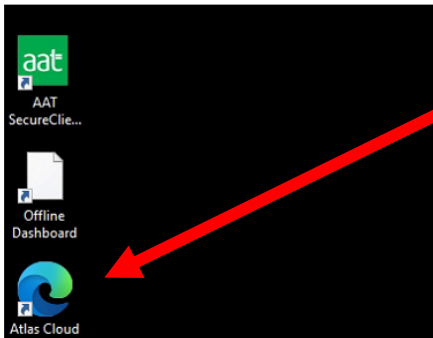




**IMPORTANT INFORMATION PLEASE READ**

**Student Log In Process Notes and Conduct of Exams**

On the desktop double click on the Atlas Cloud link:



Definition key:

Atlas Cloud – Webpage that the student logs in to start their exam

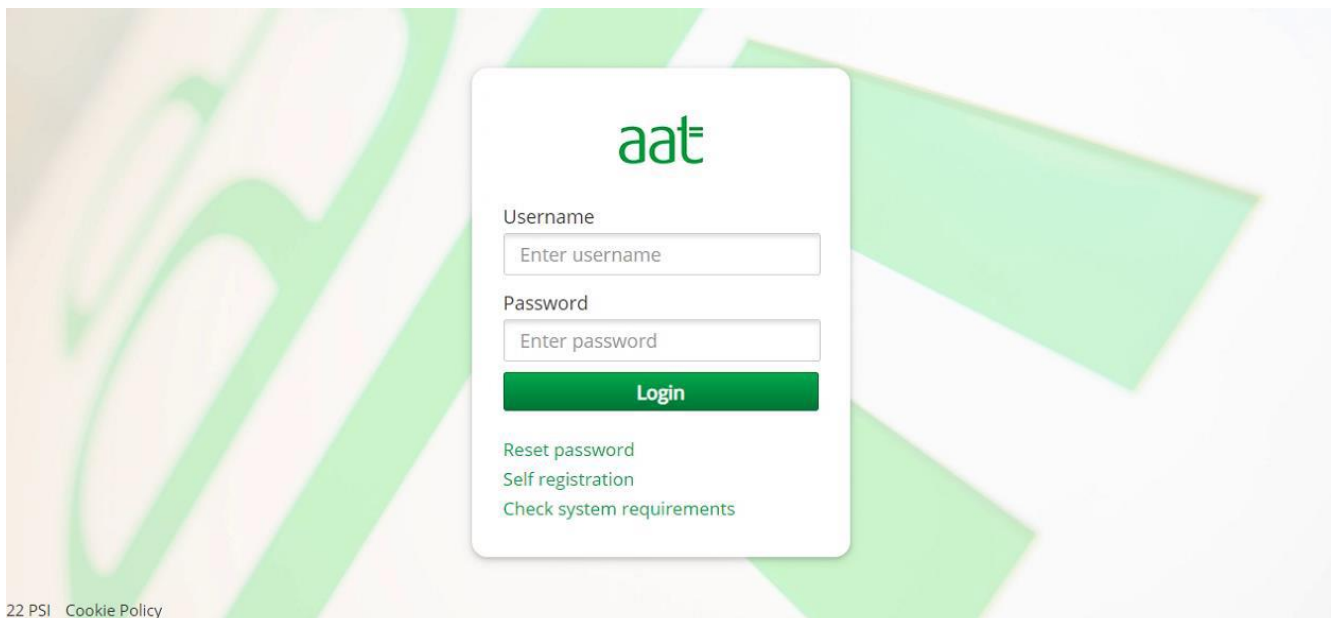
PSI Secure Browser- The software that launches their exam once they click start exam.

