation

The Previous and Next buttons sections, the Previous button may have been warned that you are leaving the exam. As you move between sections of your exam. You will have

The navigation buttons and functions:

- Clicking on the appropriate button.
- Using the Tab key to move through the options and pressing the spacebar to select an option.

Using the Scrollbar

Some screens may require scrolling. For these items, a scrollbar will appear along the right side of the screen that requires you to view further information. To scroll, either use the mouse to select and drag the scrollbar, or click on the arrows on either side of the scroll bar.

If you attempt to move forwards in your exam without viewing the whole screen a pop-up box will appear to remind you to scroll down before moving on.

To close the pop-up box, select OK and then scroll down the page to reveal the remainder of the screen. Be sure you read all the information carefully.
At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. You can also see your progress though the exam below the Time Remaining, for example you are now on screen 2 of 12 screens in this tutorial.

You can minimize the time remaining and the question number reminders by clicking on the icons. To restore them at any point, select on the icons " and ".

**Navigation**

The *Previous* and *Next* buttons on the bottom of this screen will enable you to move forwards and backwards in the exam. As you move between sections, the *Previous* button may not always be available. This will mean that you cannot return to a previous section of your exam. You will have been warned that you are leaving a section via a pop-up box prior to this point.

The navigation buttons and functions can be selected by:

- Clicking on the appropriate button.
- Using the Tab key to move through the options and pressing the spacebar to select an option.

**Using the Scrollbar**

Some screens may require scrolling. For these items, a scrollbar will appear along the right side of the screen that requires you to view further information. To scroll, either use the mouse to select and drag the scrollbar, or click on the arrows on either side of the scroll bar.

If you attempt to move forwards in your exam without viewing the whole screen a pop-up box will appear to remind you to scroll down before moving on.

To close the pop-up box, select *OK* and then scroll down the page to reveal the remainder of the screen. Be sure you read all the information carefully before moving on.
Written Response Question

Below is an example of the box where you will type your answer. It might be formatted as a report or an email.

Describe the impact of the announcement on X Ltd’s share price.

By highlighting the text in the box where you type your answer, you can perform several different functions:

Cut: this will temporarily remove the highlighted text from the screen and store so that you can reinsert it into a new area of the box.
Copy: this will store the highlighted text without removing it from the screen, so that it can be reinserted to a new area of the box.
Paste: this will insert any text that has been cut or copied back into the box, starting at the position of the cursor.

Undo: this will undo the last action.
Redo: this will redo the last action.

Bold: this will toggle any highlighted text between a bold and unboldened state.
Italics: this will toggle any highlighted text between an italicized and non-italicized state.
Underline: this will toggle any highlighted text between an underlined and non-underlined state.
Written Response Question

Below is an example of the box where you will type your answer. It might be formatted as a report or an email.

Describe the impact of the announcement on X Ltd’s share price.

Text can be **bold**, *italicised* or *underlined*.

By highlighting the text in the box where you type your answer, you can perform several different functions:

**Cut:** this will temporarily remove the highlighted text from the screen and store so that you can reinset it into a new area of the box.

**Copy:** this will store the highlighted text without removing it from the screen, so that it can be reinset to a new area of the box.

**Paste:** this will insert any text that has been cut or copied back into the box, starting at the position of the cursor.

**Undo:** this will undo the last action.

**Redo:** this will redo the last action.

**Bold:** this will toggle any highlighted text between a bold and unboldened state.

**Italics:** this will toggle any highlighted text between an italicized and non-italicized state.

**Underline:** this will toggle any highlighted text between an underlined and non-underlined state.
Email Response Question

Below is an example of the box where you will type your answer, formatted as an email. The functionality in these types of question are very similar to written response questions.

Write an email to Sarah Harris on the current recruitment strategy for XY.

To: Sarah Harris, sarah@xy.co.uk
Subject: Re: Recruitment
Date: 24th June 2015

Practice typing and formatting text in the answer box above. You will notice if you hit return multiple times that a scroll bar will appear to the right of the box when you type. This will enable you to write as much as you need.
Tasks with Additional Information

Some tasks require you to view additional material in order to answer the question.

To view the additional information, you will need to click on the 'Pre-seen' or 'Reference Materials' buttons that will be available in the upper left corner of the screen.

Once the button is clicked, the information linked to the question will be presented in a pop-up box.

Please note some screens may have more than one screen of additional information. To view multiple screens, click on the tabs at the top of the window.

To move the window around the screen, left click and hold down the mouse button on the bar at the top of the window.

To resize the window, left click and hold down the mouse button on the area in the lower right hand corner of the window.

It is not possible to copy and paste material from the pre-seen or the reference materials window into the answer box or scratch pad.
Questions with PDF Information

Some questions provide additional information as a PDF document. The PDFs provided are searchable. Click on the 'Pre-seen' button in the top right corner of the screen to view a PDF.

