

Exams June 2020

HOW TO GUIDE

Completing Exams in Moodle Platform – Sample Examination

Dear Students,

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

- Year 1 exams – Financial Accounting and Taxation ROI/NI
- Year 2 exams

This guide is designed to familiarise students with the format of Moodle-based exams, its specifications and requirements.

This document is summarised in video format [here](#).

This guide covers the following:

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Disclaimer: Please note prior to examinations taking place, Adobe Scan or equivalent must be installed by each student who are handwriting their submission. A how to guide is provided in a separate document.

Moodle Exam Format

The examination papers will continue to be in the same format as the past papers and sample papers. A sample paper for each subject is available to student in the Moodle platform.

The module will have its own dedicated page on Moodle and you will be enrolled on this page prior to the exam.

Students will complete the exam **at a specific date and time** and have **been informed by email about at this stage**. Exam login details will be provided prior to the examination.

The Moodle platform will be used for the following examinations: Taxation ROI/NI, Financial Accounting, Advanced Financial Accounting, Advanced Taxation ROI/NI, Management Accounting and IAS.

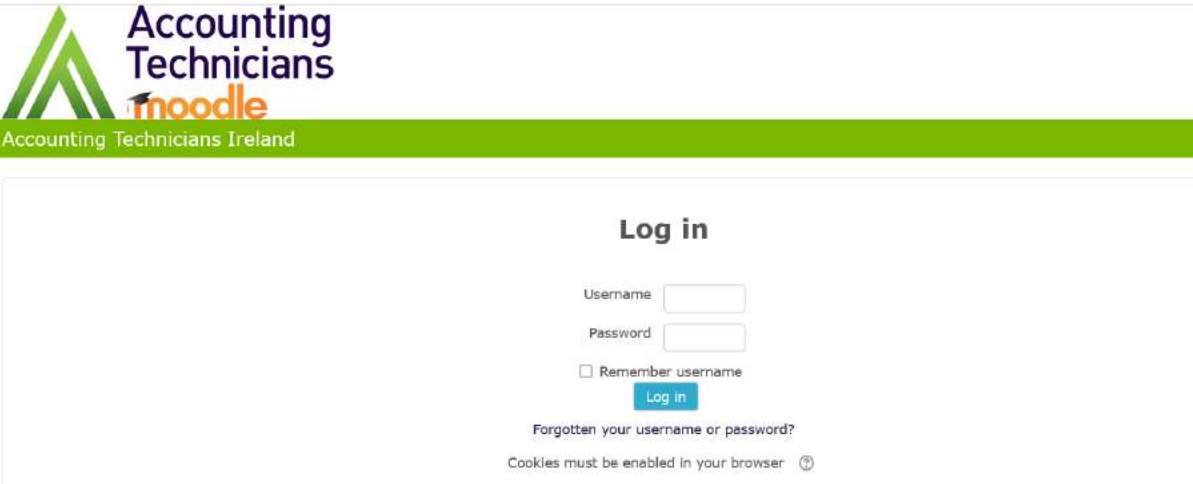
Internet Connection

Students are reminded that a continuous internet connection is not required. You should log in to download the paper and then at the end to upload your answers.

Accessing the Sample Examinations in Moodle

Students should access Moodle how they normally do, either through the touchpoint login page or directly through Moodle if they have done this previously.

(Please note if users have already entered their details via touchpoint access, they may not need to login as per below)



