

ACMA assessor welcome guide

FEBRUARY 2024

Canberra

Level 3
40 Cameron Avenue
Belconnen ACT

PO Box 78
Belconnen ACT 2616

T +61 2 6219 5555
F +61 2 6219 5353

Melbourne

Level 32
Melbourne Central Tower
360 Elizabeth Street
Melbourne VIC

PO Box 13112
Law Courts
Melbourne VIC 8010

T +61 3 9963 6800
F +61 3 9963 6899

Sydney

Level 5
The Bay Centre
65 Pirrama Road
Pyrmont NSW

PO Box Q500
Queen Victoria Building
NSW 1230

T +61 2 9334 7700
F +61 2 9334 7799

Copyright notice

<https://creativecommons.org/licenses/by/4.0/>

Except for the Commonwealth Coat of Arms, logos, emblems, images, other third-party material or devices protected by a trademark, this content is made available under the terms of the Creative Commons Attribution 4.0 International (CC BY 4.0) licence.

All other rights are reserved.

The Australian Communications and Media Authority has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to re-use their material.

We request attribution as © Commonwealth of Australia (Australian Communications and Media Authority) 2024.

Contents

Introduction	1
About this guide	1
Verifying your identity	1
Instructions	2
1. Go to the ACMA Assist online portal	2
2. Read the privacy information	2
3. Choose how you want to verify your identity	3
4. Sign up using Australia Post's Digital iD	4
5. Sign up using myGovID	12
6. Access the amateur radio portal	14
7. Access the assessor function	16
8. Download examination papers	16
9. Report results of examinations	17
Examination requirements	24
Before the examination	24
The examination	24
After the examination	24
Support	25

Introduction

About this guide

The Australian Communications and Media Authority (ACMA) has developed this guide to give accredited assessors an overview of the ACMA's accredited assessor portal.

This guide provides instructions on how to:

- > verify your identity to create an ACMA Assist account
- > use the portal to download an examination paper
- > use the portal to report examination results to the ACMA.

You can access the accredited assessor portal through our online system, [ACMA Assist](#). You will need to verify your identity and create an ACMA Assist account before you can access the portal.

Verifying your identity

To create an ACMA Assist account, you'll need to verify your email address and prove your identity. This helps keep your information secure.

You can verify your identity using Australia Post's **Digital iD** service or the Australian Government **myGovID app**. You will need an identity document such as a passport, driver's licence, birth or citizenship certificate to verify your identity.

Option 1: Australia Post Digital iD

You can choose to:

- > download the [Digital iD](#) app to your phone and verify your identity. Once verified, you can use the app to prove your identity at Australia Post and their partner organisations in person and online. **Please create your account before accessing ACMA Assist.**
- > use Digital iD as a guest user online. You do not need to download an app. You can verify your identity directly in your web browser and your details will not be saved.

View more information at digitalid.com.

Option 2: myGovID app

You will need to download the [myGovID](#) app to your smartphone and verify your identity. Once verified, you can use the app to access a range of other [participating government online services](#) without having to enter your personal information again. **Please create your account before accessing ACMA Assist.**

View more information at mygovid.gov.au.



Using the **myGovID app** means you will need to log in to ACMA Assist using the app each time you use the portal. **You will not be given a username and password for ACMA Assist.**

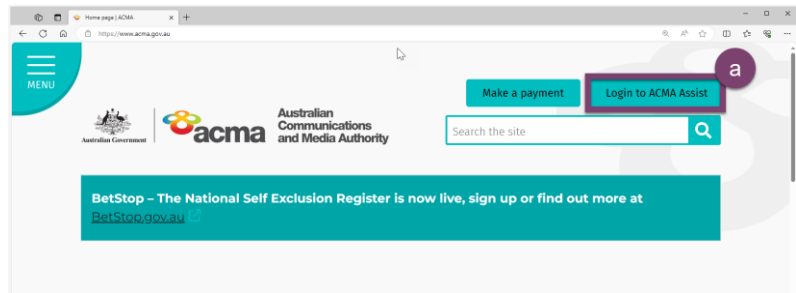
Instructions

1. Go to the ACMA Assist online portal

You can access ACMA Assist from [acma.gov.au](https://www.acma.gov.au).

Either:


- Click **Login to ACMA Assist** on the top right corner of the ACMA homepage
OR
- Use this link to go directly to ACMA Assist:
<https://www.acma.gov.au/acma-assist>.

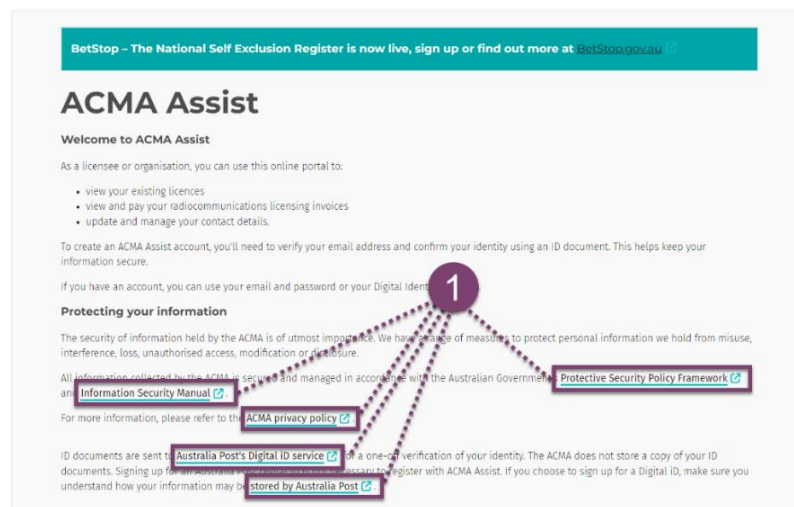


2. Read the privacy information

Read about how the ACMA and Australia Post manage your personal information by following the links on the welcome page. For myGovID privacy information, view the [myGovID privacy policy](#).

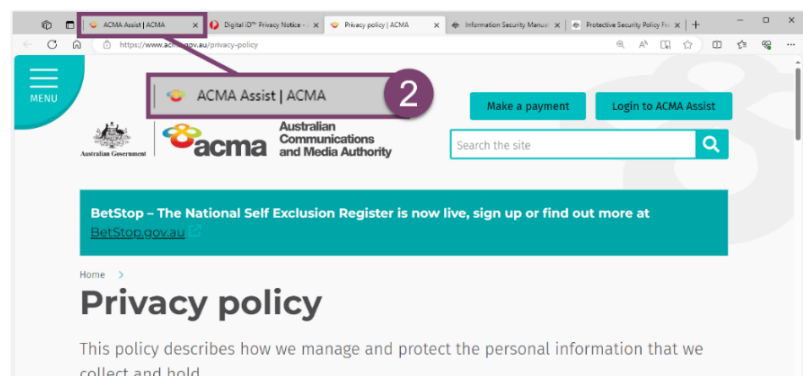
To find out more:

- Click on the links  to open the documents in a new tab



Once you have read the information:

- Click on the **ACMA Assist | ACMA** tab to return to the ACMA Assist welcome page.

