Remote session CBE: Your work area on exam day

The permitted items which are allowed on your desk for either a desktop or laptop setup are listed below in the ✓ box.

ALL other items are strictly prohibited from being on your desk. We have listed some common items which breach the rules and regulations in the ✗ box.

Please note this list is not exhaustive. If you require any other items due to special educational needs, disability or temporary injury these must be requested and approved ahead of your exam by following our additional support process.

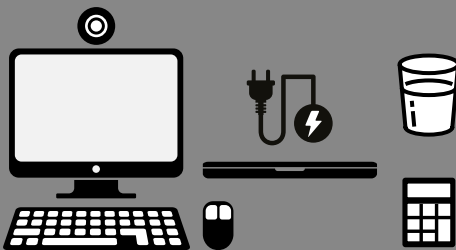Your mobile phone will be required during the check-in process. Your phone must then be placed out of arms reach before starting your exam.

DESKTOP SET UP	LAPTOP SET UP	
	OPTION 1	OPTION 2

DESKTOP SET UP

✓
- 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)

✗
- NO additional monitors
- NO additional peripherals
- NO additional food or drink
- NO headsets/earphones/earbuds
- NO scrap paper
- NO watches
- NO external microphone or speakers

LAPTOP SET UP — OPTION 1

✓
- Clear desk area
- Laptop screen with built in webcam
- Laptop fully charged/connected to power source
- Separate keyboard (optional)
- Separate mouse (optional)
- Calculator (refer to exam guidelines)
- A clear glass of water or small bottle (all labels removed)

✗
- NO additional monitors
- NO additional peripherals
- NO additional food or drink
- NO headsets/earphones/earbuds
- NO scrap paper
- NO watches
- NO external microphone or speakers

LAPTOP SET UP — OPTION 2

✓
- Clear desk area
- **One** external monitor **(laptop screen must be closed)**
- Laptop fully charged/connected to power source
- Separate keyboard
- Separate mouse
- Webcam sitting on top of monitor
- Calculator (refer to exam guidelines)
- A clear glass of water or small bottle (all labels removed)

✗
- **ONE EXTERNAL MONITOR ONLY**
- NO additional peripherals
- NO additional food or drink
- NO headsets/earphones/earbuds
- NO scrap paper
- NO watches
- NO external microphone or speakers

Example of desk and room environment which meet requirements

This desk set up is an example of what would be allowed – please refer to our desk set up regulations for more information on what is allowed on your desk. Any unauthorised items on your desk will need to be removed before you start your exam.

1 Your exam must be taken in a private and quiet room with solid walls and a closed door. No one else is allowed to enter the room for the full duration of the exam.

2 Bookshelves can appear in your room, but you can't have any books open or any on your desk.

3 Make sure any other electrical equipment such as cameras, radios or televisions in the room are fully switched off.

4 If there's a possibility people might be seen through any windows in your room, you'll need to cover your windows fully.

