

# ATLAS Cloud guide for sitting assessments (Qualifications 2022)

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## Change control

Version No.	Page	Changes made	Date
1.0	n/a	Document created for first pilot	August 2022
1.1	4-5 6	Update Memory and CPU specifications in section 5.1 Advice on changing email address in section 7.1	October 2022
1.2	7 15	Change to validity period of password link and updated advice on login details in section 7.1 Enhanced guidance on offline submissions in section 8.13	December 2022

## Associated regulations and policies

# Contents

1. Introduction.....	4
2. Scope and applicability .....	4
3. Purpose and objectives .....	4
4. Terms and definitions .....	4
5. Minimum and supporting specifications .....	4
6. Sitting a practice assessment .....	6
7. Candidate access .....	6
8. Sitting and submitting an assessment.....	10
9. Results and feedback .....	15

## 1. Introduction

This guide contains all the information you need to access and sit AAT's Qualifications 2022 assessments via the PSI Bridge Secure Browser.

You should familiarise yourself with the information in this guide, and sit online practice assessments via MyAAT, before sitting a live assessment.

It has been created in line with the assessment walkthrough videos which are available for you to view on the [Qualifications 2022 resources](#) page.

## 2. Scope and applicability

This user guide applies to all students who will be sitting live and practice Qualifications 2022 assessments.

## 3. Purpose and objectives

The purpose of this document is to give students the relevant guidance and knowledge on the ATLAS Cloud assessment platform, to aid their ability to access, sit and submit assessments.

## 4. Terms and definitions

**PSI** – The third-party supplier of the ATLAS Cloud, TCA and PSI Bridge Secure Browser software.

**ATLAS Cloud** – The name of the assessment platform product.

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

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

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

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

## 5. Minimum and supporting specifications

### 5.1 Technical requirements for accessing online Qualifications 2022 practice assessments

Technology	Minimum and supporting specifications
Operating system	Supported: Windows 10, Windows 10 Enterprise, MAC OS 10.14 and Higher  Not supported: Chromebooks, iOS, Android, Tablets and Linux.
Screen resolution	1368 x 769 or higher
Bandwidth	Minimum 300kbps
Supported browsers	Chrome (latest version) and an active, stable internet connection
Memory	Minimum: 4GB RAM At least 2GB of available hard disk space throughout the duration of the assessment

CPU	Minimum: Intel i3 / SSE4 compatible processor Minimum: 1.30 GHz – minimum 2 core / 4 thread
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## 5.2 Additional requirements for assessments that contain InApplication question types

AAT's Level 3 Management Accounting Techniques (MATs) assessment contains an InApplication question type to allow access to Excel within the secure browser. To support this, the following requirements must also be met (this includes accessing the online practice assessment version of the assessment via AAT's Lifelong Learning Portal):

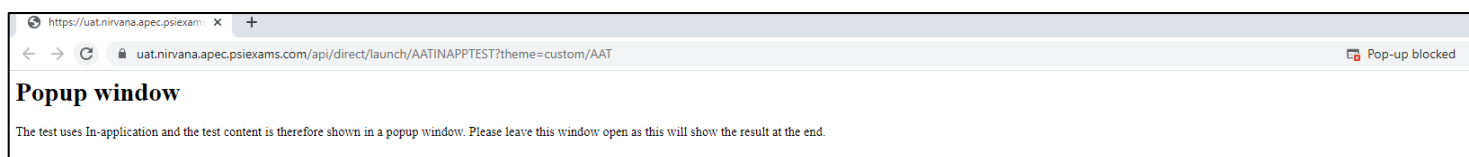
Technology	Minimum and supporting specifications
.NET	.NET Framework 3.5 framework
Plugins	PSI InApplication and Chrome plugins
Microsoft Office	Windows Microsoft Office. Mac Office is not supported. On Excel, Macros <b>must</b> be enabled. If Macros are not enabled, you will <b>not</b> be able to complete tasks in MATs that use the InApplication question type.

