





Professional and Advanced Level exams top tips





 Examiners will not see your name, but it will be displayed to you on your screen, so please do not write your name anywhere within your answer.


 If you accidentally hit the 'Insert' key on your keyboard and write over your answer, your answer will be lost. Copy your new text, then select the 'undo' button to return your deleted text. Make sure you paste your new text and hit the 'Insert' key before typing again. **Please note that there is no redo function.**


 If you insert a row or column, interrupting a formula, you will need to reset your formula to include the new cells.


 Remember that the examiner can only see what you have written on the screen, and not any formulae that are used to arrive at totals. Therefore, ensure there is an audit trail for numerical answers.


 Use a list approach. Consider using dashes for your answers to improve presentation.


 The exam is part of your professional career, present it as you would to a client.


 Be aware there is no spelling check function, so do a check of your spelling and grammar.

 If you are easily distracted by noise, you can use earplugs to help you concentrate in the exam room.

 Where you are asked to supply a diagram, use a column/table. Have a look at how examiners are asking you to lay out your answers in the sample answers.

 Show your working within the software.

 Remember to expand your cells!

 Standard keyboard shortcuts are not supported within the software - make sure you discover the key functionality within the practice software.

$1/2$ If you wish to indicate a 'square root' as part of your answer, you should use 'to the power of $1/2$ ' eg, a $1/2$.

$P = £$ Depending on which country you sit the exam in, you may not have all the currency symbols on your keyboard. Sensible abbreviations should be used instead, for example, P = £, D = \$, E = €.

 **Good luck!**
We wish you the very best in your exams.

SHARE YOUR TOP TIPS

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