



ACCA



**REMOTE SESSION EXAMS  
- A PRACTICAL GUIDE FOR  
EMPLOYERS**

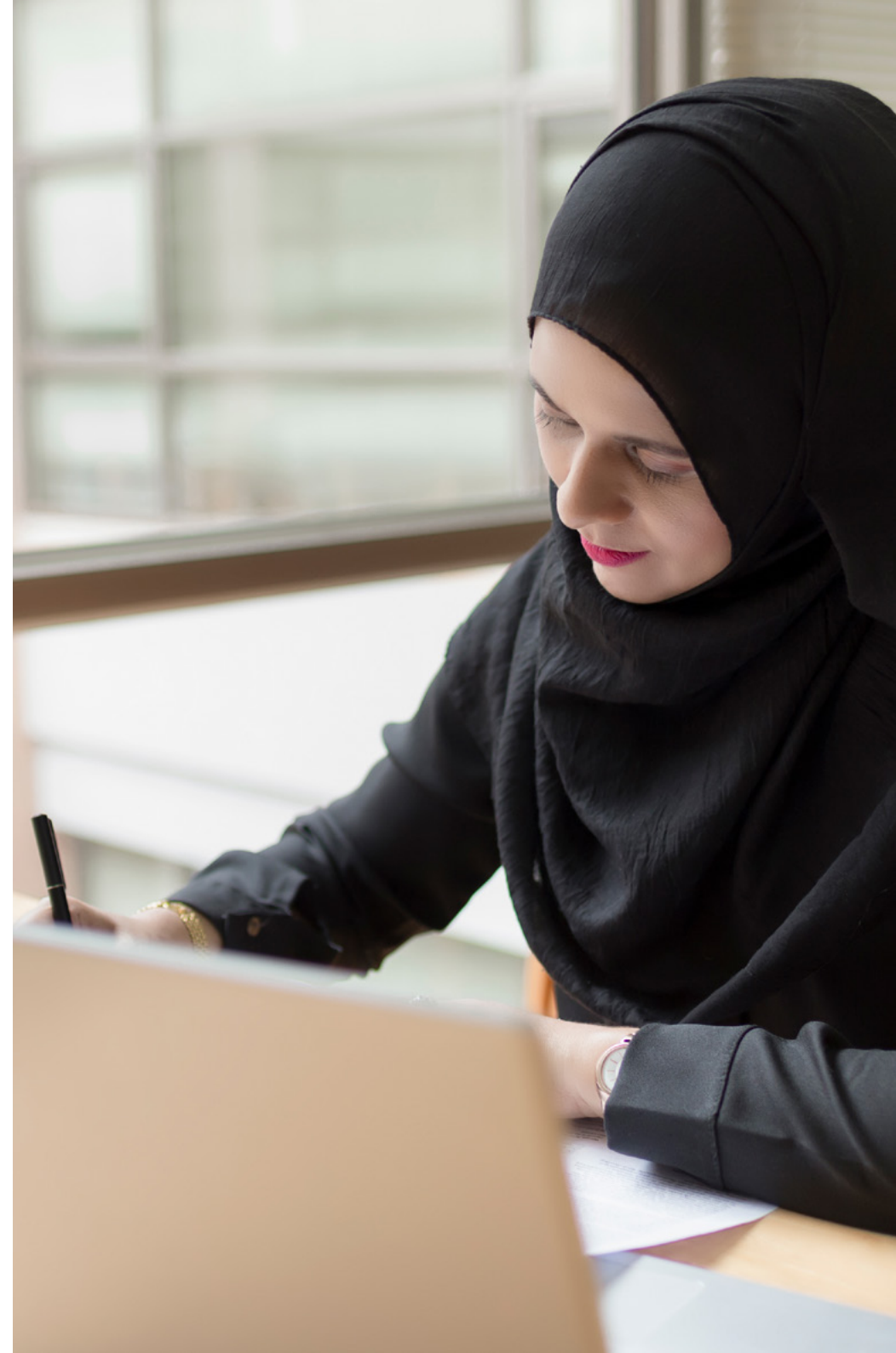
September 2021 session

Think Ahead

# PRACTICAL GUIDANCE FOR EMPLOYERS SUPPORTING WITH REMOTE EXAMS

In response to the positive student feedback we've received since launching remote session exams in 2020, we've embedded this offering in **select markets**.

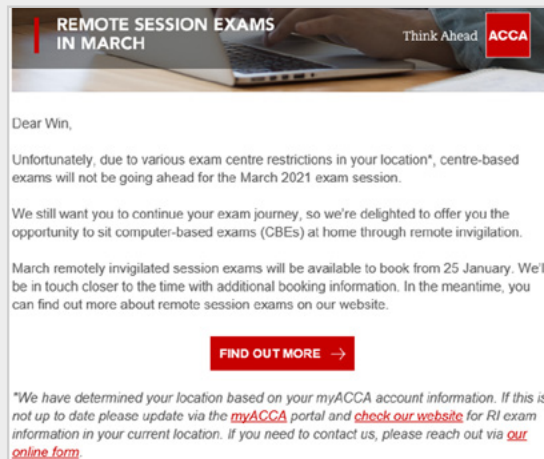
We've created a practical toolkit to support your efforts to motivate and support your students to book, prepare for, and successfully sit these exams in September 2021.



