



Think Tax. **Think Tolley.**

Exam technique

with

Juliet Smith

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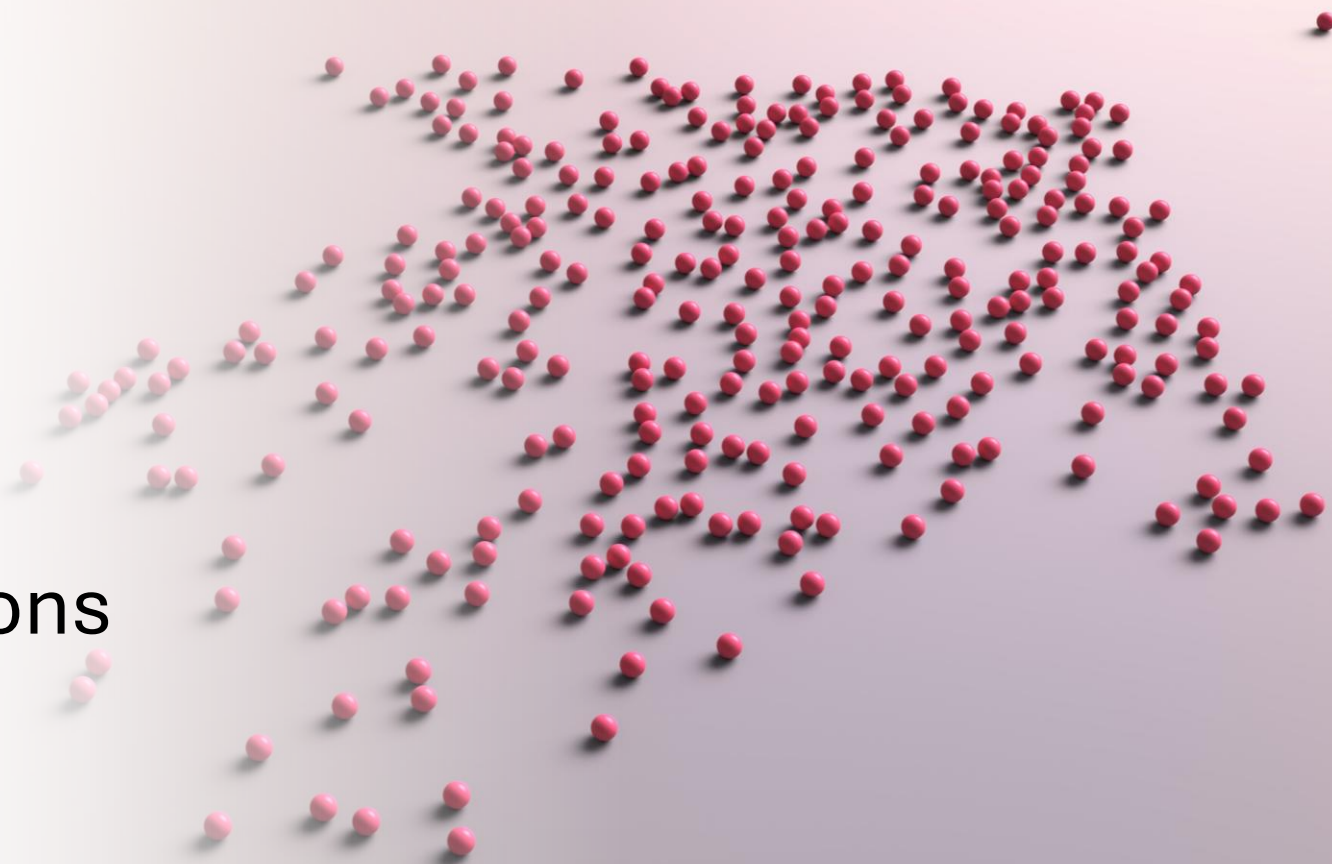
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Tolley[®] Tax intelligence
from LexisNexis[®]

Exam technique

We will cover:

- Timing
- Attempting questions
- Review



Timing

- ATT / CTA AT = 3 hr 30 mins
- First 10 minutes
 - Choose order
 - Best question first
 - Worst question last
- Allocate 2 minutes per mark
- Write stop times down
- DO NOT OVER-RUN



Timing (cont.)