5 You can have other items in your room environment, but make sure you comply fully with the desk environment regulations.
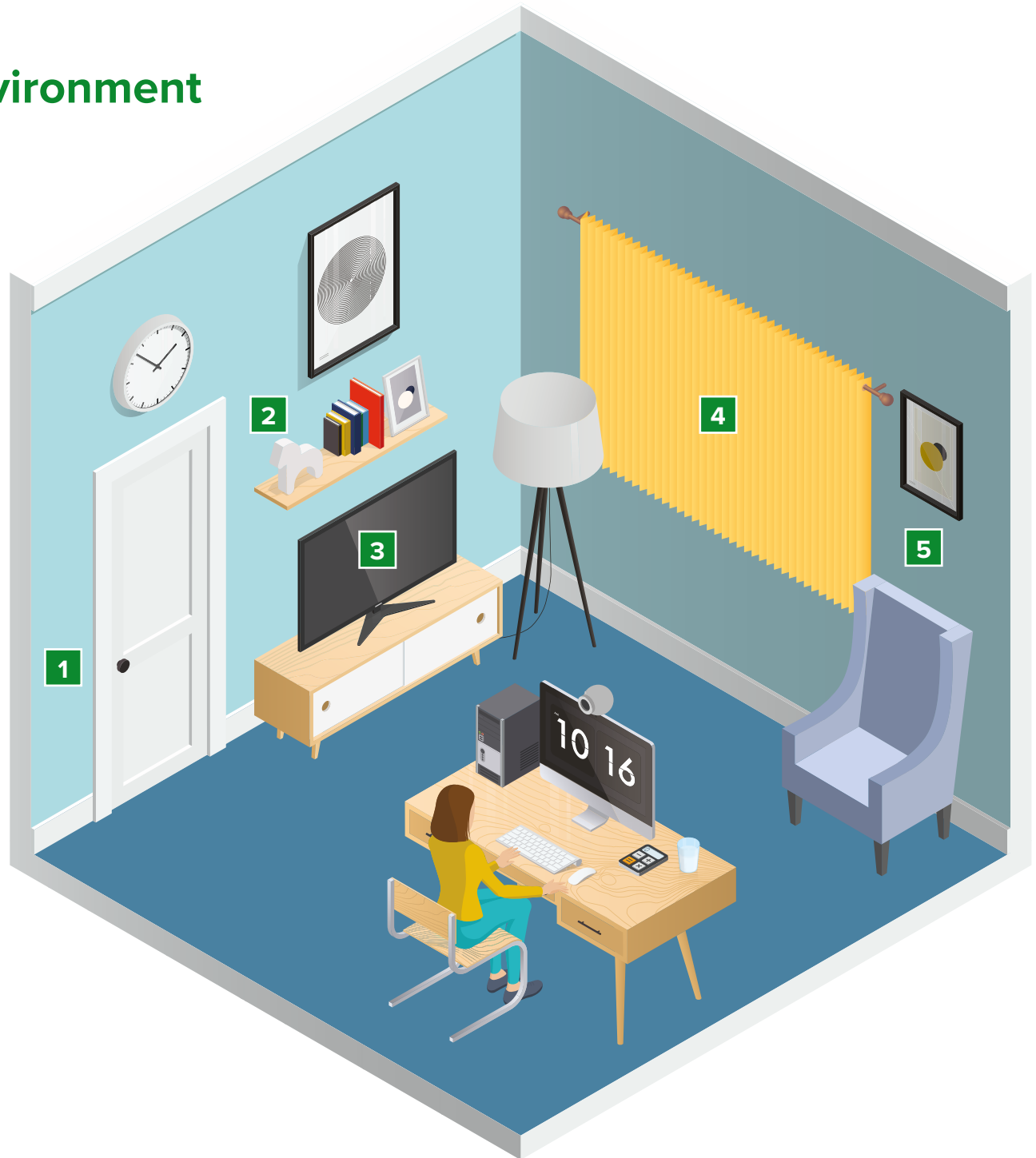
# Example of desk and room environment which breach regulations

Only authorised items which meet the desk set up guidance are allowed to be on your desk. None of the items circled are permitted.

You can have other items in your room environment, but make sure you comply fully with the desk environment regulations. Any unauthorised items on your desk will need to be removed.

Examples shown are:
X Table lamp **X** Sandwich **X** Mouse mat **X** Book **X** Second monitor.

1 Your exam must be taken in a private room with solid walls and a closed door, rooms partitioned by curtains for example or in environments where other people may appear in the room are strictly prohibited.

2 You need to take your room in a quiet location. All electrical equipment such as cameras, radios or televisions must be fully switched off.

3 If your room is on a level where individuals can be seen, you'll need to make sure your windows are covered fully by blinds/curtains. Any mirrors must be removed or covered.

