

Instructions for conducting AAT Computer Based Assessments (CBA)



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1.1 Assessment arrangements

1.1.1 Appointing a CBA administrator

The assessment venue¹ should appoint a CBA administrator who will be responsible for:

- scheduling sample and live assessments
- assessment security
- assessment supervision
- the assessment environment
- the overall conduct of the assessment.

CBA administrators are also responsible for appointing an invigilator or invigilators. For every assessment session, there should be at least one CBA administrator and one invigilator (for further detail, see section 1.1.4). These cannot be the same person.

Although the assessment venue does have discretion to decide who is appropriate to undertake the role of CBA administrator, relatives / family members of any students taking the assessments and students are excluded from this role.

CBA administrators are to be familiar with the SecureAssess assessment venue user guide at aat.org.uk/cba, so that they can effectively and efficiently manage all aspects of the assessment software relevant to the scheduling and conducting of the assessment(s) and issuing of results.

CBA administrators and invigilators must also have access to IT support for the installation of the software and upgrades and to deal with any complications that may arise with the assessment venue's system.

1.1.2 Assessment environment

The assessment area and equipment should be checked in advance of the assessment to ensure they meet required standards for the assessment.

The design and layout of the assessment area and equipment must comply with the International Organisation for Standardisation's [code of practice for the use of IT in the delivery of assessments \(ISO/IEC 23988:2007\)](#) and should include:

- a stable workstation for each student with sufficient space for the student to work
- an adjustable chair for each student
- freedom from glare that might prevent a student from seeing what is on the screen
- work stations positioned (or protected using privacy filters) so that any student's screen cannot easily be read by any other student
- ventilation to cope with the heat generated by equipment.

1.1.3 Scheduling assessments

The CBA administrator should advise teaching staff and students what the assessment venue's procedures are for scheduling an assessment (sample and live) and how much advance notice is required.

All students taking AAT assessments must be registered as student members of AAT. Students should sit a sample assessment to familiarise themselves with the assessment software, format and environment.

¹ The term assessment venue is used here to describe any location where an assessment is taking place.

AAT sets the assessments windows for the synoptic assessments. The current synoptic assessment schedule is available on AAT's website on the [synoptic assessment page](#). Assessment venues are to set their own timetable for all other assessments.

Some students, particularly distance learning students, may sit their assessments at a venue that is unconnected to their training provider. Although assessment venues can schedule all externally assessed assessments, the student's training provider must schedule all internally marked assessments for the dates agreed in consultation with the student and venue. The training provider should then provide the assessment venue with the temporary login details and keycodes required for the assessment (for further details, see Appendix 2). For a list of internally and externally marked assessments, visit the [CBA information](#) page online.

1.1.4 Invigilators

Invigilators act for the assessment venue and perform a key role in upholding the integrity of the assessment process. They are responsible for the proper conduct of the assessment. There should be at least one invigilator for every 20 students at all times.

It is the responsibility of assessment venue CBA administrators to appoint suitably qualified and experienced people to act as invigilators. Although the assessment venue does have discretion to decide who is appropriate to undertake this role, students and relatives / family members of students taking the assessments are not allowed to act as an invigilator. Tutors may not act as invigilators if they have been involved in preparing students for any of the units that are being assessed. For synoptic assessments, this includes any unit at the level being assessed. In addition, anyone acting as a reader or a scribe for a particular assessment, as part of a particular student's reasonable adjustment, may not act as an invigilator for that assessment. A reader or scribe cannot be a student, tutor or relative / family member of the student taking the assessment.

Assessment venues are responsible for briefing invigilators and for ensuring that they are familiar with the appropriate regulations governing the conduct of assessments. In particular, invigilators must be familiar with how third party software works, e.g. Microsoft Office and Sage, where this is being used in the assessment they are invigilating.

If there is only one invigilator, he or she must be able to summon assistance quickly and easily, without disturbing students, to ensure monitoring of the assessment is uninterrupted.

Assessment venues may use computer technology, for example CCTV, to help monitor students.

