![Accounting Technicians Ireland logo]

HOW TO GUIDE

Completing Exams in TestReach – invigilated exams

Dear Students,

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

Year 1 exams – Law and Ethics, Business Management

This guide is designed to familiarise students with the format of exams in the **TestReach** platform, its specifications and requirements.

Please read this document thoroughly. All students must ensure that they understand, and are familiar with, the details and instructions it contains. As this is a new process and a new platform for everyone, please familiarise yourself with the details below, as they are essential for the smooth running of your online exams.

This guide covers the following:

- How to download the TestReach app to your device (laptop/PC)
- Computer requirements - How to perform the systems check to ensure your device meets the system requirements
- Signed photo ID
- Receiving an account from TestReach – downloading the app
- Take the standard Test Tutorial
- Exam start time
- Exam instructions
- Permitted materials
- Non-permitted materials
- What to expect on the day
- Additional assistance
- Your data and how it will be used – data protection addendum

SIGNED PHOTO ID

The identification that is required for you to take your online exam is a signed:
Passport, Driving license or Student Card.

Your ID must be in the exact name that is on your TouchPoint record – if it is not, please contact us immediately.

RECEIVING AN ACCOUNT FROM TESTREACH – DOWNLOADING THE APP

You will receive a new account email from TestReach for your online examination. This email will contain a link to the TestReach Application (App) along with your username and temporary password. You will be asked to set up a personal account with TestReach so you can take your exam online. You will set up your own personal password – please keep your log in details safe as they will be required to take your exam.

The following login details below are for trial purposes only – a trial account.

To download the TestReach app, please use the following link:

URL Link to download app - https://app.testreach.com/system-requirements

Use the username and password provided below. (This is a trial account and you will not be asked to change the password. **You will be issued with a new account from TestReach before your examination**):

Username: ati_check_setup@testreach.com

Password: ati123! (all lowercase)

Please note, you will need to type the password (a copy-paste option will not work).

You will be asked to download the TestReach App onto your laptop/computer.

The TestReach App is where you will take your exam. Once you have logged into the App you will not be able to access any other applications or programmes on your computer, until you leave the App.

Students are advised to take a Test Tutorial so you can familiarise yourself with the testing environment.

All students will need to set up their accounts on Testreach and enrol confirming your exam time no later than 3 working days before your exam. Failure to enrol will mean that a student will not be able to take their exam in the current exam session. You will receive an email from TestReach prompting you and reminding you to confirm your exam booking.

TEST TUTORIAL

We advise you to take a Test Tutorial so you can familiarise yourself with the testing environment.

EXAM START TIME

The ATI Assessment Team have advised you of your exam date and time. As there are so many students who will be due to take their exam at the same time, TestReach will be operating a Waterfall Starting Time.

What does Waterfall Starting Time mean?
It means that in order not to overload the system, when you initially log in to TestReach to Register for Your Exam you will be offered time slots in 15 minute increments. For example: If your exam is scheduled for 9:00 – when you register with TestReach you will be able to choose a timeslot of: 9:00, 9:15, 9.30, or 9:45.

Students will need to book their preference slot no later than 3 days before the exam day. Where at student is taking 2 exams, they will be required to do this for both exams. These time slots are allocated on a first come first served basis.

COMPUTER REQUIREMENTS

1. Laptop/computer with 4GB of RAM (no chrome books, tablets, surface pro or mobile phones)
What is RAM and how do I check how much I have?
Your computer's RAM is the speedy short-term memory it uses for running applications and opening files. If you're using a Windows PC, checking your RAM is easy. In the Start menu, type "About Your PC" and press Enter. Under 'Device Specifications' you will see a line named "Installed RAM" and this will tell you how much you currently have.

2. A Windows version 7.0 or higher or Mac 10.8 or higher operating system
How do I know what operating system my computer has?
If you're using a Windows PC, in the Start menu type "System Information" and press Enter. You will then see the name of the operating system and version on the screen.

