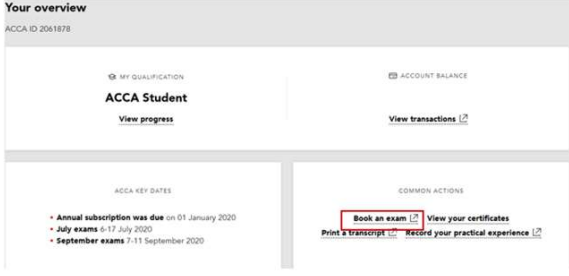
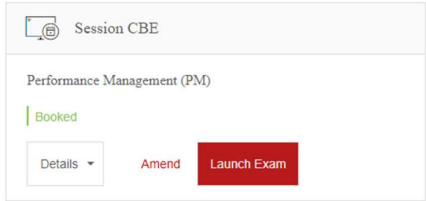
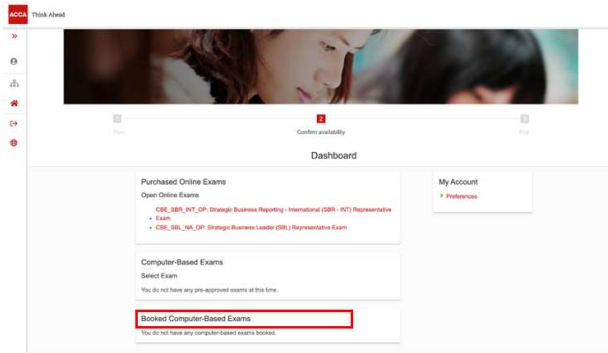
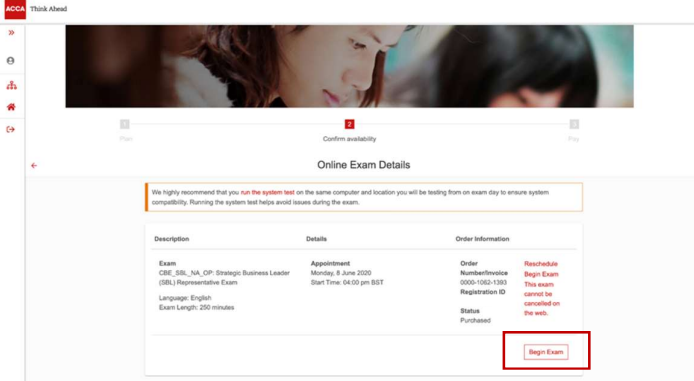
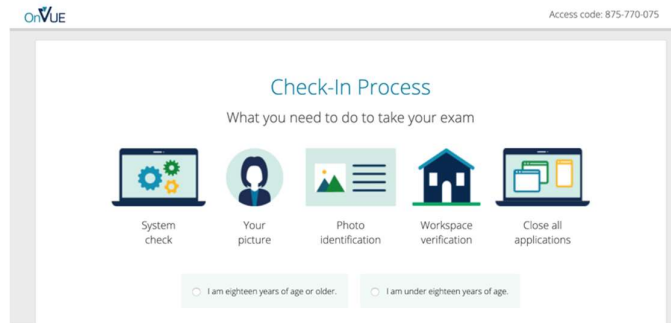


Steps	Guidance	Tips
1	<p>Before starting your exam on exam day, ensure you have</p> <ul style="list-style-type: none"> ▪ Taken a comfort break before you start, you're only permitted to take one 5 minute bathroom break once you've started your exam. ▪ Set your work area up as required ▪ Removed any unauthorised items from your work area 	<p>If you try to start your exam more than 30 minute before or 15 minutes after your appointment time your exam will not launch</p>
2	<p>Access the Exam Planner</p>	<p>This can be accessed via myACCA or ACCAGlobal</p>
3	<p>Choose Book an exam</p>  <p>The screenshot shows the ACCA Student dashboard. Under the 'COMMON ACTIONS' section, the 'Book an exam' link is highlighted with a red box. Other visible links include 'View your certificates', 'Print a transcript', and 'Record your practical experience'.</p>	
4	<p>Choose Launch Exam</p>  <p>The screenshot shows a 'Session CBE' card with a 'Booked' status. At the bottom of the card, there are three buttons: 'Details', 'Amend', and 'Launch Exam'. The 'Launch Exam' button is highlighted with a red box.</p>	
5	<p>Click on the exam you want to launch</p>  <p>The screenshot shows the ACCA dashboard with a 'Booked Computer-Based Exams' section highlighted in red. The dashboard also displays 'Purchased Online Exams' and 'Computer-Based Exams' sections.</p>	

