

Candidates are advised to take note of the following requirements as well as policies and procedures for the FIMM Examinations.

1. **Candidate Examination No.**
 - Upon successfully registering for a FIMM Examinations session, candidates are required to obtain their respective Candidate Examination No. from the Members & Distributors to which they are attached. (hereafter collectively referred to as “relevant company”)
 - Candidate Examination No is required to take the FIMM Examinations. Please make sure that you have the number ready prior to the examination.
2. **FIMM Exam Navigational Guide**
 - Upon registration, candidates will be provided with a simple navigational guide that explains the main steps in the examination process.
 - Candidates are strongly encouraged to go through this navigational guide prior to taking the examination.
3. **Location and Time**
 - For a map and directions to the respective centres, kindly visit www.fimm.com.my and click “Industry – Consultants – FIMM Examinations”.
 - Allow yourself plenty of time to get to the FIMM Examinations Centre. FIMM recommends that you visit your FIMM Examinations Centre prior to the examination day to familiarise with traffic patterns, parking availability and public transportation options or constraints.
 - Candidates should arrive at the FIMM Examinations Centre and report to the Examination Site Coordinator (ESC) at least 30 minutes before the start of the examination proper. Candidates arriving at the FIMM Examinations Centre later than 15 minutes after the examination has started will not be admitted.
4. **Examination Site Coordinator (ESC)**
 - ESC will be stationed in the examination room to assist candidates and ensure that candidates adhere to the FIMM Examinations requirements, policies and procedures. Should you require any assistance, please approach the ESC for help. Questions concerning the content of the examination will not be entertained.
 - Candidates should listen carefully to and understand the instructions and directions given by the ESC.
5. **Admission, Log In and Attendance**
 - Candidate must practice personal hygiene by washing hands regularly with soap or using hand sanitizer. Exam centres shall provide hand sanitizer at all entry point.
 - Candidates must obey lift capacity and practice physical distancing when in use. Exam centres will ensure lift is marked accordingly.
 - **All candidates must practice physical distancing at all time**, includes while waiting, queuing for registration and taking the examination.
 - ESC to check the candidates body temperature before entering the premise/exam hall. Those with 37.5 Celsius and above OR showing symptom like fever, sore throat, cough, flu or experiencing shortness of breath are not allowed to enter the exam hall.
 - Candidates **must wear face mask at all times**. Candidates without the face mask will not be allowed to enter the premise/examination hall.
 - **Candidates must present their original identification document** i.e. Identity Card or Passport (for verification) before admission into the examination room.
 - The ESC on duty will deny admission to anyone who does not present a valid identification document. The following information will be verified by the ESC before admission into the examination room and also when you log in the FIMM Examinations System:
 - (a) Candidate’s Full Name
 - (b) IC No **or** Passport No

- (c) Father's Full Name (Important Note: This information is very critical to log in into FIMM Examinations System)
- (d) Candidate Examination No. (to be obtained from the relevant company as mentioned in Note 1)
- Candidates with items (a) and (b) not matching or corresponding to those printed on their identification documents will be barred from entering the examination room. Such candidates will be treated as absent. No refund will be given.
 - The FIMM Examinations system **ONLY** validates/verifies the above information as entered (into the system) during the registration application stage. Candidates are therefore advised to approach the relevant company and reconfirm the above information upon submitting your application form. Any discrepancy, if found, must be immediately reported to the relevant company. The Candidate List will be confirmed **one week** before the examination date, after which, request for changes will not be entertained.
 - Failure to log in the FIMM Examinations system due to data discrepancies, will lead to candidates concerned not being able to take the examination and therefore they will be treated as absent. No refund will be given.
 - All candidates must verify their identity by using the biometric system provided. In the event the IC is faulty, please sign on the Candidate List for attendance registration purposes, failing which, candidates will be considered as absent.
 - Upon registration, candidates will be directed to their PC. Please take your seat based on the PC number assigned to you.
- 6. Things Allowed in Examination Room**
- Candidates will need to bring their own non-programmable calculator and stationeries. Sharing of calculator and stationeries are strictly not allowed.
 - Candidates are only allowed to bring their Identity Card or Passport, non-programmable calculator and stationeries. Other personal belongings such as briefcases, hand-phones (duly switched off), books and papers are to be left at a designated place as instructed by the ESC.
 - Candidates are only allowed to use blank paper provided in the examination room. Candidates are not allowed to bring in their own blank paper. Candidates are strictly prohibited from removing any used or unused papers from the examination room.
 - Neither FIMM, the examination centre nor ESC will assume responsibility or liability for any lost, theft, or damage to your personal property.
- 7. Technical Problems**
- Candidate who experiences technical problems during the examination must alert the ESC immediately. If the problem cannot be rectified within 30 minutes, or if the problem persists despite numerous attempts to resolve it, the candidate has the right to replace the examination session without incurring additional fees.
 - The relevant company will be notified on such event and will register the candidate for another FIMM Examinations session at no additional costs. Such registration must be submitted to FIMM within **one month** from the examination date.
- 8. Examination Completion and Results**
- Result slips are available immediately after you have completed the examination. Please print (from the FIMM Examinations system) and collect the examination result slip from the ESC. Make sure that you acknowledge receipt for the examination slip by signing the Candidate List before leaving the examination room.
 - Please be reminded that the results obtained after the examination are **pending** FIMM's final approval. The final status of the result will be made available to the relevant company on the third working day after that particular examination date.
 - No result slip will be issued for absent candidates.
- 9. Misconduct**
- Candidates found to misbehave during the examination for example, disturbing other candidates; giving or receiving help; working on or reading the examination questions during a time not authorised by the ESC or attempting to obtain answers from other source; removing used or unused paper from the examination room; taking part in an act of impersonation or other forms of cheating; failing to follow the ESC's instructions; or not

complying with FIMM's requirements, policies and procedures, etc. may be dismissed from the examination room. In addition, you may be subjected to other form of penalties for misconduct, including voiding of examination results and suspension or termination of your right to sit for FIMM Examinations.

10. Reservation of Right during Emergency

- FIMM may decide to change the date, time, or conditions of the administration of the examination; or cancel the administration of the examination; or choose to void the candidates' results, either entirely across the board or at a particular examination centre or centres, if FIMM, in its sole and absolute discretion, determines that any such action is needed to protect the integrity of the FIMM Examinations, or because the administration of the examination or subsequent processing of the results is hindered by any factor that could not be reasonably prevented by FIMM, including acts of God or other natural disasters and a military authority. FIMM is not responsible or liable for any losses or other consequences arising from the aforesaid events which are beyond its control.

Should there be any changes or cancellations of examination sessions or results due to the aforesaid event, the relevant company will be notified and will have to register the candidate for another FIMM Examinations session at no additional costs. Such registration must be submitted to FIMM within **one month** from the examination date.

11. Policy Changes

- FIMM may change the requirements, policies, and procedures governing the FIMM Examinations from time to time. Changes, if any, will be incorporated into these notes and the revised notes will be circulated to all relevant companies.
- Candidates are advised to check with respective relevant company to ensure that the latest version of the "Notes to Candidates" are made available.

12. Appeal

- Requests for appeal, if any, must be submitted to the relevant company and received by FIMM within 14 days from the date of the examination result. The appeal request should be accompanied with a payment of RM20.00 as processing fee. Please contact the relevant company for further details and procedures.
- Requests for appeal received by the FIMM later than 14 days will not be considered.