

## **Exams Practice Software for JIEB 2020 exams**

### **Download Instructions:**

We have made the exams 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, without a separate login. Please contact Stella Leslie@ [Stella.Leslie@icaew.com](mailto:Stella.Leslie@icaew.com) if you are using Apple laptop.

### **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.
- Donot download to a cloud, download to the C:\ drive only

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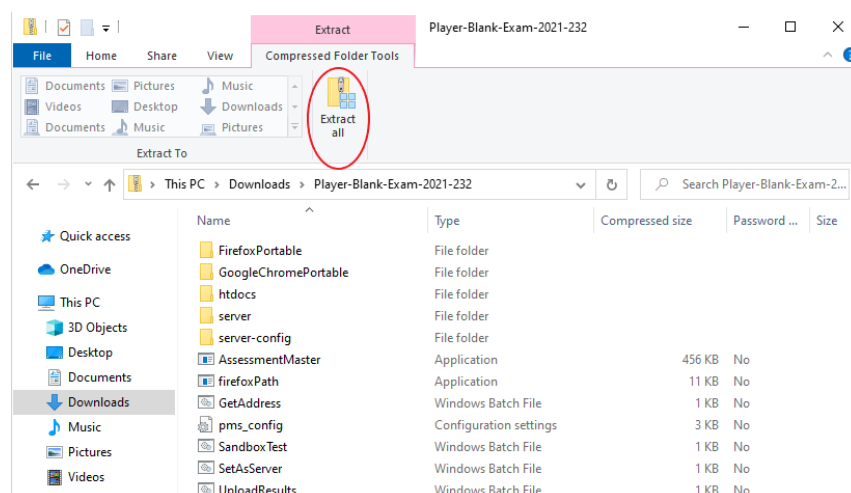
## **Guidance for downloading offline package Personal Insolvency England**

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/JIEBPersonalInsolvency.zip>

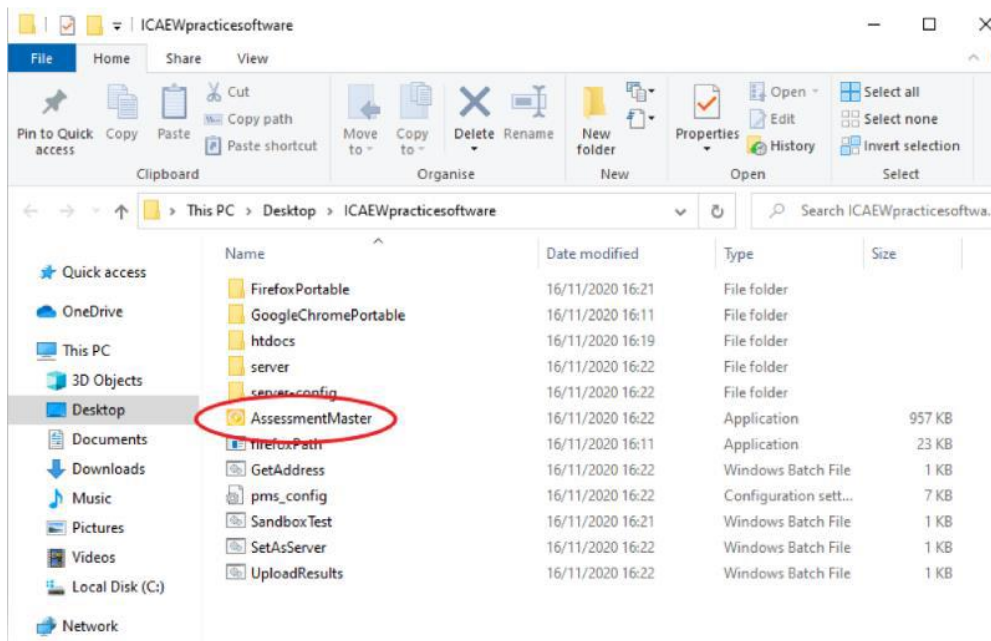
**2. Unzip file contents** a. Navigate to the location of the saved .zip file  
b. Open .zip file  
c. Click 'Extract all', as below



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: JIEBPIENG**


**Password: JIEB2020**

#### **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:

Blank Practice Software 2021 Overview Accessibility



### Exam Summary

If you want to go back and review your work, use the **left arrow** in the header or the **Overview** menu above.

To export your responses and finish this exam, click **Export**. After you have done this you will not be able to re-enter the exam.

