



## November 2020 Exam Regulations

You must comply with the following regulations when sitting the November 2020 exams.

**Any breach of these regulations will be reported to the ATT Examination Steering Group, which may at its absolute discretion disqualify any candidate and report them to the Taxation Disciplinary Board (TDB).**

All exam candidates are bound by the ATT's ethical guidelines and must behave in an appropriate manner as a tax professional, act with integrity, receive no external assistance and sit the exam in a room alone.

### Examination conduct

1. You are not permitted to communicate with, receive assistance from, or copy from the answers of any other exam candidate, or any other individual. The answers you submit must be entirely your own work.
2. You must type your own answers (unless there is medical need for someone else to type for you which has been pre-approved by the ATT). You cannot start typing until the start time of your exam.
3. Taking photographs or screenshots, and retaining copies of your exam answers, is strictly prohibited. You cannot share your answers with other exam candidates or other individuals, or retain your answers for personal use, either during or after the exam.
4. You are not permitted to copy, photograph or retain copies of the exam questions. You are strictly prohibited from distributing unauthorised copies of the exam questions.
5. Before or during the exam you must not behave in a manner that will distract your fellow candidates, either by sending messages, and any other form of communication or interaction which disrupts other candidates' exams.
6. If you experience an emergency which causes disruption either immediately before or during your exam, you must email details of the disruption to the Education Team ([education@att.org.uk](mailto:education@att.org.uk)) as soon as possible. This can include situations such as you, or a family member, suddenly becoming unwell.
7. You must take no more time than is permitted, as confirmed to you, to complete your exam. Candidates spending longer than is permitted on their exam will be contacted, reported to the ATT Examination Steering Group and are likely to be disqualified.
8. You will not be awarded extra time for taking any breaks during your exam (unless there is a medical need for this which has been pre-approved by the ATT).
9. The exam is open book, this means you may refer to any books, study manuals, pre-prepared notes and online resources during the exam.
10. You are not permitted to make any remarks directly to an examiner.
11. Software will be used on all answers submitted to check whether you have colluded with any other candidates during the exam. In this context collusion is defined as communicating with other candidates sitting the exam or any other individual to collaborate, discuss the exam questions or gain any other advantage during the exam. If collusion is detected then candidates will be disqualified and reported to the TDB who have the power to censure, fine and expel any student from the ATT.
12. Your ID will subsequently be checked against the candidate register. Information on how you will submit your ID will be provided elsewhere closer to the date of the exam.
13. It is your responsibility to be ready and start the exam on time. If you start late, you may be disqualified.

### Contacting us

Due to the continued impact of COVID-19, our office remains closed and we are working remotely. To provide the fairest standard of service for all exam candidates, we will not be operating a phone line for the duration of the exams. You must email any exam day query you may have to [education@att.org.uk](mailto:education@att.org.uk). Exam queries will be prioritised to ensure the quickest possible response time.

Please provide a detailed account of any issues affecting your exam, to help us provide the most effective response.