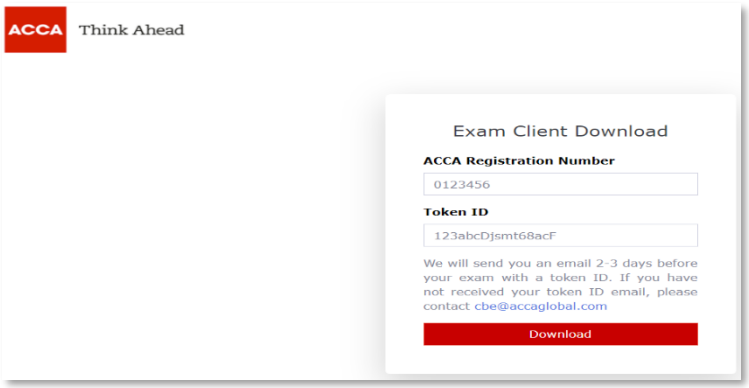
Computer Based Examinations
机考

ACCA CBE Examiner Software - Installation Instructions
ACCA 机考考试软件 - 安装说明

This document is intended to be used when installing the ACCA CBE Examiner software.
本文件用于安装ACCA机考考试软件。

Before continuing with this installation please ensure that your system meets all the requirements specified in the Minimum Specification document.
在继续安装前，请确保您的系统满足最低技术规范文件中规定的所有要求。

1. **To begin the ACCA Exam Delivery Software installation, download the installer link** https://download.cbe.accaglobal.cn/
   开始 ACCA 考试软件安装，
   下载安装程序链接 https://download.cbe.accaglobal.cn/



2. **Enter your ACCA Registration Number and Token details then the software download will commence**
   输入 ACCA 注册号和考试软件下载秘钥信息，然后开始软件下载



***Possible Error*:**
可能出现的错误：
Setup
安装
Examiner.exe is running. Please close this before installation
Examiner.exe 正在运行。请在安装前关闭

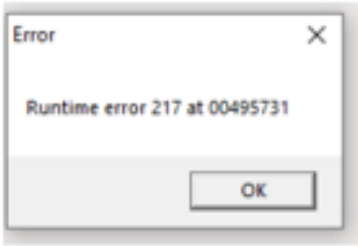
Potential Causes
可能的原因
- *You have already installed and started examiner*
- *已安装并启动了 examiner 考试软件*
- *Installation of software has been interrupted*
- *软件安装中断*

How to Resolve:
如何解决：
- *Open Task Manager and check if Examiner Exe is running*
- *打开任务管理器，检查 Examiner Exe 是否正在运行*
- *If Examiner Exe is running – stop the process on Task Manager and attempt to open Examiner again*
- *如果 Examiner Exe 正在运行–停止任务管理器上的进程，并尝试重新打开 Examiner 考试软件*

- *If you still cannot open examiner, the install has been interrupted – the following steps are needed:*
- *如果仍无法打开 Examiner 考试软件，则表示安装已中断-需执行以下步骤：*
  - *Reboot PC*
  - *重启电脑*

- *When PC restarts - stop Anti-Virus/Firewall Protection and attempt the install again*
- *电脑重启时 - 停止防病毒/防火墙保护并重新尝试安装*
- *This software must be stopped before the install is attempted again as it will be blocking the complete installation of the software*
- *再次尝试安装前必须停止该软件，因为可能会阻止软件的完整安装*

Possible Error:
可能出现的错误
Runtime error
运行时间错误



Potential Causes
可能的原因

- *You do not have the correct level of permissions to install/run software on your PC, this may be an issue if you are using a PC from your workplace (corporate PC)*
- *没有在电脑上安装/运行软件的相应权限级别，如果是在工作场所（公司的办公电脑）使用电脑，这可能会成为一个问题*
- *Anti-Virus software is blocking the installation of software*
- *防病毒软件正在阻止软件的安装*