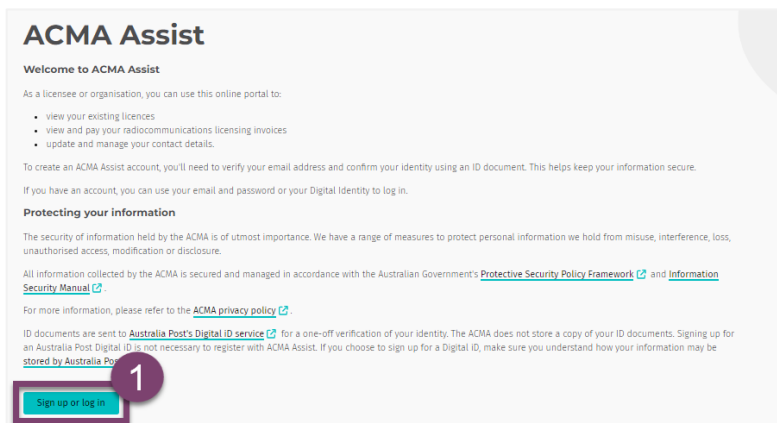


3. Choose how you want to verify your identity

To use the Australia Post [Digital iD](#) app or [myGovID](#) app, you will need to set up an account before continuing. You do not need to set up an account to verify your identity using Digital iD in a web browser as a guest.

When you are ready, scroll to the bottom of the ACMA Assist welcome page.

1. Click **Sign up or log in**



ACMA Assist

Welcome to ACMA Assist

As a licensee or organisation, you can use this online portal to:

- view your existing licences
- view and pay your radiocommunications licensing invoices
- update and manage your contact details.

To create an ACMA Assist account, you'll need to verify your email address and confirm your identity using an ID document. This helps keep your information secure.

If you have an account, you can use your email and password or your Digital Identity to log in.

Protecting your information

The security of information held by the ACMA is of utmost importance. We have a range of measures to protect personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure.

All information collected by the ACMA is secured and managed in accordance with the Australian Government's [Protective Security Policy Framework](#) and [Information Security Manual](#).

For more information, please refer to the [ACMA privacy policy](#).

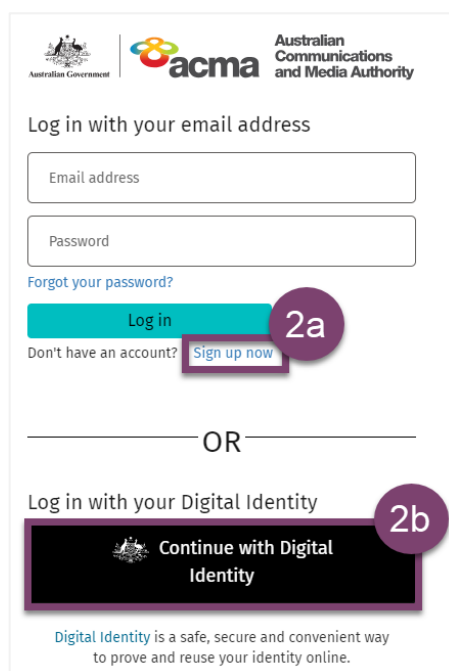
ID documents are sent to [Australia Post's Digital iD service](#) for a one-off verification of your identity. The ACMA does not store a copy of your ID documents. Signing up for an Australia Post Digital iD is not necessary to register with ACMA Assist. If you choose to sign up for a Digital iD, make sure you understand how your information may be stored by Australia Post.



1 Sign up or log in

2. a. Click **Sign up now** to sign up using the Australia Post's **Digital iD** through the app or as a guest. See [section 4](#)

OR

b. Click **Continue with Digital Identity** to sign up using the myGovID app. See [section 5](#).



  **Australian Communications and Media Authority**

Log in with your email address

Email address

Password

[Forgot your password?](#)

2a Log in

Don't have an account? **Sign up now**

OR

Log in with your Digital Identity

2b Continue with Digital Identity

Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

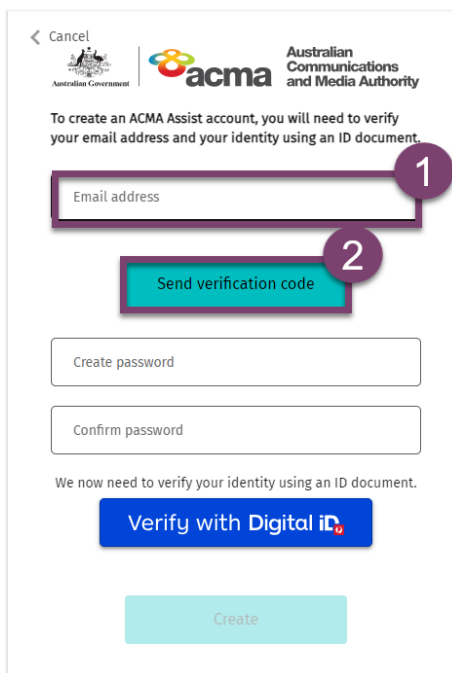
4. Sign up using Australia Post's Digital iD

This section provides instructions for how to prove your identity using Australia Post's **Digital iD**, either as a guest or using the app.

Skip to [section 5](#) if you want to prove your identity using **myGovID**.

4.1 Verify your email address

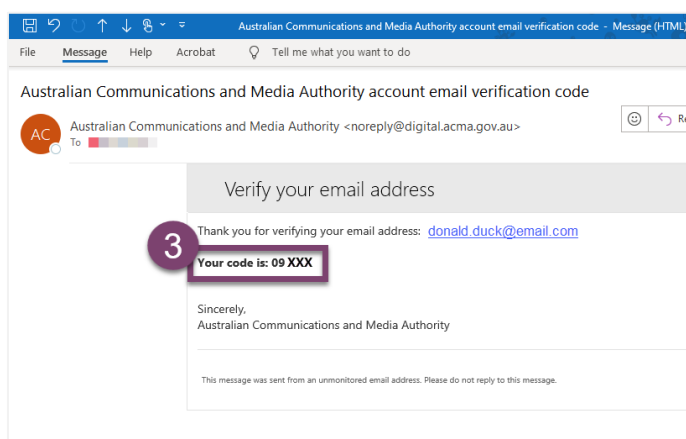
1. Enter your email address in the text box
2. Click **Send verification code**



The screenshot shows the ACMA Assist account creation form. At the top, there are logos for the Australian Government and ACMA (Australian Communications and Media Authority). The text states: "To create an ACMA Assist account, you will need to verify your email address and your identity using an ID document." Below this, there is a text input field for "Email address" with a purple circle containing the number "1" next to it. Below the email field is a blue button labeled "Send verification code" with a purple circle containing the number "2" next to it. Further down are fields for "Create password" and "Confirm password". At the bottom, there is a blue button labeled "Verify with Digital iD" and a light blue button labeled "Create".

