



Candidate Instructions for ATT Level 4 Role Simulation Exercise

It is your responsibility to bring along a copy of the Advance Information to the Role Simulation Exercise.

Please note that copies will NOT be available on the day.

THURSDAY 6 DECEMBER 2018 – 10.00 - 12.30 (2 hours 30 minutes)

Role Simulation Exercise – Essential Information

Please familiarise yourself with the advance information which can also be found on the ATT website at <https://www.att.org.uk/end-point-assessment-6-december-2018>

Research any issues you are not familiar with and seek the support of your training provider if you need any help.

On the day of your RSE you will be presented with some additional information and asked to complete a number of work-related tasks.

The Role Simulation Exercise is an open-book assessment.

You may use any other hard-copy materials you choose, and these can be annotated and flagged. Recommended texts are:

- ATT Paper 1 study manual for 2018 (FA 2017)
- ATT Paper 2 study manual for 2018 (FA 2017)
- Professional Responsibilities and Ethics for Tax Practitioners 4th Edition - Essential Law for Tax Practitioners 4th Edition

Dictionaries will not be allowed in the RSE hall.

You must ensure that you arrive for the RSE you have entered for on the date and at the time shown in your attendance information email and ensure that you bring along your Candidate Attendance Form.

If you have been granted additional time, you will begin your RSE earlier in the morning. The *exact timing* of your RSE is provided in your attendance information email. Please contact

Identification – Important Information

Candidate Attendance Form: You must print the candidate attendance form, which has been e-mailed to you. You must have this ready for collection at the start of the RSE you are sitting. The Invigilator will tell you when to sign this document.

Identification: You are also required to bring with you two items of identification which includes both your photograph and your signature. You must display these on your desk at all times. The signature on this will be checked against your signed candidate attendance form.

- current passport;
- a photographic driving licence;
- company ID card with photo and signature; or
- national identity document with photo and signature

The other must have a signature, for example;

- any of the above; or
- a credit or debit card

You may not be allowed to sit the RSE if your identification is not valid and does not meet this criteria.

Arrival Time and Personal belongings

Please be aware that upon arrival at the venue, bag searches are likely to be conducted. You are expected to comply with the health, safety and security policies of your chosen RSE venue, and should plan to arrive at least 30 minutes before the given start time.

Personal belongings must be left in the designated area as indicated by the invigilator. Valuable items are left at your own risk. Any ringtones or pre-set alarms must be disabled. Very small handbags may be left underneath your chair; you cannot touch them during the RSE.

If you are more than 30 minutes late you will not be permitted to enter the RSE hall. No additional time will be given.

Seating and Candidate Number

A seating plan will be available at the venue showing the location of your desk which will have your five-digit candidate number (also shown on your candidate attendance form). If you need any assistance at this point, please speak to an invigilator.

It is your responsibility to ensure that you sit at the desk which has your candidate number and stationery with your details on it. Do not write before you are told to start as this will be treated as misconduct and dealt with accordingly in line with ATT disciplinary rules.

General Information – Behaviour, Smoking, Noise, Food and Drink etc.

- **Inappropriate behaviour** before, during or after your RSE which distracts your fellow candidates will be reported to ATT Examination Steering Group who may subsequently disqualify any candidate after reporting it to the independent Taxation Disciplinary Board.
- **You are not permitted to communicate** with, receive assistance from, or copy from the answer paper of another candidate. Any such incident will result in disciplinary action.
- **Smoking** is **not** permitted in the RSE hall, and you are not allowed to leave the RSE for a cigarette break.
- You should bring an **analogue watch** (not a mobile phone), or **small silent (analogue or digital) desk clock** for time keeping purpose as you may not have a clear view of the clock at the RSE venue. Mobile phones, smart watches and other communication devices (capable of connecting to the internet or with storing photographs) must be switched off. Any devices found on your desk will be treated as misconduct.
- You may wear **earplugs/headphones** to exclude external noises, provided they are not plugged in or capable of being wirelessly connected to any device. It is your responsibility to listen to the invigilator's instructions especially when the RSE ends. Failure to stop writing will be classed as misconduct and will result in a zero mark being awarded.
- **Food and drink** can be brought into the RSE venues, but please show consideration for your fellow candidates. Food should not be smelly or noisy or be capable of causing an allergic reaction in others e.g. peanuts. If you damage your RSE answer booklet you will not be issued with a replacement or be given extra time.
- **Toilet breaks** – Please raise your hand and wait until an invigilator arrives at your desk to accompany you, before leaving your seat.

Calculator

You are also permitted to have a noiseless, cordless pocket calculator, which cannot be pre-programmable or have any capability for automatic computing. You may be asked to show that the memory is empty, if you are unable to do so you will not be allowed to undertake the RSE. It may not have a printout or graphic/word display facility in any language.

Writing Materials

You must provide your own **black ballpoint** pens and a ruler. Cross through any mistakes and write the section again. Do not write in pencil.

Role Simulation Exercise Answer Booklets

You must submit all your answers within the writing grid in the **28 page** booklet provided by ATT. Each question must be started on a new page of the answer booklet, and the question number must be written at the top of each page as you go along.

You must **not** write in the margins of the answer booklets. Rough work should be destroyed or crossed out. Marks cannot be awarded for illegible writing.

The End of the Role Simulation Exercise

You must immediately cease writing and close your answer booklet when the invigilator says the RSE is over. Your candidate number may be taken if you continue to write after the end of the RSE and you may be disqualified. You must remain seated until all answer booklets have been collected, and only leave when the invigilator gives permission for you to do so.

Leaving the Role Simulation Hall

You cannot leave the RSE hall until 45 minutes after the start of the RSE. If you wish to leave the RSE after this time and before the end of the RSE you must hand in your RSE answer booklet to an invigilator before you leave.

If you leave the hall without the permission of an invigilator you will not be allowed to return.

Ten Minute Warning

You will be informed of the time 10 minutes before the end of the RSE, after which you must remain seated until the end of the RSE and until all answer booklets have been collected.

Issue of Results

The result for the whole of your EPA (Portfolio/Reflective Account and RSE) will be released on 10 January 2019. At this point you will know if you have successfully completed your Level 4 ATT Tax Technician Apprenticeship.

Results will be by emailed to you on the 10 January at approximately 12.00. Under no circumstances whatsoever will results be given over the telephone.

ATT will complete all the relevant paperwork with your training provider, and claim your certificate from the Institute for Apprenticeships who will post your certificate to your employer.

Special Circumstances

The ATT recognises that some candidates may sit their RSE in difficult circumstances and has a process in place which allows you to request special consideration if you feel that your performance in your RSE was affected by serious personal circumstances (such as illness or close bereavement over or immediately preceding the RSE period or if you experienced a particular problem on the day of your RSE). Please refer to the policy on the ATT website for more information: <https://www.att.org.uk/students/examinations/extra-time-alternative-arrangements>

Role Simulation Centre Feedback

The ATT welcomes your feedback on the venue where you sat your RSE. The feedback you give will be considered by the ATT when arranging forthcoming RSE centres (but may not result in a change of venue). If you have comments about your particular centre (such as location/temperature etc.), please email attapprentice@att.org.uk