



Guide to Booking & Sitting Remote Session Computer Based Exams (CBEs)

Think Ahead



# We aim to offer Remote session CBEs to students who:





Cannot take their exam at one of our exam centres; either due to the centre being cancelled because of Covid19 or the centre has been unable to meet the high standards required



the exam successfully



Have access to a quiet and private location on exam day



Have a strong and stable internet connection on exam day

Work laptops or computers are not advised as these generally have more restrictions and may prevent successful delivery





# **Process to transfer from Centre Based exams to Remote exams:**



ACCA will send you an email to advise that your centre-based exam will not take place.

Your **myACCA** account will be credited with the refunded exam fee (if your Employer does not use ACCA's Exchange service) and you can choose to:

- rebook onto a remote session CBE in December 2020, or
- defer your exam until March 2021.

Before you book your remote exam you must check that your **exam location** is appropriate, and your **computer system** has been checked

See below for more detail and <u>CLICK HERE</u> to view video guidance

#### **Exam Location**

Ensure your exam room has the following features:



ACC

A completely quiet room, with nobody visible through glass panels



A lockable door so no breaches during the exam or a sign outside the door to say an exam is in progress



No noise from music, street noise, or groups of people



A well-lit space and easily visible through webcam

Any person entering the exam room for any amount of time, no matter how short, will result in the exam being terminated. This will be classed as a breach, so it's important that anyone living with you is aware that the exam room is out of bounds for the full duration of your exam



#### **Exam Location**

Desk set up:



Clear desk area



Separate mouse



Clear glass/bottle of water – all labels removed







Webcam



No headsets, earplugs, earbuds, no scrap paper, no additional monitor, no additional food or drink



Separate keyboard



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Calculator
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#### **IMPORTANT**: All mobile/cell phones

must be placed out of arms reach before starting your exam

#### System Test

## Test your computer system well in advance of your exam:

#### 1

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ACCA

#### Minimum requirements:

 Windows 10 (64-bit) Windows 8.1 (64-bit) Mac OS 10.13 and above (excluding beta versions)

NB: Windows Operating system must pass Genuine Windows Validation

- OS Specified minimum 4GB RAM or more
- Minimum resolution 1024 x 768 in 16-bit colour
- A reliable and stable connection speed of 3Mbps down and 2Mbps up is required
- Recommended testing & sitting exam on a wired network as opposed to a wireless network
- If sitting at home ask others to avoid using the internet during your exam session
- 2 Webcam minimum requirements: 640 x 480 x 10fps Internal webcam or an external webcam which is connected to a computer, are permitted
  - Ensure you're connected to a power source before you begin your exam
  - Verify audio and ensure microphone is not set to mute
  - Enable internet cookies
  - Disable pop up blocking
  - All tablets are forbidden
  - DO NOT SIT YOUR EXAM IN SETTINGS WITH A CORPORATE FIREWALL

Visit www.accaglobal.com/remoteready



#### How to book your Remote Exam



If you have received an email to advise that your centre-based exam has been cancelled, and if you still wish to sit your exam, you **MUST** rebook your remote exam using the **Exam Planner.** This can be accessed through *myACCA* or <u>www.accaglobal.com</u>



If your centre-based exam has been cancelled you must re-book your remote exam, using the **Exam Planner**, by the deadline date confirmed on your re-booking email. To do so follow these steps:

Step	Guidance	Тір
1.	Access the Exam Planner.	This can be accessed via <u>myACCA</u> or <u>ACCAGlobal.com</u>
2.	Choose At Home.	• Beside the <b>Change location</b> will be an option for <b>At Home</b> .
3.	Choose an exam.	
4.	Choose option for remote exam (Home).	• The Home option is only available for students in locations where these exams have been made available.
5.	Click Add to your plan.	



Step	Guidance	Тір
6.	<form></form>	<ul> <li>It's important you have taken the time to read through these carefully to make sure you are able and comfortable to take your exam remotely.</li> </ul>
7.	Choose the exam you've just added. Computer-Based Exams Select Exam • CBE_AA_NA_OP_F1: Audit and Assurance (AA) • CBE_AA_NA_OP_F2: Audit and Assurance (AA) • CBE_AA_NA_OP_F3: Audit and Assurance (AA)	• Depending on your location there may be more than 1 timeslot available. These are represented as F with a number (for example: F1, F2, F3).
8.	<section-header><text><text><list-item></list-item></text></text></section-header>	<ul> <li>As before, it's important students read through the terms and conditions.</li> </ul>
9.	Click through and review the exam details then click <b>Next.</b>	



Step	Guida	nce						Тір
10.	Choose the date of the exam on the calendar. Select Date Why can't find an available appointment?						the calendar.	<ul> <li>Students can review the exam timetable on our website prior to booking to check when the exam will</li> </ul>
	< September 2020 >				020		(>)	take place.
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		1	2	3	4	5	6	
	7	8	<u>9</u> 16		11			
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	28	29	30					
	Select a dat	e from the c	alendar. Onl	ly available	dates can b	e selected.		
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Step	Guidance		Тір
13.	Review and accept the term Accept button.	Card * soon as possible before your appointment, if you do not for (cares available at a concerned one sheet), you will forhet your exam fee. sure to do it as soon as possible before your appointment, corang dare (dates available at	All students must accept the final terms and conditions to finalise their booking.
14.	Cick Confirm then Finish.	Continue cocking protocology	<ul> <li>This is your final chance to review your booking.</li> <li>Once you have clicked confirm, click Finish to move onto final steps.</li> <li>You can also perform a <u>system test</u> here to ensure your computer is capable of launching the exam.</li> </ul>
15.	Back onto the exam planer Booking, click the I accept to of booking box. September 2009 September 2009 Septembe	-	<ul> <li>All students must tick this box to complete booking. You can also view our "terms and conditions" before proceeding to pay.</li> <li>Any credit balance will be used to clear the exam fees.</li> <li>NB If a student is part of ACCA's Exchange service through their Employer there will be no payment implication.</li> </ul>



Step	Guidance	Тір
16.	Click Complete Exam Entry to finish.	
17.	Email confirmation is issued and received.	You will receive an email confirming your booking.





