



# *Practice Software for 2021 exams*

## *Download Instructions:*

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

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

### Tops tips

- Please visit [www.icaew.com/futureaca](http://www.icaew.com/futureaca) to access further information and FAQs.
- Read through all instructions before downloading the practice software.
- Some security settings may identify the download and/or extracting of the .zip file as a security risk. If you do have a security message, you may need to contact your IT department to resolve this.
- Unzipping/Extracting the files from the .zip file can take time, please be patient.
- The spreadsheet area of both the practice and exam software does not get marked. Therefore, any relevant information should be copied over from the spreadsheet area into the word processing area before completing.
- The software will not save your progress

### Guidance for downloading offline package

Please note that these are general instructions; the specific steps may vary depending on your operating system<sup>1</sup>.

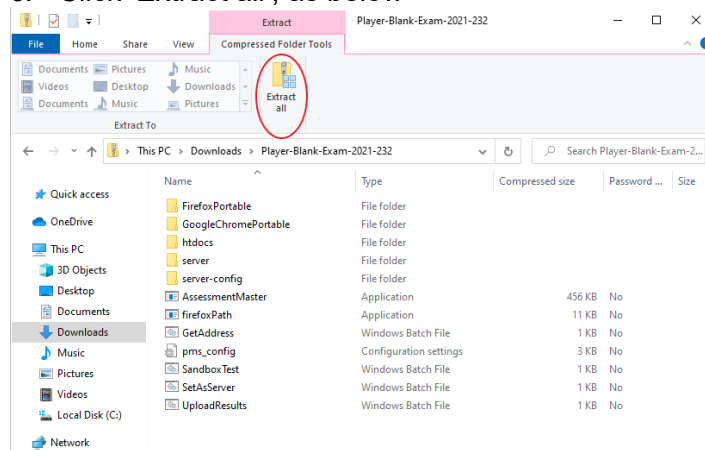
#### 1. Download .zip file

<http://elearning.icaew.com/training/blank2021software.zip>

- a. Click 'save' and select 'save as'. Make a note of where you have saved the .zip file, i.e. which drive

#### 2. Unzip file contents

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



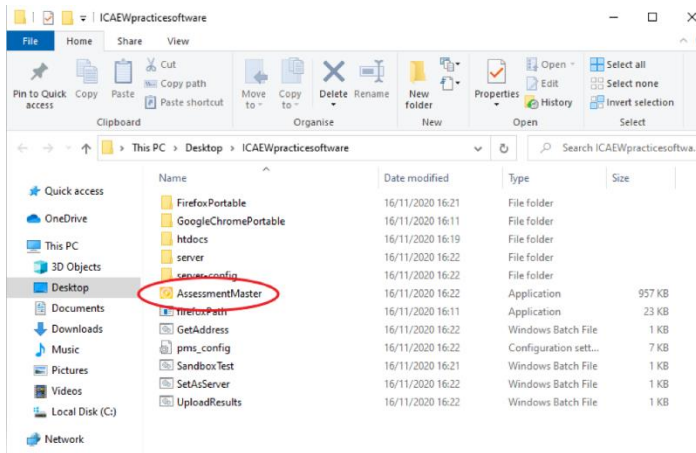
When prompted, choose, or create a folder where the extracted files will be saved.

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

For example, the folder should be 'ICAEWblanksoftware' and not 'ICAEW blank software'.

### 3. Access test

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



When prompted, enter the username and password below:

