

**Policies and Procedures
for FPAS Online
Remotely Proctored Exams**
A Must-Read Document before
Exam Day

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Introduction

We want you to feel comfortable and ready to take your FPAS exam. FPAS strongly advises you to prepare in advance and confirm your technology is appropriate, and that you are prepared for a positive exam experience.

Exam Quick Start Guide



EXAM QUICK START GUIDE



1 week before the exam

- Review Exam Procedures Guide, other Exam Resources, and email sent to you regarding your exam.
- Download Mettl Secure Browser.
- Run System Check. If you encounter technical issue, screenshot the error message and email it to support@fpas.org.sg.

Day of the exam

- Clear room and your desk. Ensure that your surrounding is not accessible by anyone during the exam. Ensure that you are the only person in the room at all times.
- Have only approved items on desk.
- 15 minutes before exam starts - navigate to the exam email.
- If you encounter technical issue, screenshot the error message and email it to mettl-support@mercer.com.

15 minutes before the exam

- Make sure computer is ready and all programs are off except your email account.
- Have required ID ready.
- Click the start exam link provided at the start time of your exam.
- No handphone or headset is allowed during the exam.
- 30 mins after exam starts, link will be disabled. Considered ABSENT and ATTEMPTED.

During the exam

- Permission for bio-breaks must be obtained through Proctor Chats.
- No screenshots, picture taking, or video recording of exam.
- Answer all the questions and submit your exam.
- Candidates are not allowed to read aloud the questions and answers.
- There should be no one in the room including family members. Candidates must find a conducive area where nobody can have access to the area during the exam.
- Once the candidate clicks on the FINISHTEST button, the exam will be deemed finished and attempted. Therefore, answers ALL the questions before you click on the FINISH TEST button.

1 Week Before the Exam

Read through all the exam policies and procedures.

Exam Policies

The policies in this Guide apply to the FPAS examinations. This FPAS Guide to the Examinations contains important information you need to know as you prepare to sit for the examination including what you should expect before, during, and after the examination. This Guide includes policies that have been developed to provide fair and consistent treatment of all candidates, such as yourself. FPAS reserves the right to amend the policies outlined in this Guide at any time. Please check the website for the most current Guide and any addenda to this Guide. By registering for the examination, you will be deemed to have accepted these policies and procedures.

Exams Covered and Excluded from this Policy.

At the time of publication, this policy only applies to the following exams:

- FPAS E-Assessment

FPAS E-Assessment

You are responsible for registering for an exam on the links provided time to time on mail. Upon successful registration wherein you will need to decide on preferred date and time in the available window, you'll receive an order received communication. All other communication will be sent 4-5 days before in the run up to the exam. This will include information to prepare for the remotely proctored exam.

Taking a restroom break during the e-assessments must be approved by FPAS/Online Proctors during the exam. Kindly obtain permission with the online proctor before using the restroom.

Requesting to Withdraw or Defer

If you wish to defer, you will need to obtain the written approval from your education provider. Application for deferment is not allowed one month before the exam date. If you wish to withdraw, you will need to pay the full course fee and assessment fee to the education providers and FPAS respectively.

Approved calculators for all online exams

The calculator must remain in full view on the candidate's desk for proctors to continue to inspect periodically throughout the duration of the examination. Possession or use of an unauthorized calculator or violation of FPAS's calculator policy will result in the voiding of examination results. You are not permitted to bring manuals or any external devices to support calculators. Examples of disallowed items include printed cards, printers, memory expansion chips or cards. Loose batteries (without packaging) are permitted; however, we recommend that you replace and test fresh batteries in your calculator prior to the examination.

Approved Calculators			
Hewlett Packard <ul style="list-style-type: none">• HP 10b• HP 10b2• HP 10b2+• HP 12c• HP 12c Platinum• HP 17b2+	Casio <ul style="list-style-type: none">• FC 100• FC 100V• FC 100V-2• FC 200• FC 200V• FC 200V-2	Texas Instruments <ul style="list-style-type: none">• BA2+• BA2+ Professional	Sharp <ul style="list-style-type: none">• EL-733A• EL-735• EL-738• EL728F

Any calculators with programmable features, capacity to store text, graphing capability, or printing capability are not acceptable.

Questions on Permitted Behavior

- If you have a question on permitted behavior, please email support@fpas.org.sg at least one week before the scheduled exam and we will try to reply in a timely manner.
- If you have questions during the exam, please contact [Mettl support](#).

Important Note regarding Operating systems and Program Use

Due to the integrity of the exam, FPAS will use a Secure Lockdown Browser. To use this browser, **Windows** is the only compatible operating system. iOS will not be supported for the E-Assessment.

The secure browser does not allow the candidate to navigate to other tabs, therefore, all other programs will not be allowed either in the Exams.

Acceptance of Exam Procedures

You are required to sign the [Agreement to the Rules of Conduct during E-Assessment](#) on page 9 below and send a copy to support@fpas.org.sg 3 days before the scheduled exam.

Testing Requirements

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, well-lit location, with a door that must remain closed for the duration of the exam. You need to sit facing the light source so that your face is clearly visible to the proctors.
3. There should be no material relating to the examination on the walls, floor, ceiling, or desk in the room.
4. No other persons will be allowed in the testing room.
5. Workspace must be clear of paperwork. All books, binders, and notes must be removed from reach.
6. Mobile phones must be switched off and not allowed during the exam.
7. You may not use devices with memory capabilities. Audible beepers, cell phones, earphones, 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.
8. All work must be completed online.
9. This is a closed-book exam. It is not permitted to access reference materials during the exam.
10. Bio-breaks are allowed, but permission must be obtained through the proctor chats. This will be at the student's expense and included in the overall exam timing.
11. 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 95, 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.

