AIA
THE ASSOCIATION OF INTERNATIONAL ACCOUNTANTS

Online Assessment

Guide for Students

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Online Assessment – Guide for Students

The information in this document provides guidance on how to undertake examinations using AIA's online assessment platform.

You should take time to review this information, which sets out how the screens and questions are presented during the examination.

Once you have read the guidance you should use the practice test paper provided to become familiar with the online assessment platform.

During the online assessment you are permitted one five-minute comfort break (bathroom break), and you should request permission from the Proctor to leave your desk before doing so.

For additional information, including the online assessment Exam Regulations, visit https://www.aiaworldwide.com/my-aia/online-exams-advice/.

Instructions to join the assessment are emailed prior to the assessment taking place. Make sure you are ready to join the assessment at the appropriate time.

You should review the following key steps before starting the assessment process:

Step 1 Review this guidance and https://www.aiaworldwide.com/my-aia/online-exams-advice/ to become familiar with AIA's online assessment platform.

Step 2 Try out the questions by accessing the practice assessment in the Students' area of the website.

Step 3 Confirm your computer meets the system requirements to access the online assessment platform (available online) and that you have access to a webcam.

Step 4 Make sure you have your smart phone ready to use during the assessment; it will be used as part of the candidate identity and invigilation process.

Step 5 Set up your work area before the test and take a comfort break.

Step 6 Use the 'count down clock' in the online assessment platform to show how you are progressing in the test (You are not permitted to wear/access your own watch during the assessment.)

If you experience a technical problem before or during the test you can ask the Proctor (Invigilator) to assist you, using the contact number provided prior to the assessment.

You can also raise a technical query at any time during the assessment using the 'Chat Box' function.

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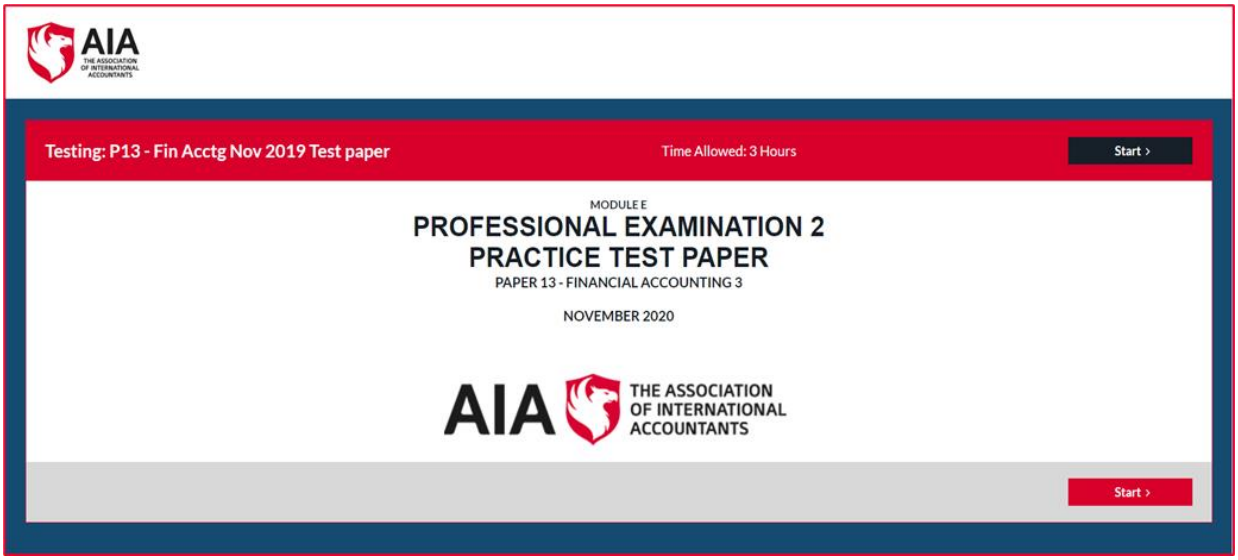
STARTING THE ASSESSMENT



The **start page** contains important information about the examination; make sure you take time to read it all and check the Candidate Number and Candidate Name are displayed correctly.