1.1.5 Proof of identity

All students are required to provide photographic proof of identity before they are permitted to take an assessment. The following documents are acceptable:

- current valid (signed) full UK or country of origin passport
- current valid (signed) national identity (ID) card
- current valid European Economic Area (EEA) member state ID card
- current full or provisional UK/EU photocard driving licence
- current residency permit issued by the Home Office
- current valid CitizenCard (accompanied by a credit/debit card as proof of signature).

If a student is taking the assessment at a training provider at which they are registered, and has none of the above forms of identify, the student may sit the assessment at the training provider's discretion, providing the training provider can confirm the student's identity with confidence.

If the student's registered name is different to that on the identity document, as a result of marriage or a name change, the student must present a marriage or deed poll certificate (or national equivalent for the country in which the student is sitting the assessment).

For any of the above, a clear and legible photocopy can be presented only if it is accompanied by an official letter, issued in the last 12 months from a solicitor/the Home Office, stating where the original documents are and confirming the student's identity.

No other forms of identification will be accepted.

1.1.6 Before the assessment

Prior to the start of the assessment the administrator (and invigilators) must ensure that:

- the room and equipment meet the assessment requirements
- they are familiar with the assessment regulations
- they are familiar with the assessment platform and the [SecureAssess user guide for centre](#)
- they are able to operate the equipment and manage the assessment software (if required)
- they carry out checks of the photographic proof of identity (see 1.1.5) which each student should provide, and are fully satisfied as to the identity of each student
- they complete attendance records, if necessary
- students do not have in their possession any notes, revision materials or text books or any of the excluded items listed in 1.1.7 (these materials must be placed out of the reach of students)
- rough paper is available in the room (students are not permitted to bring their own rough paper)
- all mobile phones are switched off, packed away, and placed out of the reach of students
- students know how to operate equipment
- students have been provided with their keycodes. The keycode must be entered by the student and **not** the administrator or invigilator
- they inform students that they are now subject to the rules of the assessment and read out the relevant invigilator's announcement (Appendix 1)
- they are fully aware of the duration of the assessment; visit the [CBA information](#) page online.

CBA administrators and invigilator(s) must also be aware that for CBAs where students are required to use an external software application (e.g. spreadsheet, computerised accounting or payroll software) as part of the assessment, it is the responsibility of the invigilator to remind the students that they are approaching the end of the assessment (see. 1.1.10).

Note: If any student is absent for the assessment and makes no attempt to open the assessment, the student should be marked as Void: Not yet started. This includes scheduling errors by administrators. Assessment venues will not be invoiced for an assessment that is voided in this way.

1.1.7 Student equipment

Students may bring with them pens, pencils, erasers and calculators. No other equipment is allowed. If any of this equipment is in a case, that case must be transparent, to allow the examination of the contents.

If students wish to use calculators, those calculators **must not** be programmable. Calculators **must not** be used if they are capable of storing text or alphanumeric formulas. Calculators **must not** be used if they emit audible tones, are able to print, can be programmed from other sources or are a function of a personal organiser, watch or mobile phone. Solar powered calculators are used at the student's own risk.

The following items are **not** permitted:

- mobile phones
- dictionaries
- computers other than those being used for the assessment
- memory sticks
- study text, revision cards, course notes
- books and papers
- any other form of digital, electronic, recording or programmable equipment, including, but not limited to:
 - tablets
 - dictaphones
 - smart watches
 - cameras in any form, including wearable devices.

CBA administrators / invigilators should add to this list any other restrictions in accordance with their centre policies, such as those applying to smoking, eating and drinking, especially where these have a bearing on the security of the assessment.

1.1.8 During the assessment

Student responses to assessment tasks must be their own unaided work.

Invigilators must supervise students throughout the whole assessment. Invigilators must give their whole attention to the proper conduct of the assessment and are not to undertake any other activities whilst invigilating.

Technical help for any hardware and software problems should be available throughout the assessment. Common troubleshooting items are included at section 2.1 of this document and at aat.org.uk/cba.