To install and enable the required plugins on Chrome, click on the below links or copy and paste them into your Chrome address bar:

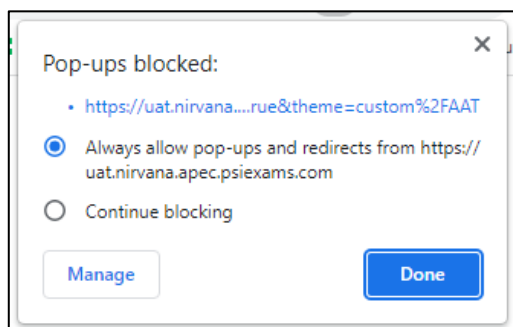
1. The PSI InApplication plugin – <https://aat.psionline.com/phoenix/s/lw/PSIIAPugin.msi>
2. Chrome plugin – <https://chrome.google.com/webstore/detail/leneiifcmnfmnekdbgbfokdddlkhcep>

When sitting the online MATs practice assessment via MyAAT, you'll also need to ensure that you enable pop ups.

This screen will first load:



If a pop-up window does not open immediately after, click on the **Pop-up blocked** message or symbol on the right-side of the address bar. This will reveal the following pop-up message on which you'll need to select **Allow** then **Done**, then refresh the page:



## 6. Sitting a practice assessment

Before sitting a live assessment, you are encouraged to first sit a practice assessment to familiarise yourself with the new assessment platform functionality. Online practice assessments can be accessed via the **AAT Lifelong Learning Portal**.

Alternatively, you can ask your assessment centre to schedule you for one which can be accessed and sat at your assessment centre.

## 7. Candidate access

### 7.1 Accessing Candidate Catalogue

At the point of being scheduled for your first assessment, an email will be triggered to you containing a link to log in to ATLAS Cloud. This email is sent from **noreply@psionline.com**, and the link contained within it is valid for 14 days.

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

If you're unable to locate your email once your scheduled assessment has been confirmed by your centre, please check your junk and clutter folders.

**N.B. If you amend your email address via MyAAT, this will not update on ATLAS Cloud. You must also contact Customer Support so that they can amend your email address in ATLAS Cloud.**

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

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

Once logged in, you'll be directed to the Candidate Catalogue location of ATLAS Cloud. If you've been scheduled for assessments at more than one assessment centre, you'll need to select the relevant centre immediately after logging in.

To change to another centre after logging in, click on your name in the top right corner and select **Change Alias** from the drop-down menu.

The link to ATLAS Cloud is <https://aat.psionline.com>. You should always use the latest version of Chrome to access the Candidate Catalogue.

**You must complete the setup of your ATLAS Cloud account prior to the date of your first assessment.**

**To avoid any unnecessary delays to your assessment, and to prevent disruption to other students sitting their assessment, it is essential that you complete your ATLAS Cloud account set up as soon as possible after receiving your email, and remember and check your login details ahead of travelling to your assessment centre.**

**You may not be able to access your personal email account on the centre's PCs.**

### 7.1.1 Forgotten password

If you forget your password, there is a reset link on the ATLAS Cloud login page. This will trigger an email to be sent to you from **noreply@psionline.com**. The link to reset your password is valid for 14 days.

Again, please ensure that you check your junk and clutter folders.

### 7.1.2 Auto-save passwords in Chrome

Assessment centres have been advised to switch off Chrome's setting to offer to save login details.

Where you are using a public computer **do not** click on the pop to allow Chrome to save your login details. They must be kept secure to prevent another person logging in as you, or to prevent you accidentally logging in as another person.

Always ensure that you enter your login details and flag to an invigilator if yours or another person's login details are pre-populated on the login screen, or are selectable via Chrome, or when you launch Chrome, it opens with another account logged in.

## 7.2 Candidate Catalogue

The Candidate Catalogue page is the location where you can see all upcoming scheduled, and sat, practice and live assessments.

