

## **Practice Software for JIEB 2021 exams**

### **Download Instructions:**

We have made the blank software available to you as an offline resource. This means you will be able to download the software to use offline for question practice. At this moment in time the software will only work with Microsoft Software. Apple users will not be able to access the software.

### **Tops tips**

- Read through all instructions before downloading the practice software.
- Some security settings may identify the download and/or extracting of the .zip file as a security risk. If you do have a security message, you may need to contact your IT department to resolve this.
- Unzipping/Extracting the files from the .zip file can take time, please be patient. – it took me around 20 minutes to do this.
- **The spreadsheet area of both the practice and exam software does not get marked. Therefore, any relevant information should be copied over from the spreadsheet area into the word processing area before completing.**
- The software will not save your progress.
- You will need a wi-fi connection to access the software.

### **Guidance for downloading offline package**

Please note that these are general instructions; the specific steps may vary depending on your operating system.

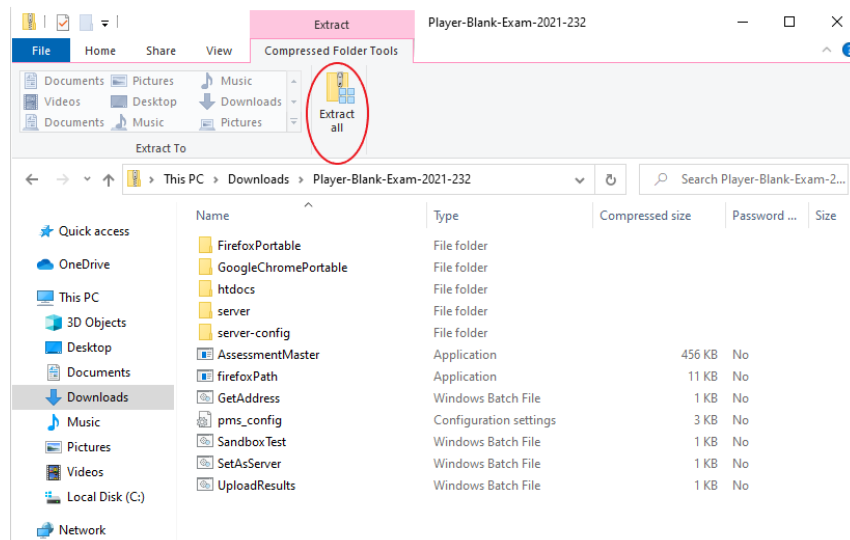
**1. Download .zip file** a. Click 'save' and select 'save as'. Make a note of where you have saved the .zip file, i.e. which drive

<http://elearning.icaew.com/training/blank2021software.zip>

**2. Unzip file contents** a. Navigate to the location of the saved .zip file

b. Open .zip file

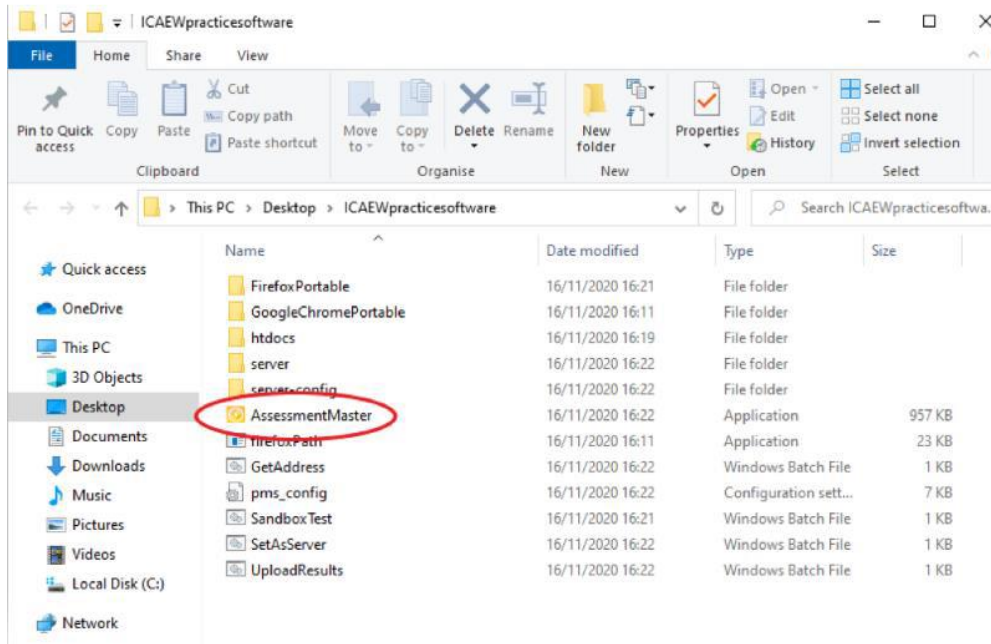
c. Click 'Extract all', as below



When prompted, choose, or create a folder where the extracted files will be saved. It is important that the folder title **does not have any spaces in it**, as this can affect the export function later.

For example, the folder should be ICAEWblanksoftware and not 'ICAEW blank software'.