You will receive an email from noreply@digital.acma.gov.au

3. Copy or make a note of the verification code



4. Paste or type the verification code in the textbox
5. Click **Verify code**.

Note: If you don't receive an email within a few minutes, check your junk folder. If it is not there, click **Send new code**.

4.2 Create a password

Create an 8–16 character password that contains at least 3 of the following:

- > lowercase characters: a–z
- > uppercase characters: A–Z
- > digits: 0–9
- > symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? ` ~ " () ; .

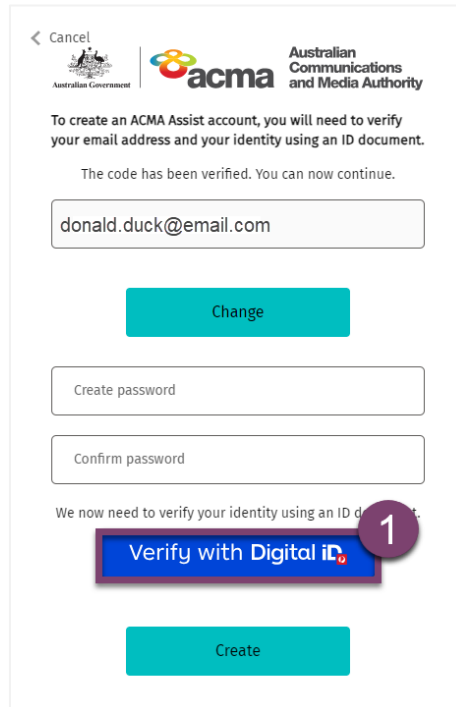
1. Enter your password in the text box
2. Confirm your password by re-entering it in the next text box.

4.3 Verify your identity as a guest using Australia Post Digital iD

This section provides instructions for how to prove your identity using Australia Post's **Digital iD** as a guest in your web browser.

Skip to [section 4.4](#) if you want to use the **Digital iD app** to prove your identity.

1. Click **Verify with Digital iD**



< Cancel

Australian Government | **acma** Australian Communications and Media Authority

To create an ACMA Assist account, you will need to verify your email address and your identity using an ID document.

The code has been verified. You can now continue.

donald.duck@email.com

Change

Create password

Confirm password

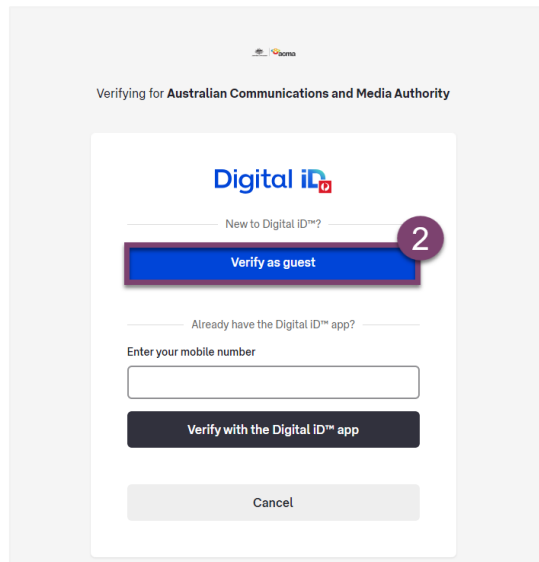
We now need to verify your identity using an ID document.

Verify with Digital iD

Create

The Digital iD pop up screen will appear.

2. Click **Verify as guest**



Verifying for Australian Communications and Media Authority

Digital iD

New to Digital iD™?

Verify as guest

Already have the Digital iD™ app?

Enter your mobile number

Verify with the Digital iD™ app

Cancel

3. Select the document type you want to use to prove your identity
4. Click **Continue**

Digital ID

Verifying for
Australian Communications and Media Authority

Choose a document from this list

- ☐ Australian driver licence
- ☐ Australian passport
- ☐ Foreign passport with Australian visa
- ☐ Australian birth certificate
- ☐ Australian citizenship certificate
- ☐ ImmiCard

Continue

Consent and submit

5. Enter your identity document details into the text boxes
6. Click **Continue**

Note: if you change your mind and want to use a different document to verify your identity, click the **Change ID type** button

Australian passport

Change ID type

Expired Australian passports can be checked online up to 3 years past the expiry date.

Passport number

Exactly as it appears on your passport (e.g. PA1048572)

Surname

Exactly as it appears on your passport (e.g. Smith)

Given name

Exactly as it appears on your passport (e.g. John)

Middle name(s)

Only if it appears on your passport

Date of birth

For example: 25 04 1970

DD MM YYYY

Day Month

Continue

7. Click on the links to read the **Terms of Use** and **Privacy Notice** and click on the checkbox to agree
8. Click **Submit**

Note: If you change your mind and wish to set up an Australia Post **Digital ID** account rather than proceed as a guest, click the drop down arrow in the **Get a Digital ID (optional)** tab, enter your mobile number and follow the prompts.

Get a Digital ID™ (optional)

Consent and submit

I am the individual named in the documents, and have authority to provide the information in them for identity check purposes. I agree Australia Post and its suppliers can collect and use this information to confirm my identity with the document issuer.

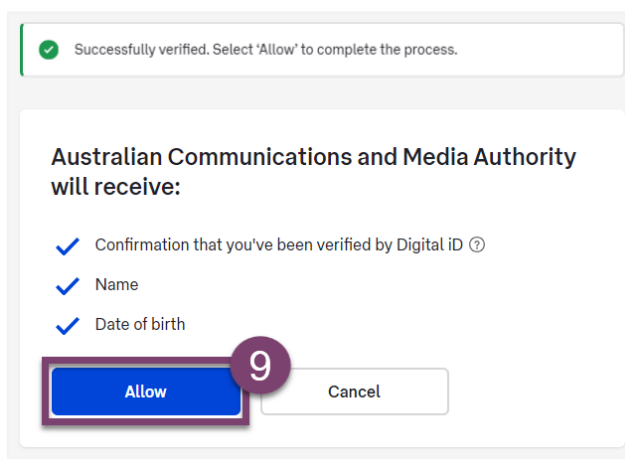
☐ I agree to the [Terms of Use](#) and the [Privacy Notice](#).

Submit

Cancel

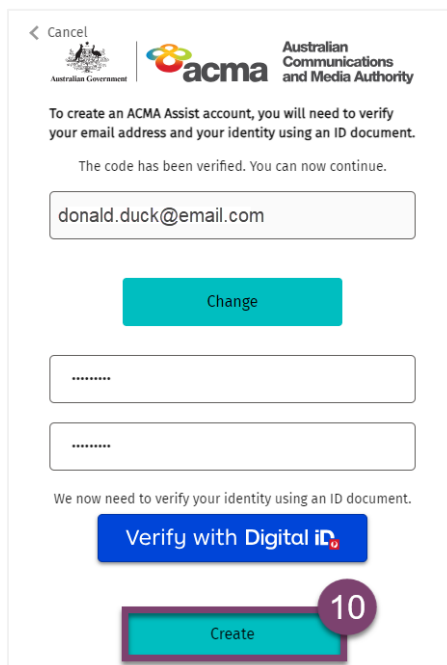
You will now see a pop up letting you know that your identity has been successfully verified. You will be asked to confirm that you want to share limited information (confirmation of verification, name, date of birth) with the ACMA.