- CTA Awareness
 - Choose which order to attempt the modules
 - Allow 1 hour per module
 - If you don't know the answer to a question, leave it and come back at the end
 - **MOVE ON ONCE THE HOUR IS OVER**





Attempting questions



Attempting questions

We will cover:

- Reading the question
- Computations
- Written answers
- Check the requirement



Reading the question



Reading the question

- Requirement in bold first
 - Calculate
 - Discuss
 - Explain
 - Explain with supporting calculations
 - Identify/state/list
 - Show
 - Summarise
- Read the information carefully and actively
- Answer the question set
- Look for easy standalone requirements


Reading the requirement

- Example 1

Calculate the Capital Gains Tax liability for 2024/25, including an explanation of any reinvestment relief claim. You should state the due date of any claims and the due date for payment. (16)

- Example 2

Discuss the tax issues with regard to the disposal of Angela's business. (15)



Reading the question (ATT only)

- Have you been asked to do:
 - Letter
 - Email/memo
- Use correct format to get up to 2 presentation marks
- ATT ONLY
- (CTA AT/AW – no specific format or presentation marks)



Computations



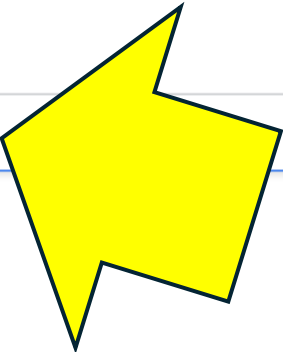
Computations

- Use tables
- Use proformas
 - Label all figures
 - Cross reference to workings (W1)
- Follow through marks awarded
- Get the easy marks
 - PAYE, AEA, CGT rate, WDA

Computations (cont.)

- Put in the numbers you do know
 - Come back (if time) to things unsure on
- Marker/examiner not a mind reader!
 - *If you work it out – type it out*

← → Paragraph **B** *I* U | :≡ ½= ∨ [table icons]



Income tax computation 2024/25

			NSI	INT	DIV	
			£	£	£	
Employment (W1)			20,500			
Interest				1000		

(W1) Employment income|

Salary		15,000				
Car (W2)		10,000				
Medical		500				
		20,500				

Example from CIOT website

CAs on P&M for the period ended 31 March 2022

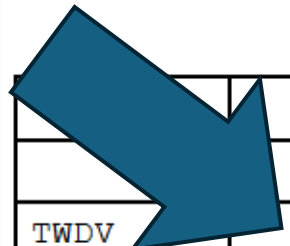
CAs	No t	FYA	AIA	Main pool	Specia l rate pool	Allowanc es
		£	£	£	£	£
Aircon factory	1 ,6		680,000			
Water & electric al systems	1		310,000			
			990,000			
AIA	2		(916,667)			916,667
					73,333	
Producti on machiner y incl delivery and installa tion	3			650,000		

Calculate with brief explanations:

Your answers

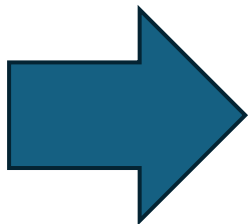
↩ ↪ Paragraph **B** *I* U | := ½= ∨ [table icons]