How to Resolve the Issue:
如何解决这个问题：

Corporate PC
公司的办公电脑

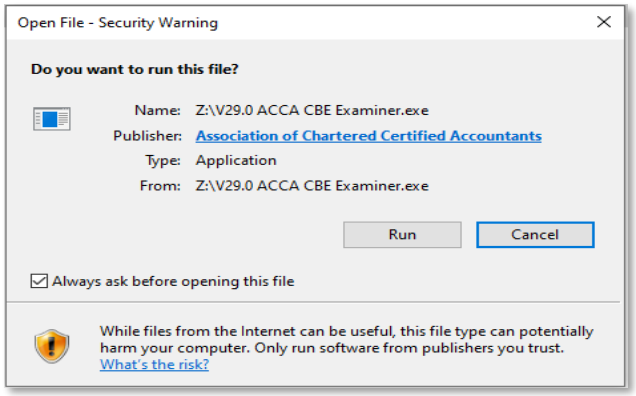
- *You must ensure you have the right level of permissions – you should contact your company to check this however we do not recommend that a corporate PC is used*
- *必须确保拥有相应的权限级别–让公司检查一下，但不建议使用公司的办公电脑*

Personal PC
个人电脑

- *Stop all Anti-Virus software/Firewall/Malware and attempt to download/run the software again*
- *停止所有防病毒软件/防火墙/恶意软件并尝试重新下载/运行该软件*

3. **Double click on the software (usually located in the 'Downloads' folder). Once the software link been selected the Security Warning message shown opposite will open.**
   双击软件（通常位于“下载”文件夹）。选择软件链接后，将看到如图所示的安全警告信息。

   Select <RUN> from this option to begin the installation download.
   从该选项中选择< RUN >（运行）开始安装下载。

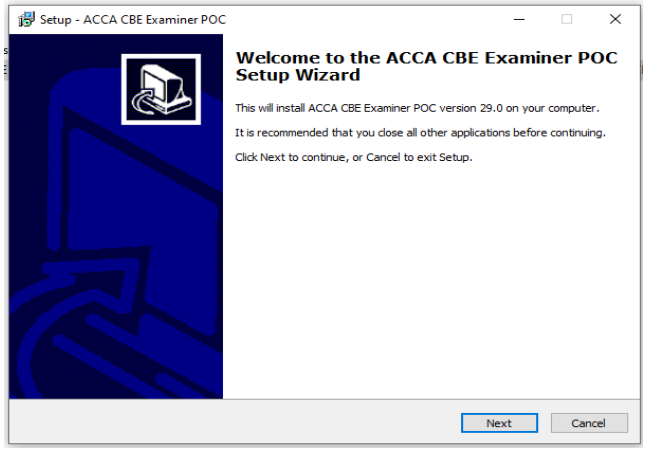


4. **The ACCA Examiner Setup wizard will then open.**

   然后打开ACCA Examiner安装向导。

   Select <NEXT> on this screen.

   在屏幕上选择<NEXT>（下一步）。



5. **You will then be presented with the user information screen.**

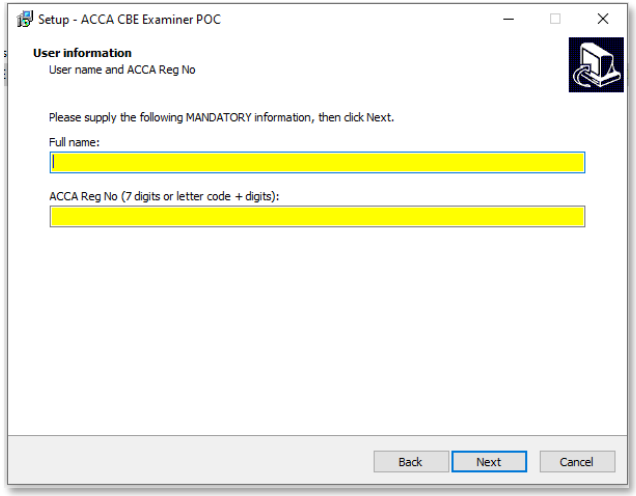
   然后将显示用户信息屏幕。

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

   请在高亮显示的字段中输入你的全名和 ACCA 注册号。

   Select <NEXT> on this screen.

