



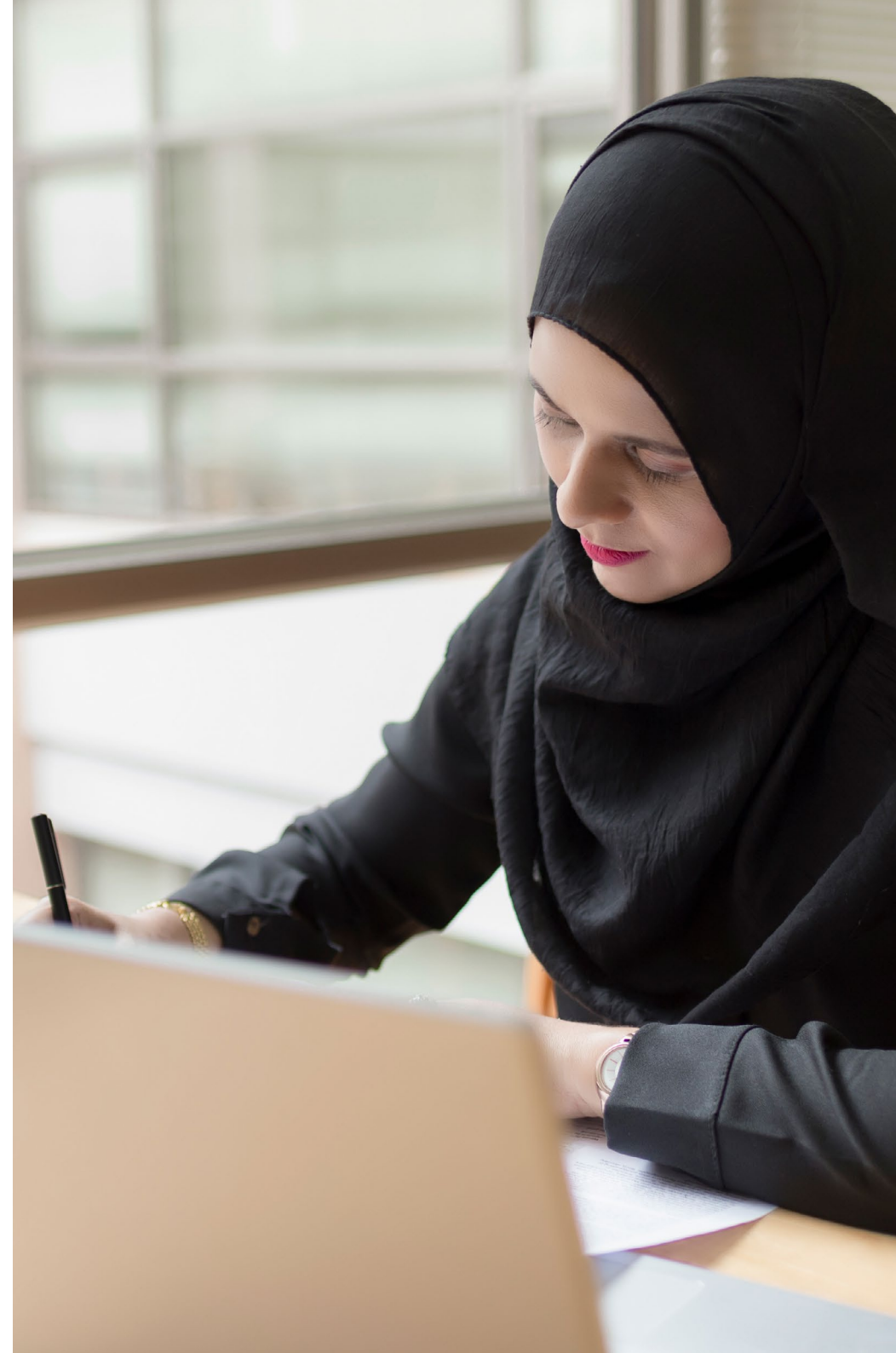
REMOTE EXAMS - A PRACTICAL GUIDE FOR EMPLOYERS

