CBE guidance

TECHNICIAN ROLE SIMULATION (TRS)

Think Ahead

This document explains the workspace and response options used in Technician Role Simulation CBE, and gives guidance on how to best use the exam functionality to navigate through the exam and answer questions.

WHAT IS THE TECHNICIAN ROLE SIMULATION CBE LIKE?

The Technician Role Simulation CBE use the same kind of technology found in today's workplace, including specially designed spreadsheet and word processing response options. This means the exams closely reflect how a modern finance professional works, boosting your employability skills.

The following section of the guide tells you more about the workspace and response options, and how they work.

The workspace and response options

The following pages provide information on the workspace item, such as available functionality and guidance which should be followed when constructing your response within the workspace.

1 WORKSPACE OVERVIEW
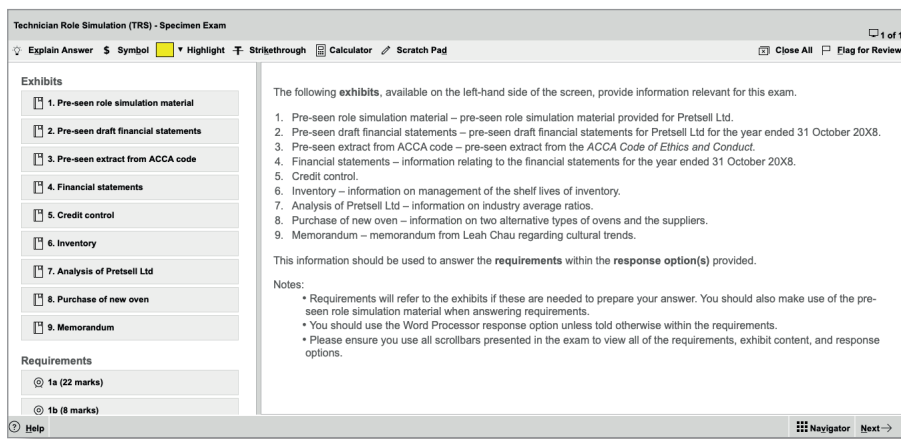
Your exam consists of one question presented in a workspace.

A workspace is the area within the computer based exam which contains all of the question content, the question requirements and the response options within which you will construct your responses.

All workspace response options will be expert marked.

Each workspace contains introductory information about the question on the right hand side of the screen.

The left hand side of the screen lists a series of buttons under the headings Exhibits, Requirements and Response Options. When the buttons are selected, the relevant windows are opened and displayed on-screen.

There is a splitter bar which can be used for you to see more or less of the left or right hand side of the screen, as required.

Exhibits
- These contain the question scenario content broken down into sections or sources of information that you will need to answer the question requirement(s).

- An exhibit may be in the format of a spreadsheet or may contain text or images.

Requirements
- These are the requirement(s) you are expected to complete in the workspace.

Response options
- You may be presented with one or more response options within which to construct your answer.

- A response option may be in the format of:
  - A word processor
  - A spreadsheet.

Each of these response options are explained later in this document.

> **Important:**
> *You should use the Word Processor response option unless told otherwise within the requirements.*

2 WORKSPACE FUNCTIONALITY

Windows

- All exhibit, requirements and response option windows can be moved around the screen and resized as required.

- Some windows will require you to scroll vertically and/or horizontally. Always scroll to the bottom of each window and where relevant, to the far-right of the window to ensure you have viewed all content.

- You can bring any window to the front, either by selecting the relevant button on the left hand side of the screen, or by selecting the title on the window frame.

- You can close each window individually or close all windows at once by selecting ⊠ Close All from the top toolbar. This minimises the open windows to the left-hand side of the screen. Anything you have entered into the response options will be saved, so you can re-open them and continue working at any time.

Highlight and Strikethrough

- You can highlight or strikethrough text in the introductory information, exhibits or requirements by selecting 🟨 ▼ Highlight or ⊤ Strikethrough

- If you close windows individually or use the Close All button, any highlighting or strikethrough you have applied will be saved for when the window is re-opened.