To search for information, click in the search box in the upper left hand corner and type in your search term. Results will appear underneath.

In order to jump to the area in the PDF, click on one of the results that are returned. The information will be highlighted in the PDF document on the right hand side.
Scratch Pad

Your exam has a scratch pad available which can be accessed by selecting the Scratch Pad button in the top left hand corner of the screen.

The scratch pad allows you to create notes. You can use this in addition to the erasable whiteboard you will be supplied in the test centre.

Unless you delete it, notes typed into the scratch pad are available throughout your exam however content within the scratch pad is not retained when you end your exam and marks will not be awarded for scratch pad content.

You can cut and paste content within the scratch pad and from the scratch pad into an answer box although this functionality is only available within the live exam, not within this tutorial.

Click on the Scratch Pad button on the left hand side of the toolbar at the top of the screen to load the scratch pad.

The scratch pad window can be moved around the screen by clicking on the scratch pad toolbar and moving it to your preferred position. It can also be resized using the arrow in the bottom right hand corner. To close the scratch pad select the X in the top right corner.
Your exam has a scratch pad available in the upper right corner of the screen.

The scratch pad allows you to create notes/tips which will be available in the test centre.

Unless you delete it, notes typed in the scratch pad are retained after you end your exam and marks will be awarded for every note you submit.

You can cut and paste content within the scratch pad but it is not possible to copy content from a live exam, not within this tutorial.

Click on the Scratch Pad button to open the scratch pad window.

The scratch pad window can be resized using the arrow in the bottom right-hand corner.

This is the scratch pad.
Using the Calculator

Where it is provided, you can use the calculator at any point in the exam. To access this, click the **Calculator** button in the top left corner of the screen.

Depending on the exam you are taking, there are two possible modes of calculator available: Standard and Scientific. If your exam provides both, you can move between them by clicking on the **Modes** option from the calculator tool bar. You can move the calculator on screen by clicking and dragging the top bar on the calculator.

Use the calculator by clicking the on-screen buttons with your mouse or by using the numbers and letter keys on your keyboard. The **Enter** key on your keyboard will perform the calculation.

Familiarise yourself with the functions you might need in the exam. Practice using the calculator with the mouse and with your keyboard. Try out some simple calculations and some more complex ones.

Your calculations will be retained as you move forwards and backwards in the test. You can clear calculations by clicking the **Clear** button on the calculator screen.
Where it is provided, you can use the calculator as part of the test.

Depending on the exam you are taking, there are different options available. You can move between them by clicking on the **Modes** button in the top left corner of the screen.

Use the calculator by clicking the on-screen buttons or entering calculations with your keyboard. Entering calculations directly on your keyboard will perform the calculation.

Familiarise yourself with the functions you might need. You can enter simple calculations and some more complex ones on your calculator.

Your calculations will be retained as you move from one calculator screen to another.

The **Clear** button in the top left corner of the screen is used to clear the contents of the calculator screen.

The **Enter** key on your keyboard, or the 'enter' button on your calculator, will perform the calculation and display the results on the screen.

If your exam provides both, you can use either the calculator on screen by clicking and dragging to select the desired function or use the keys on your keyboard. The **Enter** key on your keyboard or the 'enter' button on your calculator performs the calculation in both cases.
Using the Calculator

Where it is provided, you can use the calculator at any point in the exam. To access this, click the **Calculator** button in the top left corner of the screen.

Depending on the exam you are taking, there are two possible modes of calculator available: Standard and Scientific. If your exam provides both, you can move between them by clicking on the **Modes** option from the calculator tool bar. You can also resize the on-screen calculator by clicking and dragging the top bar on the calculator.

Use the calculator by clicking the on-screen buttons with your mouse or by using the respective keys on your keyboard. The **Enter** key on your keyboard will perform the calculation.

Familiarise yourself with the functions you might need in the exam. Practice using the on-screen buttons and the keys with your keyboard. Try out some simple calculations and some more complex ones.

Your calculations will be retained as you move forwards and backwards in the exam, or up to 255 calculations can be cleared by pressing the **Clear** button on the calculator screen.
Tables and Formulae

Where relevant to your exam, you will have access to 'Normal Distribution', 'Cumulative Present Value' and/or 'Present Value' tables. They can be accessed by selecting the Tables and Formulae button located at the bottom left of the screen.