1.1.9 Breaks during assessment

It is recommended that for assessments over 1.5 hours, students are permitted to take a break. Invigilators should agree the timing and duration of the break in advance and inform students before starting the test. Students must be supervised throughout the break.

1.1.10 End of assessment

Invigilators should announce the time remaining for the assessment and, for assessments that involve uploading evidence, instruct students to upload the evidence for the tasks they have completed, at a minimum,

- 15 minutes before the end of the assessment, and
- 5 minutes before the end of the assessment.

CBAs in locked environment

For assessments that **do not** require students to make use of an external software application, e.g. spreadsheets, computerised accounting or payroll software, the session will close automatically at the end of the allocated time or when students confirm onscreen that they have finished.

CBAs completed partly or wholly in an unlocked environment

For assessments where students **are required** to complete tasks using an external software application, e.g. spreadsheets, computerised accounting or payroll software, invigilators are to instruct students to save their work and upload it to SecureClient in line with the onscreen assessment instructions before the end of the assessment. It is the student's responsibility to ensure they have uploaded their completed assessment to SecureClient. Failure to upload completed assessment tasks at the time of the assessment will normally result in the student being assessed as not yet competent (see also 1.5.2).

1.2 Misconduct and irregularities

If an invigilator observes cheating or any other behaviour that is inappropriate under assessment conditions, for example, using revision notes, they are to take steps to stop it and inform the appropriate assessment venue staff. If the incident is serious enough then the student is to be instructed to leave the assessment location and their assessment is to be voided.

All incidents of misconduct will be investigated by AAT and could lead to results being declared null and void or expulsion from AAT. The invigilator should note the time and nature of any incidents and email full details to aatstandards@aat.org.uk the same day as the assessment. Templates for incident reports can be printed from SecureAssess. Please also refer to [AAT's malpractice policy](#).

1.3 Reasonable adjustments for students with particular assessment requirements

For students with particular assessment requirements, reference should be made to AAT's Guidance on the Application of Reasonable Adjustments and Special Consideration in AAT Assessments, which sets out special access arrangements. Further information is available at aat.org.uk/reasonableadjustments.

1.4 Emergencies and incidents

If an emergency occurs during the assessment, for example a fire alarm or bomb threat, the assessment room must be evacuated in accordance with the instructions of the appropriate authority.

The invigilator must pause the assessment session on SecureAssess before leaving the assessment room.

Students should be supervised whilst they are out of the room and reminded that they remain under assessment conditions.

Before restarting the session, the invigilator is advised to allow students approximately five minutes to compose themselves. The session may be restarted with no loss of time.


All incidents, such as technical problems, fire alarms etc, should be recorded in an incident report, which is to be emailed to centre.support@aat.org.uk within **24 hours** of the assessment. A template for incident reports can be printed from SecureAssess. If AAT's investigation of the incident confirms that, through no fault of their own, students have been unfairly disadvantaged, AAT will take this into account when their performance in an assessment is reviewed.

If there is a non-technical issue affecting a student during or directly before an assessment, for example illness, traumatic event or bereavement, a special consideration form 13.4 should be completed and emailed to assessment.operations@aat.org.uk, along with supporting evidence, within 24hrs of the assessment for AAT marked assessments and 14 days for centre marked assessments.

Form 13.4 can be found in AAT's Guidance on the Application of Reasonable Adjustments and Special Consideration in AAT Assessments. Further information is available at aat.org.uk/reasonableadjustments.

It should be noted that the consideration of incidents during the assessment or extenuating circumstances does not automatically guarantee a pass or grade increase for the assessment.

1.5 After the assessment

Using the invigilation screen of SecureAssess, invigilators are to ensure that the students' assessments have moved into a finished state at the end of the assessment. This will be confirmed with the display of a green tick  , meaning the assessment has been sent to AAT. Further information on what to do if an assessment does not upload is available in Section 2.1 of this document, on Troubleshooting.

1.5.1 Results and feedback

For assessments that are wholly computer-marked, provisional results will be available from the assessment system for all students present, once the session is complete. Results for assessments that are wholly computer-marked are provisional for up to 28 days from the date of the assessment. This is to allow sufficient time to investigate and take appropriate action with regard incidents reported by the CBA administrator or invigilators. It is rare for successful results to change.

