CBE guidance

Practice Platform and live exam software - minor differences

Think Ahead

WHAT ARE STRATEGIC PROFESSIONAL CBEs LIKE?

Strategic Professional CBEs use the same kind of technology found in today's workplace, including specially designed spreadsheet, word processing and presentation slide response options. This means the exams closely reflect how a modern finance professional works, boosting your employability skills.

This document explains minor differences between the Practice Platform and the live exam software. These are nothing to worry about, and there is an extra instruction screen in the exams contained within the Practice Platform which explains what these differences are.

Important note about a difference in functionality between practice tests and live exams

PDF exhibits

Please be aware that PDF exhibits look and behave slightly differently in practice tests and live exams.

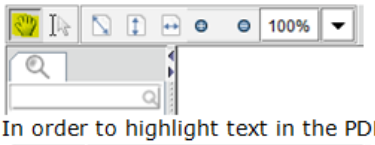
Practice test – PDF exhibit toolbar

Live exam – PDF exhibit toolbar

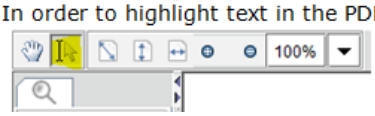
Selecting text in a PDF exhibit

In a practice test, you can immediately select text in a PDF exhibit, either to highlight, strikethrough or copy it. In the live exam, you can't immediately select the text – you need to switch from ‘Move Tool’ to ‘Text Tool’ in order to be able to select text. This is illustrated below:

When you open the PDF, it has the *Move Tool* selected:



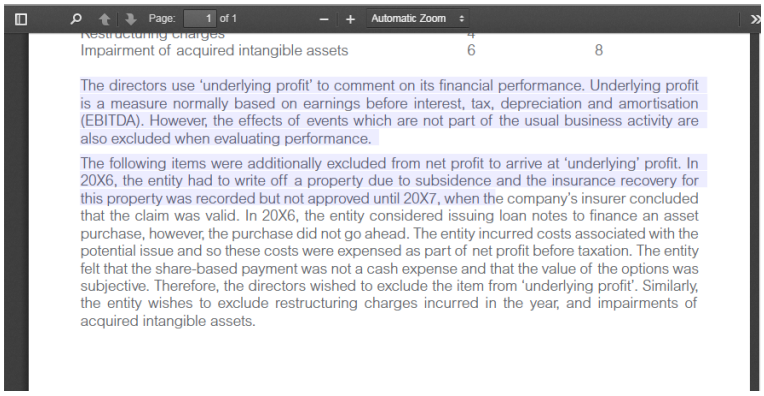
In order to highlight text in the PDF you need to select the *Text Tool* button instead:



Once the Text Tool is selected in the live exam, you will be able to select text in the PDF exhibit.

Display of selected text in a PDF exhibit

In a practice test, once you have selected some text it will have highlighting/shading applied to it:

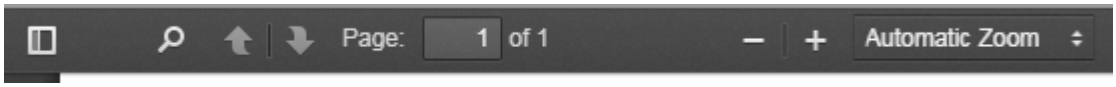


In the live exam, selected text is greyed out:

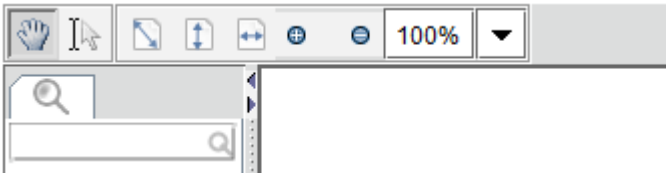
Find Tool in the PDF exhibit

The ‘Find Tool’ appears at the top of the PDF exhibit toolbar in a practice test. In the live exam, it appears on the left hand side of the PDF exhibit.

Practice test:



Live exam:



Copying and Pasting into Spreadsheet Responses

- In the CBE Practice Platform, you can paste text copied from exhibits, requirements/tasks or the scratchpad into a spreadsheet response either by selecting the cell, double-clicking the cell or selecting the formula bar.

- In the live exam, you can only do this by double-clicking the cell or selecting the formula bar and then pressing Ctrl-V.

ACCA

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