

ASSA Exam Fact of the Day:

Bathroom Breaks During ASSA Examinations

Candidates should familiarise themselves with the rules and procedures for bathroom breaks during ASSA examinations.

Bathroom breaks are permitted during specified periods of the examination, but there are important procedures that must be followed to maintain examination integrity and continuous invigilation. The arrangements differ depending on whether you are writing at an ASSA examination venue or remotely.



When can I take a bathroom break?

Whether you are writing **at a venue or remotely**, you may **not** leave your examination environment during:

- the **first 30 minutes** of the examination; or
- the **final 30 minutes** of the examination.

If you are writing at a venue, this restriction begins from the time you are **seated in the examination venue following completion of the registration process**. You may not leave the venue from the time you are seated until after the first 30 minutes of the examination.

Venue-based candidates are therefore **strongly encouraged to use the restroom before registering and entering the examination venue**.

If you are writing at a venue

You need to use the restroom during a permitted period of the examination:

1. **Raise your hand and wait for an invigilator to assist you.** Let the invigilator know that you need to use the restroom. Do not leave your seat or the examination venue without permission.
2. **Only one candidate may leave the examination venue to use the restroom facilities at a time.** You may therefore need to wait until another candidate has returned before you can take your bathroom break.
3. **An invigilator will accompany you to the restroom.**

4. Once you have exited the examination venue, you will be required to **remove jackets, hoodies and other outerwear and hand these to the invigilator** before using the restroom. These items will be returned to you once you have finished using the restroom and before you re-enter the examination venue.
5. **No equipment, mobile devices or other items may be removed from or brought into the examination venue during your bathroom break, other than equipment or devices specifically pre-approved by ASSA for this purpose.**
6. The invigilator will accompany you into the restroom area and **indicate which bathroom stall you may use**. Restrooms and bathroom stalls will be inspected by the invigilator before and after use.
7. Once you have finished, the invigilator will **accompany you back to the examination venue**.

ASSA examination venues, including the restroom facilities, are **non-smoking and free of alcohol, drugs and stimulants**. Bathroom breaks may not be used to smoke or vape, or to consume alcohol, drugs or stimulants. No drugs may be consumed other than permitted medication in accordance with the applicable examination requirements.

If you are writing remotely

You need to use the restroom during a permitted period of a remote examination:

- **Alert your proctor** that you need to use the restroom.
- You must **wait for acknowledgement from the proctor before leaving your examination environment and type a message in your chat**. Do not simply leave the camera view or examination environment.
- **No equipment, mobile devices or other items may be removed from or brought into the examination environment during your bathroom break, other than equipment or devices specifically pre-approved by ASSA for this purpose.**
- Return promptly to your examination environment and type a return message in your chat. You will be expected to do another room sweep with the proctor.

Candidates are reminded that, whether writing at an ASSA venue or remotely, the ASSA Board of Examiners has no tolerance for periods of non-invigilation during examinations. It is therefore important that you follow the required process and remain under the direction of your proctor when taking a bathroom break.

Reporting of bathroom breaks

For both **venue-based and remote examinations, all bathroom breaks are reported to ASSA by invigilators and proctors**. Candidates writing remotely must report bathroom breaks via the incident form.

This forms part of ASSA's examination integrity and invigilation processes. Where conduct associated with a bathroom break is identified as potentially contravening the ASSA assessment regulations, examination policies or examination instructions, the matter may be investigated.

Conduct found to be in breach of the applicable regulations, policies or instructions will carry the corresponding sanction as determined by the ASSA Board of Examiners.

Please plan ahead

Where possible, candidates are encouraged to **use the restroom before entering the examination venue or beginning the remote examination check-in process**.

If you do need a bathroom break during your examination, please follow the applicable procedure and the instructions of your invigilator or proctor. These arrangements are intended to enable candidates to take necessary bathroom breaks while maintaining appropriate examination conditions and the integrity of the assessment.