[Export](#)

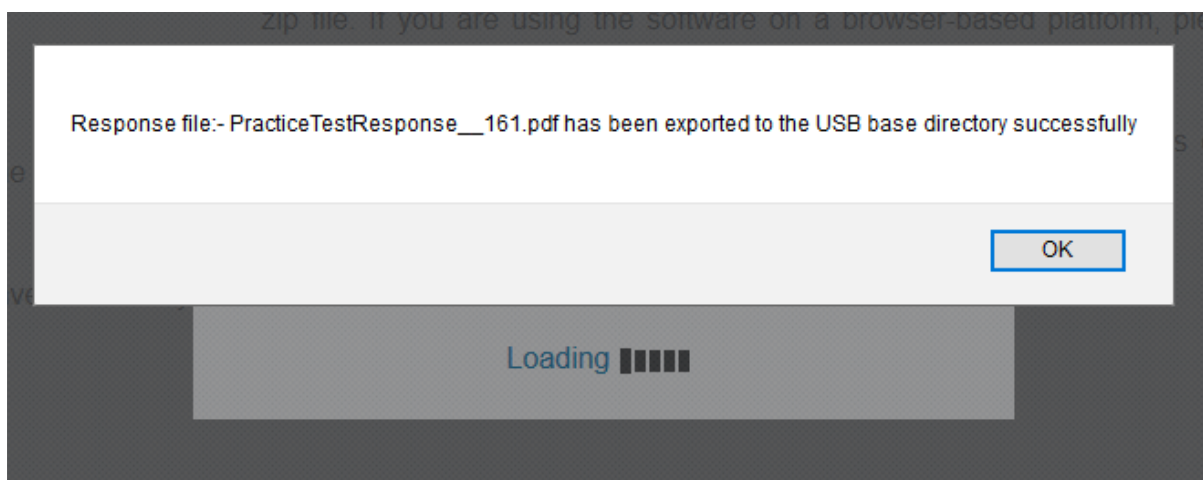
### Export Instructions

Please note, only the word processing area of your exam will export.

Once you press **Export**, your answers will be available to access via a PDF. If you are using the downloaded version, please access the PDF via the folder where you saved the zip file. If you are using the software on a browser-based platform, please access your answers via your downloads.

Note, once you press 'export' you will not be able to make changes or re-submit your exam.

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 4 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 JIEBPersonalInsolvency and not 'JIEB Personal Insolvency'.

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

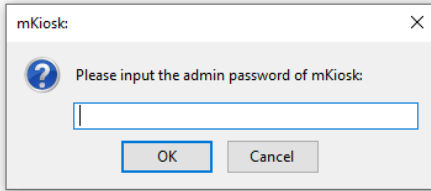
You can exit the software in two ways:

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.

Student ID:

Password:

Login



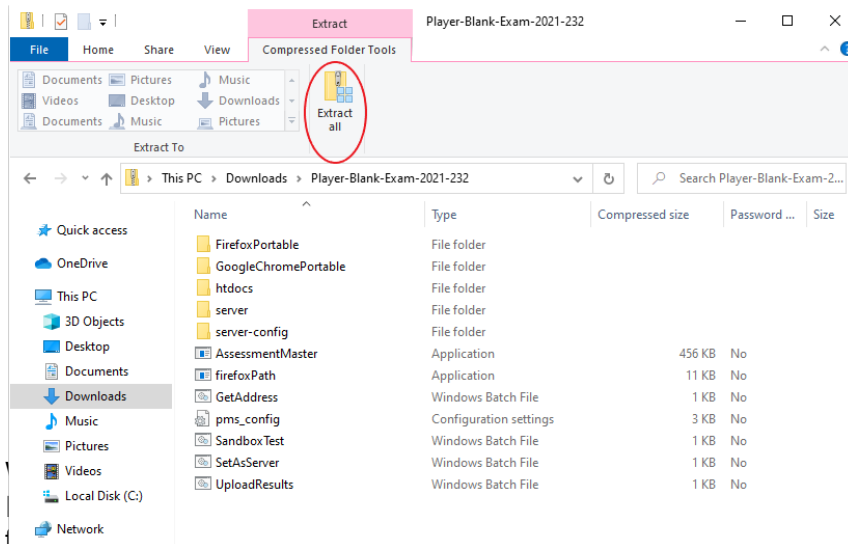
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## Guidance for downloading offline package Personal Insolvency Scotland