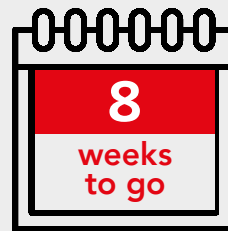
# How ACCA supports and prepares students for remote exams



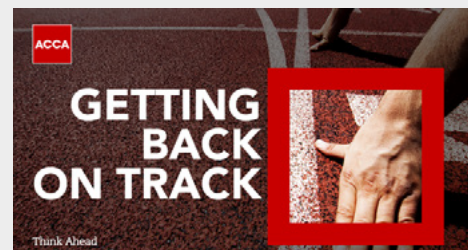
Students are made aware of their exam options and made aware of the requirements to successfully run a remote exam.



\*This timeline is subject to change based on the availability of exams in your market.



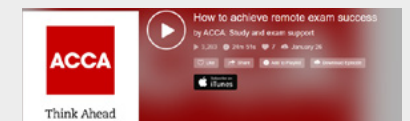
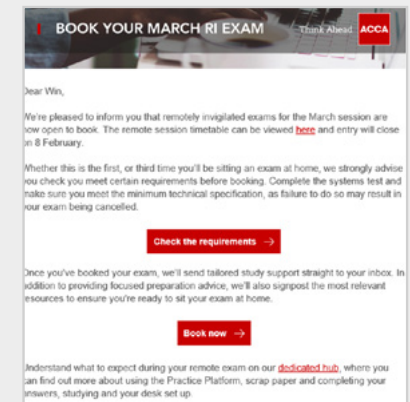
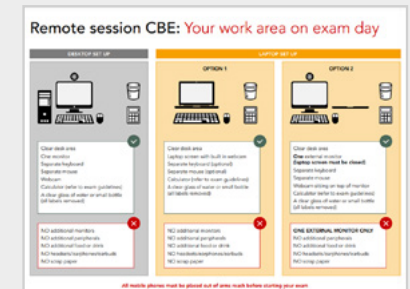
Once results are released from previous session students receive a tailored progression email depending on their result to encourage them to **keep going** and book their next exam.



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.

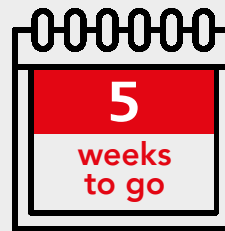
Dear Robyn,

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.

## Exam booked

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

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](#)



Customisability

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

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?

Test 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 just take 5 minutes to set up.

Payment 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.



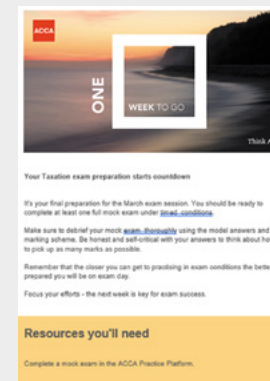
## Remote exam tip:

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, to access to webinars, and full details on desk set up and equipment.



# Making sure your students can sit remote exams

The students' responsibility is to ensure that the requirements are met to run the exam from a remote location successfully.

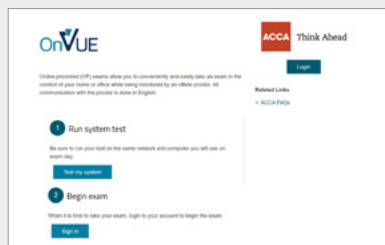
By passing the system test and meeting the **minimum requirements**, students reduce the risk of technical issues impacting their exam. However, we advise all students to familiarise themselves with our **troubleshooting guidance** ahead of the exam. Students need to ensure they meet the minimum technical requirements to run the exam successfully.

Once the device and connectivity have met these requirements, students must then complete a system check.

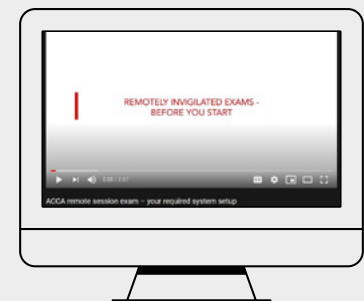
Students must complete a system check in the location and on the day device they plan to use in the exam. This test can be carried out easily and quickly via our exam partner Pearson Vue's website and will confirm your students' internet speed, webcam and microphone performance. It's important to complete these tests on the same network and computer, your students will use on exam day, in the same location. Students must also ensure they have a quiet and private location to sit the exam in.

## Complete the system Test

Please note that passing the system test does not necessarily mean that your students fulfil the minimum technical specification. It is therefore important that students complete both checks and confirm they have successfully met both criteria. If they can't meet these pre-booking entry requirements, students should not enter for the exam as the exam won't run successfully.



