



LEADING TREASURY
PROFESSIONALS

Assessment Rules & Regulations

Certificate in Treasury Fundamentals (CertTF)



ACT Assessment Rules and Regulations

Introduction

ACT's policies and procedures are reviewed regularly and may be subject to amendment.

These rules and regulations apply to online assessment for the Certificate in Treasury Fundamentals.

Candidates should ensure they read and are thoroughly familiar with these rules and regulations as contained in this document before taking an online assessment.

In addition, candidates should read the Certificate in Treasury Fundamentals User Guide, available from ACT's eAssessment website.

Contact details

If you have any questions, please contact ACT's assessment team via:

assessment@treasurers.org

or + 44 (0) 207 847 2590

Copies of all ACT's policies in relation to assessment can be found on the ACT's website at <https://www.treasurers.org/learning/qualifications/assessment/policies>

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Section A: General Rules and Regulations

How to Book an Assessment

Assessments for Certificate in Treasury Fundamentals are booked via:

<https://www.treasurers.org/learning/qualifications/assessment/bookings>

To see Assessment booking deadlines, go to:

<https://www.treasurers.org/learning/qualifications/assessment/timetable>.

Individual payment must be made at the same time as your assessment is booked.

We are not able to invoice third parties for individual assessment bookings.

Once booked and scheduled, deferrals are not allowed.

We do not offer refunds if, once booked and scheduled, an assessment is not taken.

Reasonable Adjustment (for candidates with special requirements)

The ACT is committed to providing equal opportunities for all studying members. It is important that you inform the ACT if you have any permanent or temporary condition that you wish to be taken into consideration when taking your exam. Please ensure you have read the Reasonable Adjustment Policy to see if you are eligible and what documentation will be required. This is available from: <https://www.treasurers.org/learning/qualifications/assessment/policies>.

On the Reasonable adjustment form you will be asked to complete some specific details on the adjustment and your requirements. You will also have to upload supporting documentation. You will need to provide medical evidence (certificate) and/or psychological or other assessment report. If you are in any doubt about what to provide, please contact the assessment team at assessment@treasurers.org.

The Reasonable Adjustment Form is available on the ACT website at:

<https://www.treasurers.org/learning/qualifications/assessment/bookings>.

You must submit your request 6 weeks before the exam date.

If you have previously applied for reasonable adjustment you do not need to provide this information each time you book an assessment if it is an ongoing condition.

Special Consideration (extenuating circumstances immediately prior to or during the examinations)

ACT is committed to providing equal opportunities for all its customers and stakeholders. It aims to promote best practice in a positive environment that is free from discrimination and prejudice.

In this regard, ACT is willing to review requests for special consideration for candidates who have not been able to perform to their potential due to unforeseen or extenuating circumstances immediately prior to or during the sitting or submission of their assessment(s).

To view ACT's special consideration policy in full and for details of how to apply, please go to:

<https://www.treasurers.org/ACTmedia/SpecialConsiderationPolicy.pdf>

Breach of rules and misconduct during an assessment

ACT's full Malpractice Policy can be accessed via this link:

<https://www.treasurers.org/ACTmedia/MalpracticemaladministrationPolicy.pdf>

Any breach of the rules contained in the ACT Assessment Rules and Regulations document will be investigated by the ACT and may result in action being taken against the candidate.

Examples of breach of rules may be:

- Being in possession of any materials, calculators, mobile phones, iPads, tablets, smart watches, equipment, notes, books or other papers at any time during an examination session other than those specified in advance by the ACT or authorized by an Invigilator.
- Contacting, communicating, talking to, or copying from any other candidate/source during the examination or allowing work to be copied.
- Helping or receiving help from another candidate/source either online or in person.
- Leaving the examination room without prior permission agreed by the ACT and the express permission of the Remote Invigilator (for online examinations) and without an escort).
- Consulting any materials or persons outside the examination room during periods of authorised absence while the examination is in progress.
- Attempting to make contact or influence the script marker in any way (e.g. by writing or attaching notes to your examination script).
- Behavior that is considered inappropriate or disruptive by the Remote Invigilator in an examination room.
- Any person taking or submitting an assessment on another student's behalf.

Action may include exclusion and/or prevention of any category of ACT membership or the examination or assessment being voided. If the Lead/Remote Invigilator considers that there is any breach of the Rules and Regulations, they are empowered to request the offending candidate to leave the examination room. Any such material considered as evidence of the candidate's intention to evade the rules in group invigilated situations may be retained as evidence of rule breaking, or in the case of remotely invigilated exams, the exam will be stopped and a report provided to the ACT.

