

# ATLAS Cloud scheduling and invigilation guide

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| 1.0         | n/a     | Document created for first pilot  | August 2022    |
| 1.1         | 8 & 21  | Updated guidance on how to exit the secure browser  | September 2022 |
| 1.2         | 5       | Change to validity period of password link in section 5.1   | December 2022  |
|             | 7       | Change to name of section 6 to distinguish it from scheduled practice assessments                           |                |
|             | 16 & 17 | Clarification that only live assessments are sat via the secure browser in section 8.3                      |                |
|             | 10      | Clarification in section 10 that RPLs are not yet available to schedule and sit                             |                |
|             | 16      | Added instruction to encourage students to check their ATLAS Cloud login prior to travelling to your centre |                |
| 1.3         | 9       | Reference to remote invigilation scheduling in section 7.1<br>Removal of section 11 and 12                  | September 2024 |
| 1.4         | 27      | Team name and email update – from Customer Support to Product Support                                       | March 2025     |
| 1.5         | 18-19   | Guidance on when to unlock an assessment in section 8.3   | September 2025 |

## Associated regulations and policies

|  |
|--|
| PSI Bridge Secure Browser minimum specifications and installation guide                            |
| ATLAS Cloud troubleshooting guide  |
| Instructions for conducting AAT Computer Based Assessments (CBAs)                                  |
| ATLAS Cloud user guide for candidates  |
| Guidance on the application of Reasonable Adjustments and Special Consideration in AAT assessments |

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# Contents

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|   |           |
|---|-----------|
| <b>1. Introduction</b>  | <b>4</b>  |
| <b>2. Scope and applicability</b>   | <b>4</b>  |
| <b>3. Purpose and objectives</b>  | <b>4</b>  |
| <b>4. Terms and definitions</b>   | <b>4</b>  |
| <b>5. Accessing TCA</b>   | <b>5</b>  |
| <b>6. Assessment centre staff sitting a practice assessment via the self-registration process</b> | <b>7</b>  |
| <b>7. Scheduling CBAs</b>   | <b>9</b>  |
| <b>8. Invigilating CBAs</b>   | <b>18</b> |
| <b>9. Ending a test session</b>   | <b>23</b> |
| <b>10. RPL scheduling and invigilation</b>  | <b>24</b> |
| <b>11. Contact us</b>   | <b>28</b> |

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# 1. Introduction

- 1.1. This guide contains all the information you need to access and use ATLAS Cloud to administer AAT's assessments, and the computer-based assessment (CBA) components of the End-Point Assessment (EPA) qualifications.

Assessment centre staff responsible for scheduling and invigilating assessments should familiarise themselves with the information in this guide and on the [ATLAS Cloud support webpage](https://aat.org.uk/assessments/training-providers/delivering) ([aat.org.uk/assessments/training-providers/delivering](https://aat.org.uk/assessments/training-providers/delivering)), before accessing and using ATLAS Cloud.

## 2. Scope and applicability

- 2.1. This user guide applies to all assessment centres involved in the administration and delivery of live and practice CBAs, which will be administered on ATLAS Cloud and delivered via the PSI Bridge Secure Browser.

A failure to follow the guidance contained within this document may result in investigation and action being taken in line with AAT's *Malpractice / Maladministration policy* which can be found on the [Quality Assurance resources webpage](https://aat.org.uk/support/quality-assurance/resources) ([aat.org.uk/support/quality-assurance/resources](https://aat.org.uk/support/quality-assurance/resources)).

## 3. Purpose and objectives

- 3.1. The purpose of this document is to give AAT approved assessment centre staff the relevant guidance and knowledge on the ATLAS Cloud assessment platform, to aid their responsibilities for administering assessments.

## 4. Terms and definitions

**PSI** – The third-party supplier of the ATLAS Cloud (incorporating TCA and Candidate Catalogue) and the PSI Bridge Secure Browser software.

**ATLAS Cloud** – The name of the assessment platform product being used to administer and deliver computer-based assessments.

**TCA** – Test Centre Administrator. The location that assessment centres will use to schedule and invigilate assessments.

**Candidate Catalogue** – The location where candidates will log in to access their scheduled practice and live assessments.

**PSI Bridge Secure Browser** – a secure assessment platform driver used to deliver scheduled live assessments.

**Assessment centres** – refers to AAT approved training providers and assessment venues.

**CBAs** – Computer-based assessments. These are standard, timed, single day assessments that take place under exam conditions.

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**RPL** – Recognition of Prior Learning. These are 6-month long projects that are marked and internally verified by the training provider.

## 5. Accessing TCA

5.1. Assessment centre staff will be given access to schedule and invigilate in ATLAS Cloud if they are logged on AAT's system under one of the following roles:

- TP main contact
- Main contact
- Exams officer
- Tutor
- Independent assessment venue staff

Users will have individual accounts. Login details must not be shared across multiple users.

If you require access but you are not covered by one of these roles, you will need to contact your centre's AAT main contact who will be able to arrange access via MyAAT.

At the point of having an account created on the new platform, you will receive an email from **noreply@psionline.com** containing a link inviting you to log in to ATLAS Cloud. This link is valid for 14 days.

The email will be sent to the email address that you have registered with AAT.

Your username will be your eight-digit AAT ID, and you'll be able to set up your password. Passwords must contain at least eight characters and contain a combination of upper and lower case, digits, and special characters.

Once logged in, you'll be directed to the TCA location of ATLAS Cloud.

The first time that you log in, you are required to accept a **terms and conditions** document for using the system. Read this and **click the tick box** confirm acceptance of the terms, then click **Continue**.

We recommend that you save the ATLAS Cloud link to favourites to ease future access.

The link to ATLAS Cloud is <https://aat.psionline.com>.

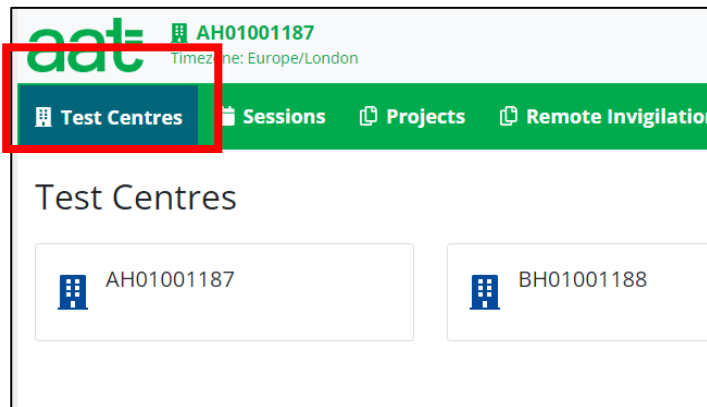
TCA can be accessed from any supported mainstream browser.

