The Institute of Chartered Accountants of Pakistan

CA PAKISTAN

AFC EXAMINATION
Guidance on new Examination Software

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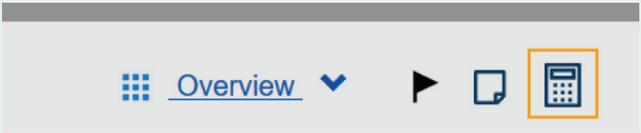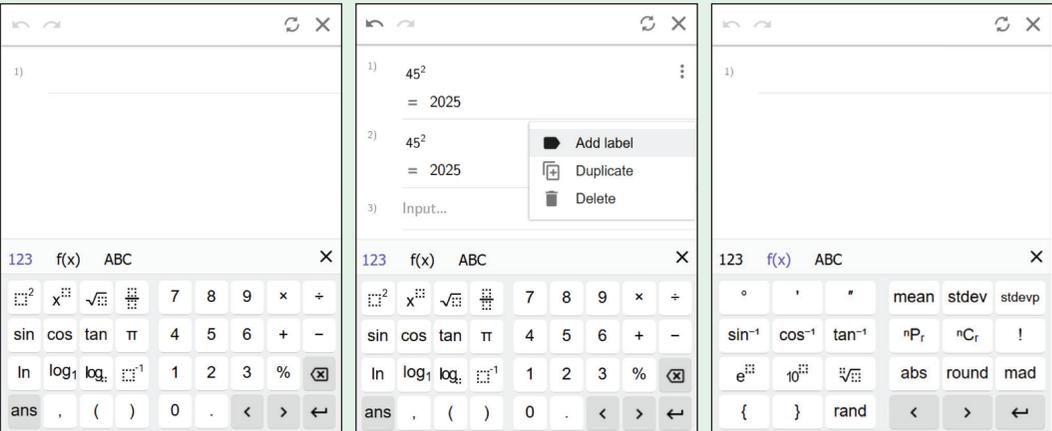2. **FUNCTIONS & FEATURES OF NEW EXAMINATION SOFTWARE**
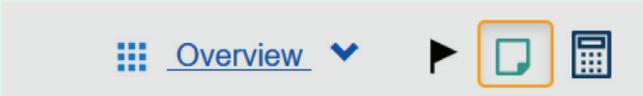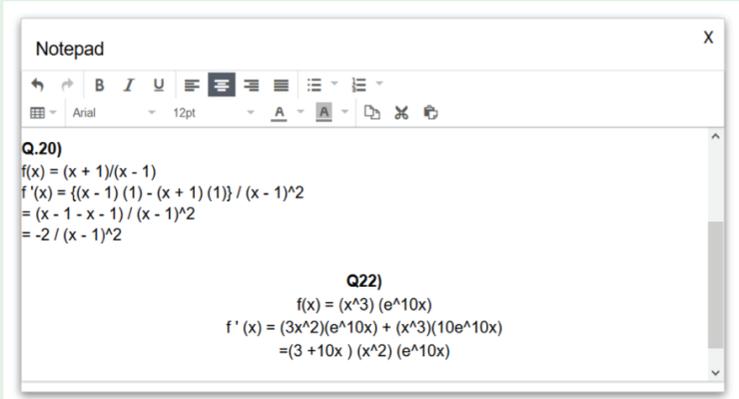
1. Introduction

With effect from August 2020, ICAP will be using a new software for conducting AFC examination. To get the examinees familiar with the new software environment, practice tests have been uploaded in the secured area of examinees at ICAP's website in zip format. Examinees are encouraged to attempt the practice tests to get them familiar with the new examination software. Besides attempting practice tests, examinees are advised to read this guidance before they sit for an AFC examination. This document will help the examinees in learning how to navigate through the software and the key functionalities within the software.
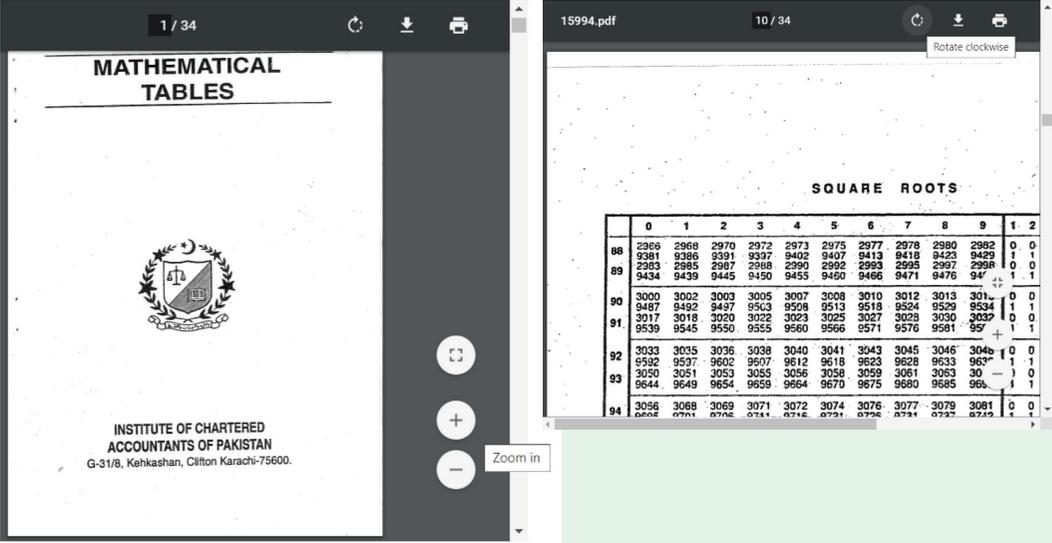
It is pertinent to mention that there are no changes in the pattern of examination. All questions of AFC Examination will continue to be multiple choice questions. In case if further clarification is needed, examinees may contact us at +92 345 2130686 or examinations@icap.org.pk

