RM ASSESSMENT MASTER
CANDIDATE GUIDANCE

This guidance has been prepared for ADIT candidates sitting December 2026 exams via the RM Assessment Master platform, with remote recorded proctoring.

Contents

Summary **Page 2**

- Step 1: Actions after exam entry **2**
- Step 2: ADIT candidate access email **2**
- Step 3: Reminders for exam day **2**
- Step 4: Sitting and completing your exam **3**

Document control **4**

Candidate instructions **5**

- About your exam **5**
- Key RM platform features and practice test link **5**
- Actions to complete before exam day **5**
- Access details and important deadlines **7**
- Exam day identification and check-in **8**
- Permitted and prohibited items **8**
- Using the RM Assessment Master platform **9**
- Breaks and reasonable adjustments **9**
- Technical problems and incidents **10**
- How to contact technical support **10**
- Conduct, security and privacy **11**
- Results and post-exam services **12**

Appendix 1 **13**

- RM Assessment Master functionality for ADIT exams **13**
- Technical support during the exam **14**

Appendix 2 **15**

- RM support videos **15**

RM ASSESSMENT MASTER
SUMMARY

Step 1: Actions after exam entry

- We will send you a candidate information email for each of your exams on **Friday 30 October 2026**.
- This email will contain your **scheduled exam start and finish times**, and a link to the **exam rules**.
- If you don't receive this email, check your spam/junk folder.
- The email will also provide you with the **system requirements**, to help you ensure your device and network are compatible with RM Assessment Master.*

* Please note: we strongly recommend that you **do not** use a corporate device for your exam.

Step 2: ADIT candidate access email

- You will receive this email approximately **four weeks** before the exam.
- If you don't receive this email, check your spam/junk folder.
- The email will provide you with a link to access RM Assessment Master, along with your username (this will be your email address, and will need to be inputted into the 'Student ID' field on the RM Assessment Master login screen) and your password.
- This will enable you to access both a practice test in advance of exam day and your live exam on exam day.
- The email will also provide you with information and checks to ensure your device and network are compatible with RM Assessment Master – please carry out these tests early in case of issues.*
- Make sure you are testing using the device you will use to sit your exam, ensure that you have read our candidate guidance in full, and watch the **How To** videos which provide more information on the RM exam software.
- Familiarise yourself with the exam platform by using the link to the practice test.
- The email will also provide you with a link to the **RM candidate support portal**.

* Please note: we strongly recommend that you **do not** use a corporate device for your exam.

Step 3: Reminders for exam day

- Check the resources you are able to bring to the exam (permitted books, plain paper and pen, calculator).
- Remember to print or make a note of your username and password for the exam.
- Don't forget to have your valid ID so that you can capture a photo of it during the onboarding checks.
- 15 minutes before your scheduled start time, use the link provided to launch RM Assessment Master and log in using your username and password.

- You will be able to see the exam in the 'My tasks' screen. If you login too early, you will not see your exam in the list and you may need to refresh the screen for it to appear.
- Click 'Start', then follow the onboarding checks – this is an automated system. There is no live proctor, but your full exam session will be recorded and will be subject to post-exam review
- Your exam time will commence when you have completed the onboarding process.

Step 4: Sitting and completing your exam

- Once in the exam, read the instructions on the cover page carefully.
- Your progress will be saved every 60 seconds.
- For technical issues during the exam, use **RM candidate support** – a link will be found in the 'Resources' section of your exam, accessed via the 'Open book' icon at the top right corner of the screen.
- Once you are happy that you have completed the exam, press submit and follow on-screen instructions - you will not be able to return to your answers once you have pressed 'Submit'.
- If you do not submit your exam, your exam will be automatically submitted once your allotted exam time has expired.

RM ASSESSMENT MASTER
DOCUMENT CONTROL

Qualification	ADIT
Exam session	December 2026
Exam dates	Tuesday 15 – Thursday 17 December 2026
Delivery route	Remote proctored examinations (Record and Review – no live invigilator)
Version and status	Version 1.0 for live Examinations (December 2026)
Publication date	17 November 2026

Qualification	ADIT Pillar Two Award
Exam session	December 2026
Exam dates	Friday 18 December 2026
Delivery route	Remote proctored examinations (Record and Review – no live invigilator)
Version and status	Version 1.0 for live Examinations (December 2026)
Publication date	17 November 2026

About your exam

Your ADIT exam will be delivered using the RM assessment platform (Assessment Master).

