

The Study Process

Step	What	What you do and receive	Fee
1	Register with the ATT	You must: • Pay Student Registration Fee You will receive: • Your ATT Student Registration Number	£60
2	Register with Tolley	You must: • Submit your ATT Student Number and pay the study fee You will receive: • Study Manual & Question Bank • Online Academy & Exam Centre Access	£380 + £38 (VAT)
3	Study	You must: • Study and pass each Module A to D exam in order When you've passed all 4 modules, you will receive: • A PDF entitled "Eligibility to Sit Final Certificate Examination"	-
4	Register with the ATT to Sit Final Certificate Examination	You must: • Access your ATT account to register for the final examination • Pay the Exam Fee	£110
5	Sit Final Certificate Examination with Tolley	You must: • Sit the Final Mock • Then sit the Final Certificate Examination When passed, you will receive: • The Foundation Certificate from the ATT	-

How to Pass

Sit between 1 November 2023 and 31 December 2025
to complete under Finance Act 2023 and Finance (No2) Act 2023

ATT Registration

Tolley Registration

Module A

Study Manual & Question Bank

- Worked illustrations aid understanding
- Examples to try what you have learnt
- Practice questions at the end of each chapter

- **Commit & Plan your time**
- Study regularly
- Test your knowledge with the questions

- Create a detailed action plan, to work through ALL 4 modules
- Aim for a specific date to sit the **Final Certificate Examination**
- **Question practice is key to passing the exam – review and focus on the areas you don't know!**

Tolley Online Academy

- Electronic version of study material via MyLiveBook
- Optional audio-visual lectures, MP3 audio download
- Student forums

- Offline access to ebooks via The MyLiveBook Mobile App for tablets/smartphones
- Optional lectures to supplement the study material
- Student forum to post queries and gain support from other students and tutors

Tolley Online Exam Centre

- Complete the study manual and question bank chapters for the module
- Then sit the online **Mock Exam** followed by the **Module Exam**

Online Mock & Module Exams

- 20 multiple choice/response questions
- 40 minute time limit
- **Pass mark – 12 out of 20 (60%)**
- Feedback option available for Mock Exams

Should you fail:

- Review your study material and question bank
- **Multiple retakes allowed** - Module Exam questions may vary on a retake

Successfully passed Module A Exam?

Then proceed with **Module B**, followed by **Module C** then **Module D**

Successfully passed Module D Exam?

Register for your "Final Certificate Examination" with the ATT and pay the Exam Fee

Practice **Final Mock Exam** online

Sit Final Certificate Examination

- 30 Multiple choice/response questions
- 60 Minute time limit
- Pass mark 20 out of 30 (67%)
- **Should you fail**, review your study material. **Multiple retakes allowed** - questions may vary