

1. USE OF FACIAL RECOGNITION TECHNOLOGY

Facial comparison technology may be used for the purpose of verifying your identity during the testing process by comparing your facial image to that presented on your identification and to facial images captured during the testing. If you do not agree to the use of facial comparison technology during your testing session, do not accept its use below.

2. EXAMINATION REGULATIONS

The following Exam Regulations apply to candidates sitting Centre and Remotely-Invigilated On-Demand and/or Session Exams, as well as those taking internally assessed ACCA courses.

1. You are required to adhere at all times to ACCA's [Rulebook](#), the Exam Regulations and [Exam Guidelines](#). If you are found to be in breach of any of the Exam Regulations or fail to adhere to the Exam Guidelines, you may become liable to disciplinary action pursuant to ACCA's bye-law 8, which could result in your removal from the student register. You are liable to disciplinary action in accordance with the bye-laws, regulations and guidelines in force at the time of the breach. All disciplinary proceedings shall be conducted in accordance with the bye-laws and Complaints and Disciplinary Regulations in force at the time of such proceedings.
2. You are required to promptly comply in all respects with any instructions issued by ACCA, the exam supervisor(s), invigilator(s), remote invigilator(s), proctor(s), or any ACCA personnel before, during and at the conclusion of an exam.
3. You may not attempt to deceive the exam supervisor(s), invigilator(s), remote invigilator(s), proctor(s) or any ACCA personnel by giving false or misleading information.
4. You are not permitted during the exam to possess (whether at your desk or on or about your person), use or attempt to use any notes, books or other written materials (whether in electronic form or otherwise) except those expressly permitted within the Exam Guidelines. These are known as 'unauthorised materials'.
5. (a) You are not permitted to use a dictionary or an electronic device or translator of any kind or have on or at your desk a calculator which can store or display text. You are also not permitted to use in your examination room an electronic communication device, camera, smart watch, any other item with smart technology functionality or mobile phones (unless the exam is being conducted remotely in which case it must only be used in accordance with ACCA's Exam Guidelines). These are regarded as 'unauthorised items' and are taken into the examination room at the candidate's own risk.

5. (b) Such 'unauthorised items' must not be worn, or be placed on your desk, in pockets of clothing, in your bag or personal belongings, or be kept anywhere else on or about your person or desk. If you bring 'unauthorised items' to the exam you must declare them to the exam personnel prior to the start of the exam. For Centre based exams[®], mobile phones (or communication devices of any type), smartwatch or other wearable technology, must be declared, switched off and stored as directed by the examination personnel.

6. (a) If you breach exam regulation 4 and the 'unauthorised materials' are relevant to the syllabus being examined; it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the 'unauthorised materials' to gain an unfair advantage in the exam.

6. (b) If you breach exam regulation 5(a) and/or 5(b), it will be assumed that you intended to use the 'unauthorised items' to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the 'unauthorised items' to gain an unfair advantage in the exam.

7. You (irrespective of if you are a licensed weapon holder), are not allowed to attend your exam with a weapon. If you are found to have a weapon in your possession you will be excluded from the exam without any reimbursement.

8. Supervisor(s), invigilator(s), remote invigilator(s), proctor(s) and ACCA personnel are obliged to report any cases of irregularity or improper conduct to ACCA. They are empowered to discontinue your exam if you are suspected of irregular or improper conduct and to remove or exclude you from the exam room.

9. If you breach exam regulation 2 and/or fail to disclose to the supervisor(s), invigilator(s), remote invigilator(s) or proctor(s), any 'unauthorised materials' or 'unauthorised items' which they reasonably suspect you have in your possession, it will be assumed the 'unauthorised materials' are relevant to the syllabus being examined and that you intended to use the 'unauthorised materials' and/or 'unauthorised items' to gain an unfair advantage.

10. You may not engage in any conduct designed to assist you in your exam attempt or provide any improper assistance to any other exam entrant in their exam attempt.

11. If you are sitting paper-based examinations, you are not permitted to remove either your candidate answer booklet(s) or your question paper from the exam room. All candidate answer booklets remain the property of ACCA.

12. If you are taking a computer-based exam you are not permitted to copy exam content in any manner or take photograph(s) or videos of your screen or permit any other person to do the same.

13. If you are taking a remote On-Demand exam[®] and you are permitted scrap paper, you must destroy all scrap paper on screen in front of your remote invigilator/proctor as instructed by them at the end of your exam before you end your examination session.