Copy and Paste

- You can copy and paste between different elements of the workspace by using the Ctrl-C (Copy) and Ctrl-V (Paste) shortcuts.
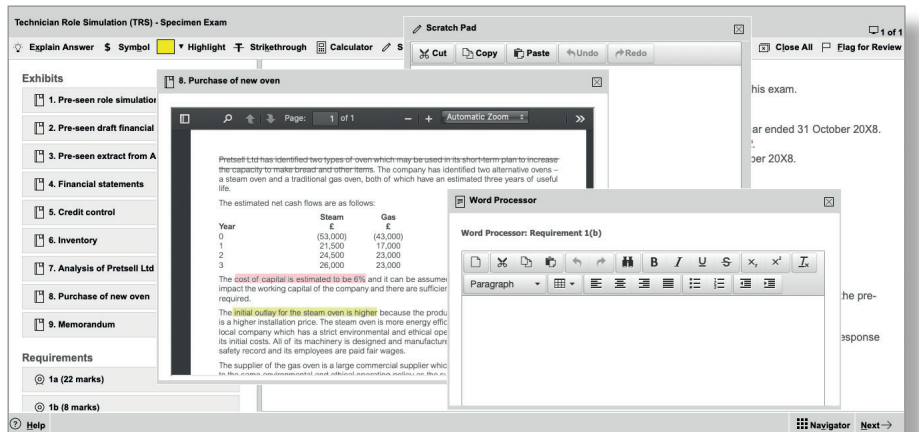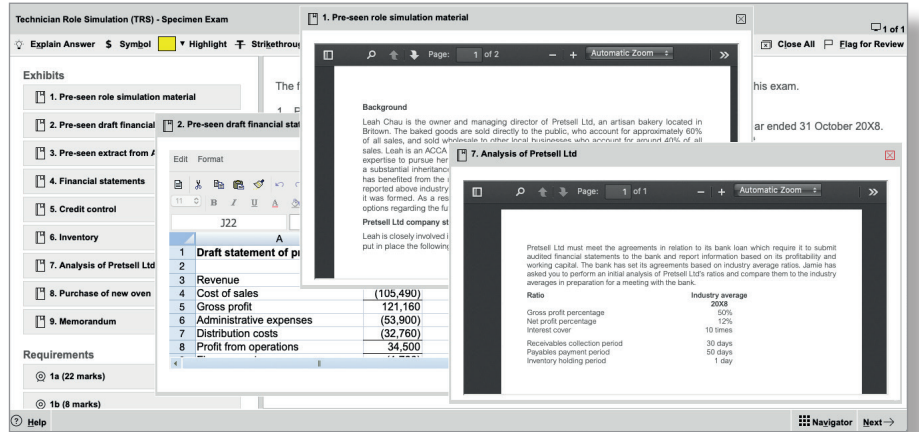
- Copy and paste is possible between each of the following areas of the workspace:
  - Response options (eg word processor to spreadsheets)
  - Scratch Pad.

- You can also *copy from* the following workspace areas to those listed above:
  - Introductory information
  - Exhibits
  - Requirements
  however you cannot copy text from other areas into them.

- When pasting into a spreadsheet response from elsewhere in workspace you must double-click the cell or select the formula bar.

- Formatting will be retained in most cases, however will not be retained for example, when copying from spreadsheet to word processing responses/Scratch Pad.

- Copying from word processing responses/Scratch Pad to a spreadsheet, will copy the text into one spreadsheet cell.

NOTE:

When using PDF exhibits in the real exam, and you want to select text to highlight, strikethrough or copy, you need to select the 'text tool' button.

3 WORD PROCESSOR RESPONSE OPTIONS

You will be presented with a pre-formatted area (a template) within which you should complete your answer.
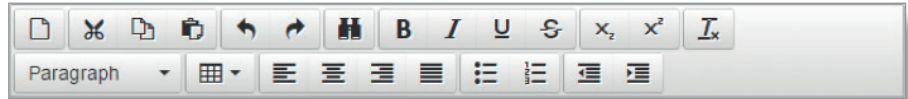
Functions

- A number of word processing functions are available via the tool bar.
- You can add a selection of currency symbols to your answer by selecting **$ Symbol** on the top toolbar.

Toolbar icon(s)	Function	Additional guidance/shortcuts
	Reset	Care should be taken with this icon. Only select this if you want to clear your full response and start again. You will be presented with a message asking you to confirm if you wish to proceed.
	Cut Copy Paste	Ctrl-X (Cut) Ctrl-C (Copy) Ctrl-V (Paste)
	Undo Redo	Ctrl-Z (Undo) Ctrl-Y (Redo) These allow you to undo/redo your last action(s). **Note**: If your last action was resetting your response, Undo will restore a Word Processing response (but will not restore a Spreadsheet response so care must be taken when resetting responses.)
	Find and Replace	Ctrl-F
	Bold Italic Underline Strikethrough	Ctrl-B (Bold) Ctrl-I (Italic) Ctrl-U (Underline)
	Subscript Superscript	
	Clear Formatting	
	Paragraph	You can choose from six font sizes.
	Tables	Standard table features including cell, row and column functions.
	Left Align Centre Right Align Justify	
	Bulleted List Numbered List	You can enter text as either bulleted or numbered lists.
	Decrease Indent Increase Indent	
	Select All	Ctrl-A (no toolbar icon available).