9. Click **Allow**



You will be taken back to the ACMA assist sign up screen

10. Click **Create.**



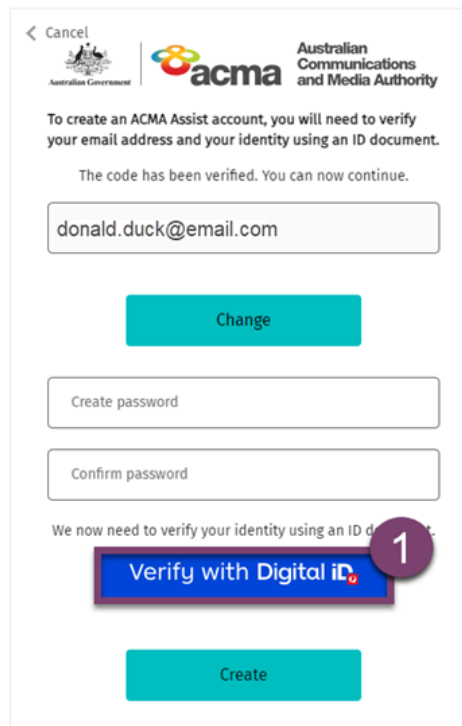
Your ACMA assist account is now set up and ready to use. You will be taken directly to the ACMA Assist homepage. You can skip the additional steps below.

4.4 Verify your identity using the Australia Post Digital iD app

You will need to download and set up the Australia Post **Digital iD** app on your phone before completing the following steps. For more information on how to download and set up the app visit the [Digital iD website](#).

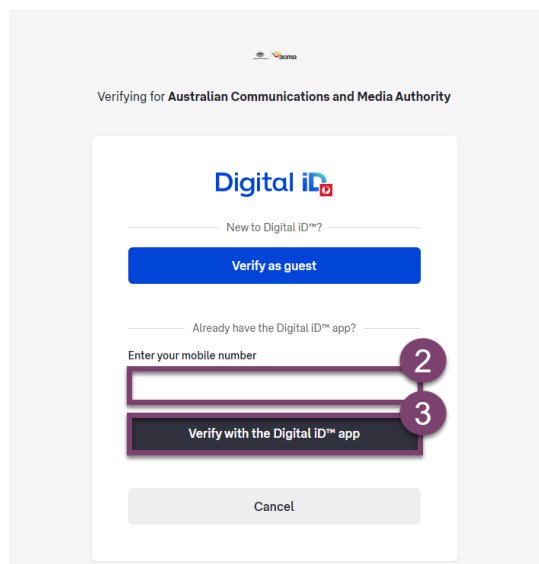
Once you have verified your email and created your password, follow the steps below to verify your identity using the app.

1. Click **Verify with Digital iD**

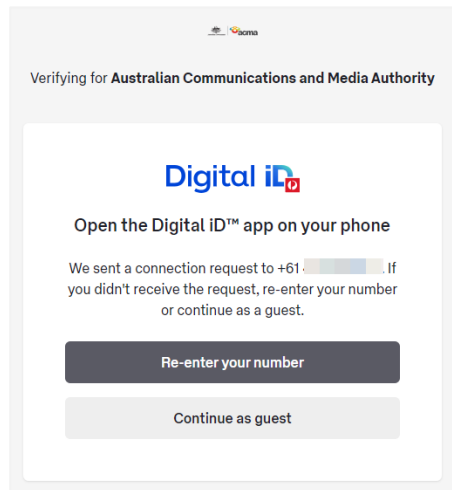


The **Digital iD** pop up screen will appear

2. Enter your mobile phone number
3. Click **Verify with the Digital iD app**

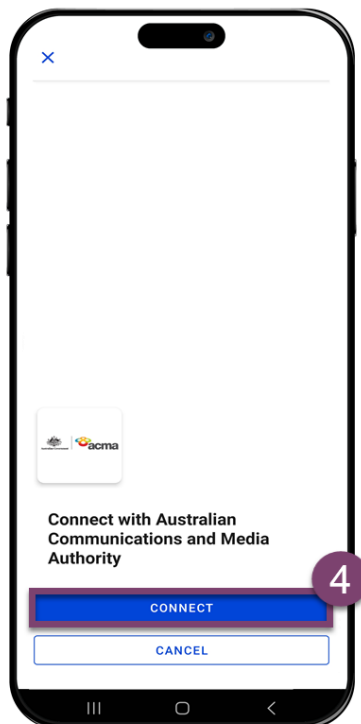


You will see this pop up. **Do not click anything at this stage.**



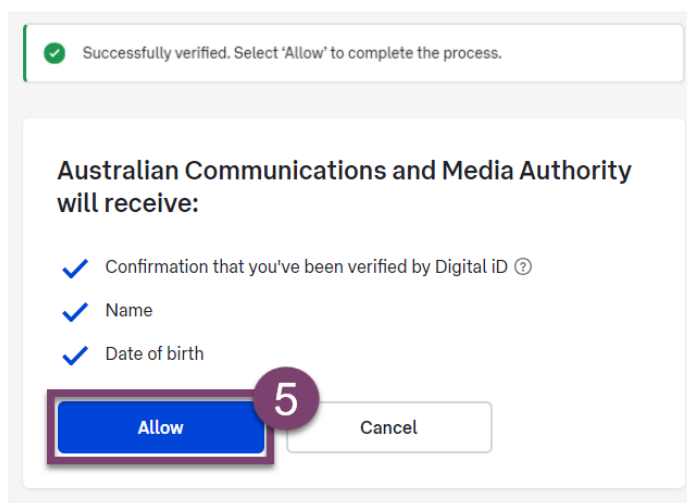
Open the app on your phone. As soon as you open the app you will see a notification asking you if you want to 'Connect with Australian Communication and Media Authority'.

4. Click **Connect**



You will now see a pop up letting you know that your identity has been successfully verified and you will be asked to confirm that you want to share limited information (confirmation of verification, name, date of birth) with the ACMA.

5. Click **Allow**

A confirmation dialog box from the Australian Communications and Media Authority (ACMA). At the top, a green bar with a checkmark icon contains the text "Successfully verified. Select 'Allow' to complete the process." Below this, the heading "Australian Communications and Media Authority will receive:" is followed by three items, each with a blue checkmark icon: "Confirmation that you've been verified by Digital ID", "Name", and "Date of birth". At the bottom, there are two buttons: a blue "Allow" button and a white "Cancel" button. A purple circle with the number "5" is positioned over the "Allow" button.

Successfully verified. Select 'Allow' to complete the process.