14. Exam content (questions, scenarios, format) are owned by ACCA. You are prohibited from copying, photographing, videoing or reproducing in any manner exam content (questions, scenarios and/or format). You are strictly prohibited from distributing or seeking to exploit for commercial/personal gain and/or any other reason, copies of exam questions or scenarios to any person including other ACCA registered students.

15. As an ACCA student, it is your responsibility to help maintain the integrity of ACCA examinations, you must report to ACCA any breaches of exam content which have been provided to you either directly or indirectly before, during or after you sit an exam.

16. Candidates must not whisper or speak out loud during the exam or communicate or attempt to communicate with any person other than the exam supervisor(s), invigilator(s) or remote invigilator(s) or proctor(s). This includes from the time that you log into the remote proctoring platform until 5 minutes after the time that you submit your exam, or your exam is terminated (whether by you or anyone or anything else).

17. Session Exams only[®] you must not leave the room where you are sitting your exam early, i.e. before the time limit allocated for the exam expires, and you must remain under invigilator/proctor supervision for the entire exam duration. For the avoidance of doubt, this also applies before the exam has started if any question papers have been distributed (applicable to paper-based exams only) or if you have been seated at your designated computer workstation (applicable to computer-based exams only) or after you have verified your identity and room set up and successfully checked in for the exam (applicable for remote exams only). If you leave an exam early you will be in breach of this regulation and you will be reported to ACCA for further investigation, unless authorised to do so by the exam supervisor(s), invigilator(s), or proctor(s) or if there are emergency circumstances.

18. You must not attempt to access and/or obtain your examination results prior to ACCA's official published results release date.

19. Candidates must not conduct themselves in an inappropriate way (including conducting themselves in vulgar, offensive, abusive, or any illegal activity).

20. If you are taking a Remotely Invigilated Exam, only you and no one else is permitted in the room in which you are sitting your exam. This includes from the time that you log into the remote proctoring platform until 5 minutes after the time that you submit your exam, or your exam is terminated (whether by you or anyone or anything else).

21. If ACCA suspects, or has cause to believe, that there has been irregular conduct and/or identifies anomalous testing results in connection with your examination (identified during the examination itself or identified by ACCA after the examination), it

reserves the right to nullify your exam result, not refund your exam fee, and/or withhold your examination results and/or suspend your ability to sit further ACCA examinations.

22. If you are taking **Remotely Invigilated Session Exams in Mainland China**, you must be 18 years or over.

23. ACCA reserves the right to change these Exam Regulations and Exam Guidelines at any time without prior notice in accordance with its bye-laws. In the event that any changes are made, the revised Exam Regulations and Exam Guidelines shall be posted on ACCA's website immediately. Please check the [latest information](#) to inform yourself of any changes.

EXAMINATION GUIDELINES

Students must comply in every respect with these Exam Guidelines.

WHAT ITEMS ARE PERMITTED AT YOUR DESK?

- An official means of photographic identification, e.g. your valid passport, driving licence or government issued photographic identification document, such as a national identity card or biometric residence permit.
- A small bottle of water with all labels removed or a clear glass of water. No other drinks or food are permitted.
- A noiseless, cordless pocket calculator which may be programmable, but which must not have a printout or graphic/word display facility in any language.
- **Centre-based[®] and Remote On-Demand exams[®] only** - scrap paper (2 sheets) permitted and a pen or pencil.
- **Session[®] - centre based exams only** - Examination attendance docket (s). You must not make any additional markings on this docket.
- Other than the items and materials specifically set out in the exam regulations or guidelines, no other items or materials are permitted on or about your desk or person.

WHAT ELSE DO YOU NEED TO COMPLY WITH?

All examinations:

If ACCA suspects, or has cause to believe, that there has been improper conduct in connection with your examination, it reserves the right to withhold your examination result and/or to suspend your ability to sit further ACCA examinations until the conclusion of any disciplinary process. Further information can be found in the [Guide to ACCA's complaints and disciplinary procedures](#).

For Centre-based exams:

- ACCA cannot accept responsibility for the theft, loss of, or damage to, any valuables or unauthorised items left in the examination venue, therefore you are advised not to bring any valuable or unauthorised items to the examination centre.
- ACCA does not implement a dress code for its examinations. However, you should dress for your examination(s) in a manner which will not cause offence to your fellow candidates.
- Before, during and after your examination, you must not behave in a manner which will distract your fellow candidates. Inappropriate behaviour will be reported to ACCA.
- If you are required to leave the exam room for a short period at any time, you will be escorted by an invigilator.

