

ASSA Exam Fact of the Day:

Venue Based Exams

ASSA Exam Fact of the Day

Venue-Based Examinations: Check-in, Registration and Invigilation

Candidates writing an ASSA examination at an examination venue should familiarise themselves with what to expect when arriving at the venue, including registration, pre-examination checks, entry into the venue and invigilation requirements.

Please read this information carefully before your examination day. Arriving prepared will help you complete the required checks efficiently and be seated in good time for your examination.



Before you arrive

Please plan to arrive at the examination venue at least one hour before your scheduled examination start time to allow sufficient time for registration and the required pre-examination checks.

Before leaving for the venue, make sure that you:

- Print your examination permit and bring it with you for each registered examination. Your permit contains your unique candidate number.
- Bring a valid government-issued photographic ID, such as an ID card, driver's licence or passport.
- Memorise your ASSA member profile number and password. You will use these to log in to the ASSA Exam Platform. You will not have access to your personal laptop, mobile device or password-saving applications once you are in the examination venue, and invigilators do not have access to candidates' login credentials.
- Check that your calculator appears on the ASSA approved calculator list and that its memory has been cleared.

Registration and pre-examination checks

Candidates will queue for registration according to their candidate number. Please follow the signage and instructions provided at the venue.

You will be required to present both your printed examination permit and valid government-issued photographic ID to register and gain entry to the examination venue. Candidates who cannot present either of these documents will not be able to complete registration and will not be admitted to the examination venue.

As part of the registration and entry process, invigilators will also conduct several checks:

- **Head and facial coverings and ears:** Candidates wearing any form of head or facial covering, including for religious reasons, will be required to remove or adjust the covering sufficiently to allow the required check to be completed. Candidates with long hair covering their ears will be required to move their hair so that their ears can be checked. Candidates who refuse to undergo these checks will not be admitted to the examination venue.
- **Glasses:** Candidates wearing glasses will be required to allow invigilators to inspect them to verify that they are not smart glasses. Smart glasses are prohibited and will be confiscated for the duration of the examination and returned afterwards.
- **Medication:** Medication must be presented to an invigilator for inspection. Medication must be free of paper inserts, and any packaging will be checked.
- **Calculators:** Candidates must present **all calculators** in their possession at registration for inspection, including any lids or covers. Each calculator must appear on the ASSA approved calculator list, its memory must be cleared, and it must be free of paper inserts or other unauthorised material. Any calculator that is not on the approved calculator list will be confiscated for the duration of the examination and returned afterwards. Candidates may only use calculators that were presented and cleared during the registration checks. Any candidate found to have switched to or used a calculator during the examination that was not presented for inspection at registration may be subject to disciplinary sanction in accordance with the applicable ASSA regulations and policies.
- **Mobile devices:** Any mobile device brought to the venue must be presented at registration so that invigilators can verify that it has been switched off. Candidates are strongly encouraged to leave mobile devices securely in their vehicles where possible. Any device brought into the examination venue must remain switched off for the entire examination and be stored in the chair bag provided.

Any other items that are not permitted in the examination venue will be confiscated and returned at the end of the examination.

A candidate who refuses to comply with the required registration or pre-examination checks will not be granted access to the examination venue and will forfeit their examination attempt.

Once you have registered

Once you have completed registration and the required pre-examination checks, we strongly encourage you to proceed directly into the examination venue.

If you choose to return to your vehicle or wait outside after completing registration, you will need to undergo the required pre-examination checks again before you can enter the examination venue.

Importantly, formal examination conditions apply from the point at which you have completed registration and the pre-examination checks and have been granted entry to the examination venue. They do not begin only when you start answering the examination paper.

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 forfeiture of your examination attempt or further action in accordance with the Assessment Regulations and applicable ASSA examination policies.

Be seated 30 minutes before your examination

All candidates must be seated in the examination venue 30 minutes before the scheduled examination start time. The venue doors will close at this point. Candidates arriving after the seating cut-off time will not be permitted entry and will forfeit their examination attempt.

Once seated, you will not be permitted to leave the examination venue until 30 minutes after the examination has started. We therefore strongly recommend using the restroom before presenting yourself for registration. Candidates may also not leave the examination venue during the final 30 minutes of the examination.

Scrap paper will be provided to candidates once seated in the examination venue, shortly before the examination begins.

Mobile devices during the examination

Mobile devices must remain switched off and stored in the designated chair bags for the duration of the examination.

Candidates found with a mobile device on their person during the examination, or with a device that has not been switched off, risk disqualification from the examination and potential further sanction.

Smoking, alcohol, drugs and stimulants

ASSA examination venues are non-smoking and free of alcohol, drugs and stimulants.

Candidates may not leave the examination venue during the examination to smoke or vape, or to consume alcohol, drugs or stimulants. No drugs may be consumed during the examination other than permitted medication that has been presented for the required checks.

Candidates conduct and compliance

All candidates are expected to conduct themselves in a manner consistent with the ASSA Code of Conduct and to comply promptly with reasonable instructions from invigilators and examination support staff.

ASSA maintains a zero-tolerance approach to inappropriate or unacceptable behaviour towards invigilators and support staff.

Candidates who fail to comply with examination rules or required checks, or who behave in a disruptive, non-compliant or inappropriate manner, may be removed from the examination and may forfeit their examination attempt. Further action may also be taken in accordance with the applicable ASSA regulations and policies.

Give yourself enough time

There are several checks that need to be completed before you can enter the examination venue. Arriving prepared, with the correct documentation and permitted equipment, will help the registration process run smoothly and give you time to settle before your examination begins.