

# TEST TIPS

## FOR CPA CANDIDATES

### *Things to know before taking the computerized CPA Examination*

- 1** Know how to use a mouse and keyboard, and common spreadsheet and word processing functions (this includes writing formulae for spreadsheets and typing short paragraphs).
- 2** Know how to use an online four-function calculator or a spreadsheet to perform standard financial calculations.
- 3** If you don't use a computer often, or only for short periods, practice using it for an hour or more at a time.
- 4** Each exam is organized into testlets (groups of multiple-choice questions) or a simulation; you must complete the multiple-choice testlets, in the order given, before you receive the simulations (which are given one at a time).
- 5** While you can review questions at any time during a testlet or simulation, you cannot go back to review questions once you have exited that testlet or simulation.
- 6** While each exam covers material from the content specification outlines (CSOs), the questions in each testlet are delivered randomly and do not follow the CSO order.
- 7** Review the tutorial and sample tests that are available (without cost) at [www.cpa-exam.org](http://www.cpa-exam.org).
- 8** The simulations use both a word processor and a spreadsheet application. They are NOT Excel™ and Word.™ Review the tutorial to understand how to use them.
- 9** You can enter numbers on the online calculator by using the keyboard, or the keypad with the NumLock feature turned on.
- 10** Unique exam software features:
  - You can only copy and paste one paragraph at a time from the authoritative literature. It is not possible to highlight specific lines or words; you can only highlight a block of text at a time.
  - While the Search feature follows standard search engine functionality, you must scroll down to view all relevant topics returned by a search.
  - You must correctly spell the words you are searching for; you will not receive any search results for incorrectly spelled words.
  - There is currently no Back button in the authoritative literature, but you can use the History button to find the last page visited. Click on History to produce a list of (up to) the last 20 page visits. The visits are listed in reverse order, so selecting the topmost entry is like clicking a Back button.

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For more details, check out the Frequently Asked Questions (FAQ) section of the CPA exam web site, [www.cpa-exam.org](http://www.cpa-exam.org).