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## 5.2. Aliases

If your account is attached to more than one assessment centre, once logged in you'll be able to choose which centre you wish to log in under by selecting the relevant profile alias. Click on the required assessment centre to access scheduling and invigilation for that centre.

To switch to another centre after logging in, click on the Test Centres tab at the top-left of the screen and select the desired centre:



## 5.3. TCA tabs

As per the above screenshot, there are several tabs available to all users on TCA:

- **Test Centres** – if you have scheduling and invigilation access to more than one assessment centre, you will be able to switch between centres
- **Sessions** – this is the location to schedule and invigilate CBAs
- **Remote Invigilation** – this is the location to schedule remotely invigilated CBAs
- **Projects** – this is the location to schedule and invigilate RPLs
- **Candidates** – this is the location to search for your registered students and see which upcoming assessments they have been scheduled for at your centre

## 5.4. Changing your password

To change your password, once logged in, **click on your name** in the top right corner and select **My details**. On the **My details** screen, enter a new password in the **New Password** and **Confirm password** fields and click **Save changes**. Passwords must match and meet the password requirements (see 5.1 above).

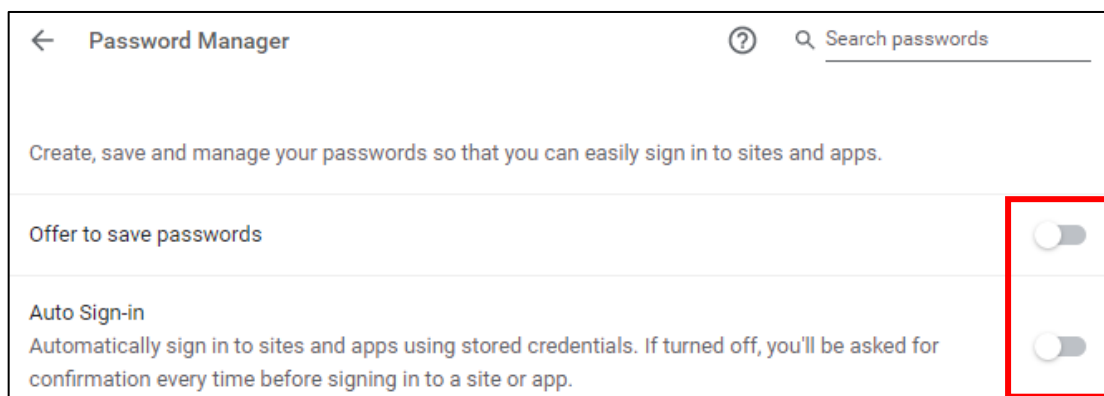
## 5.5. Switch off saving passwords in Chrome

Assessment centre staff and students will need to use their individual login details to access TCA and the Candidate Catalogue via Chrome. As such, login details will need to be kept secure so Chrome settings should be updated to prevent it from offering to save passwords or auto sign-in.

If this is not switched off as per the instructions below, **do not** click on the pop to allow Chrome to save your login details.

To do this:

1. click the Chrome menu in the toolbar and choose **Settings**
2. click **Passwords**
3. turn off **Offer to save passwords and Auto Sign-in**



## 6. Assessment centre staff sitting a practice assessment via the self-registration process

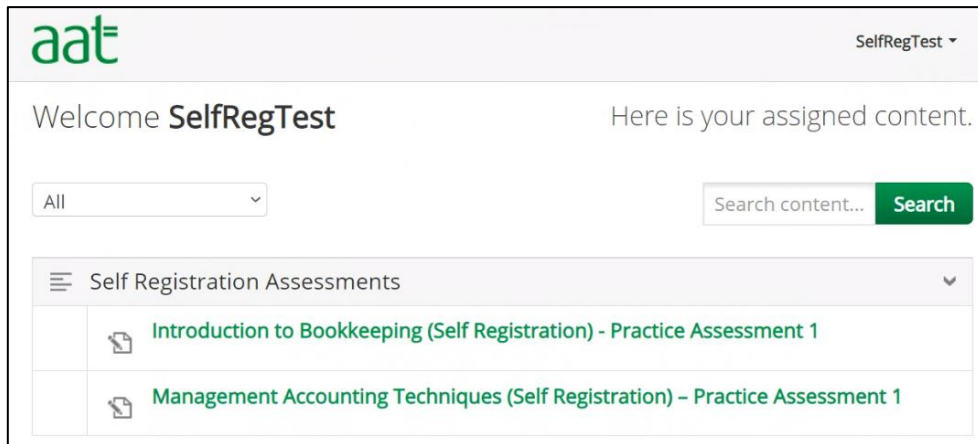
- 6.1. AAT strongly recommend that all assessment centre staff involved in invigilating AAT assessments should sit a practice assessment via the PSI Bridge Secure Browser to ensure familiarity with the software.

You will not be able to do this via a scheduled practice assessment as the scheduled student will need to log in to their ATLAS Cloud account to access it.

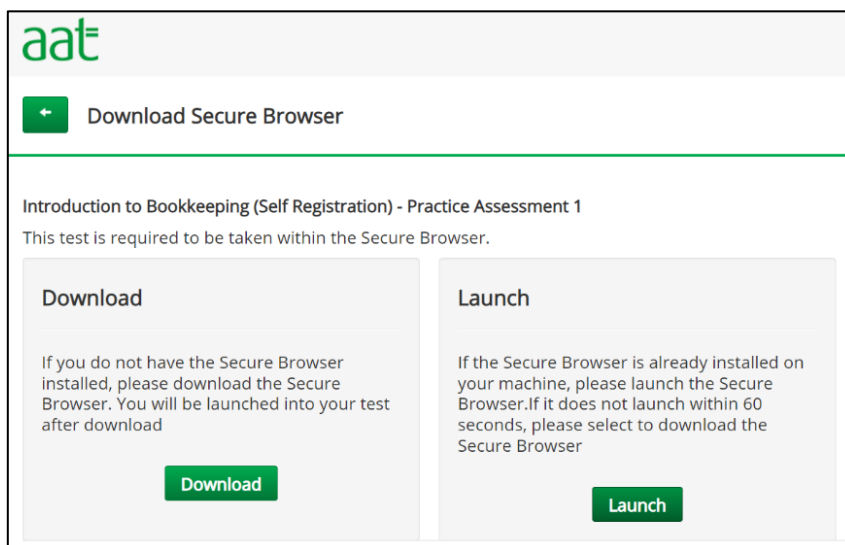
Instead, follow the below instructions:

1. Access <https://aat.psionline.com/> via Chrome
2. On the login page, click **Self Registration**
3. In the **Activation Key** field, enter the following: **A-4ANKQ-G8KPR**