Accounting Technicians
moodle
Accounting Technicians Ireland


Log in

Username

Password

Remember username

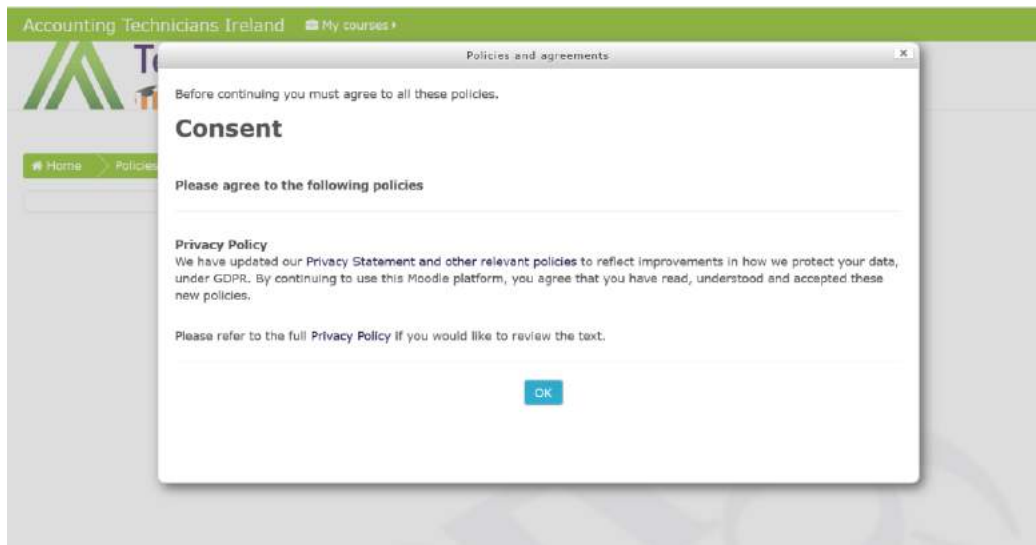
[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

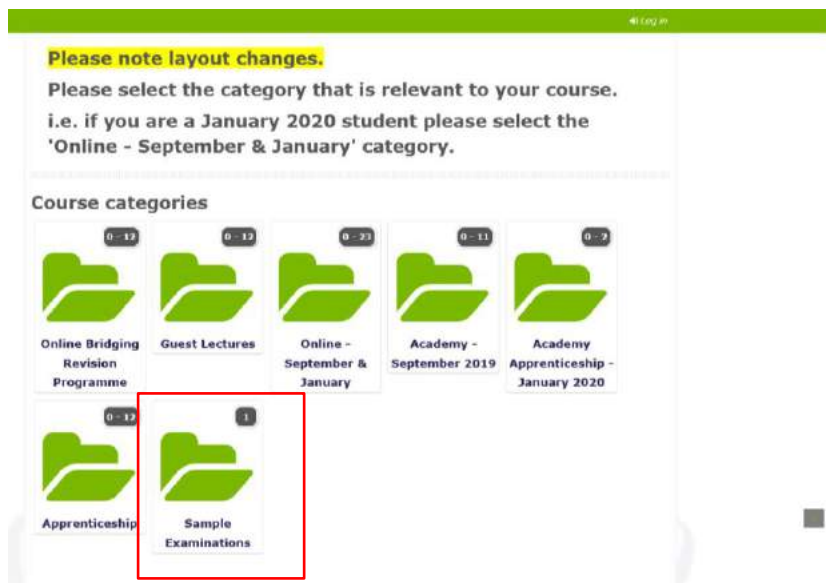
Enter your USERNAME and PASSWORD*

*Please type in the password (the copy-paste option of the password will not work and you will not be able to log in, the password has to be typed in).

If Privacy Policy window appear, click OK to continue.



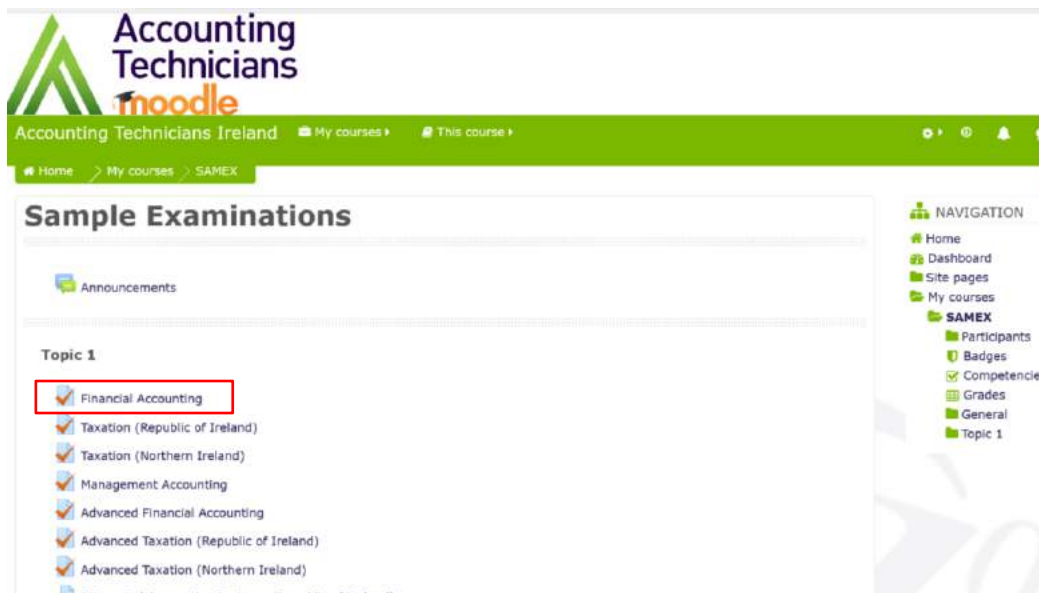
Under Course Categories, click on Sample Examinations:



Then click on "Sample Examinations" on the next page:

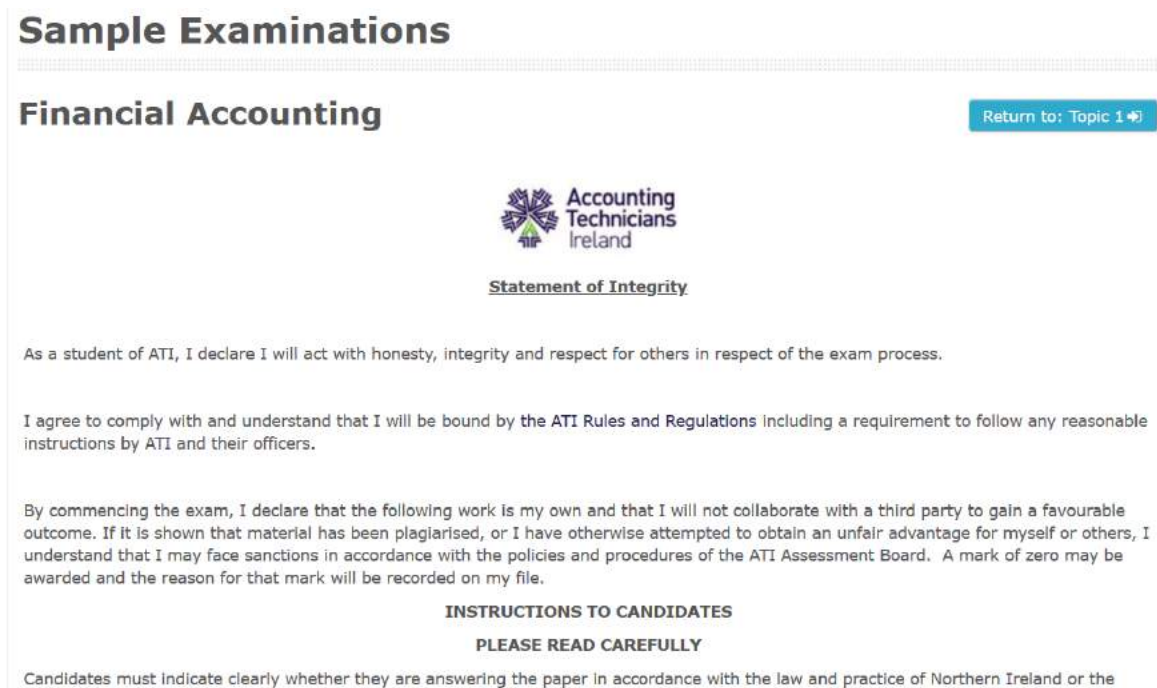


On the following page, select the examination paper to attempt.



The screenshot shows the Moodle interface for Accounting Technicians Ireland. The page title is 'Sample Examinations'. Under the 'Topic 1' section, a list of modules is displayed: Financial Accounting, Taxation (Republic of Ireland), Taxation (Northern Ireland), Management Accounting, Advanced Financial Accounting, Advanced Taxation (Republic of Ireland), and Advanced Taxation (Northern Ireland). The 'Financial Accounting' module is highlighted with a red box. A navigation menu on the right side of the page includes links for Home, Dashboard, Site pages, My courses, and a sub-menu for SAMEX containing Participants, Badges, Competencies, Grades, General, and Topic 1.

