

# The Study Process

| Step | What  | What you do and receive   | Fee                       |
|------|---|---|---------------------------|
| 1    | Register with the <b>ATT</b>                                      | <p><b>You must:</b></p> <ul style="list-style-type: none"> <li>• Pay Student Registration Fee</li> </ul> <p><b>You will receive:</b></p> <ul style="list-style-type: none"> <li>• Your ATT Student Registration Number</li> </ul>   | £60                       |
| 2    | Register with <b>Tolley</b>                                       | <p><b>You must:</b></p> <ul style="list-style-type: none"> <li>• Submit your ATT Student Number and pay the study fee</li> </ul> <p><b>You will receive:</b></p> <ul style="list-style-type: none"> <li>• Study Manual &amp; Question Bank</li> <li>• Online Academy &amp; Exam Centre Access</li> </ul>            | £380<br>+<br>£38<br>(VAT) |
| 3    | Study   | <p><b>You must:</b></p> <ul style="list-style-type: none"> <li>• Study and pass each Module A to D exam in order</li> </ul> <p><b>When you've passed all 4 modules, you will receive:</b></p> <ul style="list-style-type: none"> <li>• A PDF entitled "Eligibility to Sit Final Certificate Examination"</li> </ul> | -                         |
| 4    | Register with the <b>ATT</b> to Sit Final Certificate Examination | <p><b>You must:</b></p> <ul style="list-style-type: none"> <li>• Access your ATT account to register for the final examination</li> <li>• Pay the Exam Fee</li> </ul>   | £110                      |
| 5    | Sit Final Certificate Examination with <b>Tolley</b>              | <p><b>You must:</b></p> <ul style="list-style-type: none"> <li>• Sit the Final Mock</li> <li>• Then sit the Final Certificate Examination</li> </ul> <p><b>When passed, you will receive:</b></p> <ul style="list-style-type: none"> <li>• The Foundation Certificate from the ATT</li> </ul>                       | -                         |

# How to Pass

Sit between 1 November 2023 and 31 December 2025  
to complete under Finance Act 2023 and Finance (No2) Act 2023

ATT Registration

Tolley Registration

Module A

|  |  |   |
|--|--|---|
| <p><b>Study Manual &amp; Question Bank</b></p> | <ul style="list-style-type: none"> <li>Worked illustrations aid understanding</li> <li>Examples to try what you have learnt</li> <li>Practice questions at the end of each chapter</li> </ul>          | <ul style="list-style-type: none"> <li><b>Commit &amp; Plan your time</b></li> <li>Study regularly</li> <li>Test your knowledge with the questions</li> </ul> <ul style="list-style-type: none"> <li>Create a detailed action plan, to work through ALL 4 modules</li> <li>Aim for a specific date to sit the <b>Final Certificate Examination</b></li> <li><b>Question practice is key to passing the exam – review and focus on the areas you don't know!</b></li> </ul>              |
| <p><b>Tolley Online Academy</b></p>            | <ul style="list-style-type: none"> <li>Electronic version of study material via MyLiveBook</li> <li>Optional audio-visual lectures, MP3 audio download</li> <li>Student forums</li> </ul>              | <ul style="list-style-type: none"> <li>Offline access to ebooks via The MyLiveBook Mobile App for tablets/smartphones</li> <li>Optional lectures to supplement the study material</li> <li>Student forum to post queries and gain support from other students and tutors</li> </ul>   |
| <p><b>Tolley Online Exam Centre</b></p>        | <ul style="list-style-type: none"> <li>Complete the study manual and question bank chapters for the module</li> <li>Then sit the online <b>Mock Exam</b> followed by the <b>Module Exam</b></li> </ul> | <p><b>Online Mock &amp; Module Exams</b></p> <ul style="list-style-type: none"> <li>20 multiple choice/response questions</li> <li>40 minute time limit</li> <li><b>Pass mark – 12 out of 20 (60%)</b></li> <li>Feedback option available for Mock Exams</li> </ul> <p><b>Should you fail:</b></p> <ul style="list-style-type: none"> <li>Review your study material and question bank</li> <li><b>Multiple retakes allowed</b> - Module Exam questions may vary on a retake</li> </ul> |

**Successfully passed Module A Exam?**

Then proceed with **Module B**, followed by **Module C** then **Module D**

**Successfully passed Module D Exam?**

Register for your "Final Certificate Examination" with the ATT and pay the Exam Fee

Practice **Final Mock Exam** online

**Sit Final Certificate Examination**

- 30 Multiple choice/response questions
- 60 Minute time limit
- Pass mark 20 out of 30 (67%)
- Should you fail**, review your study material. **Multiple retakes allowed** - questions may vary