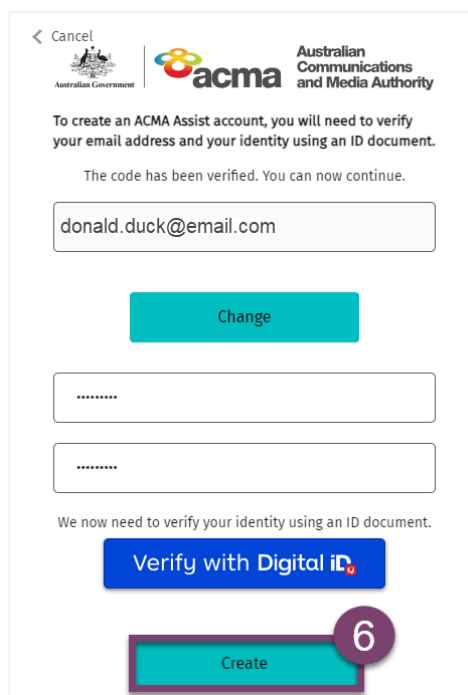
Australian Communications and Media Authority will receive:

- ✓ Confirmation that you've been verified by Digital ID
- ✓ Name
- ✓ Date of birth

Allow Cancel

You will be taken back to the ACMA Assist sign-up screen

6. Click **Create**.

The ACMA Assist sign-up screen. At the top, there is a navigation bar with a back arrow and the word "Cancel", followed by the Australian Government and ACMA logos. The main heading is "Australian Communications and Media Authority". Below this, a message states: "To create an ACMA Assist account, you will need to verify your email address and your identity using an ID document." A sub-message says: "The code has been verified. You can now continue." Below this is a text input field containing the email address "donald.duck@email.com". Underneath the email field is a teal "Change" button. Below that are two empty text input fields, each with a series of dots indicating a password or code. Further down, a message states: "We now need to verify your identity using an ID document." Below this message is a blue button labeled "Verify with Digital ID". At the bottom, there is a teal "Create" button. A purple circle with the number "6" is positioned over the "Create" button.

< Cancel

Australian Government acma Australian Communications and Media Authority

To create an ACMA Assist account, you will need to verify your email address and your identity using an ID document.

The code has been verified. You can now continue.

donald.duck@email.com

Change

.....

.....

We now need to verify your identity using an ID document.

Verify with Digital ID

Create

Your ACMA assist account is now set up and ready to use. You will be taken directly to the ACMA Assist homepage. You can skip the additional steps below.

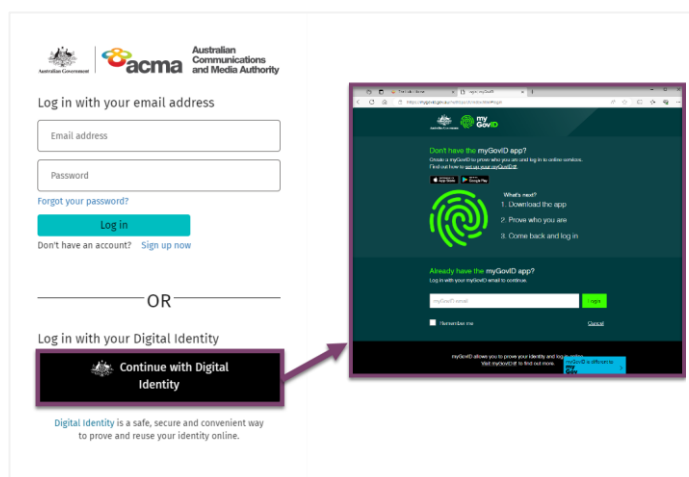
5. Sign up using myGovID

You will need to download and set up the **myGovID** app on your phone before completing the following steps. For more information on how to download and set up the app, visit [How to set up](#) on the myGovID website.

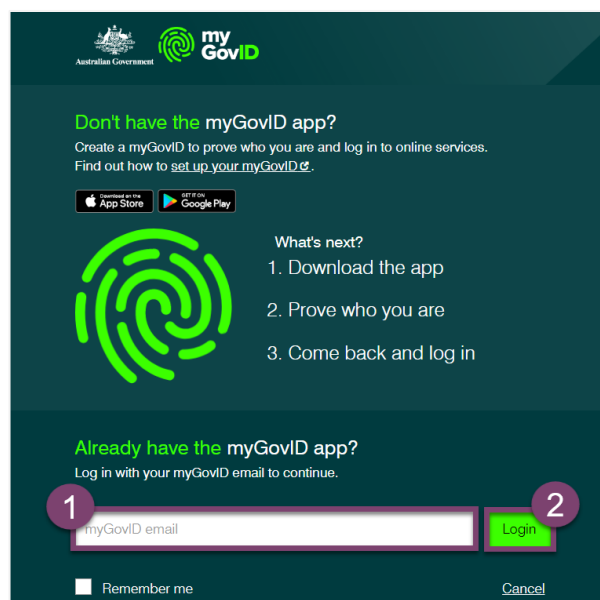


Using the **myGovID app** means you will need to log in to ACMA Assist using the app each time you use the portal. **You will not be given a username and password for ACMA Assist.**

When you click **Continue with Digital Identity**, you will be taken to the **myGovID** website

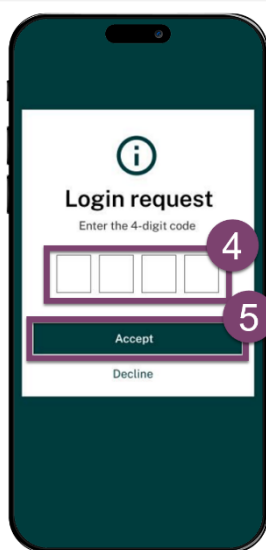
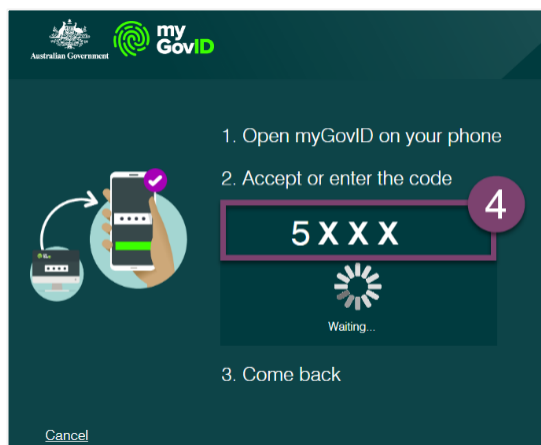


1. Enter the email address you used to set up your **myGovID** in the text box
2. Click **Login**



You will be taken to a screen showing you a 4-digit code.

3. Open the **myGovID** app on your phone
4. Enter the 4-digit code into the text boxes on your phone
5. Click **Accept**.



Your ACMA assist account is now set up and ready to use. You will be taken directly to the ACMA Assist homepage.

