

## ATI Exams 2021

### Frequently Asked Questions (FAQs)

**Last updated:** 29 April 2021\*

*\*This document will be updated regularly with new information as it becomes available*

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## Online Exams

### Why are examinations being moved from exam halls to online?

Due to Covid-19 restrictions, all examinations were moved online for the academic year 2019/20 and for the continuing year 2020/21 to ensure students are able to sit their exams and progress in their studies.

### Will examinations continue to be online after 2021 exam sessions?

Yes, Accounting Technicians Ireland is making these arrangements as a permanent change and we do not anticipate that we will return to hand-written examinations in exam centres in the future.

### Can I still take a paper-based examination if I prefer?

We are no longer able to provide this option due to the remote invigilation aspect of the exam.

### How will the online examinations work?

Firstly, you will need to ensure you have the correct conditions to sit your exam which includes being by yourself in a quiet room with no distractions, as well as having a computer and internet connection. You will also need a camera and microphone attached to your PC or laptop. All examinations have a set start and end time and you need to log into the e-assessment platform to complete the exam under set conditions. Your examination will be observed by an invigilator remotely and you will be required to type your answers directly into the e-assessment platform.

### How does the remote invigilation work?

An invigilator will be able to see what is happening on your computer screen and will also be observing you via your webcam (face-on view). There is a chat function with the invigilator so they can contact you if they notice any potential issues, and so you can alert them to any problems.

### Are the examinations recorded? What happens to that data?

Yes, the visual and audio recordings are retained by our e-assessment provider for a six-month period, after which they are deleted. This is so that they can be reviewed if there are enquiries about results, appeals, or other legitimate reasons to go back and review the session. Access to these recordings is granted only to senior members of the Accounting Technicians Ireland assessment team, who may need to report on any issues relating to results or malpractice.

### Will the exams be open book?

The exams will be closed book and will be invigilated remotely.

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## Equipment Needed

### What equipment will I need to have?

You will need a computer which you can type on, with internet connection, webcam and a microphone. If you have a laptop, then most likely the webcam and microphone are already built-in. If you are using a PC, you may need to attach these. You will not be able to use a tablet or phone to complete your examination as you must be able to type and use a webcam.

### How do I know if my computer is compatible?

Technical specifications will be provided in our how-to-guides.

### Can I do the examination online if I don't have any of the right equipment?

No, you will need to make sure you have the correct equipment in order to sit the examination. We do not require you to own all the equipment but you do need to arrange to have use of it at the time of the exam.

### Can I use a second screen?

Having taken on board students' feedback, we have worked with our e-assessment provider to facilitate the use of second screen / additional monitor. Students sitting their June exams were notified about this change by email on 29 April 2021.

### Can I have a keyboard and mouse connected to my laptop computer?

You can connect a keyboard and a mouse to a laptop so that you can type more comfortably.

### What happens if there are internet connection problems or power cuts?

The examination platform is designed to re-connect automatically if the connection is lost, and in any event your session is saved so that you can pick up where you left off. In most cases, candidates should be able to re-connect and continue with the exam. If you experience longer time delays and this is verified by the invigilator, we will be able to allow extra time at the end of the examination.

## E-Assessment Platform

### Will I have access to the platform prior to my exams?

Yes, you will have access to the e-assessment platform. This will provide you with time to complete practice exam tests on the platform. To enable you to navigate the platform with ease, we have prepared videos and how to guides which can be accessed [here](#).

### When will examinations start?

You can see the full examination timetable on our website in the [Exam and E-Assessment Section](#).

### Is there any help available for students who are not confident at typing?

Yes, we announced the requirement to type as early as was possible so that students could prepare and plan accordingly. For some students, we realise this will mean an investment of time and effort in improving their typing skills. If you would like to refresh or improve your typing skills, we have made a touch-typing course available as an additional support. You can access the course [here](#).

### How can you stop people cheating?

We are using a platform specially designed for computer-based assessment, combined with live remote invigilation services. This means that your computer and webcam are accessed by the system and a live invigilator will be present to ensure that the exams remain closed book, with no collusion or cheating. You will also be required to verify your identity by showing a photo ID in the exam set-up time.

## Exam Structure and Timetables

### Are the Year 1 exams in 2020/2021 following the same structure as in previous years?

There is a new structure for each Year 1 module in line with the new syllabus which came into effect in September 2020. More information on the new syllabus can be read [here](#). You can find a detailed structure outline of the Year 1 sample papers for 2021 [here](#).

