Accounting Technicians Ireland

E-Assessment Platform Features

How-to-guide

Find out more about the different features available to you on our e-assessment platform, Rogo. This will help you familiarise yourself with the platform in advance of your actual exams, and will support you to work through the practice tests available.

If you are sitting your exams in June, please use the link provided to you on Monday 29th March to access the practice tests **only**. A new link, providing access to the actual exams, will be communicated to you in advance.

In addition, you will be required to download a lockdown kiosk for the main exams. We will send a separate communication in relation to the download of this at the end of April. The lockdown kiosk prevents a student from accessing other areas of their PC to avoid academic impropriety.

This will be in place for all exams except Integrated Accounting Systems (IAS) for Year 2 students. Students sitting their IAS exam will require access to Sage and Excel which should already have been installed by Year 2 students during the academic year.
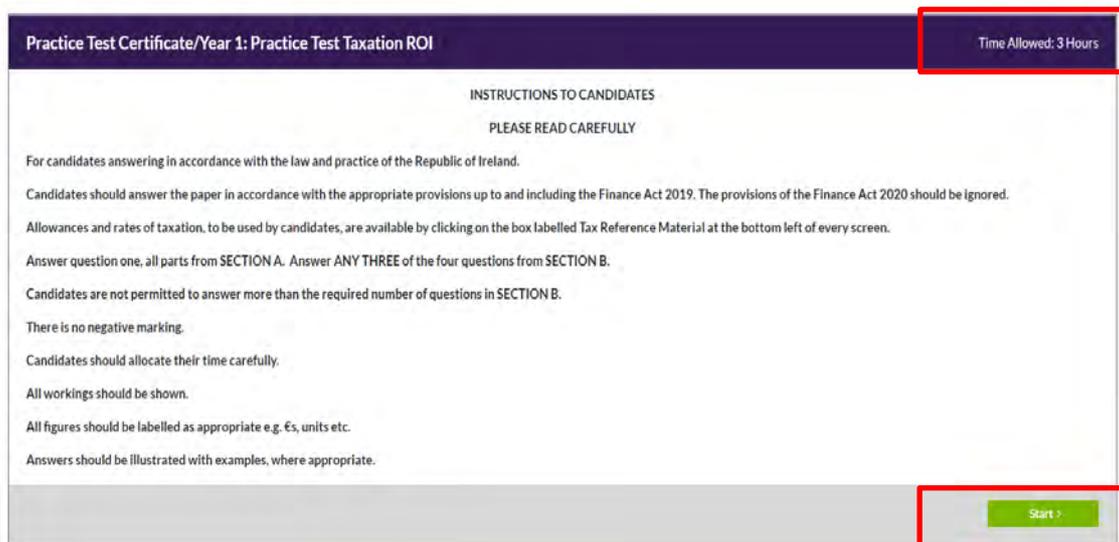
This document is divided into 4 sections detailing:

- Section 1: Exam Paper Instructions
- Section 2: Exam Starts and Platform Features
- Section 3: Exam Paper Navigation
- Section 4: Exam Submission

SECTION 1: EXAM PAPER INSTRUCTIONS

- At the start of your exam, please read through the instructions detailed on your screen. At this point in time, the exam has not yet commenced.
- The exam duration is displayed in the bar at the top of the screen.
- Please note, the exam instructions differ per exam paper, so it's important to read each set of instructions carefully.
- There are significant differences in the navigation of Section A and Section B in most exam papers. Make sure to familiarise yourself with both layouts in advance of sitting your exams.
- Your work is automatically saved every 30 seconds. If you happen to lose internet connection during the exam, you will be able to resume the exam from where you last left-off when connection is re-established.

Figure 1

- The next screen features additional instructions for using the platform, including a reminder to indicate each part of the questions that you attempt.
- You will also see instructions for selecting optional questions in Section B – we will revisit Section B in more detail on page 7.

