**Exam Instructions**

Exam Information for the conduct of exams

*Please read this information prior to arrival at the exam centre and sign and date the declaration. The signed declaration must be handed in to the invigilator prior to the start of the exam*

- All mobile devices including smart phones must be switched off and together with any smart watches placed at the front of the exam room on a piece of paper with the students name clearly written on prior to the start of the exam.

- Students should sit in their designated seat as directed by the invigilator

- All students will be provided with a keycode to open the assessment.

- After entering the keycode, you must check and confirm that your details on screen are correct and accept the Terms and Conditions before you can start the assessment. Once all screens are showing 'locked for invigilation' the exam will be unlocked.

- Once you enter the assessment, you must:

  o read all instructions carefully on the introduction page and throughout the assessment,
  o note the duration of the assessment, stated on the introduction page,
  o manage your own time during the assessment.

- Your assessment timer will not start until you click 'Start Assessment' on the Introduction page. Rough working paper will be provided on your desk this must not be touched until you click 'Start Assessment'

- All keycodes and rough working paper must be left on the desk after the exam for shredding by the invigilator. No paperwork can be removed from the exam room.

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- Any permitted equipment, such as pens, pencils, erasers and calculators must be stored in a transparent pencil case or placed on your desk. These must be checked and approved by Assessment Centre staff prior to the start of the assessment. You are permitted to use a scientific calculator. However, calculators must not be used if they:

  • emit audible tones

  • can print

  • allow text, dictionaries or mathematical formulas to be stored and retrieved

  • can communicate with other devices or the internet

  • are functions of a personal organiser, watch or mobile phone.

- The following items are not permitted:

  • mobile phones

  • dictionaries

  • computers other than those being used for the assessment

  • memory sticks

  • study text, revision cards, course notes

  • books and papers

  • any other form of digital, electronic, recording or programmable equipment, including, but not limited to tablets, Dictaphones, cameras, smart watches.

- Talking is not allowed inside the assessment room.

- You can view how much time you have remaining via the assessment clock within SecureClient. The clock shows on every task page and must be used to help you manage your time during the assessment.

- If you require the attention of the Invigilator at any time you must raise your hand.

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- If you need to leave the room during the assessment, you will only be allowed to do so under supervision. When leaving the room, you must do so in an orderly and quiet manner so as not to disturb other candidates. If there is only one invigilator in the room at the time you request to leave the room you will have to wait until the second invigilator returns. Please maintain social distancing as far as possible.

- If you experience any technical or non-technical issues during your assessment that disrupt you, you must notify the Invigilator immediately. This will allow the Invigilator to resolve any issues or request additional assistance. In the event of a 'screen freeze' make the invigilator aware. The exam will be paused. You should step away from the computer whilst the invigilator rectifies the issue. This may require a reboot of the exam software and your keycode being required again. On resumption of the exam you should not lose any work and be restored to the position you were in at the time of the screen freeze. If you have lost any work then make a note and give this to the invigilator after the exam. Screen freezes can be avoided if students allow their screen to refresh before clicking their mouse again.

- Students are not allowed to print, make copies of, or store the assessment or any of its content onto the PC or any other device, unless this has been specifically stated in the requirements of the assessment.

- During the assessment, you must not obtain, or try to obtain, help from another student. You must not help or attempt to help another student. If you need help, please raise your hand to speak to the Invigilator.

- Any student caught with notes or books, copying from or talking to other students, using banned electronic devices, cheating in any way, or committing any act that is considered malpractice will be immediately removed from the assessment room and reported to AAT. All reported cases will be treated and investigated as malpractice and can result in sanctions or penalties, such as making results null and void, and banning students from taking other assessments for a specific period of time.

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- If you believe you have witnessed any malpractice by another student then you are required to report this, in confidence, to an Invigilator immediately who will investigate and report to AAT.

- Results for all level 2 and level 3 exams (excluding Using Accounting Software and Synoptics) are available on MYAAT within 24 hours of the finish of the exam. For using accounting software and level 4 exams (excluding the synoptic) results are available 5 - 6 weeks from sitting the exam.

- For all synoptic exams, results are available 6 weeks from the Thursday of the week in which the synoptic exam is sat.

- If you are taking an assessment that requires the use of third-party software, you will be provided with an electronic Assessment book for each task, containing the full instructions for the task. To navigate between SecureClient, the Assessment book and third-party software, use the taskbar on your desktop. To access the desktop, click on the minimise symbol in the top right corner of SecureClient.

- You are strongly advised to regularly save your work within the software being used to minimise the chance of any data loss in the event of a technical issue with your PC.

- You will receive onscreen notifications of the time remaining, within SecureClient. These will start at 30 minutes before the end of the assessment.

- You are responsible for uploading all your evidence to the correct task. You can check any work that has been uploaded to the task at any stage by clicking on the 'Upload files' button on the task page.

- You must not leave the assessment without having uploaded the correct file(s) before submitting the assessment. If you fail to upload your work, you are likely to receive a not yet competent result.

- Where a file cannot be uploaded, an Upload Failed message will appear on screen giving a description of the issue. If you are unable to resolve this issue or if you experience a technical issue preventing you from uploading your file, notify the Invigilator immediately.

- If the Invigilator is unable to resolve the issue, they will complete an incident report and submit it, with your evidence, to AAT. AAT will accept work outside of the assessment platform at their discretion.

**Level 3 AVSY (now ADSY and SPSH)**

AAT have changed the AVSY assessment. Instead of the AVSY assessment there are now 2 separate assessments. ADSY is subject to the same assessment windows and will test professional ethics, as well as a re-examination of AVBK, MMAC, FAPR and will include some more written tasks. The exam has 6 tasks and will be 2 hours 30 minutes long. The assessment is very similar to the previous part 1 of the AVSY exam.

Spreadsheets is now a separate assessment, which must be sat in invigilated conditions in an assessment centre. The SPSH assessment is 2 hours long. The assessment is available on demand and is not subject to the synoptic windows. Although marked as competent / not yet competent (no % given) this assessment will not contribute towards the overall grade at Level 3. The assessment is mandatory and must be completed to achieve the Level 3 Advanced Diploma in Accounting, and for you to receive your Level 3 certificate. Peak are only offering the SPSH exam to students who have studied ADSY and SPSH with Peak.

- The centre is not authorised to print any assessment material for the SPSH assessment.