From here, you can click on the relevant assessment on the day of the sitting to access to load the secure browser, enter the assessment, and trigger the status to update in the test session; the assessment can only be interacted with once the test session has been opened and the assessment has been unlocked by the invigilator.

The screenshot shows the AAT Candidate Catalogue interface. At the top left is the AAT logo. At the top right, it says 'Mr Test Candidate 33' with a dropdown arrow. Below this, a welcome message 'Welcome Mr Test Candidate 33' is followed by 'Here is your assigned content.' There is a filter dropdown set to 'All' and a search bar with a green 'Search' button. A session bar indicates 'Session: 07/02/2022, 08:56 - 07/02/2022, 23:59' with a dropdown arrow. Below this, a card for 'Introduction to Bookkeeping (L2CTA2022)' is shown, with a document icon, the text 'LAST RESULT: 03/02/2022, 12:28', and a status of 'NOT STARTED' with a 'VIEW RESULTS' link. At the bottom, a navigation bar shows 'Level 2 Certificate in Accounting (Q2022)' with a right arrow.

### 7.3 Change password

To change your password, **click on your name** in the top right corner and select **Profile**. On the **Edit Profile** screen, amend the **Password** and **Confirm password** fields and click **Save** changes.

Passwords must match and meet the password requirement (see section 7.1).

## 7.4 How to access an assessment

If an assessment is ready to be sat, i.e., today is the date of the sitting, the assessment will show in green text (see above screenshot).

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

### Step 1

Open Chrome, enter the ATLAS Cloud URL (<https://aat.psionline.com>) and enter your login details.

Your username is your AAT ID. If you've forgotten this, ask the invigilator as they will be able to retrieve it from your scheduled assessment.

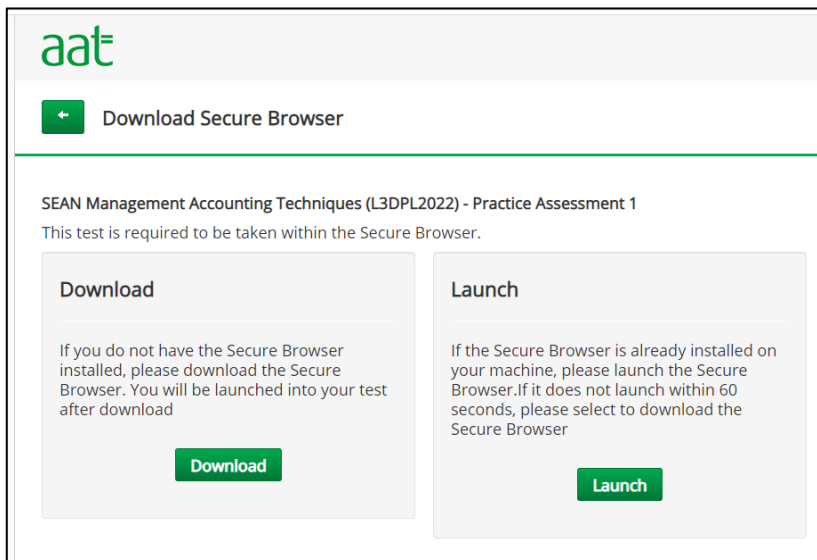
If you've forgotten your password, click on the **Reset Password** link on the login page of ATLAS Cloud. This will generate a new email with a link to reset your password.

If you are unable to login to your email due to restrictions on the computer, or security against your email address (i.e., if it is a work email), inform the invigilator, who will be able to contact AAT and request for the password to be manually amended. The amended password will then be given to you, and you will be able to amend it once logged in.

Once logged in, assessments that can be accessed will be in green text. To access the assessment, you will need to click on the assessment.

### Step 2

You'll then be asked to Download or Launch the Secure Browser. Your assessment centre will have already downloaded and installed it, so click **Launch**.



