



BASE How-To Guide

A STEP BY STEP GUIDE TO TAKING PART IN BASE

Take part in BASE


Take part in BASE

BASE is your opportunity to make yourself as employable as possible before leaving school. Whether you're going to university, considering an apprenticeship, heading straight into employment, or you're not quite sure what to do next, BASE prepares you by sharpening your employability skills. Plus, there is some great prizes up for grabs!

Take part

- Go to icaew.com/base
- Click on the Student Portal.
- Click 'Take part' to get started.
- We recommend you use Chrome, Firefox or Opera for the optimal experience.

Team captain login



Login or [Register](#) to create a new account

Email Address


Password ([Forgot Password?](#))

☐ Remember Me?

Login

- Your nominated team captain will then be required to login with their email address and password.
- If you haven't registered yet, click 'Register to create a new account' and follow the steps on the next slide.

Team captain register to create a new account




Sign Up

First Name

Last Name

Email Address

Confirm Email Address

Password 

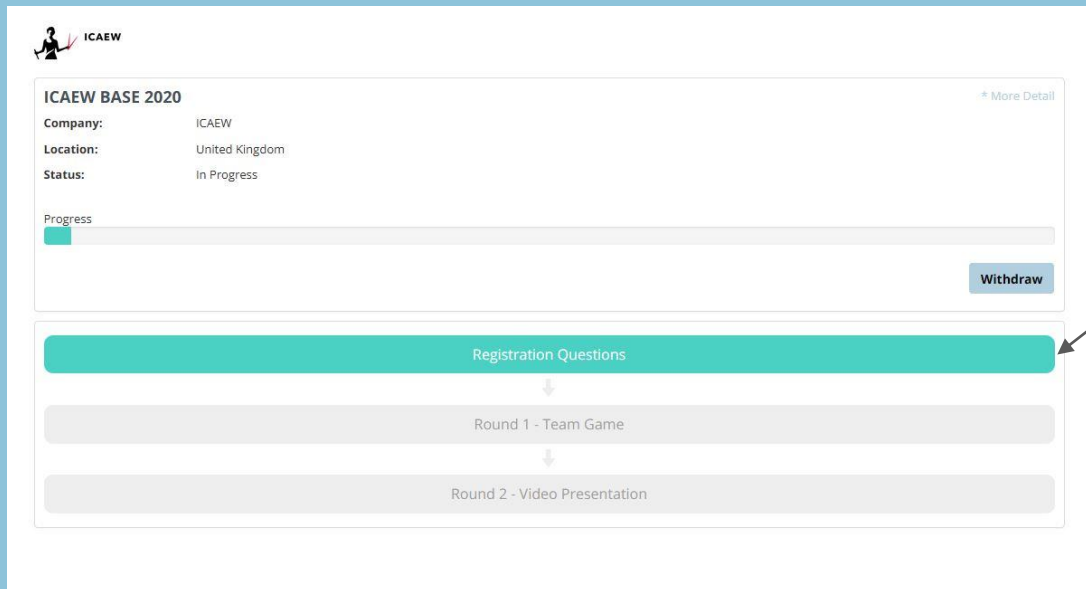
Confirm Password

☐ I confirm that I have read and understood the [Privacy Policy](#), [Cookie Policy](#) and [User Agreement](#) in relation to these services and hereby provide my explicit consent for my data to be processed as described.

Sign Up

- This is where your nominated team captain will register for BASE.
- Remember your password must be a minimum of eight characters, and include a combination of uppercase and lowercase letters, digits and special characters e.g. Base123!

Progress page



The screenshot shows the 'ICAEW BASE 2020' progress page. At the top left is the ICAEW logo. Below it, the title 'ICAEW BASE 2020' is followed by a 'More Detail' link. A table lists the following information: Company: ICAEW, Location: United Kingdom, and Status: In Progress. Below the table is a 'Progress' section with a teal bar that is approximately 10% full. To the right of the progress bar is a 'Withdraw' button. Below the progress bar is a vertical flowchart showing the competition stages: 'Registration Questions' (highlighted in teal), 'Round 1 - Team Game', and 'Round 2 - Video Presentation'. Arrows indicate the progression from one stage to the next.