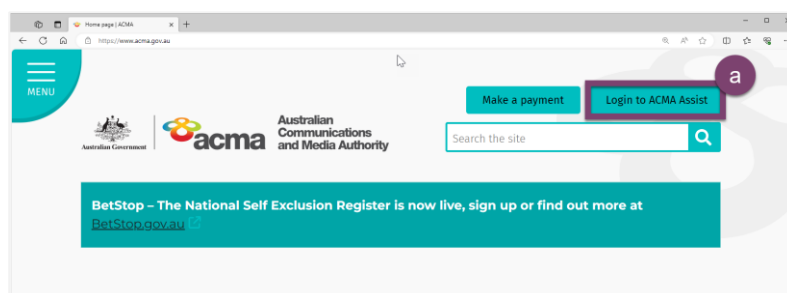
6. Access the amateur radio portal

Once you have verified your identity using the above instructions, you will need to access the amateur radio portal on [ACMA Assist](#). You can report examination results and download examination papers using the Assessor function in the amateur radio portal.

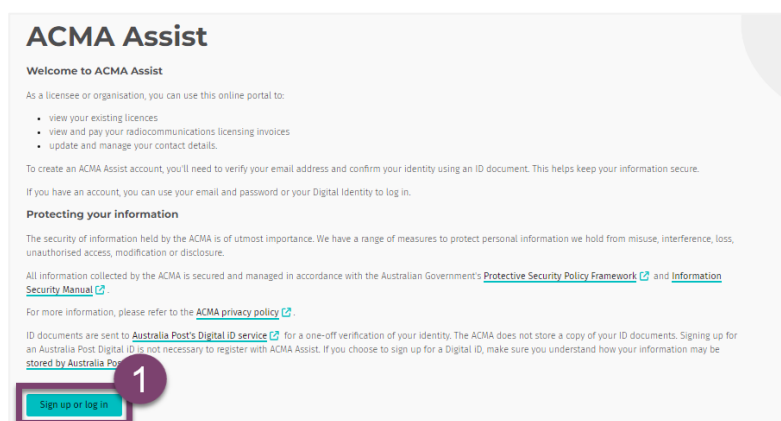
6.1 How to access the amateur radio portal

To access the amateur radio portal as a registered user, either:

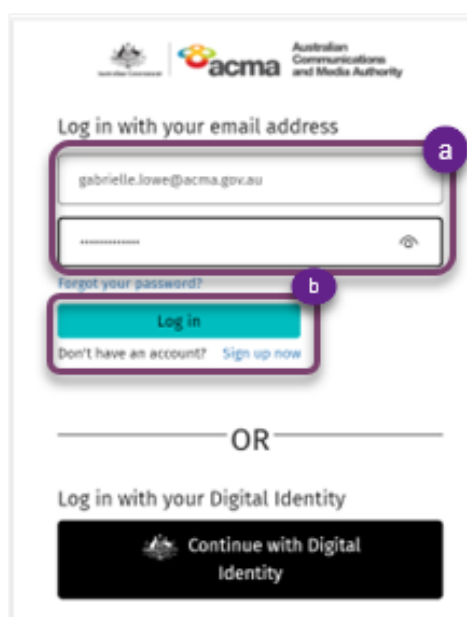
- a. Click **Login to ACMA Assist** on the top right corner of the ACMA website homepage
- OR
- b. Click this link:
<https://www.acma.gov.au/acma-assist>
to be taken directly to ACMA Assist.



1. Click **Sign up or log in** to log in



- a. Log in by typing your ACMA Assist account email address and password.
- b. Click **Log in**



You will be sent an SMS verification code to the mobile phone number with which you registered your ACMA Assist account



Cancel

acma Australian Communications and Media Authority

SMS code verification

Mobile number

XXX-XXX

Continue

- a. Type in the SMS code sent to your mobile number
- b. Click **Verify code**



Cancel

acma Australian Communications and Media Authority

SMS code verification

We have sent a verification code to your mobile. Please enter the code below.

Mobile number

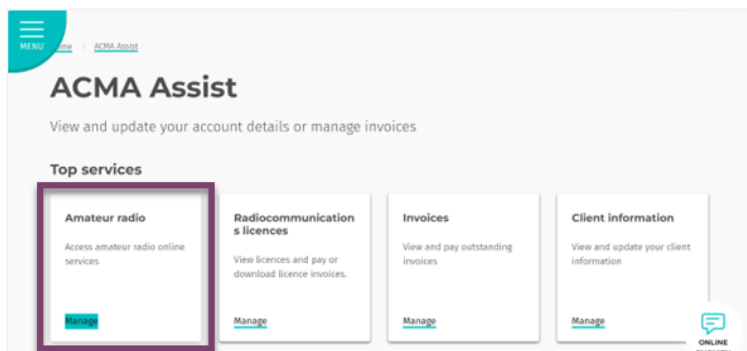
XXX-XXX

16528

Verify code Send new code

Continue

Click on the **Amateur radio** box to access the amateur radio portal.



Menu Home ACMA Assist

ACMA Assist

View and update your account details or manage invoices

Top services

Amateur radio
Access amateur radio online services
Manage

Radiocommunications licences
View licences and pay or download licence invoices.
Manage

Invoices
View and pay outstanding invoices
Manage

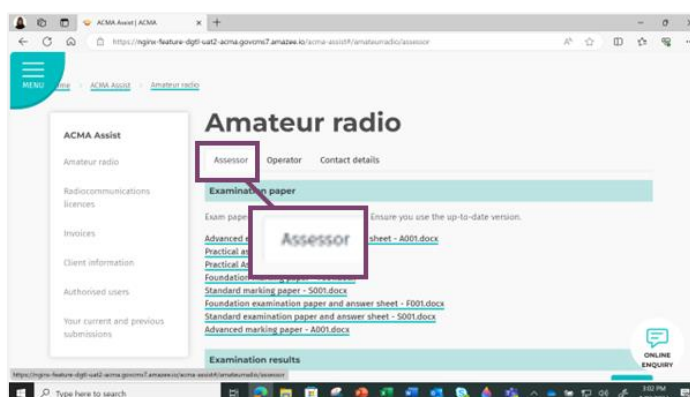
Client information
View and update your client information
Manage

Online Enquiry

7. Access the assessor function

Select the **Assessor** tab in the amateur radio portal.

Use this Assessor function to download examination papers and report examination results to the ACMA.



8. Download examination papers

About this functionality

Examination papers are only available in PDF format, as this gives the best accessibility and ensures we maintain the integrity of the documents.

Please note: You do not need to apply to the ACMA before you conduct an examination. You will only need to log in to ACMA Assist and download the examination papers and other materials, prior to the examination.

The examination paper includes:

- > an examination cover sheet
- > information to candidates (which should be read out to candidates at the start of each examination)
- > the examination questions
- > the answer sheet.

You should also download a separate marking page to assist you in marking the questions.

