Student Information Sheet for Remote Session-Based Computer Based Exams

Think Ahead **ACCA**

Find out what to expect from our remote Session Based CBEs. We want your exam day to run smoothly, so it's important you read through this guide before sitting your exam.

WHAT EXAMS ARE AVAILABLE AS REMOTE SESSION-BASED CBE?

The following Applied Skills exams can be taken as a remote Session-Based CBE:

- Performance Management (PM)
- Taxation – United Kingdom (TX-UK)
- Financial Reporting (FR-International)
- Audit and Assurance (AA International)
- Financial Management (FM)

HOW DOES IT WORK?

We are working with ATA to offer students the opportunity to sit remotely invigilated Session Computer Based Exams at home.

To sit your Session-Based CBE from home you must first be registered with ACCA and have no other fees outstanding.

As part of your terms and conditions you will be asked to confirm you meet the **minimum technical specifications** required to sit exams at home.

Once your booking has been confirmed you will need to download **ACCA's exam software** to your computer (ACCA will send your log in details to install this software directly to you via email **5 days in advance** of sitting your exam) & **ATA's remote invigilation software YouXun** to both your computer and mobile device. Ahead of your exam day you will need to download the required exam software and invigilation software and complete a web test and ATA student trial test.

You will need to successfully log in and complete the technical pre-tests ahead of exam day.

Important Notice:

1) Please ensure **your contact details in MYACCA including mobile number are up to date** in the even the proctor may try to contact you during exam.
2) When you log in ACCA's exam software, you will need to select your **Date of Birth (DOB) which you registered with ACCA.**

MINIMUM TECHNICAL SPECIFICATION

The following information will allow you to determine if you have the correct technical setup to successfully use the exam software and remote invigilation software to sit a session exam within your home.

It is important that you read the guidance and ensure that that you meet the minimum specification as you will be asked to confirm your understanding of this if you proceed to booking a remote exam.

General Requirements

- Exams must only be run on desktop PCs or full-size laptop computers excluding **Macs.**
- Desktop or Laptop computer with 2GB spare hard disc space; front view camera 720p (main view for remote invigilation)
- Recommended minimum screen size is 17"
- Use of dual monitors is prohibited
- Your home broadband must be stable and free from interruptions. Please note that an unstable connection will cause problems during the exam and may lead to your exam being terminated. We strongly recommend you connect via a wired internet connection and not a wireless internet connection.
- Remote invigilation mobile device (secondary view). Ensure this is set to mute. Device must be logged out of other

applications with call forwarding set (other than YouXun).

- Mobile device stand. It is recommended that a stand is used to hold the mobile device. The stand is to be placed at an appropriate position and angle per testing requirements. Other means to secure the device in a fixed position are permitted so long it meets the requirements of the exam.
- Mobile phone used as a backup for emergency contact. In the event that the desktop version of YouXun has issues where the proctor is unable to see the video via primary view, then the candidate may be contacted via this mobile phone. The mobile phone number should be the one you registered in MYACCA.

Additional requirements pertaining to the use of laptop computers are as follows:

- The contained hardware and software requirements are adhered to
- Laptops are connected to a mains power supply and must not be powered from battery alone to conduct CBEs.
- It is strongly recommended that a laptop is only used with docking station, mouse, and monitor.
- We do not recommend using a computer provided by your employer or institute as their own security policies may prevent software installation or prevent your exam starting.