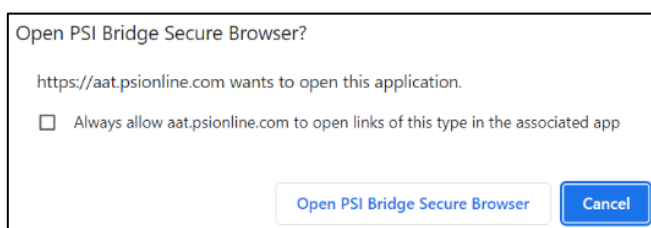
4. Create a new **username** and **password** - you must not use your current username, so please create a new, unique username (you will need to create a new username per PC). We recommend the use of email address as the username suffixed by a numerical value, if necessary, i.e., testuser@aat.org.uk001, testuser@aat.org.uk002 etc.
5. Accept the system terms and conditions
6. Select the relevant assessment from Candidate Catalogue page:



7. Click on the green **Launch** button:



8. On the pop up, click **Open PSI Bridge Secure Browser**



9. Complete the Security and System Requirements to access the practice assessment



10. Accept the assessment terms and conditions then sit the assessment. Navigate through and answer some tasks.

11. At the end of the assessment, ensure that you submit it and close the secure browser (click **File** then **Exit**) using the password: **Password@1**. You'll also need to open Chrome and click Cancel on the option to restore closed windows (this will prevent Chrome from loading your signed in ATLAS Cloud account).

6.2. The Management Accounting: Techniques (MATS) practice assessment has also been allowed to allow you to check that the relevant supporting specifications for the InApplication question type (where Excel is used) have also been applied.

## 7. Scheduling CBAs

### 7.1 Scheduling remotely invigilated assessments

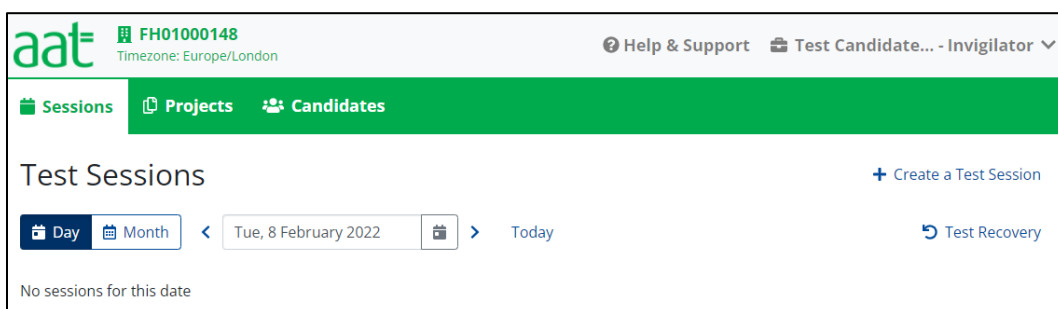
For further information about how to schedule, and how to view scheduled, remotely invigilated assessments, please refer to the [remote invigilation webpage for assessment centres](https://aat.org.uk/assessments/training-providers/delivering/remote-invigilation) ([aat.org.uk/assessments/training-providers/delivering/remote-invigilation](https://aat.org.uk/assessments/training-providers/delivering/remote-invigilation)).

### 7.2 Scheduling assessments to take place as assessment centres

#### 7.2.1 Setting up a Test Session

Before you can schedule assessments, you will need to create a Test Session. Only one Test Session can be created per day, in which all assessments due to take place on that day can be added and scheduled.

After logging in you will see the Test Session screen where you can create and view Test Sessions:



If a Test Session has already been scheduled for today, the details will appear on this screen.

To create a Test Session, please follow the steps below:

#### Step 1 – Create Test Session

Click on the **calendar** and **select the required date** via the date picker, then click on the **+Create a Test Session** button to access the New Test Session screen.

Test Sessions

+ Create a Test Session

Day

Month

<

Tue, 8 February 2022

>

Today

Test Recovery

## Step 2 – Enter Test Session Details

The New Test Session will appear as follows:

New Test Session

Date \*

Tue, 8 February 2022

Lead Invigilator \*

+ Add Invigilator

\* Required fields

Create

Clear

The following details are required to create the Test Session:

- **Date** – Defaults to the date selected on the previous screen. Click on the calendar to change the date if required.
- **Lead Invigilator** – Select an invigilator via the drop-down box (Invigilators that are available to select are based on anyone connected to your assessment centre who meet the role requirements in section 5)
- **Add Invigilator** – Select any additional invigilators required for the Test Session (If you click Add Invigilator in error, or change your mind about adding another invigilator, click on the red X to the right of the box to remove them)

**Please note that although any Invigilator may create Test Sessions and schedule assessments, only the invigilators assigned to the Test Session on the Details tab may use the Invigilator controls (used to start, pause, resume, void and add time to assessments) once the Test Session has been opened.**

Invigilators can be added or removed from a test session at any point up to and including the day of the session.

## Step 3 – Confirm Test Session

Once you have made the required selections, click **Create**. A message will appear to confirm that the Test Session has been created. A reference number for the Test Session will also appear above the session details (e.g., S-KC6E4-WH6KX as in the example below):

Click **Book** at the top-right of the screen to book the session.

To delete the Test Session, click on **Delete**.

The confirmation message at the bottom in the green ribbon can be removed manually by clicking on the X on the right-hand side.

#### Step 4 – Adding Candidates to the Test Session

To schedule assessments within the Test Session, first click **Candidates 0/1000** to access the Candidates tab:

This tab will display any assessments scheduled within the Test Session:

Next, select **+Add Candidate** to search for candidates and schedule them for assessments.

On this screen, you can access two search tabs (only the External Candidate Search is available if you're an Assessment Venue only):

1. **Training Provider Search** – Use this search tab to schedule assessments for candidates registered with your training provider. Select the relevant **Qualification**, **Assessment** and **Assessment Type**, then click Search. To search for a specific candidate(s), you can also use the optional fields **Last Name** or **Contact ID**.

2. **External Candidate Search** – Use this search tab if you are an Assessment Venue, or a Training Provider scheduling an assessment for an external candidate.

In addition to entering the relevant **Qualification**, **Assessment** and **Assessment Type**, you will also need to enter the candidate's **Date of Birth** and **AAT ID**. Then click **Search**.

If the entered Date of Birth or Contact ID is incorrect for that candidate, an error message will appear at the bottom of the screen stating that the details do not match, for example:

01/01/1990 does not match date of birth of student 10303173

Close the message by clicking on the X on the right-hand side. Check with the candidate to ensure that this information is correct and retry.