Select the relevant module from the listing, 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. A more detailed view of the full document can be obtained [here](#). Always read carefully the **Instructions to Candidates** before starting the exam.



The screenshot shows the 'Statement of Integrity' page for the 'Financial Accounting' exam. The page title is 'Financial Accounting' and it includes a 'Return to: Topic 1' button. The Accounting Technicians Ireland logo is displayed, followed by the heading 'Statement of Integrity'. The text reads: 'As a student of ATI, I declare I will act with honesty, integrity and respect for others in respect of the exam process.' Below this, it states: '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.' The next paragraph reads: '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 understand that I may face sanctions in accordance with the policies and procedures of the ATI Assessment Board. A mark of zero may be awarded and the reason for that mark will be recorded on my file.' The page concludes with the heading 'INSTRUCTIONS TO CANDIDATES' and the instruction 'PLEASE READ CAREFULLY'. The final sentence reads: 'Candidates must indicate clearly whether they are answering the paper in accordance with the law and practice of Northern Ireland or the'.

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**.

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

Answers should be illustrated with examples, where appropriate.

Tax reference material can be found in your textbook or you can click the link below to access and download:

- [Tax Reference Material](#)

Grading method: Highest grade

[Attempt quiz now](#)

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

Statement of Integrity

As a student of ATI, I declare I will act with honesty, integrity and respect for others in respect of 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 understand that I may face sanctions in accordance with the policies and procedures of the ATI Assessment Board. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