ICAEW BASE 2020	
Company:	ICAEW
Location:	United Kingdom
Status:	In Progress

Progress

Withdraw

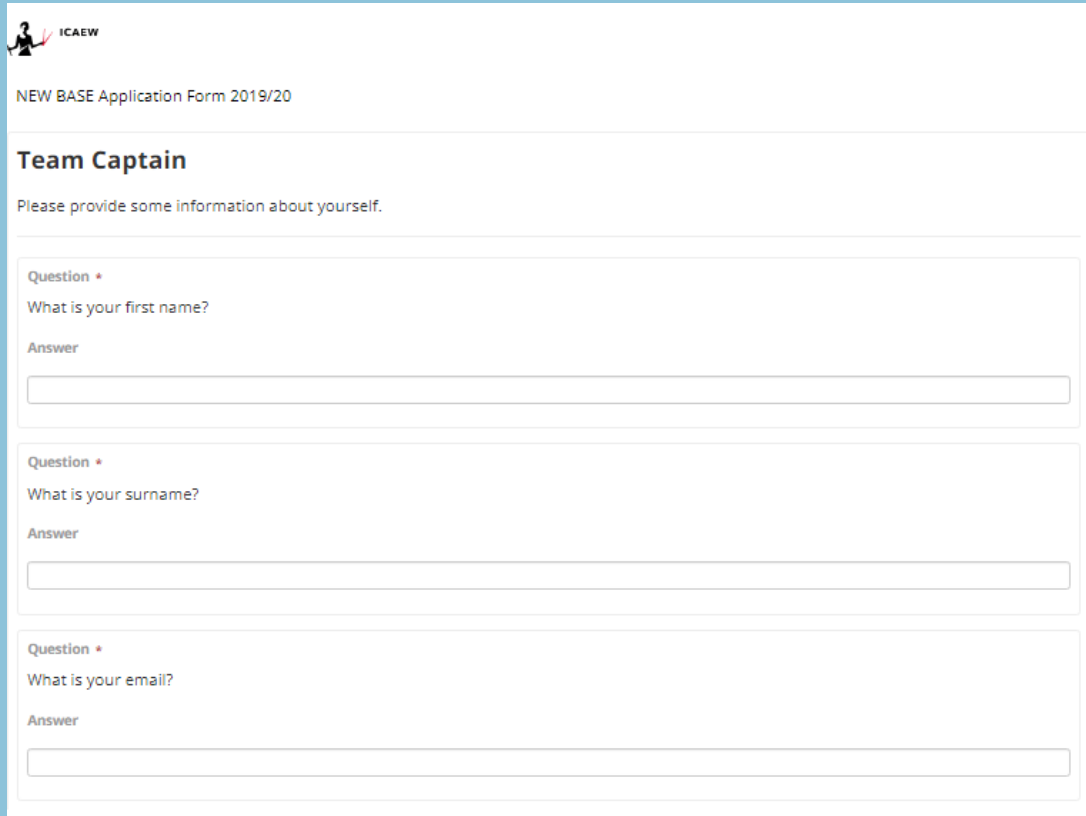
Registration Questions

Round 1 - Team Game

Round 2 - Video Presentation

- Once registered or logged in, you will be taken through to this page which shows your teams progression through the competition.
- Click on the teal bar to register your team members.
- You do not need to do the whole competition in one sitting. Your progress will be saved until the next time you log in.

Registering your team



The screenshot shows the 'Team Captain' section of the ICAEW NEW BASE Application Form 2019/20. It includes three questions with input fields for the team captain's details.

ICAEW
NEW BASE Application Form 2019/20

Team Captain
Please provide some information about yourself.