4 Any items such as opened books, flipcharts or whiteboards which have visible text on them are not permitted.
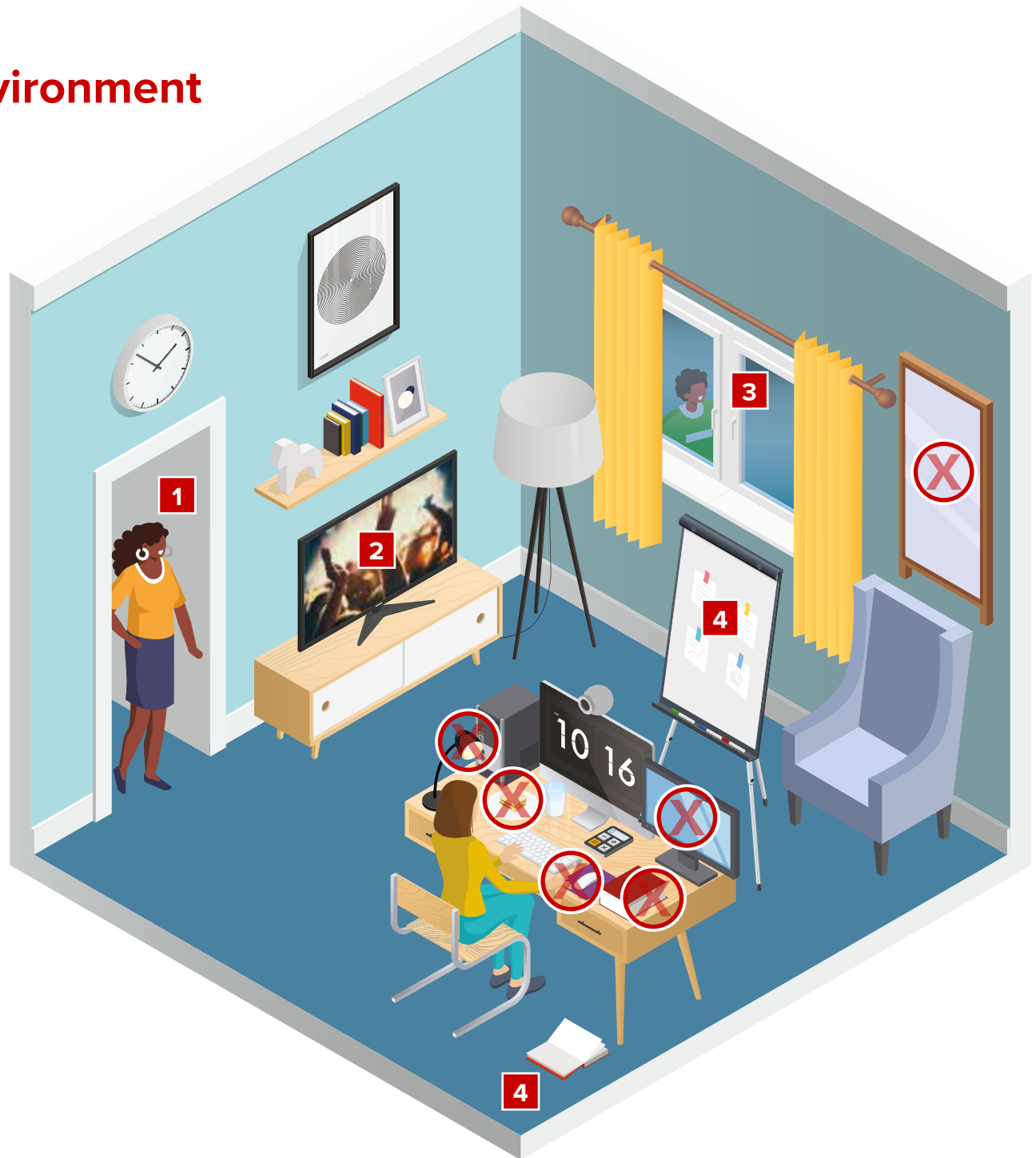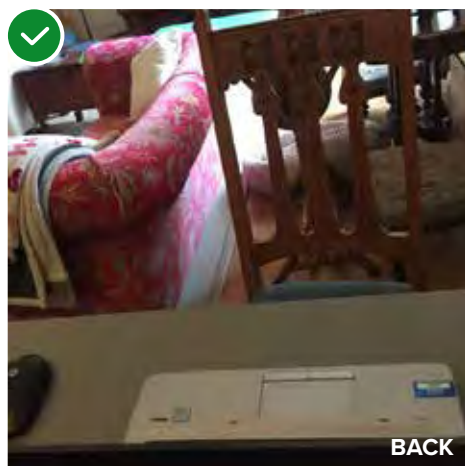
ACCA remote exam check-in photo guide
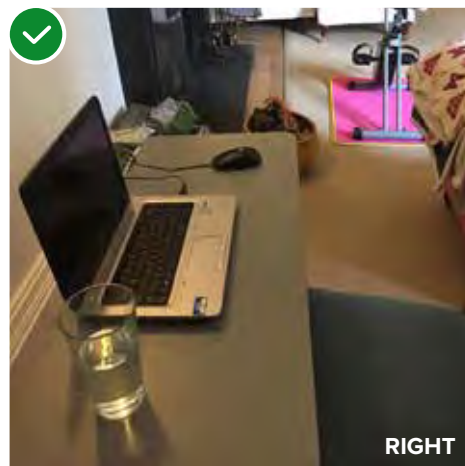
ACCEPTABLE PHOTOS

FRONT
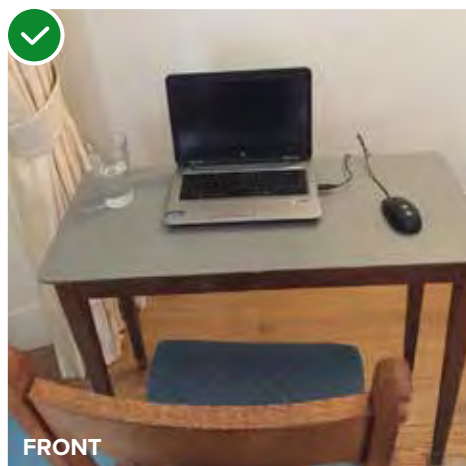
The whole workspace must be clearly visible and include the whole computer and the area around it. There must be no unauthorised items on your desk or within arm's reach.