4 SPREADSHEET RESPONSE OPTIONS

You will be presented with a pre-formatted spreadsheet within which you enter your answer.

Where a requirement instructs you to use the spreadsheet answer space, you will find a dedicated space in the spreadsheet for that requirement.

Spreadsheet instructions
- The spreadsheet response can only be made up of one worksheet. It is not possible for you to add another worksheet.

- If you have been provided with a pre-formatted response (template) some data within the spreadsheet may be protected so you cannot change it.

- You *cannot enter or delete rows or columns* within the spreadsheet. If you wish to re-arrange your answer please use the copy and paste functions.

- If you wish to add cell borders or styles, you can do this by:
  – Right-clicking the cell and selecting Format Cells, or
 – Selecting the Format Cells function from the Format menu.

  You must select the style and/or colour and then the selected border (eg Outline, Left, Horizontal).

- Please only use cell colours in your answer if necessary.

- Selecting cells and using the drag handle to fill other cells (where no formulae are applied) copies and pastes the exact contents of the selected cells. In an example where 1 and 2 have been entered as numbers, the result is 1, 2, 1, 2 instead of the sequence being extended (eg 1, 2, 3, 4).

- You can add a selection of currency symbols to your answer by selecting $ Symbol on the top toolbar.

- Guidance on commonly used spreadsheet functions and formulae is provided below.
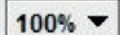
Spreadsheet functions
- A number of spreadsheet functions are available via:
  – the Edit and Format menus:
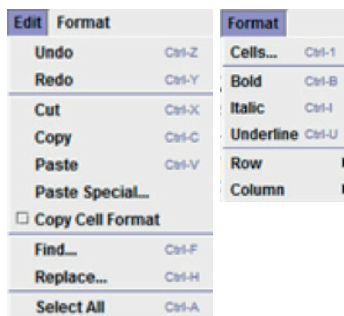
  – the toolbar:

The toolbar functions are outlined below:

Toolbar icon	Function	Additional guidance/ shortcuts
	Reset	Care should be taken with this icon. Only select it if you want to clear your full response and start again. You will be presented with a message asking you to confirm if you wish to proceed.
	Cut Copy Paste	Ctrl-X (Cut) Ctrl-C (Copy) Ctrl-V (Paste) If you are cutting, copying and pasting between cells within the spreadsheet response, you can also use the right click menu options.
	Format painter	This allows you to copy the format from a selected object or text and apply it to other objects or text.
	Undo Redo	Ctrl-Z (Undo) Ctrl-Y (Redo) These allow you to undo/redo your last action(s). **Note:** If your last action was resetting a Spreadsheet response, Undo will not restore your response so care must be taken when resetting responses.
100% ▼	Zoom	This allows you to reduce/increase the display of the document.
11 ▼	Font size	
B I U	Bold Italic Underline	Ctrl-B (Bold) Ctrl-I (Italic) Ctrl-U (Underline)
A	Font colour	
	Cell fill colour	Please only use cell colours in your answer if necessary. This function can also be accessed by right-clicking the cell and selecting Format Cells.
	Left Align Centre Right Align	

