



ASSA EXAMS

WHAT NOT TO DO

Brought to you by the ASSA Student Sub-Committee

The do-not-do list for your exam session:



1. Do not wear earphones, headphones, head gear, hoodie caps or anything where your ears are not visible & your identity is obscured.



2. Do not swap venues without informing the office, e.g. opting to write virtual on the day of the exam when you're scheduled to write at an ASSA-designated venue.



3. Bathroom breaks not reported nor announced or that are excessively long (more than 5 minutes) – you must self-report through the incident portal.



4. Do not forget to upload a copy of your ID photo page from your ID document or passport as this forms a critical step in the identity verification process.



5. Partial or no invigilation of examinations is not permitted and can occur due to technology-related issues. Do not forget to self-report any incidents.



6. Suspicious eye-movement reading content outside of the immediate assessment environment. Dual screens are not permitted. Do not paste notes around you or refer to any notes unless otherwise stipulated within the examination instructions.



7. Save your answer script by using your candidate number. Do not leave it as the template name.



8. Where the exam requires you to scan and upload your written script, do not write into this allotted time. It means that you have taken an unfair time advantage.



9. ALL writing including the writing of your candidate number **MUST** be done in the time allocated for reading and writing and **NOT** in the scanning and upload time – and may miss the upload link availability to submit your attempt.



10. Do not upload your exam script late – scripts must be uploaded on the exam platform within the allotted time.



11. Do not open another browser tab or use voice apps to ask Google or Siri for assistance.



12. Do not rely on the proctor to read exam instructions meant for you on the ASSA Exam Platform. This is not their purpose or responsibility. The onus is on you to read all instructions.



13. Do not use Grammarly or similar add-ins. Microsoft spellcheck is allowed, but only if Word is a permitted app in the exam.

What to do in the event of an incident:



Stay calm if you are faced with an exam incident and **SELF REPORT** via the incident portal.



Technology-related issues: Read what is displayed on the screen, but do not close the recording of the online invigilation service – stay calm and **READ** the feedback before acting.



When in doubt contact the ASSA office immediately and **SELF REPORT**.

What ASSA will do:



We **FLAG** and **VERIFY** incidents against multiple data points – also surfacing anomalies.



All reported incidents are investigated. We value the significance for any potential impact on your study path.



Candidates have the right to appeal the outcome of an examination in accordance with the appeal policy.

We're in this together – our COLLECTIVE LEARNING has afforded many to move forward.