For assessments that are wholly or partially human-marked by AAT, the results will be released online to assessment venues and students within six weeks of the completion of an assessment. Training providers should submit results for internally marked assessments to AAT within four weeks of the test date. Once AAT receives the results from training providers, the verification process for results will be completed within six weeks.

Where students have failed to upload the correct assessment evidence at the time of assessment, the assessment result may take longer than six weeks to release. This includes results for assessments where the invigilator submits evidence to AAT as part of an incident report.

Assessment venues should provide students with a copy of their results and a performance feedback slip, should the student request it.

Once a student has taken an assessment, whether they are successful or not, they will be restricted from re-sitting the assessment in accordance with the following parameters:

- computer marked assessments – three calendar days
- human marked assessments – between 31 days and six weeks, and only after the result is released. Results can be released up to six weeks after the assessment date.
- synoptic assessments – the next sitting window.
- If re-sit rules are applicable please follow the appropriate guidelines on the AAT website: [Assessment re-sits – AQ2016](#)

1.5.2 Assessments that involve uploading evidence

Where students are sitting an assessment that involves the uploading of evidence, the invigilator must remind students to:

- upload their evidence at least 15 minutes before the end of the assessment
- check they have uploaded their completed assessment, including any files of evidence required by the assessment before the end of the assessment duration.

Students are responsible for uploading any files of evidence required by the assessment. Invigilators must ensure that students do not leave the assessment without having uploaded the correct file(s) before submitting the assessment.

When a student moves away from a file-attach question, they will be presented with a File Attachment Summary informing them of what has been uploaded. Students are required to click 'Continue' on the pop up window to proceed to the next task or submit the assessment.

Invigilators should be aware that for Applied Business Communications and Personal Skills (ABPS) and Professional Ethics (PETH) assessments, the file-attach tool is for Assessor use only. Although students will still be presented with the File Attachment Summary, they should be advised to click 'Continue' to proceed. These two assessments do not require files to be uploaded by the student.

If a technical issue prevents the student from uploading of evidence, the invigilator can modify the duration of the in-progress assessment by up to 15 minutes, so that they can work with the student to retrieve, save and upload the evidence. Invigilators should familiarise themselves with the 'modify duration' feature before the assessment. This feature is described on page 26 of the [SecureAssess user guide for centre](#).

If the invigilator is unable to resolve the issue, the invigilator must:

- save the evidence with the student present
- complete an incident report
- submit the incident report and any assessment evidence to AAT within 24 hours of the assessment being completed.

Invigilators must report all uses of the 'modify duration' feature to AAT as part of an incident report.

All files uploaded by the student during the assessment are stored on the assessment platform. Once the student has completed their assessment and uploaded the evidence, the invigilator is to remove any files from any machines being used for the assessment, to ensure these are not accessible to other students and staff. These instructions also apply to any evidence saved as the result of an incident (see 1.4) and submitted with an incident report to AAT.

2.1 Troubleshooting

2.1.1 Minimum requirements

In the case of general functionality problems, CBA administrators or invigilators should first make sure that the machines in use meet the minimum requirements. Refer to [AAT's SecureClient and Testing Guide](#).

2.1.2 Screen issues

If the full screen is not visible – try the F11 key (usually on the top row of the keyboard) for full screen.

If the screen freezes, do not change the student's pc or data may be lost.

Step 1. First pause the student's assessment from the 'Invigilator' tab within the SecureAssess dashboard.

Step 2. Close the SecureClient on the student's PC. Hold down Ctrl+Alt+Del. Click Task Manager. Click the Application tab. Select Surpass SecureClient. Click End task.

Step 3. Check the student's PC has internet connection.

