Computer Based Examinations

Think Ahead **ACCA**

ACCA On-Demand CBE Examiner Software - Installation Instructions

This document is intended to be used when installing the ACCA On Demand CBE Examiner software.

📖 Before continuing with this installation please ensure that your system meets all the requirements specified in the [Exams at Home – Minimum Specification](#) document. Please also close all other programmes before beginning the installation.

1.) To begin the ACCA On Demand CBE software installation, you must click on the link that you have received in your reminder email from Proctor U. To log in and access the software, you should use your ACCA student ID and the unique token ID for your exam – ACCA will email this to you 3 to 4 days prior to the date that you have chosen for your exam.

To download, click on the link and then select the V28.0 CBE Examiner at Home Setup Icon by double clicking to open it.

V28.0 ACCA On Demand CBE Examiner
ACCA On Demand CBE Examiner ...

V28.0 ACCA On Demand CBE Examiner

2.) Once the software link has been selected the Security Warning message shown opposite will open.

Select <RUN> from this option to begin the installation download.

Open File - Security Warning ×

Do you want to run this file?

Name: Z:\V28.0 ACCA On Demand CBE Examiner.exe
Publisher: Association of Chartered Certified Accountants
Type: Application
From: Z:\V28.0 ACCA On Demand CBE Examiner.exe

Run   Cancel

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust.
What's the risk?

ACCA On Demand CBE Software Installation guide.

3.) The ACCA On Demand CBE Examiner Setup wizard will then open.

Select <NEXT> on this screen.

4.) You will then be presented with the user information screen.

Please input you Full name and ACCA Registration number into the highlighted fields.

Select <NEXT> on this screen.

ACCA On Demand CBE Software Installation guide.
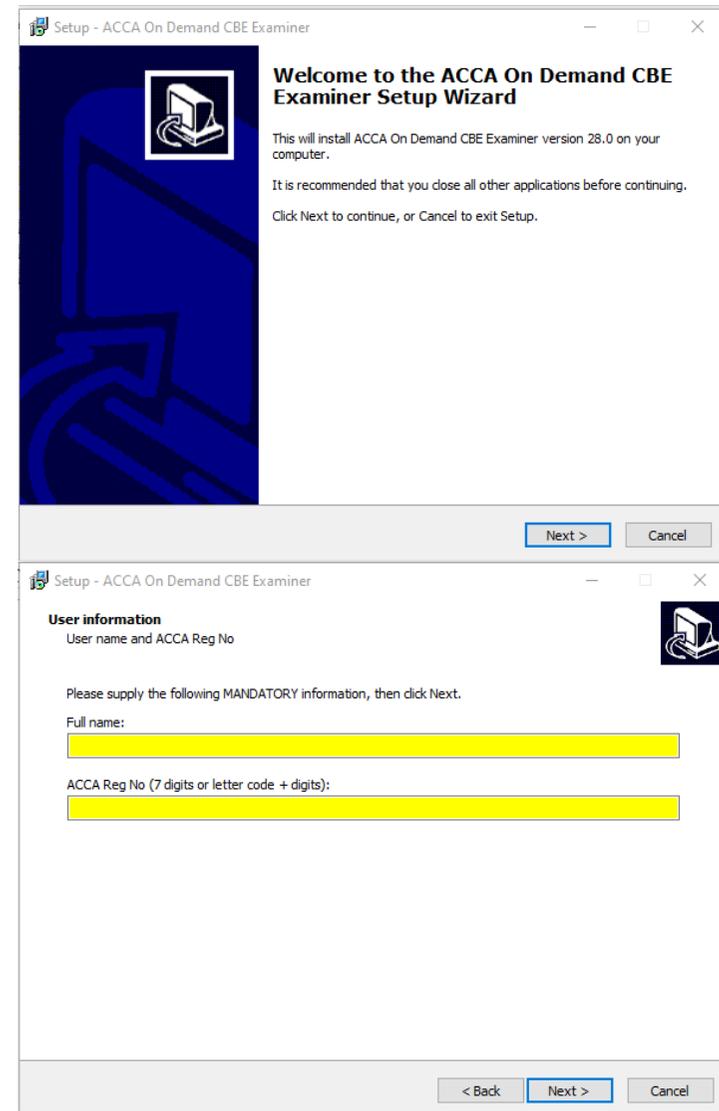
5.) The next screen then displays a licence agreement for the ACCA On Demand CBE Examiner software. Please read through the agreement and confirm if you accept or do not wish to accept the agreement.