Hardware and operating system requirements

CPU	2GHz
Memory	2GB 1GB free at the time of starting the exam
Desktop	Desktop or Laptop computer with 1Gb spare hard disc space; front view Camera 720p, microphone and loudspeaker.
Software	Windows 8 or above
Browser	Chrome V.84
Internet Access	**bandwidth≥20Mb/s,** Desktop Stable WIFI Second Vision Mobile Device 4G
Webcam	720p
Second Vision Mobile Device	**IOS13 and above** **Android 4.1 or above**
Graphics	A Graphics Adapter that: • supports DirectX 9c or newer. • has at least 128MB of Video RAM. • supports 1024 x 768 resolution in 32 bit colour. Please note: Use of dual monitors is prohibited.
Power	Power settings should be set NOT TO sleep or Hibernate while in operation of exam delivery.
General	The use of virtualised machines is prohibited.
Regional	Regional settings must be set to "English (United Kingdom)" Decimal Separator must be set to "." Thousand Separator must be set to "," Date Separator must be set to "/" Time Separator must be set to " : " Short Date Format must be set to "dd/MM/yyyy" Long Date Format must be set to "dd MMMM yyyy" List Separator must be set to "," English must be the active keyboard. An English language must be installed on the PC (Normally any version of English will be sufficient). Please note: Settings can be checked and changed via the control panel on the PC or via group policy. Regional settings are user specific and need to be considered for the user account accessing the device. GPO policy can also override any manual settings if configured via Active Directory GPUpdate service (default every 90 minutes). Please note: Some OEM supplied machines have an initial local regional setting, but this has not been set in the registry. In this case it may be necessary to manually set these for the registry to be permanently updated.

WHAT CAN YOU EXPECT?

By booking to sit a remote CBE you are confirming that you agree that in order for your exam to be remotely invigilated that ATA will:

- Film and record visually and audibly students taking exams.
- Perform live observations, utilising Artificial Intelligence* to record and flag any suspicious student actions or behaviours that are not allowed during an exam.
- Recordings will be stored securely and will be erased when no longer required.
- For the sole purposes of conducting the exam and related post-exam activities, some of your personal data will be collected and stored securely on their systems.

You are also confirming that you understand and agree:

- All filming and recordings will only be viewed and used for the sole purposes of conducting the exam securely and administering post-exam related activities including any disciplinary matters.
- Your data will not be shared with any other party not involved in this process.

You will be asked at various points in the process to read and confirm you understand the Data Privacy policies.

*Artificial Intelligence (AI) behaviour analysis is used by ATA to flag suspicious events during an exam.

Please also ensure that you have read and understood the End User Licence Agreement prior to agreeing to download and install ACCA's Exam Delivery software. You will be asked to read and confirm you understand this before you can install ACCA's Exam Delivery software.

Please note that ACCA have the right to view, store and distribute (to those associated with investigating suspicious activity and/or involved in disciplinary proceedings in accordance with ACCA's Complaints and Disciplinary Regulations) exam recordings/AI and Invigilator reports when there has been unusual or suspicious activity identified by AI or the remote Invigilator during an exam may be used as evidence at disciplinary hearings.

If unusual or suspicious activity is identified the remote Invigilator may opt to terminate your exam, this may result in your exam result being withheld or invalidated and/or your exam fee being forfeited.

SPECIAL ARRANGEMENTS

It may be possible for special arrangements to be made during exams for students requiring additional support.

If you require such support, please notify the exams department by raising a request on the Additional Support Portal (access via the Disability Support link on the MYACCA page) at least three weeks in advance of your exam session.

To allow us to fully consider your request, supporting documentary medical evidence must also be submitted.

Do not book your exam until any special arrangements have been approved by ACCA. If you book your exam before these arrangements have been approved, they may not be applied to your exam.

PERSONAL DATA

We will share your personal data with ATA for the purposes of registering you as a student for the exams and investigating any issues or discrepancies arising from this.

If you would like more information on how we collect, store and use personal data you can refer to ACCA's privacy statement, or alternatively contact ACCA for more information on +44 (0)141 582 2000

ATA will ask you to provide your government-issued I.D. (Passport or Government Issued Photographic Identification). Failure to provide an official form of photographic identification will mean you cannot sit a remote exam.

For more information on how ACCA use your data please visit:

https://www.accaglobal.com/gb/en/footertoolbar/privacy/data-protection.html

WHAT ABOUT THE EXAM ITSELF?

It's important to take the exam in an environment which will support you performing to your potential and which meets the exam regulations and guidelines. Prior to starting your exam, you will review and confirm you agree with the exam regulations, guidelines, exam announcements and the exam terms and conditions.

The proctor will check your identity and your exam workspace against the exam booking and will ensure that you have been assigned the correct exam. You will then be permitted to start the exam.

You will then be required to start the exam software which will prompt you to input your ACCA registration number and select your date of birth, to provide access to your exam. The date of birth should be the one you registered with ACCA.