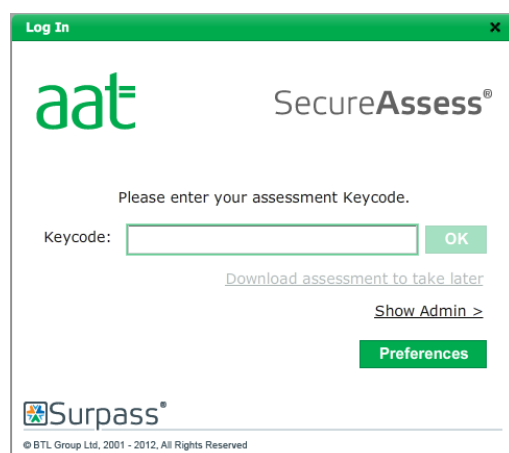
Step 4. Reopen SecureClient, resume the assessment on the invigilation screen and re-enter the keycode. The assessment should not be resumed until the affected student is ready and composed from the disruption.

Inactive cells will sometimes respond if you click away from them and then click back in them.

2.1.3 SecureClient

To ensure that you have the most recent version of SecureClient installed on the computer, first check the homepage of [SecureAssess](#). This will tell you the most recent version numbers.

To check the version that is installed on your computers, open the SecureClient and click the "Surpass" button towards the bottom of the front screen of the client as below. This will display the version number of your SecureClient.





2.1.4 Connection loss/ user disconnected

If the connection to the server fails during an assessment for any reason, SecureClient will begin storing interactions/responses on the student's computer until the end of the assessment. At the end of the assessment, the student is required to confirm they have finished responding to all the questions and they wish to end the assessment. They will do this by selecting the relevant option on screen. Once they have confirmed this there are three possible next steps:

Step 1. If the student's computer has re-established an internet connection then their responses and assessment will be automatically uploaded back to the SecureAssess system.

Step 2. If the student's computer still has no internet connection, when finished a pop-up will be displayed informing them that their result has not been uploaded. If this pop-up is left open and connection is restored then the assessment will upload/submit.

Step 3. If the connection is not restored, open the client when an internet connection is available; the script will automatically upload. Show admin can be opened to ensure the script has uploaded.

It is important that you re-establish connection and submit the student's completed assessment. The assessment should be showing with a finished state () on the invigilation screen, which confirms AAT has received the student's assessment. Should the awaiting upload symbol () be displayed, then immediate action must be taken to complete step 3 listed above.

2.1.5 Authenticated proxies

If you receive an error message regarding a failure to validate a keycode, this may be due to the use of an authenticated proxy on your network. A SecureClient version which works with authenticated proxies can **be downloaded** from the links contained in the SecureClient Install and Test user guide. **Please ensure you run sample assessments before any live session following a SecureAssess update.**

2.1.6 Computer based assessments (unlocked components) troubleshooting

Downloading assessment materials from SecureClient

For assessments that require the use of third party software, these materials come in two formats: MS Word and Excel. When downloading assessment materials students have the option to either 'save/save as' or 'open' the document.

Students should always choose the **'save/save as'** option, and save the document to the computer desktop of the machine they are using to take the assessment. If the student chooses 'open', the document may be stored within the internet temporary files folder on the machine they are using. Because temporary files can be deleted automatically by the system on which the student is taking the assessment, the student's work may be lost if this option is chosen.

If there is an error message that does not allow the student to open or save the assessment material, it could be caused by the internet settings on the computer(s) being used to take the assessment. If this happens during an assessment, the invigilator should carry out the following checks on each affected computer:

1. Open the internet browser (for example, Internet Explorer).
2. From the toolbar select the Tools option and click on Internet Options within the dropdown menu. If you are using Internet Explorer, a new window will open.
3. Select the Advanced tab and then scroll down the list until you can see the heading Security.
4. If the option 'Do not save encrypted pages to disk' is ticked, you have successfully located the source of the file access problem. Un-tick this option and close the file that the student had been attempting to access.
5. Students should now download the document again.

2.1.7 Uploading assessment documents to SecureClient

Students must save and close their assessment materials (as defined in 1.5.2) before they attempt to upload them to SecureClient.

If they attempt to upload a document that they also have open on their computer, students may potentially be uploading a corrupt or incomplete document. Students can easily check to ensure they have uploaded their work successfully by clicking the 'Upload files' link again.



