



# Key exam reminders

## INSTRUCTIONS TO CANDIDATES

You can access the instructions to candidates [directly here](#).

## TOILET BREAKS

You can take a toilet break during your exam. You should not be away from your desk for longer than 5 minutes. Your exam will not be paused. **You do not need to ask for permission or inform the invigilator.**

## LOCATING DATA ANALYTICS SOFTWARE

The link to the data analytics software is available at the top of the word processing area. It appears only on questions requiring access and these are listed on the introduction page of the exam. This will be for the following exams:

- Audit and Assurance
- Corporate Reporting

## LOCATING THE DIGITAL BOOKSHELF (BIBLIU)

The link to your digital bookshelf is at the top of the words processing area. The digital bookshelf is only available in the following exams:

- Business Planning exams
- Level 4 Role Simulation
- All Advanced Level exams

## PERMITTED TEXTS

The following exams have permitted texts available as a resource in the exam (there will not be access to your digital bookshelf):

- Audit and Assurance - Auditing Standards
- Tax Compliance - Hardmans Tax Tables
- Financial Management – Formulae and discount tables
- Financial Reporting (UKGAAP) – UK Accounting Standards and Company Law
- The International Financial Reporting Standard (IFRS)

For 2024, The International Financial Reporting Standards (IFRS) blue book is now available as an eBook for students to use alongside ICAEW learning materials, just like the other permitted texts. Therefore, for all exams with permitted texts, they do not take a hard copy of the publication into the exam.

## ROTATE PERMITTED TEXT

If your permitted text changes orientation, click inside the PDF, then press Shift + R.

## COPY AND PASTE ISSUES / NOT WORKING

If you are using a Mac, use the Control key to paste (ctrl+v) on your laptop keyboard but if problems still exist, follow instructions below for a Windows computer.

If you are using a Windows computer, please move to a different question, then return to the original question.

**Please do not click SUBMIT on the summary page as this will end your exam.**

## SPREADSHEET COLUMN HEADERS

Create a new sheet and copy over the data from the original sheet if required (formulas will copy).

## DUAL / EXTERNAL MONITOR

You can use a different monitor to complete the exam. However only one monitor can be in use therefore it must be mirrored / in duplicate mode.

## SOMEONE HAS ENTERED THE ROOM

If someone enters the room, ask them to leave and do not interact with them any further.

## EXAM SOFTWARE

If you encounter any technical difficulties during the setup or the live exam, you will be able to access the live online chat support. You will find this in the bottom right-hand corner of your Proctor Exam screen.

If you are unable to resolve the issue, please check the [ICAEW exam status page](#) or contact ICAEW by phone on +44(0)1908 248250 or [webchat](#) for assistance.

## FEELING UNWELL DURING THE EXAM

If you are feeling unwell during your exam please advise ICAEW by phone on +44(0)1908 248250 or [webchat](#).

## EXAM DISRUPTION APPEAL

If you believe that your performance was affected by issues which you raised during the exam, you should submit an exam disruption appeal to ICAEW within 7 days of the exam, as per ICAEW's published policy. To be eligible for an exam disruption appeal, you must raise the issue immediately via the online chat agent. [View the guidance](#).