

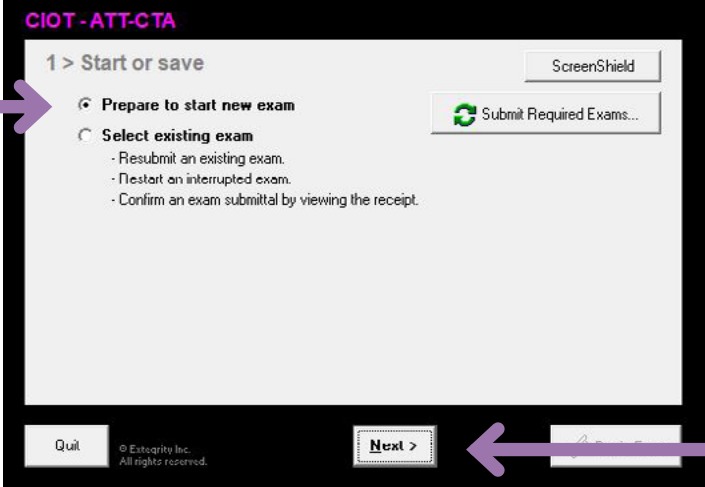
Online exams

Starting your exam

START OR SAVE

1

1 Select 'Prepare to start new exam'



2 Click 'Next'

2

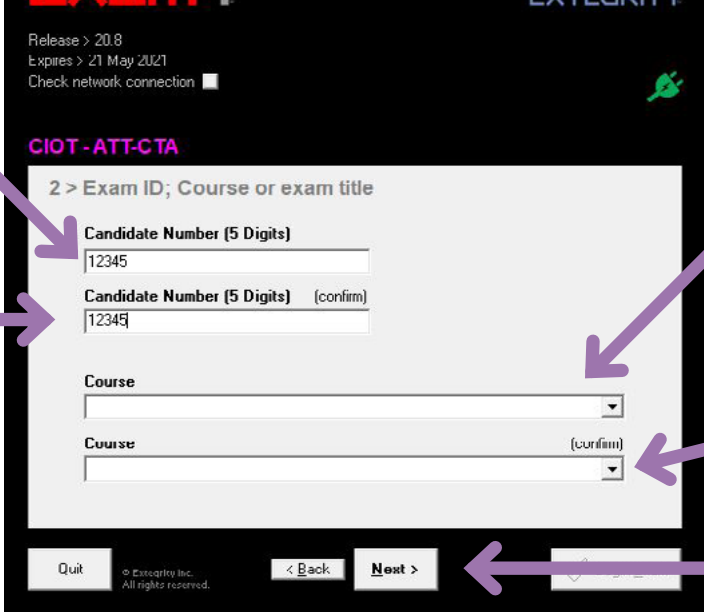
Follow this step only when you are sitting the live exam on exam day. If you are testing Exam4, skip to the Exam ID guidance on the next page.

EXAM ID - LIVE EXAM

1 Type your 5-digit candidate number

2 Type it again to confirm

Remember: Your candidate number is the unique 5-digit number issued for the current exam session. Do **not** use your student number.



3 Find and select your exam title (sorted by date):

Course
4 May 2021 - 2:30 PM
4 May 2021 - 2:30 PM
ATT Paper 3 Business Compliance
.....
5 May 2021 - 10:00 AM
ATT Paper 4 Corporate Taxation
5 May 2021 - 2:30 PM
CTA APS Taxation of Individuals
CTA APS Taxation of Larger Comps

4 Select it again to confirm

5 Click 'Next'

Online exams

Starting your exam

EXAM ID - VIEWABLE QUESTION PAPER

Follow this step only if you are testing Exam4. When you are sitting the live exam on exam day, use the Exam ID guidance on the previous page.

2

1

Type a number here, e.g. 12345

2

Type it again to confirm



Remember:

Answers typed when testing Exam4 cannot be submitted for marking and you cannot copy and paste your typed answers from Exam4 into a word processor.

3

Find and select Viewable Questions from the list of options:

Course
CTA Awareness Viewable Question
ATT-CTA 2021 May Exams
.....
VIEWABLE QUESTION PAPERS
ATT Viewable Question
CTA Awareness Viewable Question
CTA Advanced Tech Viewable Question

4

Select it again to confirm

5

Click 'Next'

3

ACCESSIBILITY



You will need to manage your exam timing outside of Exam4.