3. Intel Core i3 (or equivalent) processor
How do I know what processor my computer has?
If you're using a Windows PC, in the Start menu type "System Information" and press Enter. You will then see the name of the processor on the screen.

Are you using a Mac? You can view information about your Mac, including the model name and the mac OS version you're using in the System Information app on your Mac - About This Mac.

4. A working webcam that can be used to scan the room, microphone and speakers.
You need to ensure that your computer speakers are switched on.

5. Internet connectivity with continuous internet speed of a minimum of 516kbps
How do I know what my internet speed is?
You can test your internet speed here: https://www.speedtest.net/

You should take your exam on your computer on your own personal internet network/WiFi/hotspot – don't log in using your VPN unless your company had whitelisted TestReach and are allowing you to do so.

The easiest way to check your requirements is to run the TestReach check.

EXAM INSTRUCTIONS

1. Before your exam, you should have downloaded the TestReach App onto your computer (as per your new account email from TestReach – which will be sent in plenty of time before your exam).

2. Make sure that you have completed the Test Tutorial in advance of your exam date – to familiarise yourself with the online exam environment.

3. You must ensure that you have your TestReach user / user login information with you before you log in to start your exam – TestReach user name and your updated password.

4. You must not be interrupted throughout your exam. Please make sure that the room / space you choose to take your exam in is private and well lit.

5. Do not forget to have your signed Photo ID with you – passport, driving license or your ATI Student Card, if it shows your photo. Your ID must be in the exact name that is on your ATI record – if it is not please contact us urgently at **exams@accountingtechniciansireland.ie** and use NAME CHANGE in the Subject.

6. You are not allowed to use any resources or reference materials during the exam.

7. Your exam will be in the same format as originally planned before we moved the exams online. To find out more about the sample exams, please check My Revision, if you have not already done so.

8. Ensure that you log into TestReach in plenty of time before your exam is due to start – at least 15 minutes before the start time. You may be placed in a queue at this stage as the invigilator will be admitting 3 or 4 other candidates to the exam also.

9. Students are permitted to commence their exam up to 15 minutes after the scheduled start time. The duration of their exam remains the same. If a candidate has not connected within 15 minutes of their confirmed time, their exam will expire and they will not be able to do the exam.

10. Once you log in your invigilator/supervisor will acknowledge you, then once they are free they will speak to you to welcome you to your exam, to ask to see your photo ID

(hold it up to the webcam), to ask you to show them your exam area by moving your laptop/webcam around the room. You will need to ensure your speakers/headphones/earphones are working for this.

11. You will be asked to scan the room for a 360° view using your monitor/webcam – this is so the online invigilator/supervisor can see that there are no distractions near you.

12. During your exam, your invigilator/supervisor will be muted so as not to disturb you - but should you wish to communicate with your invigilator/supervisor - either talk to him/her or use the 'Chat/IM' functionality, your invigilator/supervisor may take a few minutes to respond so please be patient – they may be assisting another student.

13. Ensure that your computer area is free of all clutter and unauthorised materials. Unauthorised materials would be: another computer, a mobile phone, a smart watch, books/notebooks, any smart device.

14. The only authorised items allowed for this exam are water/drinks, a single piece of paper and a pen/pencil -for candidates that are typing, which must all be shown to the camera.

15. No smart watches are allowed. You will be asked to show your wrists to the invigilator/supervisor.

16. Save the TestReach contact number to your mobile phone - on exam day your mobile phone should be placed on silent and put out of reach before you connect with your supervisor.

17. If you are in a room with others sitting your exam please ensure that you have headphones/earphones connected to your computer in order to hear the invigilator/supervisor when they speak to you, and not to disturb/be disturbed by others interacting with their invigilator/supervisor.

18. Please do not have a second monitor on your desk or within reach.

19. You may not move around during the exam – i.e. no moving around the room. You must remain in the webcam viewing area at all times.

