

NOVEMBER 2019



Answering an MCQ

To answer the question, click your chosen answer option. The selected answer will be highlighted.

Wh	at colour is the sky?
Α	Blue
В	Green
С	Red
D	Yellow



Choosing your MCQ answer

To cross out a choice, select the answer option and then right-click. The choice will be stricken out.

You still need to choose the correct answer by clicking on it even though you crossed out the other 3 options.

What colour is the sky?		
Α	Blue	
Ð	Oreen	
0	Red	
Ð	Yellow	

Access to Spreadsheet and Word Processor

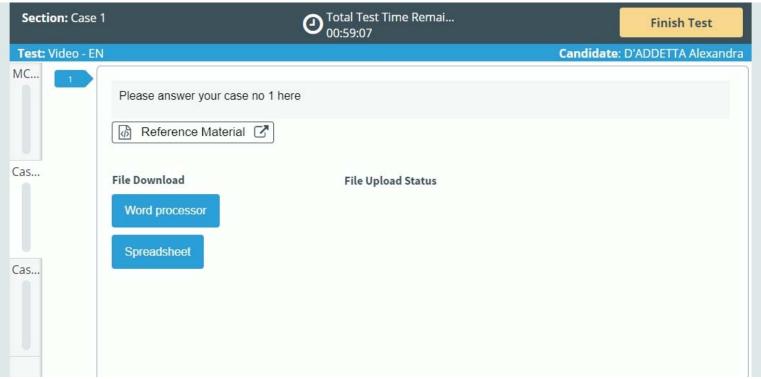
- In SecureClient, the spreadsheet and the word processor are only available if you are writing an examination that has a constructed response component (i.e. a core preparatory course examination) or a Case component (i.e. a CPA PEP examination).
- If you are writing an examination that only consists of multiplechoice questions, you will not have access to the spreadsheet and the word processor and must use your calculator for any calculations.



Using the Spreadsheet for Calculations

If the Spreadsheet is available and you wish to use it to calculate your answer for an MCQ:

- 1. Click the *Case* section of the exam.
- Double-click the Spreadsheet button to open it.



Using the Spreadsheet for Calculations

- 3. Perform your calculation in the spreadsheet.
- 4. Return to the MCQ section of the exam and select your answer.

