

Tolley[®] Exam Training

TOM INSTRUCTIONS

Our pre revision question banks are available to sit using our “TIMED ON-SCREEN MOCK (TOM)” software on the Academy. Please **do not use** Internet Explorer to access the question banks.

TOM has been developed by Tolley to closely mirror the Exam4 software being used for the 2021 and 2022 sittings of the ATT and CTA exams.

TYPING UP YOUR ANSWERS

Your screen will have the **question paper on the right hand side** and a **text box on the left hand side** for you to type your answers into (same as Exam4). We do have a timer for our exams but have removed this functionality for the question bank access.

The screenshot displays the TOM system interface. On the left, there is a 'Question Bank' window titled 'ATT Paper 1 On-screen Pre Revision Question Bank'. It shows a table with the following data:

	£
Removal costs (W1)	2,000
Apartment (W2)	17,625
Furniture (W3)	2,800
Car (W4)	8,265
Fuel (W5)	<u>4,361</u>
Total	32,651

Below the table, it states: 'Tax @45% = £14,693' and 'W1 Excess above £8,000 is taxable (10,000 - 8,000 = 2,000)'. A 'body p' text box is visible at the bottom of the question bank window.

On the right, there is a 'Question Paper' window titled 'ATT PAPER 1 LONG QUESTIONS'. It contains a question about Ethel's relocation costs and provides a list of requirements for the answer.

Requirements:

- 1) Calculate the Income Tax payable by Ethel in respect of the benefits provided for 2020/21. (8)
- 2) Briefly explain whether National Insurance Contributions are payable in respect of these benefits. (1)
- 3) State six items that must be included in the written particulars of employment provided to Ethel. (3)

Total (12)

You may use the copy, cut and paste functions and also bold, italic or underline. Please note that the copy and paste functions only work within the TOM system, you cannot copy and paste into or out of the TOM system. There is also a redo/undo option.

Within the TOM system you can highlight parts of the question papers. In order to highlight in TOM you need to use the mouse to highlight the text then it will bring up a pop up button saying 'highlight' which you can press to save the highlighting. This is slightly different to Exam4 as there is no pop up button in Exam4. Please note you cannot remove the highlighting once you have added it, as in Exam4.



ALLOWED - 3.5 HOU

u should answer all questions.

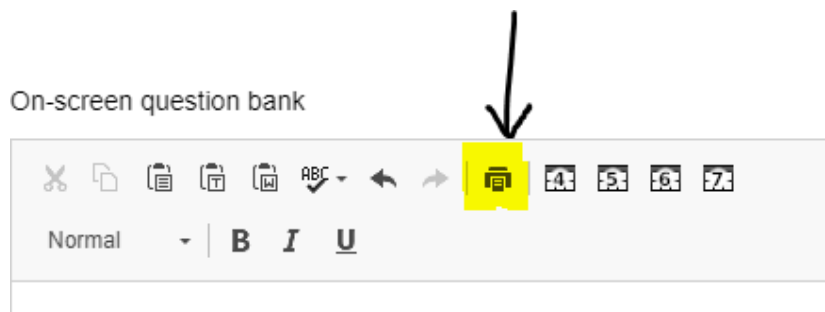
pe up your answers and ensure you clearly label whic

For computational answers you can now insert a “ruler” with 4, 5, 6 or 7 sections which effectively helps you to create **4, 5, 6 or 7 “columns”**, you will see the icons shown below in yellow but you can also add these by using the keyboard shortcuts Ctrl+Shift+4, Ctrl+Shift+5, Ctrl+Shift+6 and Ctrl+Shift+7. Please note on Exam4 the keyboard shortcuts will be Ctrl+4, Ctrl+5, Ctrl+6 and Ctrl+7. Please note this functionality is not creating a true “table” as such but it can assist with presentation - you will still need to use the “tab” button on the keyboard in order to move numbers into the right “columns”.



The ATT/CIOT recommend inserting a “5 section ruler” if you want a computation with 3 “columns” for numbers - you can then use the first 2 sections for the description/narrative on each row and the next 3 sections for the numbers.

We do have a save function available for students who have an Academy account but students without Academy accounts are able to save their answers by printing them to a pdf using the icon show below:



If you have any questions relating to the software, please email Claire Oglesby on claire.oglesby@lexisnexis.co.uk who will be able to assist.