Figure 2
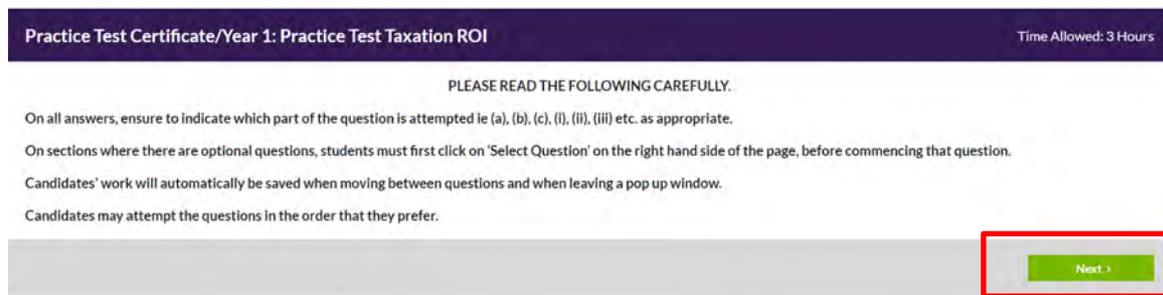
Practice Test Certificate/Year 1: Practice Test Taxation ROI	Time Allowed: 3 Hours

PLEASE READ THE FOLLOWING CAREFULLY.

On all answers, ensure to indicate which part of the question is attempted ie (a), (b), (c), (i), (ii), (iii) etc. as appropriate.

On sections where there are optional questions, students must first click on 'Select Question' on the right hand side of the page, before commencing that question.
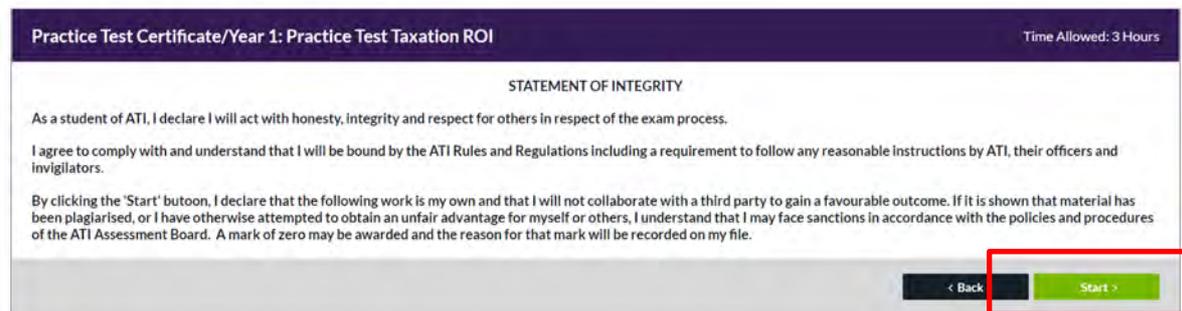
Candidates' work will automatically be saved when moving between questions and when leaving a pop up window.

Candidates may attempt the questions in the order that they prefer.

Next >

- Click next to review ATI's 'Statement of Integrity'.
- By selecting 'Start' you are accepting the terms outlined in the 'Statement of Integrity'.

Figure 3

Practice Test Certificate/Year 1: Practice Test Taxation ROI	Time Allowed: 3 Hours

STATEMENT OF INTEGRITY

As a student of ATI, I declare I will act with honesty, integrity and respect for others in respect of the exam process.

I agree to comply with and understand that I will be bound by the ATI Rules and Regulations including a requirement to follow any reasonable instructions by ATI, their officers and invigilators.

By clicking the 'Start' butoon, I declare that the following work is my own and that I will not collaborate with a third party to gain a favourable outcome. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the ATI Assessment Board. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

< Back   Start >

- Once you select 'Start', your exam will commence.
- A countdown timer will be displayed, indicating the time remaining on your exam.

- For the Taxation and Advanced Taxation exams, your 'Tax Reference Material' can be accessed in the lower left-hand side of the screen. This is available on each question in the paper.

