

## CIRCULAR

Date:	10 February 2021	Ref No.:	PDS/AL/KOH-SNZ /007-21 (Total no. of pages: 17)
To:	UTMC,IUTA,CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representative/Chief Executive Officer		

### Interim FIMM Virtual Examination (iFVE)

Further to the Industry Briefing held on 8 February 2021, we are pleased to announce the introduction of the Interim FIMM Virtual Examination (iFVE).

Since imposition/extension of MCO, significant number of CUTE and CPRE sessions were cancelled, in line with the MCO requirements. Many examination Candidates were impacted due to the cancellation.

In view of the above, iFVE has been developed to allow affected Candidates to take FIMM Examinations while awaiting for the FIMM new examination system to be ready in June 2021.

Below are the key features of iFVE:

No	Item	Features
1.	Target audience	Candidates whose examination sessions were cancelled due to disruptions caused by pandemic up till February 2021.
2.	Venue	Candidates can take examination from their home or any place that meet FIMM's requirements.
3.	Language	English only.
4.	Frequency	Monday to Friday.

No	Item	Features												
5.	Other examination features and structure	iFVE is available for both CUTE and CPRE with the following examination features and structures remain unchanged: <table border="1" data-bbox="646 398 1343 736"> <thead> <tr> <th data-bbox="646 398 895 443">Particular</th> <th data-bbox="895 398 1133 443">CUTE</th> <th data-bbox="1133 398 1343 443">CPRE</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 443 895 495">Duration</td> <td data-bbox="895 443 1133 495">2 hours</td> <td data-bbox="1133 443 1343 495">1.5 hours</td> </tr> <tr> <td data-bbox="646 495 895 640">3 sessions/day</td> <td colspan="2" data-bbox="895 495 1343 640">           0900-1100            1200-1400            1500-1700         </td> </tr> <tr> <td data-bbox="646 640 895 736">Candidate/ session</td> <td colspan="2" data-bbox="895 640 1343 736">20</td> </tr> </tbody> </table>	Particular	CUTE	CPRE	Duration	2 hours	1.5 hours	3 sessions/day	0900-1100 1200-1400 1500-1700		Candidate/ session	20	
Particular	CUTE	CPRE												
Duration	2 hours	1.5 hours												
3 sessions/day	0900-1100 1200-1400 1500-1700													
Candidate/ session	20													
6.	Invigilation	Virtual invigilation will be carried out through Microsoft Teams (MS Teams).												
7.	Examination result	Preliminary examination result will be emailed to Candidates immediately after their session is completed.												
8.	Requirements to take iFVE	<ul style="list-style-type: none"> <li>• Computer (laptop, desktop or tablet) installed with Chrome, Internet Explorer, Firefox, Safari or Opera;</li> <li>• Smart phone installed with MS Teams;</li> <li>• Stable internet connectivity; and</li> <li>• A quiet place/room, with proper lighting and setting.</li> </ul> <p>Kindly refer to the attached <b>Notes to Candidates</b> for further information on the requirements. A copy of the same will be posted on FIMM's Website soon.</p> <p><b>Note:</b> FIMM will not be responsible for any failure in taking iFVE due to non compliance of the iFVE requirements by the Candidates. No refund will be entertained for such cases.</p>												

No	Item	Features
9.	iFVE rules	<ul style="list-style-type: none"> <li>• By accessing the iFVE, Candidates agree to be bound by the iFVE rules.</li> <li>• FIMM has the right to disqualify or withhold Candidates' results if they are found to have breached any of the examination rules.</li> </ul> <p>Kindly refer to the attached <b>Notes to Candidates</b> for further information on the rules.</p>
10.	Fee	Status quo.
11.	Launching date	23 February 2021.
12.	Registration for iFVE	<ul style="list-style-type: none"> <li>• Preparation and submission by Members/Distributors according to the attached <i>Schedule of Submission</i>;</li> <li>• FIMM will email the list of Candidates and available slots for Members/Distributors' further action;</li> <li>• Members/Distributors to populate the excel list by selecting date/session for respective Candidates and email the excel list to FIMM by the due date as stipulated in <b>Appendix</b>;</li> <li>• Phone number and email are compulsory in the excel list; and</li> <li>• Submit relevant Candidates' registration (with relevant documents) through FIS</li> </ul> <p><u>Note:</u> The date selection in FIS must be on the <b>Monday</b> of the selected examination week. However, Members/Distributors must input the correct time as chosen by the Candidate.</p>
13.	Pre-examination notification	Upon completion of registration of Candidates for iFVE, FIMM will contact each Candidate to confirm their registration and to inform them of the details of their examination slot and the examination requirements.