   在屏幕上选择<NEXT>（下一步）



Possible Error

可能出现的错误

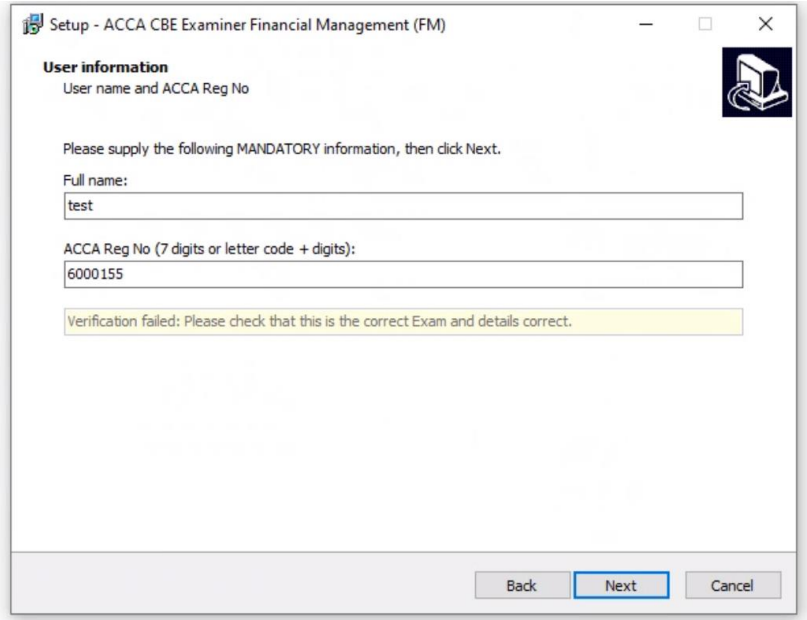
Verification Failed. Please check that this is the correct Exam and details correct.
验证错误。请检查考试和信息是否正确。

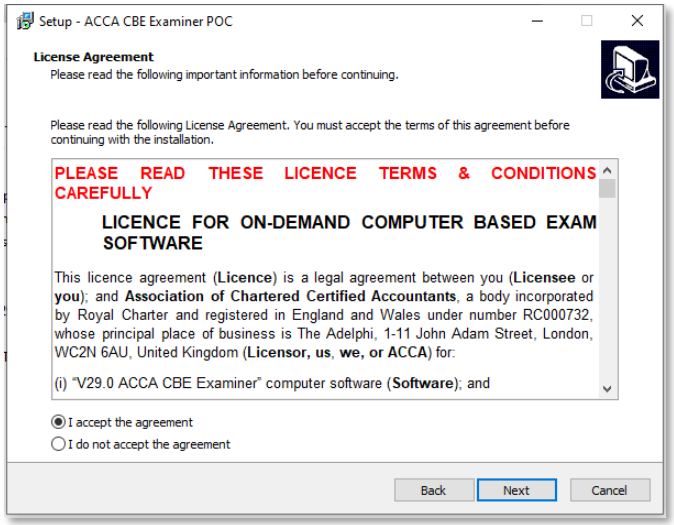
Potential Causes
可能的原因

- *Student is entering incorrect details*
- *学员输入错误的详细信息*
- *Software downloaded on your machine is blocking the download*
- *电脑端已下载的软件正在阻止考试软件的下载*

Please try the following steps to resolve the issue:
请尝试以下步骤来解决这个问题：

- *Ensure you have entered the correct details*
- *确保输入正确的详细信息*
- *Is there Anti-Virus software installed on your machine? This may be blocking the download, please turn this off for the duration of the exam*
- *电脑上是否安装了防病毒软件？这可能会阻止下载，请在考试期间关闭*
- *After removal of the Anti-Virus software please attempt installation again.*
- *删除防病毒软件后，请重新尝试安装。*





6. **The next screen then displays a licence agreement for the ACCA Examiner software. Please read through the agreement and confirm if you accept or do not wish to accept the agreement.**