Figure 4
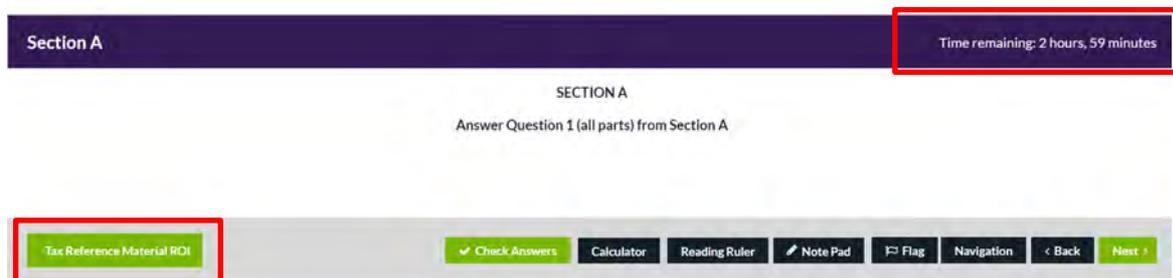
- To access the material, click on the tab 'Tax Reference Material'. To close out of it, click on the X in the top right-hand corner of the pop-up box.
- Use the (-) or (+) buttons to adjust the font size as needed.
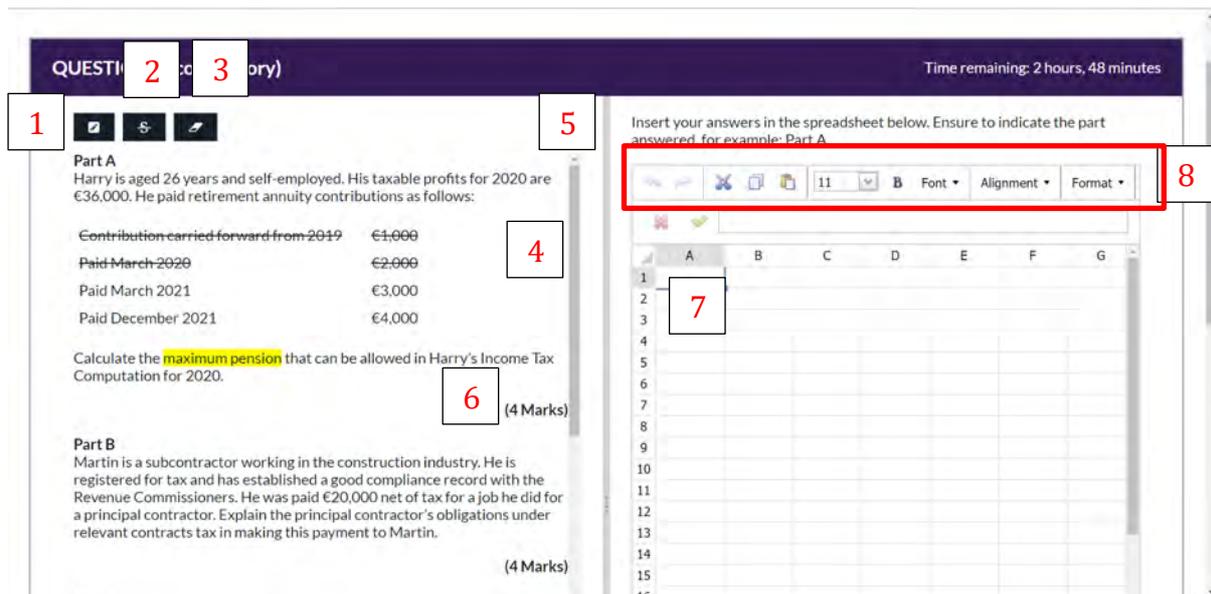
Figure 5

SECTION 2: EXAM STARTS AND PLATFORM FEATURES

The platform's key features are outlined below:

1. In the upper left-hand corner of the question screen, you'll see 3 icons. To highlight a word / section, select the text you wish to highlight and click-on the icon.
2. To strikethrough, repeat the process and click-on the respective icon.
3. To clear all, select the eraser icon to undo ALL highlights and strikethroughs at once.
4. The scroll bar enables you to move up and down the page.
5. The line down the centre of the page allows you to expand either the text or spreadsheet area as preferred. Click on the line and drag left or right to expand the relevant area as desired.
6. An outline of requirements and available marks per part, as well as total marks, is indicated at the end of each part.
7. When ready, input your answers into the spreadsheet, remembering to clearly indicate the different parts of the question you are answering.
8. Formatting functions are available along the top of the spreadsheet - hover over each icon with your cursor to view the description and explore the available functionality.