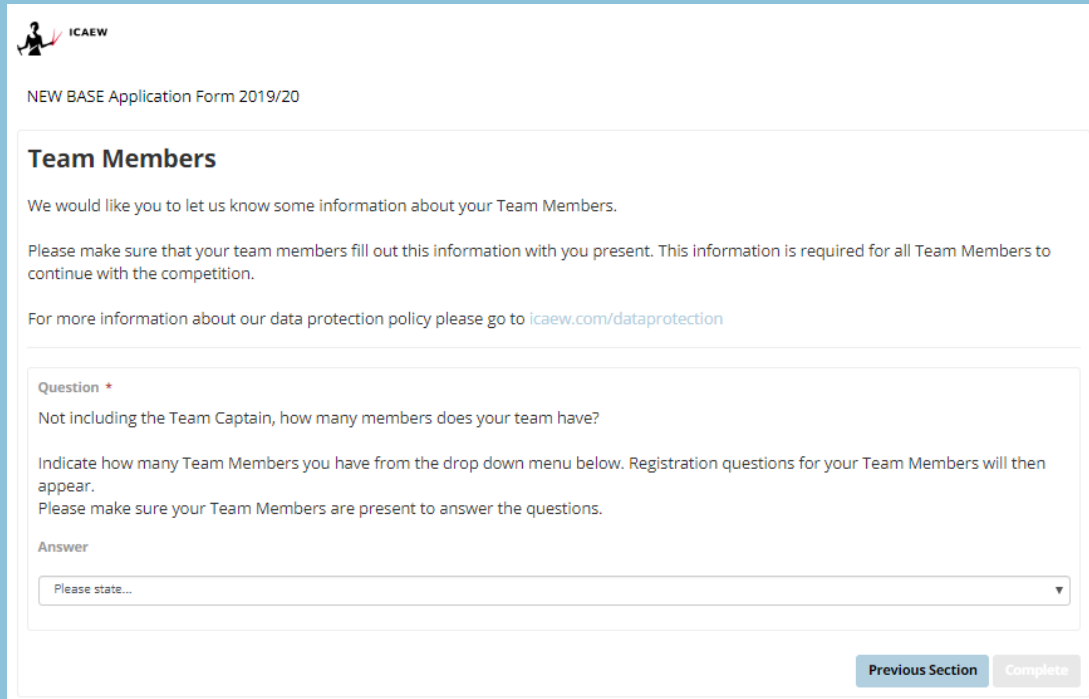
Question *
What is your first name?
Answer

Question *
What is your surname?
Answer

Question *
What is your email?
Answer

- Firstly, your team captain will be asked to share some personal details, including special category data to ensure we are providing fair access to the competition.

Registering your team



The screenshot shows the ICAEW logo at the top left, followed by the text 'NEW BASE Application Form 2019/20'. The main heading is 'Team Members'. Below this, there is a paragraph: 'We would like you to let us know some information about your Team Members.' Another paragraph follows: 'Please make sure that your team members fill out this information with you present. This information is required for all Team Members to continue with the competition.' A link is provided: 'For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)'. The form then presents a question: 'Question * Not including the Team Captain, how many members does your team have?'. Below the question, there is explanatory text: 'Indicate how many Team Members you have from the drop down menu below. Registration questions for your Team Members will then appear. Please make sure your Team Members are present to answer the questions.' The answer field is a dropdown menu with the placeholder text 'Please state...'. At the bottom right of the form, there are two buttons: 'Previous Section' and 'Complete'.

ICAEW

NEW BASE Application Form 2019/20

Team Members

We would like you to let us know some information about your Team Members.

Please make sure that your team members fill out this information with you present. This information is required for all Team Members to continue with the competition.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

Question *

Not including the Team Captain, how many members does your team have?

Indicate how many Team Members you have from the drop down menu below. Registration questions for your Team Members will then appear.
Please make sure your Team Members are present to answer the questions.