For all exams you will be given on-screen instructions showing you how to navigate through the exam screens. Please note that at the end of the exam and before you log off ATA remote invigilation software YouXun you will be required to remove the exam software.

If you are sitting more than one exam you will receive a further exam specific exam token to download the required exam software, but you can only download it after you complete the previous exam and successfully delete the e software for the previous exam paper.

You can find out more about the exam format and the structure by accessing our learning support resources for each exam. https://www.accaglobal.com/gb/en/student/exam-support-resources.html

Please note that ATA will use biometric software during the self-service check-in process to verify your identity. Any issues with authentication be advised to the proctor, who will ultimately decide if the verification of your identity was successful or not.

PRIOR TO EXAM DAY

- Read and understand Minimum Technical Specification for use of ACCA's exam delivery software
- Read, understand and agree to Student Information Sheet information, including ACCA's Examination Regulations & Guidelines
- 5 days ahead of Exam you will receive an email from ACCA containing a unique exam token code that you are required to input to download the exam delivery software
- Follow this link to download ACCA exam delivery software https://download.cbe.accaglobal.cn/
- Reference the Installation guide for a step by step instruction to download ACCA exam delivery software
- Complete a **web system test on the ACCA exam delivery software** to ensure you can use the software at home. Please note if you are sitting more than one exam you are only required to complete one system test per exam session
- Download the ATA's remote invigilation software YouXun to both your desktop and second vision mobile device https://cm.aitestgo.com/wap/download.html
- You should complete a **Trial Test on YouXun** to ensure you can use the software at home. This is a **CRITICAL STEP** to ensure you have a smooth process on the exam day.
- If you do not receive an email 5 days ahead of exam with your exam token details, then get in touch with us at MYACCA **Contact us**

PRIOR TO EXAM STARTING

- You will have a government-issued I.D. (Passport or Government Issued Photographic Identification) ready. **If you are unable to prove your identity your examination attempt may not be marked.**
- Clear your workspace from all materials except those allowed by your proctor.
- Close all third-party programs and unplug any secondary monitors.
- Place food and smoking equipment out of sight.
- Ensure you will not be disturbed by anyone. Anyone entering the room during the exam could result in the termination of your exam.
- Ensure the mobile device (secondary view) **cannot** capture the content of computer screen.
- The exam room should be quiet and well lit.
- Move electronic devices, headphones and watches out of arm's reach.
- Your full face should be visible on the invigilation screen.
- Remove any non-religious head coverings.
- Make sure you have downloaded the latest extension for either Chrome.
- Ensure the room in which you are sitting your exam is set up as detailed below:

Remote Invigilation Second Vision Set Up

- Your computer should be placed on a desk against a wall
- Your second vision mobile device should be placed approximately 1.5 metres distance to the side at a height of 1 metre
- Keep the mobile phone vertically placed and connected to a power source
- Ensure that second vision remote invigilation view covers your body and work area but does not capture the content on your computer screen
- You need to complete room/desk set-up and second vision set-up properly **BEFORE** you check-in YouXun on trial test day and exam day, otherwise it may delay your check-in process.

LAUNCHING THE EXAM

Time taken to log in is not subtracted from the time you're allowed in your exam.

1. **Log in to your ATA remote invigilation software YouXun: 30 minutes before** your scheduled exam start time to complete the Exam Check-In process with ATA (including your identity verification check and exam environment check).
2. **Log in to your ACCA exam delivery software: 30 minutes before** your scheduled exam start time.
3. **Photos & Authentication:** Your proctor will greet you and confirm that you passed your identity verification steps. You will review the exam rules on the window of YouXun, and your proctor may ask to see any permitted resources that ACCA has allowed you to use during your exam.

   If you have provided Chinese name and I.D number for taking ACCA exam, please expect the auto identity verification. If the auto identity verification fails, please get your I.D card ready and wait for your proctor to do a manual identity verification.

   If you are not a Chinese citizen in Mainland China, please get your passport or other government issued I.D. ready and wait for your proctor to do the manual identity verification.