12. Candidates will not be allowed to access the E-Assessment portal 30 minutes after the commencement of the examination i.e., if exam starts at 10.00am, you will not be able to access the E-Assessment after 10.30am. You will be considered ABSENT and score 0 will be awarded.

13. Certain test-taking actions will trigger alerts that indicate potentially unacceptable conduct, such as when a candidate moves out of view; when unacceptable items are present (such as cell phones); and when an additional person is present. In each case, the proctor becomes aware and — to the extent needed — becomes involved in warning, corrective, or punitive action. After a certain number of alerts (which varies by alert type), your exam will automatically pause for the proctor to issue a formal warning. Most decisions on whether your exam is accepted will be made after your exam is complete and your exam video is reviewed. In egregious cases (such as obvious copying exam content), your exam will automatically end, and you will not be permitted to continue with your exam.

Rules of Conduct



Please print this page, signed at the bottom, and email a copy to support@fpas.org.sg 3 days before the exam.

Agreement to the Rules of Conduct during E-Assessment

The assessment shall consist of 95 multiple-choice questions to be completed within a duration of three hours.

Each candidate must prepare to attempt the entire exam uninterrupted and without moving away from the computer screen. The exam is to be taken using a window-based notebook with an in-built video camera or on desktop with a detachable video camera.

Only stationery, approved financial calculator and a blank piece of paper are allowed during the assessment.

I, _____ (Name as per NRIC) of _____ (NRIC) agree to and will abide by the following rules of conduct during the e-assessment for Module 1 / 2 / 3 / 4 / 5 (Circle where applicable) and its general principles to safeguard the integrity of the CFP® examinations.

- I will cooperate with the proctor and follow all instructions given by the proctor.
- During the assessment, I will pay attention to any text communication from the proctor and respond promptly.
- I will keep all mobile devices and smart watches away.
- I will not move out of the computer screen during the assessment at all times. The assessment will stop when I move out of the computer screen.
- I will not communicate with any one during the assessment.
- I will destroy any paper used after the assessment by tearing it into small pieces.

I further agree that my behavior will be evaluated during the assessment and the proctor may take appropriate actions including the issue of warning or instructions, pausing, and even terminating the assessment where appropriate; I agree that any decisions by the proctor shall be final. Therefore, I shall cooperate with the proctor fully and conduct myself beyond any suspicion during the assessment.

I am aware that the Financial Planning Association of Singapore can take appropriate actions against any candidate found cheating or recording of exam questions.

Candidate's Signature

Date:

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 FPAS, 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:

- 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.
- 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 FPAS's Code of Ethics

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 FPAS's programs.
- If an exam taker deviates from this policy during the exam, as soon as you complete the exam, you must email support@fpas.org.sg explaining the nature of the policy violation. Failure to do so could result in an allegation of the Rules of Conduct.

Breach of Academic Integrity

- In the event that candidates are caught to behave dishonestly during the exams, as a result of this violation, the candidate will be given a "FAIL" for the exam results and the candidate will be disqualified from taking FPAS and CFP future examinations.
- All existing certifications with FPAS will be revoked with immediate effect.
- The candidate will be withdrawn from the IBF funding scheme, and the candidate is required to pay the full course fee and assessment fee respectively. 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 FPAS Certification exams. In addition, the candidate may be decertified, and test scores and certifications may be revoked.

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

Bio-breaks are allowed, but permission must be obtained through the proctor chats. This will be at the student's expense and included in the overall exam timing.

Finishing your test

You can finish and stop the exam before allotted time is up. Once the candidate clicks on the **FINISH TEST** button, the exam will be deemed finished and attempted. Therefore, answers ALL the questions before you click on the **FINISH TEST** button.

Medical or Other Emergencies

- No Shows: If you fail to appear for the exam, you will forfeit the entire exam fee.
- Waiver Requests: In case of a medical or other emergency, FPAS will consider waiving the forfeiture of the exam fee. The request must be in writing and supported by verifying documentation from a third party. Requests must be received not less than 5 days prior to the opening of the exam window.
- Issues with internet connections are not considered an emergency, as candidates are given the advance notification to test and to ensure the system is working.

Frequency of Taking Exam - Retake Policy

If you do not pass the exam and choose to retest, you are required to retake the entire exam. You must wait until the next testing window to retest and will need to pay the exam fee for each retake.

This set of exam procedures is applicable for the Online Proctored Exam.

Exam Procedures



EXAM PROCEDURES



Technical System Check (Before exam day)

You are responsible for self-testing the functionality of the system a minimum of one week prior to all remote proctored examinations so that any required troubleshooting can be accomplished.

- You need to use the most updated version of Google Chrome or Firefox
- Only use a PC laptop or desktop with proper battery back up for this exam, iOS is not permitted
- Only one monitor is permitted during exam; any other monitors must be disconnected
- Functional built-in or external webcam and microphone must be available
- Access the exam tutorial to become familiar with the interface

Choosing your exam location

- Confirm a quiet, isolated location facing the light source so that your face is clearly visible to the Online Proctors
- Confirm location has good internet connection. Hot spots are not recommended. If you are using mobile data, use only 4G enabled networks like X and X only. Do not use dual sim phone.
- Confirm your power outlet works by plugging your computer in the night before the exam
- Tell the people residing with you that you need the space at this certain time. Put reminder sign on door if needed. Remove books, binders and notes from reach of the computer.
- Tell people you'll be using the internet, ask them to minimize internet during this time (especially high bandwidth activities such as watching videos, etc.) if it is a shared connection
- Clear the desk of items other than the allowed ones
- Clear the walls, floor and desk of anything relating to the exam

The area and room around the computer will be scanned using a web cam prior to start of the exam, so all non-authorized materials should be put away and the area should be clutter-free.