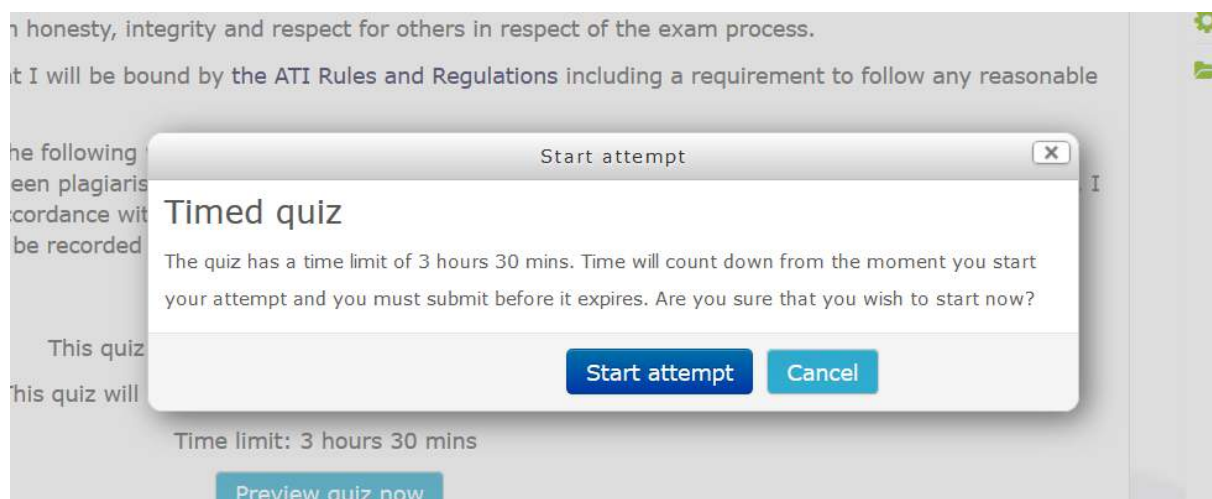
Attempts allowed: 1

This quiz opened at Friday, 24 April 2020, 9:28 AM

This quiz will close at Monday, 30 November 2020, 9:28 AM

Time limit: 3 hours 30 mins

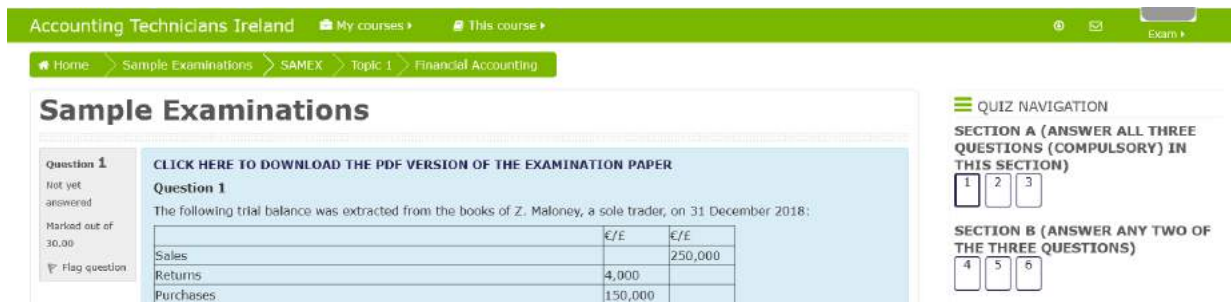
When 'attempt quiz now' is clicked the following will appear:



The screenshot shows a 'Statement of Integrity' page with a 'Timed quiz' dialog box overlaid. The dialog box has a title bar that says 'Start attempt' and a close button (X). The main text of the dialog box reads: 'Timed quiz' followed by 'The quiz has a time limit of 3 hours 30 mins. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?'. At the bottom of the dialog box, there are two buttons: 'Start attempt' (in blue) and 'Cancel' (in light blue). Below the dialog box, the text 'Time limit: 3 hours 30 mins' and a 'Preview quiz now' button are visible.

DOWNLOADING THE PDF VERSION OF THE EXAMINATION PAPER

When the exam is initiated, the first question will display in the following window:



The screenshot shows the Moodle interface for an exam. At the top, there is a green navigation bar with 'Accounting Technicians Ireland', 'My courses', and 'This course'. Below this is a breadcrumb trail: 'Home > Sample Examinations > SAMEX > Topic 1 > Financial Accounting'. The main content area is titled 'Sample Examinations'. On the left, there is a sidebar for 'Question 1' with details: 'Not yet answered', 'Marked out of 30.00', and a 'Flag question' button. The main content area contains a blue box with the text: 'CLICK HERE TO DOWNLOAD THE PDF VERSION OF THE EXAMINATION PAPER'. Below this is 'Question 1' which asks for a trial balance for Z. Maloney as of 31 December 2018. A table is provided with columns for '€/€' and '€/£'. The table data is as follows:

	€/€	€/£
Sales		250,000
Returns	4,000	
Purchases	150,000	

On the right side of the interface, there is a 'QUIZ NAVIGATION' section with 'SECTION A (ANSWER ALL THREE QUESTIONS (COMPULSORY) IN THIS SECTION)' and buttons for questions 1, 2, and 3. Below that is 'SECTION B (ANSWER ANY TWO OF THE THREE QUESTIONS)' and buttons for questions 4, 5, and 6.

A PDF version of the paper can be accessed from the Questions 1 by clicking:

CLICK HERE TO DOWNLOAD THE PDF VERSION OF THE EXAMINATION PAPER

The exam paper will open a new window. If printing facilities are available, please proceed if necessary (optional).

ANSWERING EXAM QUESTIONS

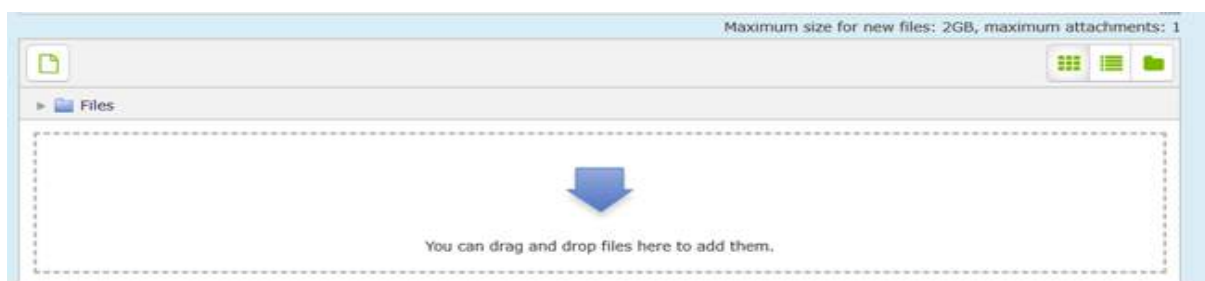
If the student is **Typing answers**, please read **Option A**, if the student is **handwriting** please read **Option B**.