No	Item	Features
14.	Confirmation of registration status	Once the registration of Consultant is completed, Members/Distributors will be notified.

iFVE is developed to address an industry issue brought by various stages of MCO. Hence, Members/Distributors' support and commitment are crucial in ensuring iFVE is implemented successfully.

If you require any further information, please do not hesitate to contact the following persons in charge:

- a) Registration of Candidates – Ms. Valli ([valli@fimm.com.my](mailto:valli@fimm.com.my)) or Ms. Charmaine ([charmaine@fimm.com.my](mailto:charmaine@fimm.com.my)) or call 011-15492059 or email [registration@fimm.com.my](mailto:registration@fimm.com.my)
- b) iFVE - Mr Mohd Shakirin ([shakirin@fimm.com.my](mailto:shakirin@fimm.com.my)) or Ms Nor Azian ([azian@fimm.com.my](mailto:azian@fimm.com.my)) or call 011-13238042 or email [exam@fimm.com.my](mailto:exam@fimm.com.my)

Thank you.

Yours faithfully



**Koh Hwee Ngim**

General Manager and Head, Industry Services Division

## APPENDIX

### SCHEDULE OF SUBMISSION

You are advised to observe the submission timeline as below:

iFVE Date	iFVE Day	Last Day for Excel Listing Submission	Last Day for FIS & Documents Submission
23-Feb-2021	Tue	10-Feb-2021	15-Feb-2021
24-Feb-2021	Wed		
25-Feb-2021	Thu		
26-Feb-2021	Fri		
01-Mar-2021	Mon	16-Feb-2021	19-Feb-2021
02-Mar-2021	Tue		
03-Mar-2021	Wed		
04-Mar-2021	Thu		
05-Mar-2021	Fri		
08-Mar-2021	Mon	23-Feb-2021	26-Feb-2021
09-Mar-2021	Tue		
10-Mar-2021	Wed		
11-Mar-2021	Thu		
12-Mar-2021	Fri		
15-Mar-2021	Mon	02-Mar-2021	05-Mar-2021
16-Mar-2021	Tue		
17-Mar-2021	Wed		
18-Mar-2021	Thu		
19-Mar-2021	Fri		
22-Mar-2021	Mon	09-Mar-2021	12-Mar-2021
23-Mar-2021	Tue		
24-Mar-2021	Wed		
25-Mar-2021	Thu		
26-Mar-2021	Fri		
29-Mar-2021	Mon	16-Mar-2021	19-Mar-2021
30-Mar-2021	Tue		
31-Mar-2021	Wed		
01-Apr-2021	Thu		
02-Apr-2021	Fri		
05-Apr-2021	Mon	23-Mar-2021	26-Mar-2021
06-Apr-2021	Tue		
07-Apr-2021	Wed		
08-Apr-2021	Thu		
09-Apr-2021	Fri		
12-Apr-2021	Mon	30-Mar-2021	02-Apr-2021
13-Apr-2021	Tue		

iFVE Date	iFVE Day	Last Day for Excel Listing Submission	Last Day for FIS & Documents Submission
14-Apr-2021	Wed		
15-Apr-2021	Thu		
16-Apr-2021	Fri		
19-Apr-2021	Mon	06-Apr-2021	09-Apr-2021
20-Apr-2021	Tue		
21-Apr-2021	Wed		
22-Apr-2021	Thu		
23-Apr-2021	Fri		
26-Apr-2021	Mon	13-Apr-2021	16-Apr-2021
27-Apr-2021	Tue		
28-Apr-2021	Wed		
30-Apr-2021	Fri		
03-May-2021	Mon	20-Apr-2021	23-Apr-2021
04-May-2021	Tue		
05-May-2021	Wed		
06-May-2021	Thu		
07-May-2021	Fri		
17-May-2021	Mon	04-May-2021	07-May-2021
18-May-2021	Tue		
19-May-2021	Wed		
20-May-2021	Thu		
21-May-2021	Fri		
24-May-2021	Mon	04-May-2021	07-May-2021

# iFVE-Overview

Take examination virtually



This *Notes to Candidates* is strictly intended for Candidates who are taking the iFVE

## What is iFVE?



### Target audience

iFVE is open to Candidates whose examination sessions have been cancelled up until February 2021 due to the Movement Control Order imposed to curb the spread of COVID-19.