Your exam start time will begin when you 'Fetch' your question paper. The exam will not end automatically after the allotted time. You're responsible for ending it at the correct time.

?

For personal reminders, you could set your own alarms to alert you at your chosen intervals and your exam end time

1

Choose your preferred font size

2

Choose your preferred contrast

?

Find the settings that best work for you by testing Exam4

3

Click 'Next'

Online exams

Starting your exam

NOTICE OF INSTRUCTIONS

4



If your computer crashes during the exam, you should email details of the issue to education@tax.org.uk.

1

View the exam regulations

2

Check the box to confirm

3

Click 'Next'

5

EXAM MODE

?

You cannot change the Exam Mode, which is set to open

1

Check the box to confirm

2

Click 'Next'

Online exams

Starting your exam

ALMOST READY TO BEGIN

6

EXAM4 EXTEGRITY

Release > 20.8
Expires > 21 May 2021
Check network connection ☐

CIOT - ATT-CTA

6 > Almost ready to begin exam...

Verify the following information.

Item	Please confirm...
Institution	CIOT - ATT-CTA
Candidate Number (...)	12345
Exam Mode	OPEN LAPTOP + NETWORK
Course	ATT Paper 3 Business Compliance
Duration	[None entered]
Last 4 of Phone Nu...	[None entered]

Wait for the instruction to begin your exam. Wait!

If you are taking a remote exam, follow the written instructions.

Quit © Extegrity Inc. All rights reserved. < Back Begin Exam



Do not wait:
You do not need to wait here for further instruction.

1

Double check these details are correct

2

Click 'Begin Exam'

7

FETCH YOUR QUESTION PAPER

1

Click 'Exam Document'

2

Find and select your question paper

3

Click 'Fetch...'

End Exam Save Edit Exam Document Multiple Choice Takehome Info Tools Help

Answer-to-Question-1

Document ID Sample-CTAAdv-Te Fetch...

Reset Side-by-side View



You can only 'Fetch' the live exam question paper from the exam start time.

Get to this stage in good time before your exam to ensure you are ready to 'Fetch' your question paper on time. If you're early, a message will tell you the time it will be available.

4

Click 'Side-by-side View'

Online exams

Starting your exam

EXAM SCREEN

8



These basic tools and formatting options are available to use to help structure your answers

Double-click the top bar to maximise the Exam4 screen

The screenshot shows the Exam4 interface. At the top, there is a menu bar with options: Edit, Format, Exam Document, Multiple Choice, Takehome Info, Tools, and Help. Below the menu bar, there are three main sections:

- Edit:** Contains options like Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Delete (Del), and Select All (Ctrl+A).
- Format:** Contains options like Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U), Left Justify, Center Justify, Right Justify, and Zoom.
- Tools:** Contains options like Show Document Statistics, Show Exam Document... (Ctrl+D), Show ScreenShield..., Insert Answer Separation, Insert Table Row, Check Spelling..., and Dictionary...

On the right side, there is a table showing the number of columns and the corresponding keyboard shortcuts:

Columns	Shortcut
7 Columns	Ctrl+7
6 Columns	Ctrl+6
5 Columns	Ctrl+5
4 Columns	Ctrl+4

Below the menu bar, there is a sample question paper titled "Sample paper - CTA Advanced Technical pdf". The paper contains a question about a tax manager named Donald Graham. The question asks for the calculation of the capital gain arising on the disposal of the warehouse.

On the left side, there is an answer template with three sections for questions 1, 2, and 3. Each section has a header "Answer-to-Question-1_" and a body with dashed lines for writing the answer. The sections are labeled "ANSWER-1-ABOVE", "DO NOT EDIT THIS DIVIDER", "ANSWER-2-ABOVE", "DO NOT EDIT THIS DIVIDER", "ANSWER-3-ABOVE", "DO NOT EDIT THIS DIVIDER", and "ANSWER-4-ABOVE".



Insert tables to format calculations

Type your answers in the space between the dividers. You can answer your questions in any order but you must type your answers under the correct question number



Remember:

The best way to get used to the Exam4 layout and features is to download and test it using the viewable question papers

For more information about Exam4, visit www.tax.org.uk/onlineexams