SecureClient is an application that allows student/candidate responses to be securely stored and uploaded into the Surpass Examination Administration system both during the examination and when the examination is finished. It also restricts users from accessing other programs or files on laptops during an examination.

Students/candidates are not required to install SecureClient on their own laptops because the CPA profession will provide CPA-issued laptops to all students.

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1. What accessories am I able to bring to the exam centre?
   The laptops will have numerical keypads. You may bring a plug and play mouse to the examination centre.

2. How does SecureClient work?
   Check out the SecureClient Overview video. It will show you what you will see while using SecureClient during your exam.

3. How do I answer multiple-choice questions (MCQs)?
   The MCQs are printed in the exam booklet and also appear on the screen within SecureClient. You will need to answer the questions in SecureClient. To select the right answer, click on your chosen answer option. The answer will be highlighted in colour.
   To change a selected answer option, select the answer option and then right-click it. The choice will be stricken out. You still need to choose the correct answer by clicking it.
   For additional information, check out the PowerPoint presentation.

![Multiple-choice question example]

4. How do I answer the case portion of the exam?
   You will answer your case(s) within SecureClient. You will have access to a word processor and spreadsheet to input your response.

5. Do I need to save my work in the spreadsheet and word processor?
   SecureClient automatically saves your work, so you do not need to save your work manually.
6. **Will I have access to the reference material during the exam?**

Yes, you will have access to the reference material. Each question will have a link to Knotia that you will be able to access. You will be able to search Knotia, copy from it and paste information in the word processor and spreadsheet.

7. **How is the SecureClient word processor different from Microsoft Word?**

Some features in the SecureClient word processor that you would typically see in Microsoft Word have either been changed or removed for security purposes. We recommend you familiarize yourself with these differences by watching the *SecureClient: Word processor and spreadsheet* video.

8. **How is the SecureClient spreadsheet different from Microsoft Excel?**

Some features in the SecureClient spreadsheet that you would typically see in Microsoft Excel have either been changed or been removed for security purposes. We recommend you familiarize yourself with these differences by watching the *SecureClient: Word processor and spreadsheet* video.

In addition, here are some differences you should be aware of:

   a) AUTOSUM Function
      
      The AUTOSUM function within SecureClient does not highlight the likely range to create a final number. You need to use your mouse/track pad to highlight the range you wish to generate a sum for and then click Enter.

   b) SORT Function
      
      The SORT function within SecureClient does not allow you to specify a range of columns. To SORT within SecureClient you must:

      i. Create a table of data.
      ii. Highlight the data in the table.
      iii. Click the “Format As Table” option within the Navigation Bar.
      iv. Specify the type of Table appearance required.
      v. Click OK.

      At this point, the data range is now considered a sortable table within SecureClient, and you can properly SORT multiple columns of data.

   c) Equal Sign
      
      Within SecureClient, the “=” sign is not automatically added. You must use the “=” sign to start any formula or calculation.
d) Dollar Sign ($)

Within SecureClient, if you wish to format a range of data as Canadian dollars, you have to:

i. Highlight the range of data you wish to format.

ii. Right-click the highlighted range and click on “Format Cells”.

iii. Choose the CURRENCY option under Category.

iv. In the SYMBOL field, click the dropdown menu and choose “$FRENCH (CANADA)” or “$ENGLISH (CANADA)”. 

v. Click OK.

e) Format Painter

There is no format painter tool in SecureClient. You need to use the format function.

f) Alt-Tab function

The Alt-Tab function does not work if you want to navigate between programs (word processor, spreadsheet and reference material).

9. Do I need to upload my responses at the end of the exam?

No, your responses will automatically upload once you are finished the exam. SecureClient will provide you with an upload successful message.