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

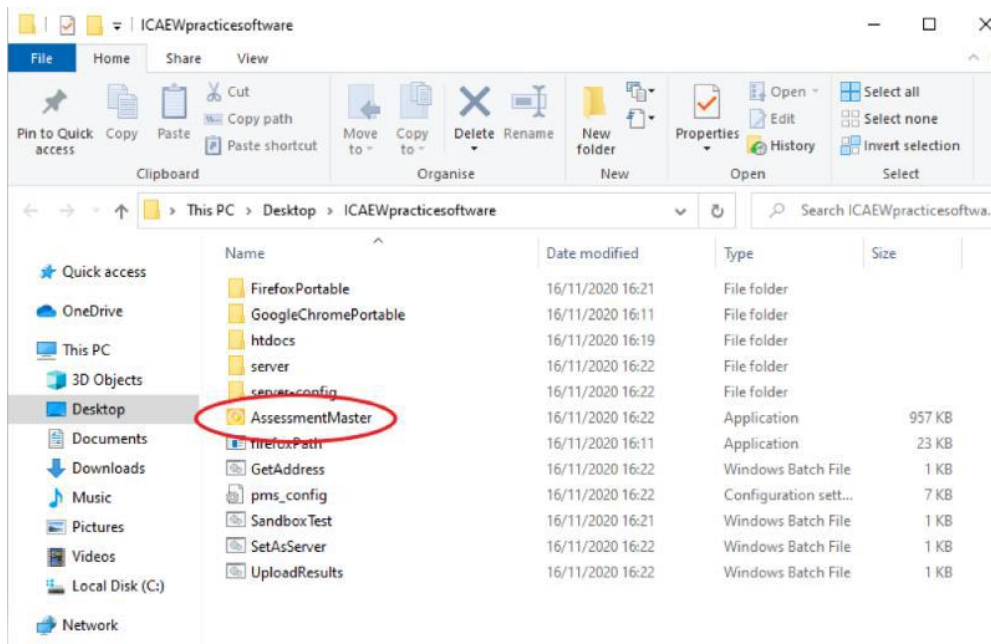
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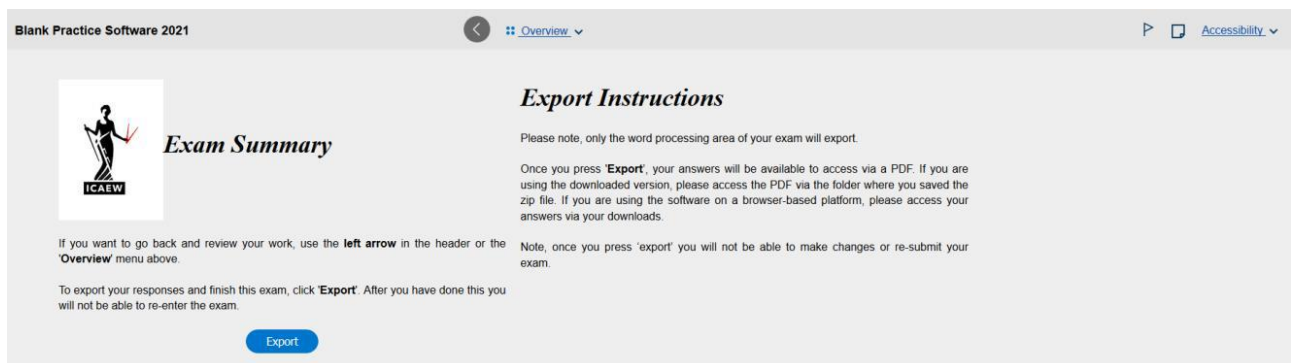
**Username: JIEBPISCO**