Capital allowances YE 31/3/25



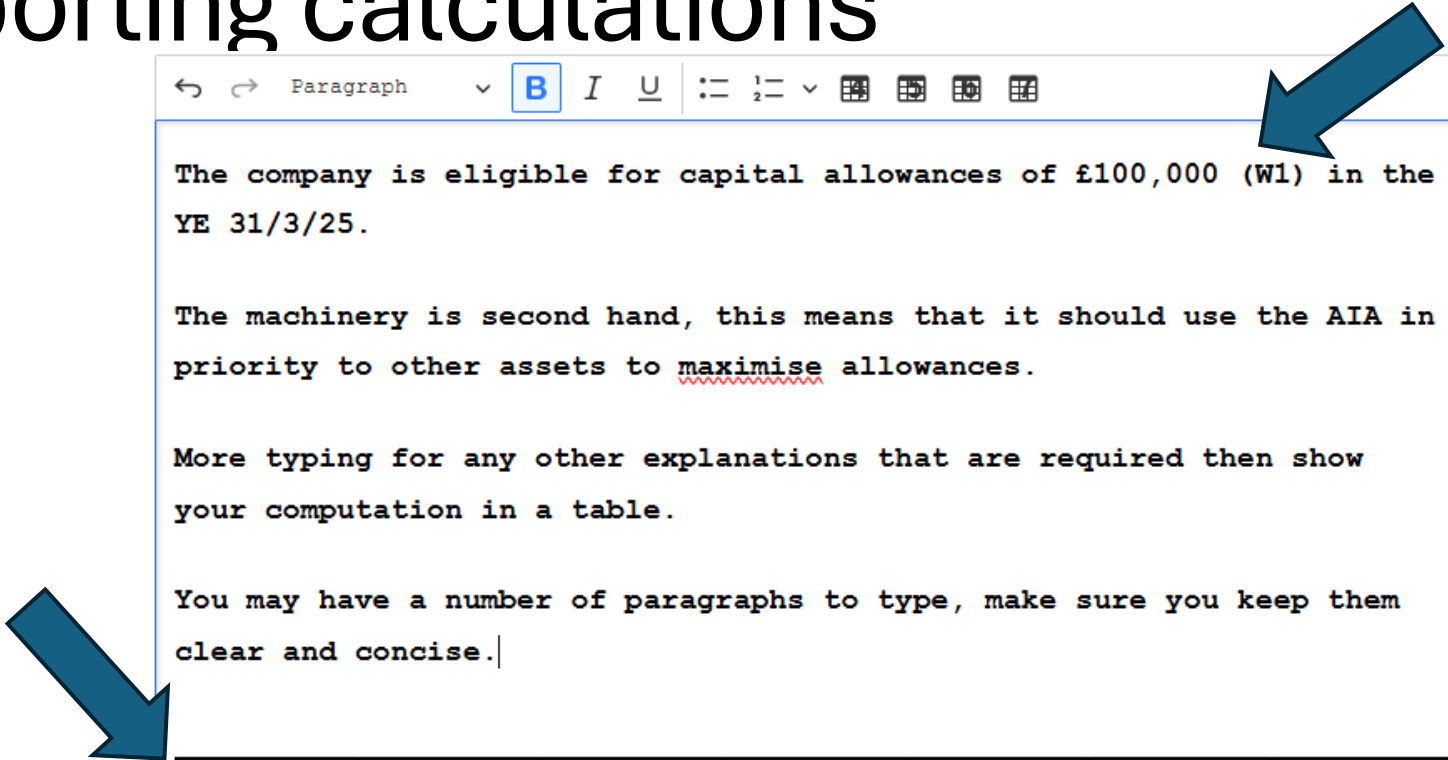
		AIA				
		£				
TWDV						
Machine	(N1)	100,000				

Notes



N1- Qualifies for AIA in priority to new special rate pool assets as second hand.

‘Calculate and explain’/ ‘Explain with supporting calculations’



The company is eligible for capital allowances of £100,000 (W1) in the YE 31/3/25.

The machinery is second hand, this means that it should use the AIA in priority to other assets to maximise allowances.

More typing for any other explanations that are required then show your computation in a table.

You may have a number of paragraphs to type, make sure you keep them clear and concise.

(W1)		AIA	SRP			CA
		£	£			
TWDV						
Machine		100,000				
Car			25,000			



Written answers



Written answers

- Use headings
- One point per paragraph
- Leave space between paragraphs
- White space helps the marker
- Cross reference to calculations



Written answers

- Be specific
 - Use the information in the question
- Use full sentences
- Start with basics and build
- Remember the easy points
 - Eg AEA, PA

Written answers examples:

This paragraph includes 2 or more sentences and doesn't stop to give the reader any break, it just keeps going on and on and on. This makes it harder for the marker or examiner to navigate. It is best to only use one sentence per paragraph to make it easier for the marker to work out how many marks can be given.

These paragraphs on the other hand only include one point each.

This makes them much easier to read, and therefore easier for the marker to give marks to.

Try to use one sentence per paragraph so that your answer is as easy to follow and mark as possible.

This will help you to maximise your marks and pass the exam.

Remember to keep your language clear and concise, and use full sentences.

Written answers – ATT only

- 2 presentation skills marks available
- Use correct format
 - Letter/email/memo
 - See practice question solutions
 - Do not include your own name
 - Set up format first
 - Use heading/sub-headings



Written answers – CTA

- The CIOT expect candidates to reach a conclusion and to provide any advice which will be relevant to the taxpayer
- A question may specifically ask for an answer by reference to legislation or case law and in such cases marks will be available for doing so.