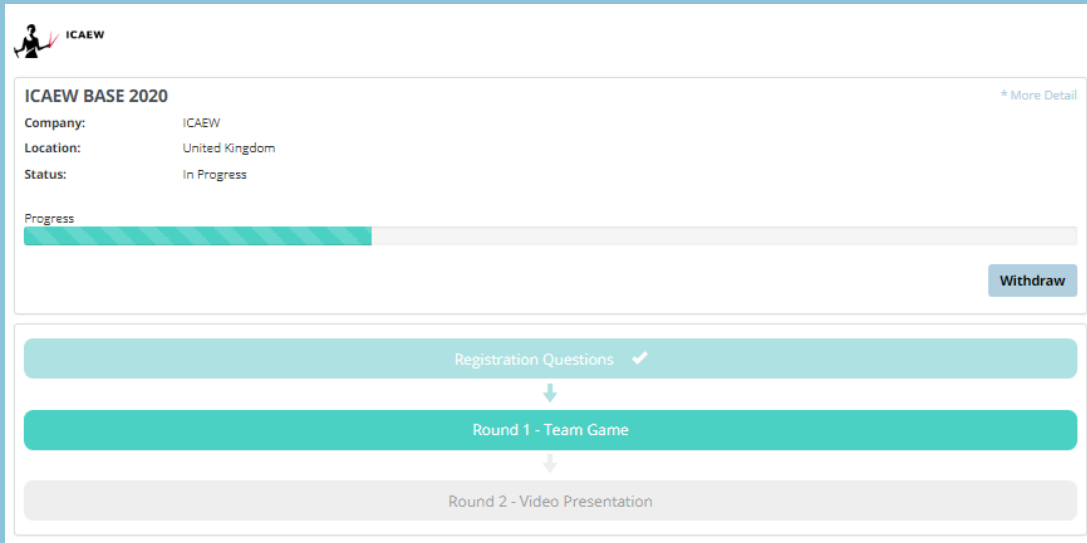
Answer

Please state...

Previous Section Complete

- Then your team members will be asked to share their details.
- Make sure each team member is present to fill in their own personal details.

Progress page



ICAEW BASE 2020 [* More Detail](#)

Company: ICAEW
Location: United Kingdom
Status: In Progress

Progress

[Withdraw](#)

Registration Questions ✓

↓

Round 1 - Team Game

↓

Round 2 - Video Presentation

- Once your team is registered you will be taken back to the progress page.
- Click on 'Round 1 – Team Game' to start the competition.

Start the competition

ICAEW BASE 2020

Welcome to ICAEW's Round 1 Team Game!

You and your team will need to complete two elements of the online round to be in with a chance of winning a place at the National Final in June.

The first part of the team game involves a series of short videos, telling the story of four ICAEW Chartered Accountants who work for different organisations. After each video, your team will be asked questions based on the scenario the character is facing, or some information they have been given to analyse. Please indicate how your team would respond to particular situations and remember that we are looking for your team's genuine response to the questions.

The team game will take you on a journey through a fictitious scenario. Because of this, it is desirable that your team completes all the questions in one sitting. The assessment is untimed, however, **we recommend you allow around 30 minutes to complete it.**

Please keep in mind that:

- You can watch a video as many times as you want, but once you have answered the associated question, you cannot go back and will need to progress to the next question.
- Some of the questions will require you to rank order a selection of responses, whilst others will require you to select a specific answer.
- You do not need any prior knowledge of accountancy to answer the questions.
- All questions have been carefully selected to assess the key strengths ACA students learn as they work towards becoming an ICAEW Chartered Accountant.

Before you start...

- Please ensure that you are in a location where you can concentrate and will not be disturbed.
- Check that you have a stable internet connection and that you use one of the following web browsers: Internet Explorer version 10 or later, Chrome, Safari, or Firefox.
- You should have a pen and paper available for any notes you want to make.
- To protect the integrity of the competition, please complete the task yourselves, and do not share any details of what you see with the other teams.

Lastly, to help ensure your team performs at its best, please keep in mind the reason you are taking part in the competition and the outcome you are all hoping to achieve.

Good luck!

