



# *Case Study exam software overview webinar: questions and answers*

**LIVE WEBINAR: 26 JUNE 2019**

## **General**

### **Are we allowed to have a watch during the exam?**

Watches and desk clocks are not permitted in the exam. The timing of your exam will be managed by a countdown timer on screen which is within the exam software.

### **Do you need commas in the appendices for financial analysis?**

No, you do not need to use commas. However, the presentation needs to be clear to the examiner and should be a professional report, which would have the thousand separators.

### **If we don't have all the currency symbols on our keyboard, what abbreviations can we use?**

Sensible abbreviations should be used for example, P or GBP for £, D or USD for \$, E or EUR for €.

### **If the software crashes during my exam and my work is lost, what should I do?**

If you experience any problems, to do with the exam software or anything else, you must tell your invigilator as soon as possible. They have the capacity to pause your exam while they investigate the problem.

Even if the issue is resolved, we recommend you apply for special consideration if you feel your attempt was affected in any way. You must do this within 10 days of your exam. Read the full special considerations policy [here](#).

### **Is there a short-cut for typing a paragraph into a cell?**

No, please double click into the cell you'd like to edit.

### **The requirement numbers don't match – can the tabs not be named tab 0, 1, 2 and 3?**

We cannot label the tabs. However, the first cell within each response area has 'Executive Summary', 'Requirement 1', 'Requirement 2' and 'Requirement 3' to make it clear where you should input your answers.

### **Where should we document appendices in the Case Study?**

Please put your appendices at the start of your answers to Requirement 1, 2 and 3. To gain an understanding on how to layout your answers use our sample answers at [icaew.com/casestudy](https://www.icaew.com/casestudy)

**What if we accidentally click finish too early?**

It will prompt two confirmation boxes before finishing completely. If you accidentally click 'finish', press cancel if you do not want to finish.

**Will spelling errors impact the final exam score?**

There are marks available for good spelling, punctuation and grammar. It is important that examiners can read your report.

**Will it be a countdown from 4 hours or 240 minutes?**

It will count down from 04:00:00 hours.

**Will the software automatically be set to 2 decimal places?**

The exam will be pre-set to rounded, please use the following buttons to increase or decrease your decimal places:

**Does the undo function affect the highlight tool?**

No. If you would like to remove the highlighted area, please use the highlighting tool to go over the highlighted text.

**Can you bring in sticky notes to the exam and place them on your desk before the exam starts?**

The Case Study exam is open book, which means you are permitted to take any relevant materials that you will feel you will need.

**If you have written text in a text box and accidentally delete it, will the undo button work if you haven't clicked out of the text box?**

Yes, if you delete some text in a cell and click undo, it will bring your text back. Do note, the undo button will undo the last five actions.

**Can you only take in paper notes or can I also take in learning materials?**

The Case Study exam is open book, which means you are permitted to take any relevant materials that you will feel you will need. Do note, desk space is limited and exams are time pressured, it is important to label your materials so you can reference to them quickly and easily.

**Layout****Where should we put our answers?**

Tab 1: Executive Summary

Tab 2: Requirement 1

Tab 3: Requirement 2

Tab 4: Requirement 3

Each answer area will be labelled clearly to show you where to input your answer.

**Is there a way to insert rows without affecting the formulas?**

No. Please make sure you check your formulas once inserting a row and amend.

**Do you have to use the layout tab to widen cells, or can you drag it?**

You can drag columns by clicking in between the letters of the columns you wish to widen.

**If I want spaces in between my paragraphs in the cell, will the examiner see my answers as I have written it?**

Yes, during your real exam, your answers will be submitted to the examiners exactly how you view them, with the ability to scroll horizontally and vertically.

They will not be able to interrogate cells, so it is important that your responses are visible on screen and are not hidden within cells.

**Does the software have keyboard short-cut keys?**

The software allows for cut, copy and paste. You can find more information on functionality within the [exam guide](#) and at [icaew.com/cbe](http://icaew.com/cbe)

**Can I increase and decrease the width of the columns?**

Yes. Use the layout drop down menu, or simply drag the columns

**How do you recommend laying out the disclaimer in the Executive Summary?**

Please head to [icaew.com/casestudy](http://icaew.com/casestudy) to review the sample exams and answers. this will show you the suggested way of laying out your disclaimer.

**Is there a maximum number of rows you can add?**

The computer based software is pre-set to 180 rows, with the option to add 20 further rows yourself.

To add or delete a row or column, you can do so by selecting the layout button and choosing your option. If you insert a row or column, interrupting a formula, you will need to reset your formula to include the new cells.

**Is it ok to put my whole answer to a question in one text cell?**

Yes, you can put your answer in a processing row and use paragraphs.

**Is there a maximum amount of columns we can have?**

The columns are pre-set A-K, but you can add 2 more to make 13 columns in total.

**Tabs**

**When moving from tab to tab – does the timer stop?**

No. The timer will not stop when moving between tabs.

**It takes a few seconds to perform functions – does this count towards our 4 hours allocated time?**

Yes, there is no extra time for using embedded functionalities.

## **How do you recommend you transfer information from the body of your report to your Executive Summary?**

You should use the tabs to flick between the information you need. Do note, the Executive Summary should be a suitable summary of the main body of the report and not a direct copy of substantial blocks of text from it.

## **Is formatting within appendices essential – will you lose presentation marks if you don't have borders in the tables/bolded titles etc?**

No, there are no specific marks for the use of bold and borders. However, the report should be clear to read and there are presentation marks available so the titles and headings should be clear.

To gain a full understanding on how you should layout your answers, take a look at the sample answers on [icaew.com/casestudy](https://www.icaew.com/casestudy)

## **Can we see tabs 1-4 when writing the Executive Summary?**

There is no pop-out window for tabs 1-4. You are able to click between the tabs to find the relevant information you need for the Executive Summary.

## **Appendices**

### **Am I right that we put all appendices on tab 5?**

The exam has 4 tabs:

Tab 1: Executive Summary

Tab 2: Requirement 1

Tab 3: Requirement 2

Tab 4: Requirement 3

The appendices should sit at the top of tab 2, 3 and 4 of the requirements.

## **What is the change in presentation of appendix of requirement at the top of the tabs 1, 2, 3 and 4?**

When asked to analyse accounts by reference to changes between the current and prior years, candidates must present not simply the movements (expressed in both £000 and % terms) but also the current year and prior year figures themselves (in £000) in order to earn credit for their layout under Assimilating and Using Information.

For more information on the presentation for requirement one, click [here](#).

## **Should you have a separate title after your appendix to the main body of the requirement as well as labelling 'end of appendix'?**

Label your work as clearly as possible, so after your appendix title the next section in bold. Head to [icaew.com/casestudy](https://www.icaew.com/casestudy) to see sample answers.

## **If I need to add extra workings to an appendix after I have started my report, will adding additional rows delete any of my work below?**

Inserting a row will not replace or delete any of your work below. However, adding rows in the middle of your appendices may affect your formulas, so do check these.

**Is there a way to avoid all of the scrolling to review the appendix?**

No, you may find scrolling with arrow keys more efficient.

### **Copy and paste**

**Can we copy and paste between tabs?**

Yes, there is a copy and paste function available in the software. However, the Executive Summary section should be a **suitable summary of the main body of the report** and not a direct copy of substantial blocks of text from it. While it is recognised that candidates may copy and paste text as a **first step** in creating the Executive Summary, they must then **apply higher skills** in determining which items within that text are appropriate for the summary.

For more information, please refer to the updated marking key information [here](#).