

Guidance concerning booking and sitting the Law and Professional Responsibilities and Ethics E-Assessments

When can I sit an E-Assessment?

The E-Assessments will be available for sitting from 1 December 2008. If you are sitting the CTA Paper IV exam in November 2008, should you be unsuccessful, you will not be able to sit an E-Assessment until the results have been issued in January 2009. If you are not sitting CTA Paper IV in November 2008 then you may sit the E-Assessments from 1 December 2008.

If you have not passed any papers under the current CTA exam structure, you must complete both E-Assessments before entering for your final written tax paper. The entry date prior to the May 2009 exams is the end of February 2009, and the entry date prior to the November 2009 exams is the end of August 2009.

What fee do I need to pay to take an E-Assessment?

Each attempt at an E-Assessment costs £55.

What is the format of the E-Assessments? What kind of questions will be set?

Each E-Assessment lasts for one hour and is made up of 60 multiple choice questions, where you are asked to identify the correct response from a choice of four, and multiple response questions, where you are asked to identify several correct responses from a choice of up to six.

Each E-Assessment is preceded by a short non-timed, non-scored tutorial in order for you to familiarise yourself with the test navigation.

To pass an E-Assessment you will need to correctly answer 40 out of the 60 questions set.

Where do I go to sit the E-Assessments?

The CIOT will deliver the E-Assessments in conjunction with Prometric, a leading worldwide provider of computer based testing services. Prometric have numerous test centres located throughout the UK:

Test Centre Locations

Basildon	Glasgow Central	Newcastle
Belfast	Gloucester	Northampton
Birmingham	Guernsey	Norwich
Bournemouth	Harlow	Nottingham
Bradford	Hull	Manchester
Bristol	Isle of Man	Oldham
Cambridge	Isle of Wight	Peterborough
Canterbury	Jersey	Plymouth
Cardiff	Leeds	Portsmouth
Chelmsford	Leicester	Preston
Chesterfield	Liverpool	Reading

Colchester	London City	Sheffield
Coventry	London East - Ilford	Sidcup
Croydon	London North - Palmers Green	Solihull
Derby	London South - Southwark	Southampton
Doncaster	London West - Uxbridge	Stoke-on-Trent
Dudley	Manchester	Swansea
Edinburgh	Middlesbrough	Watford
Gillingham	Milton Keynes	Wolverhampton

All E-Assessments must be sat at Prometric centres in order to ensure consistent test conditions for all candidates.

Subject to availability and opening hours you will be able to take the E-Assessments at a time of your choosing. Smaller test centres may have reduced opening hours. Some weekend and evening appointments will be available.

How do I book an E-Assessment?

You must book via the CIOT website. The E-Assessments will be available to sit from 1 December 2008 and bookings may be made 10 working days prior to this date – a booking pro-forma for card payments will be activated at this time.

Can both E-Assessments be sat at the same time?

Yes, it will be possible to book an appointment to take both tests.

Can I reschedule my appointment?

Yes, although this will incur a rebooking charge of approximately £20 if rescheduling between 5 – 29 days of the original appointment. If the rescheduling is requested more than 30 or more days before the original appointment then no charge is made. It is not possible to reschedule an appointment within 5 days of the original appointment, a new booking must be made and the test fee paid in full again.

What provision is made if my personal circumstances mean that I need longer than one hour to complete an E-Assessment?

You should inform the CIOT Education Team before booking the E-Assessments. We will send you a concession form which you should complete and return to the CIOT with evidence of your condition supplied by a medical practitioner or other appropriate documentation (e.g. if you are dyslexic an Educational Psychologist’s report). The CIOT will then contact you to inform you of the extra time and any other concessions that you will be allowed and you may then book through the website – the additional time will be added when you sit your E-Assessment.

All Prometric test centres have step-free access for wheelchair users.

What am I required to bring to the test centre?

You must bring one piece of photographic ID containing your signature e.g. passport, driving license. Failure to provide this will result in entry to the test centre being refused and forfeiture of your test fee. This rule will be strictly enforced.

What happens if I am late for my appointment?

You should still present yourself at the test centre as it is possible that you may still be able to sit your E-Assessment should a vacant test slot be available. However, if you are late for your appointment and the centre has no available slots then you will be unable to sit the E-Assessment and will forfeit your fee.

Is there a telephone contact number for the test centres?

No – please direct all enquiries to the CIOT on 020 7235 9381.

How do I find my way to the E-Assessment centre I have chosen?

You will be provided with a map, directions and the address of the test centre when you book your appointment.

Is there parking available at the centres?

Parking is not available at the test centres – it is suggested that you park in a nearby public car park or travel to the centre by public transport.

What happens during the test appointment?

You should aim to arrive at the test centre at least 15 minutes before the start time of the E-Assessment in order to complete the check-in and identification process. Lockers are provided for you to secure your belongings as only the required ID documents may be taken into the testing suite. You are not permitted to use any textbooks, legislation or notes during the examination. You will be shown to your allocated workstation by the invigilator.

You are advised not to take valuable belongings with you to the test centre as neither Prometric nor the CIOT will be liable for any loss of or damage to your possessions.

Will I be disturbed by other candidates entering and leaving the test area?

Each workstation in the test area is partitioned and the room itself supervised by an invigilator. Incidental noise levels are kept to a minimum.

What happens if I need to leave the workstation during the E-Assessment?

If you need to use the lavatory or take any medication during the E-Assessment you should raise your hand to alert the invigilator. You may leave the test area temporarily but the allowed time for the test will continue to elapse while you are away. Please note you cannot bring anything for consumption – food, drink or medication – into the testing area. Any medication should be taken before the test starts or by leaving the test area during the E-Assessment.

What measures are in place to prevent cheating during the E-Assessments?

Prometric test centres are monitored by experienced invigilators supplemented with video recordings of the test area. The test area is constantly monitored while candidates are working. If you believe you have witnessed any malpractice on the part of another candidate then you are encouraged to report this, in confidence, to an invigilator who will investigate.

What clothing do you advise I wear?

Whatever you feel comfortable working in. Please be aware that the centres are air conditioned and therefore you may wish to bring an extra layer of clothing to put on should you find it too cool for your comfort.

When and how will I be notified of my result?

You will be issued with your result at the centre directly after the conclusion of the E-Assessment in the form of a printed document.

If I am unsuccessful in an E-Assessment, how quickly can I rebook an appointment?

Please allow 24 – 48 hours for the CIOT's databases to be updated with your result, and then you will be able to book another test.

Is there any limit to the number of attempts permitted to pass the E-Assessments?

No. However, you should be aware of the rules surrounding the validity of credits within the CTA exam structure. Please refer to the CIOT student prospectus for further information.