Data Protection

It is the ACT's policy **not** to return assessments to candidates as scripts are exempt from the UK Data Protection Act of 1998, Schedule 7, and Section 9 (1).

Results

For online assessments a provisional pass/fail result will be available on completion the assessment with the confirmed graded result available within 5 working days of the last day of the timetabled assessment. An email will be sent to all candidates when results are ready to be viewed via 'My Results' within the ACT eAssessment site.

RESULTS WILL NOT BE GIVEN BY TELEPHONE, FAX OR EMAIL

Certificates

For the Certificate in Treasury Fundamentals a Certificate will be made available to download and print via 'My Results' on ACT eAssessment Centre.

Feedback

As an Awarding Body, the ACT is responsible for ensuring that assessments are a fair, reliable and valid test of the learning outcomes of a specific unit, and that the standard of marking is consistent and transparent across all levels of ACT's assessed qualifications.

Unsuccessful candidates in the **Certificate in Treasury Fundamentals** can download a % score per unit feedback via My Results in ACT's eAssessment Centre. This gives a score in percentage terms of how well you scored per unit but is *not* a total of your marks per unit. This service is free. A remarking service is not available, as this assessment is a multiple choice based exam with one correct option per question.

Appeals

If you wish to appeal your result, please contact assessment@treasurers.org in the first instance.

Section B: Rules and Regulations for Online Assessment for Certificate in Treasury Fundamentals

Introduction

ACT's online assessments are taken on an individual's PC or laptop at home or in the office and are remotely invigilated by a service called ProctorU. Candidates are able to schedule their assessment in advance at time to suit their individual needs via ACT's eAssessment Centre.

The ACT has published an eAssesment User Guide to fully explain this process for Certificate in Treasury Fundamentals which is available from the Info Hub within ACT's eAssessment Centre.

All candidates presenting themselves for an online assessment should ensure that they have read and understood the relevant eAssessment User Guide before taking their assessment.

Equipment needed for the assessment

By accepting the ACT's Terms and Conditions for Assessment, you have agreed to take the equipment test **BEFORE** the date of your examination, so that an automated systems check can be carried out on the equipment you intend to use for the test to ensure it meets the necessary specifications for the test to run smoothly.

Please ensure you do this **using the equipment that you intend to use for your examination at least 72 hours before your scheduled test time** so that if there are any issues, there is time resolve them before the examination takes place.

The specifications are as follows:

	Minimum	Recommended
Web camera	640x480 resolution	1280x720 resolution
PC Users	Windows Vista	Windows 8
Mac Users	Mac OS X 10.5 or higher	Mac OS X 10.10 Yosemite
Internet Download Speed	.768 Mbps	1.5Mbps
Internet Upload Speed	.384 Mbps	1.5Mbps
RAM	1024MB	2GB
Ports	1935, UDP/TCP	1935, UDP/TCP

Other requirements

A functioning microphone (sometimes web cameras have built-in microphones).

- i. **One of the following compatible web browsers:**
 - Google Chrome
 - Internet Explorer 10
- ii. **The following plugins for your web camera:**
 - Adobe Flash Player v11
 - Adobe Shockwave player

Not supported

At this time we **do not support the following**; however, we are working on solutions to accommodate every platform.

- Google Chromebooks
- Android tablets (Nexus 7, etc.)
- iOS tablets (iPad, iPad mini, etc.)
- Linux operating systems
- Microsoft Surface RT

Note: We do not invigilate computers running virtual machines. If you are running a virtual machine when you come in, you will be asked to close your virtual machine and boot into your actual operating system to take your test.

Note: We do not support development previews, beta builds, or release candidates of any operating system unless specified.

Your assessment may be taken at home, at work or an alternative location but where you can ensure you will not be interrupted for the duration of the assessment and there is a reliable internet connection. Taking your examination at home is ideal as it means you do not have to travel to take your exam; it is also not restricted in terms of Internet security in the way that some work places are with high security fire walls. If you want to take your assessment in a quiet meeting room at work, then it is particularly important you check that you can access the test site beforehand. If you can't, you may need to ask for special permission from your IT department to enable access for the duration of the test.

Service failures, IT or internet outages

The ACT is not responsible for your IT equipment or internet provision. If these fail on the day of your assessment, then no refunds will be offered. Candidates will be asked to re-book their assessment. Please ensure you check whether your equipment is suitable for use once you have made your booking.

Take the practice exam

Candidates should take the practice test available in the e-Assessment site to ensure they are familiar with how to navigate around the assessment site before their assessment date.