Figure 6

Additional features:

- Along the bottom footer, an in-built calculator is available to use. You may use your own non-programmable calculator however if preferred.
- To use the reading ruler, place your cursor onto the ruler and move it around the screen to aid with reading.
- You also have use of a note-pad. It is important to note that anything typed in this box will **not** be included in your submission. You must copy and paste anything you wish to be included into the text area in the spreadsheet provided.
- To flag a question you wish to return to, click on the flag button. The question will then appear in your navigation tab. To un-flag a question click-on this button again.
- The navigation tab also displays the optional questions you have chosen.
- To navigate to any particular question listed, simply click-on it to return to the question and exam paper.
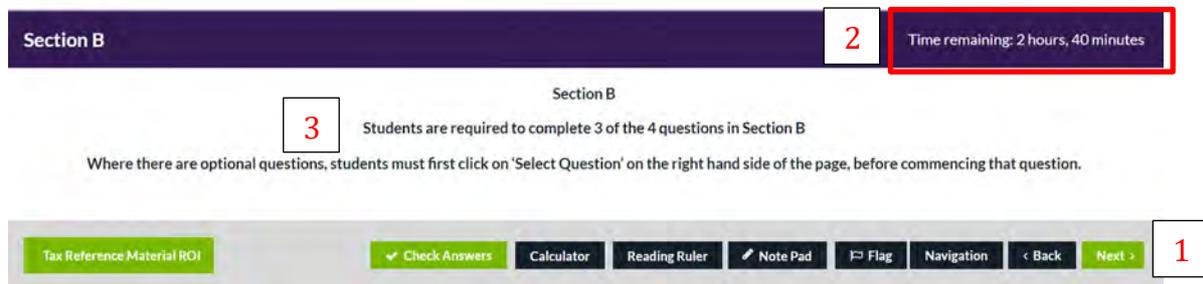
Figure 7

SECTION 3: EXAM PAPER NAVIGATION

1.   To move onto the next section of the exam paper, select 'Next'.
2.   Don't forget to regularly check your remaining exam time.
3.   In this particular example shown, you are required to complete 3 out of 4 questions.

Figure 8

4.   Read each question by clicking on the tabs on the left-hand side of the screen.

5.   If you wish to read every question in full before deciding which one to attempt, **first click-on** 'Select Question' in the top right-hand corner. As you move on to read the next question, you should deselect this button. You can also flag questions you wish to answer. These will then appear in your navigation tab.

6.   When you wish to start answering your chosen question, you will need to **first click-on** 'Select Question' as before. If you do not select this option, you will be unable to type in the answer area.

7.   When you have selected the 3 required questions, the 4th question will be greyed out. Should you wish to choose a different question, you can unselect the question started and proceed with your new selection. Any work completed as part of the abandoned question will remain for the duration of the exam, but will not be visible to the examiner during correction.