EXAM PROCEDURES



Non-permitted items

- Bio-breaks are allowed, but you need to obtain permission through the Proctor Chats first. This will be at the student's expense and included in the overall exam timing.
- Only clear water bottles are allowed.
- You may not print anything you see on the screen.
- No pre-written notes of any kind are permitted.
- No mobile devices or smart watches are permitted.

Configure your system requirements

Mettl Configure your system requirements



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1

Network Speed

- Check if you have a stable internet connection with proper speed.
- Upload Speed for webcam proctored test – Minimum speed => 512 kbps
- You can check Internet speed on following sites:
 - <http://bandwidthplace.com>
 - <http://www.speedtest.net>
- Note: Please make sure there is no restrictions for Mettl Test on the network, as there are some blocks in the office network or laptop.

2

Supported Browsers

- Mettl supports the following browsers:
 - Chrome version: 63 and above
 - Firefox version: 52 and above
- Mettl Proctored Assessments are not supported on Mobile Devices (e.g. Cellphone / Smartphone / Pads / Tablets)
- Mettl Proctored Assessments are not supported on Edge browsers.

3

Firewall Settings

- Grant necessary firewall permissions to allow all requests from all sub-domains of mettl.com in any of the following manner:
- If possible, allow all access from the network to mettl.com if wildcards are not allowed in the firewall configuration rules

4

System Settings

- Mettl recommends that you disable security patches, updates of the anti-virus definitions and/or application updates (manually) during the test in order to avoid any interference while taking the test.
- Candidates shall disable automatic system updates for the duration of the test. As automatic System Updates may lead to heavy downloads during the test and auto-system restart will hamper the candidate's experience.

5

Browser Cache Settings

- Do clear browser cache/cookies before the 1st round of candidates start taking the assessment.
- For the subsequent rounds of candidates taking the test on the same machines you don't need to clear the browser cache/cookies.
- In case you face any issue in loading the test or images, first shutdown the system directly using power button and then clear the cache again.
- For most browsers pressing "CTRL+SHIFT+DELETE" and selecting Clear Cache (for FireFox and Chrome).
- After doing this restart the browser.

6

Browser Settings

- Mettl tests can be conducted with Pop Blocker enabled and for most used Browser Security Settings.
- In rare case when you click on the Launch Test button, in case Mettl test window does not open, it may be due to the pop-up blocker setting of your browser.
- Please use the allow once/always option to allow the test window to open.
- Optionally, you may disable the pop-up blocker for the duration of the test.

7

Text Expiry/Power Resume

- In case the test window closes in the middle of the test or at any time of submission for any reason, you may log back into the exam within 20 minutes. After 20 minutes you will not be allowed back into the exam. This allows you to re-login & resume the test from exactly where it stopped within those 20 minutes.

8

Support Information

In case of any issue, kindly call Mettl support at +91-8287803040 (toll free) or drop an email on mettl-support@mercer.com.

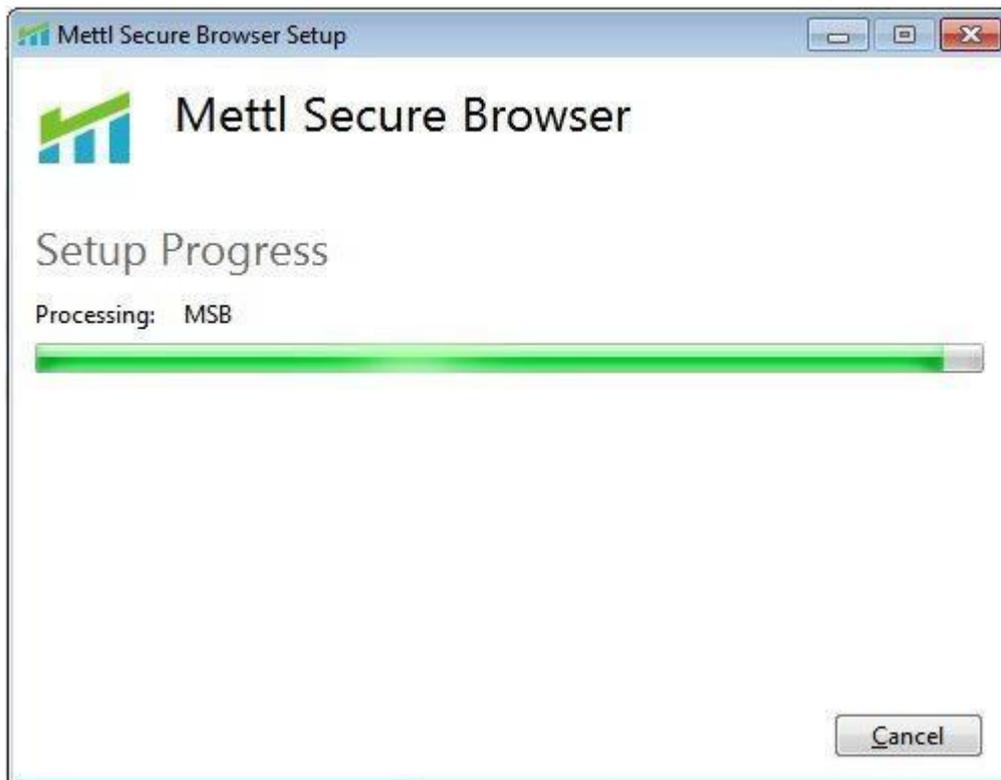
For more information, visit Mettl's resource center: support.mettl.com/support/solutions/4000003368

MSB: Mettl Secure Browser

Mettl Secure Browser (MSB) is a web browser-environment to carry out online exams safely. The candidate needs to install the **Safe Exam Browser.exe** file in the system which would install all the required packages. Once this is installed, it will work as a separate browser which will close all other browser windows and application which is running in the background.