## Step 5 – Selecting candidates

After providing the relevant details via either of the two above methods and clicking Search, the candidates (or candidate if using the external candidate search) registered for

the selected qualification will appear, along with their eligibility status for the selected assessment:

Search Results  
Showing 8 of 8 total results  
0 candidate(s) selected

New Search + Add Candidate(s)

View results containing: [Last Name] [First Name] [Contact ID] ☐ Only show selected

Clear filter Apply

| Select                   | Title | Last Name | First Name      | Contact ID | Eligibility | Reason                   |
|--------------------------|-------|-----------|-----------------|------------|-------------|--------------------------|
| <input type="checkbox"/> | Mr    | One       | ASO PSI Student | 20374160   | Yes         |                          |
| <input type="checkbox"/> | Mr    | Two       | ASO PSI Student | 20374271   | Yes         |                          |
| <input type="checkbox"/> | Miss  | Three     | ASO PSI Student | 20374272   | No          | Not ready for scheduling |
| <input type="checkbox"/> | Mrs   | Four      | ASO PSI Student | 20374273   | Yes         |                          |
| <input type="checkbox"/> | Mr    | Nine      | ASO PSI Student | 20374351   | No          | Not ready for scheduling |

Items per page: 5 1 - 5 of 8 |< < > >|

Select the candidate(s) you wish to schedule via the **tick boxes in the Select column**. If the tick box is greyed out, the candidate is not available to be scheduled for that assessment, and a reason is displayed in the **Reason** column.

To **search for a specific candidate**, you can use the **Last Name**, **First Name** and **Contact ID** filters or by viewing the list via the Next Page button ( > ) at the bottom of the screen. Use the **Items per page** option to increase the number of candidates displayed.

## Step 6 – Providing the Purchase Order Number

Once you have selected all the required candidates, click **+Add Candidates**. You will then be prompted to **provide a Purchase Order (PO) number** for invoicing purposes:

Submit purchase order X

Please submit Purchase Order (PO) number and review the candidate(s) to be added to the test session.

[Text input field for PO number]

| Title | First Name      | Last Name | Contact ID |
|-------|-----------------|-----------|------------|
| Mr    | ASO PSI Student | One       | 20374160   |
| Mr    | ASO PSI Student | Two       | 20374271   |

Submit Cancel

Enter a PO number in the space provided then confirm by clicking **Submit** (do not press enter).

Please ensure that POs are less 50 characters.

When the confirmation message appears, click **Close**, then **Return to Test Session** to view the scheduled assessment(s).

### 7.3 Adding invigilators to a Test Session

Invigilators can be added to a test session when the test session is being set up (see section 7.1) and at any time up to the end of that Test Session.

Anyone without a conflict of interest may invigilate assessments (see [Instructions for conducting AAT Computer Based Assessments \(CBAs\)](#)) however only users with a TCA account can open test sessions, and start, pause, resume, and add extra time to assessments. Therefore, there must always be at least one invigilator per test session with a TCA account.

#### Step 1

To add an invigilator after the Test Session has been set up, click on the **Sessions tab** at the top of the screen and select the date of the session you wish to add invigilators to.

#### Step 2

Click on the **egg timer/time range of the session** in the Time and Code column to access the Test Session details

#### Step 3

To add an invigilator to the session, click **+Add Invigilator** and select an invigilator from the **Additional Invigilator drop-down box**. Repeat this to add as many invigilators as required, then click **Save**.

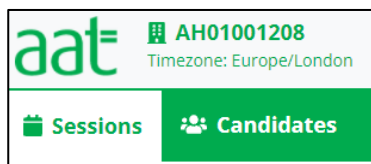
A confirmation message will appear to confirm the invigilator has been added (click on the X on the right-hand side to close the message).

If an Invigilator attempts to use the invigilator controls during an assessment but has not been assigned to the Test Session, a message will appear stating that 'You are not an invigilator on the session'. If this happens, add yourself to the Test Session using the method above.

## 7.4 Viewing Test Sessions and scheduled candidates

### Step 1

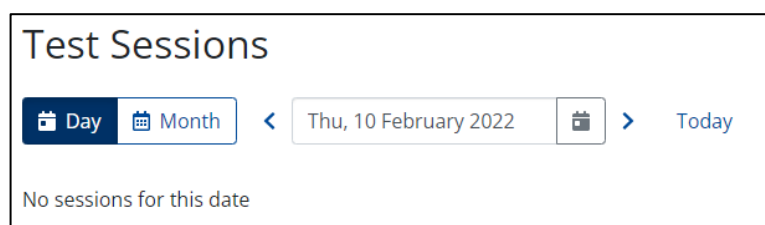
To view a Test Session and the candidates / assessments that have been scheduled within it, click on the **Sessions tab** at the top to access the Test Sessions screen:



### Step 2

There are two different methods of searching for Test Sessions:

1. **Day view** – click on **Day** to view Test Sessions by date which can be moved forward and back using the arrows either side of the date field. This is the default view when clicking on the Sessions tab



Click on the arrows to move forward or back by one day or click on **Today** to go straight to today's date.

2. **Month view** – click on **Month** to open a calendar view of Test Sessions scheduled for the current month and their status:

| Test Sessions                                |            |   |            |                                    |          |
|--|------------|---|------------|------------------------------------|----------|
| <div> <div>Day</div> <div>Month</div> </div> |            | <div> <div>&lt;</div> <div>February 2022</div> <div>&gt;</div> </div> |            | <div> <div>This month</div> </div> |          |
| Monday                                       | Tuesday    | Wednesday   | Thursday   | Friday                             | Saturday |
| 31   | 1          | 2   | 3          | 4                                  | 5        |
|  |            |   | COMPLETE 1 |                                    |          |
| 7  | 8          | 9   | 10         | 11                                 | 12       |
| COMPLETE 1                                   | COMPLETE 1 | IN PROGRESS 1   | DRAFT 1    |                                    | BOOKED 1 |

You can move forward and back by month using the arrows either side of the date field. Click on a date in the calendar to view the Test Sessions scheduled on that day.

### Step 3

After selecting a date via either of the above methods, click on the **Candidates icon** in the Candidates column to view the candidates scheduled for assessments within that session.

| Test Sessions  |                                |  |
|--|--------------------------------|--|
| <div> <div>Day</div> <div>Month</div> </div>                                 |                                |  |
| <div> <div>&lt;</div> <div>Wed, 9 February 2022</div> <div>&gt;</div> </div> |                                |  |
| <div> <div>ALL 1</div> <div>IN PROGRESS 1</div> </div>                       |                                |  |
| Time and code  | Candidates                     | Invigilators   |
| <div> <div>10:22-23:59</div> <div>S-L4JAE-LP77K</div> </div>                 | <div> <div>3/1000</div> </div> | <div> <div>Test Candidate 34</div> <div>Invigilator</div> </div> |

To view the invigilators assigned to the Test Session, click on the **Invigilators icon**.

## 7.5 Amending a Test Session

A Test Session cannot be amended once it has been created, except to schedule/void assessments, and add/remove invigilators.