Figure 9
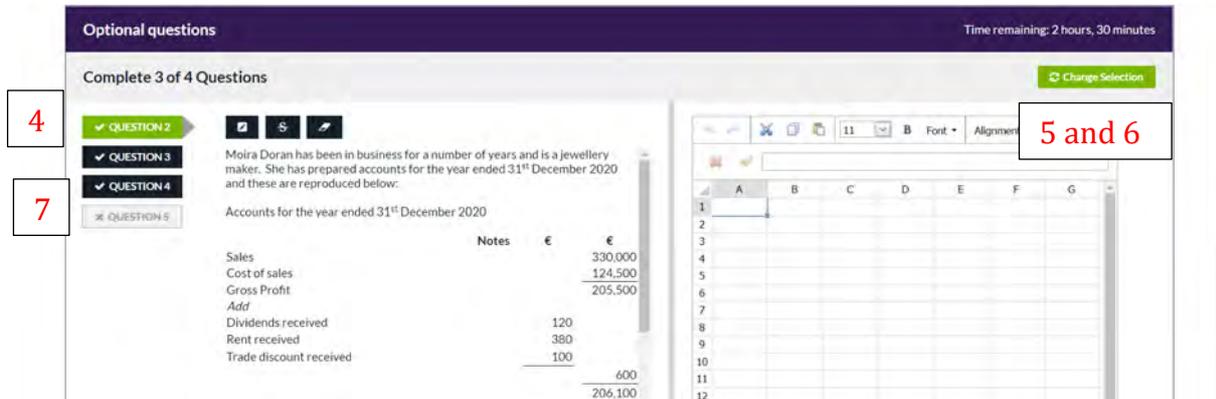
On some papers, the question layout differs. This is because a combination of either Word or Spreadsheet is required to answer the question correctly. This will be displayed on your screen as follows:

8.   Once you have selected your question, navigate to the heading 'Tasks' to view the question requirements.

9.   When you have decided which response-type is required (Word or Spreadsheet), select the respective option under the heading 'Response options'.
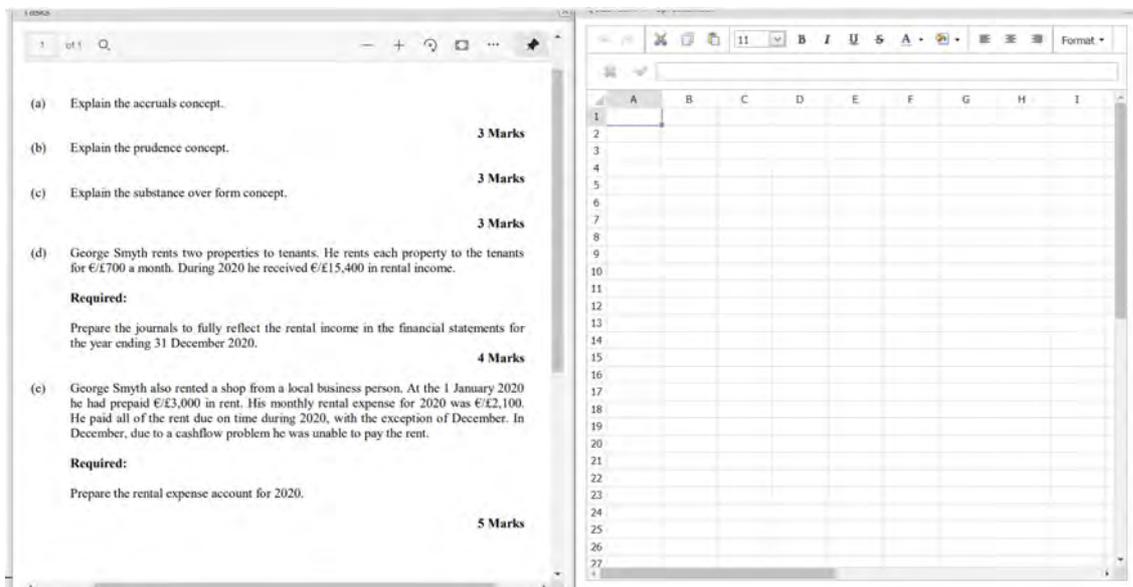
Figure 10
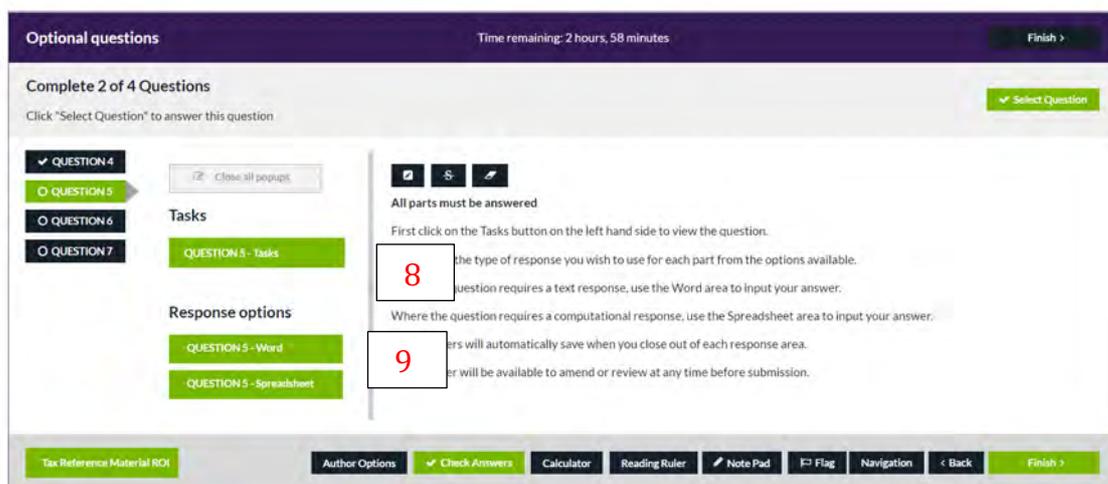
- You can choose to adjust the arrangement of the question and response areas on your screen to optimise the layout as preferred.