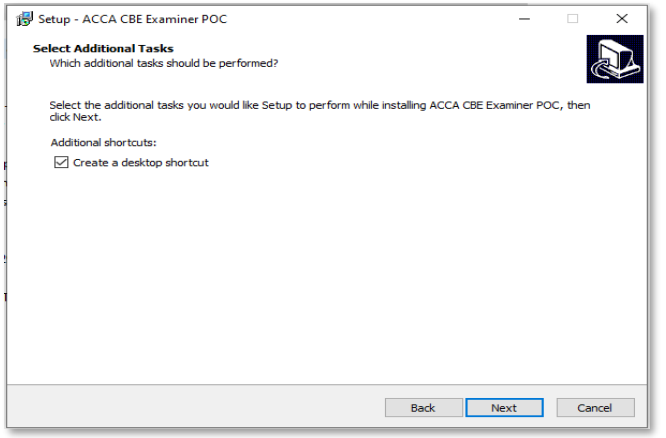
   然后，下一个屏幕显示 ACCA Examiner 考试软件的许可协议。请阅读该协议并确认是否接受或不接受本协议。

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

   （请注意，为完成考试软件的安装，必须接受该协议）。

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

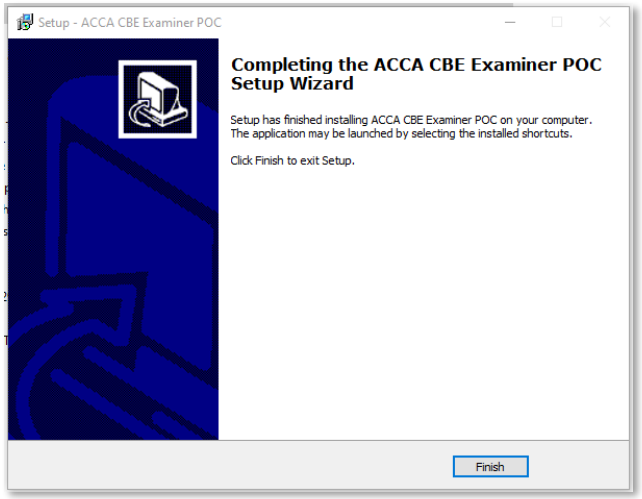
   阅读协议后，请在屏幕上选择< NEXT >（下一步）。



7. **Once you have accepted the Licence Terms and Conditions and selected <NEXT>, you will be presented with an option to add a desktop shortcut. Select the 'Create a desktop shortcut' tick box and then <NEXT>.**

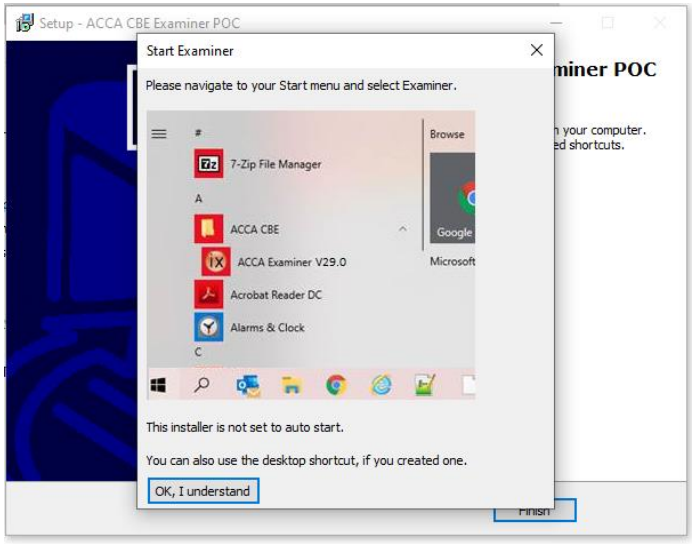
   一旦接受了许可协议并选择了< NEXT >（下一步），将看到一个添加桌面快捷方式的选项。选择“创建桌面快捷方式”勾选框，然后点击<NEXT>（下一步）。

8. **Once the installation is complete the installation wizard will show the confirmation screen opposite.**
   安装完成后，安装向导将显示确认页面，如图所示。



   Select <FINISH> on this screen. You will be presented with another pop-up message.
   在屏幕上选择< **FINISH** >（完成）。则看到另一条弹屏信息。

   Select <OK, I understand> to confirm you are aware that Examiner is not set to auto start.
   选择< **OK, I understand** >（好的，我明白）确认你知道到 **Examiner** 考试软件未设置为自动启动。



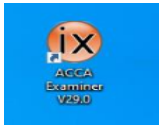
   The software has now been installed.
   软件现已安装完成。

9. The software can also be accessed from two locations.

可以从两个位置访问考试软件。

If selected as per above the desktop shortcut created by the installer can be used to start the software.