2. Functions & features
of new examination software

Key functions and features of new examination software are explained below:

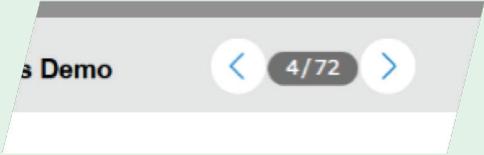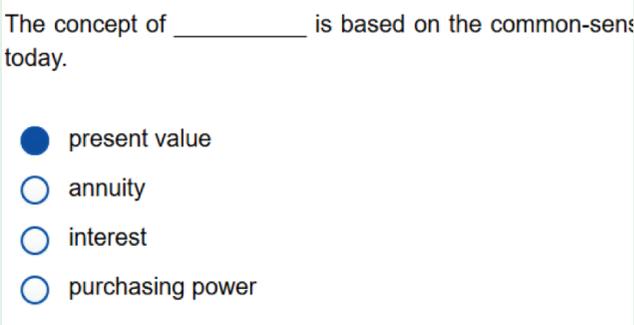| NO.	FUNCTION/FEATURE	DESCRIPTION
1	Calculator	For QMT paper, calculator is available within the exam software. It can be accessed by clicking on the calculator icon on the top ribbon of each question page. Please note that examinees are also allowed to use external calculator provided it is included in the permissible list of calculators issued by ICAP.

NO.	FUNCTION/FEATURE	DESCRIPTION
2	Notepad	

For QMT paper, Notepad is present in the examination software that can be used for doing rough work. Please note that the Notepad opens a fresh page for each question and work done for previous question is neither saved nor carried forward to the next question automatically.

NO.	FUNCTION/FEATURE	DESCRIPTION
3	Mathematical tables	

Mathematical tables booklet is present in the software. It could be *downloaded on local computer in PDF format. Any page of the table booklet could be zoomed and rotated to enhance readability while remaining in the software. Zoom and rotate functions become visible when mouse is hovered on Mathematical tables booklet.

*Adobe Reader should be installed on your computer.

NO.	FUNCTION/FEATURE	DESCRIPTION
4	Flag	Examinees can flag any question and can revert back to that question by using Overview drop down menu. Color of flag turns from black to red on flagging a question. In Overview drop down menu, a small red flag is shown at the top right corner of flagged page numbers. Please note that both attempted and not attempted questions can be flagged.
5	Overview	This function could be used to navigate from one question to other. It shows page numbers of attempted, not attempted, current and flagged questions in following color shades: • Attempted = grey • Not attempted = white • Current question = black • Flagged = red flag at the top right corner of page number

NO.	FUNCTION/FEATURE	DESCRIPTION
6	Question numbers 	Question numbers are displayed at the top of each question.
7	Navigating between question 	To move from one question to other, the examinee may click on next (>) and back (<) icons.
8	Selecting answer option 	To mark the choice of selected option, radio buttons are given before each option in place of identifiers (a), (b), (c) and (d). That is first radio button represents (a), second (b) , third (c) and fourth (d).

NO.	FUNCTION/FEATURE	DESCRIPTION
9	Auto-save	Each answer is saved automatically when the examinee moves forward or backward to some other question either using page navigator or Overview drop down menu.
10	Disconnection issues	If an examinee is disconnected from the exam due to power failure etc., he/she will be connected back to the exam from where he/she left and all answers till last save will remain intact.
11	Clock	A clock is displayed at the top right side of the screen. This could be set to: • count up; and • count down. The clock could be set to hide but is not advisable to hide the clock.
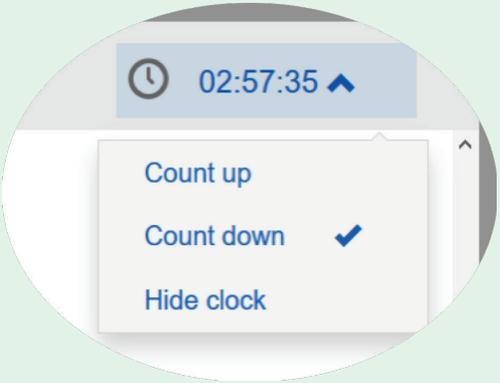
NO.	FUNCTION/FEATURE	DESCRIPTION
12	Ignore system inefficiency time Loading	The software timer does not count the time it takes in: • navigating from one question to another; • loading a question; and • the time when a user disconnects from the system for short interval.
13	End the exam Thank you for taking this test. Back Logoff	If examinees complete their exam well before permissible time, they may click on the 'Logoff' button to end their exam. The logoff button will appear when an examinee clicks on next page icon (>) from last question page. Back button will also appear on the same page. If the examinee decides to go back into the exam he/she will need to click on the Back button instead of Logoff. Once the Logoff button is clicked, examinee cannot reenter into the exam.
14	Auto logoff	The system will automatically end exam and logoff the examinee as soon as the permissible time for exam is over.

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