

Exams June 2020

Frequently Asked Questions

Updated – 17 April 2020

Following on from our email correspondence on Wednesday evening 15 April 2020, ATI Assessment would like to acknowledge that it may have raised some concerns. We hope to alleviate these concerns by providing you with additional information.

Exam Sitting

Can I split exams to sit some in August/October?

Yes - students will be permitted to sit their exams in August/October. Students should bear in mind further study options if they decide to opt for exams in August/October.

Can I defer to August?

If you are unable to take exams in June, you have the option to apply for an Approved Absence and defer your exams to August. Please contact the ATI Assessment Team for further information

Will the August exams be online as well?

As there is uncertainty surrounding when current restrictions will be lifted fully, exams in August will also be via a take-home online format.

Is June 1st sitting & August 2nd sitting?

Yes, June will be the 1st sitting of exams with a 2nd sitting being offered in August.

I am not ready for exams in June. Is this decision final?

Following the initial communication in March regarding exams, ATI received a high number of requests from students to consider alternative options. ATI listened to that feedback and are providing students with an option to take these examinations at an earlier date.

Do we need to re-register for the exams in June?

No, it will not be necessary to re-register to take exams in June.

If we have to take our exams in June is it two exams a day or what are the plans?

ATI Assessment will ensure that an appropriate gap is in place between students' exam days.

IT Requirements

Will ATI be able to provide a computer?

You are encouraged where at all possible, to make arrangements where you do not own a laptop/PC. In the event that you cannot access a laptop/PC, please contact the ATI Assessment Team and these will be discussed on a case by case basis by ATI.

You may also wish to explore the possibility of your College providing a laptop on a temporary basis in order for you to sit the exam.

I am concerned around typing and computer skills.

You may handwrite your answers and upload via Adobe scan and attach to the individual questions or the answers may be typed. The exams for Business Management and Law & Ethics will be online only and will not be handwritten.

Students will have access to test papers within the Moodle platform in order to get used to the exam software and format.

Can these exams be completed on a phone/tablet? I have no access to a computer.

Unfortunately, these exams cannot be completed on a phone or tablet. Students are encouraged to source a laptop/PC where possible for the duration of the exams. Please contact the Assessment Team if you have queries in relation to not having access to a computer.

I am concerned about my internet connection on the day of exam.

Students should try in advance to find an area for the exam where they are confident of an adequate internet connection. Please get in touch with ATI who will try and resolve any of these issues in advance where possible. If there are major issues that cannot be resolved ATI will work with you to explore suitable solutions. Students should keep a copy of their work if they are concerned about their internet connection. Further details on this option will be provided in due course.

The ATI IT Requirements questionnaire asks if I have access to microphone/webcam, why?

This is required for Year 1 Business Management and Law & Ethics as there will be remote invigilation during these exams.

I am concerned around IAS downloading software.

Students should ensure that they have downloaded the IAS software in advance so that any issues can be addressed and resolved before the exam day. Datasets will be emailed to students before the exam.

What is Adobe scan and is a scanner needed?

Adobe scan is an app where users capture the image and it is transferred into a scanned image. If students have a scanner in their home, this is also sufficient.

I am concerned about printing issues on the day of the exam.

It will not be necessary for you to print on the day of the exam.

What happens if our computer crashes mid exam?

ATI Assessment will deal with these on a case by case basis. However, please ensure that there are no software updates due on the PC/laptop at the time of the exams, and where possible, test the room/venue you will be sitting the exam for connectivity.

Exam Paper

Will this be an open book exam?

Yes, the exams will be open book for all modules except Business Management and Law & Ethics, due to the predominance of theory on these papers.

Will the structure of the exam paper change?

The structure of the exam paper will not change, in that students will be required to complete the same number of questions as they would have been required in an exam hall setting.

In what format will the exam answers be submitted?

You may handwrite your answers and upload via Adobe scan and attach to the individual questions or, the answers may be typed. The exams for Business Management and Law & Ethics will be online only and will not be handwritten. Additional time will be allocated to exam completion in order to allow for any additional scanning requirements.

How will the exams be monitored?