June 2021 session

Think Ahead

PRACTICAL GUIDANCE FOR EMPLOYERS SUPPORTING WITH REMOTE EXAMS

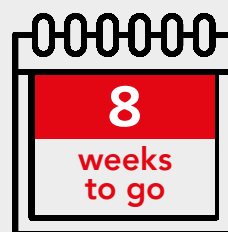
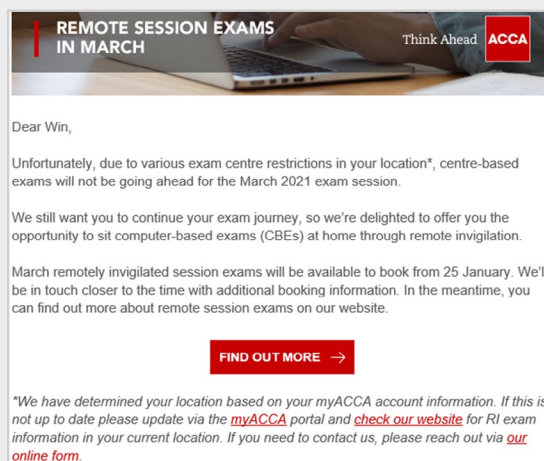
We understand remote exams are new to many of our employers and students alike. We've therefore created a practical toolkit to support your efforts to motivate and support your students to book, prepare for, and successfully sit these innovative exams in June 2021.



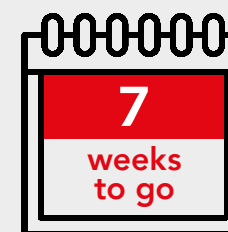
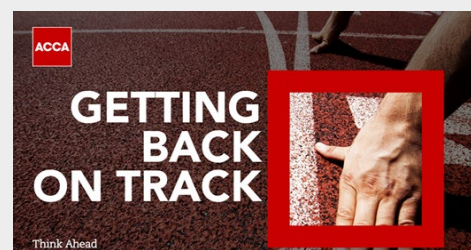
How ACCA supports and prepares students for remote exams



Students are made aware of their exam options and made aware of the requirements to successfully run a remote exam.



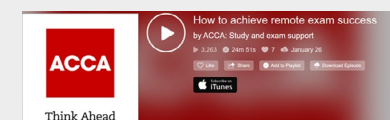
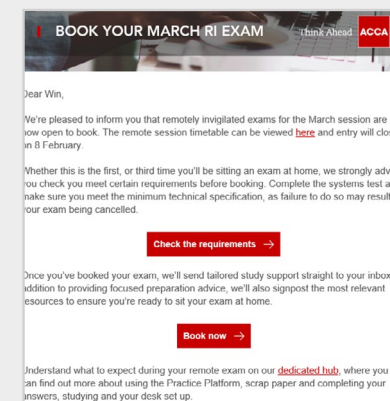
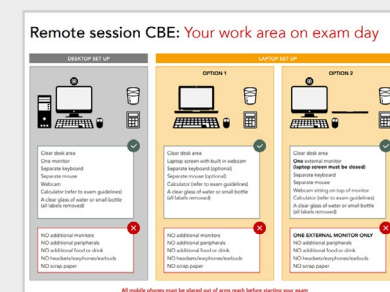
Once results are released from previous session students receive a tailored progression email depending on their result to encourage them to **keep going** and book their next exam.



Exam entry has opened for remote exams. Students reminded of requirements and signposted to both the **'Before you book'** page which contains a system test, tech requirements video, Exam environment/rules video and other guidance to minimise risk of disruption.

Podcast

Students are also encouraged to join a podcast featuring a student who'd previously successfully sat a remote exam.



How ACCA supports and prepares students for remote exams



Students are presented with **top three reasons for exam disruption** to help mitigate risk of disruptions and support their preparation.