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



→ SYSTEM SETUP GUIDE

# Making sure your students know the rules and regulations

In order for remote exams to be taken as securely and rigorously as our centre-based exams, there are some room and desk setup requirements which your students need to adhere to.

These include:

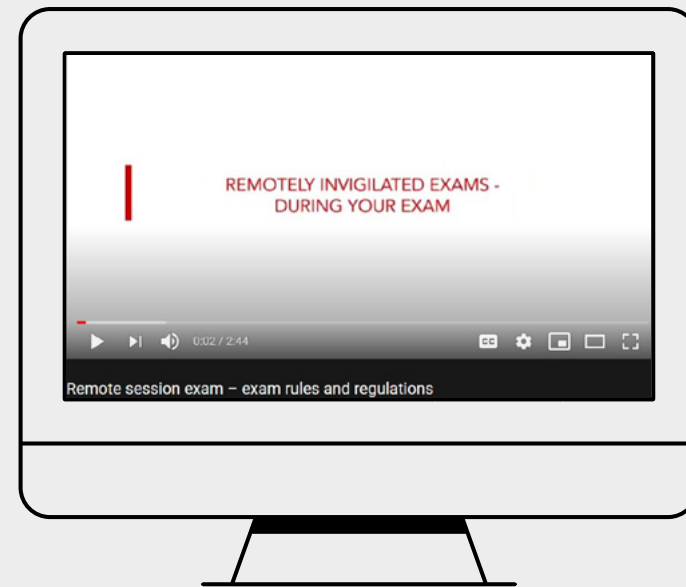
- Taking the exam in a private and quiet room for the full duration of the exam.
- No scrap paper for notes or secondary monitors are permitted to be used.

We have created a useful **visual guide to help your students meet the room and setup requirements**

Additionally, before entering for the exam your students should be advised that:

- Students are only permitted one 5 minute bathroom break from when they start the check-in process until the conclusion of the exam.
- Students will be filmed throughout the exam and these and other data will be shared with 3rd parties for the sole purposes of running the exam and for other related post-exam activities.

**View the full rules and regulations of remote exams or watch our video below for more information.**

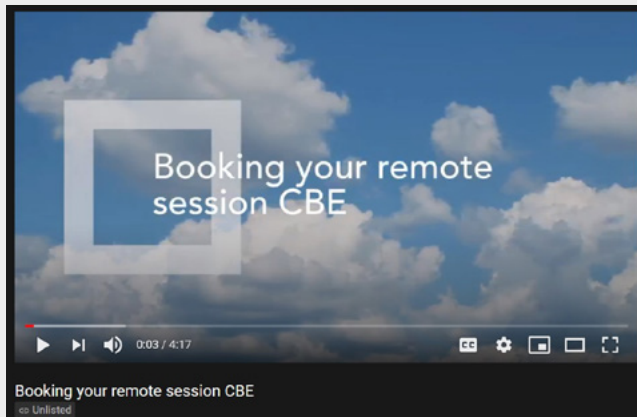


**RULES AND REGULATIONS OF  
REMOTE EXAMS**

# 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.



[→ STEP BY STEP GUIDE](#)

## Purchase exam vouchers for your students' remote on-demand CBEs

We're launching a new service which will allow you to pay for remote on-demand exams on behalf of your students. You'll be able to purchase exam vouchers, which can be issued to students and used instead of payment during the checkout process.

This service will initially be available from 28 June in India, Ireland, the UK and Eastern Europe and available from 12 July in all other markets.

[Visit our website](#) for more information.



# On the Day

On exam day, it's important that your students use the same location, equipment and connectivity that they used previously to successfully complete these checks. If your students computer or internet access has had any upgrades since running these checks, your students should complete these again to ensure the upgrades do not affect how the exam runs on the day.

We've created **guidance** for your students should they encounter any issues or face any technical difficulties.

There are also helpful **FAQ's** on our website.

We've created a helpful video for your students to help your students check in.



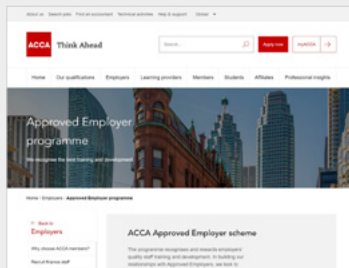
REMOTE EXAM CHECK IN

# Become an Approved Employer

**ACCA's Approved Employer scheme** recognises and rewards employers who demonstrate high standards of staff training and development. It also offers a clear framework to help organisations support their ACCA student and member employees.

Open to applications from all organisations, regardless of size or sector, membership of the scheme marks your company out as one that provides the highest level of care and assistance to the ACCA students and members within your organisation.

And as well as highlighting your continued support for the ACCA qualification, and being free to join, there are plenty more benefits associated with achieving Approved Employer status. These include involvement in ACCA's research and insight programmes, promoting your business and aiding with on-going talent acquisition.





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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United Kingdom

020 7059 5000

[www.accaglobal.com](http://www.accaglobal.com)

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