

Guidance for submitting Spreadsheets for Accounting (SPSH)

This guide has been created to support assessment centres submitting the Spreadsheets for Accounting (SPSH) assessment.

Step 1

The SPSH assessment must be accessed on Web Delivery via [Surpass Viewer](https://aat.secureassess.co.uk/secureassess/secureassessdelivery.html). Please follow the link for instructions on installing this.

The following link will need to be used to access the assessment. This will then take users to the assessment keycode page.

<https://aat.secureassess.co.uk/secureassess/secureassessdelivery.html>



Step 2

Students will be required to upload their evidence to the assessment platform. They must **not** submit their assessment for marking but click "**Close**" and then "**Close assessment and finish later**".

The screenshot shows the AAT assessment platform interface for 'Spreadsheets for Accounting (AQ2016) - practice asse...'. The top bar includes the AAT logo, project details, and a progress bar at 100%. A green 'Close' button is circled in red in the top right corner. The main content area is titled '1.1 Instructions for students' and contains instructions for uploading the assessment workbook and declaration of authenticity. A table shows the upload status of these documents. At the bottom, there are navigation buttons: 'Introduction', 'Tutorial', 'Preferences', 'Back', 'Flag Question', and 'Next'.

	Uploaded
Assessment workbook (uploaded by student)	<input checked="" type="checkbox"/>
Declaration of authenticity (uploaded by assessment centre)	<input type="checkbox"/>

The screenshot shows the same AAT assessment platform interface, but with a confirmation dialog box open. The dialog box asks 'Would you like to close or finish the assessment?' and provides two options: 'Close assessment and finish later' (circled in red) and 'Finish assessment and Submit answers'. A third option, 'Cancel', is also visible. The background interface is dimmed.

Under no circumstances should students email their completed workbook to the assessment centre to upload on their behalf.

Step 3

The assessment centre will have access to upload the Declaration of Authenticity (DoA) using the same keycode by going through Web Delivery. The form can be downloaded from the assessment using the button highlighted below.

The screenshot shows the AAT assessment interface for 'Spreadsheets for Accounting (AQ2016) - practice asse...'. The top bar includes the AAT logo, project deadline (09/09/2021 - 2 days remaining), task number (Task 1.1), membership number (Sample Candidate Ref), and a progress bar at 100%. A green 'Close' button is in the top right.

The main content area is titled '1.1 Instructions for students'. It contains instructions for uploading the assessment workbook and a link to the upload troubleshooting (PDF). A green box contains the text: 'You must upload your assessment workbook only. Do not submit your assessment. Click 'Close' and then select 'Close assessment and finish later'.

Below this, there are two sections: 'Instructions for assessment centres' and 'Declaration of authenticity'. The 'Declaration of authenticity' section has a red circle around a button labeled 'Declaration of authenticity' with a download icon.

Below the instructions, there is a section titled 'Confirm you have uploaded the required documents'. It includes a checklist table:

	Uploaded
Assessment workbook (uploaded by student)	<input checked="" type="checkbox"/>
Declaration of authenticity (uploaded by assessment centre)	<input type="checkbox"/>

Below the table, there are two buttons: 'Upload files' (green) and 'Upload troubleshooting (PDF)' (orange). The 'End of Task' button is at the bottom.

The footer includes the copyright notice 'Copyright © 2021 AAT' and navigation buttons: 'Introduction', 'Tutorial', 'Preferences', 'Back', 'Flag Question', and 'Next'.

Only one user can be in an assessment at any given time, so the student will need to notify their assessment centre when they've uploaded their work and closed their assessment. Students should do this immediately after sitting their SPSH assessment.

If there are any issues whilst trying to open the DoA from the assessment in Surpass Viewer:

1. check that the assessment is accessed via Web Delivery and not SecureClient, (see Step 1) then retry
2. if it is opening in a program other than Word, check the Default app settings on the computer to ensure that Word documents are set to open in Word
3. if the document is not opening when clicking on the 'Declaration of Authenticity' button, check the Downloads folder
4. if all of the above fails, the DoA can also be downloaded from the Advanced Synoptic changes [dedicate webpage](#).

Assessment centres **must** complete the Declaration of Authenticity (DoA) **before** submitting the assessment to AAT, including the following:

- AAT student membership number
- Assessment centre name
- confirmation of assessment being sat in **either** controlled or un-controlled conditions. Only **one** entry should be ticked.
- signatures from **both** the student and the assessment centre.

Failure to submit a correctly completed DoA will be treated as maladministration. Sanctions may be applied, and the student's result will not be released.

Step 4

Once the signed declaration has been uploaded by the assessment centre, the centre must click **"Close"** and then **"Finish assessment and submit answers"**.

The screenshot shows the AAT assessment interface for 'Spreadsheets for Accounting (AQ2016) - practice assessment'. The top bar includes the AAT logo, project details, task information, and a progress bar at 100%. A green 'Close' button is circled in red. Below the header, there are sections for 'Instructions for students', 'Instructions for assessment centres', and 'Declaration of authenticity'. A table shows the upload status of the assessment workbook and declaration of authenticity, both marked as 'Uploaded'. At the bottom, there are navigation buttons: 'Introduction', 'Tutorial', 'Preferences', 'Back', 'Flag Question', and 'Next'.

	Uploaded
Assessment workbook (uploaded by student)	✓
Declaration of authenticity (uploaded by assessment centre)	✓

The screenshot shows the same AAT assessment interface, but with a confirmation dialog box open. The dialog box asks: 'Would you like to close or finish the assessment?'. It provides two options: 'Close assessment and finish later' and 'Finish assessment and Submit answers'. The 'Finish assessment and Submit answers' button is circled in red. The dialog box also includes a 'Cancel' button. The background interface is dimmed, showing the same navigation buttons as the previous screenshot.

If the assessment is submitted without a declaration, an incident report, including the completed declaration, must be e-mailed to cba@aat.org.uk by the end of the next business day.