

## 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.

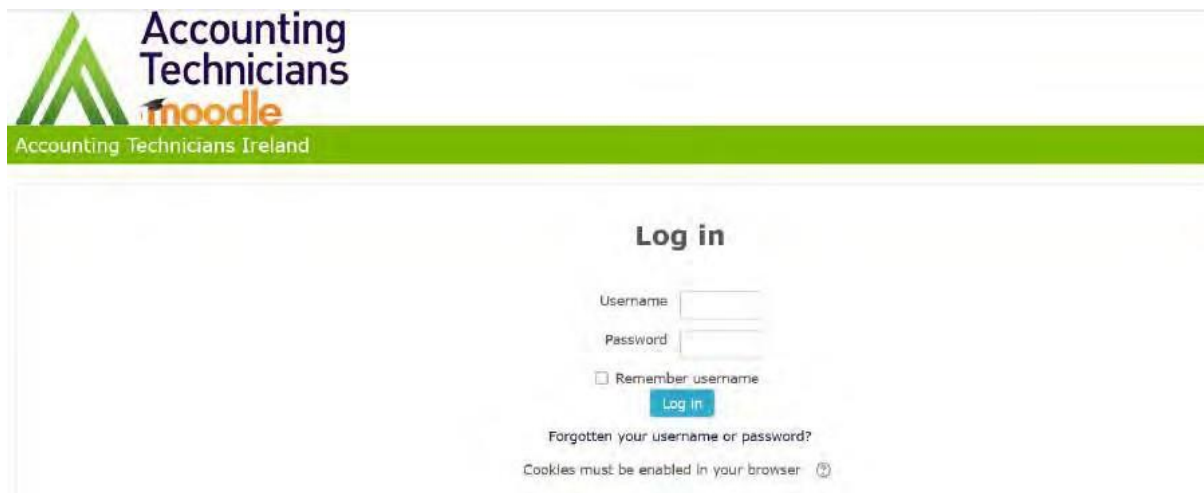
This guide covers the following:

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## 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.

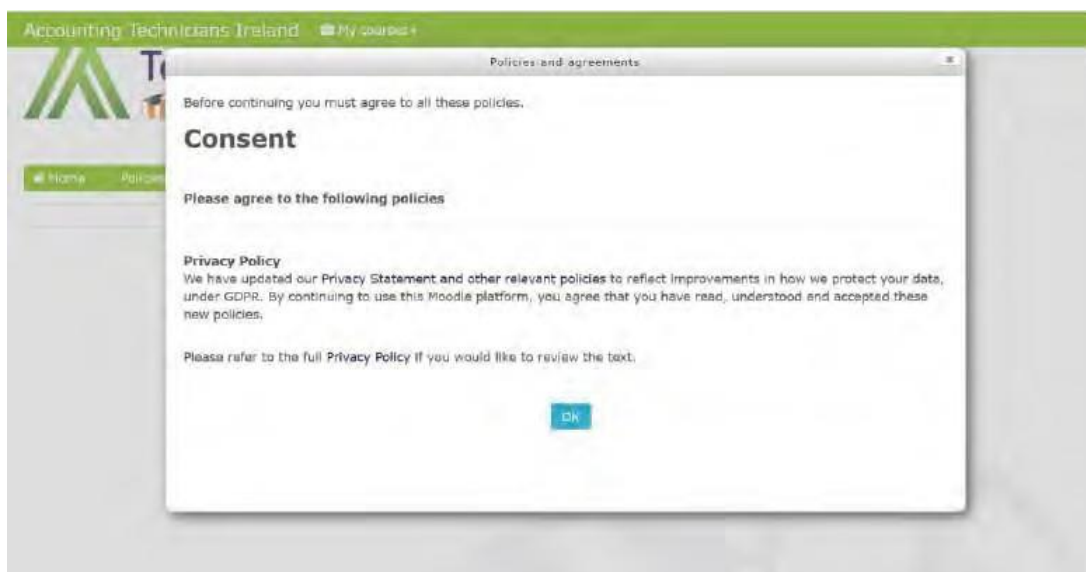


The screenshot shows the Moodle login interface. At the top left is the Accounting Technicians Ireland logo, which consists of a green stylized 'A' and the text 'Accounting Technicians' above 'moodle'. Below the logo is a green navigation bar with the text 'Accounting Technicians Ireland'. The main content area is white and features a 'Log in' heading. Below the heading are two input fields for 'Username' and 'Password'. There is a checkbox labeled 'Remember username' and a blue 'Log in' button. Below the button, there is a link for 'Forgotten your username or password?' and a note that 'Cookies must be enabled in your browser' with a help icon.

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.