Begin Assessment

- Before you start, you will be given some information about the game.
- Once you have read through this important information and are ready, click ‘Begin Assessment’.

Round 1 – Team Game



- The first part of the assessment is the Team Game.
- This involves watching videos and answering questions about four ICAEW Chartered Accountants.
- There may be additional information on the question pages, which you will need to reference when answering.

Round 1 – Team Game

The screenshot displays the Round 1 Team Game interface. The top section features a question: "How would you describe Email A?" with instructions to select the correct answer from five options: "Too formal", "Too informal", "Just right", "Too detailed", and "Too vague". To the right of the question is a preview of an email from "Clinton Murray" with a subject "Email A". Below the question is a "Submit" button. The bottom section shows a question: "What should Alex do in this situation?" with instructions to rank four responses (A, B, C, D) from 1 (highest priority) to 4 (lowest priority). Below the question is a "Submit" button. A "Replay Video" button is located between the two question sections.

How would you describe Email A?

Please select the correct answer from the options available below. Please note, there are multiple sources of information, which you can scroll through. Click on the images to enlarge them.

☐ Too formal

☐ Too informal

☐ Just right

☐ Too detailed

☐ Too vague

Submit

Replay Video

What should Alex do in this situation?

Please drag and drop to RANK the responses with 1 being what Alex should prioritise and 4 being what he should prioritise least:

1 A

2 B

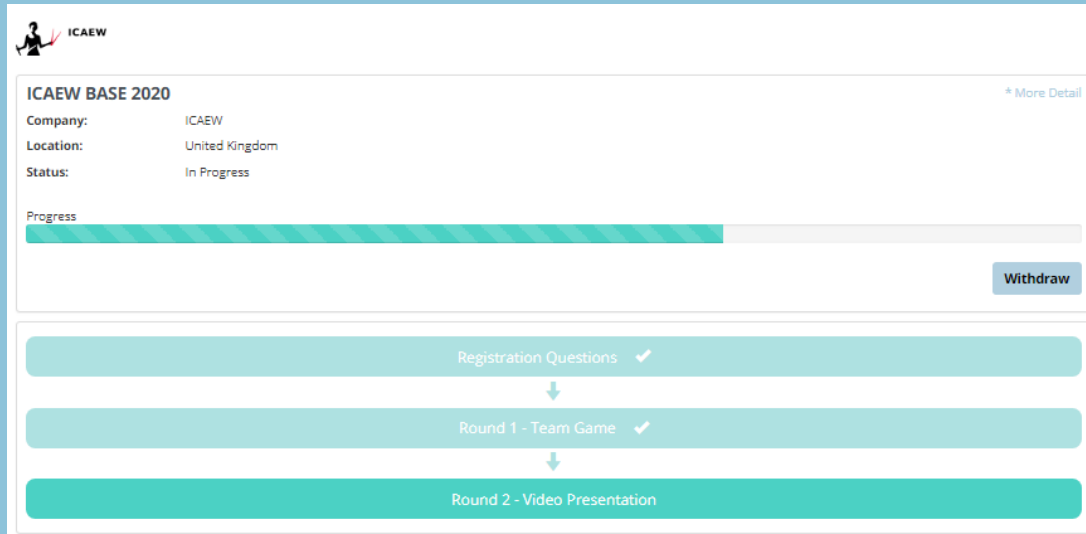
3 C

4 D

Submit

- There are two types of questions, multiple choice and rank order.
- You will be able to click on images to enlarge them, and the images may relate to multiple questions.
- You can replay the previous video if you need a refresher before submitting your answer.
- You will receive feedback via email once you have completed the team game.

Round 2 – Video Presentation



The screenshot shows the ICAEW BASE 2020 progress page. At the top left is the ICAEW logo. Below it, the text 'ICAEW BASE 2020' is displayed, followed by a '* More Detail' link. A table lists the following information: Company: ICAEW, Location: United Kingdom, and Status: In Progress. Below the table is a progress bar with a green and white striped pattern, indicating the current progress. To the right of the progress bar is a 'Withdraw' button. Below the progress bar is a vertical flowchart showing the competition stages: 'Registration Questions' with a checkmark, 'Round 1 - Team Game' with a checkmark, and 'Round 2 - Video Presentation' which is highlighted in a darker green. Arrows point down between the stages.