Dress code

All candidates should be appropriately and decently attired for the examination in day clothes. No hats or sunglasses are permitted and the candidate's eyes should be clearly visible to the remote invigilator. The remote invigilator has ACT's permission not to run the exam if they consider any candidate is inappropriately dressed.

Arrival for examination, security checks and identification

Candidates who have scheduled an online assessment should be seated and logged on for their assessment at least 5 minutes before their booked slot.

You should allow at least an extra 30-60 minutes to the normal examination duration (so, for a 90 minute assessment allow two and a half hours from your start time; for a two hour assessment, allow three hours from your start time). This will provide time to meet your remote invigilator on screen and for them to carry out the necessary personal identity and environmental checks before you take your examination.

Acceptable types of identification are:

- Passport
- Photographic driving licence
- National ID card.

The remote invigilator will conduct a floor to ceiling scan of the whole room, desk and workspace so that they are satisfied the exam environment will not compromise the integrity of the examination. If your webcam is not detachable, you will need a reflective surface such as a mirror or compact disc to complete the scan.

Refer to your eAssessment guide for further information.

Late arrivals

Candidates are advised to check their exact start time and be logged in and ready for that time. If you are late, the remote invigilator may not have sufficient time available to make the necessary checks and run your test and therefore the test will need to be rescheduled. No refunds are given in these circumstances.

Temporary absence

Candidates will be expected to complete the test without a break, unless it has been previously agreed with the ACT via a request for a reasonable adjustment. However, should you need a break during the exam time, it is up to the remote invigilator to decide if you can leave the room, they will record that you have taken temporary leave. **Please Note: The clock will not be stopped whilst you are absent from the test, so taking a break will compromise the amount of time you have to complete your test.** You may be asked to carry out a further environmental scan on your return to ensure that the exam environment has not been compromised.

Candidates seeking a reasonable adjustment and expect to need a break during the examination time, should inform the ACT of this **at the time of booking their assessment** and complete the Reasonable Adjustment form so that appropriate provision can be made and you will be notified of these arrangements in advance of your exam.

Under no circumstances are any kind of notes to be removed from the exam room or brought back into it as a consequence of a break. If this is done, the exam will stopped and the result declared null and void.

Failure to sit at your allocated time or missed time slot

If you miss your booked exam time, or fail to schedule your assessment once you have booked your assessment, then another test will need to be rebooked. No refunds are given.

Ending the online examination

Candidates can terminate the test by clicking 'End Test' at any point, but then they will not be able to resume the test. Otherwise, the test will end at the end of the allotted exam time.

Remote Invigilation

ACT's remote invigilation services are provided by ProctorU <http://www.proctoru.com/>

The examination will be continuously monitored in real-time via the webcam facility with audio and video connections. Live feeds to the test-takers are viewed and recorded through screen-sharing technology to ensure the examination is carried out with integrity.

If something untoward happens, eg, a fire alarm goes off or there is a technical problem once the online examination has started, the remote invigilator has the ability to pause the test and, if time permits, to restart the remaining allowed exam time from when it was paused. If the time delay is too long, it may be necessary to reschedule the test at a mutually convenient time; the candidate will not be charged for a second test if this happens.

Smoking

Smoking is forbidden during the examination.

Food and drink

Food and drink are not normally permitted during an exam but a bottle of water may be taken in by individual candidates who wish to do so. However, this is at their own risk as spillage may compromise the functionality of their computer and therefore their ability to complete the test.

Noise

Once the exam starts, complete silence must be observed throughout. Mobile phones, watch alarms and pagers must be turned off and stored outside the room used for the duration of the test. The only reason for speaking to the invigilator is in the case of malfunction of the test or to report a reason to pause or abort the test eg, fire alarm.

Advice

No form of advice or guidance may be sought from the remote invigilator on the meaning or interpretation of any part of the content of the examination.

Use of calculators

Candidates taking online examinations will have access to an online scientific calculator. You may not use any other calculators in the exam room.

Dictionaries

Candidates taking the Certificate in Treasury Fundamentals (multiple choice test) are **not** permitted to have access to any form of dictionary for the duration of the exam.

Candidates may not access any type of finance or general business dictionary or glossary of terms and expressions.

Use of Notes, Books, Other electronic devices

The candidate's workspace must be clear of books, notes, any other papers or internet enabled electronic devices including watches apart from the equipment they are using to take the test. There must be no notes or diagrams on the walls or other surfaces that may constitute help to the candidate. There is a function for rough work within the online exam but this is not submitted for marking.

Guidance for exam set up Certificate in Treasury Fundamentals

Please refer to your eAssessment User Guide for a full list of requirements.