安装程序还将创建一个桌面快捷方式，用于启动考试软件。



If you can't see this folder, check Task Manager – just press CTRL+ALT+Delete and select Task Manager from the list. Select **Examiner.exe**, right click select Properties. This will tell you where your software has downloaded.

如果找不到该文件夹，打开任务管理器 – 只需 CTRL+ALT+Delete 并从列表中选择"任务管理器"。选择 **Examiner.exe**，右击"选择属性"。能看到软件下载到了哪里。

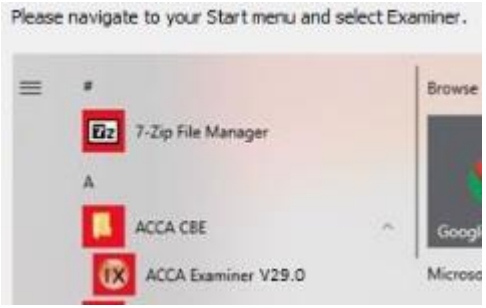
If you cannot locate the software on your start menu or by Task Manager, then software installed on your computer may be blocking the installation.

如果无法从开始菜单或任务管理器找到软件，则之前电脑上已安装的软件可能会阻止考试软件的安装。

You may need to disable any Anti-Virus Software and Firewall protection in place that may be blocking an installation and then attempt to download the software again.

可能需要禁用任何可能阻止安装的防病毒软件和防火墙保护，然后重新尝试下载考试软件。

You can also access the software from your Windows Start Menu by selecting the ACCA Examiner V29.0 Program
您也可以选择 ACCA Examiner V29.0 程序，从 Windows 开始菜单访问考试软件



10. Personal Details and Exam Confirmation Screen
个人信息和考试确认屏幕

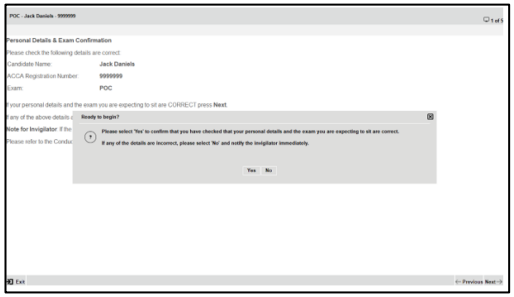
Please review the details on this screen are correct. If not please get in touch with ACCA.
请检查屏幕上的信息是否正确。如不正确，请与 ACCA 联系。



IMPORTANT - If you are sitting more than one exam make sure you have downloaded the ACCA exam delivery software **by using the token for the first exam.**
重要提示 - 如您报名了多门远程考试，请确保您已使用**首门考试的考试下载软件秘钥**下载了 ACCA 考试软件。

11. Web System Test - Web 系统测试

Select **Web System Test Exam** button then hit **Next** to complete a system check to confirm you are able to run the exam delivery software remotely ahead of your exam day.
选择“**Web System Test Exam**”（**Web 系统测试考试**）单选按钮，然后点击 **Next** （下一步）完成系统检查，在考试日之前确认能够远程运行考试软件。



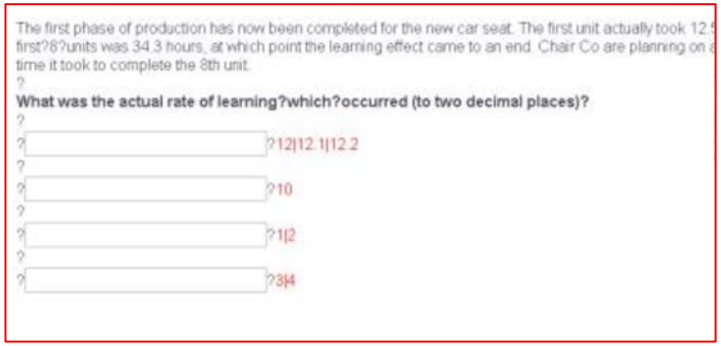
Ready to Begin select **Yes** to navigate through a dummy test.
准备开始，选择**是**以浏览模拟测试。

