

ASSA Exam Fact of the Day:

Remote check-in, proctoring and examination-day requirements

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Dear Candidate

As you prepare for your upcoming examination, today's fact is an important reminder about prohibited and permitted items, examination conditions, and what you may have with you in your examination environment.

Whether you are writing at an ASSA venue or remotely, the same core principle applies: once you are under formal examination conditions, only items, equipment and materials explicitly permitted or provided for the examination may be used or accessed.

What is prohibited?

Unless you have received explicit prior approval, the following are not permitted during your examination, whether you are writing at a venue or remotely:

- Notes, textbooks, study materials or course materials
- Formulae & Tables books or any other reference materials
- Mobile phones, earbuds/headphones or other unauthorised smart devices
- Watches of any kind, including smartwatches and stopwatches, as well as watch, clock or stopwatch applications, including those embedded in computer devices
- Wearable technology of any kind, including but not limited to smart glasses, fitness trackers and smart rings
- Electronic devices that have not been specifically provided or approved for the examination
- External devices or peripherals, including external keyboards, external mice, additional screens or monitors, or other external input or display devices
- Access to the internet, email, messaging platforms or other communication tools
- AI tools or software, including ChatGPT or similar tools
- Unauthorised software, applications or digital files
- Any item or tool that enables communication, collaboration or access to external information
- Tissues - candidates may not bring their own tissues into the examination environment

What is permitted?

The following items may be brought into the examination environment, whether you are writing at a venue or remotely:

- A valid government-issued photographic identification document
- Your official examination entry permit - this must be clean and unannotated. You may not write on or annotate your permit before or during the examination.
- A pencil and/or pen, ruler and eraser
- An ASSA-approved calculator

- A non-alcoholic beverage in a clear/transparent, sealable bottle only. No labels, including manufacturer labels, are permitted on the bottle
- Small snacks, provided they do not cause disruption through strong smells, mess or noisy packaging
- Medication, where required. Medication must be free of any paper inserts and any packaging will be checked by an invigilator

Only items explicitly permitted or provided for the examination may be used or accessed while you are under examination conditions.

When do examination conditions begin?

It is important to remember that examination rules apply from the point at which you enter formal examination conditions - not only once you begin answering the examination paper.

If you are writing at a venue, you are under formal examination conditions once you have completed the exam-day registration and pre-checks and have been granted entry to the examination venue.

If you are writing remotely, you are under formal examination conditions once you commence the examination check-in and invigilation process.

From this point, all applicable examination rules must be observed. You may not access a mobile phone, unauthorised materials, communication tools or any other prohibited item or resource. Any breach of the examination rules may result in the forfeiture of your examination attempt or other action in accordance with the assessment regulations and relevant ASSA examination policies.

Writing at a venue? Remember the chair bags

All personal items must be stored in the chair bag provided at the venue, excluding food and beverages and any equipment permitted through an approved special concession.

Each chair bag measures 36.5 cm x 33.5 cm and is the only storage space available for personal items inside the examination venue.

Please bring only essential personal items. Bulky backpacks and handbags will not fit into the chair bags and will need to be left outside the examination hall at your own risk.

We recognise that some candidates may need to bring their mobile phone to the venue, particularly where they use public transport or ride services. If you bring a mobile device, it must:

- Be switched off;
- Be stored strictly in accordance with the invigilator's instructions; and
- Not be accessed at any point during the examination.

Please also remember that the chair bags remain the property of ASSA and must not be removed from the venue.

Invigilators may provide a wired mouse and keyboard if required. Candidates may not bring or use their own external peripherals.

Writing remotely?

Remote candidates must use a laptop for the examination. Desktop computers may not be used, as they require external peripherals.

External keyboards, mice, additional monitors/screens and other external input or display devices are not permitted.

Before your examination, take a few minutes to check your examination environment and

remove any prohibited materials, devices or other items from your workspace before beginning the check-in and invigilation process.

Being prepared in advance will help you enter the examination environment knowing that your workspace and equipment comply with the examination requirements.

We wish you well with your final preparations for the upcoming examination session.

Kind regards,

Education and Examination Administration

Actuarial Society of South Africa (ASSA)