You will sit the examination remotely using 'record and review' proctoring. This means there will be no live invigilator during the exam, but your recording will be monitored.

Four weeks before your exam, on Tuesday 17 November, we will send you an email containing a link to access your exam and your login details. You will receive one email for each exam you are registered for.

Please note:

- The examination cover sheet provides specific instructions. You are expected to read this carefully at the start of the exam.
- Permitted materials are shown on the ADIT website at www.tax.org.uk/adit/permitted-books (or www.tax.org.uk/pillar-two/permitted-books for the Pillar Two Award exam).

Key RM platform features and practice test link

The RM Assessment Master platform provides a single digital environment for accessing the exam, viewing questions and approved resources, entering answers and submitting completed work.

A list of key functionality for the platform is given in **Appendix 1**.

You can test functionality for yourself via a practice test.

This practice test can be accessed as many times as you wish.

Please note: the practice test consists of questions from a past ADIT exam paper. There will not be a specific practice test for each paper – it is a generic test. It is not a mock exam; your answers will not be submitted or marked. You can use the answer space to try out how you might answer questions for the actual exam you have enrolled for. If you wish to test it using the types of questions for your paper, we suggest you refer to the past papers on the ADIT website at www.tax.org.uk/adit/past-papers.

Video guidance is also available on preparing for your exam, links to which can be found in **Appendix 2**.

Actions to complete before exam day

1. Read the current ADIT online exam rules (www.tax.org.uk/adit/online-exam-rules, or www.tax.org.uk/pillar-two/online-exam-rules for the Pillar Two Award exam) and this candidate guidance.
2. Check that your name and exam details are correct in your candidate information email (which you will receive on Friday 30 October).
3. Prepare your device:
    - Use a supported (Windows/macOS) computer that meets the published specifications.
    - Use a stable internet connection that meets the published minimum requirements.
    - Ensure the computer has a working webcam, microphone and speakers.

- Set your default browser to be either Chrome or Edge.
- JavaScript must be enabled to allow elements of the assessment to function on your device. Pop-ups must be allowed on your device (please search your device settings for pop-ups and disable any pop-up blockers).
- We recommend that you have a mobile hotspot available as a back-up in case you are disconnected from the internet. If you intend to use a mobile phone for this purpose, it must be out of reach during the examination unless you need to use it to connect to the internet. It should be set to silent/do not disturb.
- You will need to disconnect additional monitors to sit the exam. Guidance on this is given in the published system requirements. A separate keyboard and mouse is permitted.
- Keep your computer connected to a power supply throughout the examination.

4. Use the practice test to familiarise yourself with functionality of the exam platform.
5. Prepare your exam space:
    - Sit alone in a quiet, private, well-lit room for the full examination.
    - Clear the desk and surrounding area of all items except those expressly permitted. Other furniture/items in the room, such as bookcases and books are permitted, but should not be touched for the duration of the exam.
    - Position your camera so that your face remains visible throughout.
    - Do not use headphones, earbuds, smart watches, smart/AI wearable glasses, additional screens or other prohibited equipment.
    - Do not communicate with another person or leave the camera view unless taking pre-approved breaks under a reasonable adjustment/access arrangement or when taking a bathroom break – guidance on bathroom breaks is given further below in this document.
    - Be prepared to capture a picture of your identification and video footage of your desk and room during check-in. You will need to do this with your webcam.
6. You will need to have arranged any approved reasonable adjustments at least six weeks prior to your examination. Report any discrepancy between your candidate email and approved adjustments immediately to the ADIT team. If you have missed the deadline for reasonable adjustments, you will be able to submit a special consideration application.
7. Prepare your identification document, permitted equipment and resources, as explained in this document.

Access details and important deadlines

You can expect to receive the following details during the December 2026 exam session.