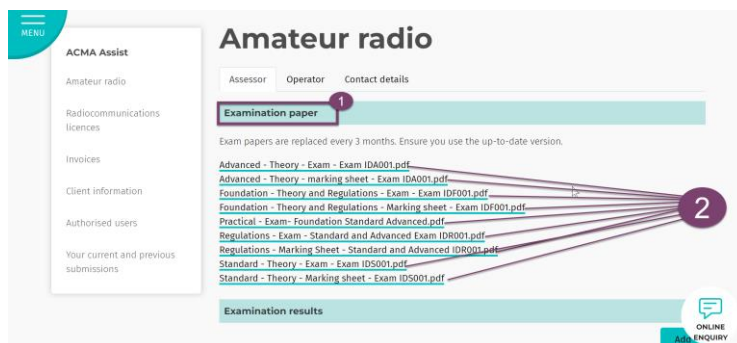
If you are conducting a practical assessment, you should also download the practical assessment answer sheet and the corresponding picture chart.

You will need to make sure the candidate completes the cover sheet information (name, address, contact details) and indicate the type of photo identification you used to identify the candidate. You and the candidate will also need to sign and date these papers.

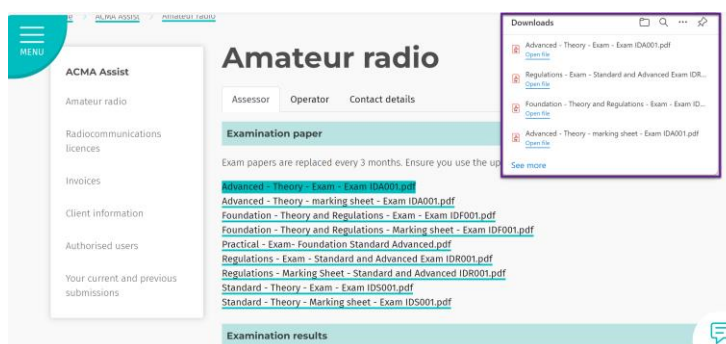
Each new examination paper will have a unique reference number in the file name, on the cover sheet of the paper, in the footer of the paper and on the marking sheet.

8.1 How to download an examination paper

1. Go to the **Examination paper** section of the Assessor function
2. Click on the examination paper(s) you require. The document(s) will automatically download to your computer



You are now able to access the examination paper(s) from the download folder on your computer



9. Report results of examinations

After the examination is complete, you will need to report the examination result and upload the relevant documents onto the Assessor function of the amateur radio portal.

You can upload these documents in the following file types: .bmp, .jpeg, .png, .tiff, .docx, .pdf, .eml, .xlsx, .msg, and .txt.

If the candidate passes all examination components that they attempted, they will receive an email from the ACMA, once we have processed their examination, with instructions on how to log in and apply for an ACMA recognition certificate. The candidate will need to log in to ACMA Assist to apply for and pay the relevant fee before we can issue them an ACMA recognition certificate.

Please inform the candidate that if they fail one of the examination components they attempted, or if they plan to undertake certain components of the examination on a later date, you will report their result to the ACMA. However, we will not contact them until all components of the examination have been completed.

9.1 How to report an examination result

1. Go to the **Examination results** section of the Assessor function
2. Click on **Add** to report the examination result

Foundation examination paper and answer sheet - F001.docx
Standard examination paper and answer sheet - S001.docx
Advanced marking paper - A001.docx

Examination results Add

Name ++	Email ++	Qualification ++	Outcome ++	Created On ++
Gabrielle Lowe	gabrielle.lowe@acma.gov.au	Standard	Pass	08/02/2024 ✓
Lucille Belle	gabrielle.lowe@acma.gov.au	Advanced	Pass	31/01/2024 ✓
Lucille Belle	gabrielle.lowe@acma.gov.au	Foundation	Fail	22/11/2023 ✓

ONLINE ENQUIRY

Fill in the candidate's personal details:

- a. First name
- b. Last name
- c. Email

Examination results Add

Assessor instructions

- Use a separate form for each candidate to submit results
- One or more components may be submitted – additional examination results can be entered at other times

First name * Last name * Other name

Email * Theoretical component level * Method *

☐ I have sighted this candidate's photo identification and confirm it matches the details here. *

Click on the dropdown menu of **Theoretical component level** and select the candidate's level: Foundation, Standard or Advanced

Examination results Add

Assessor instructions

- Use a separate form for each candidate to submit results
- One or more components may be submitted – additional examination results can be entered at other times

First name * Last name * Other name

Email * Theoretical component level * Method *

Confirmation required

☐ I have sighted this candidate's photo identification and confirm it matches the details here. *

Theoretical examination *

Click on the dropdown menu of the **Method** section and select the examination method: Face to face, Video conference or Telephone.

Note: For telephone examinations, you need to seek approval from the ACMA and an invigilator must be present. Please refer to 7.7 of the [Accredited Assessor Guidelines](#) for more detailed information.

Select the box to confirm that you have sighted the candidate's photo identification and confirm it matches their contact details.

In the **Theoretical examination** section, click on the dropdown menu and select one of the options: Examination component taken under my supervision; Examination component completed in the past; Examination component scheduled for a future date; or Passed component after a 'recognition of prior learning' assessment.

If, in the Theoretical examination section, you select

- Examination component taken under my supervision,**
THEN
- enter the score in the theoretical component score section
- If a score > 70% is entered, a pass grade will automatically appear. If a score < 70% is entered, a fail grade will automatically appear

In the **Regulatory examination** section, click on the dropdown menu and select one of the options: Examination component taken under my supervision; Examination component completed in the past; Examination component scheduled for a future date; or Passed component after a 'recognition of prior learning' assessment.

If, in the Regulatory examination section, you select

- Examination component taken under my supervision,**
THEN
- enter the score in the Regulatory component score section
- if a score > 70% is entered, a pass grade will automatically appear. If a score < 70% is entered, a fail grade will automatically appear

Note: At the Foundation level, the regulation and theoretical components are contained in the same examination paper so the scores for these 2 components should be identical.

In the **Practical examination** section, click on the dropdown menu and select one of the options: Examination component taken under my supervision; Examination component completed in the past; Examination component scheduled for a future date; or Passed component after a 'recognition of prior learning' assessment.

If in the Practical examination section, you select:

- a. **Examination component taken under my supervision**
THEN
- b. select either **Competent** or **Not competent**

The screenshot shows the ACMA examination form. The 'Theoretical examination' section has a score of 90 (Pass). The 'Regulatory examination' section has a score of 95 (Pass). The 'Practical examination' section is highlighted with a red box. Below it, the question 'Does the candidate hold a domestic amateur radio qualification?' is shown with a dropdown menu. The dropdown menu is open, showing options: 'Select...', 'Not competent', and 'Competent'. The 'Competent' option is selected. A red circle 'a' is next to the dropdown, and a red circle 'b' is next to the 'Competent' option.

To the question, **Does the candidate hold a domestic amateur radio qualification?**, click the dropdown menu, and select either Yes or No.

The screenshot shows the ACMA examination form. The 'Regulatory examination' section has a score of 90 (Pass). The 'Practical examination' section has a score of 95 (Pass). The 'Does the candidate hold a domestic amateur radio qualification?' question is highlighted with a red box. The dropdown menu is open, showing options: 'Select...', 'Yes', 'No', and 'Select...'. The 'Yes' option is selected. A red circle 'a' is next to the dropdown, and a red circle 'b' is next to the 'Yes' option.

