

# AAT Assessment Incident Report Form



This form is to be completed and submitted by the exam invigilator/administration staff on behalf of the assessment venues to notify AAT of an event that disrupted or disadvantaged student(s) during an assessment. Please ensure that a separate incident report is submitted for each assessment impacted.

**Note:** This only needs to be sent to AAT if you are reporting an incident which occurred during the assessment. Any request for Reasonable Adjustment or Special Consideration must be completed by the training provider who scheduled the assessment, in line with the existing process – see the [RASC webpage \(aat.org.uk/assessment/rasc-guidance\)](http://aat.org.uk/assessment/rasc-guidance) for further information.

Where **more than one** student has been impacted by an issue, please refer to page three in order to provide the additional student details.

All incident reports must be submitted to [cba@aat.org.uk](mailto:cba@aat.org.uk) by the end of the next working day following the assessment.

|                           |  |
|---------------------------|--|
| <b>Candidate name:</b>    |  |
| <b>AAT ID:</b>            |  |
| <b>Assessment:</b>        |  |
| <b>Assessment date:</b>   |  |
| <b>Assessment centre:</b> |  |

## Summary of incident(s):

| <b>When did the incident occur?</b>  | <input type="checkbox"/> Before assessment   | <input type="checkbox"/> During assessment |
|--|--|--|
| <b>Select all applicable options from the list and provide more details in the Additional information box below:</b> | <input type="checkbox"/> ATLAS Cloud / SecureAssess / SEPA access issue<br><input type="checkbox"/> ATLAS Cloud / SecureAssess / SEPA error message<br><input type="checkbox"/> Unable to access /start assessment<br><input type="checkbox"/> Unable to submit assessment (Inc timeout Issue)<br><input type="checkbox"/> Q22 MATS InApplication (Excel) technical issue<br><input type="checkbox"/> Malpractice / maladministration<br><input type="checkbox"/> Local PC / connection issue<br><input type="checkbox"/> Issue answering a question<br><input type="checkbox"/> Unable to upload files<br><input type="checkbox"/> Assessment timer issue<br><input type="checkbox"/> Non-technical disruption<br><input type="checkbox"/> Scheduling issue<br><input type="checkbox"/> Screen freezing<br><input type="checkbox"/> Content query<br><input type="checkbox"/> Data loss<br><input type="checkbox"/> Other |  |

|  |  |
|--|--|
| <b>How long did the issue impact the sitting for?</b>                        | <input type="checkbox"/> Up to 30 minutes<br><input type="checkbox"/> 31 – 90 minutes<br><input type="checkbox"/> More than 90 minutes |
| <b>Was extra time added to account for any lost time during the sitting?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| <b>If yes, please state how much extra time was added</b>                    |  |

**Additional information** – please provide as much additional information as possible below, including what task(s) the issue occurred on, what impact it had on the student and, if applicable, how the incident was resolved:

Photos and videos of assessment content is strictly prohibited and will be regarded as malpractice. In the event of the student experiencing issues with uploading attachments, please email it to us in a non-zip format for further consideration.

**Declaration:**

I confirm that the information provided is accurate:

|                  |              |
|------------------|--------------|
| <b>Name:</b>     |              |
| <b>Position:</b> | <b>Date:</b> |

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