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Rules & Regulations Addendum  
Accounting Technicians Ireland  
2020

**Effective Date: May 2020**



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## **Introduction**

In conjunction with the General Rules and Regulations for 2019/2020, please ensure that you have read this addendum in advance of the exams in June and August 2020. Please contact the Examinations Department at [exams@accountingtechniciansireland.ie](mailto:exams@accountingtechniciansireland.ie) if you require any further information.

## 1. Refunds Policy

- 1.1 Subject to rules relating to individual services, refunds may be available in specific circumstances.
- 1.2 The Examination fee will not be refunded to students if they have attempted an online exam. A refund will be issued to students only in exceptional circumstances where a student has highlighted an issue to the exams department. All issues will be reviewed by the exams department on a case by case basis.
- 1.3 Refunds may be subject to an administration charge depending on when the application for a refund is made.
- 1.4 We will endeavour to refund you within one month of your application for a refund.
- 1.5 Where a fee has been paid by your employer any refund will be made directly to that employer.
- 1.6 Where you have paid the fee yourself the refund will be made directly to you.

## 2. Examination & Assessment

### 2.1 Notes

- 2.1.1 Any person who presents for an examination is subject to our Rules & Regulations. Acceptance of our Rules & Regulations is indicated by your presence at an examination. You are also required to indicate that you will be bound by these regulations when applying for any examination(s) and by signing a declaration of integrity in advance of completing your exams.

### 2.2 Identification Requirements

- 2.2.1 For the Business Management and law & Ethics examinations, you must be able to show some form of photo identification. For example, current Accounting Technicians Ireland student card; passport; driver's license, or a student ID card from the college that you are attending for classes.

## **2.3 Permitted Materials**

You are permitted to have in your possession during an Examination, only the following materials:

- Rulers, pens, and an eraser or correction fluid.
- A noiseless, non-programmable pocket calculator without a printout or graphic/word display facility in any language.
- An English-to-English Oxford paperback thesaurus or the Collins thesaurus A to Z only. Such a thesaurus may not be written on in any way.
- For the Business Management & Law & Ethics exams, you may not have in your possession any notes, text books, dictionaries or any other material whatsoever during any Examination.

## **2.4 Non Permitted Materials**

You are not permitted to have in your possession during an Examination, the following materials:

- Another computer or computer monitor.
- An additional mobile phone, smart watch or smart device.

## **2.5 Conduct during an Examination**

- 2.5.1 You are not permitted to gain, or attempt to gain, an unfair advantage through any form of unprofessional conduct (e.g. attempting to use materials that are not permitted, etc.). Please refer to Section 14 in relation to Breach of these Regulations of the [2019/2020 Rules & Regulations](#).

## **2.6 Publication of Examination Results**

- 2.6.1 We will communicate your examination results to you by email (the date of exam results publication will be shown on [www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)) after ratification of the results and awards by the relevant meeting of the Assessment Board. Examination results will also be published on our website ([www.AccountingTechniciansIreland.ie](http://www.AccountingTechniciansIreland.ie)). You will have to use your secure log-in details in order to access these.

- 2.6.2 Any student who has not made full payment in respect of all outstanding fees due to Accounting Technicians Ireland, regardless of amount, will not have their exam result released until all such fees have been paid in full.
- 2.6.3 A copy of your Examination results will be provided to the college where you are attending for classes following the publication of results on our website. We will not release your results to any other person or organization under any circumstances without prior permission, in writing, from yourself.
- 2.6.4 In order to preserve confidentiality, examination results will not be disclosed AT ANY TIME by email, fax, telephone or to personal callers to Accounting Technicians Ireland.

## **2.7 Reasonable Accommodations/Reasonable Adjustments**

- 2.7.1 It is the policy of Accounting Technicians Ireland to provide you with any reasonable assistance you may require to complete your examinations. Accounting Technicians Ireland shall attempt to provide, where practical, a range of supports to candidates who have a physical or sensory disability, or a specific learning difficulty (e.g. Dyslexia). Similar facilities can be made available to candidates who have particular requirements because of an accident, illness, medical condition or pregnancy. If you feel that your circumstances may merit assistance, please contact the Exams Department as soon as possible, in order to allow sufficient time for us to arrange the assistance that you require. You will be asked to provide appropriate documentation to us in support of your request.
- 2.7.2 If you have a medical condition that may affect your performance or the performance of any other person, you should advise us as soon as possible in advance of the Examination.
- 2.7.3 Please note that if you advise us of a medical condition after the appropriate deadline, we cannot guarantee that we will be able to provide you with the assistance that you may need, although we will take all reasonable steps to do so.