For Remote invigilation exams^o only:

- If any third party is detected as being present in your physical location, whether visible or not; or overheard in any manner, whether physically detected through movement and/or sound, irrespective of whether or not they are in your current location during your exam, your exam may be terminated and you may be reported to ACCA.
- The room must be as quiet as possible. Sounds such as music or television are not permitted.
- You must not leave your desk for any reason unless you are specifically permitted to do so.
- Move mobile phones, electronic devices, headphones and watches out of arm's reach.
- During the exam your mobile phone must be kept on silent with vibration switched off to avoid disruptions. The invigilator will use the chat function to indicate if they will call, or if connection has been lost with the invigilator/proctor, you should expect a call on the number you entered during the check-in process.
- Disconnect extra monitors from the computer you are using for your exam, disconnect any external speakers, radios, projectors and/or televisions in the room in which you are taking your exam.
- Place food and smoking equipment out of sight.
- Wherever you choose to sit the exam, you should be in a walled room, with a closed door and your screen should not be visible to anyone else including through a window, via CCTV or any other device.
- Make sure your full face is visible to the camera throughout the exam.
- Do not cover or obstruct the camera.
- Do not whisper or read out loud any of the exam content.
- Prior to finishing and submitting your exam, let your invigilator/proctor know through the chat box that you are finished. They will oversee the submission process.
- Students are not permitted to end their exam early and must remain under invigilator/proctor supervision for the entire duration of the scheduled exam time.
- **Remote Session-based only:** You must not leave your desk for any reason unless you are specifically permitted to do so. If you are permitted to take a bathroom break, before doing so you must use the chat function to notify the invigilator/proctor that you are leaving your desk and

upon returning to your desk inform them that you have returned. It is important that you do not exceed the 5-minute break limit as this may result in your exam being terminated.

- **Session[®] - centre based exams only:** The supervisor will not allow you to enter the examination room after the first hour of the examination.
- **Session[®] - based exams only:** Students are not permitted to end their exam early and must remain under invigilator supervision for the entire duration of the scheduled exam time.

AFTER THE EXAMINATION

- At the end of the examination, candidates must stop completing their exam when instructed to do so by the supervisor, invigilator, or proctor.
- **For Centre based exams only:** Your candidate answer booklet(s), question paper and/or any unused working books or scrap paper will be collected by an invigilator/supervisor. You are not permitted to remove any of these items from the exam room. Your scrap paper, worked candidate answer booklet(s) and answers will remain the property of ACCA and will not be returned to you.
- **Remote On-Demand exams:** You must destroy all scrap paper on screen in front of your remote invigilator/proctor as instructed by them at the end of your exam. You must uninstall the exam delivery software at the end of your examination.

3. Meeting the technical requirements

In order to run a remote session exam successfully, your device must meet all the minimum technical requirements.

During the check-in process you'll need to perform and pass a system test. This system test checks a number of the minimum technical requirements. If you are unable to pass this system test unfortunately you will not be able to take the exam.

Before making an exam booking, you should therefore check that your device meets all of the minimum technical requirements. You should also perform a system test on the same device and in the same location you plan to use on exam day. The result of this system test will indicate whether your device will pass or fail the system test you'll perform on exam day (subject to changes to your device, connectivity speeds or connectivity stability).

In the event of technical issues impacting your exam, you must have passed a mandatory system test via Exam Planner between the previous exam session finishing and before starting your exam check-in process to be eligible to use our post-exam withdrawal option.

Additionally, as part of the eligibility criteria If you perform multiple mandatory system tests ahead of exam check-in, the last mandatory system test result must be a pass.

For more information on the eligibility criteria [please visit our post-exam options page](#)

[View the minimum technical requirements](#)

[Perform system test](#)

[View post-exam options eligibility criteria](#)

I understand the technical requirements of the exam and agree to the eligibility criteria for post-exam withdrawals

I agree to the use of facial recognition software for the purpose of verifying my identity during the testing process by comparing my facial image to that presented on my identification and to facial images captured during the testing process. I understand that I may withdraw my consent by emailing Session-RI@accaglobal.com.

I do not agree to the use of facial recognition software for the purpose of verifying my identity during the testing process by comparing my facial image to that presented on my identification and to facial images captured during the testing process. I understand that I may amend my consent by emailing Session-RI@accaglobal.com.

I have read and accepted the [Exam Regulations and Guidelines](#)