Toolbar icon	Function	Additional guidance/ shortcuts
.00	Number formats General Custom 0.00 #,##0 #,##0.00	This allows you to format cell numbers. Select 'Custom' to access a number of formatting options. This function can also be accessed by right-clicking the cell and selecting Format Cells.
🖅	Currency formats General Custom £#,##0;[Red]-£#,##0 £#,##0.00;-£#,##0.00 £#,##0.00;[Red]-£#,##0.00 #,##0;-#,##0 #,##0;[Red]-#,##0 #,##0.00;-#,##0.00 #,##0.00;[Red]-#,##0.00 _-* #,##0_-;-* #,##0_-;_-* "-"_-;_-@_- _-£* #,##0_-;-£* #,##0_-;_-£* "-"_-;_-@_- _-* #,##0.00_-;-* #,##0.00_-;_-* "-"??_-;_-@_- _-£* #,##0.00_-;-£* #,##0.00_-;_-£* "-"??_-;_-@_-	This allows you to select a currency format. Select 'Custom' to access a number of formatting options, including the $ symbol. This function can also be accessed by right-clicking the cell and selecting Format Cells.
%	Percentage formats 0% 0.00%	This allows you to display the cell in a percentage format. Select 'Custom' to access a number of formatting options. This function can also be accessed by right-clicking the cell and selecting Format Cells.
1/2	Fraction formats # ?/? # ??/??	This allows you to display the cell in a fraction format. Select 'Custom' to access a number of formatting options. This function can also be accessed by right-clicking the cell and selecting Format Cells.
🕐	Date/Time formats dd/mm/yyyy dd-mmm-yy dd-mmm mmm-yy h:mm AM/PM h:mm:ss AM/PM hh:mm hh:mm:ss dd/mm/yyyy hh:mm mm:ss [h]:mm:ss mm:ss.0	This allows you to select a date/time format for the cell. Select 'Custom' to access a number of formatting options. This function can also be accessed by right-clicking the cell and selecting Format Cells

5 COMMONLY USED SPREADSHEET FORMULAE

- You must use the = symbol to start a formula in a cell.

- Guidance on commonly used formulae and examples of these are provided in the table below.

Function	Syntax	Description	Example forumulae
Sum	**=SUM(number1,[number2],…)** number1 (required) – the first number argument to be added. number2,,… (optional) - additional number arguments to be added.	Adds everything you specify as arguments. An argument can be, for example, a number, range, cell reference.	=SUM(B2:B8) adds all the numbers in cells B2 to B8. =SUM(A1, A3, A5) adds the numbers in cells A1, A3, and A5.
Average	**=AVERAGE(number1,[number2],…)** number1 (required) – the first number, cell reference or range for which you want the average number2,,… (optional) – additional numbers, cell references or ranges for which you want the average	Provides the average of everything you specify as arguments	=AVERAGE(B2:B15) provides the average of the numbers in cells B2 to B15.
Square root	**=SQRT(number)** number (required) – the number for which you want the square root.	Returns a positive square root	=SQRT(J11)- returns the number 2 if the number in cell J11 was 4
Power	**=POWER(number,power)** number (required) – the base number (must be a real number) power (required) – the exponent to which the base number is raised.	Returns the number raised to a power Can also be used to apply multiple roots.	=POWER(3,2) returns the figure 9 (3 squared) =POWER(27, 1/3) returns the figure 3 (cube root of 27) = POWER(81,1/4) returns the figure 3 (fourth root of 81)
Count	**=COUNT(value1,[value2],…)** value1 (required) – the item, cell reference, or range you want to count numbers within. value2,… (required) - additional numbers, cell references or ranges to be counted.	Counts the number of cells that contain numbers.	=COUNT(C4:C8) – if 3 of the cells between C4 and C8 contain numbers, the result will be 3
Round	**=ROUND(number,num_digits)** number (required) – the number you wish to round num_digits – the number of digits which you wish to round the number argument to.	Rounds a number to the requested number of digits	=ROUND(C4, 2) – this would round the number in cell C4 to 2 digits
Log	**=LOG(number,[base])** number (required) – the positive real number for which you want the logarithm base (optional) – base of the logarithm. Note - if base is omitted it is assumed to be 10.	Returns the logarithm of a number of the base you specify	=LOG(J11,2) – if the number in cell J11 was 8, returns a logarithm of 8 with base 2 (ie 3)
NPV	**=NPV(rate,value1,[value2],…)** rate (required) – the discount rate given as a decimal value1 (required) – the item, cell reference, or range you want to discount cash flows within. value2,… (required) - additional numbers, cell references or ranges to be discounted.	Calculates the net present value of an investment based on a supplied discount rate and a series of future cash flows.	=NPV(0.1,B12:E12) – discount values in cells B12-E12 at a discount rate of 10%, with B12 being Year 1
IRR	**=IRR(values,[guess])** values (required) – the range of cash flows for which you want the internal rate of return. guess (optional) – a rate you think is close to the result of the IRR given as a decimal.	Calculates the internal rate of return for a series of cash flows.	=IRR(B15:F15,0.12) – calculates the internal rate of return of cells B15-F15 using 0.12 as an estimate, with B15 being Year 0.