BACK

The invigilator must be able to see your desk plus everything on the desk and the view behind to ensure your setup meets the rules and regulations
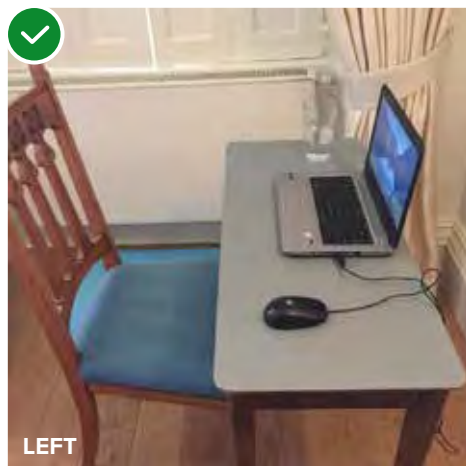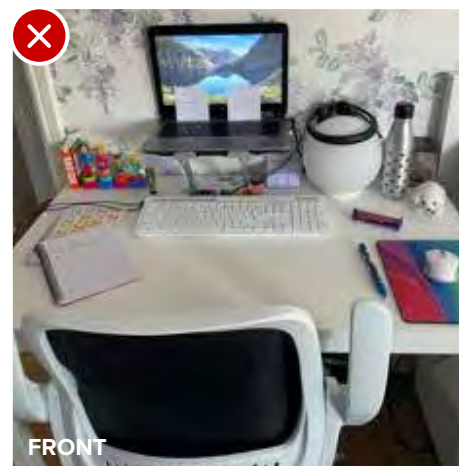

LEFT

The invigilator must see the whole workspace from the left side. It should include the computer, desk and contents on the desk, including any authorised items.
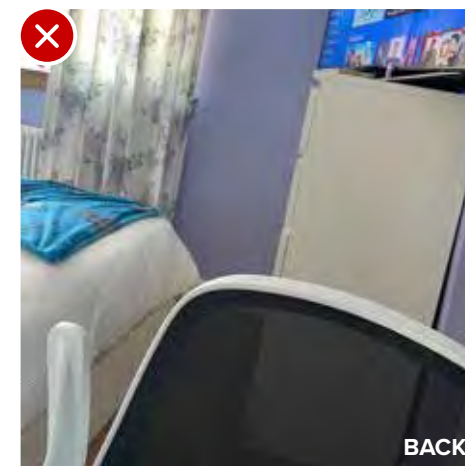

RIGHT

The invigilator must see the whole workspace from the right side. It should include the computer, desk and contents on the desk, including any authorised items.
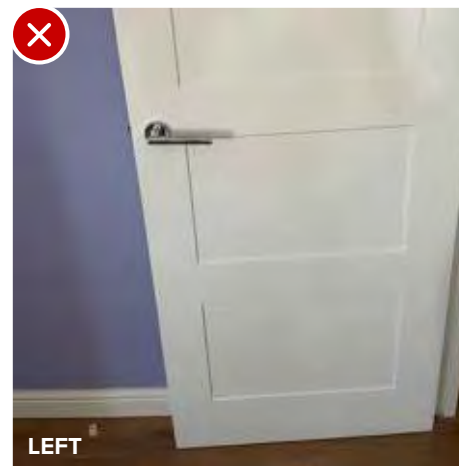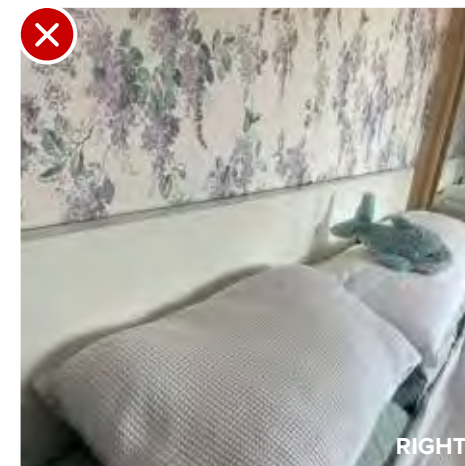
UNACCEPTABLE PHOTOS

FRONT

No unauthorised items are permitted within your workspace – there are many items on this desk that are not allowed.

BACK

The invigilator must see the back of your workspace including the floor around you.

LEFT

Remember to include the full workspace to the left of you.

RIGHT

Remember to include the full workspace to the right of you.