Item	Candidate details and guidance
Candidate information email	On **Friday 30 October**, you will receive an email from the ADIT team confirming your exam. This will include: • Your scheduled exam start and finish times; • A link to the exam rules; and • The system requirements – please check that your device and setup meet the minimum requirements as soon as possible. Check your junk/spam folder.
Candidate access email	On **Tuesday 17 November**, you will receive a further email from the ADIT team containing the following: • Your username and password to access RM Assessment Master; • A link to access the practice test; and • Information and checks to ensure your device is compatible with RM Assessment Master – please carry out these tests early in case of issues. Check your junk/spam folder.
Username/sign-in method	Your username and password to allow you to login to RM Assessment Master will be provided in the candidate access email. Your username will need to be entered in the 'Student ID' box on the login screen.
Practice test completion	You should use the practice test prior to your exam, to ensure you are familiar with the RM system.
Exam date and start time	You can find exam dates and start times for the December 2026 ADIT session at www.tax.org.uk/adit/online-exam-rules (or www.tax.org.uk/pillar-two/online-exam-rules for the Pillar Two Award exam). The local start time for your exam will be confirmed in your candidate information email.
Check-in time	It is your responsibility to start on time. The start time in your email will be given in your local time, based on your scheduled exam location. No adjustment to the start time will be permitted unless already agreed as part of a reasonable adjustment or access arrangement. Please login 15 minutes before the start time of your examination. Although you can login to RM more than 15 minutes before the start time, your exam will not appear on the dashboard until 15 minutes before. You may need to refresh the screen for it to appear in your 'My tasks' list.
Late admission	The login window will be open for 30 minutes from your scheduled start time. If you login later than 30 minutes after your scheduled start time, you will not be permitted to sit your exam.

	If you are late starting within the 30-minute window, you will still receive your full allotted exam time.
Candidate support	Outlined further below in this document.

Exam day identification and check-in

You will need to show your ID to the camera prior to the start of the exam, and take a picture of it by following the on-screen instructions. Please ensure that your ID meets the following criteria:

- Accepted identification: Passport, driving licence or government-issued identity card.
- The name on your identification must match the name on your candidate record. If there is a difference, please contact the ADIT team in advance of exam day.
- Your identification must be original, must be current (or expired no more than six months prior to the exam) and must include your photograph.

Permitted and prohibited items

The following items are permitted in ADIT exams:

- Approved identification;
- A calculator;
- The permitted books for your exam (these are listed at www.tax.org.uk/adit/permitted-books, or www.tax.org.uk/pillar-two/permitted-books for the Pillar Two Award exam);
- Blank, plain paper and a pen;
- A plain mouse mat, with no printed text;
- Drinks and snacks;
- Medication;
- A small supply of tissues (avoid a large box that will clutter your desk); and
- Any other item agreed under a reasonable adjustment or access arrangement

The following items are **not** permitted in ADIT exams, unless specifically approved:

- Mobile phones (unless the phone is being used as a backup internet hotspot, in which case it must be left out of reach and set to silent/do not disturb);
- Smart watches and wearable technology, including smart or AI-enabled glasses;
- Headphones and ear buds (please contact the ADIT team if you use a hearing aid);
- Unauthorised notes, books and websites;
- AI tools, messaging, email, or any other means of external communication or accessing external digital tools and resources;
- Additional monitors, recording devices and unauthorised applications. Additional monitors or screens do not need to be removed from your room, or covered, but they must be switched off and must remain so for the duration of the exam.

You will **not** be allowed to print a copy of the exam paper, unless agreed as part of an access arrangement or reasonable adjustment.

Using the RM Assessment Master platform

1. Open the exam link provided in your candidate email.
2. Sign in using your username and password provided in your candidate email (your username should be entered in the 'Student ID' box), and select your exam.

   Note: If you login more than 15 minutes before your scheduled start time, your exam will not be shown on the 'My Tasks' list. You may need to refresh for it to appear 15 minutes before the scheduled start time.
3. Read the on-screen instructions and complete the candidate onboarding process. As part of this process you will be asked to scan your room using your device camera, so be prepared to pick up your laptop (if you are using one) to do this.

   Note: If you are using a desktop or all-in-one device that means you will have difficulty with this part of the onboarding process, please contact the ADIT team. We reserve the right in this instance to request that you take current, date-and time-stamped photographs of your exam environment as of the start of your exam and email these to us. These would be retained for the purposes of post-examination checks and then deleted if there is no investigation of misconduct.
5. Your exam will start as soon as you have completed the onboarding process. It does not matter if this is within the 15 minutes prior to official start time – you can start immediately. You will be allowed only your allotted exam time, so if you start a few minutes before the official start time, you will finish a bit early.
6. Avoid reading the questions out loud or talking to yourself during the exam, as this may be perceived as attempted collusion.
7. When you have completed your exam, follow the on-screen instructions to submit. Your exam will automatically end when you reach the end of the permitted time. Follow any on-screen instructions to confirm submission. Your answers are also autosaved every 60 seconds during the exam period.
8. Video guidance is also available on preparing for and sitting your exam, links to which can be found in **Appendix 2**.