(Please note that in order to complete the set up you must accept the agreement).

Once you have read the agreement Select <NEXT> on this screen.

6.) Once you have accepted the Licence Terms and Conditions and selected <NEXT>, an installing progress screen will appear. This screen will update automatically once the installation is complete.

ACCA On Demand CBE Software Installation guide.
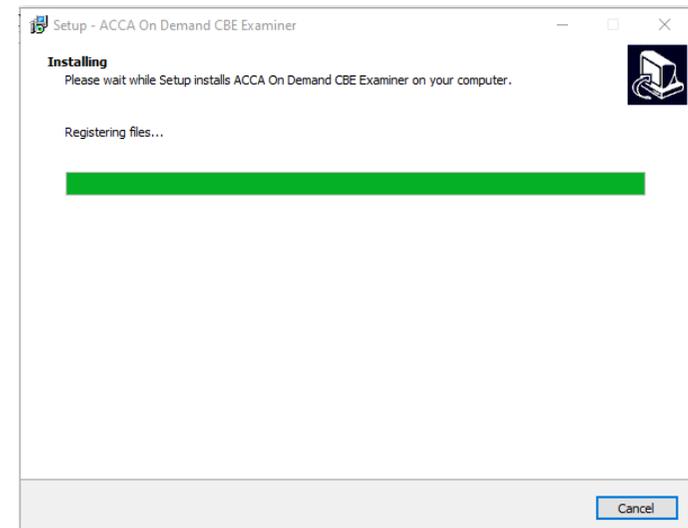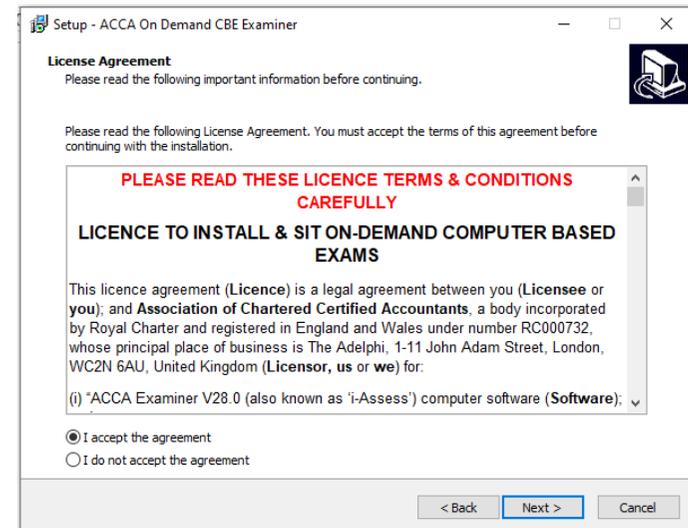
7.) **Once the installation is complete the installation wizard will show the confirmation screen opposite.**

Select <FINISH> on this screen.

The software has now been installed.
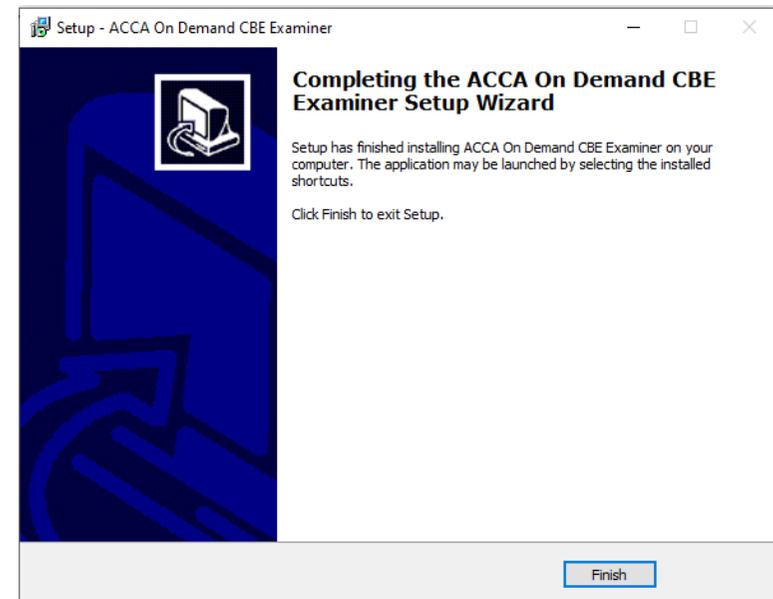
8.) **The software can also be accessed from two locations.**

A desktop shortcut will have been created by the installer which can be used to start the software.