**Username: practice21exam**

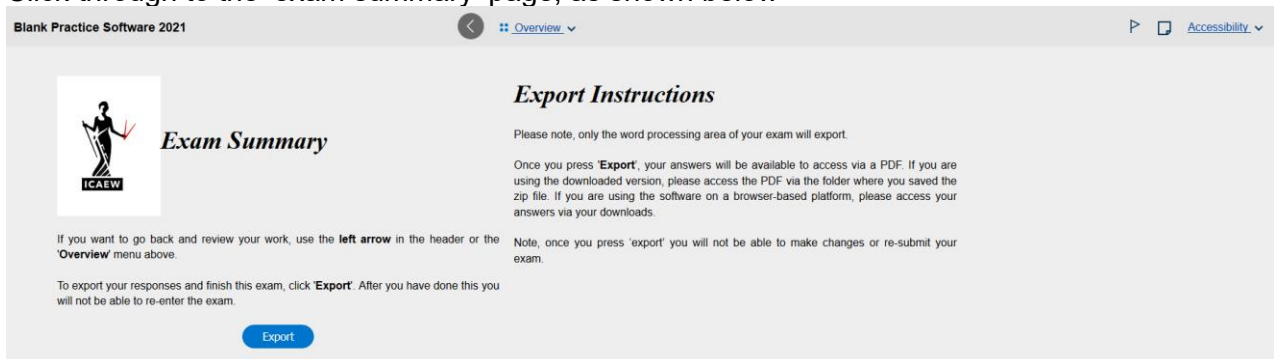
**Password: practice21exam**

### 4. Exporting your answers

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

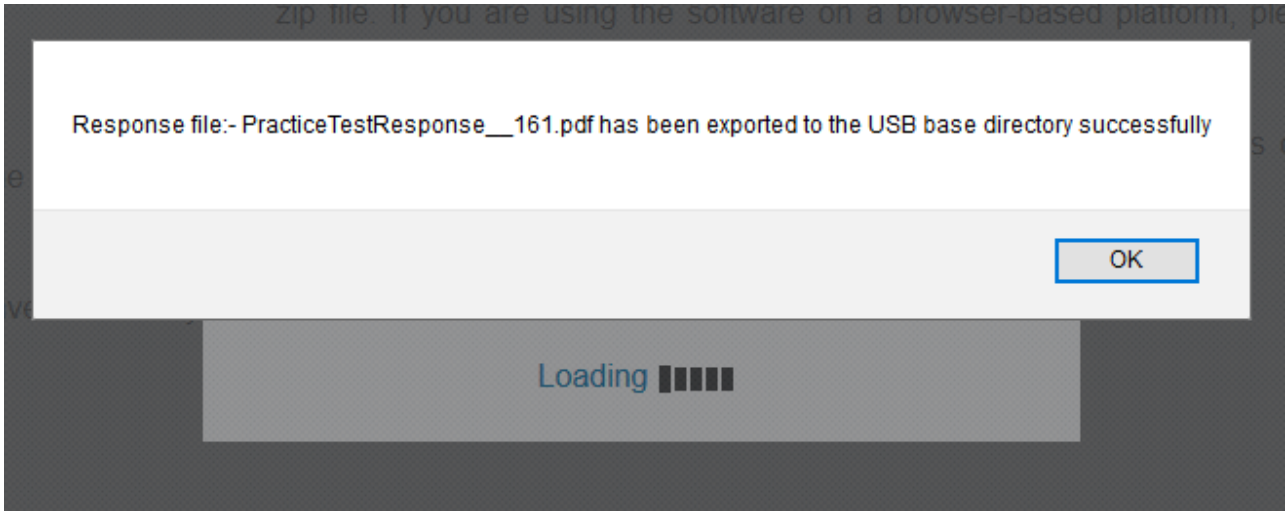
Note that only content within the word processing area will be exported.

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 5 questions will be exported within one PDF, and you will see the following message.



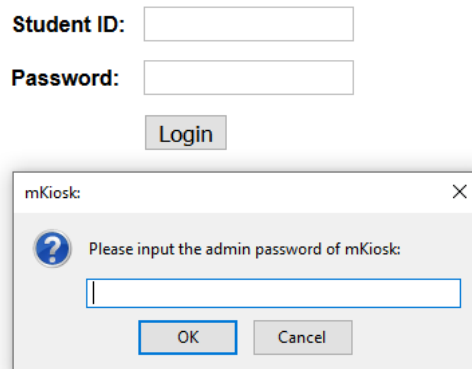
The PDF (titled PracticeTestResponse\_xxx.pdf) will be saved within the folder where you originally extracted the practice software to. The title of this folder should not contain any spaces, as this can interrupt the export process.

For example, the folder should be 'ICAEWblanksoftware' and not 'ICAEW blank 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.



5. If you plan on exporting the practice software more than once, please re-name or move the original exported file as you will lose your new exported answers.

<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)