



INSTRUCTIONS TO CANDIDATES

ADVANCED STAGE

This document contains important information regarding the administration of ICAEW Advanced Stage assessments. You must read these instructions carefully and make sure you are fully familiar with our processes and procedures before you start your assessment(s). If you don't follow these instructions, you may be charged with misconduct or your script may not be marked.

Entry into assessment hall

Admission details

You must check your admission details carefully at www.icaew.com/acastudents. You'll need to know your candidate number, so make sure you take your admission details to the venue.

Entry

You must be seated 30 minutes before the assessment starts, unless instructed otherwise by invigilators on the day. This is because the pre-assessment administrative procedures, such as checking candidate identification, begin 30 minutes before the assessment starts.

Your desk will be labelled with your candidate number and there will be a personalised booklet with your name and candidate number. It is your responsibility to sit at the right desk and to use the stationery with your details on. If you don't, there may be a delay in issuing your results.

Personal belongings

You must leave your personal belongings, including mobile phones, in the designated area indicated by the chief invigilator. You may put small items such as wallets under your desk, but you mustn't touch them during the assessment.

You must turn off electronic devices such as mobile phones. If a noise from such an item is heard during the assessment, you may be disturbed in order to silence the device and you won't get any extra assessment time. The chief invigilator will log this incident and it may be considered misconduct.

L a t e n e s s

If you arrive after the start of the assessment, although you may still be allowed into the assessment hall, you won't usually get any extra time.

I d e n t i f i c a t i o n

You must take two forms of identification into the assessment hall with you:

- one must have a signature and a photo, e.g.
 - a current passport
 - a photographic driving license
 - company ID card with photo and signature
 - national identity document with photo and signature
- the other must have a signature, e.g.
 - any of the above, or
 - a credit or debit card

You must put both means of identification on your desk for the invigilator to check before the assessment starts.

Permitted materials

You must bring your own **black ball point pen**. We advise against using corrector fluid or tape for the Technical Integration papers.

You must provide your own calculator which cannot be pre-programmable nor have additional functions built in capable of automatically computing NPV or IRR. You may be asked to show that the memory within the calculator is empty. If you are unable to do so, you will not be allowed to use the calculator during your assessment. It is therefore advisable to use a calculator without additional built in functions.

You can bring a watch or small clock as long as it's silent, although the timing of the assessment will be managed solely by the Chief Invigilator.

Permitted texts

There are no recommended texts at the Advanced Stage. You may take hand written notes and study manuals into the exam if you wish, although you should be aware that there is restricted space in the assessment hall.

Before the assessment

Technical Integration papers - Answer Booklet

On your desk, you will find your personalised answer booklet with your candidate details.

Before the assessment starts, you will be given time to check the candidate information which is printed on the front of your answer booklet, in the top right-hand corner. If you registered for the assessment after the published closing date, you may be provided with a blank answer booklet. You must write the required information straight onto the booklet.

You must sign, date and print your name on the answer booklet.

You will need to write your candidate number onto the question paper as instructed.

Case Study

You must complete a signature slip before the start of the assessment. This confirms your attendance at the assessment and your acceptance of the examination regulations.

You will be given answers pads instead of booklets. Please ensure that your candidate number is written on each page and that you collate and secure your script at the end of the assessment.

During the Assessment

Technical Integration papers

You must write all your answers **in black ball point pen**. Your answer booklet will be scanned and presented to the marker as a black and white image. ICAEW does not scan in colour or greyscale so writing in pencil, highlighter, gel pen or colours other than black may not be visible to the marker. We advise against using corrector fluid or tape as this may blur your script in the marking process; if you need to make amendments to your work, cross through any errors and write the segment again. Make sure you only write within the writing grid in the answer booklet. The rest of the booklet will be trimmed before it's scanned, so any work outside this area will be lost.

You will have a 40-page answer booklet. You can answer the questions in any order but you must start a new page for each question. Use both sides of the paper. If you use all pages of the answer booklet, raise your hand and ask the invigilator for an 8-page continuation booklet. You must write your candidate number, exam title, date, centre number and name in the top right hand corner, and then print your name, sign and date at the bottom of the front page. You will not be given any time at the end of the assessment to do this.

Don't remove any pages from the answer booklet. If you make a mistake or don't want the examiner to mark any of your work, just draw a line through the text.

After the invigilator has called the end of the assessment, any writing will be considered misconduct and may be reported to the Assessment Committee.

Answers written on paper other than ICAEW answer booklet or continuation booklet will not be marked. This is always classed as misconduct and your candidate details will be passed to the Assessment Committee.

Case Study

You will have an answer pad to allow you to collate your answers at the end of the assessment. All answers should be submitted **in black ball point pen**.

Answers submitted if written on paper other than ICAEW answer pad will not be marked. This is always classed as misconduct and your candidate details will be passed to the Assessment Committee. You must not include any pre-prepared papers or annotated exhibits from the Case Study Advanced Information as these won't be marked.

