

ATLAS Cloud controlled pilot assessment guide for candidates

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Associated regulations and policies

Guidance on the application of Reasonable Adjustments and Special Consideration in AAT assessments

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1. Introduction

This guide contains all the information you need to access and sit the Qualifications 2022 assessments that will be delivered within the controlled pilot on ATLAS Cloud.

You should familiarise yourself with the information in this guide and on the **ATLAS Cloud controlled pilot webpage** (<https://www.aat.org.uk/training/atlas-cloud-assessment-platform-pilot-q2022>) before accessing Candidate Catalogue via ATLAS Cloud and sitting assessments as part of this pilot.

2. Scope and applicability

This user guide applies to all candidates who will be sitting live and practice Qualifications 2022 assessments, which will be delivered within the ATLAS Cloud controlled pilot.

A failure to follow the guidance contained within this document may result in investigation and action being taken in line with AAT's *Malpractice / Maladministration policy* which can be found on the **Quality Assurance resources webpage** (aat.org.uk/support/quality-assurance/resources).

3. Purpose and objectives

The purpose of this document is to give candidates who are taking part in the pilot 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 being used in the pilot

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

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

PSI Bridge Secure Browser – a locked down, secure assessment platform driver used to deliver live assessments

Assessment centres – refers to Training Providers and Assessment Venues

5. Minimum and supporting specifications

5.1 Technical requirements for accessing online 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: 2GB
CPU	Minimum: Intel i3 / SSE4 compatible processor

5.2 Additional requirements for assessments that contain InApplication question types

Whilst the assessments delivered via the controlled pilot do not contain InApplication question types, the following requirements will need to be met to support the delivery of online practice assessments that do contain InApplication question types, specifically the Level 3 Management Accounting Techniques (MATS) assessment:

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 must be enabled

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/leneifcmnfminekdbgbofkdddlkhcep>

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. Online practice assessment 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 link will be valid for 24 hours.

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

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 through 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 the Test Centres tab in the top-left of the screen and select the relevant centre.

The link to ATLAS Cloud is <https://aat.psonline.com>

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 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 by the invigilator and via the correct browser (i.e., the PSI Bridge Secure Browser for live assessments or Chrome for practice assessments).

aat Mr Test Candidate 33 ▾

Welcome **Mr Test Candidate 33** Here is your assigned content.

All ▾ Search content... **Search**

Session: 07/02/2022, 08:56 - 07/02/2022, 23:59 ▾

 Introduction to Bookkeeping (L2CTA2022) LAST RESULT: 03/02/2022, 12:28	NOT STARTED VIEW RESULTS
--	---

☰ Level 2 Certificate in Accounting (Q2022) ▸

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

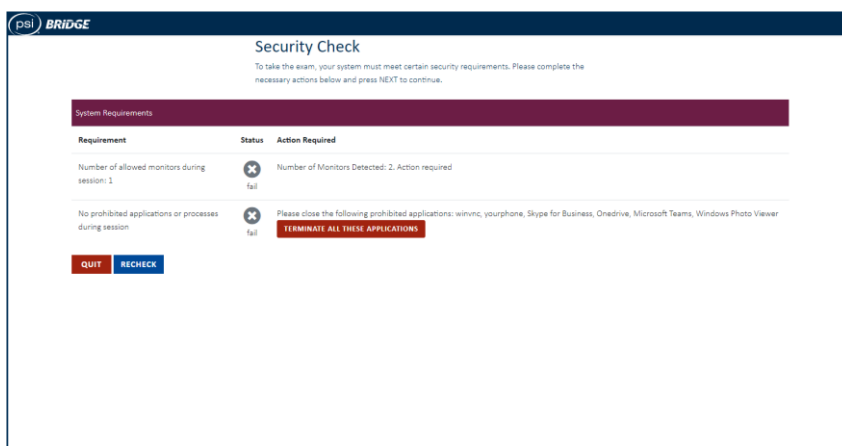
If an assessment is ready to be sat, i.e., today is the date of the sitting, the assessment will show in green text (see above screenshot).

On the day of the assessment, you must access the Candidate Catalogue page via the PSI Bridge Secure Browser and log in using your login credentials.