<https://aat.psonline.com/>

This will then open Atlas Cloud. Students need to enter their Username and password:

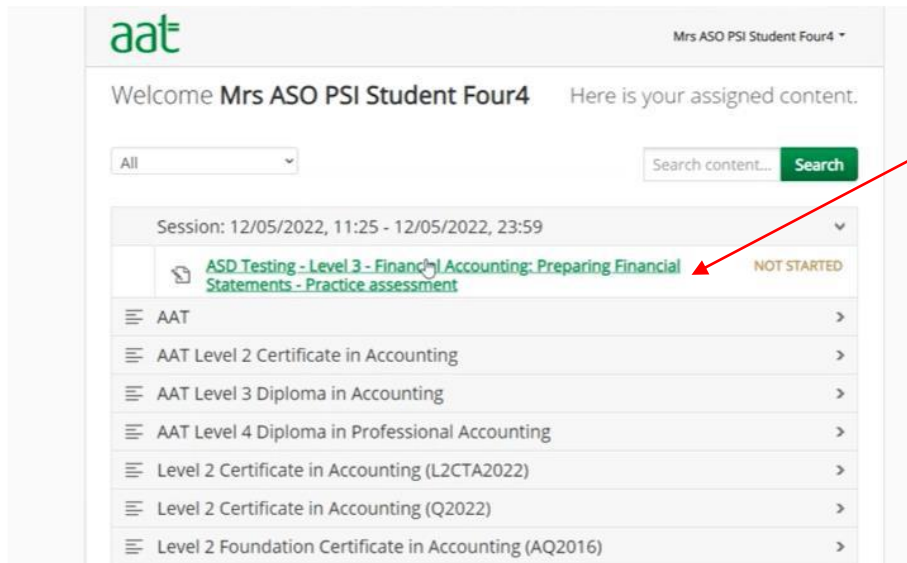
Username – Your AAT Number

Password – You will have set this yourself via the link sent to you by the AAT when your first Quals 22 assessment was scheduled.

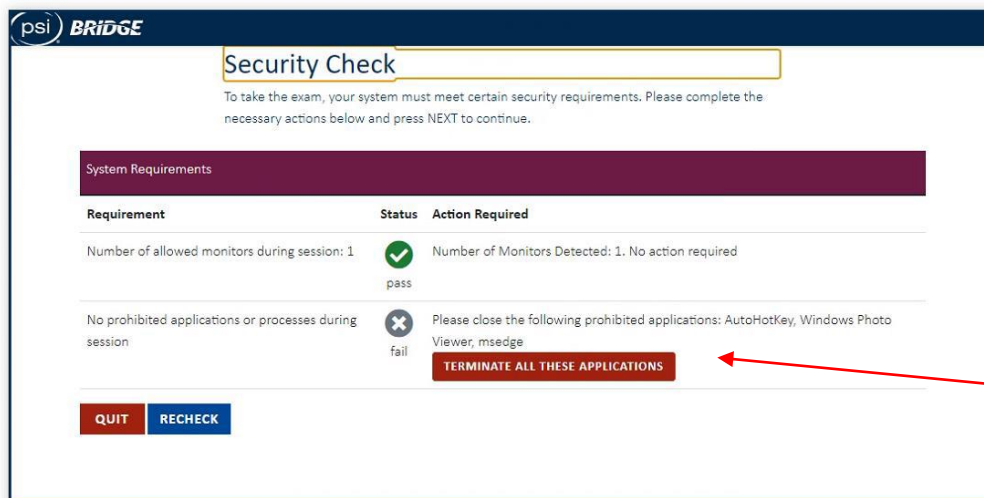


If you have forgotten your password use this link: <https://aat.psonline.com/> and click 'Reset Password'. Please note the email to reset the password will be sent to the email address used to initially register with AAT.

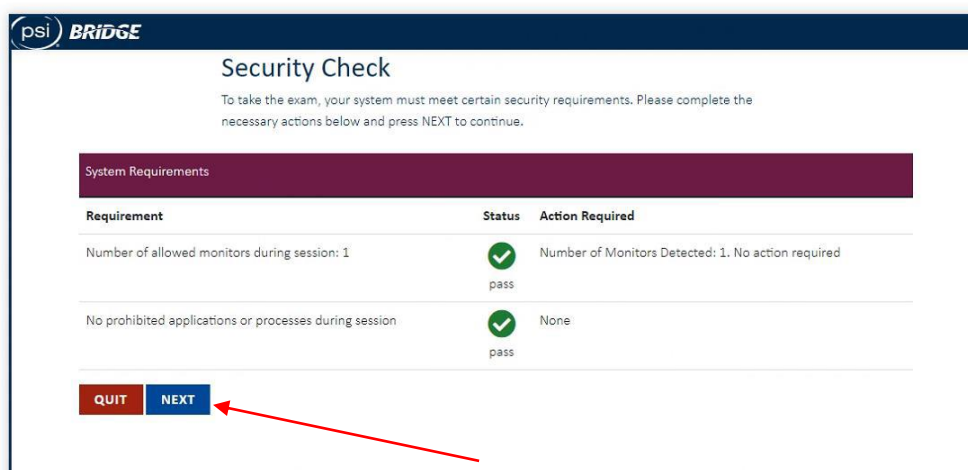
You will then see all the exams you have sat and are scheduled to sit. Click on the exam you are about to sit:



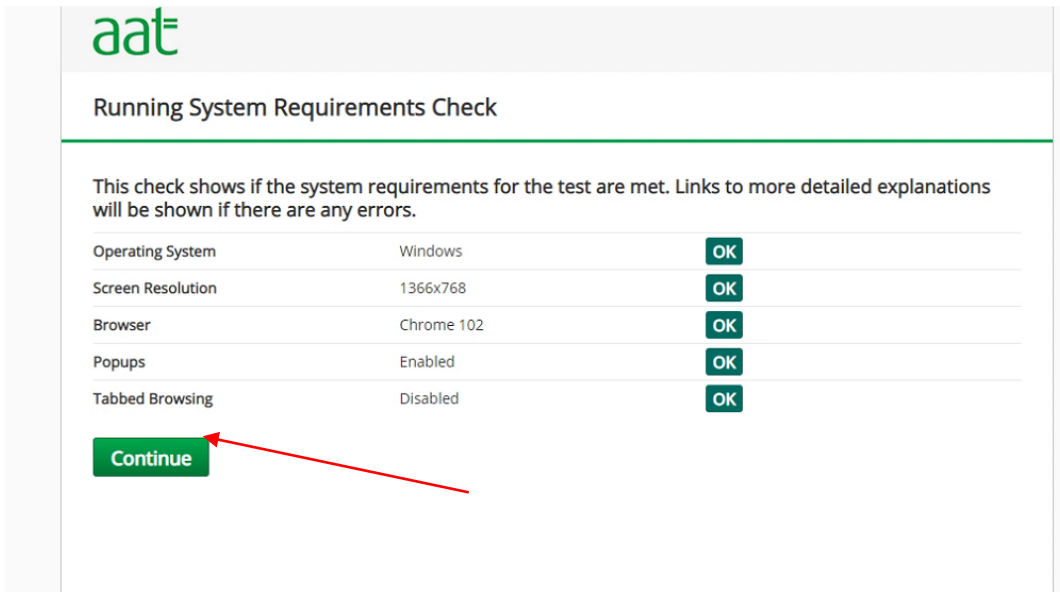
The system will now do a security check:  
If the security check fails you will see the following screen. You should then select 'Terminate all these applications'



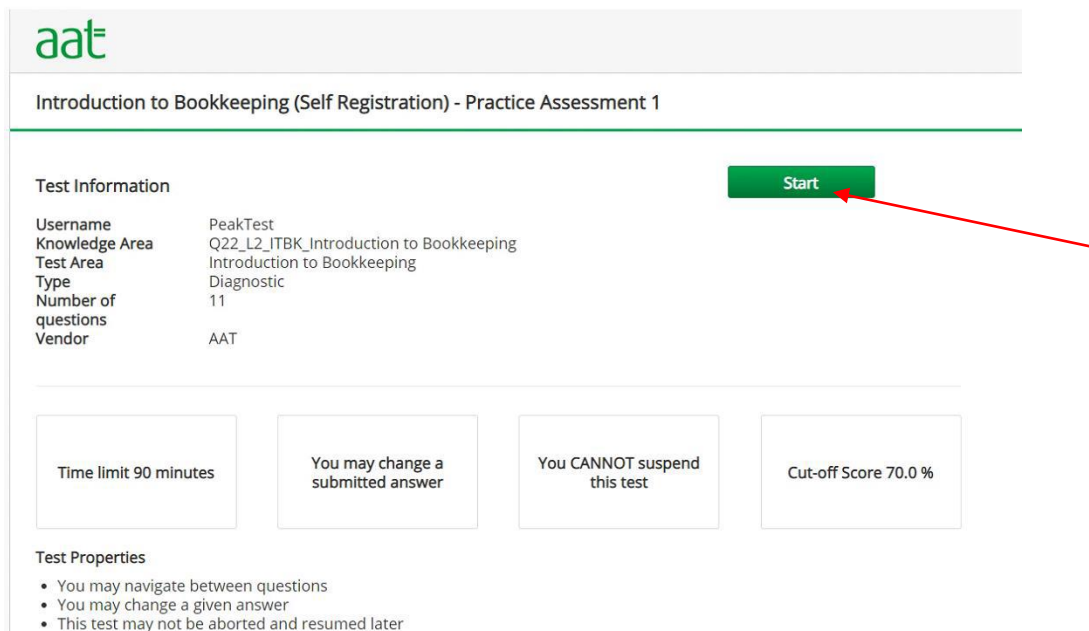
Once the security check has been successful you will see the following screen, select the next:



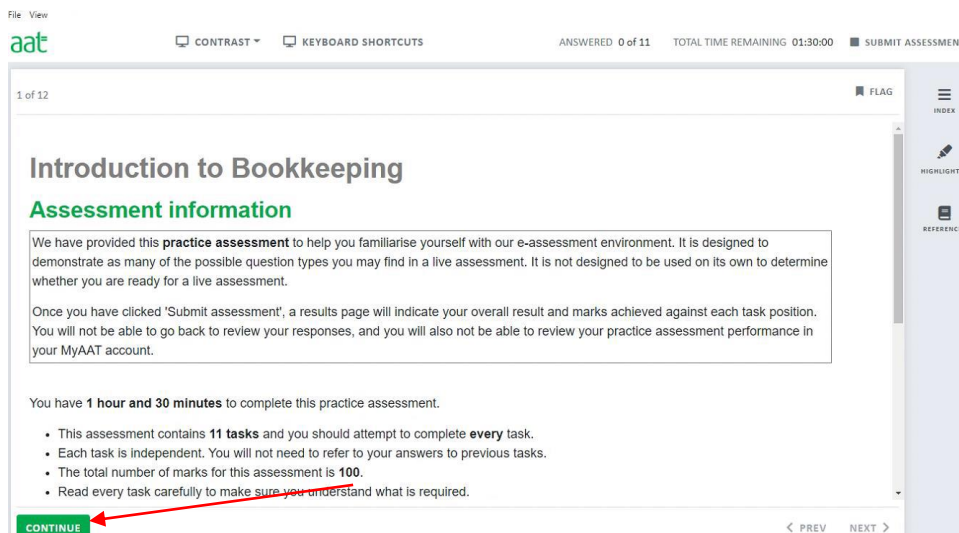
The system will then run a System Requirements check after which you should click 'Continue' provided all requirements are 'Ok'



You should then see the following screen from which you should click start:



Read all information carefully before clicking continue:



Once you have finished, click 'Submit Assessment':

The screenshot shows the AAT assessment interface. At the top, there is a navigation bar with 'File View', 'aat' logo, 'CONTRAST', 'KEYBOARD SHORTCUTS', 'ANSWERED 0 of 11', 'TOTAL TIME REMAINING 01:29:35', and 'SUBMIT ASSESSMENT'. Below this, the question is displayed: 'Task 1 (10 marks)' with a description: 'This task is about manual and digital bookkeeping systems. This task contains parts (a) to (d). (a) Identify which document or report would be used for each of the purposes below. (4 marks)'. A table with two columns, 'Purpose' and 'Document or report', contains four rows of text and dropdown menus. At the bottom left, a green 'ANSWER' button is highlighted with a red arrow. On the right side, there is a vertical toolbar with 'FLAG', 'INDEX', 'HIGHLIGHTER', and 'REFERENCES' icons.

