

Exam Requirements

FPSB maintains rules regarding examinations. All candidates are required to review the Exam Requirements prior to sitting the exam. Candidates are responsible for knowing and complying with these rules. Failure to comply may result in the termination of the exam. FPSB recommends all candidates familiarize themselves with these requirements prior to testing.

1. You must have a working built-in or external webcam and microphone. You will be monitored by a remote proctor during the exam. A visual scan of the room may be performed before and during the exam.
2. You will need to complete the exam in a private, quiet, well-lit location, with a door that must remain closed for the duration of the exam. The door must be visible to the camera. You need to sit facing the light source so that your face is clearly visible to the Proctors.
3. You must stay in view of your webcam throughout the exam. Exiting the viewing screen may result in termination of your exam.
4. There should be no material relating to the examination on the walls, floor, ceiling, or desk in the room.
5. No other persons will be allowed in the testing room.
6. You may not communicate with anyone other than your proctor.
7. You may not read the questions aloud, mumbling or speaking out loud may result in a warning and may result in termination of your exam.
8. Workspace must be clear. All paperwork, books, binders, and notes must be removed from reach.
9. You may not use devices with memory capabilities. Audible beepers, cell phones, ear phones, earbud phones, headphones, tablets, or books or papers must be removed from reach. If you are disconnected from your remote proctor, you will have 20 minutes to reconnect.
10. All work must be completed online.
11. This is a closed-book exam. It is not permitted to access reference materials during the exam.
12. You may not leave your computer during the two-hour testing period. Bathroom/Bio breaks are not permitted.
13. You may skip a particular question by clicking on the "**Revisit**" tab given against a question number. All such skipped question numbers shall be highlighted orange as against green highlighted questions which are attempted. You may select the orange box in the top right corner of the screen to activate all such skipped questions. As these skipped questions are attempted one-by-one, clicking on the "**Revisit**" tab again will make them regular attempted questions which turn to green highlight. You still have the option to not select an answer for question/s sent to the "**Revisit**" box. The test result will be evaluated across all operational questions, usually 75, by taking 'no score' for every skipped question. Please note that there are no negative marks for wrong answers chosen. Hence, it is in your best interest to attempt all questions, taking your educated guess where you are not certain of a correct alternative.

14. If you are more than 15 minutes late, you will not be able to take the exam. It may be possible to reschedule the exam within the current testing window, subject to remote proctor availability.

Violation of these rules may result in termination of the exam. In some cases, certain test-taking actions may trigger alerts that indicate potentially unacceptable conduct, in which case the proctor may decide to issue a warning. The decision to terminate an exam and/or invalidate the results is at the sole discretion of the proctor and FPSB. In some cases, video footage of the exam administration may be reviewed after completion of the exam and the exam score may be invalidated if a rules violation is observed.

Exam Integrity Code

Before you take the test, you will be asked to agree to the Exam Integrity Code.
Exam Integrity Code

- Due to the confidential nature of this test, I agree that I will not copy or retain test questions or transmit them in any form to any other person or organization.
- The Exam Integrity Code is my commitment to FPSB, fellow students, and the future clients I hope to have, that I will treat this exam with the utmost integrity.
- I will not give or receive unpermitted aid before, during, or after the exam.
- I will not support or promote the behavior of fellow exam-takers.
- I will take an active part in seeing to it that I and others uphold the spirit and letter of the Exam Integrity Code.
- I recognize that penalties for violation of the Exam Integrity Code can be serious and result in forfeiting my results if caught cheating during an exam or found to have cheated after an exam; I forfeit the option to take the exam again or to pursue FPSB courses. I recognize that, should FPSB determine I have acted in poor faith and behaved improperly, this reflects on the integrity with which FPSB holds its exam process.
- I agree that I will complete this exam independently and will not reference any materials during the exam.
- I agree that I will not leave the testing room (except for a permitted break) until I have submitted the exam.
- By submitting this, I agree to uphold the Exam Integrity Code.

If you do not agree to these statements, you will not be able to access the exam.

Exam Misconduct Policy

Cheating, or attempts to cheat, will be deemed to have occurred during an examination if a student has:

- taken in or used any material other than material specifically permitted by the instructions for that assessment

- obtained from, or given to another person, any information relating to the exam that is not directly provided by FPSB Ltd. or publicly available
- behaved in any manner that is, in the opinion of the examination supervisor, intended to provide a misleading basis for assessment.

Examples of such misconduct include, but are not limited to, the following:

- Falsifying score reports, by modifying and/or altering the original results/score reports for any exam record
- Cheating during the exam (such as using an unauthorized device, or looking at notes)
- Providing or accepting improper assistance from another person
- Bringing non-authorized items to an exam session (such as notes or unauthorized materials and electronic devices, such as cell phones)
- Falsifying identity or impersonating another individual to gain access to an exam
- Misconduct as determined by statistical analysis
- Copying, publishing, disclosing, transmitting, selling, offering to sell, posting, downloading, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling, or translating any exam in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose
- Disseminating actual exam content
- Using the exam content in any manner that violates applicable law
- Violating FPSB's Ethics Code in any way

Policy Violation Consequences

- Exam takers are required to adhere to the protocol as listed above. Each exam is reviewed for policy violations. Any minor and major violation may result in several consequences ranging from notifications to reporting possible dismissal from the FPSB's programs in India.
- If an exam taker deviates from this policy during the exam, as soon as you complete the exam, you must email IndiaCFPStandards@fpsb.org explaining the nature of the policy violation. Failure to do so could result in an allegation of the Exam Integrity Code.
- If your explanation for the deviation and the FPSB's review reveals a reasonably innocent explanation, FPSB will resolve the deviation with you.
- If the explanation for the deviation is unsatisfactory, FPSB may either 1) issue a warning or 2) render the exam invalid.
- If a candidate violates any testing rule, exam policy or engages in any misconduct that diminishes the security and integrity of the exam in any way, the candidate may be permanently prohibited from taking any future FPSB Certification exams. In addition, the candidate may be decertified, and test scores and certifications may be revoked.

- Whether or not the exam was flagged by Remote Proctor during the exam, if you are suspected of a violation of the Exam Integrity Code, you will be contacted by FPSB.

Problems Encountered during the Examination

If you experience any problems or difficulties during the course of the examination, you can state your case, with supporting documentation, in writing, within 72 hours of the examination.

Exam Breaks

For 2-hour and 3-hour exams, the exam taker is not allowed to move away from the screen/camera. This applies to all FPSB Exams.