Here they can view what/ where they have uploaded, renamed, replaced or deleted files.

2.1.8 Problem accessing spreadsheet data during a CBA (unlocked environment)

Sometimes when students open the Spreadsheet Software data file they may see a blank spreadsheet. This indicates that a software compatibility issue has occurred. Students can easily solve this issue by following these simple steps:

1. Go to View on the spreadsheet toolbar and select the Full Screen option.
2. The assessment data should now be visible.
3. Students can press Escape or double-click on the title bar at the top of the spreadsheet window to return to a standard display.
4. Alternatively, please advise students to go to the View tab, select Arrange all and then Tiled and this should correct the problem.

For some CBAs, students need to use the navigation arrow tools to navigate between worksheets in the spreadsheet. Arrow tools appear on the bottom left corner of a spreadsheet work sheet:



If you are faced by a problem that is not resolved by any of these tips, please contact Assessment venue Support on **0845 863 0797** (UK) or **+44 (0)20 3735 2443** (outside the UK).

Appendix 1

Invigilator's announcement for computer based assessments (CBAs)

Please listen carefully to the following instructions.

You have been provided with a keycode to open the assessment.

Before starting the assessment, you will be required to confirm that the details for you, shown on screen, are correct and that you accept the terms for sitting the assessment.

Once you open the assessment, you should read all instructions carefully.

During the assessment you must not obtain, or try to obtain, help from another student. Also you must not help or attempt to help another student.

Any incidents where it is suspected that students have been helping another student, or have been trying to get another student to help them, will be reported to AAT and may lead to results being declared null and void.

Any student caught with notes or books, copying from or talking to other students, or cheating in any way, will be expelled from the assessment room and may lead to their assessment being declared null and void.

If you believe you have witnessed any malpractice on the part of another student then you are encouraged to report this, in confidence, to an invigilator who will investigate and report to AAT.

Rough paper is provided should you need it, but please note this will not be marked and is not to be removed from the assessment room. You may have on your desks pens, pencils, erasers and calculators.

If students wish to use calculators, those calculators **must not** be programmable. Calculators **must not** be used if they are capable of storing text or alphanumeric formulas. Calculators **must not** be used if they emit audible tones, are able to print, can be programmed from other sources or are a function of a personal organiser, watch or mobile phone. Solar powered calculators are used at the student's own risk.

The following items are **not** permitted:

- mobile phones
- dictionaries
- computers other than those being used for the assessment
- memory sticks
- study text, revision cards, course notes
- books and papers
- any other form of digital, electronic, recording or programmable equipment, including, but not limited to:
 - tablets
 - dictaphones
 - smart watches

Talking is not allowed inside the assessment room. [**CBA administrators / Invigilators** should add in here any other restrictions in accordance with their centre policies, such as those applying to smoking, eating and drinking, especially where these have a bearing on the security of the assessment].

You must not remove items from the assessment room, including paper allocated for rough work, or make copies of live assessment materials.

If you need to leave the room during the test, raise your hand to attract the attention of the invigilator. You will only be allowed to leave under supervision. When leaving the room you must do so in an orderly and quiet manner so as not to disturb other candidates.

If you require the attention of the invigilator you must raise your hand.

The time available for the assessment is provided by the clock on the screen.

CBA administrators/invigilators

You are required to announce the time remaining for the assessment and, for assessments that involve uploading evidence, instruct students to upload the evidence for the tasks they have completed

- **15 minutes before the end of the assessment**
- **5 minutes before the end of the assessment.**

This section applies to the Advanced Diploma in Accounting synoptic assessment only.

The total time available to take the Advanced Diploma in Accounting synoptic assessment is three hours.

The assessment consists of two parts. Each part has a separate time allocation of one hour and 30 minutes.

You will not be able to start the assessment at Part 2. You will only be able to start the assessment at Part 1.