  Arrange the open windows by clicking-on top of each window and dragging them into place. See the example below:
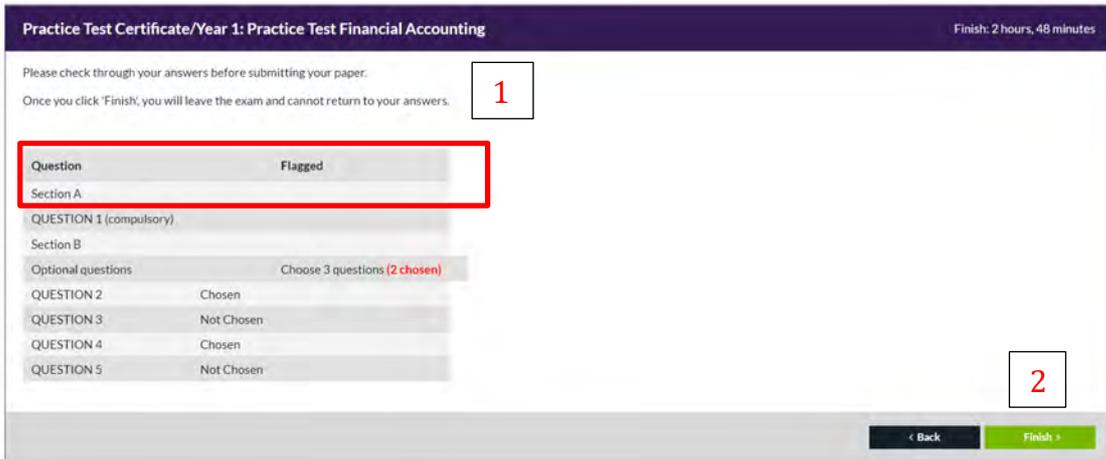
Figure 11

SECTION 4: EXAM SUBMISSION

Remember that your work is automatically saved every 30 seconds throughout the duration of the exam. You can review your work at any time before submission in order to make amendments.

When you've answered your last question and are ready to submit your exam, simply select 'Finish'.

1.   This will then open a navigation page outlining your answered questions and enabling you to revert to any previously flagged questions.
       This is your final opportunity to review your answers before submitting the paper.
2.   Once you are ready to submit your exam, again select 'Finish'.

Figure 12

If you do not select 'Finish', your exam will be automatically submitted when the allocated time runs out. A final overview summary will then appear. Click continue to exit from the exam area.

Figure 13

If you have any further questions, please email exams@accountingtechniciansireland.ie