

TECHNOLOGY AND EXAM ENVIRONMENT REQUIREMENTS FOR ASSA ONLINE EXAMS 2025

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Exam and Technology Overview

Candidates with **technology limitations**, or those preferring **in-person invigilation**, should register to write exams at an **ASSA approved venue**.

A Fellow Invigilation option is not available, because ASSA has made provision for venue-based exams to accommodate candidates with technology limitations.

Test exams will be set up to enable all candidates to test the end-to-end exam proctoring process for all virtually proctored exams. Please ensure you participate in these exams. Dates for test exams will be communicated.

Incident management processes will be communicated to each candidate as part of their subject-specific exam communications.

NB! Incident management is integrated with the ASSA Exam Platform so please ensure you read all instructions and communication regarding Incident management for your exam.

All exams will require the ability to open a .pdf file from the ASSA Exam Platform and upload a MS Office document back into the ASSA Exam Platform.

Technology Requirements

All exam candidates must ensure that their technology environment meets the required specifications provided to be able to write the online exams.

Note: The online exam offering, allows for **virtual exam** and **venue-based** attempts. You will have registered for the option that you wish to take up during the exam registration period.



Exam Options and Requirements

If you are writing your exams **VIRTUALLY** go [**HERE**](#).

If you are writing your exams at an ASSA or other approved **VENUE** (person invigilated) go [**HERE**](#).

VIRTUAL



- Online Exam Platform
- Proctor Service or Video Room for N311.
- Requires registration and use of the Proctoring application

VENUE



- Online Exam Platform
- Person Invigilated
- NO proctor application required

Virtual Exams

In line with the ASSA Examination Policy, **no candidate may write an uninvigilated exam**, so please ensure that your technology environment complies with the specifications provided.

Proctoring Service (Virtual Exams Only)

ASSA makes use of the Meazure Learning ProctorU proctoring tool and service for all ASSA virtual exams except N311.03E.

It is important that you ensure that you have downloaded and installed the Guardian Browser. Note: ONLY Guardian Browser will be supported as a browser for ASSA virtual exams except N311.03E which will be using the Chrome browser.

PC and other Technical Specifications

Technology Requirements	Specifications
PC / Laptop	Windows 10 (10 S mode is not supported) Mac users - OS X 10.15 Fully charged (if) laptop (detail below)
Monitor display	Only computer monitors are allowed. Minimum Recommended Resolution: 1366 x 768. Recommended Resolution: 1920 x 1080 or higher.
PC Operating System	Windows 10 or higher; MacOS X 10.5 or higher.
Microphone	Built-in microphone that is switched on and set to 50% + volume.
Web Camera	1280×720 resolution Focused directly on you.

Smart phone with a scanning app for A211 and A213 (paper A) virtual exam. ONLY to scan and upload written content.	A211 and A213a virtual candidates may use a smart phone AFTER the exam time in an allocated time frame to scan and upload their exam work. Candidates must ensure they are familiar with their scanning apps and how to transfer the scanned .pdf document to their PC within the allotted exam time.
Internet Line speed and data	Reliable and uninterrupted internet connectivity is required. We recommend 5GB exclusively available for a 3-hour exam (avoid others sharing the Wi-Fi) Minimum speed requirements: • Download speed – 10 Mbps • Upload speed – 10 Mbps ASSA acknowledges that ML ProctorU may suggest 3 Mbps as a minimum speed, however, it has been determined that a stable minimum speed of 10 Mbps offers better reliability for an online exam. Recommended speed requirements: • Download speed – 15 Mbps • Upload speed – 15 Mbps A211 and A213a candidates should note that the scanned scripts can reach sizes of more than 20MB depending on the app and scanning quality, so please ensure you have enough additional data for this. Tip: If you are using a streaming service, e.g. Netflix on your PC, and the content buffers (freezes to load more content) then you probably don't have an environment that is strong enough to write a 3-hour exam.
RAM	8GB as a minimum, recommended 16GB.
Software	At least MS Office 2013 required for all exams. (Check the expiry date of the MS Office license on your PC before attempting your exam.) Your PC must be capable of downloading and opening PDFs, opening and creating Word, Excel and PowerPoint documents, using Microsoft Office or Microsoft 365. You must use the templates provided to you in your exam – you may not use your own templates.

Web Browsers	Guardian Browser ONLY, except for N311.03E which will be using the Chrome browser.
PDF Reader and ability to open pdf from your browser	Adobe Acrobat DC - Adobe for .pdf documents can be downloaded here (http://get.adobe.com/reader/) Ensure your PC can download and open a .pdf file in a browser tab.
Calculator	Check the ASSA- approved list of calculators .
Ports	1935, 843, 80, 443, 61613, UDP/TCP Check this with your network administrator.