Breaks and reasonable adjustments

1. Standard break arrangements: you will be allowed to take comfort breaks during the exam.

   Two five-minutes breaks are permitted during the exam. As we are using record and review proctoring, there is no live proctor to ask permission to take a bathroom break. The activity will be flagged on the recording for review. The timer will continue during your break, unless you have been granted stop-the-clock breaks as a reasonable adjustment. If you need to take additional breaks, you may do so, but these will be investigated as possible exam misconduct.
2. Approved adjustment arrangements: if you have been granted reasonable adjustments, please check your approval letter for details of the breaks and additional time available to you.

3. If the platform or booking does not show your approved adjustment, do not wait until the exam starts; contact the ADIT team immediately.

Technical problems and incidents

1. If you experience a problem before the examination, in the first instance you should review the **RM candidate support portal**, a link to which will be included in your **candidate access email on 17 November** – articles and videos are available to help you, as well as a chatbot. Live chat support, via escalation from the chatbot, will be available from 10 working days before the exam up to and including exam day. If you are unable to resolve the issue, please contact the ADIT team, quoting your ADIT number and exam details.
2. If your internet or power connection is disrupted during the exam, reconnect as soon as possible. For very short disruptions, you may be able to resume your exam immediately where you left off; otherwise, you may need to complete the onboarding process again. Do not use another device or contact another person unless instructed to do so. Your work is saved every 60 seconds, so a temporary disconnection should result in minimal impact.
3. For other technical issues, use the live chat within the **RM candidate support portal**.
4. If your exam is disrupted, you may consider submitting a special consideration application within 72 hours of the end of the exam. You can find more information at www.tax.org.uk/adit/special-consideration.
5. Do not photograph, copy, record or share exam content when documenting a problem, but you may copy the chat support from the **RM candidate support portal**.

How to contact technical support

The **RM candidate support portal** (to which you will receive a link in your candidate access email) and chatbot are available 24 hours a day.

The live chat will be available from 10 working days before the exam, up to and including exam day. This will be available from 9.00 to 17.00 UK time on non-exam days, and from 7.30 to 19.30 UK time on exam days (5.30 to 19.30 for the December session).

When?	Contact route	What to do
In the two weeks before your exam	RM support portal – a link will be included in your candidate access email.	Use this for device readiness, supported software, camera, microphone or system-check problems. Start with the chatbot; if the knowledge guidance does not resolve the issue, request a human agent where available.
During onboarding	Open the RM support portal chat window from the link supplied in the exam instructions.	Use this for identity upload, camera, audio, device-software or 360-degree room-check issues. Keep the onboarding window open and follow the agent's instructions.

During the live exam	Use the RM support portal chat function within the exam: this is located in the exam level resources (accessed via the 'Open book' icon in the top right of the screen).	Report the problem immediately. Do not close the secure test window. The chatbot will provide first-line guidance; unresolved issues will be passed to an RM service-desk agent.
If the chat cannot be accessed	Where technical issues cannot be resolved, please contact the ADIT team.	Use the fallback only as instructed. Remain in the examination environment and do not use an unauthorised device unless permission has been given.

While support is helping you:

- Keep the support chat and exam window open;
- Follow only the instructions given by the authorised agent;
- Note the ticket reference; and
- Confirm in the chat when the issue is resolved. You may then close the chat and resume the assessment when instructed.

Do not repeatedly open duplicate tickets.

Contact the ADIT team rather than RM if your query relates to:

- Exam content or question wording, but only do this after the exam – during the exam, carry on to the best of your ability, noting in your answer space any assumptions you have made or notes about how you have proceeded;
- Eligibility, registration or an incorrect exam allocation;
- Reasonable adjustments or special consideration;
- Exam results; and
- Any other ADIT exam or post-exam processes.

Email education@adit.org for ADIT exam queries.

Conduct, security and privacy

You must comply with the current examination regulations and all instructions from RM candidate support and ADIT staff. Video, audio and screen activity are recorded (see the CIOT privacy notice on our website at www.tax.org.uk/ciot-privacy-notice), and candidate data will be used to ensure that the exam is conducted in accordance with our exam regulations. The monitoring data will be retained for 12 weeks to allow appropriate post-exam checks to be completed. Where suspected misconduct is identified, data will be retained to allow for the completion and administration of the investigation.

Results and post-exam services

Information on results and post-exam processes can be found in the **Manage your exams** section of the ADIT website.