It is recommended that students create a desktop folder to save files regardless if the exam is typed or handwritten. **(Please see note on Naming formatting on page 9). Naming conventions must be adhered to.**

Option A – Typing Answers

Proceed to open either Microsoft Word or similar. It is advised for students to save their work to their desktop **(Please see note on Naming formatting on page 9)** in a folder created prior to their examination commencement. Upon completion, answers can either be uploaded using the saved Microsoft Word file or paste the text into the provided textbox.

If uploading the Microsoft Word file select the following option in the page in Moodle:



Browse for the relevant file stored on Desktop

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

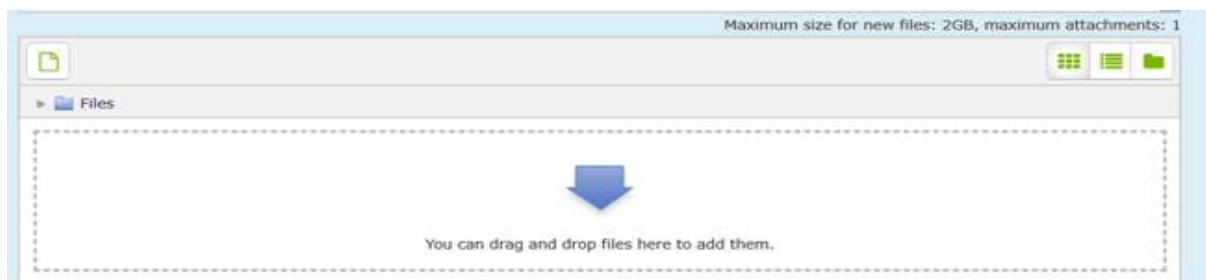
Answers can either be uploaded at the end of each question or at the end of the examination. Students should ensure that they upload the most recent version of their work.

Option B – Handwriting

Please refer to a separate document **How to Guide - Adobe scan** on installing and using the scanning app. If you own an iPhone, the Notes app has the same features as Adobe scan, please refer to the last chapter of this document for useful links. **(Please see note on Naming formatting on page 9).**

- The answers must be scanned and saved to the student's own **email account**.
- Ensure documents are saved and up to date.
- Open mail account on mobile device and create a new email.
- Attach the relevant files from mobile device and send them to the student's own email.
- Now the student can save the files to their desktop and upload to Moodle.

When uploading the PDF documents select the following option in the page in Moodle:



Browse for the relevant file stored on Desktop

When 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

NAVIGATION THROUGH THE EXAMINATION AND INDIVIDUAL QUESTIONS

Students can navigate between the questions using the right-side menu. This navigation also shows students the number of questions for the paper. The examination is time limited and the remaining time can be viewed below the QUIZ NAVIGATION.

The screenshot shows a 'QUIZ NAVIGATION' menu. It is divided into two sections: 'SECTION A ANSWER ALL THREE QUESTIONS IN THIS SECTION' and 'SECTION B ANSWER ANY TWO OF THE THREE QUESTIONS'. Under Section A, there are three buttons labeled 1, 2, and 3. Under Section B, there are three buttons labeled 4, 5, and 6. Below the buttons is a 'Finish attempt ...' link. At the bottom, a red-bordered box displays 'Time left 3:21:24'.

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:

This screenshot shows the same 'QUIZ NAVIGATION' menu as above. In this state, question 1 in Section A is highlighted with a grey background, indicating it has been attempted. Question 2 is also highlighted with a grey background. Question 3 is highlighted with a green border. Questions 4, 5, and 6 in Section B are highlighted with green borders. The 'Finish attempt ...' link is also highlighted in green.