6	<p>Click the 'Begin Exam' button to start the check in process for your exam</p> 	<p>If the Begin exam button isn't available, you may be too early to start the check-in process.</p> <p>Check-in is only possible up to 30 minutes before, and 15 mins after your appointment time.</p>
7	<p>You will be prompted to download and run the Exam Delivery and Remote Invigilation software before performing the System Test.</p> <p>System Test</p> <ol style="list-style-type: none"> <input type="checkbox"/> Check this box to confirm you are using the computer and location that you will be testing from on exam day. Click on the "Copy Access Code" button below. This will automatically enter your access code into OnVUE once it is running. This access code will authorize you to start the exam check-in process. <div data-bbox="407 1094 654 1129" style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> 734-658-428 Copy Access Code </div> Click "Download" and then run the application. This will ensure you are running the most up to date version of OnVUE. <p>Alert! Mac users, if prompted, will need to allow OnVUE within their 'System Preferences; Security & Privacy; Privacy' settings for Microphone, Camera, Automation, and Input Monitoring.</p> <div data-bbox="407 1234 488 1262" style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Download </div>	<p>Download and run the OnVUE Invigilation Software</p> <p>Click on Copy Access Code, which is needed for the next step</p>
8	<p>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.</p> <div data-bbox="370 1514 1024 1791" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;">  Enter your unique exam access code and phone number </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Your access code may have been entered for you</p> <div data-bbox="407 1646 672 1671" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> 734-658-428 </div> <p style="font-size: small;">If you do not see the access code, you will need to manually enter it. You can find your access code on the exam launch page.</p> </div> <div style="width: 45%;"> <p>2. Enter phone number</p> <div data-bbox="776 1646 984 1671" style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> +1 555-555-5555 </div> <p style="font-size: small;">Enter a phone number with country code, example U.S. +1; we only use this to contact you if there's an issue with check-in or exam delivery.</p> <p style="font-size: x-small;"><input type="checkbox"/> I do not have a phone available at this time.</p> </div> </div> </div>	<p>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.</p>

9

Now you will be prompted to start the check-in process. First you must confirm you're over 18 years of age.

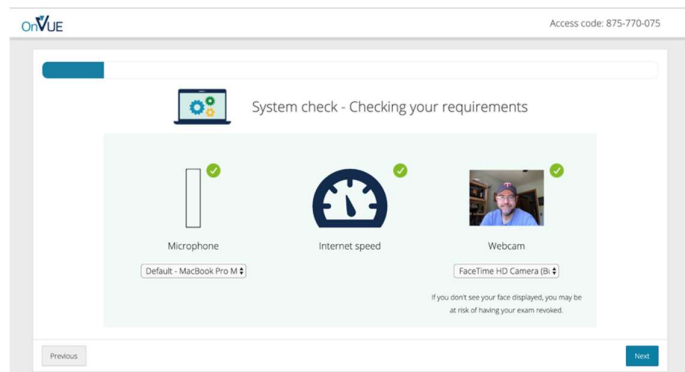


If you're under 18 years of age, your parent, or guardian, will have to be present for ID validation.

You will have been informed about this process, ahead of the exam day.

10

The system check will run, and a green tick will appear next to each requirement as it is verified.

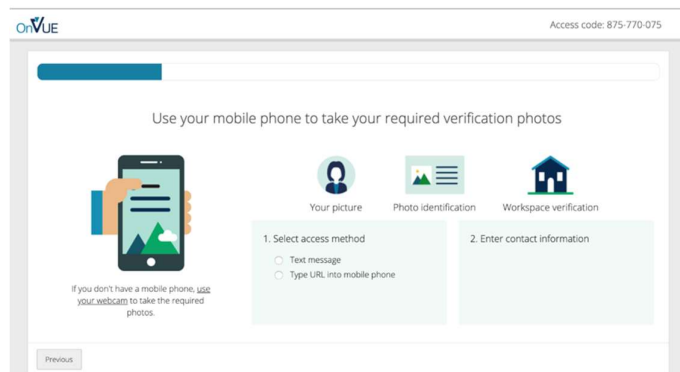


You should have already completed a **system check** before you made your exam booking.

This system check verifies the same requirements. It's 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.