Steps to install the Mettl Secure Browser (MSB): Click on the **Mettl Secure Browser (MSB)** downloaded file with the name **MSB.exe**. You would be taken through the below flow.





The **Mettl Secure Browser (MSB)** will close all the browser windows and applications active on the system and asks you for a formal permission to do so.

Prohibited Processes Are Running



The process below are running, they need to be closed before starting the exam. Do you want to close those processes now (this may lead to loss of data!)? Otherwise MSB will quit and you can close those applications yourself before trying to start the exam again.

chrome
firefox
anydesk
paint
photos

OK

Cancel

Before MSB is launched it closes all the other applications running in the background on the system and also mentions the applications name in the message. You need to click on the **OK** option on the warning message so that MSB can launch itself.

Also, if MSB is not able to close all the mentioned application, a second message displays on the screen and asks you to close those application manually from the Task Manager.

Kindly open the **Task Manager** on your system, select the mentioned options from the Apps and Background Processes and close them by clicking on **End Task** one by one then click on **OK** as shown on the MSB window in order to proceed with the test.

Steps to open the Task Manager - **Press Ctrl + Alt + Delete** and click the Task Manager option.

MSB was unable to close processes



Error code: 0x50001
MSB was unable to terminate the following processes.
Request you to close them manually and launch MSB again.
Steps to terminate from Task Manager:
Go to Task manager > Processes Tab > Right click on process,
click on End Task
photos

OK

System Requirement:

To make sure that MSB (Mettl Secure Browser) functions properly you have to ensure below pointers.

- No restrictions should be implied on Network and the Application.
- Disable the Anti-Virus.
- Should have Administrative rights on the system.
- Windows needs to be up to date with no pending installation.
- Should not be logged in as a Guest User.

Operating System:

- MSB will run on only windows (7 and above)
- Will support a minimum 4.5.1. .Net framework (which comes inbuilt in the MSB.exe file)

Memory:

- 65 MB permanent free space on the default hard drive

File Size: Medium (~65 MB)

Lock down mode:

- Once the test starts **MSB** will not allow you to move out of the application before the test is finished.
- The application will close all currently running applications.
- Browsers i.e. Mozilla Firefox, Google chrome etc.
- Other (like Skype etc.)
- **Mettl Secure Browser (MSB)** doesn't have any navigation buttons, but the optional reload button in the taskbar or the key F5 can be used to reload the current page *(avoid pressing F5 key as it also submits the test if pressed while attempting the questions)

Run a system test

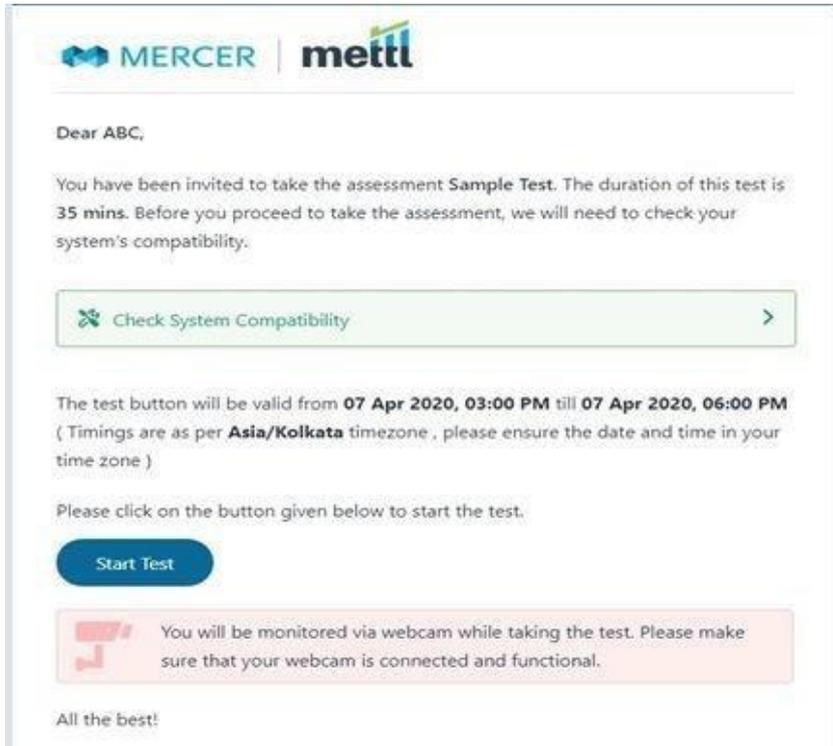
Run a system test to see if your computer and location are compatible with the online proctoring software. Complete the required system test on the same computer and in the same location from where you will test.

Review the technical, system, environment, and testing protocol requirements found on the [Mettl website](#), or are also available here:

- A. Click on the 'CHECK SYSTEM COMPATIBILITY' tab to be redirected to a system check link.
- B. If System compatibility is successful, click to the 'START TEST' tab to get redirected to the test page.
- C. If you receive the test link prior to the test start time, you can test your system using "Check system compatibility" option and keep your system ready. You can then start the test at the desired time.

