Remote session exam – required system setup video transcript

Before starting your remotely invigilated exams, there are a few things that you need to check, regarding your chosen location and your computer system.

The exam location

Remote sessions can be conducted in multiple locations, but the space you choose to use must fulfil our exam requirements.

You must have access to a private and quiet room with consideration to the following:

1. A completely private place with no one else in the room and nobody visible through windows or glass panels.
2. A lockable door so you can avoid any breaches during the exam.
3. A quiet space avoiding any obvious ambient noise and unexpected audio interruptions such as music, street noise or groups of people.
4. A well lit space to help you remain alert and easily visible to us via your webcam.

Everybody's desk setup will be different. However, they must adhere to our specific guidelines.

Once you're happy with your exam environment, you must ensure your computer matches our specifications or you may not be able to use this for the exam.

[On screen:

Text in box with a green tick: Clear desk area, one monitor, separate keyboard, separate mouse, webcam, calculator (refer to exam guidelines, a clear glass of water or small bottle (all labels removed).

Text in box with red cross: NO additional monitors, NO additional peripherals, NO additional food or drink, NO headsets/earphones/earbuds, NO scrap paper]

The system test

Some computers and networks can cause problems if they are not running the correct specifications. So we offer a system test to help your exam day run smoothly.

Please ensure you test your computer setup well in advance of the exam day, and in the same exact room and location. Then you must check the minimum requirements and a few other important things before you are ready.

Minimum requirements

You must be running a compatible operating system and note that Windows XP, Windows seven and all Linux Unix based operating systems are strictly prohibited.

[On screen: Windows 10 (64-bit) Windows 8.1 (64-bit) Mac OS 10.13 and above (excluding beta versions) Note: Windows Operating Systems must pass Genuine Windows Validation. Windows Vista.]

Do not take your exam in a setting with a corporate firewall. So check any office systems well in advance.

All tablets are strictly forbidden unless it has a physical keyboard and also meets the operating system requirements mentioned earlier. OS specified minimum four gigabyte ram or more. This can be checked in your system settings area also.

We require minimum resolution of 1024 x 768 in 16 bit colour and please note only one monitor is allowed. Additional monitors are forbidden.

For optimal performance, a reliable and stable connection speed of three megabits per second down and two megabits per second up is required. Where possible we recommend testing on a wired network as opposed to a wireless network. If testing from home, ask others within the household to avoid internet use during your exam session.

Your webcam must have a minimum resolution of 640 x 480, at 10 frames per second. The webcam may be internal or may be external and connected to the computer.

Verify the audio and ensure that the microphone is not set to mute. Internet cookies must be enabled. Any pop up blocking settings must be disabled.

If you're using a laptop ensure you're connected to a power source before starting your exam, to avoid draining your battery during the exam.

You can find more support to ensure you're ready for a successful exam day at accaglobal.com/remoteready