Exams October 2021

HOW TO GUIDE

Completing Exams in Moodle Platform

This document should be carefully reviewed by students who are taking:

- **Year 1 exams – Financial Accounting and Taxation ROI**
- **Year 2 exams - Adv. Financial Accounting, Adv. Taxation ROI; Management Accounting & IAS**

This guide is designed to familiarise students with the format of Moodle-based exams, its specifications and requirements.
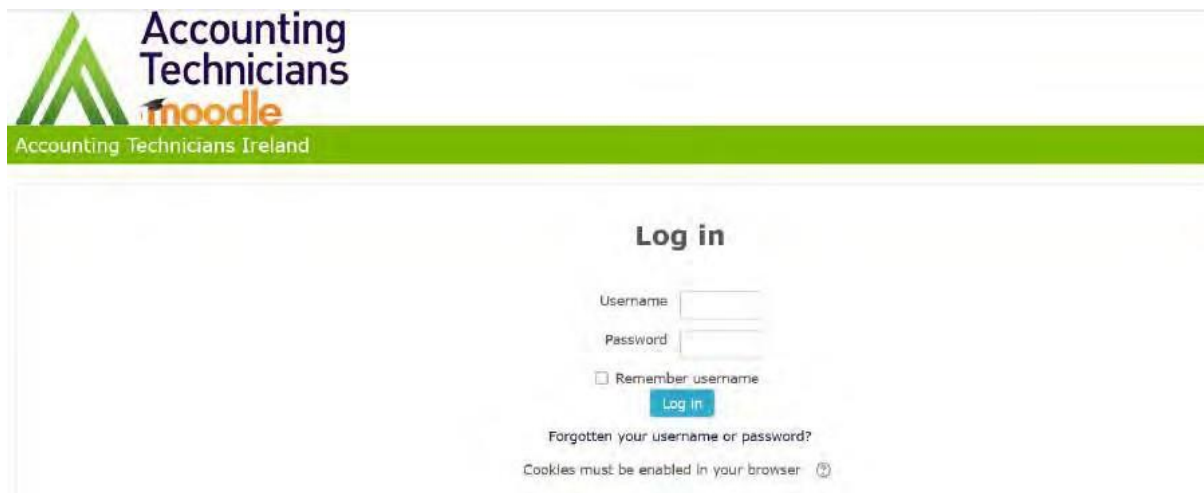
This guide covers the following:

Contents

ACCESSING EXAMINATIONS IN MOODLE

Students should access Moodle via the web address that is contained in the exam notification email. This Moodle is a different version to that which you may have used previously. Please login directly with the link provided.
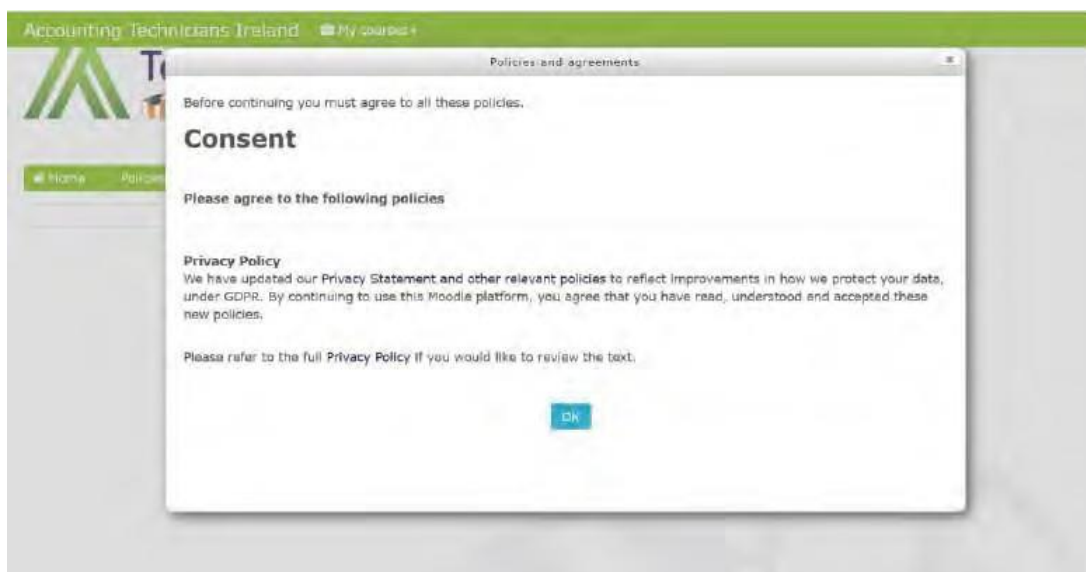