Dear Robyn,

The majority of students who have sat remotely invigilated (RI) exams successfully completed theirs without any technical issues. We investigated the minority who experienced problems and our analysis shows the following top 3 reasons for technical issues:

- 1. Poor connectivity or interruptions to internet connection**
To help reduce the chances of your connecting dropping, we recommend using a wired connection if possible. Pop up blockers should be disabled to prevent interruption and internet cookies should be enabled.
- 2. Failure to meet the technical requirements**
It's extremely important to check your computer or laptop meets the minimum technical requirements and passes the system test. Failure to meet the technical requirements means you should not book a remote exam.
- 3. Corporate firewalls**
Work computers generally have more restrictions, such as corporate firewalls, that may prevent successful delivery. If you need to use a work laptop, we advise you to check the network configuration [here](#).

Guidance on minimum requirements, system tests, preparation and more are available on our remote ready webpage. Please read and complete the checks prior to your exam, and on exam day too. It's essential to your exam success.

[Get remote ready](#) →



Students are reminded of exam entry deadline and encouraged to book and continue with their ACCA journey. Students are also reminded of the tailored support they'll receive once they do book.

You have until midnight tonight

Business transformation? Digital? Sustainability? Data?
Wherever you see yourself in the future, ACCA can help you get there.

Take the next step in your journey and book your March remotely invigilated exam now. Entry closes at midnight tonight (GMT).

[Book now](#)

Once you've booked your remote exam, we'll send tailored study support straight to your inbox. In addition to providing focused preparation advice, we'll also signpost the most relevant resources to ensure you're ready to sit your exam at home.

During the booking process students are asked to complete equipment checks before making booking.



Remote exam tip:

Students are reminded to check that the computer they'll be using on the exam day meets the required specification and to run the system test in the same place that they will take their exam.

Resources you'll need

Tips and insights directly from the examining team.

[Read the examiner's approach](#)

Work on your planning and time management, check your understanding and use technical articles to supplement your knowledge.

[Learn and revise effectively](#)



Exam booked

Once the exam is booked, a tailored, exam-specific weekly email programme commences called InSession.

Custom availability

It's time to test your system and then submit your booking

Close at 18:00 (GMT)

Your appointment is reserved but still needs payment for it to be confirmed. If no payment is received, then this appointment will be cancelled.

What's next?

First

[Run a system test](#)

We need to verify that the computer and internet connection you plan to use on exam day meet the minimum requirements for online testing. It'll take 5 minutes to run.

[Equipment checks](#)

[Exam cancellation](#)

How ACCA supports and prepares students for remote exams



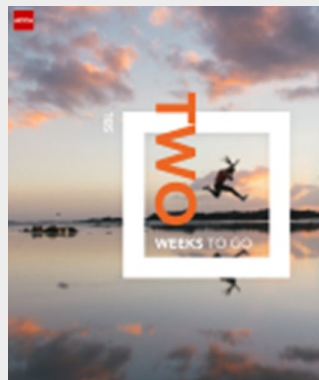
Remote exam tip:

Students are reminded that they need to remember that scrap paper is not allowed on exam day - that means they need to get into the habit of practicing using the on-screen scratchpad that's available in the Practice Platform and the CBE environment.



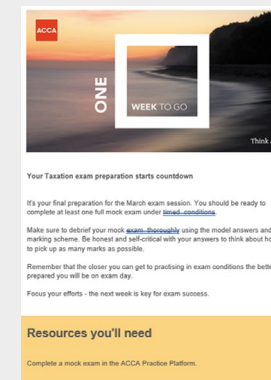
Remote exam tip:

Students are advised to make sure they're familiar with the CBE environment and exam set up and that they are practicing in the same conditions as they will be on exam day.



Remote exam tip:

We want students to have as successful an exam experience as possible. As they approach exam day we remind them to check their set up again and make sure their equipment, internet connectivity and exam environment meet the rules and requirements.



Visit our Remote Session Exam Hub for FAQs, an on demand webinar, and full details on desk set up and equipment.



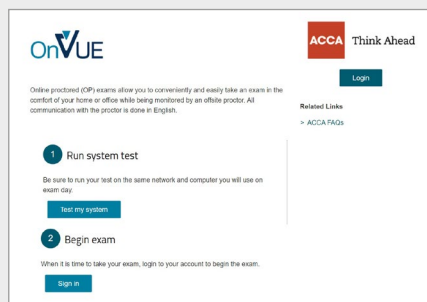
Making sure your students can sit remote exams

It is the student's responsibility to ensure that the requirements are met to successfully run the exam from a remote location.

