

Tips on entering answers for the Final Exam essays

Copy and paste from the spreadsheet toolkit:

There is a spreadsheet toolkit within Examplify for the essay questions. However, please note that any workings done in the spreadsheet within Examplify **WILL NOT BE SAVED** when you submit your assessment.

Therefore, you **must copy & paste** your answers from the spreadsheet to the answer text box. The spreadsheet is only to be used as an aid in your workings, as necessary.

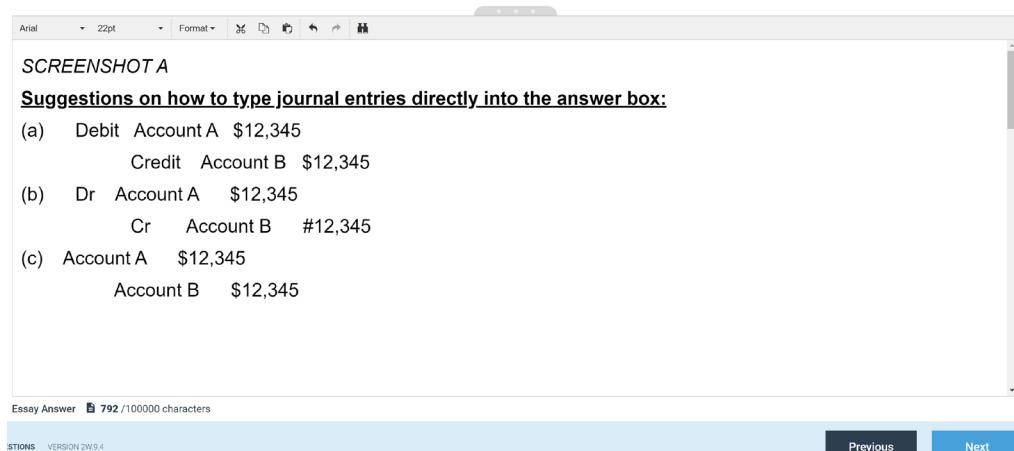
Typing answers directly to the answer box:

If you are not copy and pasting tables from the spreadsheet toolkit, then you will have to type your answers to the essay questions directly into the answer box in Examplify.

Some of you are worried about formatting and not being able to present your answers neatly without using a spreadsheet table. Below are some illustrations on how you can enter your answers directly into the answer box in a simple and organized manner without using tables.

The screenshots below show samples of the most basic presentation of answers using just tab and/or spaces.

- Screenshot A illustrates how you can present your journal entries clearly in the answer box. I typed these in directly into the answer box using tab/spaces to help me place the different types of accounts and figures, and for further clarity I indicated with a “Debit” (or Dr is also acceptable) and “Credit” (or Cr) before the account names.



SCREENSHOT A

Suggestions on how to type journal entries directly into the answer box:

(a) Debit Account A \$12,345
Credit Account B \$12,345

(b) Dr Account A \$12,345
Cr Account B #12,345

(c) Account A \$12,345
Account B \$12,345

Essay Answer 792 /100000 characters

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- Screenshot B illustrates how you can present a statement simply and clearly.

A Microsoft Word document window titled "SCREENSHOT B". The content is a table of financial statement workings:

Financial Statement Name	
For the period ended XX	
Account A	\$1,234
Account B	\$2,345
Subtotal	\$3,579
Less:	
Item C	(\$1,234)
Item D	(\$4,321)
Total	(\$1,976)

Below the table, the text "Essay Answer 804 /100000 characters" is displayed. At the bottom, there are navigation buttons: "PREVIOUS" and "NEXT".

- Screenshot C illustrates some ways you can present workings simply and clearly.

A Microsoft Word document window titled "SCREENSHOT C". The content consists of two examples of workings:

Item A:
= Beg balance 5,432 - Ending Balance 1,234
= 4,198

Item B:
Cost 100,000
Less Accumulated Depreciation 50,000
NBV = 50,000

Below the examples, the text "Essay Answer 817 /100000 characters" is displayed. At the bottom, there are navigation buttons: "PREVIOUS" and "NEXT".

For the final exam, we will be grading for **content** and less for formatting, so as long as your accounts/items and figures are **clear**, it should suffice. There is no need to pull your hair out over formatting issues. Simple, clear and logical is key!

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