If you attempt to access your assessment from outside of the PSI Bridge Secure Browser, the assessment will not open.

Step 1

Open the PSI Bridge Secure Browser from the desktop shortcut and the initial Security checks will begin:



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

Step 2

Log in to your account.

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 3

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.

Requirement	Value	Status	Help
Operating System	Windows	OK	
Screen Resolution	1536x864	OK	
Browser	Chrome 94	OK	
Popups	Disabled	ERROR	Help
Tabbed Browsing		IN PROGRESS	

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 4

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.

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

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.

Click the **box** beneath the terms and conditions and **Start**

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.

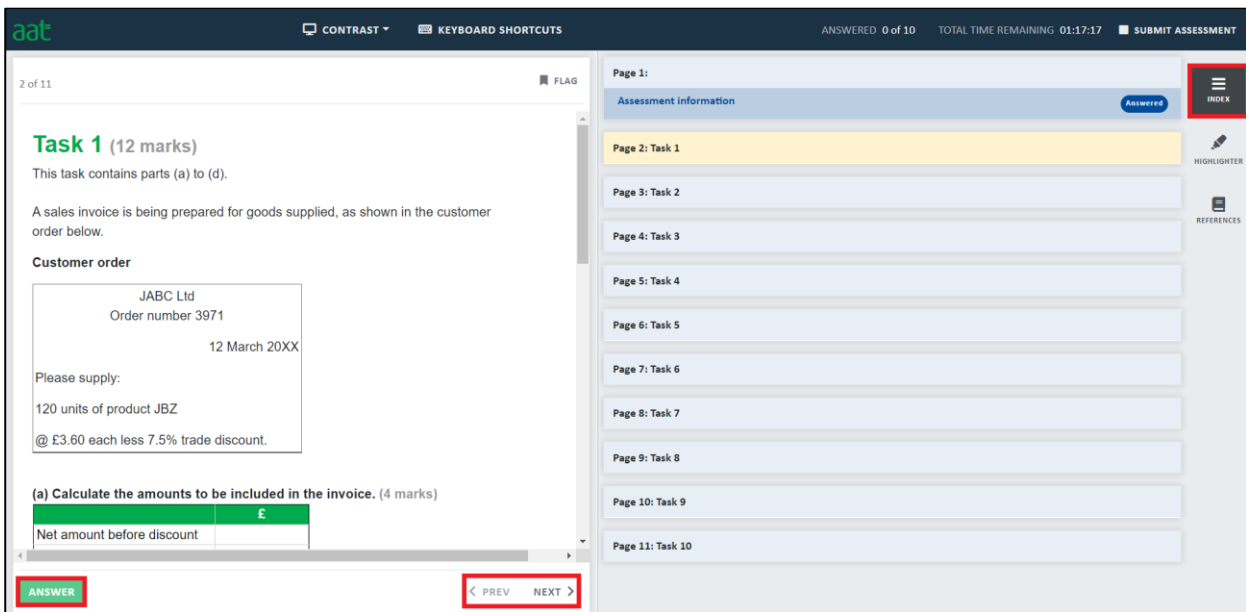
This is the point that the assessment timer will start in the top right corner.

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 displays the AAT assessment interface. The main content area shows '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' section with a table containing the following information:

JABC Ltd
Order number 3971
12 March 20XX

Please supply:
120 units of product JBZ
@ £3.60 each less 7.5% trade discount.

(a) Calculate the amounts to be included in the invoice. (4 marks)

	£
Net amount before discount	

The interface also features a sidebar on the right with an 'Index' button (highlighted in red) and a list of pages from 'Page 1: Assessment Information' to 'Page 11: Task 10'. At the bottom, there are 'ANSWER' and 'PREV NEXT' buttons (both highlighted in red).

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 10 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 navigation bar of the AAT assessment interface. It includes the AAT logo, 'CONTRAST' and 'KEYBOARD SHORTCUTS' options, and progress indicators: 'ANSWERED 0 of 10' (highlighted in red) and 'TOTAL TIME REMAINING 01:08:12'. On the right, there is a 'SUBMIT ASSESSMENT' button. Below the navigation bar, the page number '2 of 11' is displayed in a red box, and an 'INDEX' button is visible in the bottom right corner.

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.