The screenshot shows a 'Consent' dialog box titled 'Policies and agreements'. The text inside the dialog box reads: 'Before continuing you must agree to all these policies.' followed by the heading 'Consent'. Below this is the instruction 'Please agree to the following policies'. The 'Privacy Policy' section states: 'We have updated our Privacy Statement and other relevant policies to reflect improvements in how we protect your data, under GDPR. By continuing to use this Moodle platform, you agree that you have read, understood and accepted these new policies.' At the bottom, it says 'Please refer to the full Privacy Policy if you would like to review the text.' and there is a blue 'OK' button.

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



Accounting Technicians Ireland My courses This course

Home Courses October Examinations 2021 FAEXOCT21

## Financial Accounting - 19 October - 9:30am

Financial Accounting - Exam  
Please click the link to commence the exam. Read the introduction area and the select 'Attempt Quiz' to begin. The exam questions are located as a downloadable PDF in Question One

Announcements

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.

Accounting Technicians Ireland My courses This course

Home Courses October Examinations 2021 FAEXOCT21 General Financial Accounting - Exam

## Financial Accounting - 19 October - 9:30am

### Financial Accounting - Exam [Return to: General](#)

**INSTRUCTIONS TO CANDIDATES**  
**PLEASE READ CAREFULLY**

Candidates must indicate clearly whether they are answering the paper in accordance with the law and practice of Northern Ireland or the Republic of Ireland.

In this examination paper the €/E/E symbol may be understood and used by candidates in Northern Ireland to indicate the UK pound sterling and by candidates in the Republic of Ireland to indicate the Euro.

In Section A, answer Question 1 which is compulsory. In Section B answer THREE out of four questions.

Candidates are not permitted to answer more than the required number of questions in SECTION B.

Candidates should allocate their time carefully.

All workings should be shown and answers must be typed.

All figures should be labelled as appropriate e.g. £s, €/Es, units, etc.

Answers should be illustrated with examples, where appropriate.

Candidates may ignore any VAT implications to transactions throughout this paper unless the question specifically instructs them to do otherwise.

**UPLOAD INSTRUCTIONS**

Each question must begin on a new document, excel or word.

Each question must be uploaded to Moodle individually.

Each file must include the candidate's **Registration Number, Subject Name, Question Number** for example RXXXXXX, FA, Question 1.

Candidates must retain their original answers until after the release of exam results in December. ATI may request to see the original files.

**Statement of Integrity**

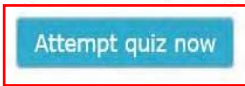
As a student of ATI, I declare I will act with honesty, integrity and respect for others in relation to the exam process.

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 and their officers.

By commencing the exam, 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

## 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.**

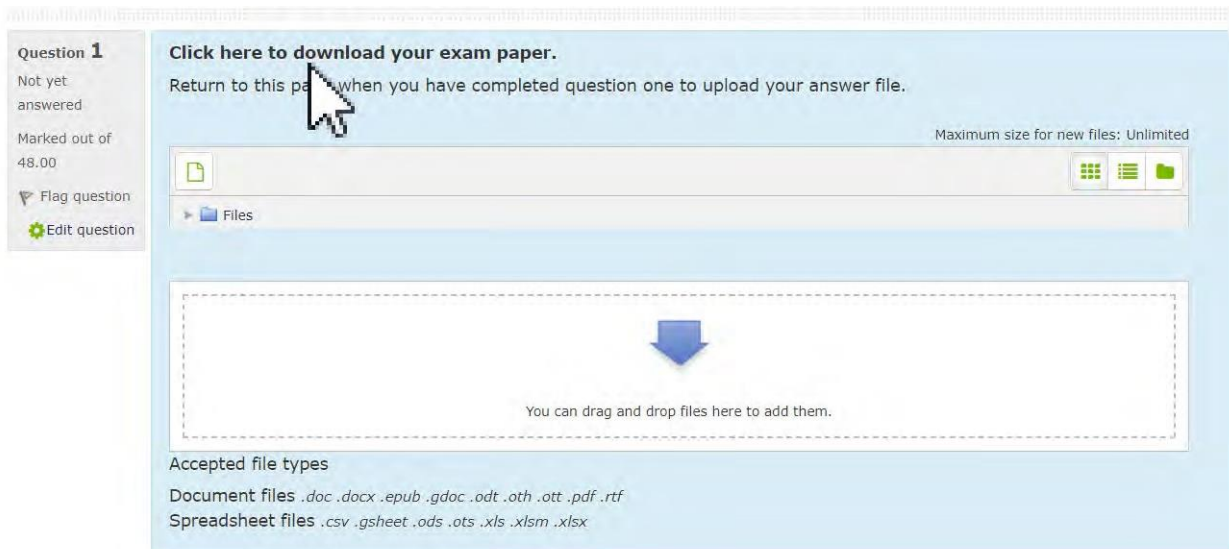
The start and end time of the examination will be displayed.

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).