### More frequent sessions

Monday to Friday



### Convenient

Candidates can take the examination at home or any other places that meet FIMM's requirements



**Language**  
English only.



### Immediate results

Candidates will receive their preliminary results via email after they complete their examinations.



### Available for CUTE and CPRE

iFVE is available for both CUTE and CPRE

Particulars	CUTE	CPRE
Duration	2 hours	1.5 hours
No. of session and time	3 sessions everyday: 9am-11am, 12 noon-2pm, and 3pm-5pm	
No. of questions	60 multiple-choice questions	



### Target commencement date

23 February 2021

# iFVE Key Requirements



## **Technical Requirements:**



**Computer:**  
*Installed with browser  
(i.e. Firefox, Chrome,  
Safari, Opera or  
Internet Explorer)*

**Handphone:**  
*Installed with  
Microsoft Teams*

**Internet:**  
*Stable  
connectivity*

**Room:**  
*Quiet place/room  
with proper lighting  
and setting*



# Detailed Technical Requirements



To enroll in iFVE, Candidates must have computers, mobile phones, system, software and environment that meet the following **minimum** requirements:

## 1 Laptop or desktop



### a) Minimum system/software:



Operating system	Windows 10 Professional or Home edition. Note: 10S mode is not supported	MAC Book Pro, Mini, Air Operating System Version 10.15.5 Catalina*
Browser	Latest version of : Chrome Firefox Internet Explorer Safari Opera	
Pop-up Blocker	Pop-up blocker should be disabled to enable launch of examination	
Network adaptor	1Gbps Network Interface Card	

### Important note:

\* Operating system that is lower than version 10.15.5 is not supported by MAC OS. This is due to a recent upgrade of the MAC Operating system by Apple. Please refer to Apple's release-note #10.15.5, for further details.



### 2 Mobile phone and conferencing connectivity



#### a) Internet connectivity:

Internet connection type	High Speed Broadband
Internet download speed	5 Mbps
Internet Upload Speed	5 Mbps

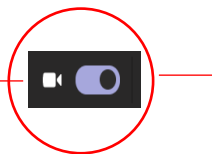
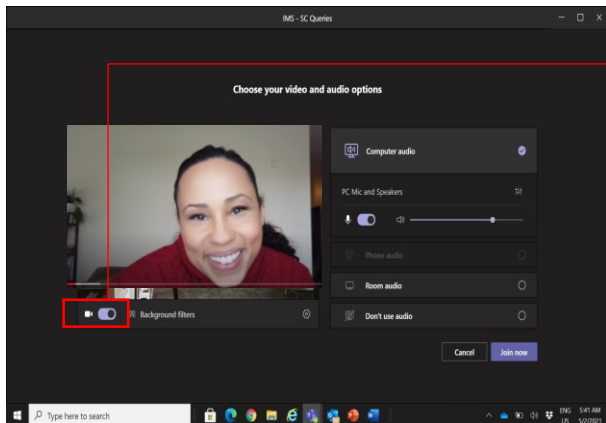
#### b) Microsoft Teams:

System requirements	
	<ul style="list-style-type: none"> <li>Compatible with Android phone</li> <li>Support is limited to the last 4 major versions of Android</li> <li>Current version is Android 11</li> </ul>
	<ul style="list-style-type: none"> <li>Compatible with iPhone</li> <li>Support is limited to the 2 most recent major versions of IOS</li> <li>Current versions of IOS is 14.</li> </ul>

- Candidates should **download** the *Microsoft Teams* application into their **mobile phone** at least 2 days before the examination day;
- Familiarise** yourself with Microsoft Teams by watching the video/online tutorial (links are available on *YouTube*) on how to use *Microsoft Teams* prior to your scheduled examination day; and
- If you intend to use mobile data, kindly ensure it meets the minimum speed requirement of 5 Mbps.

#### c) Configure your Microsoft Teams: Let invigilators see your face, your screen as well as the room/place you are taking the examination

- Click the link in the email sent to you and join Microsoft Teams meeting via your **mobile phone** at least 30 minutes before the examination start time for identity verification purposes; and
- Please switch on the video mode and switch off background filter throughout the examination session.



