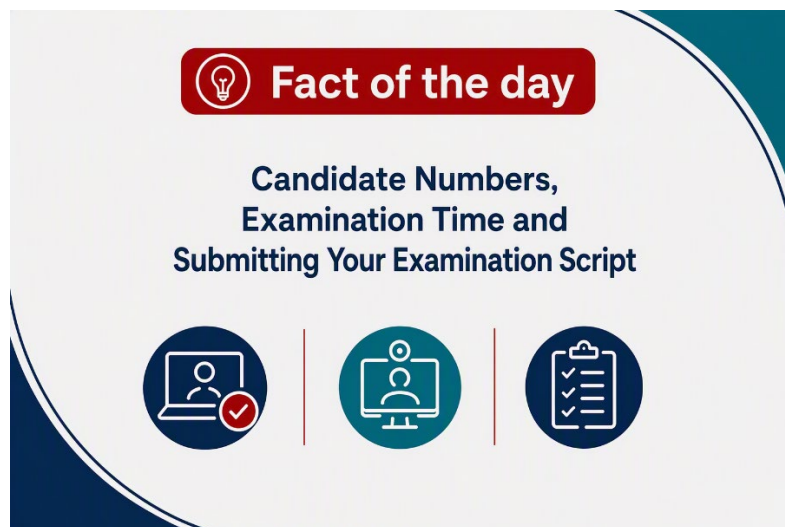


ASSA Exam Fact of the Day:

Candidate Numbers, Examination Time and Submitting Your Examination Script

Candidates should familiarise themselves with three important aspects of completing and submitting an ASSA examination: **using candidate numbers correctly, understanding examination and upload time, and successfully submitting examination scripts.**

It is important to understand these requirements before the examination. Candidates must both complete their examination and successfully submit an identifiable examination script for their examination attempt to be valid and considered for marking.



Your candidate number – identifying your examination script

Print your examination permit for each registered examination and have it with you for each registered examination. Your examination permit contains your unique candidate number.

Remember that you will log in to the ASSA Exam Platform using your **ASSA member profile number and password**. However, your examination submission must be identified and saved using your **candidate number** in accordance with the examination instructions.

Submissions that are incorrectly labelled or cannot be clearly identified by candidate number may not be marked and may result in forfeiture of your examination attempt.

If you are writing at a venue

Use only the ASSA answer template(s) provided in your personal folder under the “Exam” icon on your desktop. Your file(s) will already have been named using your candidate number. Please:

- check that the candidate number in the filename matches the candidate number on your examination permit;
- notify an invigilator immediately if there is any discrepancy;
- **do not rename your file;**
- **do not create multiple versions of the file;**
- ensure that your full **candidate number appears in the header of your answer document;** and

- do not use your name and/or ASSA member number anywhere on your answer script.

If you are writing remotely

Download the ASSA answer template(s) from the ASSA Exam Platform and save the template(s) on your desktop using your full candidate number as the filename.

Ensure that your full candidate number appears in the header of your answer document.

Do not use your name or member number as the filename.

Ensure that Autosave is switched off. You must not save your answer template to OneDrive or any other cloud storage service

Understanding examination time and upload time

ASSA examinations use **one countdown timer**, visible in the ASSA Exam Platform.

The countdown timer is activated when the examination password is entered into the platform to access your examination.

Importantly, the countdown timer reflects your **total examination time**. This includes:

- your examination writing time, including reading time; plus
- the time specifically allocated for uploading your examination submission.

There is **not a separate timer or clock for upload time**.

At the end of your allocated writing time, you must **stop writing and proceed to upload your answer document** to the ASSA Exam Platform within the time specifically allocated for uploading.

The countdown timer will **turn red at the end of the examination writing time** to indicate that writing time has ended and that the remaining time is available for uploading your examination submission.

If you are writing remotely, additional audio prompts will also remind you of the remaining writing time and when you must stop writing. It is therefore important that your **laptop volume is turned up sufficiently for you to hear these announcements**.

You may not add any further keystrokes to your answer script once the examination writing time has ended. Writing or making changes to your answer script during the allocated upload time could lead to disqualification from the examination.

The total writing time, including reading time, and the time available for uploading scripts for each subject are included:

- on the face of the examination question paper;
- in the examination instructions; and
- in your examination Get Ready communication.

Please ensure that you familiarise yourself with the applicable writing and upload times for your examination before examination day.

Uploading and submitting your examination script

You must **both attempt and successfully submit your examination** for your examination attempt to be considered valid.

Any attempt that is not successfully submitted in accordance with the examination requirements will be regarded as **incomplete and invalid and will not be marked**.

When submitting your examination, ensure that you:

- submit only one version of your answer script;
- upload the correct and complete file;
- submit your script in the prescribed format, file size and submission location communicated by ASSA; and

- complete your submission within the allocated upload time.

Once your answer file has been submitted, **it cannot be changed or retracted**. You are responsible for ensuring that the correct content and file are uploaded before completing your submission.

What happens if there is a technical problem when uploading

If you experience a technical issue that affects the uploading of your script to the ASSA Exam Platform, you may submit your script using the **Incident Form**.

Where an upload issue occurs, you must use the Incident Form **immediately and within the stipulated timeframe**. You are strongly encouraged to submit your script within the allocated upload time. Scripts submitted substantially outside the upload timeframe may not be processed for marking.

ASSA will not retrieve, replace or amend your examination script where:

- you upload an incorrect, incomplete or unintended version of your file;
- your script is not successfully uploaded or submitted through either the ASSA Exam Platform or the Incident Form within the stipulated timeframe; or
- you notify ASSA only after the conclusion of the examination session that an incorrect file was submitted.

It is therefore important that you check your file carefully before submitting it.

Two-part examinations

If you are writing an examination comprising **Part A and Part B**, you must attempt and submit both parts.

If either Part A or Part B is not attempted and/or successfully submitted, your examination attempt will be considered **incomplete and invalid and will not be marked**.

Before examination day, remember to:

- have your **printed examination permit** available and know your candidate number;
- understand how your answer file must be named and identified;
- know the **writing time and upload time** applicable to your examination;
- remember that **writing must stop when writing time ends**;
- know how to upload and submit your examination script; and
- check that you have selected the **correct and complete file** before submitting it.

For step-by-step guidance on uploading examination scripts, please refer to the **Upload Guide** [here](#).