Naming convention of uploaded documents

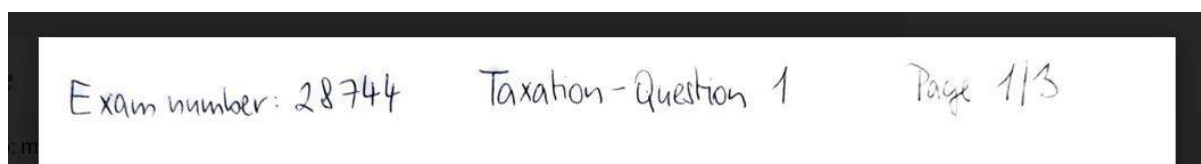
It is important for students to name the documents accordingly and clearly indicate rough work within their answers. When students are working with these files, always name the answer sheet first at the top of the page, indicating clearly what question and subject the student is answering. This will be important not only for the examiners when they will be correcting the submitted work, but also for students scanning/uploading the documents.

NOTE: Students should always use a dark colour pen ideally black to write answers. Make sure that the writing is clear and visible in the scans. Always make sure that the text is clearly visible and legible.

The following details should appear on each exam page:

1. **Exam number**
2. **Subject name and the questions: e.g. Taxation – Question 1**
3. **Page number (e.g. if you have three answer sheets for Question 1, each sheet has to contain in handwriting the number of the page e.g. 1/3, 2/3, 3/3.**

Here is an example of the naming convention:



Naming of the saved documents

The naming conventions below are for the students digital document titles ie answers.

Rename the scanned documents to the following format for each question:

Exam number_Subject_Question Number.

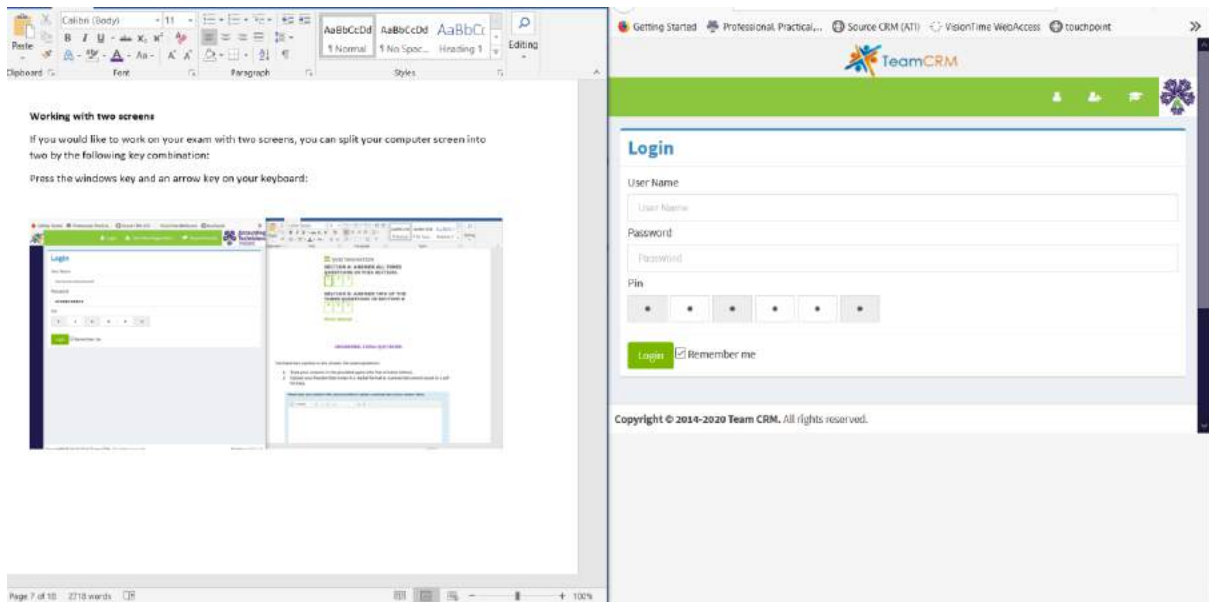
Example: **28744_Tax_Question1**

Students can upload only one file (one document) to each question. This means that the answer sheets must be scanned as one document (e.g. one pdf document with three pages). Please see the Adobe Scan App document for more details.