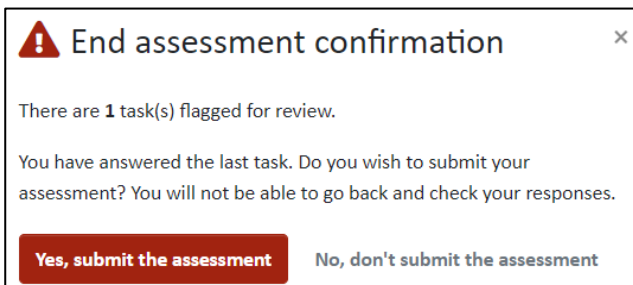
Once a task has been fully answered, i.e., all sub-parts within it have been attempted, the task will update on the Index with an Answered status. Part-answered tasks will not update with this status.

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



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:

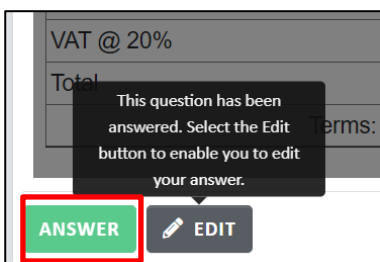


Click **Yes, submit the assessment** to submit the assessment and finish. Alternatively, click **No, don't submit the assessment** to return to your assessment.

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

8.5 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.



8.6 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.



Task 1 (12 marks)
This task contains parts (a) to (d).

A **sales invoice** is being prepared for goods supplied, as shown in the customer order below.

Customer order

JABC Ltd
Order number 3971
12 March 20XX

Please supply:
120 units of product JBZ
@ **£3.60** each less **7.5%** trade discount.

HIGHLIGHTER
CLEAR HIGHLIGHTS
REFERENCES

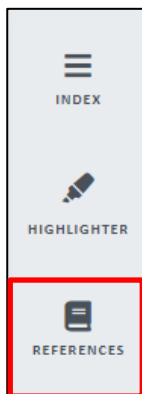
Click **Highlighter** again to hide the highlight against the text and click again to reveal it once more.

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

8.7 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.

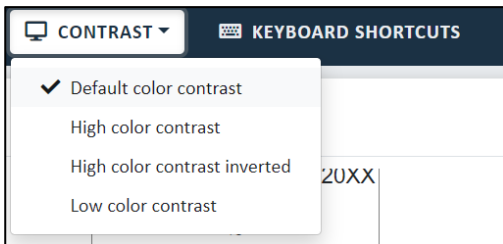
8.8 Timer notifications

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.

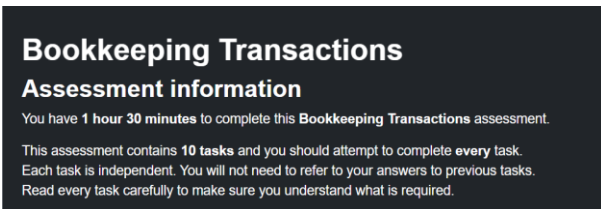
8.9 Accessibility

8.9.1 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

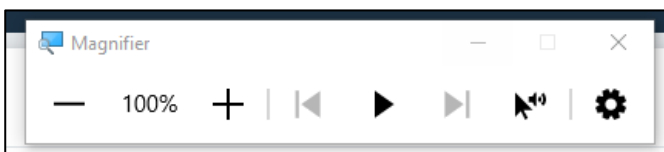


8.9.2 Screen magnification

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.

8.9.3 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.

8.10 Submitting an assessment

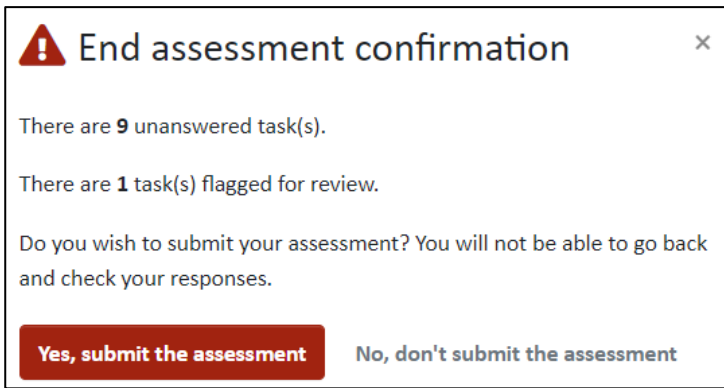
Once your assessment time has elapsed, your assessment will automatically submit.