Enter your USERNAME (Student Registration Number) and PASSWORD (Date of Birth ddmmyyyy – all numbers no spaces)

Please ensure to type in the password.

If Privacy Policy window appear, click OK to continue.

You will see the examinations you are enrolled on under the heading of 'My Courses'.

Click the Exam link to open the exam:

Please note a new window with the **Statement of Integrity** and **Instructions to Candidates** will open. By commencing the exam, students are declaring that the work is their own and agree to comply with the ATI Rules and Regulations.

Read carefully the **Instructions to Candidates** before starting the exam.

START THE EXAMINATION

Proceed past the Instructions to Candidates, at the bottom of the page a blue button - **Attempt quiz now**

When this button is selected, **the exam will commence**.

The start and end time of the examination will be displayed.

When 'attempt quiz now' is clicked the following will appear:

DOWNLOADING THE PDF VERSION OF THE EXAMINATION PAPER

When the exam is initiated, the first question will display in the following window:
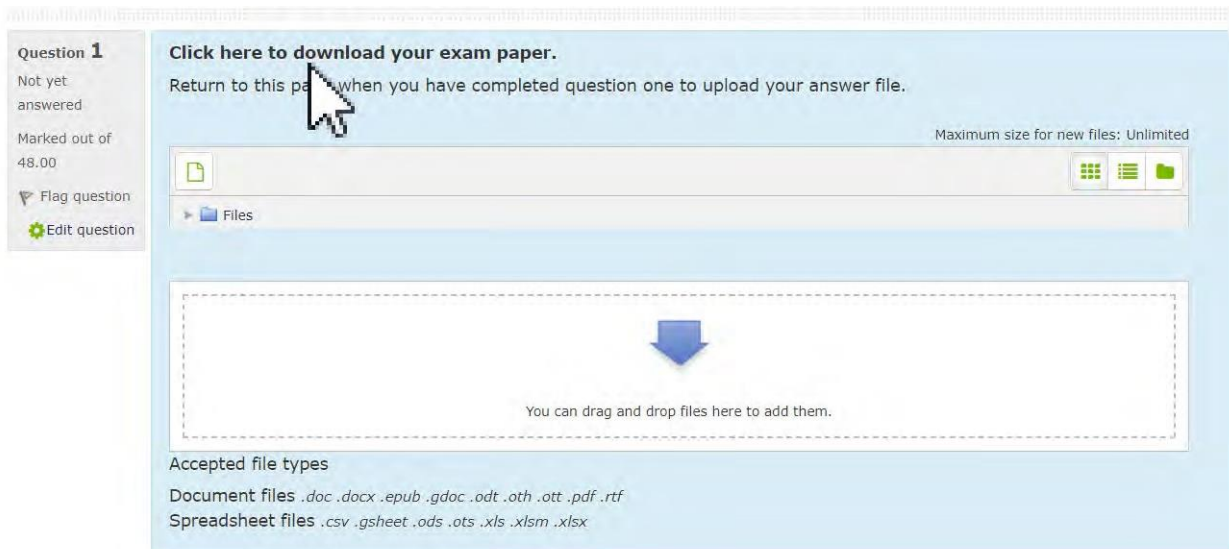
A PDF version of the paper can be accessed from Question One by clicking:

CLICK HERE TO DOWNLOAD YOU EXAM PAPER

The exam paper will open a new window. If printing facilities are available, please proceed if necessary (optional).