The purpose of this test is to perform a system diagnostic check on your computer ahead of exam day to ensure your equipment is compatible with the exam delivery software.
测试的目的是在考试日前对计算机执行系统诊断检查，以确保您的设备与考试软件完全兼容。

Web System Test Exam Summary - **Time allowed:** Web System Test is untimed.
Web 系统测试考试摘要-允许时间：Web 系统测试未计时。

You will see 5 questions across 2 sections:
您会在两个部分中看到 5 个问题：

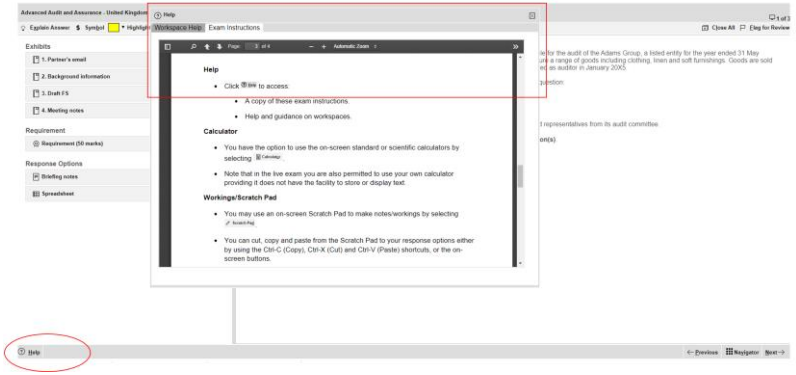
- **Section A** 3 objective test (OT) questions.
- **A 部分** 3 个客观测试题。
- **Section B** 2 constructed response questions.
- **B 部分** 2 个构答反应题。



Each question will provide guidance on functionality checks you will be asked to perform.
每个问题会对要求执行的功能检查提供指导。

On **all** questions, please check for any unexpected / unusual characters (eg unexpected question marks as shown in example screen). If you do see this please stop the Web System Test and close the software. Refer to the minimum technical requirements and general guidance and ensure you have the correct regional and language pack settings applied.

对**所有**问题，请检查是否存在任何意外/异常符号（例如：示例屏幕上显示意外的问号。）一旦出现，请停止网络系统测试关闭软件，请参考最低技术要求和常规指南，并确保采用了正确的区域和语言包的设置。



Important exam functions to check:

- Unexpected / Unusual characters
- Images not displaying correctly
- Unable to navigate between questions
- Unable to access Help PDF

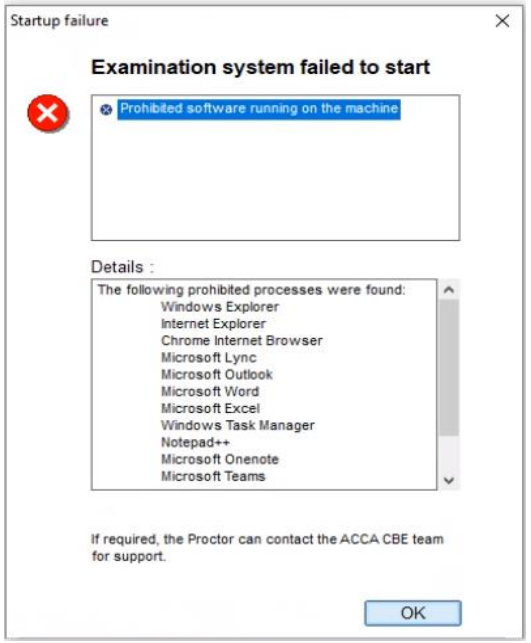
需要检查重要的考试功能：

- 意外/异常符号
- 图像显示不正确
- 无法使用导航键查看题目
- 无法访问 Help 查看 PDF 文件

If you unable to resolve any issues identified during the Web System Test you should not proceed with your remote exam and contact ACCA to reschedule your exam.
如果您无法解决网络系统测试过程中发现的任何问题，则不应继续远程考试，请联系 ACCA 重新安排考试。

You will not be marked for any answers within the test and no responses will be generated. If you are able to successfully access the Web System Test then the software has now been successfully downloaded.
测试过程中，不会对你的回答进行打分，也不会生成任何回复。只要能够访问 Web 系统测试，就代表软件已成功下载。

When the system test has been completed you will not be able to access the exam system until your scheduled exam day.
系统测试完成后，在考试日之前，将无法访问考试系统。



Possible Error

可能出现的错误

Examination system failed to start.