- Slide the video icon to turn on the video mode
- Background filter is **not allowed** throughout the examination session.




How-to steps and video:  
<https://www.youtube.com/watch?v=6pauAUOI8v4>

**Note:** Different versions of Microsoft Teams may have screen layout that is different from what is shown on the left.


#### d) Where to place your mobile phone?

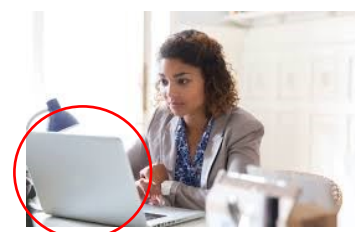
Place your mobile phone at a place and angle that allows the Invigilators to view your face and your screen.



 Both candidate's face and screen are visible



 Candidate's face is not visible



 Laptop's screen is not visible

**3**

### Examination room/place of your choice



#### *The examination room/place:*

1. Find a **quiet space** you can use for the whole duration of the examination session
2. The **lighting** in your room should be of daylight quality and overhead lighting is preferred. If overhead lighting is not possible, please make sure that the source of your lighting is not from a place that will make it difficult for your invigilator to see you.
3. Make sure **no one else is with you** in the examination space or enters the examination space during the examination session. Any interruption or disruption during the examination is to be avoided
4. The **table should be tidy** and any reference materials must be put away. Candidates are allowed to put on the table your identification document, drink (if needed), one blank A4 paper, pen and non-programable calculator only. Other stationery should not be placed on the table.
5. Tablet, Smart Watch or **any other electronic gadgets are not permitted** to be worn or placed on the table throughout the examination session unless authorised by the invigilator.
6. The examination area should be free from any distracting background noises.
7. Close all programs, applications and websites on your laptop/desktop unless otherwise instructed by the invigilator for the purpose of taking the examination.
8. Remove any hats, sunglasses, earphones and headphones.
9. No food is allowed during the examination. However, you are allowed to bring a drink.
10. For candidates using hearing aids, please inform the invigilator before the start of the examination.
13. If you face any technical issues when attempting to access iFVE, please contact our invigilator at 011 13238042 or send an email to exam@fimm.com.my.

Note: FIMM has the right to disqualify or withhold Candidates' results if they are found to have breached any of the above requirements and FIMM's rules.



# iFVE Rules



1. By virtue of participating in the examination, Candidates are deemed to have consented to the recording of the examination session by FIMM.
2. By accessing the iFVE, Candidates agree to be bound by the following examination rules. FIMM has the right to disqualify or withhold Candidates' result if the Candidates are found to have breached any of the following rules:
  - a) Candidates must obey all the instructions and directions of the Invigilator.
  - b) Candidates are not allowed to leave the examination room/place temporarily, EXCEPT in the event of an emergency and with the Invigilator's permission.
  - c) Candidates will be observed by the Invigilator throughout the examination session and the session will be recorded.
  - d) The invigilator has the right to do a "360-degree" virtual verification on the examination room/place at any time during the examination.
  - e) Only up to **1 warning** will be given on any suspicious acts or movements (e.g. copying, referring to notes/textbooks, using handphones or other electronic gadgets, allowing other person to enter the examination room/space, communicating with a 3<sup>rd</sup> party on examination questions, etc). If this persists, the Candidate's results will be disqualified.