You can delete a Test Session before it is booked by viewing it via the Test Sessions screen and clicking on **Delete**. Please note that you will not be able to delete a Test Session if it contains scheduled assessments.

You can cancel a Test Session after it has been booked by viewing it via the Test Sessions screen and clicking on **Cancel**. Before you can cancel the session, **you must first void all scheduled assessments within the test session**.

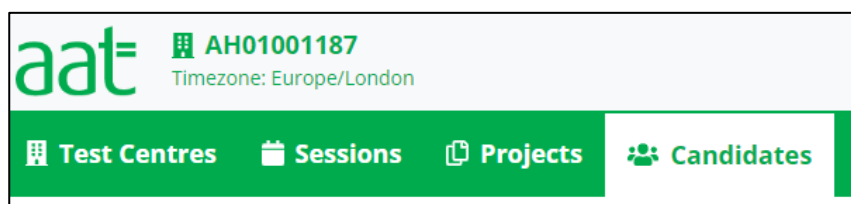
## 7.6 Amending a scheduled assessment

If an incorrect assessment has been scheduled, or it has been scheduled for the wrong date, you will need to void the assessment and reschedule it. See section 8.7 for guidance on how to void an assessment.

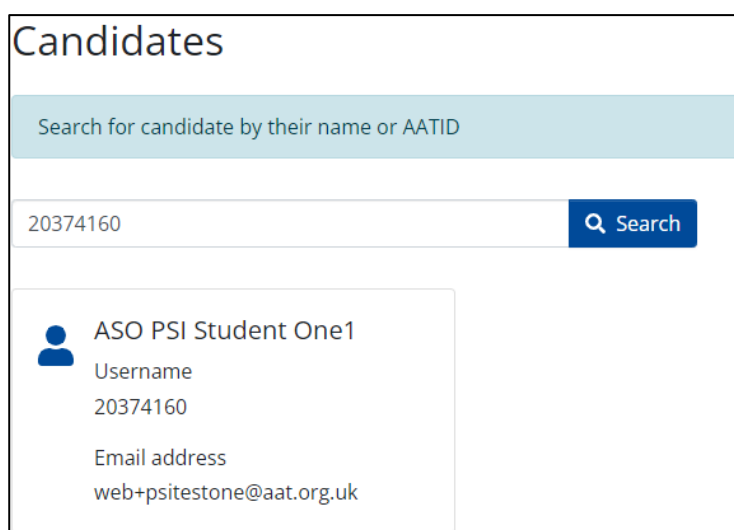


## 7.7 Viewing a student's scheduled assessments

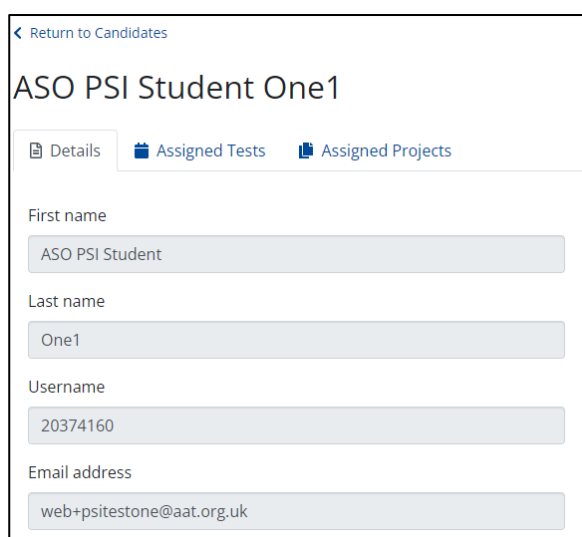
To view all upcoming scheduled assessments for your registered students, click on the **Candidates** tab of TCA:



In the search bar, enter your registered student's AAT ID and click **Search**:



Click on the student to access their details and the relevant tab to access details of their scheduled assessments and projects:



## 8. Invigilating CBAs

### 8.1 Assessment statuses

|                  |  |
|------------------|--|
| <b>Scheduled</b> | The assessment has been scheduled but the assessment is not yet accessible |
| <b>Ready</b>     | The assessment is ready to be taken by the candidate                       |
| <b>Running</b>   | The assessment is currently being taken by the candidate                   |
| <b>Paused</b>    | The assessment has been paused by the invigilator                          |
| <b>Voided</b>    | The assessment has been voided by the invigilator                          |
| <b>Completed</b> | The candidate has submitted the assessment                                 |

### 8.2 Open the Test Session

**Please encourage your candidates to check their ATLAS Cloud login prior to travelling to your centre in order to avoid any unnecessary delays to the start of their assessment.**

On the day of the test session, an invigilator who is assigned to the test session is required to log in to TCA, click into the test session, then click **Open**.

This will allow the assessment to be selected by the candidate when they log in, so that they can access it.



### 8.3 Unlocking an assessment

Once the Test Session for that day has been opened, any assigned invigilators to that Test Session will be able to unlock a live assessment for the candidate(s) to start their assessment.

**N.B. Scheduled practice assessments and remote invigilation assessments do not need to be unlocked by the invigilator.**

**You must only unlock assessments if the associated candidate is in the examination room.**

Before the assessment is started by the candidate, the assessment will be showing with a **Scheduled status** within the Candidate tab of the Test Session.

[Details](#)
Candidates 3/1000

Wed, 9 February 2022
+ Add Candidate
Refresh

View results containing

Clear filter
Apply

Start
Pause
Resume
Add Time
Void

| <input type="checkbox"/> | Title | Last Name    | First Name | Contact ID | Test   | Profile | Time (min) | Status    |
|--------------------------|-------|--------------|------------|------------|--|---------|------------|-----------|
| <input type="checkbox"/> | Miss  | Candidate 20 | Test       | 10303173   | Principles of Bookkeeping Controls (L2CTA2022) | +50%    | 135        | Scheduled |
| <input type="checkbox"/> | Mr    | Candidate 5  | Test       | 10357259   | Principles of Bookkeeping Controls (L2CTA2022) |         | 90         | Scheduled |

On the day of the assessment, candidates must access the Candidate Catalogue page via Chrome and log in using their login credentials.

Once logged in, they will select the relevant assessment. If it is a live assessment, they will then see this screen with options to either **Download** or **Launch** the PSI Bridge Secure Browser:

+ Download Secure Browser

SEAN Management Accounting Techniques (L3DPL2022) - Practice Assessment 1  
This test is required to be taken within the Secure Browser.

### Download

If you do not have the Secure Browser installed, please download the Secure Browser. You will be launched into your test after download

Download

### Launch

If the Secure Browser is already installed on your machine, please launch the Secure Browser. If it does not launch within 60 seconds, please select to download the Secure Browser

Launch

The PSI Bridge Secure Browser should have already been downloaded at this point, so they will need to click **Launch**. This will open the secure browser, and the Test Session hold page is displayed to them. At this point the assessment will move into the **Ready status**.