You can also access the software from your Windows Start Menu by selecting the ACCA Examiner V28.0 Program.
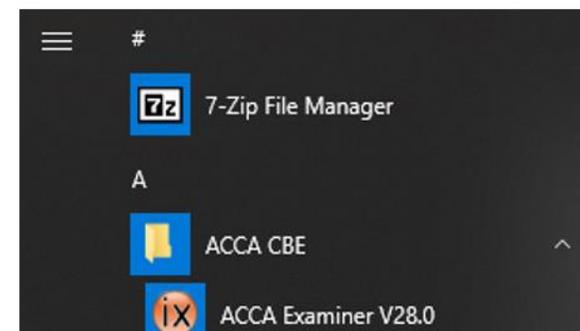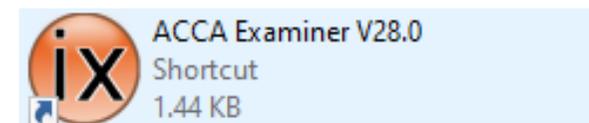
Uninstalling the ACCA On Demand CBE Software

9.) Once your examination is complete and all final checks have been completed you will be instructed by your Proctor to uninstall the CBE software. To do this you should open the Control Panel and select the uninstall a program option in the Programs Section

10.)   Select the ACCA on Demand CBE Examiner version 28.0 file from the list of programs displayed and click the uninstall button.

ACCA On Demand CBE Software Installation guide.
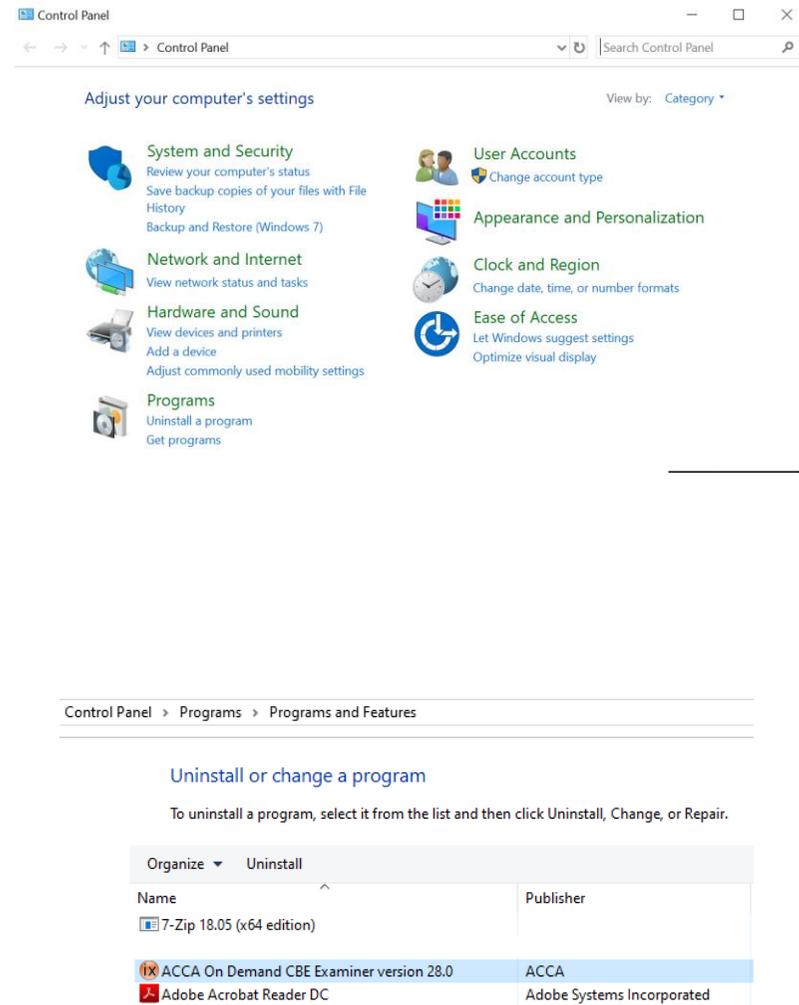
11.)   You will then be presented with the Uninstall screen shown opposite.

Select **<YES>** on this screen.

12.)   The Uninstall process with then begin and the screen shown opposite will appear displaying the progress.

13.)   Once the Uninstall process is complete the screen shown opposite will appear.

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Select <OK> on this screen.

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