考试系统无法启动。

Potential Causes

可能的原因

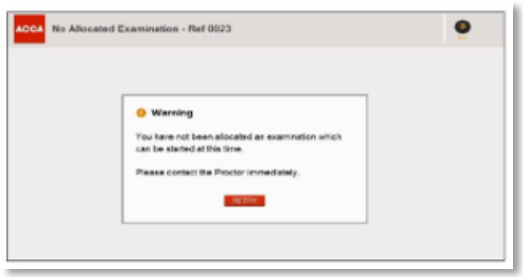
- *You must ensure you have the right level of permissions – you should contact your company to check this however we do not recommend that a corporate PC is used*
- *必须确保拥有相应的权限级别 - 让公司检查一下，但不建议使用公司的办公电脑*
- *Software downloaded on your machine is blocking the download*
- *电脑端已下载的软件正在阻止考试软件的下载*

Please try the following steps to resolve the issue:

请尝试以下步骤来解决这个问题：

- *Close all of the programs listed before attempting installation again*
- *再次尝试安装前，关闭列出的所有程序*
- *Is there Anti-Virus software installed on your machine? This may be blocking the download, please turn this off for the duration of the exam*
- *电脑上是否安装了防病毒软件？这可能会阻止下载，请在考试期间关闭*
- *After removal of the Anti-Virus software please attempt installation again.*

- *删除防病毒软件后，请重新尝试安装。*



IMPORTANT - If you are unable to complete this then you should get in touch with ACCA to reschedule your exam for another session.
重要提示 - 如无法完成网页系统测试，请与 ACCA 联系，重新安排其他考季。

Please note you **cannot** access your exam until 30 minutes ahead of your scheduled appointment time.
请注意，在考试开始时间 30 分钟前，**无法**进入考试。

Possible Error
可能出现的错误

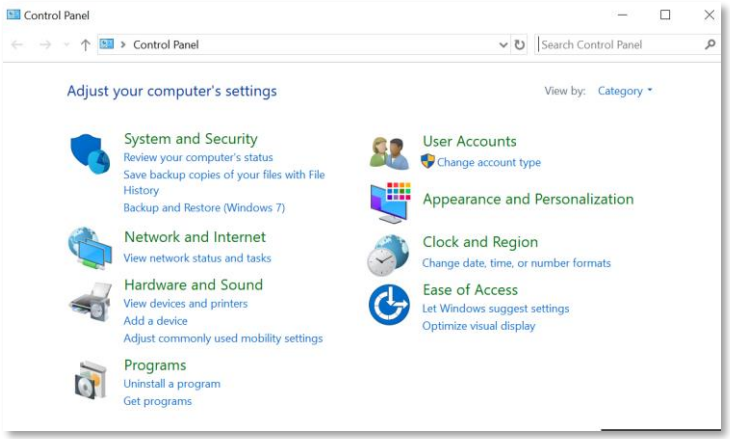
Warning
警告
No Allocated Examination
未安排的考试

Potential Causes:
可能的原因

- *You may have entered incorrect token details*
- *可能输入的考试软件下载秘钥信息错误*
- *A token is no longer valid, for example – you have withdrawn from the exam*
- *秘钥不再有效。例如–您已取消考试*
- *A loss of internet connection stopped exam content from downloading*
- *网络连接中断，无法下载考试内容*