RM ASSESSMENT MASTER
APPENDIX 1

RM Assessment Master functionality for ADIT exams

During the exam, you will have the following items available within RM Assessment Master:

- The exam question (including, for some questions, a 'scenario')

  This displays on the left hand side of the screen.

- The question requirements

  These are found at the bottom of the question scenario on the left, and in the top right hand side of the screen.

- The answer box

  This is located beneath the question requirements, on the right hand side of the screen.

  Everything that you wish to be marked must be included in this box (see below re use of spreadsheet).

- Resources

  These can be found by clicking on the 'open book' icon in the top right of your screen. They will include some of the permitted texts for your exam (i.e. those that are freely available in PDF format, such as the various OECD materials).

- Calculator

  An on-screen calculator is available by clicking the icon at the top right of the screen.

- Accessibility

  There are various accessibility options, found via the 'person' icon in the top right corner of the screen. Click on an option to select it. Click on it again to turn it off.

  Your question appears on the left and answer area on the right. If you wish to adjust the screen bi-section (which is set at half and half by default):

  - Hover your pointer over the middle line.
  - A double-headed arrow will appear.
  - Slide the divider to the left or right, making the resources on the left, or the answer area on the right, either larger or smaller as you require.

- Exam timer

  This is located in the top right of the screen.

  It will include any extra time allocated for reasonable adjustments.

  If you have stop-the-clock breaks allocated, you will have a pause function enabled on screen.

  The timer will turn red and starts flashing 10 minutes before the end of your exam time.

- Question navigation

  You can navigate between questions by either:

  - Clicking on the 'Next' and 'Previous' buttons at the bottom of the screen; or
  - Clicking on the dropdown arrow beside the question number along the top of the screen – you can select from here to move to another question.

- Flags

  You can flag or bookmark questions by clicking on the flag icon at the top of the screen, if you wish to remind yourself to come back to it.

- Exam submission

  When your exam timer runs out, your exam will be automatically submitted and you can then logout of the exam platform.

  If you wish to submit your exam before the timer runs out:

  1. From the final question of the exam, click on the 'Next' button.
  2. This will take you to the submission page.
  3. From here, you can either navigate back to questions you wish to review or submit.
  4. Click 'Confirm and close' to submit.

  You will no longer have access to your test after submission, so make sure you are ready to submit (but for the practice test, you may re-access the link as many times as you like)

  Note: the practice test will not be submitted to us.

- Copying from the spreadsheet and pasting to the answer box:

  The only way you can copy from the spreadsheet area to your answer box is to use keyboard shortcuts:

  - To **copy**, select the relevant spreadsheet cells and press **CTRL+C** together on your keyboard (**Command+C** on a Mac).
  - To **paste**, place your cursor in the answer box where you wish to insert your computation or workings. Press **CTRL+V** together on your keyboard (**Command+V** on a Mac).

Technical support during the exam

You will be able to access technical support during the exam. This is limited to troubleshooting issues with the exam software.

You can open the support portal by navigating to the 'open book' icon in the top right of the screen. A link to candidate support is provided in the resources list.

This will open in a separate browser tab or window. The 'chat' function is found in the bottom right of that screen. The chat will first attempt to resolve issues by directing you to troubleshooting guidance. If that is unsuccessful, you will be directed to a live agent.

Note: This live support channel is only open 10 working days before your exam and for the exam days themselves. You will not get through to a live agent at other times, or outside of support hours (5.30am to 7.30pm GMT/UTC for the December exam session).

RM ASSESSMENT MASTER
APPENDIX 2

RM support videos

You can find the following useful guidance videos, courtesy of RM.

Theme	Video name	Link
Getting ready for your exam	Set up your space	https://youtu.be/tdgPpqbPsV4
	Make practice count	https://youtu.be/zo88lZxnBsc
	Practice test launch guide	https://youtu.be/DchU7-_ZShI
What to expect during your exam	Launch and ID scan	https://youtu.be/FiZpm41sE0Q
	During the test	https://youtu.be/h6o00ruTqE4
On the day and troubleshooting	If something goes wrong	https://youtu.be/XiB7Tlq0oxg
	End-to-end candidate test experience	https://youtu.be/Lw94NQuKQa8
	Using the chatbot for the best outcome	https://youtu.be/dq0XCFlvD9A

Note: these are generic videos produced by RM – they are not tailored specifically to ADIT exams. If anything differs in these documents to the written content in this document and/or on the ADIT website, our own content takes precedence over the videos.