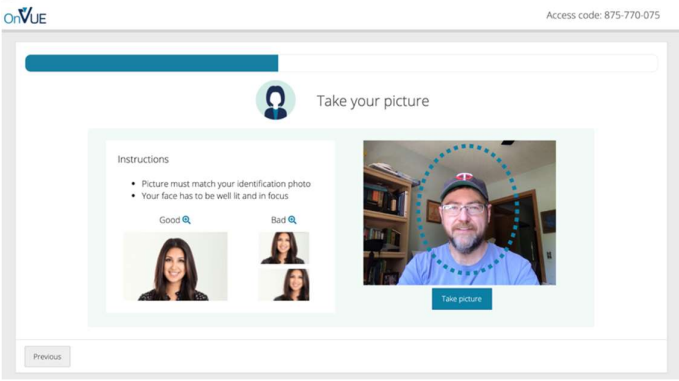
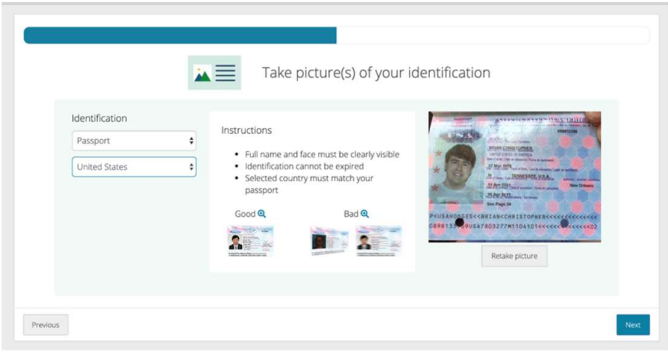
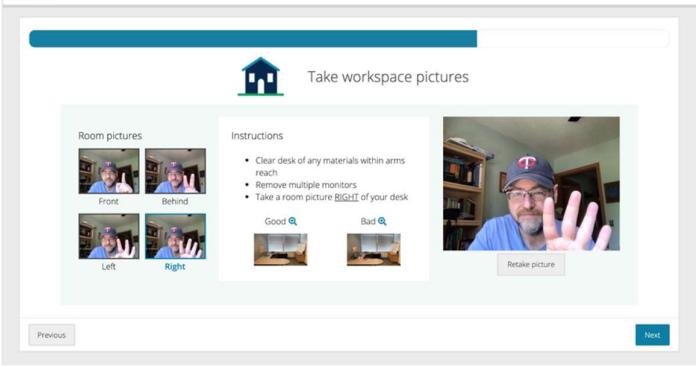
11

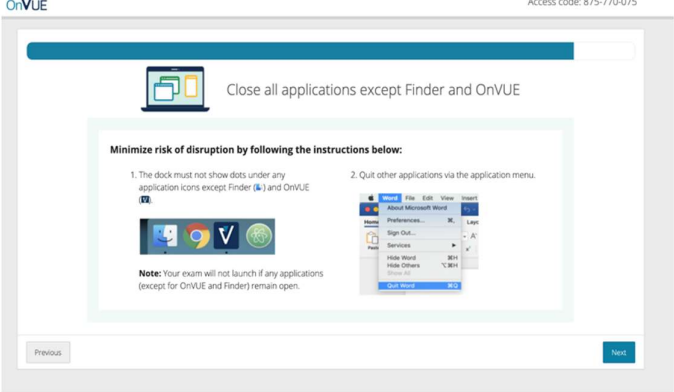
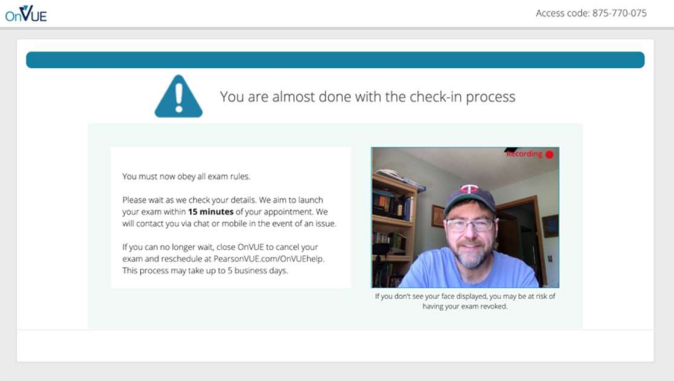
Next, you will be prompted to take some pictures of yourself, your ID and your environment