How to Resolve the Issue:
如何解决该问题：

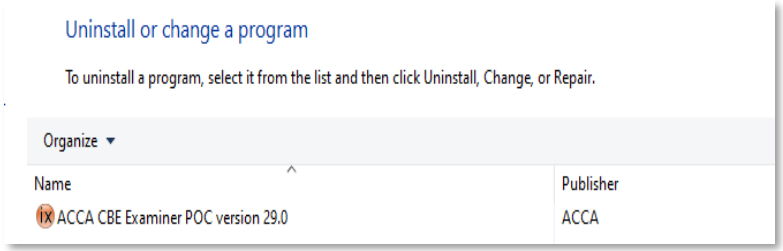
- *Check the Token Details. If you have entered for multiple exams, are you entering the correct token for the exam*
- *检查秘钥信息。如您报名了多门考试，是否输入了正确的考试软件下载秘钥*
- *Reboot the PC and attempt to enter the Token again*
- *重新启动电脑并尝试重新输入考试软件下载秘钥*



Uninstalling the ACCA CBE Software after the Exam

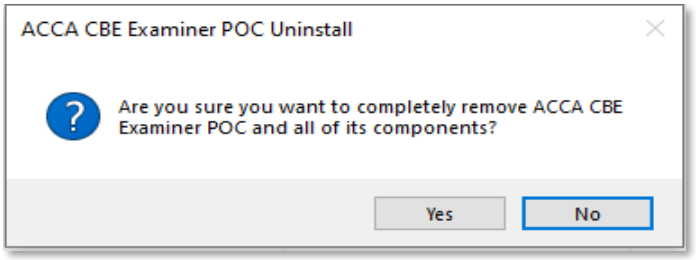
考试结束后卸载 ACCA 机考软件

1) **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**
考试完成后，并且所有检查也已完成，监考官将会指示您卸载考试软件。因此需要打开控制面板，并在程序部分选择卸载程序选项

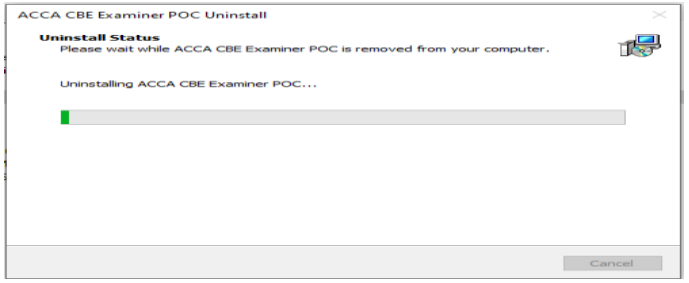


You can also select to uninstall from the start menu.
可以从开始菜单中选择卸载。

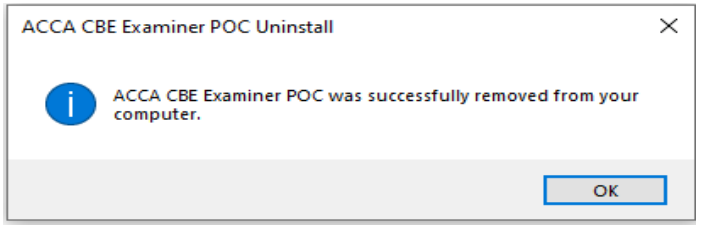
2) **Select the ACCA CBE Examiner version 29.0 file from the list of programs displayed and click the uninstall button.**
从显示的程序列表中选择 ACCA CBE Examiner 版本 29.0 文件，然后点击卸载按钮。



3) **You will then be presented with the Uninstall screen shown opposite.**
您将看到如图显示的卸载页面。
Select <YES> on this screen.
在屏幕上选择< YES >（是）。



4) **The Uninstall process with then begin and the screen shown opposite will appear displaying the progress.**
开始卸载，您会看到卸载进度，如图所示。



5) **Once the Uninstall process is complete the screen shown opposite will appear.**
卸载完成后，您会看到卸载成功的窗口信息，如图所示。



Select <OK> on this screen.
在屏幕上选择<OK>。

***Possible Error*:**
可能出现的错误：
Uninstall
卸载

Potential Causes
可能的原因
Examiner.exe is running
Examiner.exe 正在运行

How to Resolve:
如何解决

Student should open task manager and stop Examiner Exe running
考试应打开任务管理器并停止 Examiner Exe 运行