## ANSWERING EXAM QUESTIONS

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**

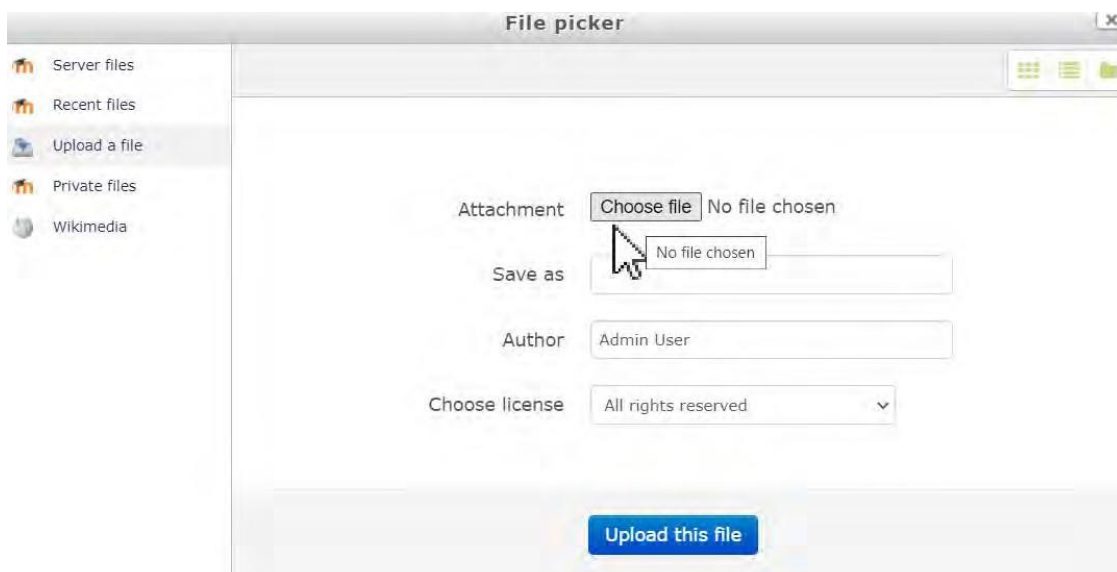
Upon completion please upload your document file.

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**

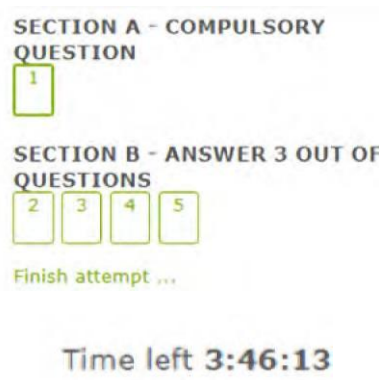


**When the file is identified - Select Upload this file when prompted.**

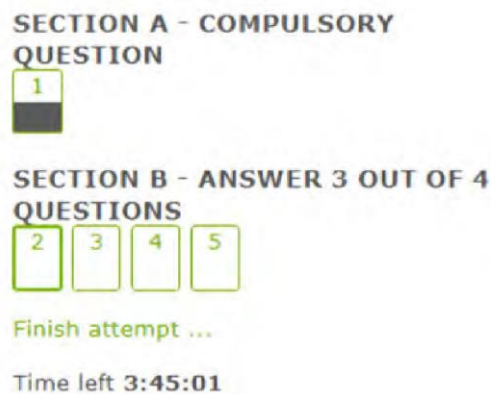
Answers can either be uploaded at the end of each question or at the end of the examination. Students should ensure that they upload the most recent version of their work.

### 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.



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:



### 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 2021, 7:14 PM	0.00	0.00	Review
2	In progress			

Continue the last attempt

### SUBMITTING THE EXAM

#### SECTION A - COMPULSORY QUESTION



#### SECTION B - ANSWER 3 OUT OF 4 QUESTIONS



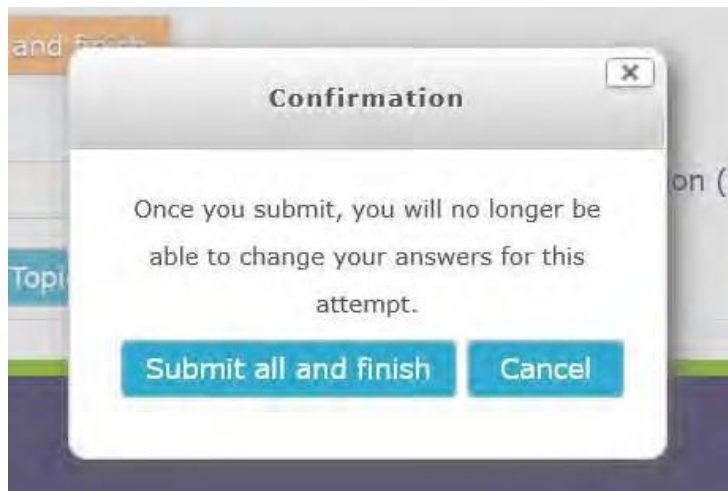
Finish attempt

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. accidentally 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](#)