4. **Remote Invigilation Mobile Device Placement:** Your proctor will confirm you have your device set up correctly as per the room set up visual above. Make sure the content of your monitor is not visible on your second vision mobile device. The violation could result in the non-award of your exam result.
5. **Environment Check**: Your proctor will ask you to show the 4 walls of your room as well as your desk space via your ATA mobile application. You may or may not also be asked to show your computer monitor.
6. **Navigating to the Exam & Password Entry**: The proctor will present the exam access code to you on screen within YouXun desktop application after successful check in. You will input that to the ACCA exam delivery software to access the test by using copy and paste function.
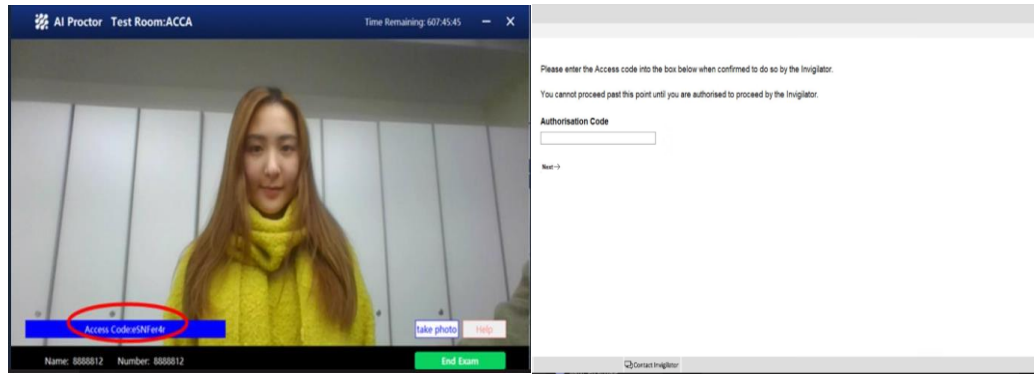
7. **After the exams access code has been released**, all communication between you and the proctor **must be in English.**

8. You will be presented with exam instruction screens and have 10 minutes reading time allowed ahead of launching your exam. You can access the instructions screens at any point during the exam process.

9. **Start Exam**: When you are ready you can select 'Next' to navigate to the Exam Summary screens. The timer for exam will then start.

10. **End Exam**: when you submit your exam, you will receive a message to confirm that your exam is now complete. Do not exit ACCA exam delivery software until the exam duration is complete. Leaving an exam early could result in the non-award of your exam result.

11. **Exit Exam**: you remain under exam conditions until the end of the exam duration. You should **not** leave the remote invigilation session until the end of the exam duration. Upon the end of the exam duration, you can uninstall ACCA exam delivery software first and then exit ATA's remote invigilation software YouXun by pressing **End Exam** and then **Confirm**.

DURING THE EXAM

You are required to comply with the Exam Regulations and Guidelines referred to below.

For information on the exam functionality, please access our learning support resources for each exam. We have resources which replicate the exam environment to support you answering questions and navigating the software.

The keyboard and mouse must only be used for the purpose of answering questions. Any key presses not for the purpose of answering questions are prohibited.

You must follow all instructions given to you during the exam by the remote proctor. To ensure that the exam is conducted smoothly, it is recommended that candidates have their phones plugged into power or portable power banks throughout the duration of the exam.

If connection is lost during the exam the invigilator will call you on your contact number registered with ACCA.

You should keep your emergency mobile phone set to vibrate to avoid disruptions and close any instant messaging applications.

Set call forwarding on your remote invigilation mobile device and turn of notifications for all applications other than YouXun.

Make sure you have the microphone and loudspeakers enabled on your computer to ensure you can communicate with the proctor.