Function	Syntax	Description	Example forumulae
Natural log	**=LN(number)** number (required) – the positive real number for which you want the natural logarithm	Returns the natural logarithm of a number	=LN(B5) – if the number in cell B5 was 1, returns the natural logarithym of 1 (ie 0)
e	**=EXP(number)** number (required) – the number for which you want the constant e to be raised to the power of	Returns the constant e raised to the power of a given number	=EXP(D7) – if the number in cell D7 was 2, returns e raised to the power of 2 (ie 7.3891)
Cumulative normal distribution	**=NORMDIST(number)** number (required) – the number for which you want the cumulativve normal distribution	Returns N(d), the cumulative normal distribution functions needed for the Black-Scholes model of option pricing	=NORMSDIST(G13) – if the number in cell G13 was 1.4, returns the cumulative normal distribution for 1.4 (ie 0.9192)
MIRR	**=MIRR(values,finance_rate,reinvest_rate)** values (required) — the range of cash flows for which you want the modified internal rate of return finance_rate (required) – the rate used on the cash outflows reinvest_rate (required) – the rate used on the cash inflows	Calculates the modified internal rate of return for a series of cash flows. The finance and reinvestment rates will usually be same rate – the cost of capital	=MIRR(B25:F25,0.12,0.12) – calculates the modified internal rate of return of cells B15–F15 using 0.12 as the finance rate and the reinvestment rate, with B25 being Year 0

Exam functionality explained

NAVIGATION

- The question number you are viewing is displayed in the top display bar. You can hide or restore this display by selecting 🖵.

- You can navigate between screens by selecting **Next →** or ← **Previous** or by clicking on a question number from the Navigator or Item Review screens.

- You can revisit questions and change your answers at any time during the exam.

FLAG FOR REVIEW

- If you wish to revisit/review the question later in the exam, click ⚑ **Flag for Review**.

- Click the button again to remove the flag.

HELP FEATURE

- Click ⑦ **Help** to access:

  - A copy of the exam instructions.
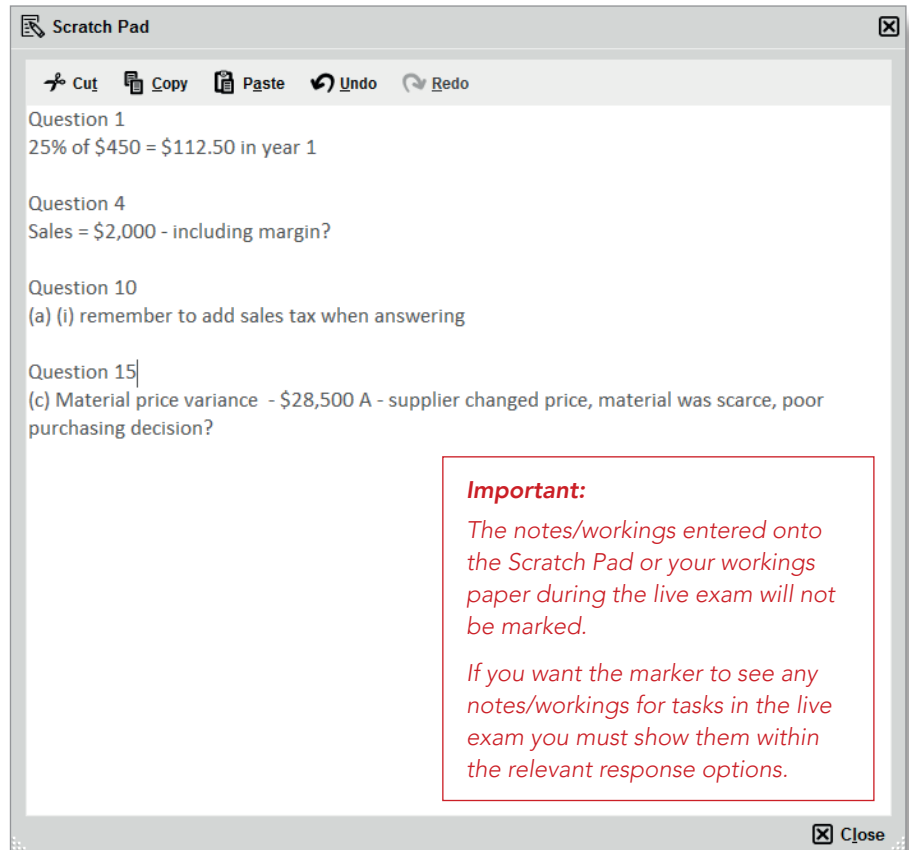 - Help and guidance on the workspace item.