Proceed to open either Microsoft Word/Excel or similar. It is advised for students to save their work to their desktop in a folder created prior to their examination commencement. It is important for students to name the documents accordingly and clearly indicate rough work within their answers.

The following details should appear on the title of the document:

1. **Student Registration Number**
2. **Subject name and the questions: e.g. FA – Question 1**

Here is an example of the naming convention:

R20012345_FA_Question1

Upon completion please upload your document file.

Each question will have its own dedicated upload area. Please upload the relevant answer into the corresponding upload area.

To upload a file select the following Document Icon.

Browse for the relevant file stored on Desktop

When the file is identified - Select Upload this file when prompted.

Answers can either be uploaded at the end of each question or at the end of the examination. Students should ensure that they upload the most recent version of their work.

NAVIGATION THROUGH THE EXAMINATION AND INDIVIDUAL QUESTIONS

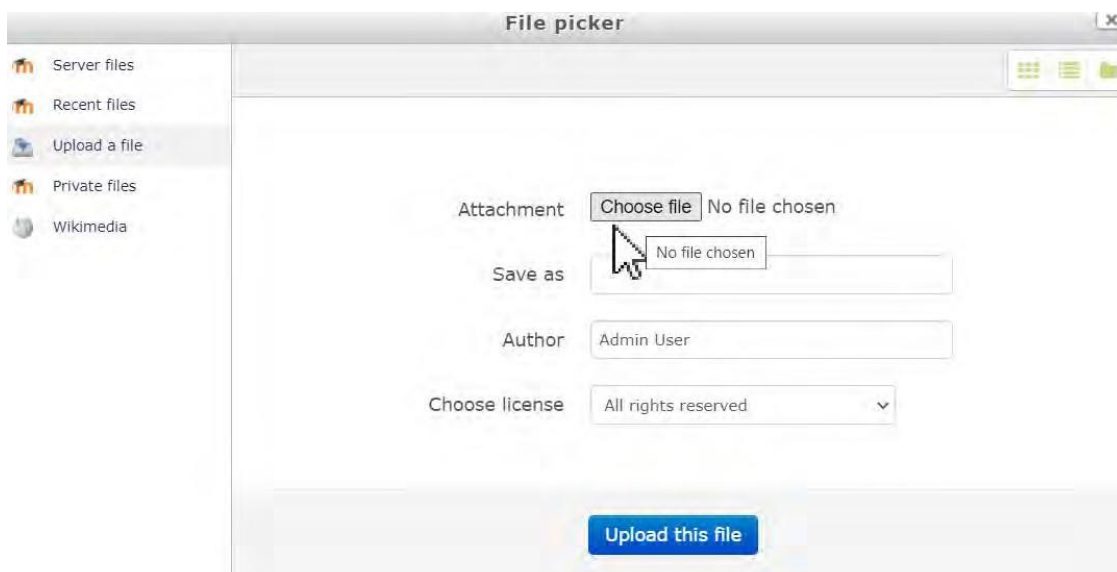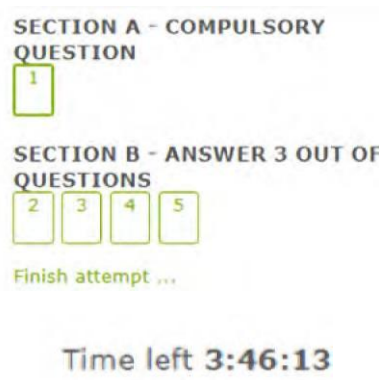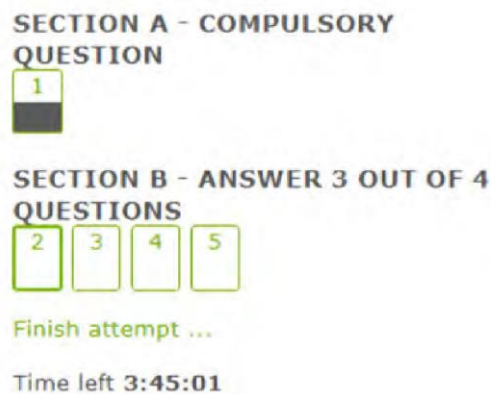Students can navigate between the question upload areas on the right-side menu. This navigation also shows students the number of questions on the paper. The examination is time limited and the remaining time can be viewed below the QUIZ NAVIGATION.

