

Use of Smart Devices in Assessment

1. Purpose

- 1.1 To prohibit the presence of smart devices in ACRRM assessments to ensure fairness, integrity, academic honesty, and professional standards in ACRRM assessments that are to be completed without external resources.

2. Application and Scope

- 2.1 This policy applies to all individuals undertaking assessments overseen or conducted by ACRRM.

3. Policy

- 3.1 This policy supports the Academic Code of Conduct and Academic Misconduct Policy by defining prohibited behaviours in an assessment environment.
- 3.2 Smart devices are prohibited in all ACRRM assessments, unless:
 - 3.2.1 the device has been approved as a reasonable adjustment under the Special Consideration Policy; or
 - 3.2.2 the use of the device has been expressly authorised by ACRRM for operational, assessment delivery, safety, or technical support purposes.
- 3.3 Smart devices must not be carried, visible, accessible, or used from exam registration until the candidate has left the examination room or exam delivery platform.

4. Process

- 4.1 Candidates are responsible for full compliance with this policy. Accidental possession, forgetting to turn off a device, or lack of awareness are not acceptable excuses.
- 4.2 Attendance at an assessment or examination indicates that the candidate has read, understood, and agreed to comply with this policy.

5. Expectations of Candidates

- 5.1 A smart device must not be in the candidate's possession, accessible, or used during any written or viva assessment unless:
 - 5.1.1 approved as part of an authorised reasonable adjustment; or
 - 5.1.2 expressly required or authorised by ACRRM for assessment administration, candidate support, technical troubleshooting, emergency communication, identity verification, or connectivity requirements.
- 5.2 A candidate must not use a smart device in any way with the intent to reproduce confidential exam material and share.

6. Exemptions

- 6.1 Candidates with exceptional circumstances may apply for an exemption under ACRRM's Special Consideration Policy including circumstances such as the need to use a smart device for medical purposes.
- 6.2 Where ACRRM requires candidates to have access to a mobile phone for assessment administration, emergency contact, identity verification, technical troubleshooting, or as a contingency for internet connectivity (including hotspot functionality), the device may be used only for the approved purpose and only in accordance with directions provided by ACRRM.
- 6.3 Any use of a mobile phone to access unauthorised resources, communicate with another person, reproduce assessment content, capture images, audio or video, or otherwise gain an advantage in the assessment is prohibited and may constitute academic misconduct.

7. Non-Compliance

- 7.1 Possessing or using a smart device during an examination constitutes a breach of academic integrity.
- 7.2 Violations include attempted or actual use, visible possession, audible alerts, or evidence of recordings during the exam.
- 7.3 Any non-compliance will be managed under the [Academic Misconduct policy](#).

8. Consequences of non-compliance

- 8.1 Unauthorised possession, access use or attempted use of a smart device, or use of an authorised device for a purpose other than that approved by ACRRM, may result in investigation and one or more of the following actions:
 - 8.1.1 the candidate being temporarily suspended from the assessment or examination while the matter is reviewed;
 - 8.1.2 the candidate being removed from the assessment or examination and prevented from completing it;
 - 8.1.3 withholding of assessment results pending the outcome of an investigation;
 - 8.1.4 referral of the matter under the Academic Misconduct Policy;
 - 8.1.5 the assessment result being voided; and
 - 8.1.6 exclusion from future assessments; and/or
 - 8.1.7 any other sanction or outcome under ACRRM's Academic Misconduct Policy.
- 8.2 A candidate who is being investigated for misconduct will be informed of any outcome/s in writing.
- 8.3 All incidents must be reported to the responsible manager and will be recorded.

9. Related Documentation

[Academic Code of Conduct](#)

[Academic Misconduct Policy](#)

[Special Consideration Policy](#)

[Handbook for Fellowship Assessment](#)

10. Definitions

Word/term	Definitions (with examples if required)
Smart Device	A smart device is any electronic device capable of communication, data storage, internet access, or recording. Examples include, but are not limited to mobile phones, smart watches, fitness trackers, smart rings, smart eyewear, wearables, tablets, e-readers, laptops, wireless earbuds or headphones, and electronic calculators or measuring tools.
Candidate	A person undertaking assessment that is overseen or conducted by ACRRM.

11. Document Control Information

11.1 Policy Information

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12. Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
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1.0	21 September 2026	James Fraser	New Policy	22 September 2026	Policy Register

ACRRM acknowledges Aboriginal and Torres Strait Islander peoples as the custodians of the lands and waters where our members and staff work and live across Australia. We pay respect to their elders, lores, customs and Dreaming. We recognise these lands and waters have always been a place of teaching, learning, and healing.