20. You will be permitted to briefly exit the room to use the toilet, but you will have to seek approval from your invigilator/supervisor first. If you speak your invigilator/supervisor will be able to hear you.

21. Ensure that you do not block the webcam for any reason.

22. Please behave in a suitable manner towards your invigilator/supervisor, comply with any procedural requests, and respond to all validation questions that you are being asked.

23. Full exam regulations have been updated on the ATI website.

*Note: If you have any difficulties with regard to logging on for your exam please contact TestReach at: +353 (1) 699 1385 / +44 (0)20 34758685 or email support@testreach.com

PERMITTED MATERIALS

You are permitted to have in your possession during an Examination, <u>only</u> 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 Oxford paperback thesaurus or the Collins thesaurus A to Z only. Such a thesaurus may not be written on in any way.

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.

- Any notes, text books, other dictionaries or any other materials.

WHAT TO EXPECT ON THE DAY

1. Arrive on time! Please log in at least 15 minutes before you are scheduled to commence your exam, in your chosen location.

2. Log into TestReach and select 'Connect to Supervisor'.

3. Your invigilator/supervisor can immediately see you and hear you through your webcam and speaker, and will interact with you once they have finished with the previous student.

4. Candidate Validation: Your invigilator/supervisor will ask you to show them your photo ID. You will be asked to hold this up to the webcam so they can see it.

5. You will be asked to move your webcam around so your invigilator/supervisor can see that there are no unauthorised items in your exam area.

6. If your invigilator/supervisor observes unauthorised items you will be asked to remove them.

7. If you do not log in <u>on time</u> you will miss your exam.

8. You must stay in view of the webcam at all times.

9. Your invigilator/supervisor will let you know when you can begin your exam.

10. Your invigilator/supervisor will give you 2-time warnings when there is 30 minutes left and when there is 5 minutes left.

11. You are not allowed to leave your computer until you have submitted your exam.

12. You will be asked to show your rough work paper, back and front, to the invigilator/supervisor when you complete your exam before exiting the session.

ADDITIONAL ASSISTANCE

Thesaurus
You are permitted to have your thesaurus at your desk during the course of your exam. Your invigilator will ask to see your thesaurus, to hold it up to the webcam so they can verify the language of the dictionary and the manufacturer. Your invigilator may ask you to briefly show them the inside of the thesaurus into the webcam so they can see that there are no notes written in/on the thesaurus. English language dictionaries are strictly not permitted.

Reader
If a student has been pre-approved to have a reader in the room with them (family member/acquaintance) they must not interact except for the reading of the exam questions.

Extra Time
If you have been approved to have extra time for your exam by ATI then this will be accommodated.

YOUR DATA AND HOW IT WILL BE USED – DATA PROTECTION ADDENDUM

This is important so please read carefully.

To enable ATI to conduct its examinations online in June 2020 in partnership with TestReach, the exchange of a certain amount of your personal data is necessary.

ATI will provide the following personal data to TestReach:

- Student exam number

- Student name

- Student email

TestReach will acquire additional personal data directly from you. This occurs in particular when:

1. You show photo-ID to TestReach by holding up for the webcam a passport, driving license or your Student Card, if it shows your photo. This is recorded.

2. A video is taken of you and your surroundings via your webcam during the period when you are taking the exam. This video is monitored by the TestReach supervisor during the exam and recorded.

3. If there is an exchange between you and the TestReach supervisor during the exam, by 'chatbox' or other means, it will be recorded.

4. Information is also recorded about the computer and technology you use and your activity data. This includes your IP address. Cookies are used to remember your login details.

5. For all questions, TestReach will provide the candidates' answers, with candidate identification, to ATI and they will be marked in the conventional way.

ATI has entered into a data processing agreement with TestReach. This provides assurances that the personal data that TestReach will receive from and impart to ATI will be handled in compliance with data protection rules, including the EU General Data Protection Regulation (GDPR).

This exchange of personal data is necessary for the functioning of the online process.