The screenshot shows the AAT logo at the top left. Below it is a green button with a left arrow and the text "Download Secure Browser". A horizontal green line separates this from the main content area. The main content area has the title "SEAN Management Accounting Techniques (L3DPL2022) - Practice Assessment 1" and a note "This test is required to be taken within the Secure Browser." Below this are two side-by-side boxes. The left box is titled "Download" and contains the text: "If you do not have the Secure Browser installed, please download the Secure Browser. You will be launched into your test after download." It has a green "Download" button at the bottom. The right box is titled "Launch" and contains the text: "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." It has a green "Launch" button at the bottom.



### Step 3

The PSI Bridge Secure Browser will load and open a Security Check. Ensure that you do not have dual monitors, and, if required, click **Terminate all these applications** then **Recheck**:

**Security Check**

To take the exam, your system must meet certain security requirements. Please complete the necessary actions below and press NEXT to continue.

Requirement	Status	Action Required
Number of allowed monitors during session: 1	fail	Number of Monitors Detected: 2. Action required
No prohibited applications or processes during session	fail	Please close the following prohibited applications: Calculator, Chrome, MS Word, Microsoft Teams, Onedrive, Outlook, Skype for Business, Snip & Sketch, yourphone <b>TERMINATE ALL THESE APPLICATIONS</b>

**QUIT** **RECHECK**

If any of the applications do not close, notify your invigilator.

### Step 4

A **System Requirements Check** is run and will need to be completed each time an assessment is started. This check shows if the system requirements for the assessment are met.

**Running System Requirements Check**

This check shows if the system requirements for the test are met. Links to more detailed explanations will be shown if there are any errors.

Operating System	Windows	OK
Screen Resolution	1536x864	OK
Browser	Chrome 94	OK
Popups	Disabled	ERROR <a href="#">Help</a>
Tabbed Browsing		IN PROGRESS

**Continue**

All requirements which are met will have **OK** displayed next to them. Any requirements which are currently being checked will show as **In Progress**.

Any that are not met will have **Error** showing next to them. If a requirement is not met a Help link can be clicked to provide a more detailed explanation of what is causing this error.

Any errors should be referred to the invigilator, who will be able to resolve it or notify the centre's ICT team to resolve.

Once all have passed, click **Continue**.

### Step 5

The assessment will then need to be started by the invigilator. Once enabled, your assessment will load on screen.

## 8. Sitting and submitting an assessment

### 8.1 Assessment terms and conditions

Before accessing the introduction page of the assessment, you must first read and accept the assessment terms and conditions. **Click the box** beneath the terms and conditions and **Start**.

Bookkeeping Transactions (AQ2016) - Practice

Test Information

Username	Test123456
Knowledge Area	AQ2016_L2_BTRN_Bookkeeping Transactions
Test Area	Bookkeeping Transactions
Type	Diagnostic
Number of questions	10
Vendor	AAT

**Start**

Cancel

By ticking the box below, you are confirming that the CBA submission will be your own unaided work and you will not copy, reproduce or circulate AAT assessment material. Once you click Start, you will be able to access your assessment.

☐

### 8.2 Introduction page

All assessments contain an introduction page with information about the assessment including duration, number of tasks, number of marks available and any additional information required to answer the tasks.

You are required to read the information on the page then click **Continue** to start the assessment.

This is the point that the assessment timer will start in the top right corner.

You cannot revisit the Assessment Introduction page during the assessment. The information contained on this page is available in the references section at each task position.

### 8.3 Navigation and Index

Once the assessment has started, you can navigate through the assessment using either the **Prev** and **Next** buttons located in the bottom right-hand corner of the page, or by clicking on **Index** located on the right-hand side of the page to reveal the list of task pages.

The **Index** feature, as seen below, reveals a view to the right of the assessment content and is a useful way to see how many tasks are in the assessment, navigate quickly to a specific task, and see which tasks you have answered and/or flagged.