**N.B. Scheduled practice assessments launch within the Chrome browser, they are not sat via the PSI Bridge Secure Browser.**

To view an amended state of an assessment, i.e., from Scheduled to Ready, Ready to Running, Running to Paused etc, you may need to click **Refresh**.

The screenshot shows the TCA interface with the 'Start' button highlighted in red. The interface includes a header with 'Details' and 'Candidates 3/1000', a date 'Wed, 9 February 2022', and buttons for '+ Add Candidate' and 'Refresh'. Below the header is a search bar with fields for 'Last Name', 'First Name', and 'Contact ID', and buttons for 'Clear filter' and 'Apply'. A row of action buttons is visible: 'Start' (highlighted in red), 'Pause', 'Resume', 'Add Time', and 'Void'. Below this is a table with columns: 'Title', 'Last Name', 'First Name', 'Contact ID', 'Test', 'Profile', 'Time (min)', and 'Status'. The table contains two rows of data, both with a status of 'Scheduled'. The first row has a status of 'Ready' highlighted in red.

| <input type="checkbox"/> | Title | Last Name    | First Name | Contact ID | Test   | Profile | Time (min) | Status    |
|--------------------------|-------|--------------|------------|------------|--|---------|------------|-----------|
| <input type="checkbox"/> | Miss  | Candidate 20 | Test       | 10303173   | Principles of Bookkeeping Controls (L2CTA2022) | +50%    | 135        | Ready     |
| <input type="checkbox"/> | Mr    | Candidate 5  | Test       | 10357259   | Principles of Bookkeeping Controls (L2CTA2022) |         | 90         | Scheduled |

To allow the candidate(s) to start their assessment(s), select the assessment(s) via the check box in the left-hand column of the Test Session in TCA and click **Start**.

**You must only allow an assessment to start if the associated candidate is in the examination room.**

The status of the assessment will then update to **Running**, indicated that it has been unlocked and accessed by the candidate.

The screenshot shows the TCA interface with the 'Running' status highlighted in red. The interface is identical to the previous one, but the 'Start' button is no longer highlighted. The table now shows the first row with a status of 'Running' highlighted in red.

| <input type="checkbox"/> | Title | Last Name    | First Name | Contact ID | Test   | Profile | Time (min) | Status    |
|--------------------------|-------|--------------|------------|------------|--|---------|------------|-----------|
| <input type="checkbox"/> | Miss  | Candidate 20 | Test       | 10303173   | Principles of Bookkeeping Controls (L2CTA2022) | +50%    | 135        | Running   |
| <input type="checkbox"/> | Mr    | Candidate 5  | Test       | 10357259   | Principles of Bookkeeping Controls (L2CTA2022) |         | 90         | Scheduled |

The candidate will then be able to click Start within the assessment, and this is the point at which the charge for the assessment is generated.

#### 8.4 Pausing an assessment

To pause an assessment, select the candidate(s) within the test session by clicking the **check box in the left-hand column** next to the candidate(s) name.

Once selected click **Pause**. The assessment will then be paused, and the status will update in the test session to Paused.

The screenshot shows a row of action buttons: 'Start' (highlighted in red), 'Pause', 'Resume', 'Add Time', and 'Void'.

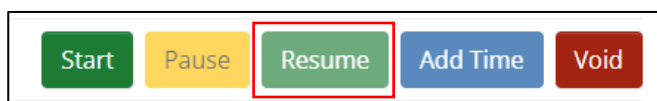
---

The candidate will receive a message on screen notifying them that their assessment has been paused. This will prevent them from entering responses and navigating to another task. The assessment timer will also stop.

If the candidate is offline at the point of pausing the assessment, the command will not go through.

## 8.5 Resuming an assessment

To resume a paused assessment, select the assessment(s) via the **check box in the left-hand column** on the test session and click **Resume**.



The assessment will then be resume and the status will update in the test session to Running.

The candidate will receive an on-screen message that the assessment has been resumed, and they must then press **Continue** to carry on their assessment. Once the candidate has clicked Continue, the assessment timer will continue from the point that it was paused, and they will be able to enter responses and navigate to another task again.

## 8.6 Applying extra time to an in-progress assessment

Extra time can be applied to an assessment in two ways:

1. Via an extra-time profile added to the candidate account by AAT – this method should be used for long-term or permanent conditions, or where the requirement is known prior to the sitting. Following approval of the reasonable adjustment request form, AAT will apply the required profile in ATLAS Cloud which will then automatically apply the extra time to every sitting that the candidate is scheduled for.
2. Via the invigilation controls whilst the assessment is in progress – this should typically used where a technical issue or disruption has caused the candidate to lose time during the assessment through no fault of their own. This must always be followed up with an incident report.

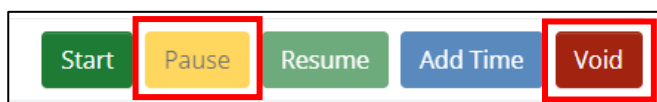
For further guidance on applying for an extra time reasonable adjustment, and which method should be followed, please refer to the *Guidance on the application of Reasonable Adjustments and Special Consideration in AAT assessments* which can be found on the [Reasonable Adjustments and Special Consideration \(aat.org.uk/assessments/training-providers/delivering/reasonable-adjustments-special-consideration\)](https://aat.org.uk/assessments/training-providers/delivering/reasonable-adjustments-special-consideration) webpage.

**AAT monitor all use of the extra time feature and will investigate any unapproved use in line with our malpractice and maladministration policy.**

To apply extra time to an in-progress assessment, follow these steps:

## Step 1

An assessment can only be paused once the student has first accessed the assessment. In all instances, the assessment should be paused while the student is on the introduction page, as the assessment timer will not have started yet. At this point, **select the relevant assessment(s) via the check box** on the left-hand side and click **Pause**.



## Step 2

Once the assessment is paused, select the **Add Time** button (see above), and a window will appear confirming the assessment(s) you are adding time to, along with the maximum amount of time you are permitted to add.

**Enter the amount of additional time** (in minutes) in the box provided and click **Confirm**.

| Title | First Name      | Last Name | Contact ID | Test               | Limit (min) | Add Time (min)                 |
|-------|-----------------|-----------|------------|--------------------|-------------|--------------------------------|
| Mr    | ASO PSI Student | Eight     | 20374341   | All Question types | 180         | <input type="text" value="0"/> |

The Time (min) column will update to incorporate the added time, and a message will appear in the candidate's assessment to confirm extra time has been added.

**You can add up to a maximum of 100% of additional time.**

## Step 3

Click **Resume** to restart the assessment. The candidate will receive a message on screen confirming that extra time has been added and the assessment timer will update to include the additional time.