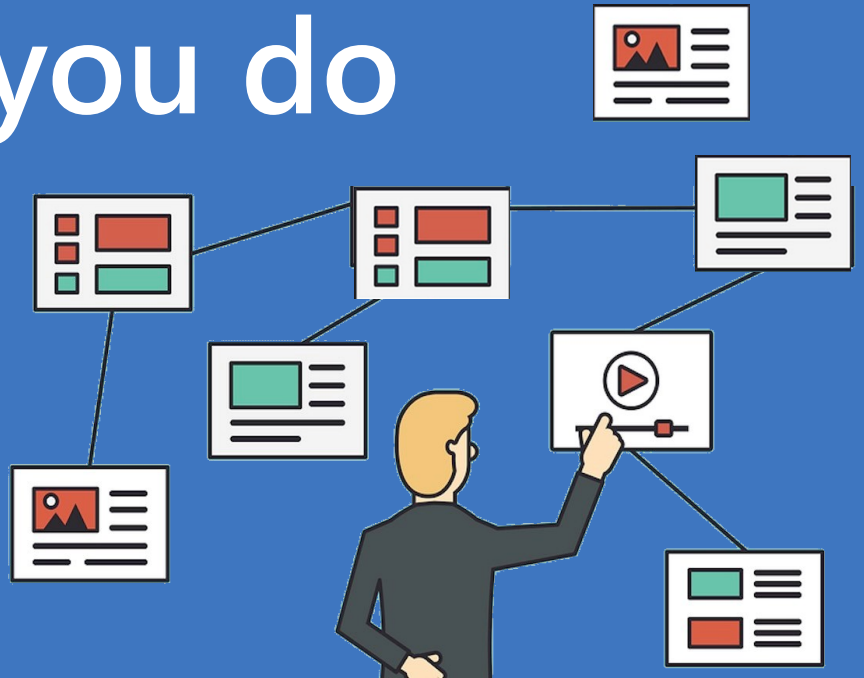
### iFVE Rules (cont'd)



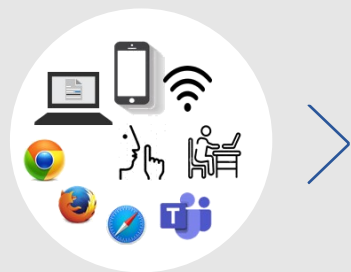
- f) Candidates who join Microsoft Teams by more than 20 minutes after the examination session start time will not be allowed to take the examination. Such Candidates' attendance will be marked as absent.
- g) Candidates are not allowed to leave the examination room/place within the first 15 minutes after the examination starts.
- h) Toilet breaks are not allowed once the examination starts.
- i) Results that are announced immediately after the examination are preliminary and subject to FIMM's final approval within 2 business days.
- j) FIMM will not be responsible for any failure in taking iFVE due to non-compliance with the iFVE requirements and rules, by the Candidates. No refund will be entertained for such cases.
- k) If you face any technical issues when attempting to access iFVE, please contact our Invigilator at 011 13238042 or email to [exam@fimm.com.my](mailto:exam@fimm.com.my).

# What do you do

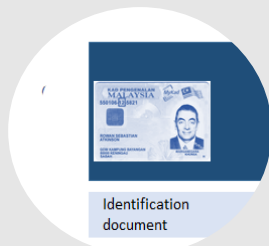
before/on the  
examination day?



**0** At least 2 days  
**Before**  
examination day



**1** On the examination day  
**Before**  
examination starts



**2** **During**  
the examination



**3** **After**  
examination ends



- Prepare your room
- Install browser to computer
- Install Microsoft Teams on mobile phone

- Have in place identification document
- Ensure computer is switched on
- Join Microsoft Teams via mobile phone

Start the examination and navigate your e-paper

Examination ends and result will be announced

### 0 At least 2 days before the examination day

#### *Please ensure that:*



- Your computer is installed with browser (Firefox, Chrome, Safari, Opera or Internet Explorer)
- Your mobile phone is installed with Microsoft Teams
- The internet connectivity of the examination room/place is strong and stable
- The examination room/place has proper lighting and is quiet/conducive for taking examination.
- Table or area that you intend to take examination is uncluttered
- You have 1 piece of blank paper and non-programable calculator handy to be used during the examination day.

**Note:** Ensuring the above are in order before the examination day will help Candidates to join the Microsoft Teams meeting on time. Last minute system configuration may take longer time than expected and may cause delay.

### 1 Before examination starts

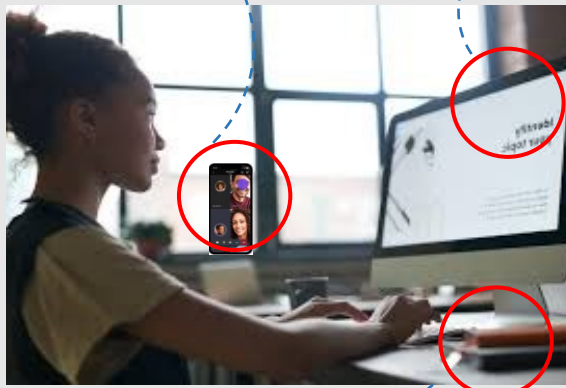
Three (3) days before the examination date, Candidate will receive an email from FIMM with links to both Microsoft Teams meeting as well as the examination site. Please check and ensure your computer and room meet all requirements as stipulated in Pages 3, 4 and 5 of this notes.

