



# Level 4 Accounting Technician Apprenticeship

If you are accessing the practice software on an Apple device, please contact [Student Support](#), as you will need to use an alternative process.

We have made the software available to you as an offline resource. This means you will download the software to use offline for question practice.

Please visit [www.icaew.com/futureaca](http://www.icaew.com/futureaca) to access further information and FAQs.

## Important information

### Guidance for downloading offline package.

Please note that these are general instructions; the specific steps may vary depending on your operating system!

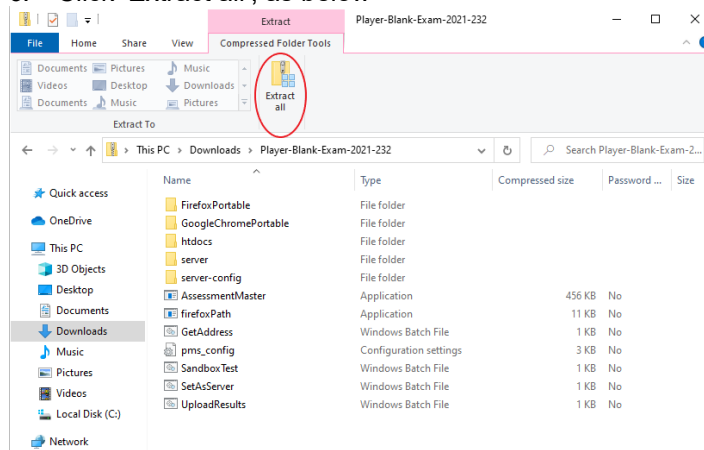
## 1. Download .zip file

- Click 'save' and select 'save as'. Make a note of where you have saved the .zip file, i.e. which drive (do note save in your One Drive folder).

Link to questions	Content	Username	Password
<a href="http://elearning.icaew.com/trainin/g/L4DEC19RS.zip">http://elearning.icaew.com/trainin/g/L4DEC19RS.zip</a>	December 2019 role simulation exam	level4dec19	KBh3AA

## 2. Unzip file contents

- Navigate to the location of the saved .zip file
- Open .zip file
- Click 'Extract all', as below



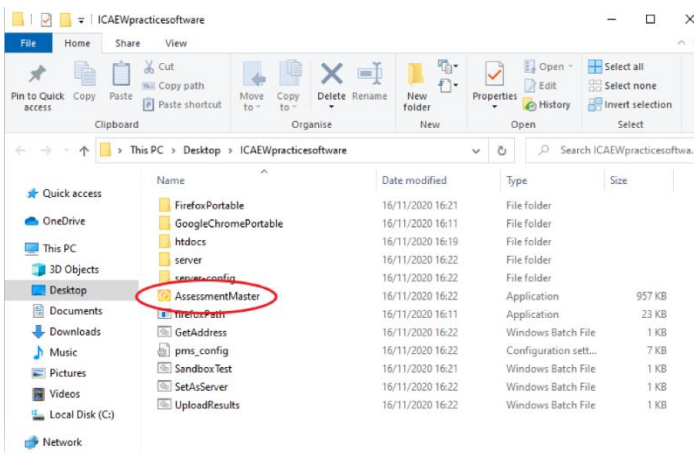
When prompted, choose, or create a folder where the extracted files will be saved.

It is important that the folder name **does not have any spaces in it**, as this can affect the export function later.

For example, the folder should be 'ICAEWpracticesoftware' and not 'ICAEW practice software'.

### 3. Access test

- a. Within the extracted folder, double click on 'AssessmentMaster' to launch the test:



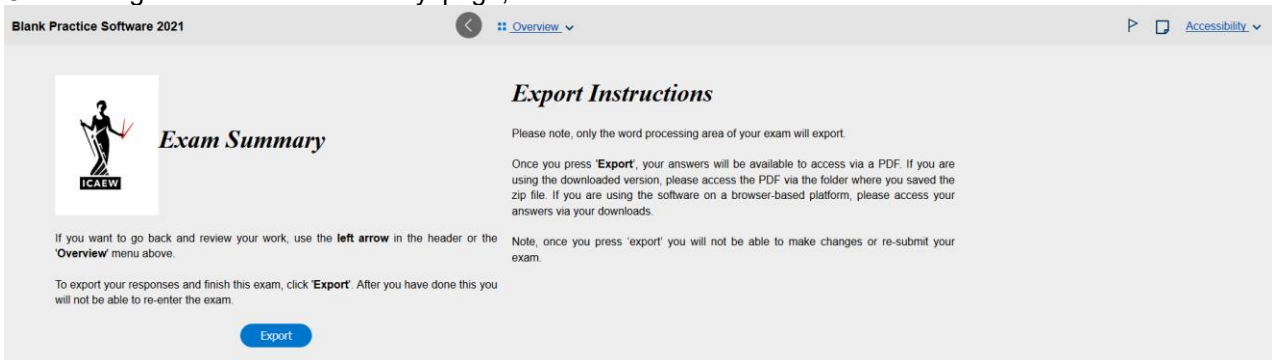
When prompted, enter the username and password (found in the above [table](#))