You must number each page of your answer. This must be done within the assessment time, no writing is allowed once the invigilator ends the assessment.

Conduct

You must remain seated during the assessment. Raise your hand if you need a continuation booklet or if you have a specific request.

If you leave the assessment hall without permission, you will not be allowed to return. If you want to leave the assessment and you don't return you should submit your script to the invigilator.

Candidates taking assessments in the UK are not permitted to leave the hall during the first and last 30 minutes of the assessment. Candidates taking assessments outside the UK are not allowed to leave the hall until the end of the assessment.

Noise

You must not use devices that emit sound during the assessment; for example, a watch with an alarm. Switch off your mobile phones and disable all alarms. If a noise from such an item is heard during the assessment you may be disturbed in order to silence the device, and you won't get any extra time. The chief invigilator will log the incident and it may be considered misconduct.

Food and Drink

You may bring food and drink into the assessment hall, but please show consideration for your fellow candidates. Don't bring items that are likely to be noisy when eaten or have a strong smell. Fizzy drinks could be volatile when opened. If you spill something and damage your script, you will not get any special consideration and you won't get any extra time.

10-Minute Warning

The invigilator will give a warning 10 minutes before the end of the assessment.

Close of Assessment

Close

When the assessment is declared closed, you must stop writing immediately. If you continue to write (even completing candidate details on a continuation booklet or writing your candidate number on a Case Study script) it will be classed as misconduct and your details will be passed to the Assessment Committee. If you have used a continuation booklet, you will be given time to attach it to your answer booklet with a treasury tag.

Case Study candidates will be given time to assemble their scripts. Any page numbering must be completed within the assessment time, no writing is allowed once the invigilator ends the assessment.

You may not take away from the assessment hall the assessment papers or other materials with the exception of the Case Study paper which you may keep if you wish.

We collect answer booklet(s)/scripts and question papers separately. Once they have been collected, you may leave the assessment hall.

Request for scripts not to be marked

If you decide you do not want your answers marked, you must sign a declaration to that effect. You must write 'Do Not Mark' on your answer folder. You will be awarded a mark of 0; a result of a 'Bad Fail' and the sitting will count as an attempt at the assessment.

Misconduct

The chief invigilator reports to ICAEW all cases of irregularity or misconduct in connection with an assessment. Chief invigilators have the power to stop the assessment of any candidate whose conduct is improper.

Any unauthorised material candidates bring into an assessment hall will be deposited with the chief invigilator and sent to ICAEW.

During an assessment, you must not pass information to another candidate unless you have been authorised to do so.

If a candidate is suspected of having been involved in any irregularity or misconduct in connection with an assessment, the Assessment Committee reserves the right to withhold publication of their results, pending the completion of investigations into the alleged conduct. Candidates involved may be referred to the Investigation Committee.

Factors affecting performance

If you feel your performance in the assessment has been adversely affected by illness or other special circumstances, you may apply in writing to the Assessment Manager asking for your circumstances to be considered during the results determination process. Applications will only be considered if the circumstance took place during assessment week.

ICAEW must receive applications at least two weeks before the release of the results. Further guidance is available on our website or by contacting our Student Support team on +44(0)1908 248250.

Refund of Fees

The refund deadline is the Monday three weeks before the start of the assessment session, at 17:15 UK time. After this date, no credit or refund is normally made. If you're unable to attend an exam because of illness or another reason beyond your control, you may ask for your exams fees be credited or refunded. You must ask for a credit or refund within 28 days of the date of the exam and you must provide appropriate evidence. You must notify us in writing or by e-mail studentsupport@icaew.com. Full details of our refund policy are available on our website.

Availability of Results

Your assessment results will be published in a pass and credit list at www.icaew.com/examresults. We will also pass information about your results to ICAEW's district and student societies. If you're in a training contract, we will send your results and marks to your training office.

If you have completed your approved training, or will have completed it by the time the results are published, we may still release your results to the firm you were training with. If you don't want us to do this, please email studentsupport@icaew.com and ask to be removed from this list. In your email, you must include your ICAEW registration number and the exam session that you have applied for, and say that you don't want your results to be released to the firm in which you completed your approved training.

SMS Text and E-mail Results Service

If you want to receive your results by text and/or e-mail, go to our website and give us your details. You must do this by 08:00 UK time on the Friday the week before the dispatch of results. Texts and emails will be sent at 17:00 UK time on the published results date.

Pass and Credit Lists

The pass and credit list will be available on the website from 17:00 UK time on the release date.

Results by Post

We will post letters by first class or international mail from the ICAEW office on the published release date.

If you have any questions about the assessments or about your admission details, please contact our student support team on +44(0)1908 248 250 or email studentsupport@icaew.com. Further information is also available at www.icaew.com/acastudents.