At the top left of the screen you will see the name of the examination paper you are about to take.

In the top middle of the screen you will see the time allowed for the examination. This will count down when you begin the assessment.

In the main body of the screen you will see further details the paper, including instructions on how to answer the questions and if any sections are optional.

Remember at any point during the test, should you experience a technical issue or an interruption in your internet supply, you can ask the Proctor for assistance. If you experience an internet interruption, the exam is paused and you can re-join the test. You will be granted up to an additional 15 minutes to the exam period to complete the test in this case.

When you have read and understood the information click **'Start'** to begin. This will also start the timer.

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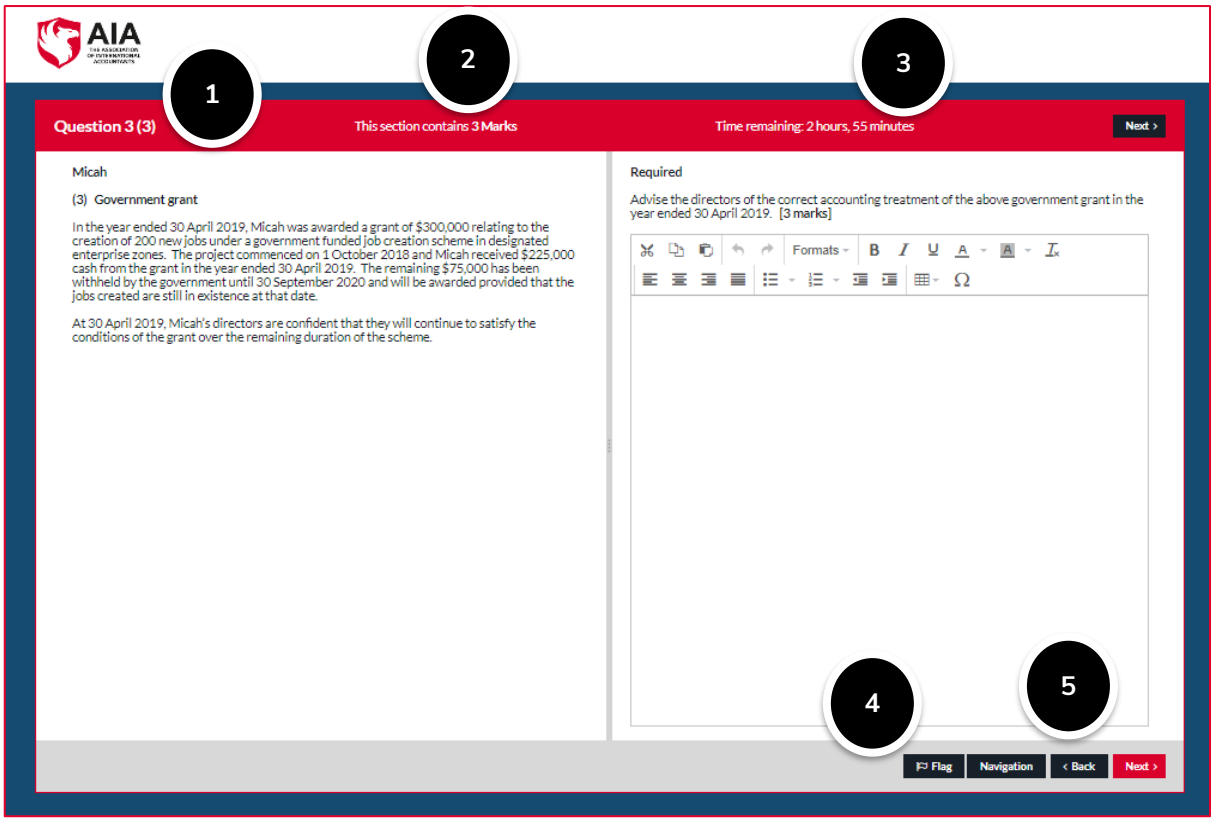
ASSESSMENT SCREEN