Open a .pdf file in the browser - Most PCs are set by default to allow the download or opening of .pdf documents from your browser. The Test exams for each subject will provide you with an opportunity to test if you can open a .pdf file from the ASSA Exam Platform in your browser. You may have to check with your system administrator that you have the required permissions.

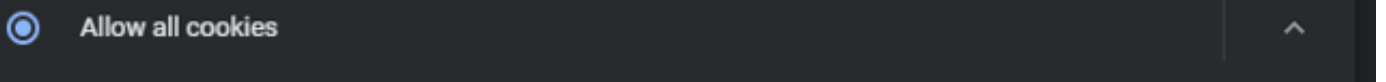
You can also refer to this link to assist with troubleshooting:
[Troubleshoot viewing PDF files on the web](#)

Not Supported

- Google Chromebooks
- Google Chrome browser (except for N311.03E)
- Other browsers such as Firefox, MS Explorer, etc.
- Linux operating systems
- Windows 10 in S mode or Surface R
- Tablets (Nexus, iPad, Tab, Note, etc.)
- **No hotspots** as connectivity points.
- No running inside a virtual machine.
- No dual screens or any type of secondary display setup, unless approved otherwise.
- No TV screens or any other projection screens to be used as a monitor.

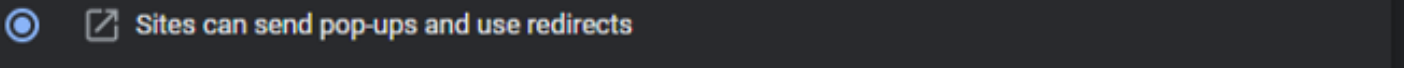
Check the following restrictions:

- **If you suspect that your company's network may restrict the download of the Guardian Browser as a web browser, please contact your network administrator to resolve this.**
- For N311.03E virtual exam - to make sure your Google Chrome browser isn't blocking cookies, you need to follow the steps below:
 - **Step 1:** Open a new tab in the Chrome browser and type in the URL bar **chrome://settings/cookies**
 - **Step 2:** Click the button to turn on "Allow all cookies".



☒ Allow all cookies

- For N311.03E virtual exam - Disable your pop-up blocker in your Chrome Browser.
 - Step 1: Open Chrome and go to settings and pop-ups
chrome://settings/content/popups
 - Step 2: Ensure the button is clicked for "Sites can send pop-ups..."



☒ Sites can send pop-ups and use redirects

PC “sleep” settings:

Since you will be online for an extended time during the exam, please ensure your PC Sleep settings are disabled to avoid being disconnected from the ASSA Exam Platform and Video Room for N311.03E.

Microsoft OS:

Settings → System → Power → Screen and sleep → Set your screen and device to NEVER.

Apple Mac OS:

Choose Apple menu > System Preferences, then click Energy Saver. Adjust one or more of the following controls to affect when your Mac goes to sleep. Some of these controls might not be available on your Mac.

- “Turn display off after” slider
- “Display sleep” slider
- “Computer sleep” slider
- If a slider is set to “Never”, sleep is disabled for that feature.

Browser Permissions:

Please note that **only Guardian Browser** is the **supported** web browser for the ASSA exams except for N311.03E.

For N311.03E the Chrome browser needs permission to access your microphone, video camera and screen sharing when in use. Usually, this is an automatic function, however, your permissions may have previously been set. If you are having difficulty when trying to use your microphone, video camera and screen sharing, you can check your browser permissions by clicking the lock icon in the web address bar of your browser.

- In Chrome, click the lock icon - site settings and give the appropriate access, such as 'Allow'.



Video Room: N311.03E - Check your PC's settings

Video Room invigilation will be used for the virtual exams for N311.03E where interaction between candidates and online invigilators are required.

No installations are required for the Video Room invigilation. However, candidates must ensure that their camera and microphone are accessible via Video Room – This can be tested as part of the Test Exams that are set up per subject.

Google Chrome browser is recommended for the N311 virtual exam.