During the exam, you can click on "**Contact Invigilator**" from any point within the exam to bring ATA remote invigilation software YouXun on screen. You can then select the '**Help**' button via YouXun to raise a request to the proctor who will initiate a video call. Please note this **does not** initiate an immediate video connection. The proctor may be connected to another candidate and will respond as soon as possible.
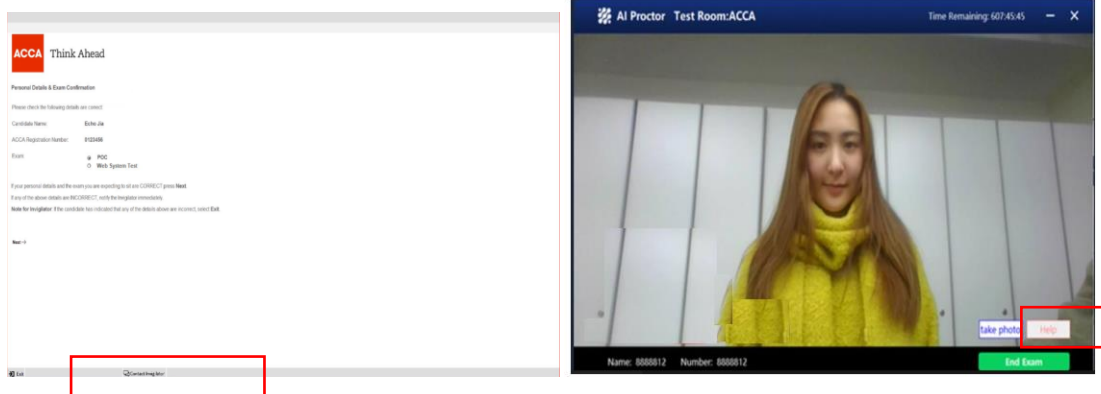
In the event the proctor initiates a video call you will hear them talking and you can select **Contact Invigilator** button within the exam the to bring the ATA software back on to your screen**.**

ANSWERING QUESTIONS

During the exam you will be required to select or input your answer on-screen to the questions set. When you answer a question, your answer will automatically be saved.

You can revisit questions and change your answers at any time during the exam.

You can change your answer, move back or forward through the exam, skipping questions and returning to them at any time, provided that you do not quit from the program and that you do not exceed the time allocated overall for the exam.

You can navigate between questions by clicking the next or previous button. You can also move to any specific question by clicking on a question number from the Exam Progress Details panel.

The exam will automatically finish after the allocated time has been reached.   Your responses will be automatically submitted.

POST EXAM

1. **Alert the proctor when finished BEFORE exiting the exam software:** Let your proctor know that you are finished.
2. **Log out of the exam website and close out of all browser tabs:** When the exam has been ended you will see the below **Exam Complete** confirmation screen. You should remain on this screen until the end of the exam duration. You can then exit the application. Leaving an exam early could result in the non-award of your exam result.
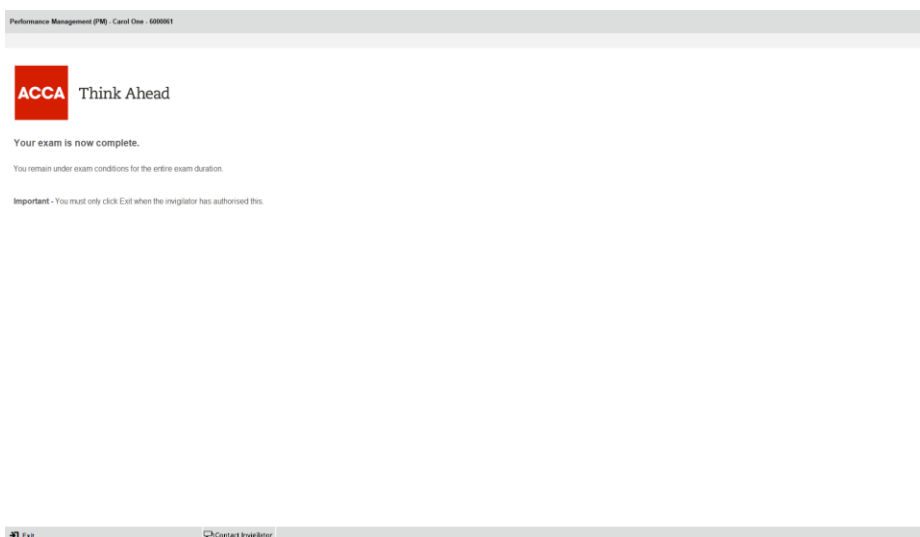
If you get presented with the Application Error message below please ignore this.
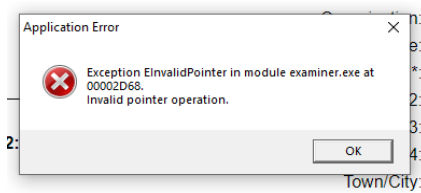
3. **Uninstall** the ACCA Exam Delivery Software from your device and use your second vision device to capture the confirmation message on screen showing the removal of software. If you have another exam booked it is important you complete this step **before** you attempt to download and install any further exams.
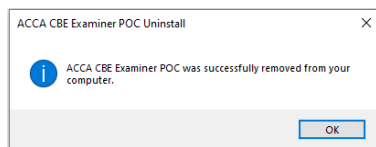
4. **End your remote invigilation session** you can now close the ATA Remote Invigilation software YouXun. If you are sitting more than one exam you can uninstall YouXun after you complete all exams.
5. **Done:** You are done! Enjoy your day!

