

Year 1 TestReach Exams – How to Guide

Upload of Handwritten Answers to TestReach

This document is for those students who are completing Business Management and/or Law & Ethics exams on TestReach by the handwritten method. If you have chosen to type your exams, you will type directly onto the TestReach platform.

For students that are uploading handwritten exams, when logged in to TestReach on exam day, 2 exams will be listed: 1 will be the remote invigilated exam and the other will be the area where answers are uploaded at the end of the exam.

How to Upload Your Written Exam?

After you have successfully closed your remotely invigilated exam session with your TestReach supervisor, you will need to immediately begin creating **individual** PDF files for each of the questions you have answered in your exam.

For example, one PDF file containing all the pages you have written for question one. Then another separate PDF file containing all the pages you have written for question two etc.

You will need to close out of TestReach for this purpose as you will need to access your email to save the PDF documents that you have emailed to yourself from Adobe Scan.

Note: Please give these files a name that is easily recognised and saved in a location on your device that you will easily remember. This will ensure an easy upload to TestReach

For support on how to create and save these individual PDF files please refer to the [How to Guide for Adobe Scan](#) or contact ATI at **01 649 8119**

Once you have created all your individual PDF files for all the questions you have answered, you can begin uploading them to TestReach.

Please follow the below steps:

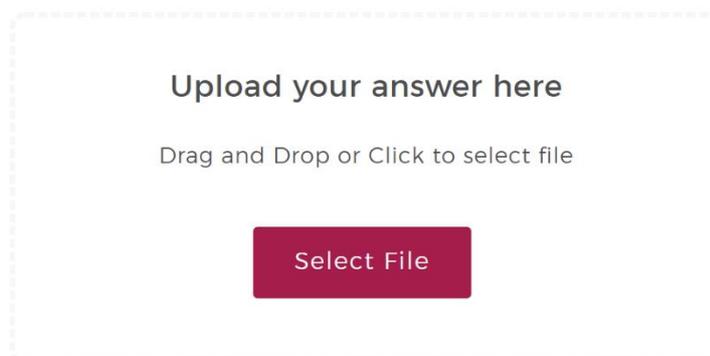
1. Login into the TestReach desktop app
2. On your exams dashboard you will see your ATI Exam Upload paper with a green enter button to the far right. Select this enter button.

3. A page of containing the instructions detailed here will be displayed before you enter this exam reminding you of the steps involved on how you will upload your PDF files.
4. After reading these instructions you will see a green Start Test button on the bottom right of your screen, once you select this button you will begin your ATI Exam Upload
5. Once the exam has begun you will enter a screen like the one in your remotely invigilated exam. There will be a navigation bar at the bottom of the screen corresponding to the number of questions that were in your exam.



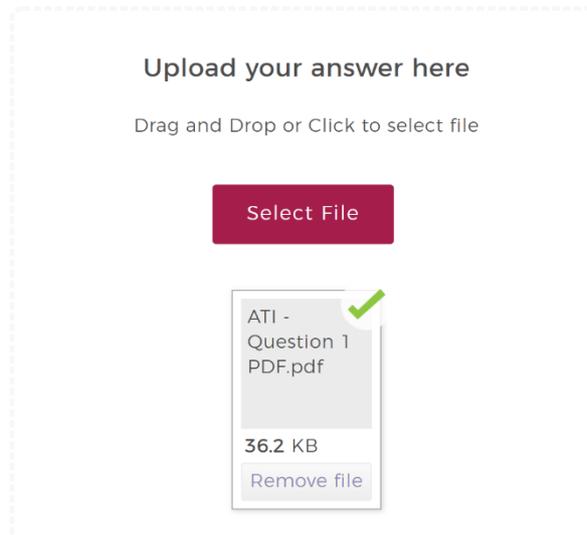
6. For each of these questions you will see the below screen. This screen will allow you to upload your individual PDF files to the corresponding questions as they appeared in your exam.

For example, if you answered question one in your exam, you will have an individual PDF file containing your handwritten answer for question one. This file will be uploaded to question one in your ATI Exam Upload paper. Each of the questions you have answers for in your exam will be uploaded in the same format.



7. To begin uploading your PDF's to their corresponding questions, select the pink "Select File" button. This will open a pop-up window for you to locate the relevant PDF file on your computer, once you locate the PDF select the file for it to be uploaded to TestReach.

8. Please see an example of an uploaded question below:



9. The above step will need to be completed for all questions you have answered in your exam i.e. if you have answered 6 questions you will need to upload to 6 PDF's to the corresponding questions in the ATI Exam Upload paper.
10. After you have uploaded all your PDF's for all your questions you can then select the "Submit Test" button at the top right-hand side of your screen to submit your ATI Exam Upload paper. This will submit all your PDF's to TestReach for marking by ATI.

NOTE: Do not press the "Submit Test" button until you have successfully uploaded all your PDF's to TestReach.

Should you have any queries during the upload process please contact Accounting Technicians Ireland for further information at **01 649 8119**.