

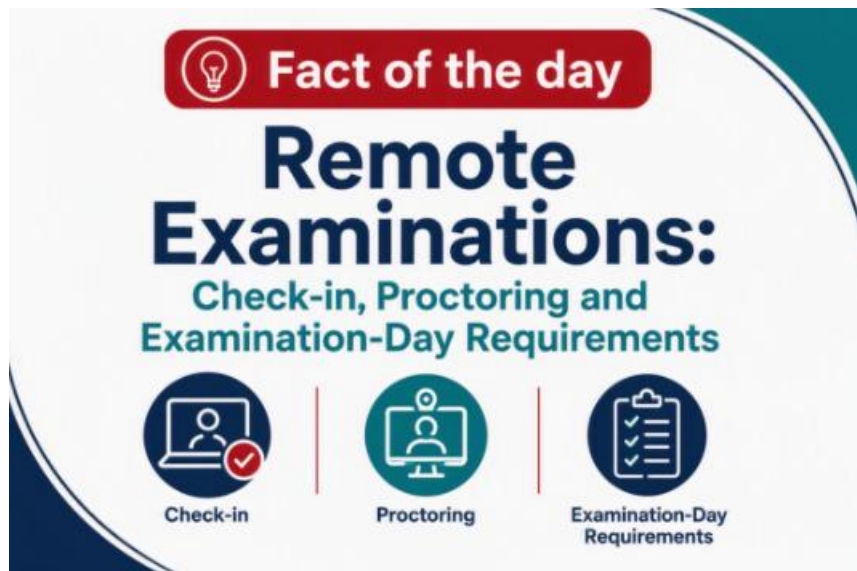
ASSA Exam Fact of the Day: Remote Examinations

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Remote Examinations: Check-in, Proctoring and Examination-Day Requirements

Candidates writing an ASSA examination remotely should familiarise themselves with what to expect on examination day, including logging in, examination-day checks, the remote examination environment and proctoring requirements.

Please read this information carefully before your examination day. Being properly prepared will help you complete the required checks efficiently and avoid unnecessary delays when starting your examination.



Before your examination

You must use the same laptop and internet connection that you used during your examination testing.

Before your examination day, make sure that you:

- Print your examination permit and have it with you for each registered examination.
- Have a valid government-issued photographic ID, such as an ID card, driver's licence or passport, available for your examination-day checks.
- Memorise your ASSA profile member number and password. You will need these to access the ASSA Exam Platform.
- Confirm that Guardian Browser is installed and that all required permissions are enabled.
- Ensure that your Meazure Learning (ProctorU) profile is up to date.
- Check that your Microsoft Windows/macOS and Microsoft Office licences are valid and have not expired on the laptop you will use for the examination.
- Check that your calculator appears on the ASSA approved calculator list and that its memory has

been cleared.

- Ensure that Autosave is switched off. You must not save your answer template to OneDrive or any other cloud storage service.
- Ensure that all remote desktop and virtual machine applications – for example, AnyDesk, TeamViewer or RemotePC – are disabled and, preferably, uninstalled before your examination. Failure to do so may negatively affect your ability to enter your examination.

Your laptop and equipment

Remote examinations must be completed using a **laptop**.

No external devices or peripherals are permitted. This includes, but is not limited to:

- external keyboards;
- external mice;
- additional screens or monitors; and
- any other external input or display devices.

You must use the built-in keyboard and trackpad/mouse on your laptop throughout the examination.

Desktop computers may not be used under any circumstances, as they require external peripherals.

Your remote examination environment

Before logging in, make sure that your examination environment is ready.

You must write in a quiet room with a closed door behind you and visible to the proctor.

Your laptop and camera must be positioned so that your head and shoulders are clearly visible to the proctor. If you accidentally bump or move your laptop during the examination, you must immediately readjust your camera.

It is your responsibility to remain adequately visible to the proctor throughout the examination. Candidates who cannot be adequately seen during the examination may have their examination attempt forfeited.

Your examination environment must also comply with all applicable examination rules regarding permitted and prohibited items and resources.

Logging in at your scheduled timeslot

You must log in to the examination platform using your ASSA profile member number and password at your scheduled Measure Learning (ProctorU) timeslot. Your scheduled timeslot is your required login time. Candidates who log in late will forfeit their examination attempt.

Remote check-in and pre-examination checks

As part of the remote check-in process, your proctor will conduct the required identity, environment and equipment checks before you are permitted to proceed with your examination.

You must follow the proctor's instructions and cooperate fully with all required checks. These may include checks of:

- your government-issued photographic ID and examination permit;
- your examination environment and permitted materials;
- head and facial coverings and your ears;
- glasses, to verify that they are not smart glasses;
- medication and its packaging;
- your calculator, including any lid or cover, to confirm that it is permitted and free of unauthorised material; and
- other items or equipment within your examination environment

Candidates wearing any form of head or facial covering, including for religious reasons, must comply with the proctor's instructions to allow the required checks to be completed. Candidates with long hair covering their ears will similarly need to move their hair sufficiently for their ears to be checked.

Medication must be free of paper inserts, and any packaging must be available for inspection.

Candidates must present **all calculators in their possession or available within their examination environment** to the proctor for inspection during the pre-examination checks, 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 must be removed from the examination environment before the examination may proceed. Candidates may only use calculators that were presented to and cleared by the proctor during the pre-examination checks. Any candidate found to have switched to or used a calculator during the examination that was not presented for inspection during the pre-examination checks may be subject to disciplinary sanction in accordance with the applicable ASSA regulations and policies.

A candidate who refuses to comply with required examination-day checks or reasonable instructions from the proctor may not be permitted to proceed with the examination and may forfeit their examination attempt.

Formal examination conditions

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.

For remote examinations, you are under formal examination conditions once you have logged in at your scheduled Meazure Learning (ProctorU) timeslot and commenced the examination check-in and proctoring process.

From this point, all applicable examination rules must be observed. You may not access a mobile phone, unauthorised materials, communication tools, cloud storage, other applications 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.

Proctoring throughout your examination

Remote candidates must remain continuously proctored for the duration of the examination.

You must remain visible to your proctor and comply promptly with any reasonable instructions given by the proctor during the examination.

You may not deliberately obstruct, disable or interfere with the proctoring process. If your camera position changes, you must readjust it so that you remain clearly visible.

You will not be permitted to leave the examination session during the first 30 minutes or the final 30 minutes of the examination.

Mobile devices and other prohibited resources

Once you have entered formal examination conditions, you may not access a mobile phone or other unauthorised device during the examination.

You must also not access unauthorised applications, communication tools, websites, cloud storage services or other prohibited resources.

Your answer template must not be saved to OneDrive or any other cloud storage service, and Autosave must remain switched off.

Any unauthorised access to a device, application, material or resource during the examination may constitute a breach of the examination rules and may result in disqualification or further sanction in accordance with the applicable ASSA regulations and policies.

Smoking, alcohol, drugs and stimulants

Your remote examination environment must be smoke- and vape-free and free of alcohol, drugs and stimulants for the duration of the examination.

Candidates may not smoke or vape, or consume alcohol, drugs or stimulants during the examination. No drugs may be consumed during the examination other than permitted medication that has been made available for the required examination-day checks.

Candidate 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 proctors and examination support staff.

ASSA maintains a zero-tolerance approach to inappropriate or unacceptable behaviour towards proctors 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 forfeit their examination attempt. Further action may also be taken in accordance with the applicable ASSA regulations and policies.

Be ready for your scheduled login time

There are several checks that must be completed before you can proceed with your examination. Being prepared will help the check-in and proctoring process run as smoothly as possible and allow you to focus on your examination.