ICAEW

ICAEW BASE 2020 [* More Detail](#)

Company: ICAEW
Location: United Kingdom
Status: In Progress

Progress

Withdraw

Registration Questions ✓
↓
Round 1 - Team Game ✓
↓
Round 2 - Video Presentation

- Once you have completed the team round your team captain will receive an email with the question and resources for the presentation.
- We recommend taking time to prepare and practice your presentation before recording your final submission.
- When you are ready to record your presentation, click 'Round 2 - Video Presentation' on the progress page.

Round 2 – Video Presentation

Welcome to the second round of ICAEW BASE competition.

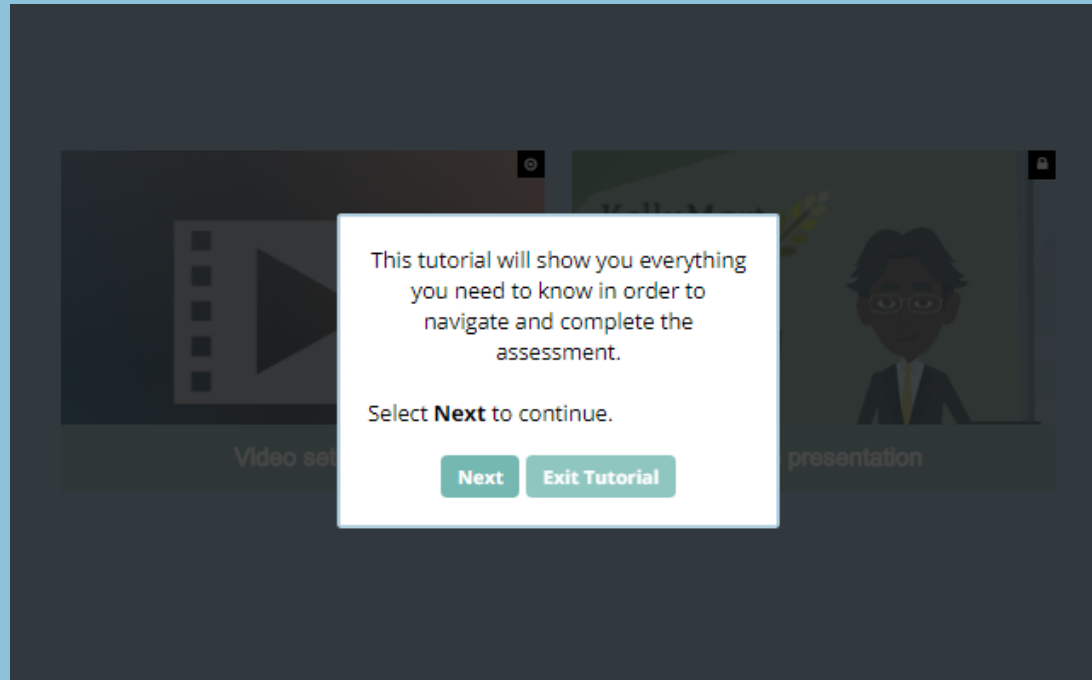
Tips...

- Make sure you have a stable internet connection
- Make sure you are in a quiet environment, where you won't be disturbed or interrupted
- For the optimal experience, we recommend you use Chrome as your internet browser. However, if this is not possible, you can use Opera or Firefox
- For optimal viewing, utilise the zoom in/out function by selecting the Ctrl and +/-
- You must complete the assessment on a desktop computer or a laptop
- Please do not use the 'back' button on your browser. You may need to use the refresh button if your browser times out, however this won't have captured your responses if you haven't pressed 'save and close'.