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.



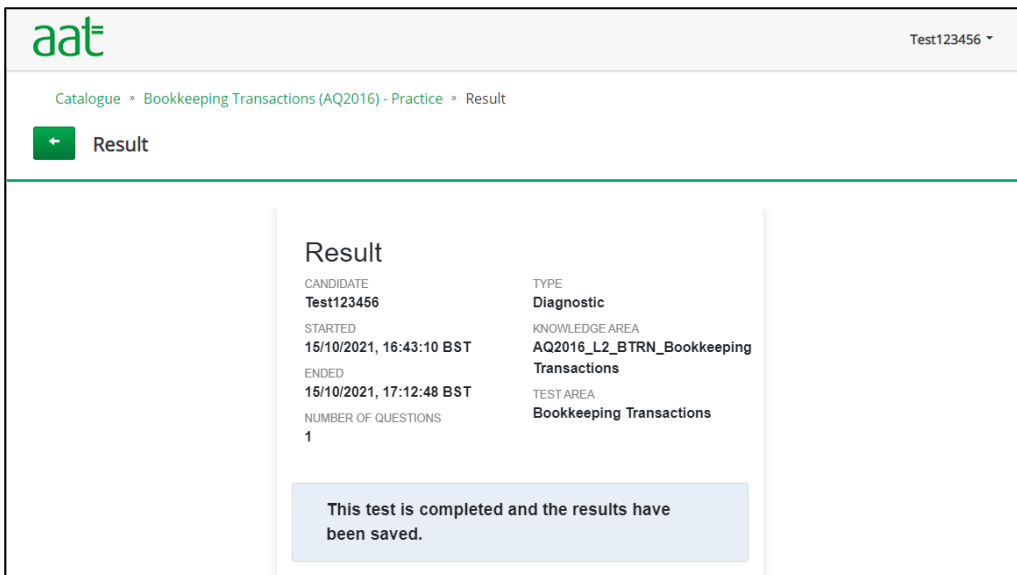
This will then present a pop-up confirmation.



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 be taken to a results screen confirming that the assessment has been submitted.

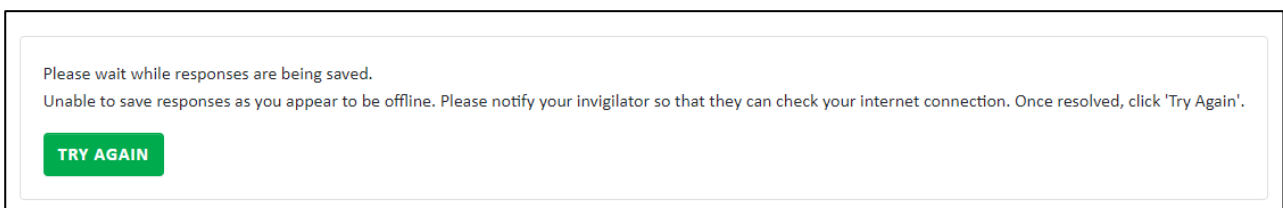


You must then log out of your account by clicking your name in the top right corner.

8.11 Offline

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

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



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

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. This feature will be made available in Spring 2022. You will not be able to review practice assessment results and performance in your MyAAT account.

You are also encouraged to refer to the mark schemes available on the [AAT Lifelong Learning Portal](#) before and after your practice assessment sittings.

Results for computer-marked assessments (ITBK / POBC / PCTN / FAPS / TPFB) will be held for up to 15 working days. AAT will be reviewing this periodically, with the intent to reduce this to the normal SLA, i.e., within 24 hours, after a sufficient number of assessments have been submitted for each assessment. The extended SLA is to ensure computer marking logic is working correctly prior to results being released.

Results for human-marked assessments (BESY) 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](#). This will also contain performance feedback and achieved marks per task.

Training Providers will also be able to access the result, performance feedback and achieved marks per task from *Centre Assessment Results*, via [MyAAT](#).

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