### Are the Year 2 exams in 2020/2021 following the same structure as in previous years?

Yes, the structure of the Year 2 exam papers has not changed for the 2020/2021 academic year.

### Where can I find the 2021 exam timetable?

Your exam timetable is now available on our [website](#).

### Will students get additional time for their exams?

Due to the requirements of the current Year 2 syllabus, the following exams are 3hrs 20mins in duration: Advanced Financial Accounting, Advanced Taxation, and Management Accounting. The Year 1 exams, under the new syllabus, are 3 hours in length.

## Exam Results and Re-sits

### When will the results be published?

All examinations will be marked by examiners following the completion of the exam as per previous years. The exam results release date will be published on our website nearer the time, but this is expected to be 5 weeks after the last examination.

### If I fail any exams when is my next opportunity to re-sit exams?

**For students commencing in September:** If you are unsuccessful in any exams in June, the next opportunity to re-sit is August 2021. Please note, if you are unsuccessful in any exams you take in August the next available date to repeat these will be June 2022.

**For students commencing in January:** If you are unsuccessful in any exams in August, the next opportunity to re-sit is October 2021 (ROI students only). Please note, if you are unsuccessful in any exams you take in October the next available date to repeat these will be August 2022.

## Exam Practice Papers

### Are practice papers available?

Practice papers for all modules are available on My Revision accessed via your TouchPoint portal. For each module, there is also a practice test available on the e-assessment platform which you can access by using the practice link communicated to you by the Assessment Team.

### Will all questions be theory or will there be short computational style questions?

Please refer to sample papers on My Revision for the style of the questions and the exam structure.

## During the exams

### What ID do I need to show the invigilator?

You will need to have an official photo ID ready to show, either a passport, national ID, or driving licence. Please make sure that your name / surname on your ID is reflected in your TouchPoint account.

### Will I be able to make notes on a piece of paper?

You will be allowed paper to make notes for your own use, off screen. You will not be able to submit these notes as part of your answers. Any notes are solely for your own reference during the examination. Answers must be typed and submitted within the e-assessment platform.

You will be asked to show any note paper you intend to use to the invigilator before the examination. Your note paper must be completely free of any writing, diagrams, or other content when you show it to the invigilator before the exam starts.

### How many sheets of note paper am I allowed?

Please start the exam with a maximum of four sheets of A4 paper on your desk. This is to reduce the amount of time needed to show the paper to the invigilator. You may have more blank note paper ready in the room in case, but no more than four sheets on your desk to start the exam.

### Will I be able to take a toilet break?

If you find that you need a toilet break during the examination, you can inform the invigilator through the chat facility. Please note the following rules:

- You should wait for permission from the invigilator before you leave.
- Your examination time will not be paused while you take a break.
- You are expected to return as soon as you can, with the expectation that you will be no longer than a few minutes.
- Breaks will be logged and noted by the invigilator.

If you know in advance that you may require a break during the examination, for example due to a medical reason, please let us know as soon as possible before the exam date.

### Can I eat and drink during the examination?

You are permitted to have a bottle of water on your desk – please use a bottle instead of a cup or glass. To avoid accidents on your workspace, and to make observation easier for the invigilators, we ask students not to eat during the examination unless it is absolutely necessary (e.g. for medical reasons as advised to ATI in advance).

### Can I use a calculator during the exam?

Yes, you are allowed to use your own non-programmable calculator. You will not be able to use another device, such as a smart-watch or mobile phone as a calculator. You will also be asked to show the invigilator your calculator before you start the exam.

### Will I need to print the exam paper to complete the exam?

Students will not need access to a printer to complete the online examination. It is not possible to print the exam papers as it increases the risk of academic impropriety given the remote invigilation nature of the exam.

### Will I be allowed to print a copy of the Tax Reference Material?

You may print your tax reference material in advance of your exam. You will be asked to show your tax reference materials, along with any blank A4 paper you intend to use for the purpose of notes, to the invigilator before the examination. All paper must be completely free of any writing or additional content before the exam starts. The Tax Reference Material may be downloaded on our website [here](#).

### How can I find out more about the examination platform?

A how-to-guide and video tutorials showing the different platform features, as well as what to expect on the day, are available on our website [here](#). We strongly advise engaging with these materials in advance of sitting your exams.

