Exam Practice Software:
What you need to know

The new ACA exam software will launch in March 2021 and has been designed specifically for ACA students and to reflect commonly used applications.

It is vital to become familiar with how the software works and its various functions, and so ICAEW has created practice software to be used alongside any question practice.

Below are some frequently asked questions relating to this practice software.

ACCESSING THE SOFTWARE

1. **How can I access the practice software?**

    The practice software is available on icaew.com/futureaca

2. **How do I access the practice software on a Mac?**

    If you are accessing the practice software on an Apple device, please contact Student Support.

3. **Who should I contact if I cannot access the practice software?**

    If you have a question, please contact our Student Support.

4. **Do I need internet to access the practice software?**

    You will need an internet connect to download the software. However, once downloaded, you will be able to open and use the practice software offline.

5. **Can I access the offline zip file on my employers virtual desktop?**

    Depending on your employer's desktop settings, you may experience some difficulties when downloading the offline zip file. We'd advise you check with your IT department before downloading it onto your device and contact them should you have any issues.

6. **Can I save the software in Onedrive?**

    We advise that the practice software is saved in a folder outside of OneDrive, and/or outside a folder that syncs with OneDrive.

    If you do experience any problems access or using the practice software and you receive an error message that includes 'OneDrive', you will need to contact your own IT department for further information.

USING THE SOFTWARE

7. Can I use a calculator in the exam?

Yes, you will have an on-screen calculator available in the answer area.

8. Can I use keyboard shortcuts within the practice and exam software?

Yes, most commonly used shortcuts will work within both the exam and practice software. However, not all shortcuts will work. It is therefore important to use the practice software and become familiar with its functionalities.

9. Does the spreadsheet area of the exam software get marked?

The spreadsheet part of the exam software will not be marked, please input all answers in the word processing area. This is what will be exported. There is a note in your exam to remind you of this.

10. Can you copy and paste the question text to the word processing area?

Yes, you can copy and paste from the question and exhibit tabs into the answer area.

11. Is there a re-do button?

Yes, you can un-do and re-do in the exam software.

DIFFERENCES BETWEEN THE PRACTICE AND EXAM SOFTWARE

Export your answers

The practice software allows you to export your answers to a PDF that can then be sent on to be marked.

The export button appears on the exam summary page and will export the word processing response area for all questions, regardless of how many response areas you have typed in. Once you have exported your answers, your practice session will end and you will not be able to access any of your responses within the practice software.

Timer

The practice software does not have a timer. In the exam, there will be a timer that you can have counting up, down or choose to be hidden.

Access to the learning materials.

There will not be access to the permitted texts or your personal ICAEW bookshelf within the practice software. However, these can be used alongside any question practice in a separate window during study and revision.

In the real exam, some modules will have access to a clean PDF of the permitted texts, and open book exams will have a link to your personal ICAEW bookshelf. For more details of what will be available in which exams, go to icaew.com/permittedtexts

Data Analytics software

Data analytics software allows you to analyse a company's data so that you can demonstrate your professional skills as an auditor. There will not be integrated access to the DAS within the practice software. However, you can access the DAS outside to the practice software and use it alongside any question practice in a separate window during study and revision.