



Basic TestReach Functionality video transcript

1

00:00:08,400 --> 00:00:11,840

So I'm going to show you some functionality of TestReach.

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00:00:12,360 --> 00:00:19,040

When we open the TestReach application, it lands on a page asking you to sign in by e-mail.

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00:00:19,320 --> 00:00:20,400

We're not going to use that.

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00:00:20,400 --> 00:00:22,640

We're going to use an access code to sign in.

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00:00:22,640 --> 00:00:24,040

So we click this button here. ("Use Access Code" button)

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00:00:25,280 --> 00:00:32,800

You then paste your TestReach access code or the practice test access code into the ("Access code") box and press sign in.

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00:00:35,040 --> 00:00:41,360

This is going to take me into a practice test for the purposes of the demonstration.

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00:00:43,200 --> 00:00:44,720

You just need to wait while it loads.

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00:00:44,720 --> 00:00:50,800

It's fetching the practice test directly from the TestReach server, so that takes a few seconds.

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00:00:51,600 --> 00:00:57,200

Once into the application, we press Start Assessment to go into the practice test.

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00:01:01,560 --> 00:01:10,560

For the practice test I've set up, I'm showing here an example of the cover page you will see when you access your exam.

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00:01:12,800 --> 00:01:22,080

This tells you a bit about the exam and it lists out, for example, the number of marks available per question so that you have an idea of how to divide your time.

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00:01:24,320 --> 00:01:28,320

We also note that an Excel spreadsheet is provided with each question.

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00:01:28,560 --> 00:01:43,960

You do not have to use this, but where you do use it and you want those calculations and workings that you have included on the Excel spreadsheet to be marked as part of your answer, you must copy and paste those into your word processor answer box.

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00:01:44,240 --> 00:01:45,840

Otherwise, they will not be marked.

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00:01:46,320 --> 00:01:48,720

We recommend you practise doing this in advance.

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00:01:49,280 --> 00:01:53,920

You use the usual keyboard shortcuts to copy and paste.

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00:01:54,240 --> 00:02:05,360

So you select what you want to copy, press Control+C to copy or Command+C on a Mac, place your cursor in the answer box where you wish to paste and press Control+V to paste.

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00:02:06,960 --> 00:02:18,560

If you have not used the Excel spreadsheet for a question, part one of that question will show in the question list as not attempted, but you've no need to worry about this if you didn't need to use the Excel spreadsheet for that question.

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00:02:21,200 --> 00:02:24,640

Moving into an exam question then, away from the cover page.

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00:02:26,240 --> 00:02:36,320

For the practice test, the first question I have set up is a demonstration of TestReach functionality, and I'll just talk you through some of that now.

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00:02:36,960 --> 00:02:42,320

So this isn't an exam question, it's just for you to familiarise yourself with the TestReach application.

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00:02:43,040 --> 00:02:47,040

So in the bottom left-hand corner, we have these three icons [bulleted list icon, information circle icon and person representing accessibility icon], as we see down here.

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00:02:47,760 --> 00:02:50,640

The first one, the bulleted list, is the question list.

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00:02:51,680 --> 00:02:56,160

This gives you an overview of how many questions there are on which you have attempted.

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00:02:57,360 --> 00:03:02,960

So there are three questions in this practice test exam, and this shows you those in the list.

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00:03:03,440 --> 00:03:06,480

Part one of the question would always be the Excel spreadsheet.

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00:03:06,480 --> 00:03:09,520

So if we click on that, it will take me to the spreadsheet area.

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00:03:09,960 --> 00:03:16,240

And part two is the answer box where you need to put your answers for them to be marked in the exam.

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00:03:22,560 --> 00:03:30,079

The next icon in this list is just an information box which tells you the exam you are looking at or you are entered for.

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00:03:32,880 --> 00:03:35,280

The third icon is for accessibility.

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00:03:35,840 --> 00:03:45,079

You can toggle from dark mode to light mode here [in the Accessibility settings] and you can increase the magnification of your screen if you wish to do so or if you need to do so.

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00:03:47,440 --> 00:03:49,160

It's worth noting here that the

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00:03:50,160 --> 00:03:58,400

settings from your computer, if you use a high contrast setting normally on your computer, that will be picked up by TestReach.

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00:03:58,800 --> 00:04:11,360

So if I was to be using a dark mode as a native setting on my machine, then that would be picked up within TestReach, and it would be used here without me having to toggle on the dark mode.

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00:04:13,600 --> 00:04:18,880

So let's say, for example, I'm using standard Windows settings to use a high contrast theme.

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00:04:19,519 --> 00:04:21,600

So I've selected one here called Night Sky.

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00:04:24,240 --> 00:04:30,080

If I then go into Test Reach, you will see it has picked up the high contrast settings from my machine.

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00:04:30,480 --> 00:04:35,680

And it uses the Excel spreadsheet also in that high contrast format.

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00:04:40,960 --> 00:04:43,760

There is a bookmark icon for each question.

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00:04:43,840 --> 00:04:45,280

So you'll see down here [next to the answer space for each question]

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00:04:47,440 --> 00:04:58,360

if I wish to return to this question, I can click on the bookmark icon and that will flag to me that when I get to the end of the exam that I've bookmarked that to come back to.

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00:04:59,120 --> 00:05:01,760

So those bookmarks appear here in the question list. [Accessed via the bullet list icon in the bottom left-hand corner of the screen]

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00:05:03,280 --> 00:05:09,360

We can see here where I've clicked this bookmark for question one, it's showing me here in the list.