The screenshot shows the AAT assessment interface. At the top, there's a header with 'aat', 'CONTRAST', 'KEYBOARD SHORTCUTS', 'ANSWERED 0 of 10', 'TOTAL TIME REMAINING 01:17:17', and 'SUBMIT ASSESSMENT'. The main content area is divided into two sections. The left section, labeled '2 of 11', contains 'Task 1 (12 marks)' with a description: 'This task contains parts (a) to (d). A sales invoice is being prepared for goods supplied, as shown in the customer order below.' Below this is a 'Customer order' box with details: 'JABC Ltd', 'Order number 3971', '12 March 20XX', 'Please supply: 120 units of product JBZ', and '@ £3.60 each less 7.5% trade discount.' Below the order box is a table for 'Net amount before discount' with a column for '£'. The right section is a list of tasks from 'Page 1: Assessment Information' to 'Page 11: Task 10'. The 'ANSWER' button is highlighted in red at the bottom left, and the 'PREV' and 'NEXT' buttons are highlighted in red at the bottom center.

You can also check your progress against either one of the following:

- **2 of 11:** This includes the total number of pages in your assessment, including the assessment information page and all tasks. In this example, there are ten tasks in the assessment.
- **Answered 0 of 10:** This is the total number of tasks in the assessment that have been fully answered.

This screenshot shows the top of the AAT assessment interface. The header includes 'aat', 'CONTRAST', 'KEYBOARD SHORTCUTS', 'ANSWERED 0 of 10', 'TOTAL TIME REMAINING 01:08:12', and 'SUBMIT ASSESSMENT'. Below the header, the '2 of 11' indicator is highlighted in red, and the 'ANSWERED 0 of 10' indicator is also highlighted in red.

## 8.4 Answer button

Once responses have been entered against all sub-parts in a task, or if you wish to move onto another task before you've answered all sub-parts of that task, to navigate away click the **Answer** button (see above screenshot).

You will then be able to navigate freely through the assessment until another task is started.

**The Answer button must be clicked at the end of each task to ensure that the responses are saved and submitted.**

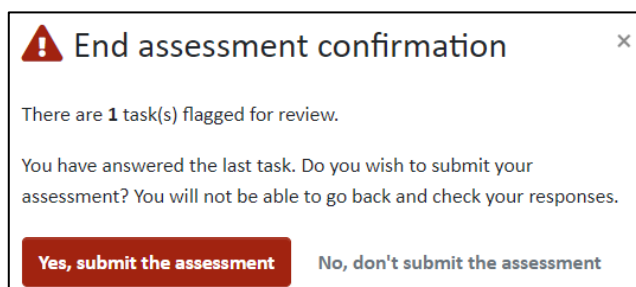
Once a task has been fully answered, i.e., all sub-parts within it have been attempted, the task will update on the Index with an Answered status. Part-answered tasks will not update with this status.

In the example below, tasks 1 and 2 have been fully answered and task 3 has been part-answered.

This screenshot shows the 'Index' of tasks. It lists three tasks: 'Page 2: Task 1', 'Page 3: Task 2', and 'Page 4: Task 3'. The first two tasks have a blue 'Answered' button next to them, while the third task has a yellow background, indicating it is part-answered.

Once you have fully answered the last task, you will be automatically navigated back to any unanswered / part-answered tasks.

Once all tasks have an Answered status against them, the Submit assessment pop up will appear:



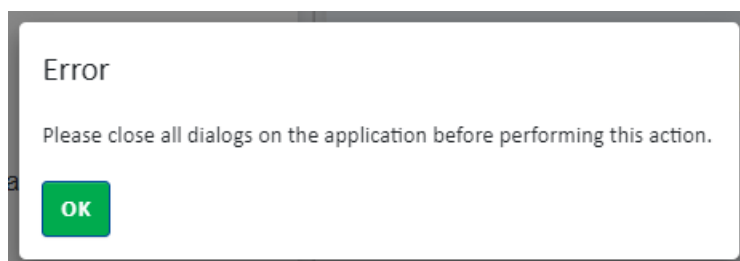
Click **Yes, submit the assessment** to submit the assessment and finish. Alternatively, click **No, don't submit the assessment** to return to your assessment.