## **2.8 Special Consideration**

- 2.8.1 Where circumstances affecting a learner's performance arises on the day of an examination (or shortly beforehand), and the learner is unable to communicate these in advance (e.g. personal illness), they may apply for Special Consideration. Learners must inform Accounting Technicians Ireland in writing within five (5) days of the date of the Examination(s).
- They must include the following information:
  - Learner name and registration number
  - Exam session (e.g. June)

- Exam titles (e.g. Taxation)
- Supporting documentation (e.g. medical certificate)

The information provided will be reviewed by ATI Assessment Lead who will decide the most appropriate action.

If authorised, an 'Approved Absence' may be recorded for the relevant examination(s) which will allow the learner to retake the examination(s) at no extra cost.

2.8.2 If the learner has presented, or made an attempt, at an examination and subsequently advised ATI of any particular circumstances as outlined above, then the circumstances will be presented to the Assessment Board who may decide that no attempt be recorded, or to allow the mark awarded to stand.

The learner will be informed of the outcome of their application within 10 days of the Assessment Board.

## **2.9 Absence from Examinations**

2.9.1 Note that once you apply for an Examination, you will be deemed to have made an attempt once that Examination has taken place.

This means that absence from an Examination for which you have applied shall be counted as an attempt, unless your absence has been approved by us.

2.9.2 If you are absent from ALL of the Examinations for which you have applied, you will be permitted to "carry forward" the fees paid for those Examinations to the next Examinations Session.

For example, if you apply for four examinations but are absent from all four of these, then you may carry forward your fee to the next session. However, if you present for one examination (or more) then you cannot carry forward any fees.

Similarly, if you apply to present for two examinations but are absent from both, then you can carry forward the fee to the next session. However, if you were to present for either examination then you cannot carry forward any fees.

2.9.3 Note that Examination Fees can only be carried forward to the next Examination Session (e.g. From June to August). It may be possible to "carry forward" an Examination fee beyond the next session if you have contacted the exams department before the exam deadline notifying us of the change in your circumstances.

- 2.9.4 If you present at one or more of the Examinations for which you have applied, but are absent from any other Examination(s) at the same Session, you will not be permitted to carry forward any fees unless you have contacted the exams department in advance notifying us of the change in your circumstances.
- 2.9.5 You may apply for an approved absence from the exams once you have submitted a medical certificate within 5 days of the exam taking place. If the medical certificate is not received within 5 working days, the student will be marked as absent from the exam(s).

### **2.10 Systems Check**

- 2.10.1 Students must ensure that they can complete a mock exam using the Moodle and TestReach platforms. Students must confirm that their computer can access the platforms and systems required to complete the exam(s).
- 2.10.2 Students must also ensure that they have a functioning microphone (some PC's have them built-in) and a functioning camera on their laptop/desktop if completing the Business Management or Law & Ethics exam(s). Please refer to the TestReach 'How to Guide' for more detail on the requirements for the exams.
- 2.10.3 All students are required to read the Moodle 'How to' guide if completing the Financial Accounting, Taxation, Advanced Financial Accounting, Advanced Taxation, Management Accounting, Integrated Accounting Systems exam(s) or the TestReach 'How to Guide' if completing the Business Management and/or Law & Ethics exam(s). Please contact the Assessment Team directly by email on [exams@accountingtechniciansireland.ie](mailto:exams@accountingtechniciansireland.ie) if you have any query on these requirements.

## **3. Issues on the day of the exam**

### **3.1 Technical issues during exam**

- 3.1.1 If a student experiences a technical difficulty during an exam, the student can contact the exams team via email/phone to try and resolve the problem.
- 3.1.2 If a student is unable to resume their exam then the point at which the student last saved their work will be reviewed and a mark will be given based on the work submitted at that time (Approximately 75% of the exam must be completed in this instance). If the student had completed less than 75% of the exam and was unable to continue with the exam due to ongoing



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technical issues, then the student will be given an opportunity to re-sit the exam at no extra cost.