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00:05:10,240 --> 00:05:15,360

If I go to submit my exam down here [arrow in a square icon on bottom right navigation], I get a similar list pops up,

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00:05:16,240 --> 00:05:18,000

asking me to review the questions.

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00:05:19,040 --> 00:05:23,840

And we can see that I have bookmarked one question, which is showing in this list.

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00:05:24,960 --> 00:05:28,720

And I have not attempted the rest of the questions in the exam paper.

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00:05:29,520 --> 00:05:34,640

So I can then go back and review those questions and complete them before submitting.

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00:05:40,640 --> 00:05:47,800

In the bottom right-hand corner of the screen, then, we have this functionality to navigate between questions [Next and Previous buttons] and

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00:05:48,159 --> 00:05:51,360

that I just showed you, the submit exam button.

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00:05:51,760 --> 00:05:59,200

So if we just click that submit exam button, you needn't be concerned that your exam will be submitted when you click that.

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00:05:59,680 --> 00:06:09,840

We need to press submit again at the bottom in order to submit the test and it will ask you a third time if you are sure that you want to submit the test.

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00:06:10,160 --> 00:06:12,320

So you really can't do that accidentally.

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00:06:13,600 --> 00:06:17,360

Once you submit your test, you will no longer have access to it.

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00:06:17,760 --> 00:06:24,800

So please be mindful of that in the real exam, that you will not be allowed back into your exam once you have submitted.

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00:06:27,520 --> 00:06:30,400

The other two buttons in the corner are previous and next.

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00:06:30,400 --> 00:06:35,040

So that just navigates us between the questions right through to the end.

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00:06:35,520 --> 00:06:42,000

Once you get to the end and press next, it will automatically pop up with a box asking if you want to submit.

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00:06:42,320 --> 00:06:46,720

But if you don't want to submit at that point, you can go to review questions.

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00:06:48,640 --> 00:06:52,560

You can also navigate between questions using the question list pane. [Accessed via the bulleted list icon in the bottom left hand corner of the screen.]

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00:06:52,560 --> 00:07:04,400

So if I wanted to jump from question one to question three, I would click here on the parts of that question, which are the Excel spreadsheet and the answer box, and it will take me to them.

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00:07:04,880 --> 00:07:07,440

So we can see here I've gone through to question three.

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00:07:10,960 --> 00:07:19,760

Just one slight quirk to point out is that within the TestReach application, each question number has two question numbers at the top of each page.

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00:07:20,160 --> 00:07:25,160

This is because we've built our exam papers in the TestReach system using sections.

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00:07:26,480 --> 00:07:31,040

So each section, if you look in the question list, has only one question.

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00:07:31,760 --> 00:07:38,159

This is just for administrative purposes, but it does mean that at the top of each question, you will see two question numbers.

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00:07:38,480 --> 00:07:44,240

The first is the actual question number for the paper, and the second will always say question one of one.

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00:07:44,720 --> 00:07:46,720

So just ignore the "question one of one".

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00:07:48,080 --> 00:07:51,800

In the top right-hand corner of the screen, you will see your exam timer.

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00:07:52,400 --> 00:07:59,120

So this will start off saying three and a half hours when you start your exam, if you are following the standard exam time.

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00:07:59,360 --> 00:08:04,880

If you have any reasonable adjustments giving you extra time, that time will be incorporated in that timer.

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00:08:05,880 --> 00:08:16,560

When you're nearing the end of your exam, a five-minute warning will pop up, and that timer will turn red, letting you know that you are approaching the end of your exam time.

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00:08:17,760 --> 00:08:28,320

If you haven't submitted your exam before the end of the time using the submit button down here [bottom right navigation, arrow in a square icon], your paper will automatically be submitted.

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00:08:31,840 --> 00:08:34,880

When you do submit your exam, this is what you'll see.

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00:08:36,559 --> 00:08:41,039

So we click the submit button, or if it's automatically submitted, it will do this for you.

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00:08:42,000 --> 00:08:44,880

Click submit again, we say that we're sure.

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00:08:45,680 --> 00:08:50,680

And then you will receive a message on screen that will show your exam has been submitted. [A 'thumb's up icon, with text confirming exam submitted.]

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00:08:51,520 --> 00:08:59,760

Because this is a practice test, it shows on the screen a retake test button, which allows me to go back and redo the practice test as many times as I like.

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00:09:00,080 --> 00:09:04,240

But for the real exam, it will simply say exam has been submitted.

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00:09:06,000 --> 00:09:08,560

You do not need to do anything else at that point.

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00:09:08,720 --> 00:09:12,720

Your exam will have been submitted and you have no need to contact us.

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00:09:15,360 --> 00:09:24,400

For more information, please visit the ATT website at [att.org.uk](https://www.att.org.uk), select students and examinations.

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00:09:25,800 --> 00:09:31,520

And then we have a whole page of information on preparing for the May 2026 examinations here.

[\[https://www.att.org.uk/preparing-may-2026-examinations\]](https://www.att.org.uk/preparing-may-2026-examinations)

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00:09:35,360 --> 00:09:40,320

This guides you through the resources you are allowed during the exams and

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00:09:40,640 --> 00:09:49,840

how to download the TestReach application, how to contact TestReach customer services if you have technical difficulties, and various other things.

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00:09:50,400 --> 00:09:56,480

If you have questions, we have a detailed FAQs page, which you can find here.

[\[https://www.att.org.uk/online-exam-faqs\]](https://www.att.org.uk/online-exam-faqs)