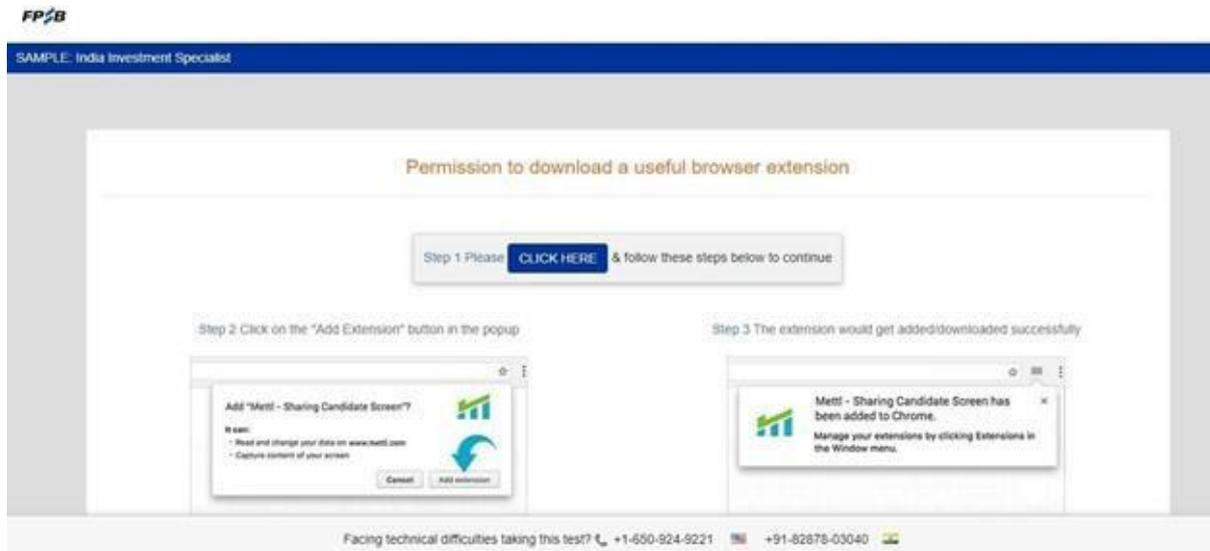
Steps to follow only If an assessment is initiated on 'Google Chrome' browser:

Since Screen Capture is enabled for this test, you need to follow the below steps which they will get by clicking either on "Check System Compatibility" in the email notification. If the browser extension fails to install automatically, the same can be done manually by following the below mentioned process.

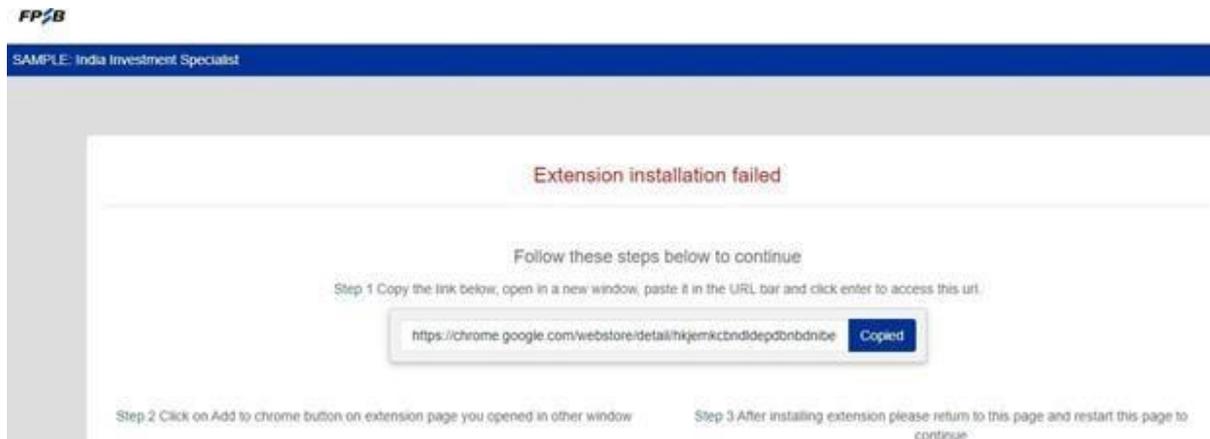


Steps involved:

1. After clicking on the “Check system Compatibility”, you will be redirected to the below page:

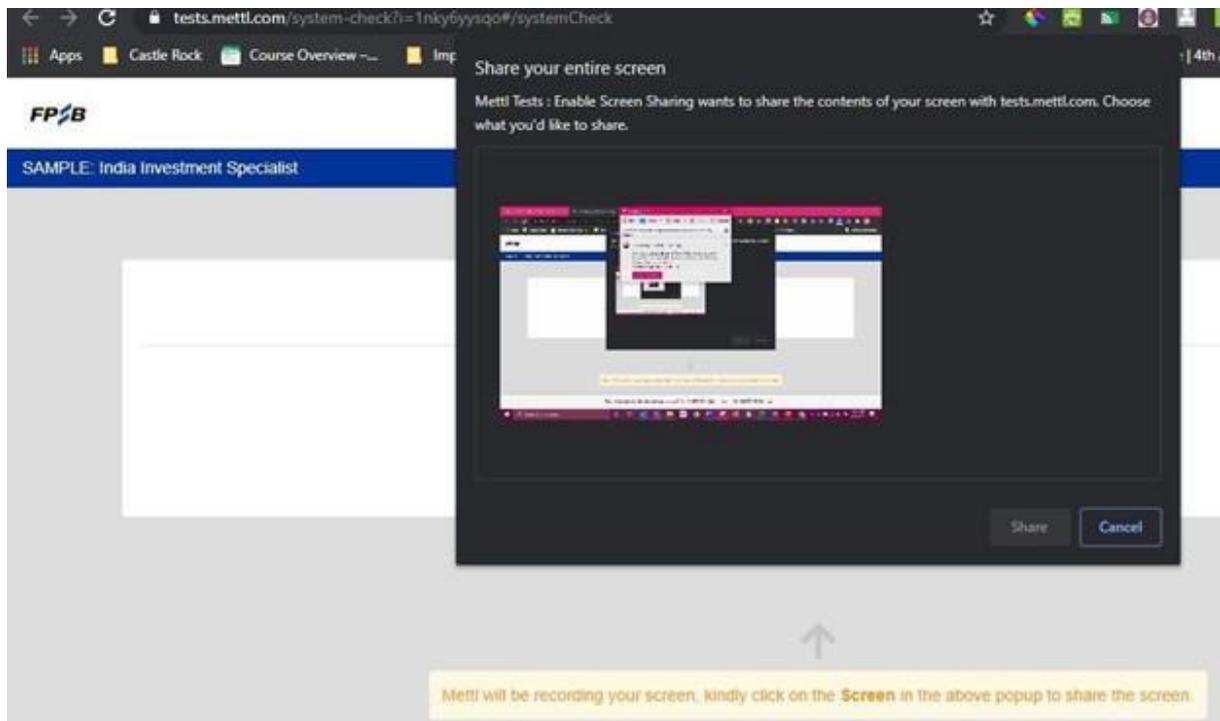


2. This page appears when you press on “CLICK HERE” on the previous screen

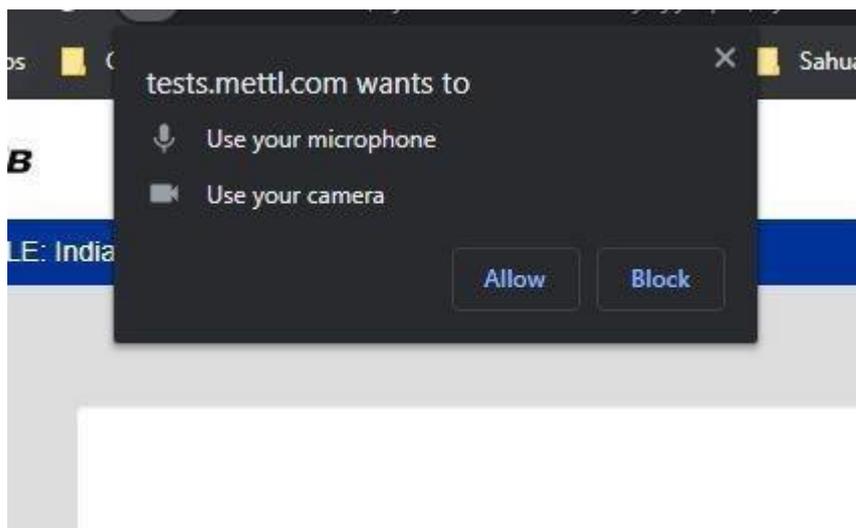


3. There is a link mentioned on this page which you need to copy into the address bar. Once you copy this in a new tab of the browser, this page will lead you to: <https://chrome.google.com/webstore/detail/hkjemkcbndldepdbnbnibepfoooio>
4. In case you are using the same system now which you will be using to give the test, you can follow steps number 2 by clicking on this link – [Click here](#) (This is the same link which is mentioned in the above picture. It can be used directly to add Mettl's extension to your Google Chrome browser).

- Once the chrome extension is added, using “Check System Compatibility” button, go to the same page again and refresh the window and it will take you to the next page:



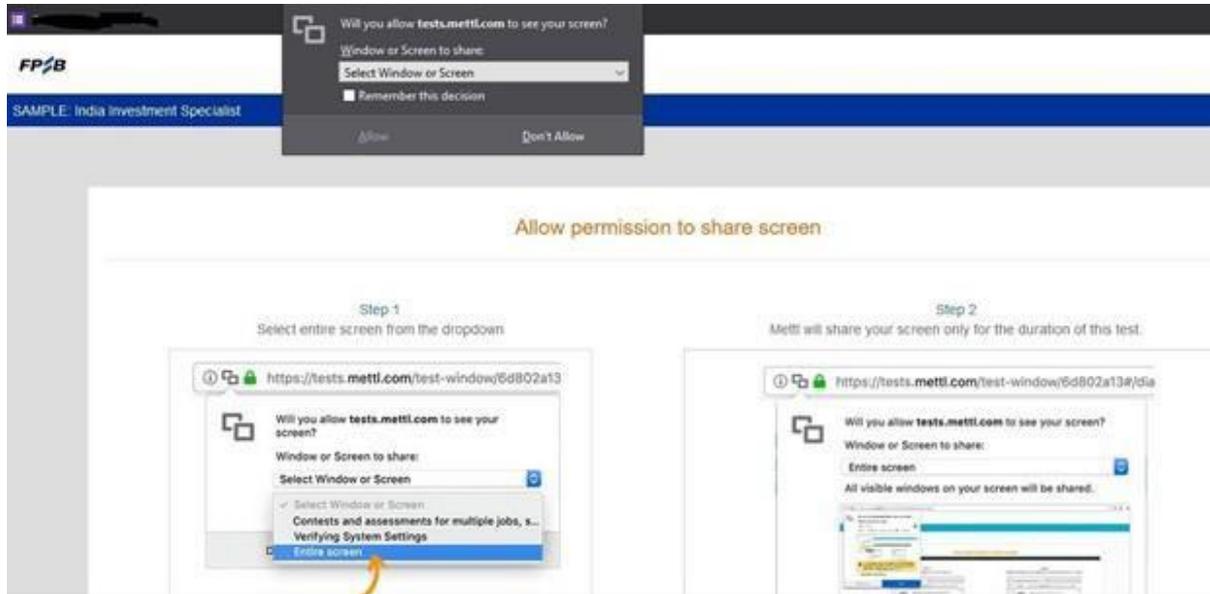
- After you allow to share your screen, system will ask you to allow the use of your Camera and Microphone. Kindly allow and proceed ahead.



