



EXAM DAY

FREQUENTLY ASKED QUESTIONS

@ourATT on



Practical Tax People
Association of
Taxation Technicians

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FREQUENTLY ASKED QUESTIONS

HOW DO I KNOW WHERE TO GO?

Approximately three weeks before the exam you will be sent, an email, with your unique candidate number and details of the time and venue for your exam/s. It will include a link to a map and detailed candidate instructions which explain the identification you are required to bring along with you, together with other important information.

Please read the instructions carefully. You will need to print the candidate attendance letter for each exam you are sitting, which is attached to the email as a PDF and bring it with you to the examination.

WHY DOES THE EXAM VENUE INFORMATION COME SO CLOSE TO THE EXAM?

Organising our examinations is a large task and venues sometimes change close to the date of the exam for reasons beyond our control. We therefore prefer not to notify you of the exact address too far in advance.

CAN I STILL SIT THE EXAM IF I HAVE FORGOTTEN MY CANDIDATE ATTENDANCE LETTER ON THE DAY OF THE EXAM?

Yes, you will be asked some additional identification questions (normally to confirm your address) and then given a replacement letter to complete.

CAN I STILL SIT THE EXAM IF I HAVE FORGOTTEN MY IDENTIFICATION?

It is very important that you bring appropriate identification (e.g. passport, drivers licence) to the exam venue but if you forget you can still sit the examination. We will ask you to provide a certified copy of your identification within 48 hours of the exam. The Presiding Officer at the venue will give you a sheet of paper with instructions on what to do in this event.

WHAT IF I AM ILL AND CANNOT ATTEND?

If you cannot attend due to illness please contact the Education Team on 020 7340 0551 or via email at education@att.org.uk. We will need medical evidence to consider a deferral of your entry.

WHAT IF I AM ILL ON THE DAY?

If you are ill during the exam please alert the Presiding Officer.

HOW SOON BEFORE THE EXAM SHOULD I GET TO THE EXAM HALL?

You need to allow yourself plenty of time to get to the venue, especially if you have not been there before. You might consider a trial run to the venue in advance of the actual exam day. You will be allowed into the exam hall itself approximately 15 minutes before the start of the exam (or 20 minutes before at one of the larger exam centres).

WHAT SHOULD I DO IF I AM LATE?

Firstly, don't panic! You will be allowed entry to the hall if you arrive within the first 30 minutes of the exam. Please be considerate to the other candidates and be as quiet as possible. Unfortunately you will be **unable** to enter the exam hall if you arrive past the first 30 minutes.

WHAT TYPE OF CALCULATOR CAN I USE?

You are permitted to have a noiseless, cordless pocket calculator, which may be programmable but which may not have a printout or graphic/word display facility in any language.

FREQUENTLY ASKED QUESTIONS

WHAT BOOKS CAN I BRING IN?

You are allowed to bring in bound copies of the legislation. A list of the permitted texts can be found [here](#) and will also be detailed in your candidate instructions.

CAN I BRING FOOD AND DRINK INTO THE EXAM?

Most exam venues have access to drinking water. You may also bring in your own odourless food and drink within reason. Please bear in mind the size of the desk and consider your fellow candidates.

IF I FORGET MY LEGISLATION IS THERE A COPY FOR ME TO BORROW?

Unfortunately we do **not** provide any copies of the legislation.

CAN I WRITE IN THE PERMITTED TEXTS?

Other than writing your name at the front, you are **not** allowed to annotate the text, use “post-its” or index flags, tagging or fold over pages. The text can, however, be underlined, side-lined and highlighted. Please be aware that invigilators may check your books and will confiscate any texts that do not adhere to these guidelines and make a report to the Association.

WHAT SIZE ARE THE DESKS?

In most venues the desks are standard size exam desks, approximately 600mm x 600mm. You will need to arrange your legislation on and around your desk bearing in mind that the aisles need to be kept as clear as possible for access.

CAN I LEAVE THE HALL DURING THE EXAM?

If you wish to take a bathroom break, an invigilator will escort you. If you wish to leave the hall for any other reason, you will not be allowed back into the hall. You may not leave the hall for any reason during the last 10 minutes of the exam (this is to avoid disruption in the last few minutes of the exam). For the avoidance of doubt cigarette breaks are **not** permitted.

WHAT HAPPENS AT THE END OF THE EXAM?

You **must** stop writing when told to do so and your answer script must be ready for collection immediately once the exam is over.

CAN I TAKE MY QUESTION PAPER AWAY WITH ME?

Yes you are permitted to take the question paper with you. However, you are not permitted to take away any lined answer paper or the tax tables.

HOW AND WHEN WILL I GET MY RESULT?

Pass lists are posted on the ATT website at 8.30 am on the morning of the results day. Result emails are then sent with a breakdown of the marks you achieved.

If you have been successful in completing the examination requirements for membership you will receive a hard copy of your results letter in the post together with a letter from our Membership Team. Results are usually published eleven weeks after the exam.

FREQUENTLY ASKED QUESTIONS

WHY DOES IT TAKE SO LONG TO GET MY RESULT?

The initial marking of the papers is completed by the actual examiners who set the questions. This is then followed by a stringent and independent quality check which includes a moderation process as well as rigorous statistical analysis. We believe this process gives candidates the assurance that the mark they achieve is complete and accurate.

CAN I APPEAL AGAINST MY RESULT?

We do have a recheck policy whereby you can apply to have your mark rechecked. We do emphasise that this is not a remark but a check of all the procedures involved in getting you your result.

There is a £25 fee per paper for this service which is refunded if there is a material change to your mark, i.e. a fail to a pass. You must apply for this recheck within 21 working days of the date on your results email.

HOW DO I APPLY FOR EXTRA TIME IN THE EXAMINATIONS?

If your personal circumstances are such that it takes you longer to read and write than is normally allowed for in an examination and you require additional time or alternative arrangements, you will need to complete a form in order for your requirements to be individually assessed. You can apply and find further details regarding extra time and/or alternative arrangements, [here](#).

Your application needs to be received before the closing date for exam entry i.e. end of February for the May examinations and end of August for the November session.

I HAD SOME PERSONAL DIFFICULTIES WHEN SITTING THE EXAMINATIONS. CAN THIS BE TAKEN INTO CONSIDERATION?

The ATT recognises that some candidates sit their examination/s in difficult circumstances and has a process in place which allows you to request special consideration if you feel that your performance in your examination/s was affected by serious personal circumstances (such as illness or close bereavement over or immediately preceding the examination period or if you experienced a particular problem on the day of your examination).

You will need to make your request for Special Consideration in writing (with supporting evidence if required) via email (education@att.org.uk) or post, within two weeks of the examinations. If you are ill on the day, please ensure that you notify the Presiding Officer.

We hope you find this information helpful, if you have any questions which have not been addressed above, please contact the Education Team who are more than happy to help. Our contact details are:

Email: education@att.org.uk

Tel: +44 (0)20 7340 0551

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11-19 Artillery Row, London
SW1P 1RT

Website: www.att.org.uk

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A company limited by guarantee.
Registered office as above.
Company registration number 2418331
Charity number 803480

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Technicians 02-2017

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