#### **On Exam Day**

You will launch your exam through **Exam Planner.** Please read the guide below to familiarise yourself with the steps you will need to take on the day and take time to watch the following video about your exam day set up.

#### $\triangleright$

Click here to see the video

Step	Guidance	Тір
1.	<ul> <li>Before starting your exam on exam day, ensure you have:</li> <li>Taken a comfort break before you start, you are only permitted to take one 5 minute bathroom break once you have started your exam.</li> <li>Set your work area up as required.</li> <li>Removed any unauthorised items from your work area.</li> </ul>	<ul> <li>If you try to start your exam more than 30 minutes before or 15 minutes after your appointment time your exam will not launch.</li> </ul>
2.	Access the Exam Planner.	<ul> <li>This can be accessed via <u>myACCA</u> or <u>ACCAGlobal.com</u></li> </ul>
3.	Choose Book an exam from your overview.	



Step	Guidance	Тір
4.	Choose Launch Exam.	
5.		
6.	<text></text>	<ul> <li>If the Begin Exam button is not available, you may be too early to start the check-in process</li> <li>Check in is only possible for 30 minutes before and up to a maximum of 15 minutes after your appointment time.</li> </ul>



Step	Guidance	Тір
7.	You will be prompted to download and run the Exam Delivery and Remote Invigilation software before performing the System Test. <b>Verm Tel</b> <ul> <li>Check the Copy Access Code" butto below. This will automatically enter your access code to Grove Society.</li> <li>Check the Copy Access Code" butto below. This will ensure you are running the most up to the Orgy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the Copy Access Code" butto below. This will ensure you are running the most up to the copy access Code access.</li> <li>Check The Copy Access Code" butto below. This will ensure you are running the most up to the copy access Code access.</li> <li>Check The Copy Access Code acc</li></ul>	<ul> <li>Download and run the OnVUE Invigilation Software.</li> <li>Click on Copy Access Code, which is needed for the next step.</li> </ul>
8.	<text></text>	<ul> <li>Please ensure your phone number is correctly entered, as this is the number the invigilator will try to contact you on should you encounter any issues during your exam.</li> </ul>
9.	<text></text>	<ul> <li>If you are under 18 years of age, your parent or guardian will have to be present for ID validation.</li> <li>You will have been informed about this process, ahead of the exam day.</li> </ul>



Step	Guidance	Тір
10.	<text></text>	<ul> <li>You should have already completed a system check before you made your exam booking.</li> <li>It is important that the system check is run on the same PC or laptop you will use on exam day and in the same location that you will be in on exam day.</li> </ul>
11.	<text></text>	<ul> <li>You can use your mobile phone to do this (recommended) or you can use your webcam.</li> <li>Please follow the on-screen instructions.</li> <li>To upload the photos from your mobile phone, choose to have a link sent to you via text message, or choose to "Type the URL into your mobile phone".</li> </ul>
12.	<text></text>	<ul> <li>Make sure your face is within the oval.</li> <li>Make sure your face is well lit and in focus.</li> <li>Your face must match your face in your ID which you will present in the next step.</li> </ul>



Step	Guidance	Тір
13.	<image/>	<ul> <li>Acceptable forms of ID are passport, Driver's licence and national ID card.</li> <li>You will be asked to choose the type of ID and country of issue at this stage.</li> <li>The information captured in steps 11 &amp;12 will be verified using Artificial Intelligence.</li> </ul>
14.	<text></text>	• When taking the picture of the front of your workstation be sure your calculator can be clearly seen. If it is not, the invigilator may ask for you to hold it up to the webcam for further inspection.
15.	The check-in process is almost complete.	• You will be presented with a reminder of some of the exam rules and asked to check a box to confirm, you understand your exam may be revoked if any of the rules are broken.



Step	Guidance	Тір
16.	<text><image/></text>	<ul> <li>Having applications running in the background may prevent your exam from running, so it is important that these are closed and not minimised.</li> </ul>
17.	<text><text></text></text>	<ul> <li>This can take up to 15 minutes.</li> <li>If you are waiting any longer than 15 minutes please contact us immediately.</li> </ul>
18.	Your exam will be launched by the invigilator and you will start by reading the pre exam screens.	



Step	Guidance	Тір
19.	<text></text>	
20.	<text></text>	<ul> <li>Please do not end the exam before the exam end time is reached.</li> <li>If you do end the exam early, or leave your seat during the exam, you will be reported to ACCA for investigation which may result in your result being withheld.</li> </ul>



#### **Useful links**

**<u>CLICK HERE</u>** for key information and user guides to prepare for Remote Session based CBEs

**<u>CLICK HERE</u>** for students' FAQs on Remote Session CBEs including troubleshooting guide for exam day issues

