



On-screen marking for exams – important information (ACCA Qualification papers)

As an organisation which has innovation as one of its core values, ACCA is committed to utilising the latest technology to provide services and support to you as students. The number of ACCA students taking exams has increased significantly over the years and using on screen marking will ensure our exam results service can be delivered within the existing timescales.

Following a successful pilot in June 2009, the papers to be attempted during the second week of the December 2009 session will be marked on-screen rather than on paper and as a result the way you complete your script has changed.

What does this mean for you?

Primarily it means there is less form filling as you won't have to complete your details on a candidate registration sheet (CRS) as well as your script booklet as these two documents are now combined in a new look candidate answer booklet.

In addition you will be asked to write your name on the front of the new candidate answer booklet. This page is not presented to the markers at any stage. It will only be visible to ACCA staff when resolving any queries that could potentially arise.

It has always been important to read and follow exam instructions carefully; however it is vital now that we are using this new technology.

There are a number of critical instructions to follow in order that your exam paper can be marked correctly using the new on-screen technology. You will be reminded of these instructions again on the day of the exam. These are shown overleaf.

On-screen marking – exam day instructions

1. Please complete your personal details on the front of the script booklet. Plus it is essential that you bubble (fully colour-in the appropriate circle) the following details very carefully:

About you: your registration number and name
About your exam: the paper you are taking and the version if appropriate
About your centre: the centre code (including hall), centre name and desk number where you are sitting
all of these details are on your exam attendance docket.

For students sitting ACCA Qualification papers F5, F7, P1, P2, P3

2. Please start each question on a new page and the question number should be bubbled in the section at the top of the page.

3. Please use black ballpoint pen at all times; to complete your details on the booklet and when answering the exam questions. (Pencil, fountain pens, gel pens, roller ball pens, metallic effect pens, glitter pens and other colours of pen (including highlighter pens) will not be picked up by the scanning technology and could result in questions not being marked correctly.)

4. Please score out incorrect answers rather than use correction fluid.

5. Please do not write in the margins as this information will not be presented to the marker during the marking process.

6. Please do not write answers across the centre of the booklet as the middle margins will not be visible in the marking process.

7. New look continuation booklets will be provided if you require additional space to complete your answers. It is essential that you complete all details requested on any continuation booklets issued and that you attach them to your main candidate booklet using the treasury tag provided. Please do not insert one booklet inside another.

For students sitting ACCA Qualification paper F1

2. Please complete your multiple choice question (MCQ) answers by following the instructions on page 2 of the booklet, inside of the front cover.

3. Please use black ballpoint pen at all times; to complete your details on the booklet and when completing the answer grid on page 2 of the booklet. (Pencil, fountain pens, gel pens, roller ball pens, metallic effect pens, glitter pens and other colours of pen (including highlighter pens) will not be picked up by the scanning technology and could result in questions not being marked correctly.)

4. Please score out incorrect answers by placing a cross over the unwanted bubble and choose an alternative answer. Please do not use correction fluid.

5. Please use the pages in the booklet to carry out any rough working or write notes you wish to make. Note that these pages are not viewed during the marking process so it is essential that you complete the answer grid on page 2 of the booklet in order to receive your mark.

6. Please do not place answers in bubbles numbered 51 – 60.