Business Management and Law & Ethics will be remote invigilated. The remaining exams will be open book and timed within Moodle. You will be required to sign a declaration prior to the exams to ensure the integrity of the exams process.

Online format may not be suitable for everyone, can the original format remain?

In line with the current advice and recommendations on responding to COVID-19 provided by the Health Service Executive (HSE) it is highly likely that social distancing will be in place in August. The health and safety of our students is of the upmost importance therefore exams will remain online for the foreseeable future. It is also worth noting, that due to the expected duration of the impact Covid-19 is having, venues previously booked by ATI for exams in August, are now being used for Covid-19 test centres and are therefore no longer available.

How will we show our workings?

As with the current version of the paper you will handwrite your calculations which you will then upload via Adobe scan or complete on screen where you will show your calculations.

Will we receive more time?

You will receive 30 minutes additional time to scan and upload answers.

Will the format of the paper be different to sample papers?

The exam format will be the same as sample papers

Will we be able to save some of the layouts of questions in excel (for example, in FA can we do a statement of financial position layout on excel) and use in the exam or will this be considered cheating or plagiarism?

ATI Assessment will investigate the possibility of incorporating excel templates into the Moodle exam system.

Would it be possible to sit the exam in the evening due to no one to mind children during the day?

ATI Assessment are investigating the options around early morning and late evening exam times.

Exam Environment

I am not in a position to sit my exam at home, can I wait until I can sit a written exam in an exam hall?

If this is the case you may need to look at the option of deferring to August. However, the exams in August will also be take home online format, you will need to explore the online version of exams at some stage in the near future to complete the course.

My home life is not conducive to sitting an exam at home.

We totally understand that individuals' domestic arrangements have completely changed in many cases, and due to COVID-19 restrictions it may not be possible to have appropriate childcare in place, therefore a deferral to August may be required. Please contact the ATI Assessment Team to discuss options available.

The ATI IT Requirements questionnaire asks if I have an appropriate exam set up, what does that mean?

You will require a quiet space where you can sit the exam without interruption. You will also need a PC, internet connection and Adobe scan which is an app to scan the papers if you chose to write out your answers.

Tuition Support

Will we receive revision notes, online lectures from our lecturers?

The online revision bridging programme will be available for all modules both in ROI & NI and will be delivered via Moodle. ATI will provide this support for a period of 5 weeks from the 27 April. Support will be available weekly and will include a blend of recorded content and Q&A's via our

Moodle forum. This content will be followed by live tutorials which will be driven by the type of questions that are submitted by students in the forum. A full schedule of our revision bridging programme will follow with instructions on how to access the recordings, using the Moodle Forum and any other guidance you may need to ensure ease of use.

I am concerned as the course has not been completed.

Please review the ATI online lectures on Moodle to complete the topics you have not covered in class.

When will revision courses be online?

The bridging revision course will be online from 27 April.

It is unfair for people who signed up for the course to now have to sit exams online.

Due to the unprecedented nature of the current global crisis, ATI understand that the mode of delivery of the exams is different to what students expected when they commenced the course but we are anxious for the students to complete the course within a timely manner.

Reasonable Accommodation

What if I have Reasonable Accommodation Issues?

Please contact the Assessment team to discuss your individual concerns

I am due a baby around June exams, can I be accommodated?

If you are unable to take exams in June, you have the option to apply for an Approved Absence and defer your exams to August. If you feel this will not be feasible with a new-born please contact the Assessment Team to discuss alternative arrangements.

What constitutes as an approved absence?

All requests for approved absence will be reviewed on a case by case basis by ATI Assessment.

Further Steps

When will the exact exam dates and times be finalised?

ATI Assessment are working on the exam schedule at the moment and will be in touch with students shortly and in good time for you to prepare your revision timetable.

When will mock exams be available?

ATI Assessment aim to release this to students as soon as it is ready.

Will we be receiving a follow up email with further details?

Yes, students will receive further correspondence in relation the exam timetable, exam booking, revision bridging course and testing materials of the exam platforms.

When will the How To guide be available?

Our ATI Assessment Team are currently working on this for you and we aim to release this to students as soon as it is ready.