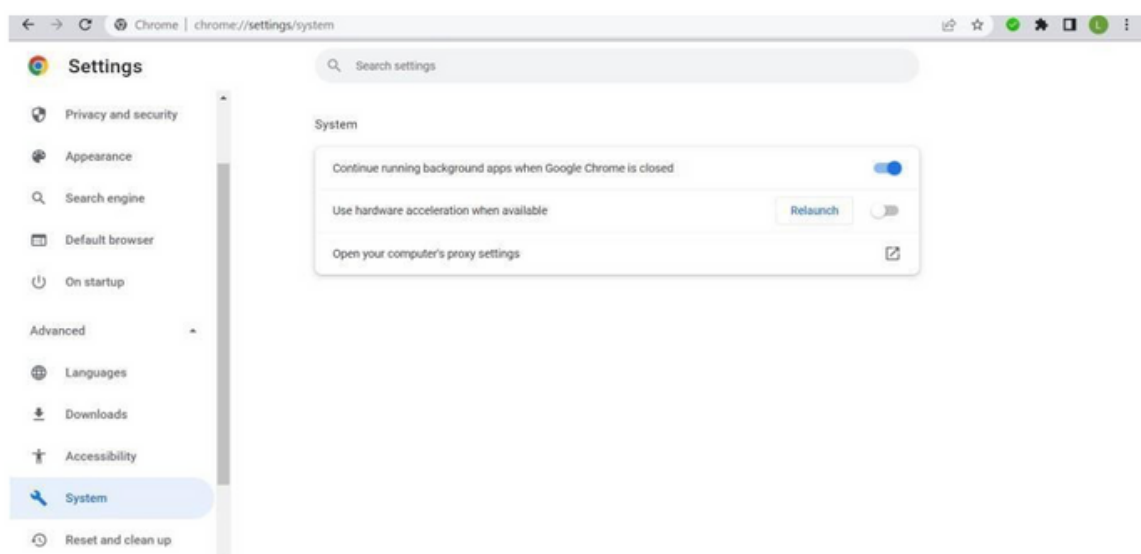
Settings and permissions must be checked BEFORE the exam. No additional time will be provided to check and set PC settings during the exam.

Ensure that the following setting is OFF:

Use hardware acceleration when available

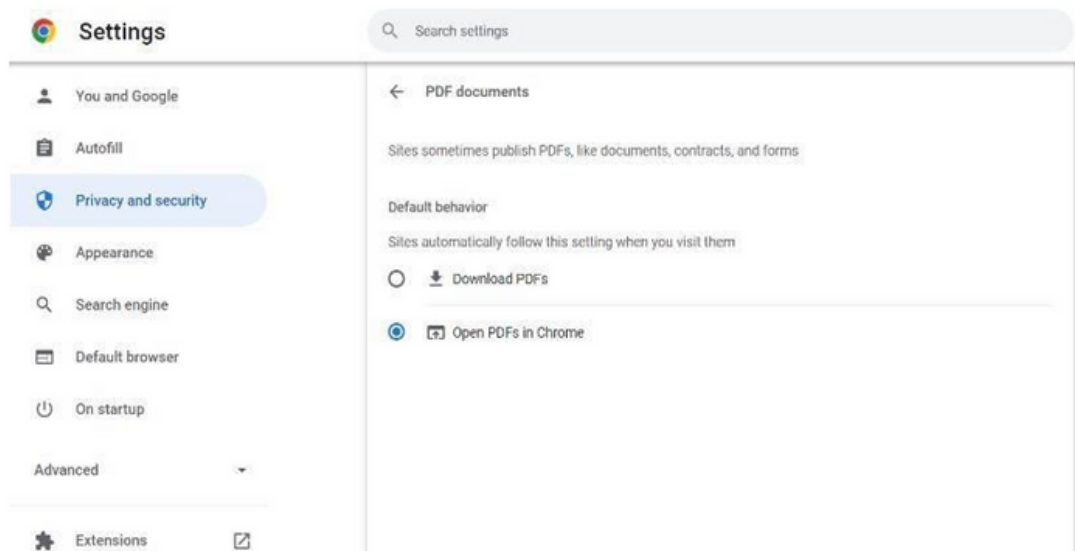


- Select the 3 vertical dots top right of your screen.
- Select Settings.
- Select System (in the menu on the left).
- Select System and ensure the “Use hardware acceleration when available” is set to OFF – see below.
- Click on Relaunch.



Set settings to ensure you can view your .pdf paper

- Select the 3 vertical dots top right of your screen.
- Select Settings.
- On the left-hand-side menu select Privacy and security.
- Select Site Settings.
- Scroll down and expand Additional Content settings (if not expanded already).
- Select .pdf documents and choose Open PDF in Chrome.