Steps to follow only If on 'Mozilla Firefox' browser:

In this browser, there is no need to add an extension. You must follow the below steps:

- After launching the test you will get a pop-up screen on the top left corner to share the screen. You have to select "entire screen".



- Once you select Entire screen option, click on share screen button to give the permission to capture the screen.
- After launching the test, you are required to provide permission for webcam and microphone and access for capturing Screen Shots. They can proceed thereafter by clicking on 'Next'.



1 day before the exam

- ✓ Note Mettl's technical support phone number +91 – 8287803040. Update your mobile number phone list in case you need to contact Mettl during the exam.
- ✓ Install any updates needed so that doesn't interfere with your exam.
- ✓ Confirm your firewall, browser, cache, and system settings are appropriate (as listed above).
- ✓ Remind those who live with you of the time and location where you'll take your exam. Ask them not to take up internet bandwidth during that time or enter the room where you'll take the exam. You can even put a sign on the exam door as a reminder.



EXAM QUICK START GUIDE



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Room Rules

- No other person can be present in the room except the candidate.
- No radios, music, TV on in the background.
- Proctor will ask to do a 360-room scan before you start the exam and at any point during the exam.
- Only one monitor is permitted during exam; any other monitors must be disconnected.
- The door must be in view of the camera.
- The computer must be placed with proper distance from the edge of your table or desk, so your hands are visible if you do calculations on your note paper. Position your computer accordingly.

When to join the Exam

- Be ready in your seat 15 minutes before the scheduled exam time to check all power and internet requirements.
- Start Test button will start functioning only at the scheduled time and not before or after.**
- Be patient for the authorization process to be completed by verification of your photo ID. **Exam clock will begin only after verification process.**
- Do not show up late to the exam. If you arrive 30 minutes late or later, you will not be permitted to enter the exam and will forfeit the fee.



EXAM QUICK START GUIDE

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Clean Desk

- Clear water glasses or clear water bottles may be used.
- Proctor will ask to see your paper to confirm it's clean.
- Have a clean desk area and have your computer plugged in. Ensure your calculator is full battery.
- You will be required to inform the exam vendor with a phone number. You must have this phone in the exam room, but outside of arm's reach.
- Turn off other devices in the room that may make noises.

Allowable Items for your Desk

- Valid identification
 - Physical NRIC (No digital NRIC allowed)
 - Driver's license
 - Passport
 - 11B
- FPAS approved calculator
- Writing materials
- A piece of paper with no marking/writings
- Water may be permitted in a clear (i.e. see-through) bottle



EXAM PROCEDURES

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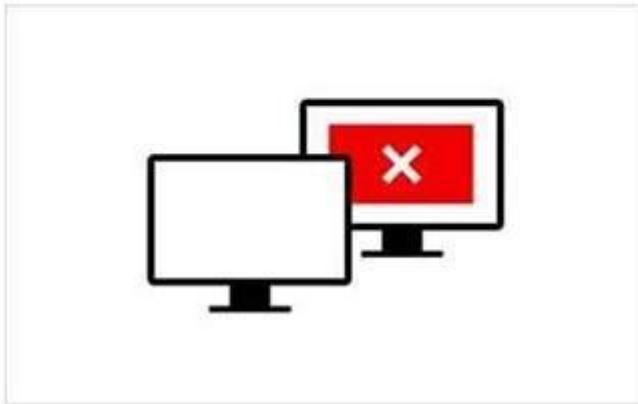


Before logging in, confirm you've done the following:

- Log onto your computer as an administrator
- Check to see if there are any background processes running that need to be shut down
- Disable antivirus scanning
- Ensure that your security software does not block the execution of JavaScript, Adobe Air applications, or Adobe Flash Player extensions
- Turn off ALL other programs including your email, MS office, and background applications
- Make sure your laptop is plugged in
- Unplug a second monitor

We have detected multiple screen

Step 1 Please **REFRESH** after removing secondary screen



- ✓ Turn up the volume so you may hear the proctor if they need to speak with you.
- ✓ Ensure the room is well-lit with all lights turned on. This allows the proctor to confirm your ID and monitor you during the exam.
- ✓ Turn your webcam on so the proctor can verify your identification and monitor you throughout the exam.
- ✓ Close all other tabs in your browser and any open applications.

During the Exam

How To Start Your Exam

- Use the latest version of Google Chrome and Mozilla Firefox.
 - Mettl Proctored Assessments are not supported on Mobile devices (eg. Cellphone / Smartphones / Pads / Tablets)
 - Mettl Proctored Assessments are not supported on Safari and Edge browsers.
1. By 1.30 PM on the actual day of the exam, open the invitation email sent to you.
 2. Prepare your NRIC/Passport for verification and ensure your camera and speakers/sound are functional.
 3. At 2:00 PM – Click on "START TEST" to enter the assessment site. Please note there is no login required. Ensure that all programmes and software (esp. Skype, Zoom, Microsoft Teams, Antivirus) on your computer are shut down. Enable pop-ups on your browser.
 4. The duration of this test is 3 hours 0 mins.
 5. Before you proceed to take the assessment, we will need to check your system's compatibility.



Please click on the button given below to start the test.