WHAT HAPPENS NEXT?

Examination results will be available on MYACCA and by email and text message. Please check www.accaglobal.com/examresults for details of when these will be published.

EXAM REGULATIONS

Understand and accept the Exam Regulations.

EXAMINATION GUIDELINES

BEFORE THE EXAMINATION

The exam can be attempted at home or in your office. Wherever you choose to sit the exam, you should be in a walled room, with a closed door and without distractions.

Before the examination start, you must ensure you follow the instructions below:

- The room must be as quiet as possible. Sounds such as music or television are not permitted
- Disconnect extra monitors, projectors and televisions.
- Move electronic devices, headphones and watches out of arm's reach.
- Place food and smoking equipment out of sight.
- No other person is permitted to enter the room.
- Ensure you are not disturbed by anyone.
- You must not communicate with any other person by any means.
- You must not leave the room during the exam for any reason **unless you are specifically permitted to do so**.
- You must not cover or obstruct either invigilation cameras
- Do not read any of the exam content out loud

WHAT DO YOU NEED FOR ENTRY TO THE EXAMINATION?

- An official means of photographic identification, such as your valid passport or government issued photographic identification document. **If you are unable to prove your identity your examination attempt may not be marked.**

WHAT ITEMS ARE PERMITTED AT YOUR DESK?

- A small bottle of water all labels removed or a clear glass of water. No other drinks or food are permitted.

Calculator guidance

- You are permitted to have a noiseless, cordless pocket calculator which may be programmable, but which must not have a printout or graphic/word display facility in any language.
- **You must provide your own calculator.** Please note scientific calculator will **not** be available via the on screen exam functionality
- You should be aware that calculation workings are advised to be shown in order to maximise the marks awarded
- Calculators must not allow input of the full alphabet in any language
- Calculators must not allow any external communication or internet connectivity
- Any stored data or programming must be cleared before the calculator is used in the exam

Signs that a calculator is not acceptable:

- Has full alphabet input e.g. A-Z (partial alphabet input is acceptable)
- Has a large display screen capable of displaying a graph

Recommended calculators

The following are commonly available calculators, which may meet our exam requirements. This list is not intended to be prescriptive.

- Casio FX models
- Sharp EL models
- Texas Instruments TI models

This is subject to the specific models not having features which are not allowed e.g. Casio FX 9750 GII has a full graphic display.

No unauthorised items or materials are permitted on or about your person or at your desk.

Mobile phone for emergency contact must be placed out of arms reach before starting your exam.

Remote session CBE: Your work area on exam day

DESKTOP SET UP	LAPTOP SET UP	
	OPTION 1	**OPTION 2**

DESKTOP SET UP

Clear desk area
One monitor
Separate keyboard
Separate mouse
Webcam
Mobile device and stand
A clear glass of water or small bottle (all labels removed)

NO additional monitors
NO additional peripherals
NO additional food or drink
NO headsets/earphones/earbuds
NO scrap paper

LAPTOP SET UP

OPTION 1

Clear desk area
Laptop screen with built in webcam
Separate keyboard (optional)
Separate mouse (optional)
Mobile device and stand
A clear glass of water or small bottle (all labels removed)

NO additional monitors
NO additional peripherals
NO additional food or drink
NO headsets/earphones/earbuds
NO scrap paper

OPTION 2

Clear desk area
One external monitor
(laptop screen must be closed)
Separate keyboard
Separate mouse
Webcam sitting on top of monitor
Mobile device and stand
A clear glass of water or small bottle (all labels removed)

ONE EXTERNAL MONITOR ONLY
NO additional peripherals
NO additional food or drink
NO headsets/earphones/earbuds
NO scrap paper