The tables will appear in a tabbed window. This can be moved around the screen by dragging the title bar if required and closed by clicking the X in the upper right hand corner of the window.
Cumulative present value of 1.00 unit of currency per annum, Receivable or Payable at the end of each year for $n$ years $\frac{1-(1+r)^{-n}}{r}$

<table>
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<th>Interest rates ($r$)</th>
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<tr>
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<tr>
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<tr>
<td>3</td>
<td>2.941</td>
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</table>

<table>
<thead>
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<th>Periods ($n$)</th>
<th>Interest rates ($r$)</th>
</tr>
</thead>
<tbody>
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<tr>
<td>11</td>
<td>6.207</td>
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</table>
Timing

You can see how much time remains in each section of your exam in the top right hand corner. If required you can hide this timer by clicking on the clock symbol. You can see it again by clicking on the clock icon.

![Time Remaining 58:41](image)

Be aware that sections within the case study exams may have different time allocated to them. The timing will indicate how much time you have left for each section of the exam.

You will be given a 5 minute warning when you have 5 minutes remaining in each section.

![5 Minute Warning](image)

If you run out of time on the section, you will receive the following message:
Be aware that sections within the case study exams may have different time allocated to them. The timing will indicate how much time you have left for each section of the exam.

You will be given a 5 minute warning when you have 5 minutes remaining in each section.

If you run out of time on the section, you will receive the following message:

If you run out of time on the section you will NOT be able to review your work and you will be moved on automatically to the next section of the exam. It is therefore very important that you monitor the time closely by regularly checking it in the top right hand corner of the screen.
Case Study Introduction

The case study exams are made up of a number of components. The image below shows an example of a case study exam, the structure may vary a little.

Section 1

- Introduction material
  - Task 1
  - Task 2

Section 2

- Introduction material
  - Task 1

Here is some information about the structure of the case study exam as illustrated on the left:

- The case study exam are made up of a number of sections
- Each section is made up of introductory material to help you develop your response
- Introductory material may be in the form of, for example, a newspaper article, meeting minutes, email
- You will then be given a task or a number of tasks
- Each section may have one or more tasks in it
- The task may take the form of, for example, writing a report, writing an email, creating a briefing note
- As you leave each section you will be given a warning message
- The warning message will show that you are leaving the section and give you the opportunity to change your mind
- Once you have left the section you will NOT be able to return to it
Task 2

Section 2

Introduction material

Task 1

Section 3

Introduction material

- Introductory material may be in the form of, for example, a newspaper article, meeting minutes, email
- You will then be given a task or a number of tasks
- Each section may have one or more tasks in it
- The task may take the form of, for example, writing a report, writing an email, creating a briefing note
- As you leave each section you will be given a warning message
- The warning message will show that you are leaving the section and give you the opportunity to change your mind
- Once you have left the section you will NOT be able to return to it
- At the end of the exam you will NOT be able to review your responses
- Ensure that you are happy with your response to each task before moving on in the test.
Case Study Introduction

This screen marks the end of Section One. Once you have selected Next you will NOT be able to return to this section. The following screens will enable you to practice responding to tasks.
Written Response Question

You will now be presented with three questions to simulate the case study exam.

The first two screens exist in one section where you have two tasks to complete. Once you have completed these two tasks if you move to the next section you will receive a warning message. Once you have moved on you will not be able to return to the first two tasks.

Prepare notes for your meeting with the Finance Director.
Email Response Question

Respond to Emily Walker on the recent press reports about industrial relations in WFY.

To: Emily Walker, e.walker@wfy.com
Subject: Re: Recruitment
Date: 28th June 2015
Email Response Question

Respond to Emily Walker on the recent press reports about industrial relations in WFY.

To: Emily Walker, e.walker@wfy.com
Subject: Re: Recruitment
Date: 28th June 2015

End Section

You have chosen to end the current section, but have 2 incomplete questions. If you click Yes, you will NOT be able to return to this section.

Are you sure you want to end this section?

[Yes] [No]
Email Response Question

Respond to Emily Walker on the recent press reports about industrial relations in WFY.

To: Emily Walker, e.walker@wfy.com
Subject: Re: Recruitment
Date: 28th June 2015

End Section Confirmation

Please confirm that you want to end this section. If you click Yes, you will NOT be able to return to this section and answer the 2 questions you have not completed.

Are you sure you want to end this section?

Yes  No
Written Response Question

You have now moved to another section. You cannot go back and see your previous responses.

Describe the impact of the announcement on X Ltd's share price.
Written Response Question

You have now moved to another section. You cannot go back and see your previous responses.

Describe the impact of the announcement on X Ltd’s share price.

End Section

You have chosen to end the current section, but have 1 incomplete question. If you click Yes, you will NOT be able to return to this section.

Are you sure you want to end this section?

Yes  No
Case Study Exit

This is the final screen in the case study tutorial. Once you select Next you will have finished the exam. You will not be given the opportunity to go back and review your exam. Thank you for taking this tutorial.
End of Tutorial

Thank you for completing this tutorial. You can access this tutorial as many times as you like.
End of Tutorial

Thank you for completing this tutorial. You can access this tutorial as many times as you like.