Continue

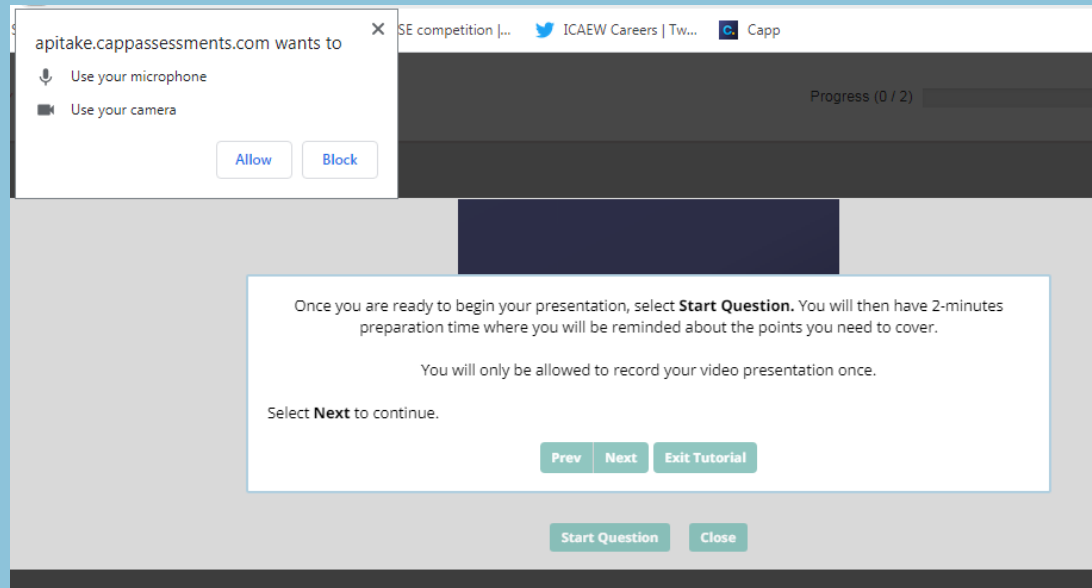
- Before recording your presentation, make sure you read the tips that are displayed.
- If you experience technical issues please speak to your IT team or ask your teacher to email icaew.support@capp.co

Round 2 – Video Presentation



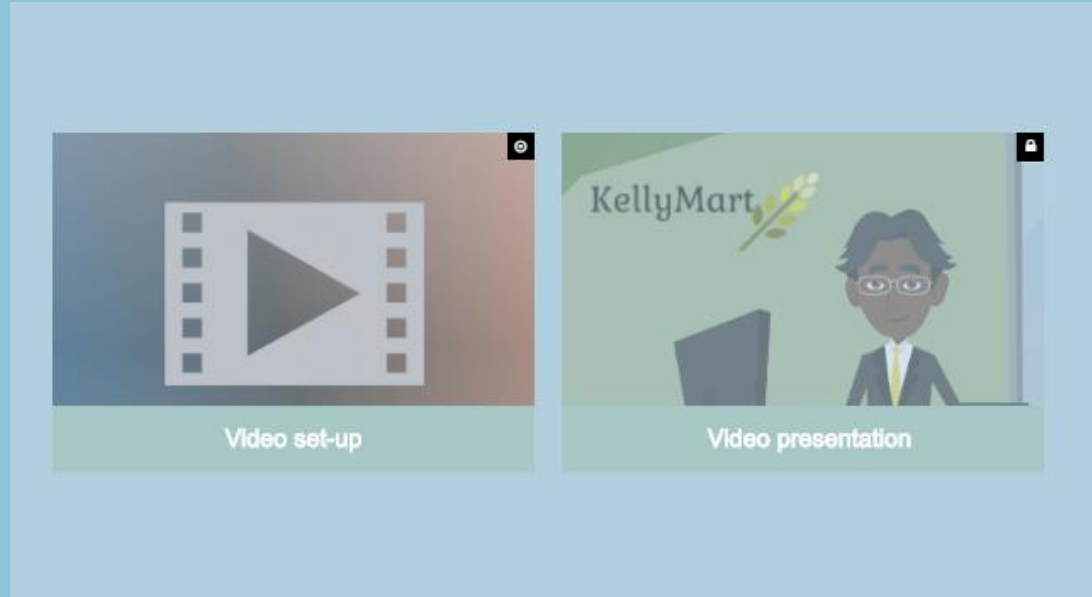
- When you first access the Video Presentation, you will be shown a tutorial of how to navigate the presentation area.
- You must record one practice video before you can record your final video. This gives you the opportunity to make sure your audio and video are working and to calm your nerves.