You should use the time available for Part 1 to complete the assessment and to check your answers before you move to Part 2. You will receive a warning message when you move from Part 1, which will remind you that:

- If you have any time left over from Part 1, this time will **NOT** be carried over to Part 2.
- Once you move from Part 1 to Part 2 you will **NOT** be able to return to Part 1.

If you do not move from Part 1 before the time allocation of one hour and 30 minutes expires, you will automatically be presented with Part 2 of the assessment.

As soon as you are presented with Part 2, the allotted time of one hour and 30 minutes for this part of the assessment will start.

In Part 2 of the assessment you will be required to make use of spreadsheet software. Please use the Windows button (or CTRL + ALT + TAB) to move between SecureClient and the spreadsheet package.

At the end of each task that requires you to upload evidence, you should upload that evidence. If you do not do so, and you encounter any technical issues later in the assessment, the files which you are required to upload as part of the assessment may be lost, or corrupted. Please raise your hand if you have any difficulties uploading evidence and an invigilator will come and assist you.

(continues on next page)

You will receive two reminders to upload your evidence: 15 minutes before the end of the assessment and 5 minutes before the end of the assessment. If you fail to upload your evidence, you are likely to receive a not yet competent result.

This section applies to all assessments that require students to make use of spreadsheet, computerised accounting or payroll software. This includes the Advanced Diploma in Accounting synoptic assessment.

If you are taking an assessment that requires you to use spreadsheet, computerised accounting or payroll software, you will be provided with an electronic assessment book. You must read through the entire assessment book and check that you have attempted every task.

You are not allowed to access the internet or email for the duration of the assessment.

You are not allowed to print, make copies of, or store the assessment onto other electronic devices unless this has been specifically stated in the requirements of the assessment.

You are responsible for uploading any files of evidence required by the assessment. A message will appear on screen if you try to submit the assessment without uploading any evidence. You must not leave the assessment without having uploaded the correct file(s) before submitting the assessment. If you fail to upload your evidence, you are likely to receive a not yet competent result.

If a technical issue prevents you from uploading evidence, please raise your hand for the invigilator. You will need to work with the invigilator to retrieve and save your evidence. If the invigilator is unable to resolve the issue, the invigilator will save the evidence in your presence, and then complete an incident report and submit it to AAT with the assessment evidence. Where evidence is not uploaded as part of the assessment, results may take longer than six weeks.

I will now switch the assessment to live **or** you may now enter this PIN.

You may begin as soon as the assessment is on screen.

Appendix 2

Booking form - Internally assessed assessment at external venue

Training providers can use this form to provide details of a scheduled internally assessed assessment to an assessment venue.

The dates for the assessment must be agreed in consultation with the student and their chosen assessment venue before the assessment is scheduled.

Student(s) name	
Student(s) membership number	
Date of assessment(s)	
Assessment*	
Additional software applications (where applicable)	The above assessment(s) requires the student(s) to have access to <input type="checkbox"/> Spreadsheet software <input type="checkbox"/> Computerised accounting software <input type="checkbox"/> Payroll software
Keycode(s) / Pin(s)	
Temporary SecureAssess user details*	
Other comments (if applicable)	

*Use a separate form for different assessments.

Non-disclosure agreement (NDA)

* If this option is used, the training provider acknowledges that the assessment venue staff will have access, on SecureAssess, to current assessment details for other students attached to the training provider.

Assessment venue staff must be aware of their professional and ethical responsibilities when accessing this information. They must not change, record or in any way interfere with any assessment other than that detailed in the form above. All student and training provider information must be treated as confidential and must not be stored or distributed in any form.

Training provider contact name	
Telephone number	
Email address	

Please send a completed copy of this form to the assessment venue in question, by email or fax in advance of the assessment date, and confirm the arrangements with

Invoicing

The invoice for the assessment(s) will be placed on the training provider's account as the training provider scheduled the assessment(s). Unless the training provider has arranged for the assessment venue to collect all the assessment fees, the assessment venue should only charge the student their administrative fee when hosting an internally assessed assessment.

Appendix 3

This document replaces all previous versions of the supervisors' instructions for AAT computer based assessments (CBA) and should therefore be read in full.