



TestReach Time Slot Booking Video Transcript

1

00:00:02,800 --> 00:00:08,640

Welcome to this ATT tutorial on booking your exam time slot within TestReach.

2

00:00:10,320 --> 00:00:16,000

This video demonstrates the TestReach process for booking your exact exam start time.

3

00:00:16,560 --> 00:00:26,480

It follows on from our previous video on TestReach system checks, which can be found on the ATT website by navigating to Students > Examinations

4

00:00:26,880 --> 00:00:31,120

then to our preparing for the May 2026 examinations page. [<https://www.att.org.uk/preparing-may-2026-examinations>]

5

00:00:32,000 --> 00:00:37,440

Please note, if you are sitting more than one exam, you will need to follow this process for each exam.

6

00:00:38,080 --> 00:00:41,440

You will receive a different access code for each exam.

7

00:00:43,760 --> 00:00:50,560

As noted in our previous video, after attempting the system checks, you must book your exact exam start time.

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00:00:51,120 --> 00:00:54,720

You must do this at least 72 hours before the exam.

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00:00:55,280 --> 00:01:04,640

If you miss this deadline, you will need to contact TestReach customer support to see if you can still be accommodated, but please note that this is not guaranteed.

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00:01:08,160 --> 00:01:15,039

To book your time slot, you need to log into TestReach using the access code from your TestReach candidate e-mail.

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00:01:15,600 --> 00:01:18,960

You will receive this approximately 2 weeks before your exam.

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00:01:19,760 --> 00:01:23,840

Open the TestReach application and select Use Access Code.

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00:01:25,600 --> 00:01:27,920

Enter your access code into the [Access Code] box.

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00:01:28,320 --> 00:01:34,320

The best way to ensure you enter it correctly is to copy and paste it from your TestReach candidate e-mail.

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00:01:34,800 --> 00:01:36,080

Then press sign in.

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00:01:38,840 --> 00:01:42,320

When you first log into TestReach, you will see a welcome screen.

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00:01:42,720 --> 00:01:43,840

Select continue.

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00:01:46,560 --> 00:01:48,640

You need to confirm your time zone.

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00:01:49,120 --> 00:01:54,000

For most candidates, this will be Europe, London, GMT+1.

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00:01:54,479 --> 00:01:56,080

Search for this in the list.

21

00:01:56,960 --> 00:02:06,240

If you are sitting in a different time zone, you can select your local time settings and then the available time slots will be displayed in your local time.

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00:02:08,720 --> 00:02:15,680

To check your time zone, click on your student registration number shown in the top right hand corner of the screen.

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00:02:16,320 --> 00:02:28,800

If this number in the top right-hand corner is not your six-digit ATT student registration number, please close the TestReach application and try again, checking that you enter your access code correctly.

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00:02:30,800 --> 00:02:34,000

Select preferences to check your time zone.

25

00:02:39,600 --> 00:02:43,680

Here you can check and amend your time zone if necessary.

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00:02:48,720 --> 00:02:53,600

When you are confident that you have set the correct time zone, select start check-in.

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00:02:54,079 --> 00:02:58,960

This will initially take you through the system checks, which we demonstrated in a separate video.

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00:03:01,440 --> 00:03:07,520

Once the system checks have been attempted, you can continue checking in and booking your time slot.

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00:03:07,760 --> 00:03:09,520

Select continue check-in.

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00:03:11,960 --> 00:03:13,600

A check-in screen will pop up.

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00:03:14,080 --> 00:03:17,120

Select continue check-in to schedule your exam.

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00:03:19,760 --> 00:03:21,520

You will see a step two screen.

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00:03:22,000 --> 00:03:26,640

Select choose start date and time to continue with the booking process.

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00:03:28,640 --> 00:03:31,680

The available time slots for your exam will then appear.

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00:03:32,240 --> 00:03:40,320

The start times for the exams are staggered due to the onboarding process with the remote invigilator, which takes a few minutes per candidate.

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00:03:40,880 --> 00:03:45,920

The staggered start times avoid you having to wait too long to be connected to an invigilator.

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00:03:46,560 --> 00:03:52,640

Rest assured that your exam start time will not begin until you are let into your exam by your invigilator.

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00:03:54,120 --> 00:03:57,680

On the example here, only one time slot is available.

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00:03:58,079 --> 00:04:05,520

Time slots are allocated on a first come, first served basis, so you may see multiple slots or you may see only one.

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00:04:06,480 --> 00:04:12,880

Candidates with extra time will only see a single option as they have been allocated a specific start time.

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00:04:13,600 --> 00:04:20,959

Everyone must still complete this process, however, even if you have been allocated to a specific start time.

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00:04:23,920 --> 00:04:25,440

Select your time slot.

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00:04:25,760 --> 00:04:30,800

This will be shown on the screen as selected and then select confirm selection.

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00:04:34,120 --> 00:04:35,200

When you have been booked

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00:04:35,760 --> 00:04:38,640

into your time slot, you'll be taken to step three.

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00:04:39,280 --> 00:04:44,080

If you select to explore the test environment, you'll be taken to a practice test.

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00:04:45,760 --> 00:04:50,080

You can use this practice test to familiarise yourself with how TestReach works.

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00:04:50,640 --> 00:04:54,000

The practice test can be taken multiple times if you wish.

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00:04:54,560 --> 00:04:57,280

It will not be submitted and it will not be marked.

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00:04:57,600 --> 00:04:59,120

It is not a mock exam.

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00:04:59,520 --> 00:05:03,920

Its purpose is for you to get used to the platform before the live exams.

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00:05:06,000 --> 00:05:14,480

When you've been through the practice test or selected to return to it later, you will see confirmation on the screen that you are fully checked in for your test.

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00:05:17,280 --> 00:05:22,320

You will now see confirmation on your TestReach landing page that you are ready for your exam day.

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00:05:22,960 --> 00:05:32,880

Please remember that if you have entered for more than one exam, you need to repeat this process with each separate TestReach access code that you have been sent for each relevant exam.

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00:05:36,560 --> 00:05:41,360

If you have problems booking your time slot, TestReach customer support is there to help.

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00:05:41,840 --> 00:05:44,880

You can chat to them online through the TestReach application.

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00:05:45,360 --> 00:05:51,680

This might initially be via an automated chat facility, but if that cannot help, you will be connected to an agent.

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00:05:52,400 --> 00:05:57,600

Support is also available by telephone or by e-mail by calling 0203...

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00:05:57,760 --> 00:06:05,600

...4758685 or via e-mail using the address support@testreach.com.

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00:06:09,120 --> 00:06:12,880

You will need to do your system check again when you log in for your exam.

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00:06:13,680 --> 00:06:18,160

Please log in to TestReach up to 15 minutes before your booked time slot.

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00:06:19,200 --> 00:06:23,120

Once you have finished the system check, wait to be connected to your proctor.

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00:06:23,840 --> 00:06:27,600

Do not log out at this point as you will lose your place in the queue.

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00:06:28,560 --> 00:06:31,040

Thanks for listening and good luck in your exam.