Round 2 – Video Presentation



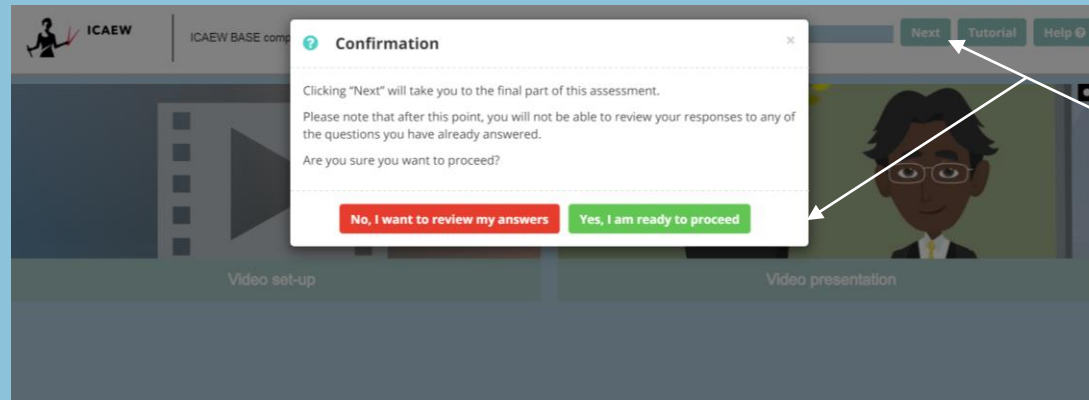
- Your web browser may prompt you to allow access to use your microphone and camera. Please press 'Allow' or refresh the page if you accidentally press 'Block'.
- You can then click the 'Video set-up' tile to record your practice video.
- You will have two minutes preparation time and five minutes recording time for your practice.

Round 2 – Video Presentation



- Once you have recorded your practice video, you will unlock the 'Video presentation' tile where you can record your final presentation.
- You only have one chance to record your final presentation so please make sure you are fully prepared before starting.

Round 2 – Video Presentation

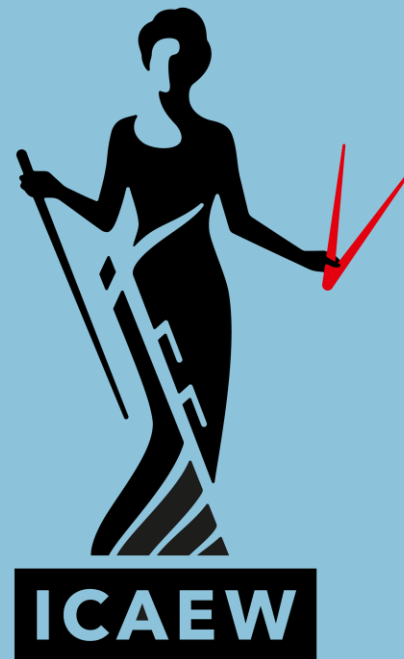


- Once you have recorded your final presentation, press submit under the video.
- You will then be taken back to the tile page and you must click next to confirm you are ready to submit your entry.
- You will receive team feedback soon after submitting your presentation.
- You have now completed the online round of the competition. We wish you the best of luck and hope to see you at the National Final in June.

Thank you for completing the second round of the BASE competition - we hope you enjoyed engaging with Zishan.

Your responses have now been submitted and we will be in touch soon with the outcome of the competition.

Continue



icaew.com/base