## Step 4

Any additional time added will require an incident report to be submitted to AAT by the end of the next working day.

**N.B. Once extra time has been applied, it cannot be removed. You are responsible for ensuring that only students with permitted extra time reasonable adjustments have the extra time applied. Applying too much extra time or applying extra time to an incorrect student may lead to an investigation by AAT in line with our Malpractice / Maladministration policy (see Section 2) and the result being voided.**

## 8.7 Voiding an assessment

An assessment may need to be voided, for example, if a candidate is absent or falls ill and is unable to complete the assessment.

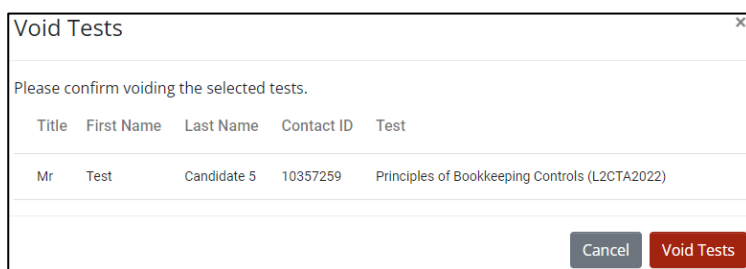
To void an assessment(s), **select the required assessment(s) via the check box** in the left-hand column of the Candidates tab of the test session and click **Void**.



A list of all the assessments you have selected to void will then appear. **Review the list to ensure that it is correct for only those that you would like to void.**

If you're voiding in-progress assessments, an additional free text box will appear for you to enter a reason why you're voiding the assessment.

Where applicable, enter a reason, then click **Void Tests** to void all assessments within the list.



Void Tests

Please confirm voiding the selected tests.

| Title | First Name | Last Name   | Contact ID | Test   |
|-------|------------|-------------|------------|--|
| Mr    | Test       | Candidate 5 | 10357259   | Principles of Bookkeeping Controls (L2CTA2022) |

Cancel Void Tests

A confirmation of all assessments voided will appear, this pop-up can be closed. The status of any voided assessment will update to **Voided** in the status column of the test session.

Alternatively click **Cancel** if you no longer wish to void the assessment(s). This will then return you to the Test Session screen.

You will not be charged for assessments that were voided before they are in a Ready state, however you will be charged for any assessments that were voided whilst in progress.

## 9. Ending a test session

9.1 Once all assessments have been sat and submitted, their status within the test session will update to:

1. **Completed** – if submitted whilst online
2. **Voided** – if any have been voided
3. **Scheduled** – if the student did not attend (these will auto-void at midnight to allow the student to be rescheduled. If you need to reschedule them earlier, follow the steps above to void the assessment.

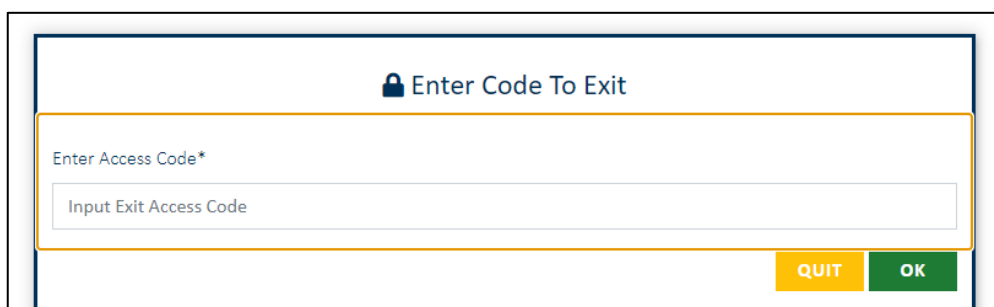
4. **Running** – if the student was offline at the point of submission (steps on how to force submit these are covered in the *ATLAS Cloud troubleshooting guide*)

9.2 Once each assessment has been submitted and is in a Completed state in the Test Session, it is essential to complete the following two tasks:

### 1. Close the PSI Bridge Secure Browser on each PC

These steps should only be followed if the assessment is in a **Completed** state.

- Click **File** then **Exit** within the secure browser
- You will then be prompted on screen to enter a password, enter **Password@1** and click **OK**



If the student has submitted the assessment but it is still showing in a **Running** state, refer to the *ATLAS Cloud troubleshooting guide*.

### 2. Open Chrome on the PC used

Because Chrome was force closed via the security check within the secure browser, it will give you the option to open windows from the previous session. Click Cancel to prevent Chrome opening the previous student's logged in ATLAS Cloud account.

## 10. RPL scheduling and invigilation

### 10.1. Scheduling RPLs

Step 1 – Selecting Projects

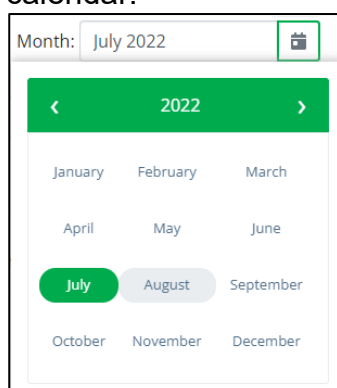
Select Projects on the top of the page to be able to schedule and view projects taking place at your centre.



Step 2 – Selecting Month



Select which month you want to schedule or invigilate the project for by clicking the calendar.



A month selection interface. At the top, it says 'Month: July 2022' with a calendar icon. Below is a green bar with '<' and '>' arrows and the year '2022'. Underneath, the months of the year are listed in a grid: January, February, March, April, May, June, July (highlighted in green), August, September, October, November, December.

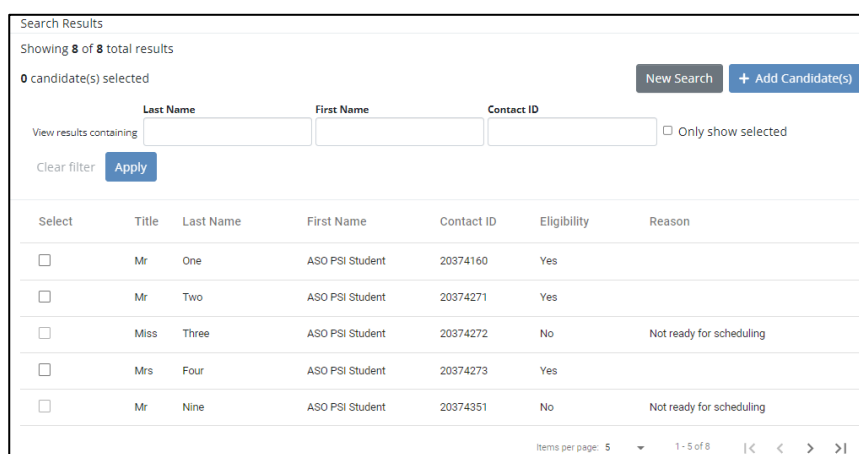
### Step 3 – Adding Candidates to the Project

Select **+Add Candidate** to search for candidates and schedule them for assessments.

