

# POLICY ON MOBILE PHONES AND SMART TECHNOLOGY IN THE EXAMINATIONS

The ACCA logo consists of the letters 'ACCA' in a bold, white, sans-serif font, centered within a solid black square.

The following policy addresses the issue of items with SMART technology functionality, such as mobile phones and watches, being taken into an examination hall by candidates and potentially used to gain an unfair advantage in their examination.

- 1 Examination candidates are not permitted to use mobile phones, electronic communication devices or any item with SMART technology functionality in the examination hall. Such items are taken into the examination centre at the candidates own risk. ACCA accepts no responsibility for their loss or damage.
- 2 Such items must not be:
  - worn by candidates
  - placed on candidates' desks
  - placed in the pockets of clothing
  - placed in candidates bags or personal belongings
  - placed on the floor
  - kept anywhere else about your person
- 3 Examination candidates who bring a mobile phone, electronic communication devices or any item with SMART technology functionality with them to their examination must:
  - declare this to the examination personnel upon entering the examination hall
  - switch the mobile phone or electronic communication device off
  - disable any alarms or notifications set up on watches, or other items
- 4 A clear plastic bag, in which to put these item(s), will be provided to them by the examination personnel. The bag containing the item(s) must be sealed and placed under their chair for the duration of the examination. It can only be retrieved when the instruction to leave the hall is given by the Exam Centre Supervisor.
- 5 Failure to follow this procedure will be considered as a breach of ACCA regulations and will be reported to the Professional Conduct Department for investigation. This could subsequently result in disciplinary proceedings being taken against the candidate.