**You are strongly advised to click No and go back and check your answers before submitting.**

## 8.5 Answering an InApplication question type

InApplication questions require you to work on an Excel spreadsheet. They are used in the Management Accounting: Techniques (MATS) assessment.

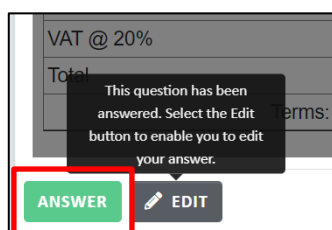
The following pop-up message will appear if you enter a response into the excel spreadsheet and click **Answer**:



You'll need to click **OK** to close the pop up, then click Save on the spreadsheet or close it first, then click **Answer** in the secure browser.

## 8.6 Editing a response

To edit a response on an answered task or go back to an unanswered question within a task, navigate back to the task and click **Edit**. Once responses have been edited, click **Answer** to save the edited response.



## 8.7 Highlighter

Use the highlighter tool to highlight text on page to help you. Simply click **Highlighter** then click and drag over the text that you wish to highlight.



Click **Highlighter** again to hide the highlight against the text and click again to reveal it once more.

Click **Clear highlights** to remove all highlights against text.

## 8.8 References

References against each task page contain additional information that may support the task instructions, or at the very least, the assessment information from the introduction page.

Click **References** on the right of the page to reveal links to references against that task.



Click it once more to hide the references panel.

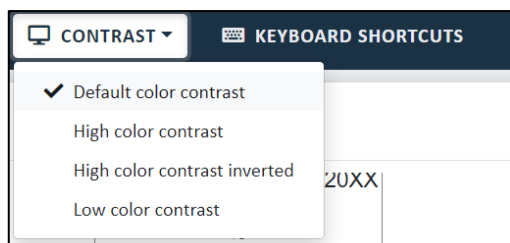
## 8.9 Timer notifications

Timer notifications will appear in the top right of the screen, below the assessment timer, at intervals towards the end of the assessment. These will inform you when you have 15, 10 and 5 minutes of the assessment remaining.

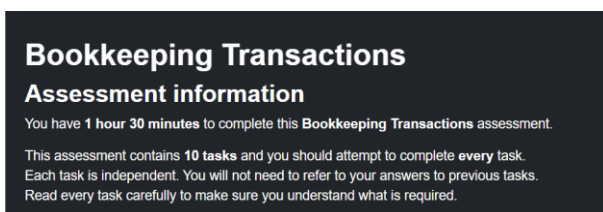
## 8.10 Accessibility

### 8.10.1 Contrast

When accessing assessments, the contrast can be adjusted to appear in different formats. This can be done by selecting Contrast (located at top of the assessment screen). This will open the following options:



After selecting your preference, the assessment contrast will change

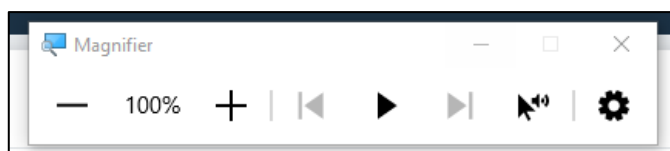


### 8.10.2 Screen magnification

It is possible to use the Windows magnifier whilst accessing assessments both online and scheduled assessments.

The windows magnification tool needs to be accessed via the keyboard. To do this, click on the **windows key** and the **+** button.

This will reveal the following on screen menu:



Click the **+** and **-** buttons to zoom in and out. To close it, click on the **X** in the top right corner.

### 8.10.3 Screen reader

Screen reading capabilities are also available via the above magnifier pop up. Click **Play** to start the screen reader for the task page that you are on.

## 8.11 Suspending a project

Recognition of Prior Learning (RPL) assessments are also known as projects. As the duration of these are 6 months, you will be able to exit the assessment without submitting it by clicking **Suspend**. This will allow you to re-enter the RPL multiple times until you submit it.

