



Examination Environment Updates

13 March 2026

Maintaining the integrity, credibility, and fairness of the actuarial qualification process is one of the Society's most important responsibilities.

Our examinations are a cornerstone of the profession's reputation, and the value of the actuarial designation depends on the confidence that employers, regulators, and the public place in that assessment process.

At the same time, the environment in which examinations are written continues to evolve. Advances in technology, changes in candidate behaviour, and new forms of academic integrity risk mean that examination processes must be reviewed and refined regularly to ensure they remain robust and appropriate.

Following a review by the ASSA Board of Examiners, several refinements will be introduced to the examination environment from this semester. These changes are intended to strengthen examination integrity and reduce avoidable exam-day incidents, while ensuring a consistent and fair experience for candidates.

The key changes that candidates should be aware of are summarised below.



Equipment Permitted at Venue-Based Examinations

Candidates will no longer be permitted to bring their own mice or keyboards into examination venues.

This change is intended to mitigate integrity risks associated with wireless devices, programmable peripherals, and devices with storage capability.

ASSA will provide standardised equipment at venues for all candidates.

The equipment available will include:

- Laptops: HP or Dell notebooks
- Laptop screen: Minimum 14-inch display
- External display: 24-inch second monitor
- Keyboard and mouse: Logitech MK120 wired keyboard and mouse combo

Most candidates currently use the laptop keyboard and mouse during examinations. However, wired keyboards and mice will be available at all venues to ensure candidates can work comfortably.



Equipment Permitted in Remote (Virtual) Examinations

To manage integrity risks more effectively, candidates writing examinations remotely will be required to use the laptop keyboard and trackpad/mouse built into their laptop.

External devices, including external keyboards and mice, will no longer be permitted in the virtual examination environment.

Candidates who require external equipment are encouraged to write their examinations at a venue-based sitting, where standardised equipment is provided.



Venue-Based Examination Logistics

A small number of changes will also be introduced to examination-day logistics at venues to ensure that examinations can start on time and that invigilators have sufficient time to complete the necessary pre-exam procedures.

Candidates will be required to be seated in the examination venue 30 minutes before their scheduled examination start time. Venue doors will close at this point, and candidates arriving after this time will not be permitted to enter the venue and will forfeit their examination attempt.

For example, where an examination is scheduled to start at 09:00, all candidates must be seated by 08:30.

This approach allows invigilators to complete essential pre-exam checks, provide instructions and announcements to candidates, and ensure that all systems are functioning correctly before the examination begins.

Candidates are therefore strongly encouraged to arrive at venues well in advance of the seating cut-off time to allow sufficient time for entry procedures and pre-exam checks. Arriving early will help ensure that candidates can begin their examination without unnecessary stress or disruption.

In addition, candidates will not be permitted to leave the examination venue during the first 30 minutes or the final 30 minutes of the examination.



Remote Examination Start Time

For remote examinations, candidates must now be logged into the examination system at their scheduled start time.

The previous one-hour grace period for late logins will be removed. Candidates who are not logged in at the start of the examination will forfeit their attempt.

This change will help ensure a more consistent and controlled start to remote examinations and reduce operational and integrity risks associated with late entry.



Uploading Examination Scripts

The process for uploading examination scripts to the exam platform has also been simplified, and there are now two methods available by which candidates may upload their scripts.

Candidates should carefully review the [Upload Guide](#) to understand the available submission options and the correct process for uploading scripts.

We would like to remind candidates that they are responsible for ensuring that the correct content is uploaded for submission of their examination, and that the script is submitted in the prescribed format, file size and submission location as communicated by ASSA.

ASSA will not retrieve, replace or amend answer scripts where incorrect, incomplete or unintended versions are uploaded, nor where candidates subsequently notify ASSA after the conclusion of the examination session that an incorrect file was submitted.



Education Sessional

Candidates are also strongly encouraged to attend the upcoming Education Sessional taking place on **17 March 2026 at 15:30**, where further important examination-related information will be shared.

Register [here](#).

Education Sessional



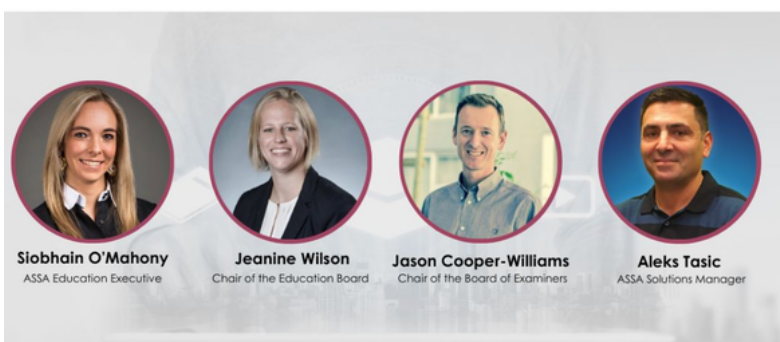
17 March 2026



15:30 - 17:00



Virtual



You are invited to attend the upcoming ASSA Education Sessional, which will take place online ahead of the Semester 1 2026 examination session. This session will cover important examination-related matters and key changes applicable to the Semester 1 2026 examination session, including **operational updates**, **expectations for candidates**, and an opportunity to clarify common questions regarding the examination process.

Given the importance of the topics to be discussed, **all candidates registered to write Semester 1 examinations are strongly encouraged to attend.**