## Questions Added: 26 March 2021

### What is the Lockdown Kiosk?

The lockdown kiosk prevents students from accessing other areas of the PC and will be in place for all exams except IAS at year 2. Students taking IAS require access to Sage and Excel that are already on the PC. Students will be required to download a lockdown kiosk for the main exams. We will issue a separate communication in relation to the download of this in a number of weeks.

### What internet connection is required, can I use a mobile hotspot?

For optimal performance, a reliable and stable connection speed of minimum: GPRS (100kb/s) is required. If taking the exam from home, ask others within the household to avoid internet use during your exam session.

### Can I sit my exam on any web browser?

You need to use the newest versions of Microsoft Edge, Safari, Chrome, and Firefox or Internet Explorer 11. Please note: Internet Cookies must be enabled and any pop-up/ad blocking setting(s) must be disabled.

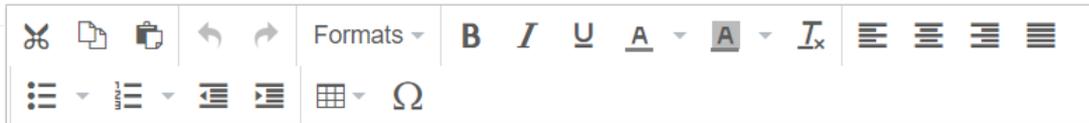
### What formatting can we use in the platform?

The window provided for answers will have the following formatting options:

For spreadsheet:



For Word:



Will it be possible to save the answers to my PC/laptop?

All answers will be automatically saved to the platform only.

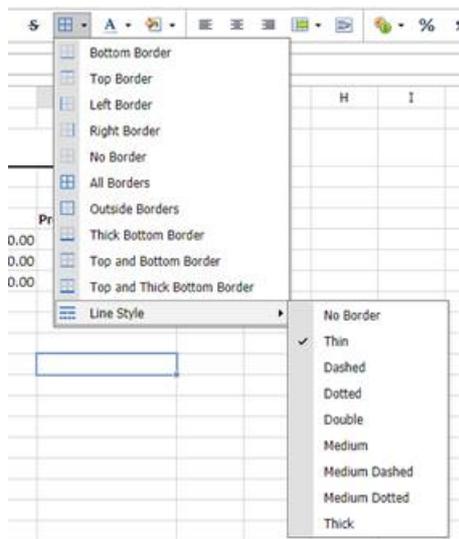
## Questions Added: 08 April 2021

Is it possible to attempt the practice tests more than once?

Yes, you can take the practice tests multiple times, to do so please clear the cookies in your browser and click on the links again.

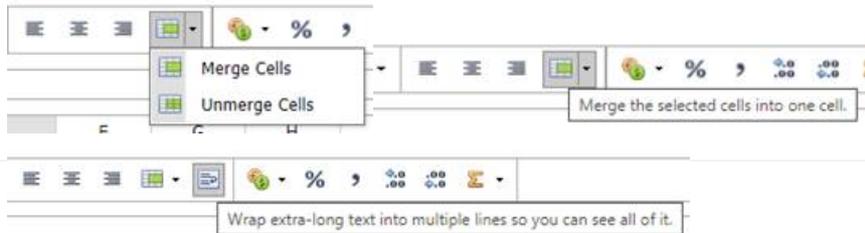
Will it be possible to edit and design borders around cells?

Yes, it will be possible to draw borders around cells:



Will it be possible to merge & wrap cells?

Yes, it will be possible to merge & wrap cells:



## Questions Added: 29 April 2021

### Can I use an additional monitor?

Yes, the platform will facilitate the use of an additional monitor during the exams for those who wish to use one. For all exams except Integrated Accounting Systems (IAS) for Year 2 students, this monitor will mirror what appears on the smaller screen. For the IAS exam, it will be possible for students to have two different screens visible, for example students will be able to have the Rogo platform open on one screen and Sage open on the other. Students were notified about this change on 29 April 2021 by email.

### Can I print the Tax Reference Material in advance?

Students may print the Tax Reference Material in advance to use during their exam. This must be printed in advance of the exam and no notes should be written on it. Students will be required to show the individual pages of the Tax Reference Material to the invigilator to demonstrate that there are no additional notes included within.