**Password: 2020**

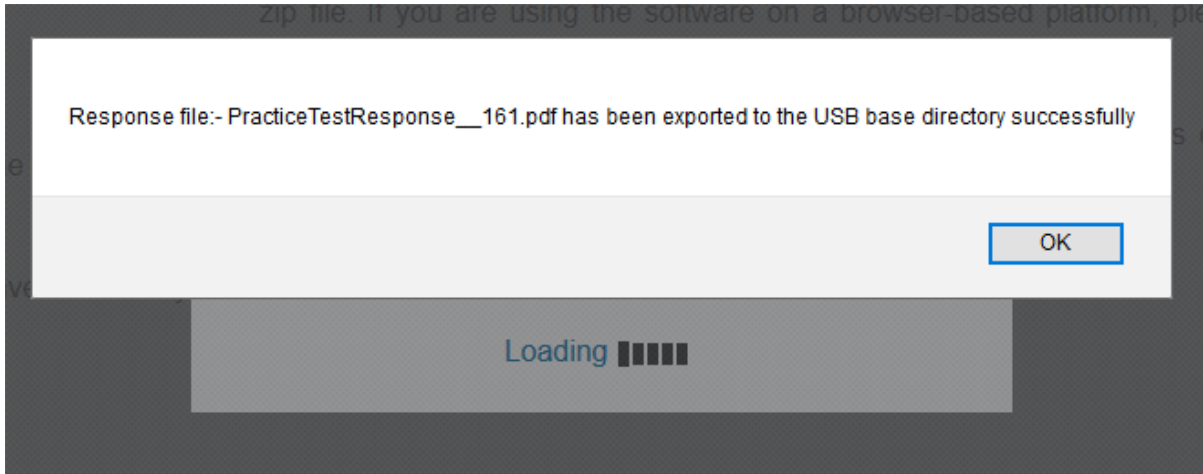
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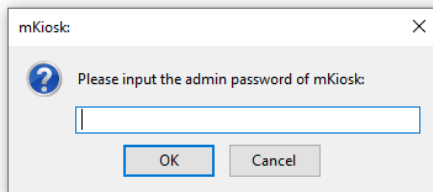
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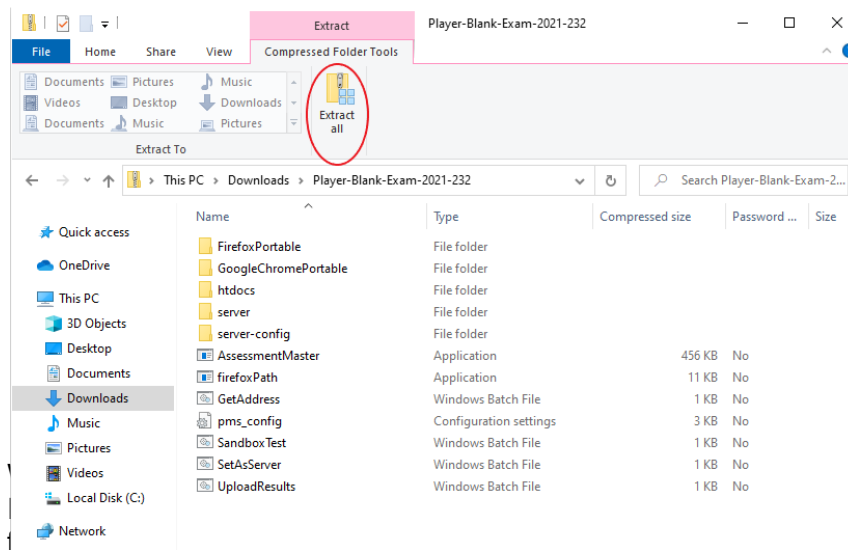
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## Guidance for downloading offline package Corporate Insolvency England