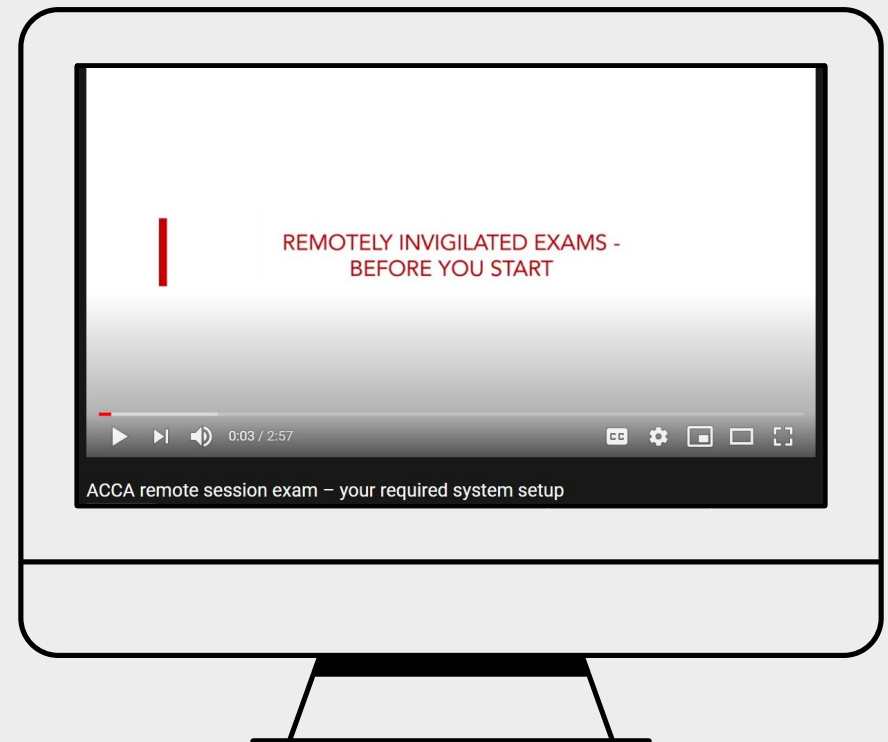
They must complete a system check in the location and on the device they plan to use in the exam. This test can be carried out easily and quickly via our exam partner Pearson Vue's website. Students must also ensure they have a quiet and private location to sit the exam in.

By passing the system test and meeting the minimum requirements, students reduce the risk of technical issues impacting their exam. However, we advise all students to familiarise themselves with our **trouble shooting guidance** ahead of the exam.

Access system test



They then must ensure that minimum technical requirements are met by reading this checklist: **access checklist**



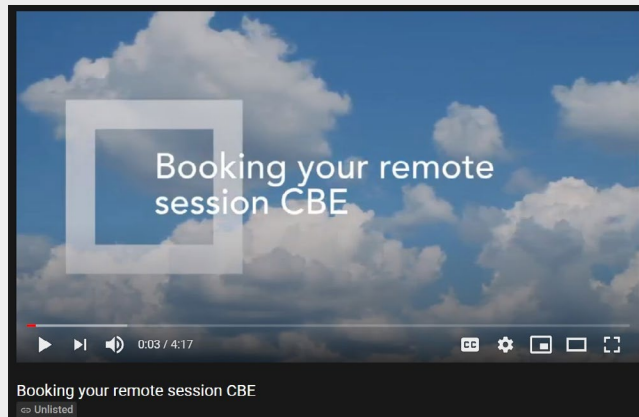
SYSTEM SETUP GUIDE



Booking support and guidance

As part of our ongoing commitment to continuously improve the student experience, we've made several changes to the booking process for eligible students since the first remote exam session we ran in September 2020.

Watch the **step by step video** below and share with your students.





For more information and user guides to help your students' confidently prepare for remote exams visit our website
Information to support preparation

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