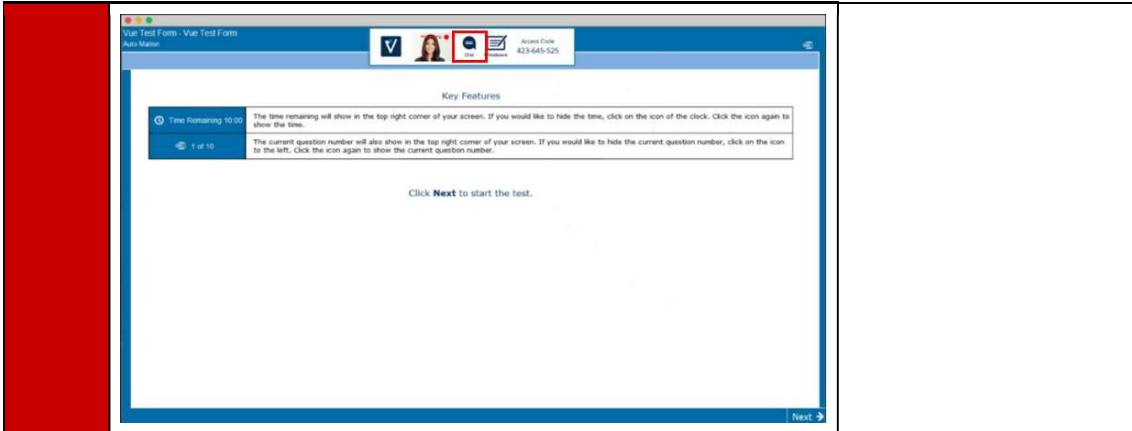


You can use your mobile phone to do this (recommended) or you can use your webcam. Please follow the on-screen instructions.

To upload the photos from your mobile phone, choose to have a link sent to you via text message, or choose to "Type the URL into your mobile phone".

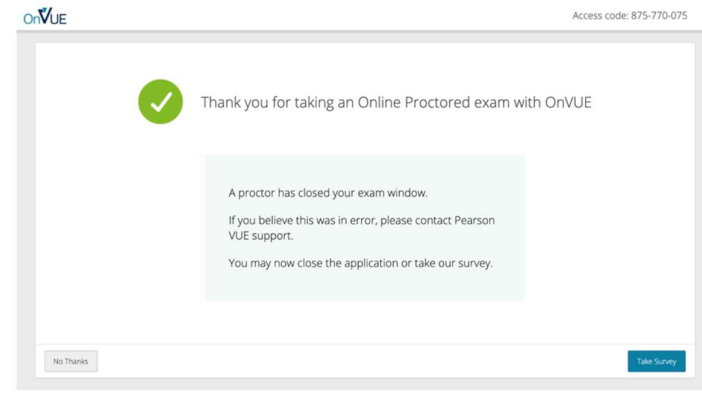
<p>12</p>	<p>Now you will be prompted to take all the required photographs. Starting with taking a picture of yourself.</p> 	<p>Make sure your face is within the oval.</p> <p>Make sure your face is well lit and in focus.</p> <p>Your face must match your face in your ID (which you will present in the next step)</p>
<p>13</p>	<p>Next, take a picture of your ID</p> 	<p>Acceptable forms of ID are passport, drivers licence and national ID card.</p> <p>You will be asked to choose the type of ID and country of issue at this stage.</p> <p>The information captured in steps 11 &12 will be verified using Artificial Intelligence.</p>
<p>14</p>	<p>Next, take 4 pictures of your workspace – front, behind, left and right.</p> 	<p>When taking the picture of the front of your workstation, be sure your calculator can be clearly seen. If it's not, the invigilator may ask for you to hold it up to the webcam for further inspection.</p>
<p>15</p>	<p>The check-in process is almost complete.</p>	<p>You'll be presented with a reminder of some of the exam</p>

		<p>rules and asked to check a box to confirm, you understand your exam may be revoked if any of the rules are broken.</p>
<p>16</p>	<p>You will then be reminded to close all applications except for Finder and OnVUE</p> 	<p>Having applications running in the background may prevent your exam from running, so it's important that these are closed and not minimised.</p>
<p>17</p>	<p>The check-in process is now completed and all the details and photographs submitted will be verified ahead of your exam launching.</p> 	<p>This can take up to 15 minutes.</p> <p>If you're waiting any longer than 15 minutes, please contact us immediately.</p>
<p>18</p>	<p>Your exam will be launched by the invigilator and you will start by reading the pre exam screens.</p>	
<p>19</p>	<p>During your exam, if you require help from the invigilator, please use the chat function to get connected.</p>	



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When the exam end time is reached, the exam will automatically end and a Proctor will close your exam window.



Please do not end the exam before the exam end time is reached.

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.