WORKING WITH TWO SCREENS (OPTIONAL)

If students would like to work on their exam with two screens, they can split their computer screen into two by the following key combination:

Press the windows key and an arrow key on your keyboard.



FINALIZING THE EXAM SUBMISSION DOCUMENTS

Students can upload their answers to the examination area at the end of the exam but always allow sufficient time for the scanning and uploading the documents.

Your exam answers have to be uploaded within the time allocated to your examination.

There are 3 hours allocated to each exam and 30 minutes allocated to the uploading of the answers. If a student's examination starts e.g. at 9:00am, the allocated time for the examination will end at 12:30pm. At 12:00pm the student should be finished with their answers and start scanning and uploading answers. Scanning and uploading should be practiced prior to the examination taking place.

If the student comes back to their exam and 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 2020, 7:34 PM	0.00	0.00	Review
2	In progress			

Continue the last attempt

SUBMITTING THE EXAM

When the student is happy with all the answers, they can select the **Finish attempt** from the right navigation menu:

QUIZ NAVIGATION

SECTION A: ANSWER ALL THREE QUESTIONS IN THIS SECTION.

1 2 3

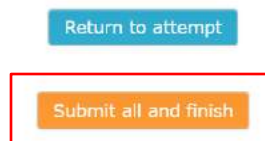
SECTION B: ANSWER TWO OF THE THREE QUESTIONS IN SECTION B

4 5 6

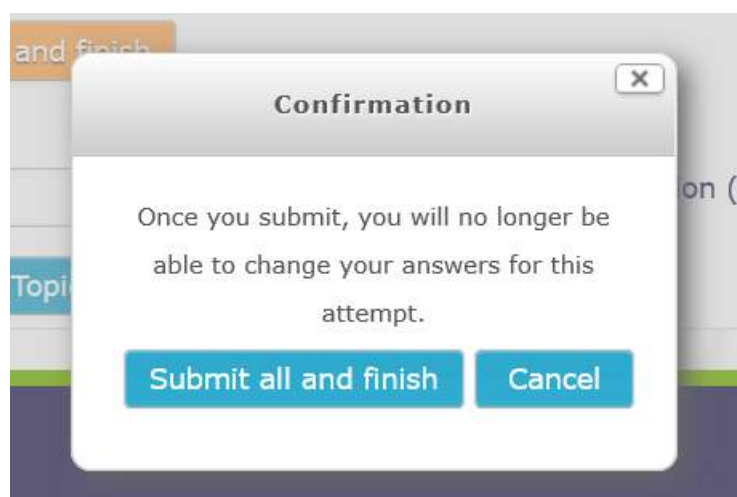
Finish attempt ...

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**:



A confirmation window will open and the student will need to select **Submit all and finish**. The exam has now been submitted.



GRADING AND MARKS ALLOCATED TO EACH QUESTIONS

Marks allocated to each question and its parts are written for students in the question itself on the left as per the sample below.

Requirement	
(a) Calculate Sally's VAT liability for the year ended 31 December 2018.	(7 Marks)
(b) Discuss the VAT treatment for the hotel accommodation, the food and the computer and explain the reason for your treatment of these items.	(6 Marks)
(c) Outline FOUR conditions that must be met for VAT to be charged on the supply of goods and services.	(4 Marks)
(d) A VAT registered person authorised to use the cash receipts basis will continue to account for VAT on an invoice basis on certain transactions. Provide details of two of these transactions.	(3 Marks)
Total: <u>20</u> Marks	
Please type your answer in the space provided or upload a scanned copy of your answer below.	

Useful Links

Exam Rules and Regulations:

[https://www.accountingtechniciansireland.ie/images/uploads/pdf/Rules_Regulations_\(effective_September_2019\)_Final.pdf](https://www.accountingtechniciansireland.ie/images/uploads/pdf/Rules_Regulations_(effective_September_2019)_Final.pdf)

Adobe Scan

<https://apps.apple.com/us/app/adobe-scan-digital-pdf-scanner/id1199564834>

iPhone – Notes Application:

<https://www.imore.com/how-use-document-scanner-iphone-and-ipad#page1>