**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/JIEBCorporateInsolvency.zip>

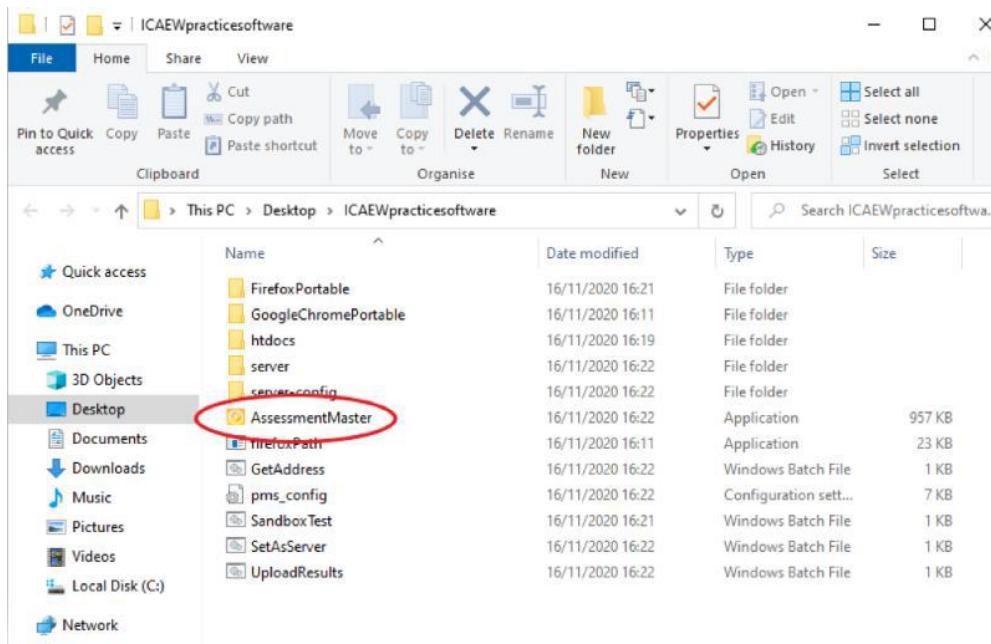
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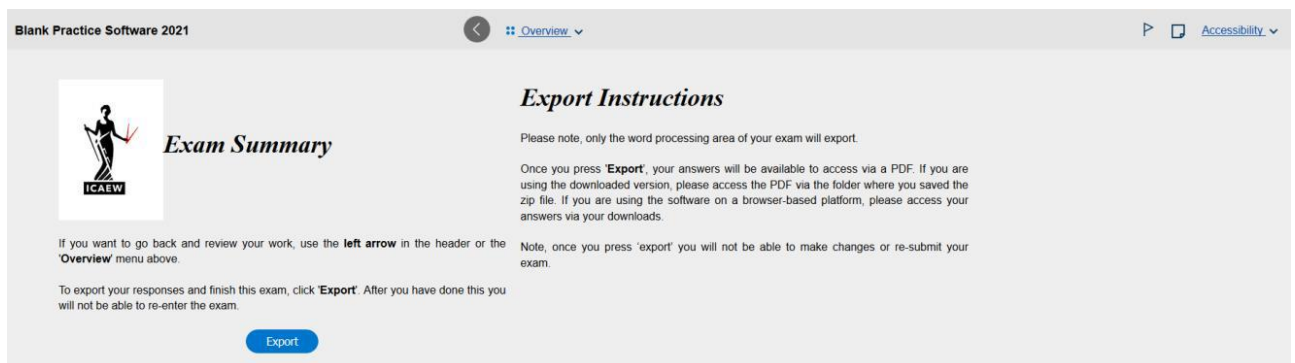
**Username: JIEBCIENGLAND**

**Password: 2020**

#### 4. Exporting your answers

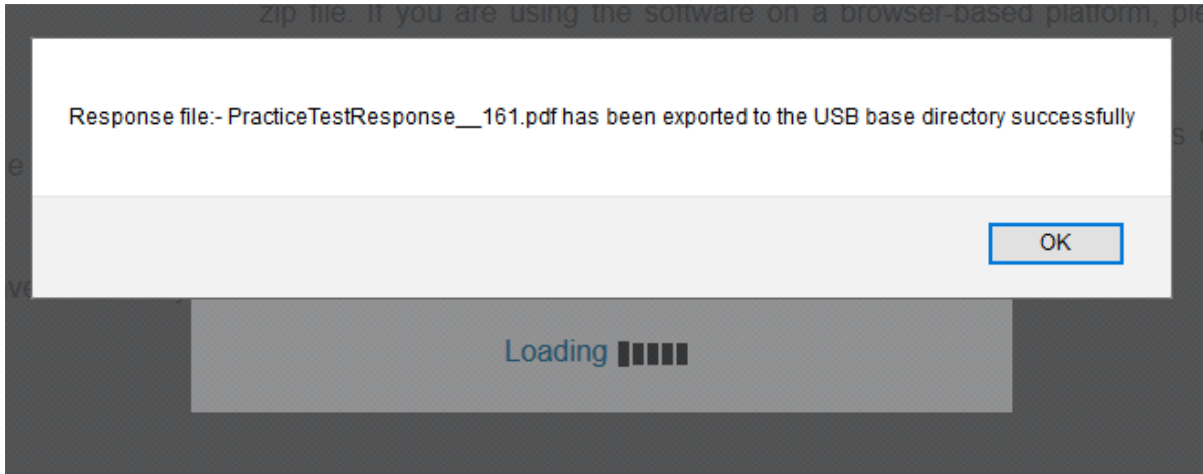
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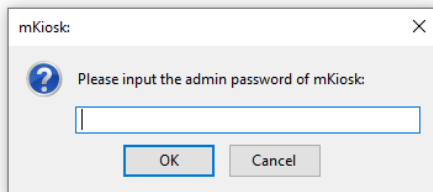
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