

## Computer-based Online Proctored Exam Policies

These policies apply to your computer-based online proctored exams whether delivered by IFSE or our partner Pearson VUE through their exam platform OnVUE. As an IFSE student, you have the responsibility to act with honour, integrity, and respect and to conduct yourself to the generally accepted ethical standards of professional behavior. You must acknowledge your acceptance of these policies to proceed. If you decline, your exam booking process will end.

1. You certify that you are the individual registered to write this exam. During the exam registration and/or check-in process, you will be required to take a photo of yourself and your identification (ID), which must be an acceptable, valid, government-issued photo ID. Acceptable photo ID includes a passport, driver's licence, citizenship card, or permanent resident card. The photo capture of your ID may be retained for up to 7 days.
2. You will be required to demonstrate your testing environment is appropriate by supplying photos of your surroundings and/or by showing your environment to the proctor.
3. You will not be permitted to write an exam if you arrive more than 15 minutes late.
4. You will be given everything that you need to write the exam within the application. During the exam, you are prohibited from having any items on your desk or on your person.

**NOT PERMITTED:** Any device, item, or materials that interfere with or compromise the integrity of IFSE exams. This includes but is not limited to manuals, notes, pens, pencils, calculators, electronic devices, or wearable technology.

5. You agree not to engage in prohibited behaviour and/or suspicious activity during the exam. Examples of prohibited behaviour or suspicious activity include but are not limited to failing to follow proctor's instructions, looking off the screen, mumbling or speaking aloud, covering your mouth or face, using unauthorized materials (e.g. cell phones, headphones, recording equipment, writing materials), interacting with third parties intentionally or unintentionally, or leaning outside/leaving the view of the webcam.
6. You acknowledge that the proctor cannot answer any questions having to do with the content of the exam. A chat feature is available to communicate any technical or personal issues.
7. You agree to be recorded during your exam. Recordings will be kept for a period of up to 40 days, unless notified by IFSE to the contrary.
8. You acknowledge that there are **NO** breaks during the exam. If you feel ill, you may notify the proctor who will assist you and document your situation for IFSE to review.
9. You understand that this is a confidential and secure exam, protected by the laws of Canada and elsewhere. You acknowledge that the exams are the exclusive property of IFSE and IFSE is the sole holder of the copyrights to these exams.
10. You agree not to, at any time, discuss the content of the exam with anyone and you will not, at any time, record, copy, or disclose any exam question or answer, in whole or in part, in any form or by any means (orally; in writing; online; in any Internet "chat room," message board, social media, or forum; or otherwise). You understand that such actions are an infringement on IFSE's copyright.
11. You agree to conduct yourself in an ethical and professional manner before, during, and after the exam, and specifically, you will abide by the Student Code of Conduct found on IFSE's website.
12. You understand and agree that if you provide false information, or if you violate IFSE's terms and conditions, policies, or Student Code of Conduct, the proctor may immediately terminate your exam. You may be subject to disciplinary action.
13. At the time of registration with IFSE, you acknowledged and agreed to authorize IFSE to disclose information about your participation in an IFSE course or program to your employer, sponsoring organization, prospective employers, and/or any applicable regulatory authorities in the Purchase Terms and Conditions (the "Terms"). In accordance with the Terms, IFSE may, in its sole discretion, report details of your participation in an IFSE course, including conduct, to your employer, sponsoring organization, prospective employers, and/or any applicable regulatory authorities.



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14. You acknowledge that these exams are part of the insurance licensing or securities registration process overseen by the applicable regulatory body, whose responsibility is to protect consumers and investors. The objective of these exams is to evaluate your knowledge, skills, and abilities for the purpose of licensure or registration.