### 4. Exporting your answers

Once you have finished any question practice using the practice software, you can export your answers.

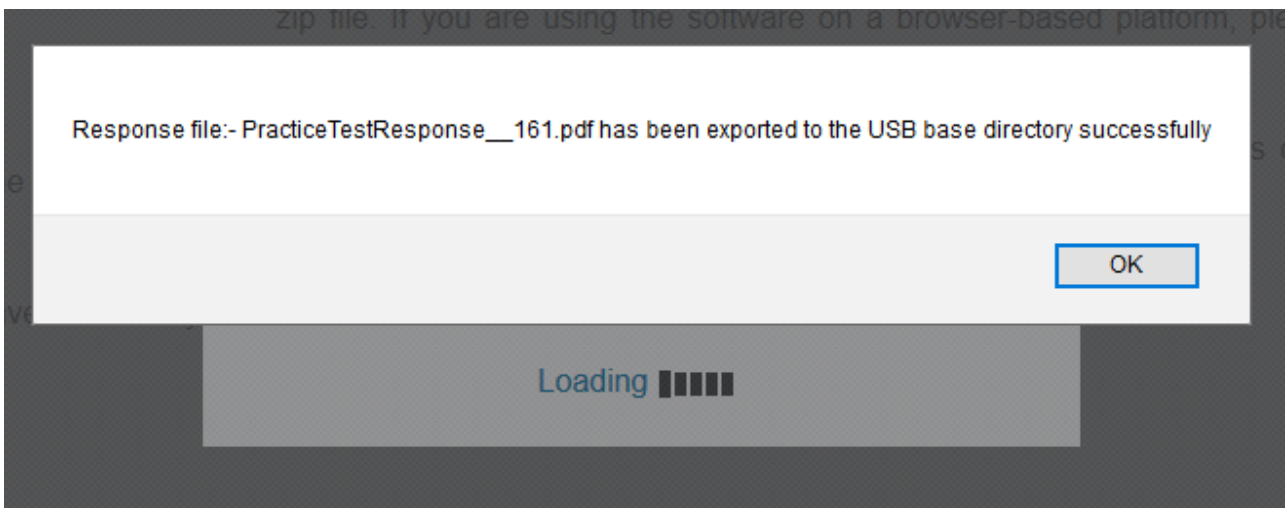
Note that only content within the word processing area will be exported.

Click through to the 'exam summary' page, as shown below



Read all the instructions on this page before pressing Export.

When you do export your answers, all the word processing areas for each of the questions will be exported within one PDF, and you will see the following message.



The PDF (titled PracticeTestResponse\_XXX.pdf) will be saved within the folder where you originally extracted the practice software to. The title of this folder should not contain any spaces, as this can interrupt the export process.

For example, the folder should be 'ICAEWpracticesoftware' and not 'ICAEW practice software'.

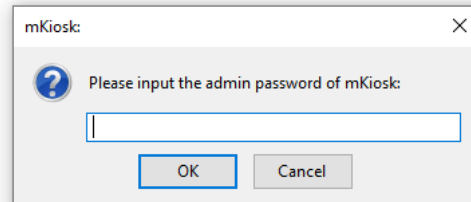
Once you click OK, you will be taken back to the log in screen.

You can exit the software in two ways:

1. Alt Tab out of the browser window, and then close Firefox down; or
2. Alt F4. This will open the pop up below. Click OK without entering anything and software will close.

**Student ID:**

**Password:**



5. Finally, please rename or move the exported PDF file that has just been exported. This will ensure that the process works correctly the next time you wish to export your answers, otherwise your new exported answers will be lost.

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<sup>i</sup> If you using an Apple device, please contact our student support on +44(0)1908 248250 or email us at [studentsupport@icaew.com](mailto:studentsupport@icaew.com)