Physical space requirements for virtual exams

The physical environment in which you will be attempting the exam has certain requirements as follows:

Space Requirements	Specifications
Exams which are written: A211 and A213a (A213b will be typed online and requires the proctoring application)	• The writing area /desk should have enough space to write and still have a PC on the same desk, camera focused towards the candidate and writing area to be visible. • An A4 exam pad which will be scanned (writing on a single side only). • Own stationery - use black or blue pens only. • ASSA-approved calculator.
Quiet room / environment	• With a closed door. • No other people in the room with you at any time during the exam. • No clocks on the wall or placed around the room for you to look at. Looking around the room will be flagged as a prohibited action by the online proctoring service, and you will be putting yourself at risk if you are looking around the room during the exam time.
Lighting	• Natural / good lighting so that your face can be clearly seen in the camera recordings. • Avoid direct sharp light from behind you. • The proctor may block you from accessing the exam if lighting on your exam writing environment is too dark or interferes with the visibility and clarity of your face and writing area.

Venue-based exams

ASSA will make venues available to candidates in Cape Town and Johannesburg.

Candidates must indicate their option to write at a venue during registration.

ASSA venues will have PCs available. Candidates may not use their own PCs or laptops at these venues. Candidates may bring their own keyboard and mouse.

Technology Requirements for venue-based exams

ASSA will provide PCs at the venues which comply with the required specifications.

Candidates must ensure that they know how to use the technology relating to:

- Typing and using formatting in the ASSA Exam Platform (utilise the Test exams to practice).
- Using the required MS Office products (Word / Excel or PowerPoint). These will be loaded onto the PCs beforehand. Candidates may not use their own templates.
- Opening of .pdf files from the ASSA Exam Platform.
- Uploading and submitting files in the ASSA Exam Platform. You must upload your content within your scheduled examination time.
- A211 / A213a candidates will write their answers in exam books provided at the venue and hand them in. Scanning and uploading will be done by the invigilators, so no need to scan scripts with a phone.

The installation of any proctoring services software/extensions or applications are not required as there are in-person invigilators at venues.

General Notes for venue-based exams

- Candidates must arrive at least 30 minutes before the exam starts. Late comers will not be provided with additional time.
- Ensure you have enough stationery at hand. Rough paper will be provided at the venue.
- Only ASSA-approved calculators may be used. These will be inspected at the venue.
- No orange Formulae and Tables books are allowed – all required formulae or tables will be provided on the ASSA Exam Platform as part of your exam paper.
- No hoodie caps/caps/hats/earplugs/watches/stopwatches are allowed.
- No cell phones allowed.

Prohibited and allowed actions / items during the exam

Remember to read the **ASSA Examination Policy** for all details relating to the ASSA examination process. These are **some** of the prohibited and allowed actions for all exam candidates during exams:

Prohibited	Allowed / Required
You may not be partially or entirely uninvigilated for the duration of your exam.	Invigilation for the full duration is mandatory for all exams.
No ID verification.	Candidates must present a valid government-issued photo ID / driver's license or passport to identify themselves before an exam.
You may not look around the room or focus on areas away from the exam work area. Clocks/watches/stopwatches are not permitted.	You can use the clock on your PC to check for time, to avoid looking around the room. The ASSA Exam Platform will show a countdown clock in your exam.
Your cell phone must remain off for the duration of the exam.	A211 and A213a ONLY: You may switch your cell phone on for the last 20 minutes of your exams in order to scan your answer scripts for uploading.
No typing / writing into upload time. Late answer script uploads are not allowed.	Typed exams: You must stop typing when you have 5 minutes remaining on your exam countdown clock. Handwritten exams (A211, A213a virtual only): You must stop writing when 20 minutes remains on the countdown clock, for scanning and uploading. NB! Candidates must upload and submit their scripts onto the ASSA Exam Platform before the upload time expires.

No notes or other books allowed in the exam room unless approved for a specific exam.	You may have clean A4 sheets of paper for planning during the exam.
You may not have dual screen accessibility.	Dual screens are not allowed unless approved for a specific exam.
No headgear or head coverings including hoodie caps, caps, hats, beanies and other headwear is permitted.	Exceptions of head coverings for religious and cultural reasons may be considered subject to inspection and sight of ears.
Listening and / or transmission devices including, but not limited to earphones, headphones and earplugs, as well as all types of watches, are not permitted during the exam.	You may make use of a plug-in mouse and keyboard which will not require additional software to be downloaded.
The use of Grammarly, Grammarly Premium or similar add-ins are not allowed.	Microsoft Word spellcheck is allowed for typed exams.
You may not talk to anyone or leave the exam room.	You must self report these incidents (including any bathroom breaks). You must inform the invigilator by announcing out loud when you leave and return to your desk.



If anything goes wrong during your exam – please self-report it in the ASSA Incident section immediately after the exam.