



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

## 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



Have the necessary equipment which meet the minimum technical requirements to take the exam successfully

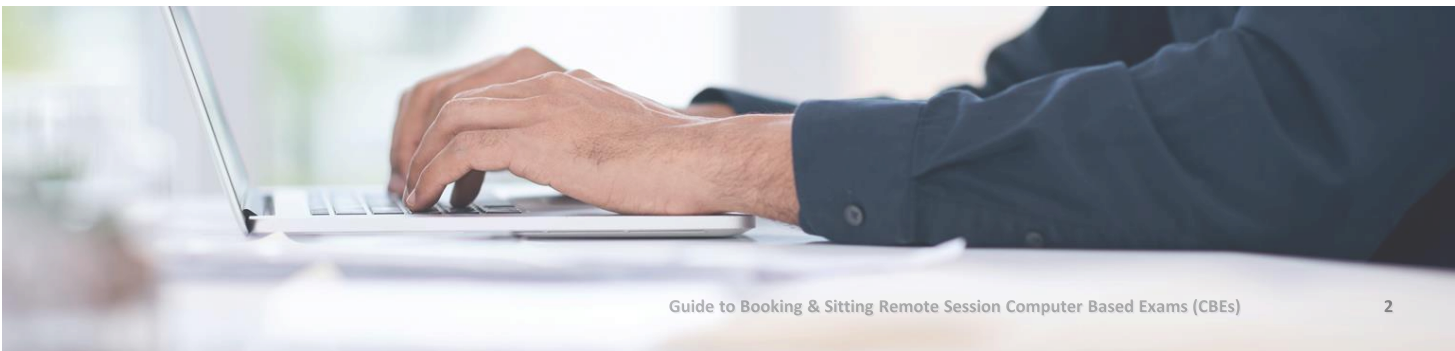


Have access to a quiet and private location on exam day



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:



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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 [CLICK HERE](#) to view video guidance

## Exam Location

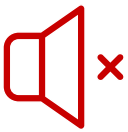
Ensure your exam room has the following features:



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

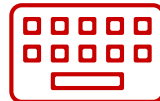
### Desk set up:



Clear desk area



One monitor



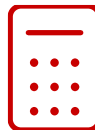
Separate keyboard



Separate mouse



Webcam



Calculator



Clear glass/bottle  
of water – all labels  
removed



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



**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 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

### 3 Ensure you're connected to a power source before you begin your exam

### 4 Verify audio and ensure microphone is not set to mute

### 5 Enable internet cookies

### 6 Disable pop up blocking

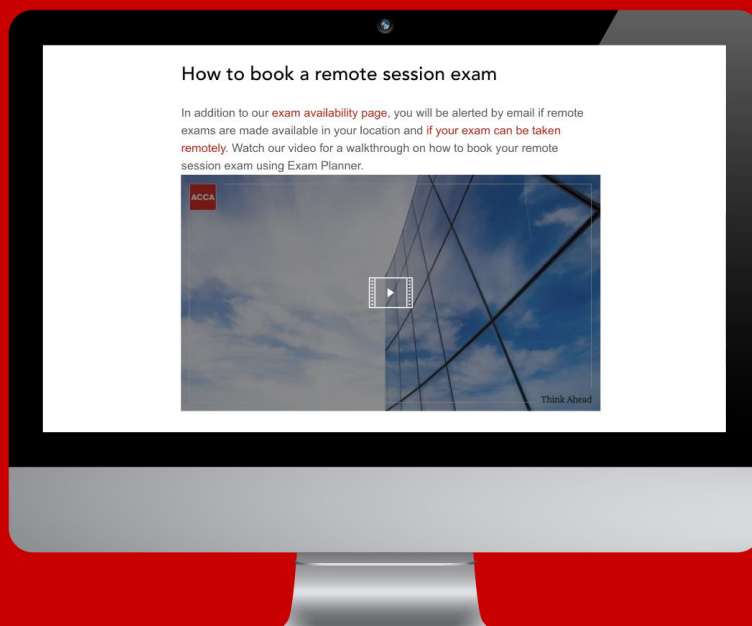
### 7 All tablets are forbidden

### 8 DO NOT SIT YOUR EXAM IN SETTINGS WITH A CORPORATE FIREWALL

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

## How to book your Remote Exam

[Click here](#) to see the video guidance



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

## How to book your Remote Exam

*continued*

- 1 In the exam planner click on **'Add an Exam'**
- 2 Click **'At Home'**
- 3 Select the exam session you want to enter i.e. **Dec 2020**
- 4 Select the Exam you want to book – If the exam has a variant, click on **'Choose a version'** click on the drop-down menu and select the version of the exam e.g. **'UK'** and then select **'Set version'**
- 5 The home icon should be red so click **'Add to your Plan'**
- 6 Your exam has now been added to your plan & is pending availability and payment. NB You will not have to pay the exam fee if your Employer uses ACCA's Exchange service
- 7 Click **'Confirm availability'**
- 8 Take time to read the Terms & Conditions carefully to make sure you're prepared to take your exam remotely
- 9 If you haven't done so already you can perform the required system test and check your system meets the minimum requirements by clicking on **'Click here to perform the System Test'** and **'Click here to check the System Requirements'**
- 10 Accept Terms & Conditions by ticking the boxes and click **'Agree & Proceed'** to continue
- 11 Click on your **Exam**