CALCULATOR

- You have the option to use the on-screen standard or scientific calculators by selecting 🖩 **Calculator** .

Note that most students choose to bring their own calculator to the live exam - this is permitted, providing it does not have the facility to store or display text.

Calculator ☒

Modes

TI-30XS *MultiView*

Texas Instruments

DEG

MEMORY CLEARED

WORKINGS/SCRATCH PAD

- You may use an on-screen Scratch Pad to make notes/workings by selecting ✏ **Scratch Pad** .

- You can cut and copy text from the Scratch Pad and paste into your response options using the Ctrl-C (Copy), Ctrl-X (Cut) and Ctrl-V (Paste) shortcuts, or the on-screen buttons. **Note:** When pasting into a spreadsheet response you must double-click the cell or select the formula bar.

- The Scratch Pad retains all notes/workings entered in all workspaces and these are available for the duration of the exam. They will not be submitted for marking after your live exam.

- You will also be provided with paper for notes/workings for your live exam, should you prefer to use it. This will not be submitted for marking. It will be collected at the end of the exam and must not be removed from the exam room.

📝 **Scratch Pad** ☒

✂ **Cut**   📋 **Copy**   📋 **Paste**   ↩ **Undo**   ↪ **Redo**

Question 1
25% of $450 = $112.50 in year 1

Question 4
Sales = $2,000 - including margin?

Question 10
(a) (i) remember to add sales tax when answering

Question 15
(c) Material price variance - $28,500 A - supplier changed price, material was scarce, poor purchasing decision?

Important:

The notes/workings entered onto the Scratch Pad or your workings paper during the live exam will not be marked.

If you want the marker to see any notes/workings for tasks in the live exam you must show them within the relevant response options.
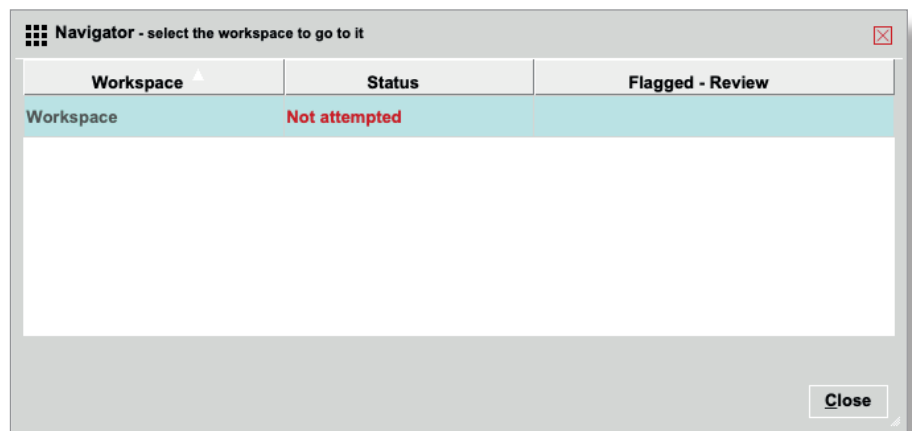
☒ **Close**

SYMBOL

- You can add a selection of currency symbols to your answers by selecting **$ Symbol** on the top toolbar.

NAVIGATOR SCREEN

- Navigator can be accessed at any time during the exam by selecting **⣿ Navigator**.

- This screen allows you to jump to any question number in the exam.

- It also allows you to see the status of each question and whether it has been viewed, attempted or flagged for review.

Navigator - select the workspace to go to it			⊠
Workspace ▲	**Status**	**Flagged - Review**	
Workspace	Not attempted		

Close

ITEM REVIEW SCREEN

- This screen gives you a final opportunity to see the flag and attempted status of each question and to review your answers before you exit the exam. You can select individual questions you wish to revisit, or quickly access groups of questions from the Item Review screen.

- During the item review period Navigator is not available however you can navigate to questions by selecting **Next →**, **← Previous** or **→ Review Screen**.

- When reviewing questions you can change your answer and click to view any updated status on the Item Review screen.

ENDING THE EXAM

- Once you have completed your item review and wish to finally end the exam click **↦ End Exam** from the Item Review screen.

- Once you end the exam, you cannot revisit the questions.