Check the
requirement

Check the requirement

- Check it before you move on
- You may have missed something you can get quick easy marks for
 - Due date
 - Claim date

Review



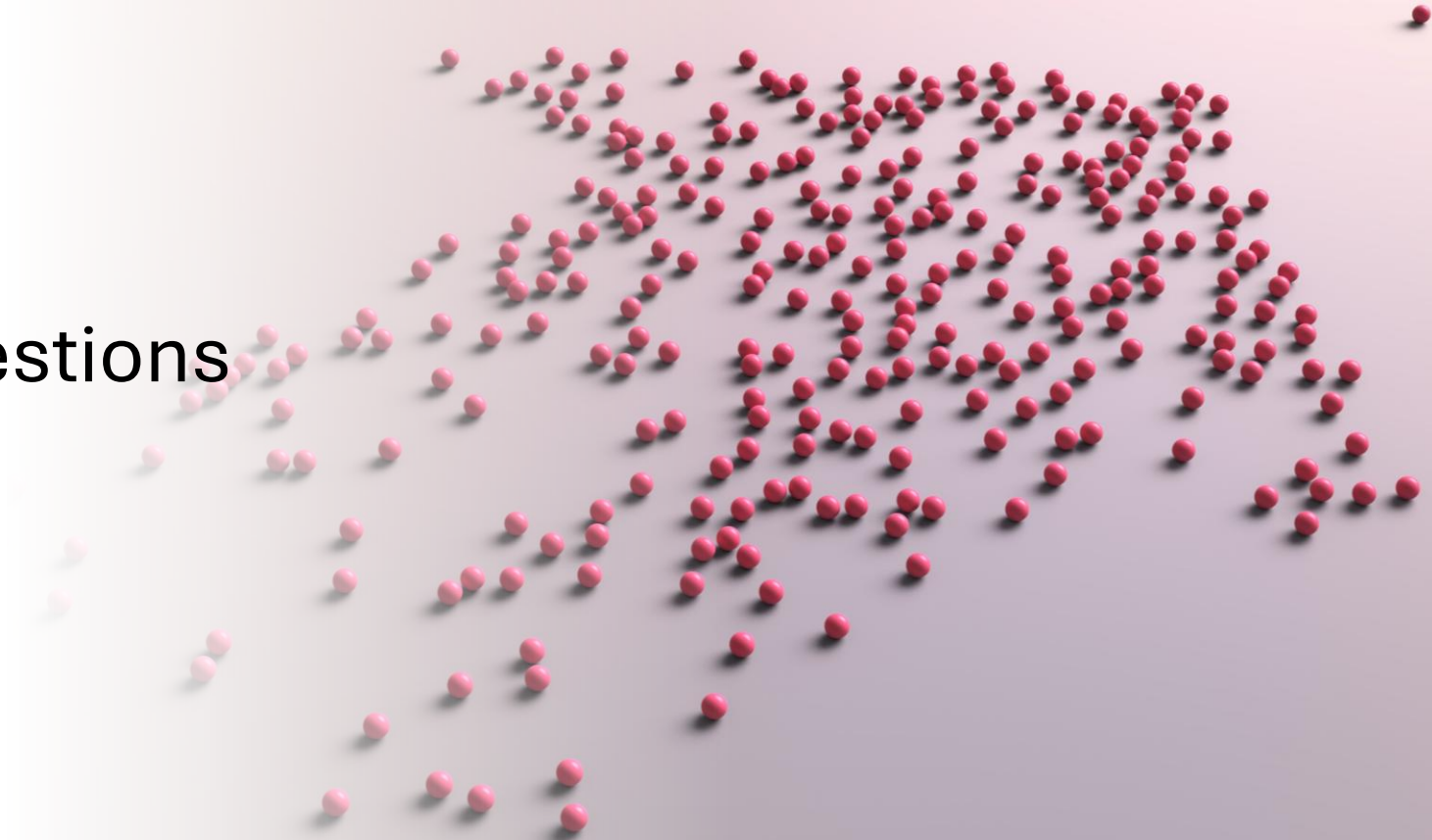
Review

- Read through once finish typing
 - Correct typos
 - Ensure tables can be followed
 - Have you stated any assumptions?
- If you have made a mistake
 - Remember you will get follow through marks
 - DO NOT RETYPE
 - Make a note at bottom of answer explaining error you realise you have made



Exam technique

- Timing
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- Review





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Exam technique

Any questions?

The recording will be made available via the Free Content section of the Tolley Academy