**3. Access test a.** Within the extracted folder, double click on 'AssessmentMaster' to launch the test:



When prompted, enter the username and password below:

**Username: practice21exam**

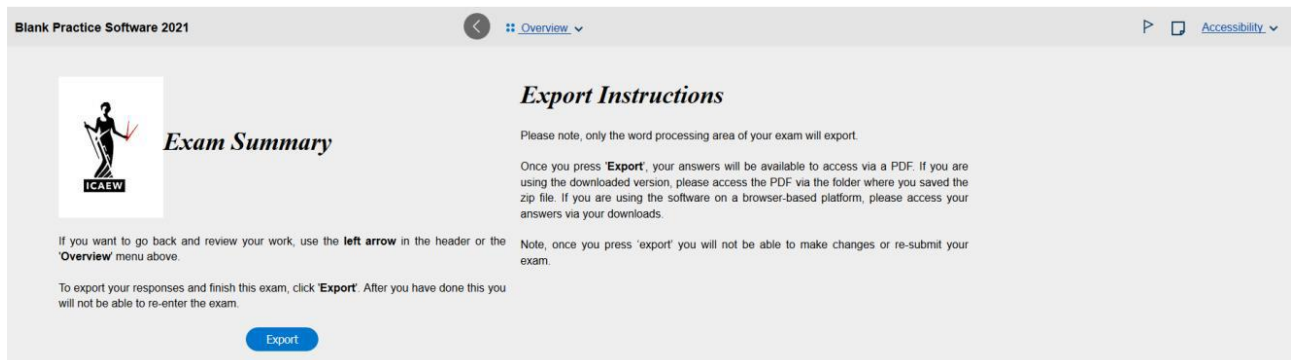
**Password: practice21exam**

#### 4. Exporting your answers

Once you have finished any question practice using the practice software, you can export your answers.

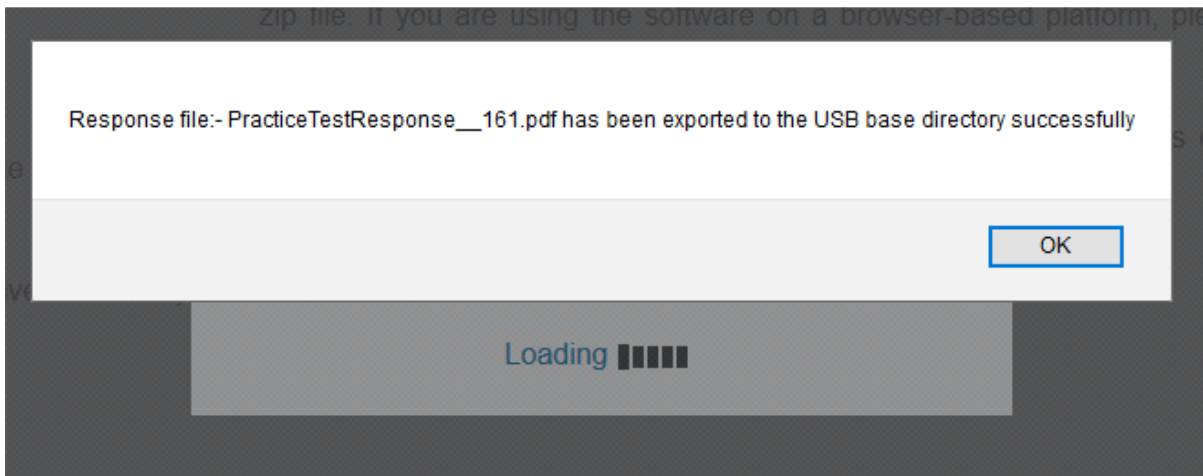
Note that only content within the word processing area will be exported.

Click through to the 'exam summary' page, as shown below:



Read all the instructions on this page before pressing Export.

When you do export your answers, all the word processing areas for each of the 5 questions will be exported within one PDF, and you will see the following message.



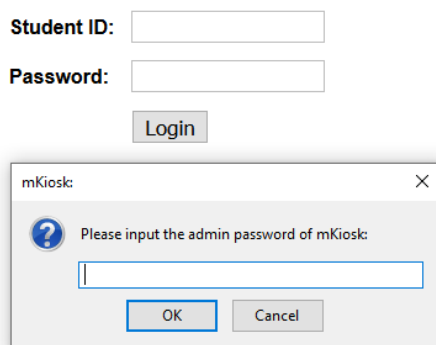
The PDF (titled PracticeTestResponse\_xxx.pdf) will be saved within the folder where you originally extracted the practice software to. The title of this folder should not contain any spaces, as this can interrupt the export process.

For example, the folder should be 'ICAEWblanksoftware' and not 'ICAEW blank software'.

Once you click OK, you will be taken back to the log in screen.

You can exit the software in two ways:

1. Alt Tab out of the browser window, and then close Firefox down; or
2. Alt F4. This will open the pop up below. Click OK without entering anything and software will close.



The PDF (titled PracticeTestResponse\_xxx.pdf) will be saved within the folder where you originally extracted the practice software to. The title of this folder should not contain any spaces, as this can interrupt the export process.