- a. If you answer Yes to the question **Does the candidate hold a domestic amateur radio qualification?**,
THEN
- b. please type in the text box which components you advised the candidate they need to undertake and why. If you have questions about this, you should consult the [ACMA Amateur Radio Qualification Framework](#), available on the ACMA website.

The screenshot shows the ACMA examination form. The 'Does the candidate hold a domestic amateur radio qualification?' question is highlighted with a red box. The dropdown menu is open, showing options: 'Select...', 'Yes', 'No', and 'Select...'. The 'Yes' option is selected. A red circle 'a' is next to the dropdown. Below the dropdown, there is a text box with the instruction: 'Please consider which components of the examination the candidate needs to undertake with reference to the tables contained in the ACMA Amateur Radio Qualification Framework. Please indicate in this textbox which components you told the candidate they need to undertake and why.' A red circle 'b' is next to the text box. Below the text box, there is a question: 'Was this a special examination?'.

To the question, **Was this a specialist examination?**, click the dropdown menu, and select either Yes or No.

The screenshot shows a form with several dropdown menus. The 'Was this a specialist examination?' dropdown is highlighted with a red box. The dropdown menu is open, showing 'Select...', 'Yes', and 'No' options. Below the dropdown, there is a list of documents to upload, including 'A copy of the candidates completed question and answer sheet for both theoretical and regulations examinations', 'A copy of any correspondence you exchanged with the candidate about the time, place or conditions of the examination', and 'If the examination was a remote examination, conducted by telephone, a copy of email approval you received from the ACMA to conduct the examination under these conditions and a copy of a signed document from the invigilator confirming that the examination conditions were met'.

- If you answer Yes to the question **Was this a specialist examination?**, THEN
- please type in the text box and outline what method was used to undertake the examination, and provide a short report on how the method used did not compromise the integrity of the examination.

The screenshot shows the 'Was this a specialist examination?' dropdown menu with 'Yes' selected. Below the dropdown, there is a text box for outlining the method used to undertake the examination. The text box is labeled 'a' and 'b'. The text inside the box reads: 'Please outline here what method was used to undertake the examination and provide your view on the candidates competency. Please also provide a short report on how the method used in the examination did not compromise the integrity of the examination.'

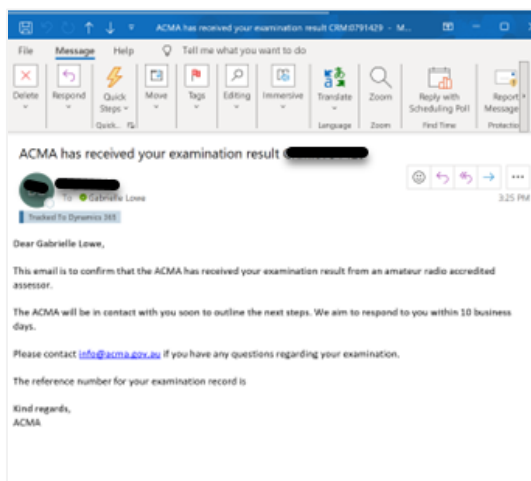
In the **Evidence** section, you need to provide the listed supporting documentation:

- Click **Add file** and upload the required documents, depending on which components of the examination the candidate was required to sit
- Check that all documents have been uploaded correctly
- Click **Submit** to report the examination result

The screenshot shows the 'Evidence' section of the form. It lists the documents to upload: 'A copy of the candidates completed question and answer sheet for both theoretical and regulations examinations', 'A copy of any correspondence you exchanged with the candidate about the time, place or conditions of the examination', 'If the examination was a remote examination, conducted by telephone, a copy of email approval you received from the ACMA to complete the examination under these conditions and a copy of a signed document from the invigilator confirming that the examination conditions were met', and 'If you conducted a practical component examination, a copy of the practical assessment sheet'. Below the list, there is a table of uploaded files. The table has columns for 'Name', 'Email', 'Qualification', 'Outcome', and 'Created On'. The first row shows 'Confirmation of time_place and conditions of examination_SEC_OFFICIAL_.msg' with a status of 'X'. The second row shows 'Gabrielle Lowe - Question and Answer Sheet - Theoretical Examination - Copy.docx' with a status of 'X'. The third row shows 'Gabrielle Lowe - Question and Answer Sheet Regulation Examination - Copy.docx' with a status of 'X'. Below the table, there is an 'Add file' button, a 'Submit' button, and a 'Cancel' button. The 'Submit' button is highlighted with a red box. The 'Add file' button is labeled 'a' and the 'Submit' button is labeled 'c'.

If the candidate passed all components of the examination they attempted, they will receive an email from the ACMA notifying them that their examination result has been received.

Note: We will not contact candidates who have failed a component of their examination that they attempted.



You can see every examination you have reported to the ACMA from below the section where you submit a result. You will be able to check here to see if the report has been submitted successfully.

Examination results					Add	ONLINE INQUIRY
Name ++	Email ++	Qualification ++	Outcome ++	Created On +		
Gabrielle Lowe	gabrielle.lowe@acma.gov.au	Standard	Pass	08/02/2024		
Lucille Belle	gabrielle.lowe@acma.gov.au	Advanced	Pass	31/01/2024		

Examination requirements

Before the examination

- > When a candidate approaches you to sit an examination, ensure you keep all correspondence about the location and time of the examination. You will need to provide this when you report the examination result through ACMA Assist.
- > Select a suitable venue, such as a local council meeting room, radio club/association, local community hall or public library (not a private residence). If there is no suitable venue, accredited assessors may use alternative processes such as remote examinations.
- > If the examination is face-to-face and there are more than 5 candidates, ensure you arrange to have one accredited assessor for every 5 candidates, present at the examination.

The examination

- > Prior to the start of the examination, please check the candidate's identity documents and ensure their details match those provided to you.
- > Ensure the candidate only has a pencil and eraser or pen and a non-programmable basic or scientific calculator.
- > Check that the candidate's mobile phone is switched off.
- > Prior to the start of the examination, the accredited assessor must read aloud to all candidates the 'Instructions to candidates' contained at the start of each examination.
- > Ensure the candidate has printed their name and contact details on the examination paper and has signed the examination answer sheet.
- > At the end of the examination, ensure you collect all question and answer sheets and that the candidate has not copied any of the material before leaving the examination.
- > Ensure that you complete the information contained in the examination cover sheet.
- > Ensure that you sign and record the candidate's mark on the examination answer sheet.

After the examination

- > Immediately after the end of the examination, you may tell candidates their score, as long as the integrity of the examination is upheld.
- > Before leaving the venue, ensure you have collected all examination material from the candidate.
- > Keep all examination papers secured until you upload them to the accredited assessor online portal once you have marked them.
- > Once you have uploaded the examination papers to the accredited assessor portal, you must destroy the material.
- > Ensure you have marked the examination, notified the candidate of their result and reported the examination results to the ACMA within 10 business days.

Support

For further support with accessing ACMA Assist, or about the examination process, please email arassessors@acma.gov.au.