Purpose	Document or report
To summarise income and expenses and report performance in an accounting period.	Select
To check that the total amount of debit entries in the bookkeeping system equal the total amount of credit entries.	Select
To summarise assets, liabilities and capital at a given date.	Select
To remind customers of amounts outstanding and request payment.	Select

**We advise all students to watch these short videos prior to arriving for your exam as they provide useful information on what to expect and how to use the software.**

Vimeo Links from the AAT

**We advise all students to watch these short videos prior to arriving for your exam as they provide useful information on what to expect and how to use the software.**

Vimeo Links from the AAT

[ATLAS Cloud – Introduction, accessibility and navigation on Vimeo](#)

[ATLAS Cloud – Question types part 1 on Vimeo](#)

[ATLAS Cloud – Question types part 2 on Vimeo](#)

[ATLAS Cloud – Question types part 3 on Vimeo](#)

[ATLAS Cloud – Submitting your assessment on Vimeo](#)

## Exam Instructions

Exam Information for the conduct of exams

***Please read this information prior to arrival at the exam centre and sign and date the declaration.  
The signed declaration must be handed in to the invigilator prior to the start of the exam***

- All mobile devices including smart phones must be switched off and together with any smart watches placed at the front of the exam room on a piece of paper with the students name clearly written on prior to the start of the exam.
- Students should sit in their designated seat as directed by the invigilator
- Students must use their AAT number and password to enter Atlas cloud. You will not be able to access your exam without it.
- Once you have entered Atlas cloud, you will be required to click on your assessment and wait for the invigilator to start your exam.
- Once you enter the assessment, you must:
  - read all instructions carefully on the introduction page and throughout the assessment,
  - note the duration of the assessment, stated on the introduction page,
  - manage your own time during the assessment.
- Your assessment timer will not start until you click 'Continue' on the Introduction page. Rough working paper will be provided on your desk this must not be touched until you click 'Continue'
- All keycodes and rough working paper must be left on the desk after the exam for shredding by the invigilator. No paperwork can be removed from the exam room.
- Any permitted equipment, such as pens, pencils, erasers and calculators must be stored in a transparent pencil case or placed on your desk. These must be checked and approved by Assessment Centre staff prior to the start of the assessment. You are permitted to use a scientific calculator. However, calculators must not be used if they:
  - emit audible tones
  - can print
  - allow text, dictionaries or mathematical formulas to be stored and retrieved

can communicate with other devices or the internet  
are functions of a personal organiser, watch or mobile phone.

- 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, cameras, smart watches.
- - Talking is not allowed inside the assessment room.
- - You can view how much time you have remaining via the assessment clock within PSI Secure Browser. The clock shows on every task page and must be used to help you manage your time during the assessment.
- - If you require the attention of the Invigilator at any time you must raise your hand.
- - If you need to leave the room during the assessment, you will only be allowed to do so under supervision. When leaving the room, you must do so in an orderly and quiet manner so as not to disturb other candidates. If there is only one invigilator in the room at the time you request to leave the room you will have to wait until the second invigilator returns.
- - If you experience any technical or non-technical issues during your assessment you must notify the Invigilator immediately. This will allow time for the Invigilator to resolve any issues or request additional assistance. An incident report will be completed and sent to AAT.

- Students are not allowed to print, make copies of, or store the assessment or any of its content onto the PC or any other device, unless this has been specifically stated in the requirements of the assessment.
- During the assessment, you must not obtain, or try to obtain, help from another student. You must not help or attempt to help another student. If you need help, please raise your hand to speak to the Invigilator.
- Any student caught with notes or books, copying from or talking to other students, using banned electronic devices, cheating in any way, or committing any act that is considered malpractice will be immediately removed from the assessment room and reported to AAT. All reported cases will be treated and investigated as malpractice and can result in sanctions or penalties, such as making results null and void, and banning students from taking other assessments for a specific period of time.
- If you believe you have witnessed any malpractice by another student then you are required to report this, in confidence, to an Invigilator immediately who will investigate and report to AAT.
- Results for all level 2 and level 3 (excluding Management Accounting Techniques) are available on MYAAT within 24 hours of the finish of the exam. For Level 4 exams and Management Accounting Technique results are available 5 - 6 weeks from sitting the exam. (Please note at present all results for Q2022 are being delayed for quality checking by the AAT for a period of 15days before they are released. This is expected to last until the end of October)
- You will receive onscreen notifications of the time remaining, within PSI Secure Browser. These will start at 30 minutes before the end of the assessment.