1. Current section name
2. Total marks for this section
3. Timer showing remaining time
4. Flag a question and come back to it later
5. Navigate between sections

Navigation Screen

At any point during the test you can click the navigation button at the bottom of the screen to be shown a list of all sections. Sections you have flagged to return to will have a red flag as shown above. You should also use this button to progress to the next question or question part.

Question Format

Most sections will begin with instructions on what is required, with questions appearing below. Questions can take various formats such as multi choice, text input, financial input or discursive. Take time to read the instructions carefully before beginning to answer the question.

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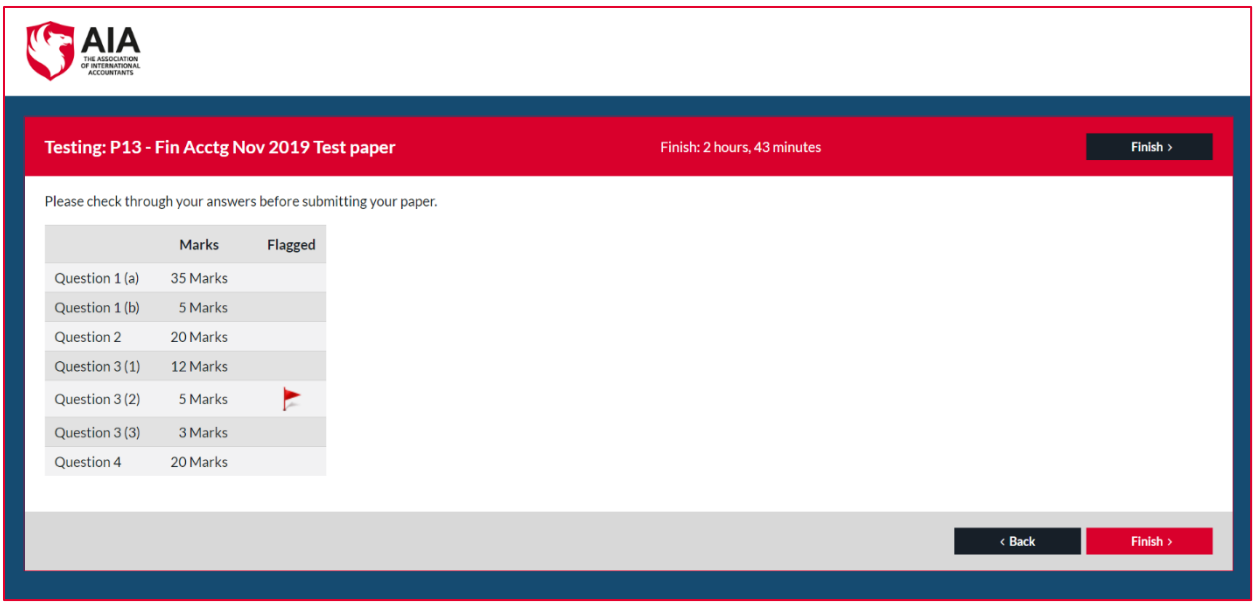
FINISHING THE ASSESSMENT



When you have come to the last question and click **Finish** you will be shown a final page reminding you to check through you answers one last time. This page includes the navigation screen with a red flag next to any sections you chose to flag whilst progressing through the assessment.

Important: It is not advisable to end the assessment before you have completed the requisite number of questions or before the exam period has finished. You should use any remaining time to check your answers.

Once you are happy with your answers **click Finish to submit your paper.**

Contact

For any questions relating to the online assessment please contact the Exams Team:

exams@aiaworldwide.com

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