## How to book your Remote Exam

### *continued*

- 12 Take time to read the Terms & Conditions carefully to make sure you're prepared to sit your exam remotely
- 13 Tick each of the boxes to accept Terms & Conditions then click on '**Next**' to continue
- 14 Available exam dates are shown in the calendar, click on the **Exam Date** you want to book (only available time slots will appear)
- 15 Click on the **exam time slot** you want to book
- 16 Review your exam entry, at this point you can still make changes to your exam, such as a change in time slot
- 17 If everything is correct, click '**Confirm Booking**'
- 18 Take time to read the Terms & Conditions carefully to make sure you're prepared to take your exam remotely
- 19 Click '**Accept**'
- 20 Review your booking and click '**Confirm**'
- 21 Your exam is now reserved but will not be fully completed until you have successfully made payment. NB You will not have to pay your exam fee if your Employer uses ACCA's Exchange service
- 22 If you haven't done so already, perform the system test AND check the system minimum requirements to ensure your computer can successfully run the exam
- 23 Click '**Finish**' to return to your **Exam Planner** to make payment

## How to book your Remote Exam

*continued*

- 24** Tick the **box** to confirm Terms & Conditions
- 25** Click '**Complete booking**' you will then be taken to the normal payment screen to enter your card details to make payment NB You will not be asked for payment if your Employer uses ACCA'S Exchange service
- 26** If you have a credit balance on your account, the exam fee will be deducted from this credit balance
- 27** Your exam entry confirmation will be shown on screen and you'll receive an email confirmation



## On Exam Day

You will launch your exam through **Exam Planner**. Please read the guide to familiarise yourself with the steps you will need to take.

[CLICK HERE](#) to read the guide.

Step	Guidance	Tip
1.	<p>Before starting your exam on exam day, ensure you have:</p> <ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 <b>Exam Planner</b> .	<ul style="list-style-type: none"> <li>• This can be accessed via <b>myACCA</b> or <b>www.accaglobal.com</b>.</li> </ul>
3.	Choose <b>Book an exam</b> from your overview.	
4.	Choose <b>Launch Exam</b> .	
5.	Click on the exam you want to launch.	
6.	Click the <b>Begin Exam</b> button to start the check in process for your exam.	<ul style="list-style-type: none"> <li>• If the <b>Begin Exam</b> 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>

## On Exam Day *continued*

Step	Guidance	Tip
7.	You will be prompted to <b>download</b> and <b>run the Exam Delivery and Remote Invigilation</b> software before performing the <b>System Test</b> .	<ul style="list-style-type: none"> <li>Download and run the <b>OnVUE</b> Invigilation Software.</li> <li>Click on <b>Copy Access Code</b>, which is needed for the next step.</li> </ul>
8.	Provided you copied the code when prompted in step 7, your access will be automatically populated on this screen. You will now be asked to enter your phone number.	<ul style="list-style-type: none"> <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.	Now you will be prompted to <b>start the check-in process</b> . First you must confirm you're over 18 years of age.	<ul style="list-style-type: none"> <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>
10.	The system check will run, and a <b>green tick</b> will appear next to each requirement as it is verified.	<ul style="list-style-type: none"> <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.	Next, you will be prompted to take some <b>pictures of yourself, your ID and your environment</b> .	<ul style="list-style-type: none"> <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 <b>"Type the URL into your mobile phone"</b>.</li> </ul>

## On Exam Day *continued*

Step	Guidance	Tip
12.	Now you will be prompted to take all the required photographs, starting with taking a picture of yourself.	<ul style="list-style-type: none"> <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>
13.	Next, take a picture of your ID.	<ul style="list-style-type: none"> <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.	Next, take 4 pictures of your workspace – front, behind, left and right.	<ul style="list-style-type: none"> <li>• When taking the picture of the front of your workstation be sure your calculator can be clearly seen.</li> <li>• If it is not, the invigilator may ask for you to hold it up to the webcam for further inspection.</li> </ul>
15.	The check-in process is almost complete.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
16.	You will then be reminded to close all applications except for <b>Finder</b> and <b>OnVUE</b> .	<ul style="list-style-type: none"> <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>

## On Exam Day *continued*

Step	Guidance	Tip
17.	The check-in process is now completed and all the details and photographs submitted will be verified ahead of your exam launching.	<ul style="list-style-type: none"> <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.	
19.	During your exam, if you require help from the invigilator, please use the chat function to get connected.	
20.	When the exam end time is reached, the exam will automatically end and a Proctor will close your exam window.	<ul style="list-style-type: none"> <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

[CLICK HERE](#) for key information and user guides to prepare for Remote Session based CBEs

[CLICK HERE](#) for students' FAQs on Remote Session CBEs including troubleshooting guide for exam day issues