SECTION A - COMPULSORY
QUESTION
1

SECTION B - ANSWER 3 OUT OF
QUESTIONS
2 3 4 5

Finish attempt ...

Time left 3:46:13

When a student attempts a question (e.g. type the answers or upload a document), the question in the right navigation menu will change to a grey colour:

SECTION A - COMPULSORY
QUESTION
1

SECTION B - ANSWER 3 OUT OF 4
QUESTIONS
2 3 4 5

Finish attempt ...

Time left 3:45:01

FINALIZING THE EXAM SUBMISSION DOCUMENTS

Students can upload their answers to the question submission points at the end of the exam or throughout.

Your exam answers have to be uploaded within the time allocated to your examination.

There are 4 hours allocated to each exam and 30 minutes allocated to the uploading of the answers. If a student's examination starts e.g. at 9.30 am, the allocated time for the examination will end at 2:00pm. At 1:30pm the student should be finished with their answers and start uploading answers.

If the student comes back to their exam and if they were logged out, they can login back to the exam page and click on the Continue the last attempt.

Please note: If more than the required number of questions are answered, then only those questions in the order presented will be marked. Please place a line through any answers you do **NOT** wish to be marked**

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Marks / 120.00	Grade / 100.00	Review
1	Finished Submitted Thursday, 30 April 2020, 7:34 PM	0.00	0.00	Review
2	In progress			

Continue the last attempt

SUBMITTING THE EXAM

SECTION A - COMPULSORY QUESTION

1

SECTION B - ANSWER 3 OUT OF 4 QUESTIONS

2 3 4 5

Finish attempt . .

When a student selects Finish Attempt, they will be directed to the summary page where they can also check if they have answered all the questions. If a student has e.g. accidently answered only one of the questions, they will be reminded at this point and they can return to the question if desired. If the student is happy to complete the exam and submit their work, select the orange button **Submit all and finish**:

Return to attempt

Submit all and finish

A confirmation window will open and the student will need to select **Submit all and finish**. The exam has now been submitted.
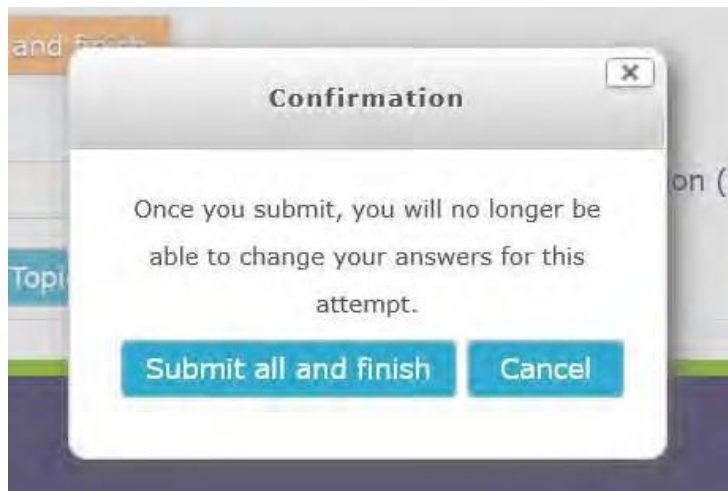
USEFUL LINKS

[Exam Rules and Regulations](#)

[ATI Privacy Statement](#)