

Student Instructions

Sitting the exam

Important information when entering your answers:

- The software automatically enters .00 to numerical answers. Please be aware of this in questions that require answers to be to one decimal place

Do not:

- enter commas into numbers, eg 1,200 should be typed as 1200
- enter £ signs, eg £1,200 should be typed as 1200
- enter minus figures with brackets. Minus figures should be entered with hyphens (-), eg -1200

The system does not recognise commas, pound signs or brackets when entering numbers and will either remove them or revert them to 0.00.

Do:

- enter minus figures with a hyphen (-) and **not** with brackets
- enter a zero (0) into empty fields where the question asks for this
- ensure that spellings are accurate. An incorrect spelling will result in an incorrect answer. Spellings are not however case sensitive, eg Charities Act can be entered as charities act, Charities Act or CHARITIES ACT

The exam has the following features:

Monitoring the time

Number of questions: 18
Time allowed: 120 mins

At the start of the exam you can see how many questions there are and the exam's time limit

Time left: 01:41:07

You can monitor the time remaining

Flagging questions

flag question

Flag questions for returning to later

Q1

Q2

Q3

Q4

Question numbers in red are those that have been flagged

Completing the exam

submit answers & finish exam

This enables you to submit the exam to your tutor. Do not click this unless you are satisfied that you are finished as you will not be able to re-enter the exam

Results screen

- Your results will be displayed as a percentage and will show incorrect or partially-incorrect answers
- You will not receive a mark for free text questions which will be displayed as NaN%. These questions will be marked by your tutor

Test Results

Question 1: 100%

Question 2: 100%

Question 3: 100%

Question 4: 100%

Question 5: NaN%

Total score: 100%

close window

Please note that your results will give a good indication of how well you know the subject but are not a prediction as to of whether or not you will pass your AAT assessment.

You **may** also have the following two options, to **retake the exam** or to **review the model answers**, depending upon how your tutor has set up the exam:

retake exam

This allows you to retake the exam. Note that you will not be able to see your answers from previous exams

review model answers

Answers to questions will be displayed with this option