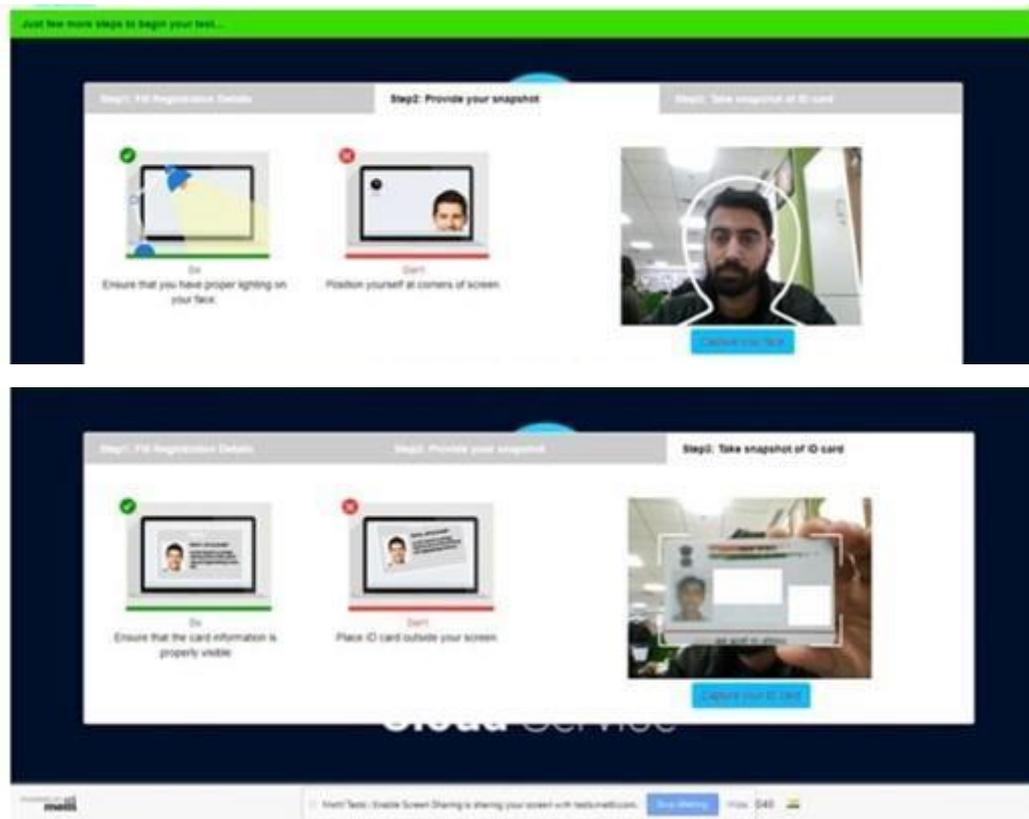
6. Once you click on the 'Next' button, you will be directed to the instructions page. Read carefully and adhere to all the instructions provided, till the completion of the test. You need to click on 'Proceed' button in order to be directed to the registration page.



7. You are required to fill in all the relevant data and proceed by clicking on 'Next'.

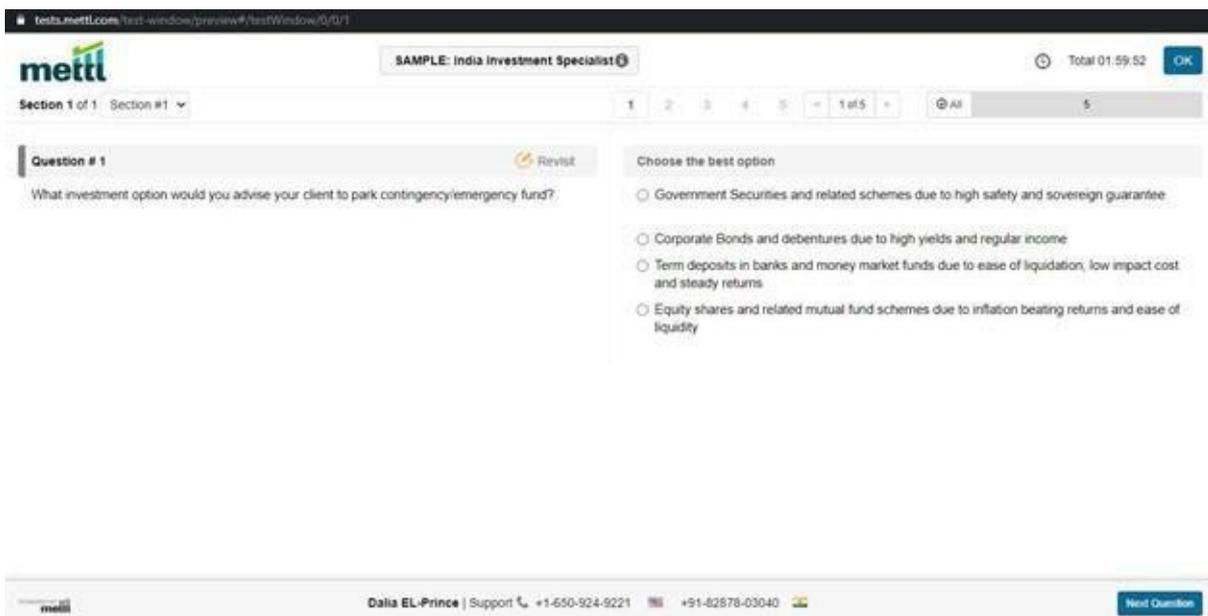
****Kindly enter the same email Id here through which you were invited.**

8. Candidate will be redirected to the snapshot page where the candidate needs to provide the snapshot of the face and a snapshot of the ID card.



9. After providing the snapshot, you are guided to a 'Section Instructions Page'. Upon reading all the instructions carefully, you may start the test by clicking on 'Start Test' tab.

10. Once you click on 'Start Test' it will open the main test window. The screen has the following data.



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 "Revisit" box. The test result will be evaluated across all operational questions, usually 95, 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.