This is the same process as per CBA candidate selection in step 4 of section 7.1 above.

### Step 4 – Selecting candidates

After providing the relevant details via either of the two methods (Training Provider/External Candidate search) and clicking Search, the candidate(s) registered for the selected qualification will appear, along with their eligibility status for the selected assessment:



Search Results  
Showing 8 of 8 total results  
0 candidate(s) selected [New Search] [+ Add Candidate(s)]

View results containing: [Last Name] [First Name] [Contact ID] ☐ Only show selected

Clear filter [Apply]

| Select                   | Title | Last Name | First Name      | Contact ID | Eligibility | Reason                   |
|--------------------------|-------|-----------|-----------------|------------|-------------|--------------------------|
| <input type="checkbox"/> | Mr    | One       | ASO PSI Student | 20374160   | Yes         |                          |
| <input type="checkbox"/> | Mr    | Two       | ASO PSI Student | 20374271   | Yes         |                          |
| <input type="checkbox"/> | Miss  | Three     | ASO PSI Student | 20374272   | No          | Not ready for scheduling |
| <input type="checkbox"/> | Mrs   | Four      | ASO PSI Student | 20374273   | Yes         |                          |
| <input type="checkbox"/> | Mr    | Nine      | ASO PSI Student | 20374351   | No          | Not ready for scheduling |

Items per page: 5 1 - 5 of 8 |< < > >|

Select the candidate(s) you wish to schedule via the **tick boxes in the Select column**. If the tick box is greyed out, the candidate is not available to be scheduled for that assessment, and a reason is displayed in the **Reason** column.

To **search for a specific candidate**, you can use the **Last Name**, **First Name** and **Contact ID** filters or by viewing the list via the Next Page button ( > ) at the bottom of the screen. Use the **Items per page** option to increase the number of candidates displayed.

### Step 5 – Providing the Purchase Order Number

Once you have selected all the required candidates, click **+Add Candidates**. You will then be prompted to **provide a Purchase Order (PO) number** for invoicing purposes:

Submit purchase order

Please submit Purchase Order (PO) number and review the candidate(s) to be added to the test session.

| Title | First Name      | Last Name | Contact ID |
|-------|-----------------|-----------|------------|
| Mr    | ASO PSI Student | One       | 20374160   |
| Mr    | ASO PSI Student | Two       | 20374271   |

Submit
Cancel

Enter a PO number in the space provided, confirm by clicking **Submit** (do not press Enter).

Please ensure that POs are less than 50 characters.

When the confirmation message appears, click **Close**, then **Return to Projects** to view the scheduled assessment(s).

## 10.2. Invigilating RPLs

All candidates who are scheduled for the selected month will appear in the list when the relevant month is selected on the calendar within the Projects tab. This view will also show any in progress projects that are active during the month that has been selected up until the point of submission.

Candidates must access the Candidate Catalogue page via Chrome and log in using their login credentials to access their assessment.

You do not need to unlock an RPL.

Once logged in, they will need to select the relevant assessment to access it.

### 10.2.1. RPL statuses

|                  |  |
|------------------|--|
| <b>Scheduled</b> | The assessment has been scheduled but the assessment is not yet accessible |
| <b>Voided</b>    | The assessment has been voided by the invigilator                          |
| <b>Completed</b> | The candidate has submitted the assessment                                 |

### 10.2.2. Extending an RPL

You can extend the dates for a project-based assessment up until the end date of the specified project. Any extension must be supported by a reasonable adjustment request.

To do this, select the candidate and click **Extend Date**

| Last Name                           |       | First Name  |            | Contact ID |                                       |              |             |           |  |
|-------------------------------------|-------|-------------|------------|------------|---------------------------------------|--------------|-------------|-----------|--|
| View results containing             |       |             |            |            |                                       | Clear filter |             | Apply     |  |
| 1 projects selected                 |       |             |            |            |                                       | Extend Date  |             | Void      |  |
| Select                              | Title | Last Name   | First Name | Contact ID | Assessment                            | Start Date   | End Date    | Status    |  |
| <input checked="" type="checkbox"/> | Mr    | Candidate 7 | Test       | 20008170   | Principles of Costing (L2CTA2022) RPL | 26 Jul 2022  | 26 Jul 2022 | Scheduled |  |

Use the calendar to pick a date which you want the assessment to be extended to. Then click **Add Time**. The End Date for the student's assessment will update accordingly.

Extend Date

Set the time to add to the selected candidates' assessments.

| Title | Last Name   | First Name | Contact ID | Assessment                            | End Date   | End Date Limit | New End Date |
|-------|-------------|------------|------------|---------------------------------------|------------|----------------|--------------|
| Mr    | Candidate 7 | Test       | 20008170   | Principles of Costing (L2CTA2022) RPL | 2022-07-26 | 2022-07-26     | 2022-07-26   |

Cancel
Add Time

### 10.2.3. Voiding an RPL

An RPL may need to be voided, for example, if a candidate is absent or falls ill and is unable to complete the assessment.

To void an assessment(s), **select the required project(s) via the check box** in the left-hand column of the Candidates tab of the project and click **Void**.

+ Add Candidate
Refresh

Clear filter
Apply

Extend Date
Void

A list of all the projects you have selected to void will then appear. **Review the list to ensure that it is correct for only those that you would like to void.** If you're voiding in-progress projects, an additional free text box will appear for you to enter a reason why you're voiding it. Where applicable, enter a reason, then click **Void** to void all projects within the list.

Void

Please confirm voiding the selected assessments.

| Title | Last Name   | First Name | Contact ID | Assessment                            |
|-------|-------------|------------|------------|---------------------------------------|
| Mr    | Candidate 7 | Test       | 20008170   | Principles of Costing (L2CTA2022) RPL |

Cancel
Void

A confirmation of all assessments voided will appear, this pop-up can be closed. The status of any voided assessment will update to **Voided** in the status column of the test session. Alternatively click **Cancel** if you no longer wish to void the assessment(s). This will then return you to the Test Session screen. You will not be charged for assessments that were voided before they are in a Ready state, however you will be charged for any assessments that were voided whilst in progress.

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### 10.3. Marking RPLs

RPLs are marked and internally verified by the training provider within the OSCAR marking platform.

A marking guide will be made available on the [ATLAS Cloud support page](#).

## 11. Contact us

If you have any queries or experience any issues, please contact our Product Support team on:

- Tel: +44 (0)20 3735 2443. Lines are open Monday to Friday, 8.45 - 17.00 (UK time).
- Email [product.support@aat.org.uk](mailto:product.support@aat.org.uk)

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