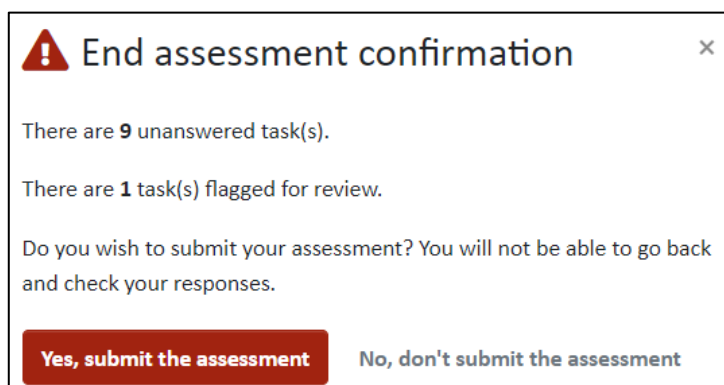
## 8.12 Submitting an assessment

Once your assessment time has elapsed, your assessment will automatically submit.

Once all tasks have been marked as Answered, a pop-up will appear on screen informing you of this and asking if you would like to submit the assessment (see 7.4). You are strongly advised to go back and check your responses before submitting your assessment.

If you have time left after responding to all tasks and checking your responses, you can also finish the assessment by clicking **Submit assessment** in the top right corner.

This will then present a pop-up confirmation.



This message will also notify you if there are unanswered tasks or flagged tasks.

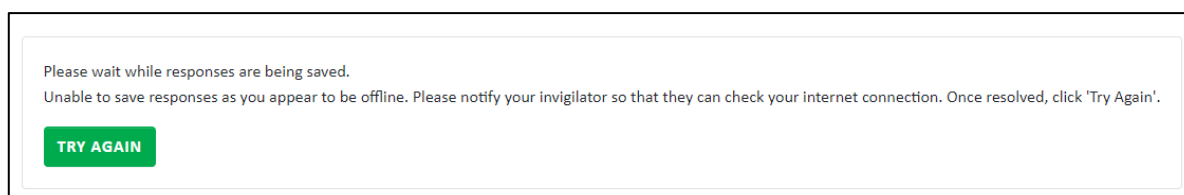
Click **Yes, submit the assessment** to submit the assessment and finish. Alternatively, click **No, don't submit the assessment** to return to your assessment.

Once submitted, you'll receive an on-screen notification to confirm the action. The invigilator will close the secure browser on your behalf.

### 8.13 Offline

If your PC loses its internet connection during the assessment, you will be able to continue uninterrupted and your responses will be saved.

If you're still offline at the point of submission, you'll receive the following message on screen.



In some instances, your assessment may get stuck attempting to load the responses and not progress to the above message.

In both instances, you must notify your invigilator who will attempt to reconnect your PC and try again while you are there. If they're unable to reconnect, they will close the Secure Browser and will force submit your assessment on the PC via ATLAS Cloud once a connection has been re-established.

**Do not re-enter your assessment as this will cause your responses to be lost.**

## 9. Results and feedback

For practice assessments, the results page in ATLAS Cloud will indicate your overall result and marks achieved against each task position. You will not be able to review practice assessment results and performance in your MyAAT account.

To assist with the transition and quality assurance of Q2022 assessments, results for 100% computer marked assessments will not be available immediately on completion of the assessment, but **within 15 working days**. AAT will resume the normal release timeframe, i.e., within 24 hours of submitting the assessment, once a statistically reliable volume of students has completed each assessment. .

Results for externally marked assessments, including the Level 2 Business Environment synoptic (BESY) assessment, will be released within the standard six-week timeframe.

Once your live assessment result has been released, you will receive an email informing you that your result is available on *Your assessment results* via **MyAAT**. Your result will also contain performance feedback and achieved marks per task.

Your registered Training Provider will also be able to access your result, performance feedback and achieved marks per task via **MyAAT**.



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