**b**

Join Microsoft Teams meeting via **mobile phone, 30 minutes before the examination** start time. Place your mobile at a place where the invigilator can see you face and screen.

**a**

Clear your table. Only your identification card/document, one piece of blank paper, pen, non programmable calculator and drink are allowed on your table.



**c**

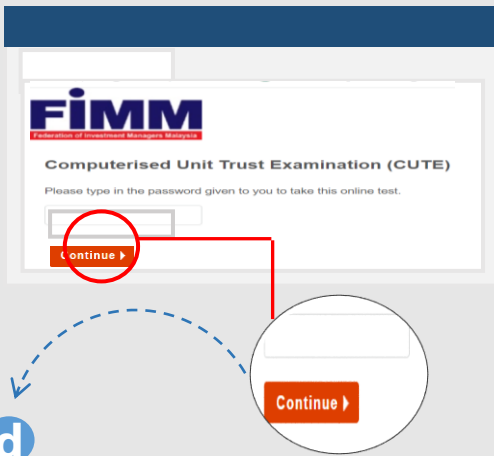
Click the link to iFVE examination page. Once you are at the iFVE landing page, close all other applications that are not relevant to the iFVE.

Please wait for the invigilator's instruction to authenticate your identity

**Note:** Given that configuring and setting of your electronic gadgets and examination room/place can be time consuming, you are advised to make advance preparation before the examination day to avoid unnecessary delay in starting your examination.

### 1 Before examination starts

Upon completion of authentication, the Invigilator will give the instruction and information for Candidates to log into the examination session:



**d** Enter password provided by the Invigilator and click "Continue".



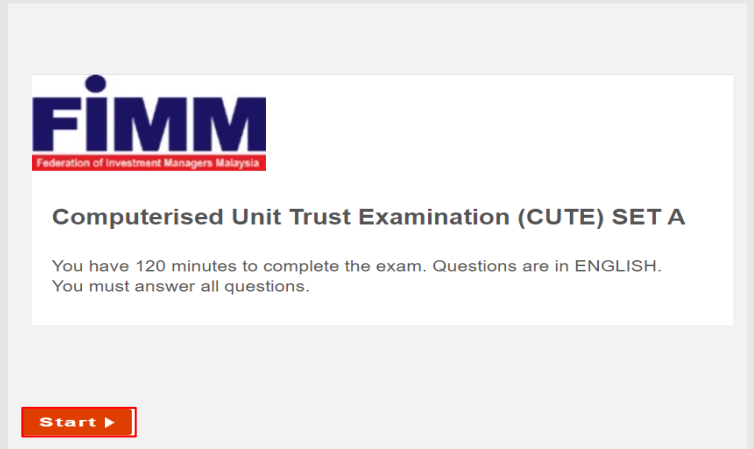
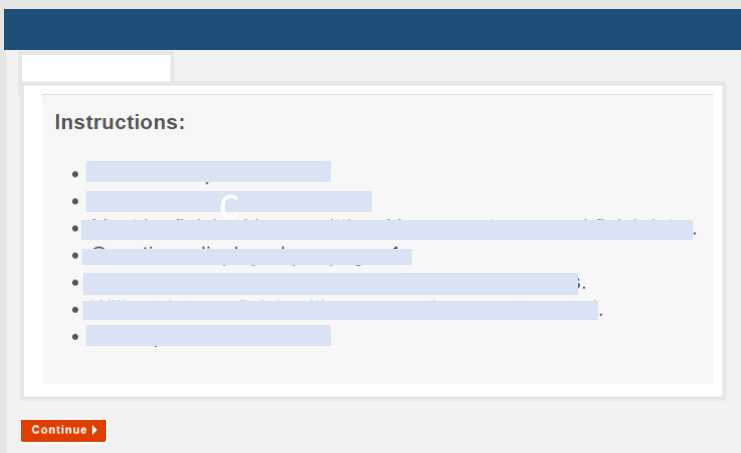
Enter the following:

- i. First Name (kindly type your **full name** for this examination purpose);
- ii. Email address;
- iii. NRIC no.; and
- iv. Mobile no.

Click "Start".

### 2 Examination ongoing

**a** Please read the instructions before you click "Continue".



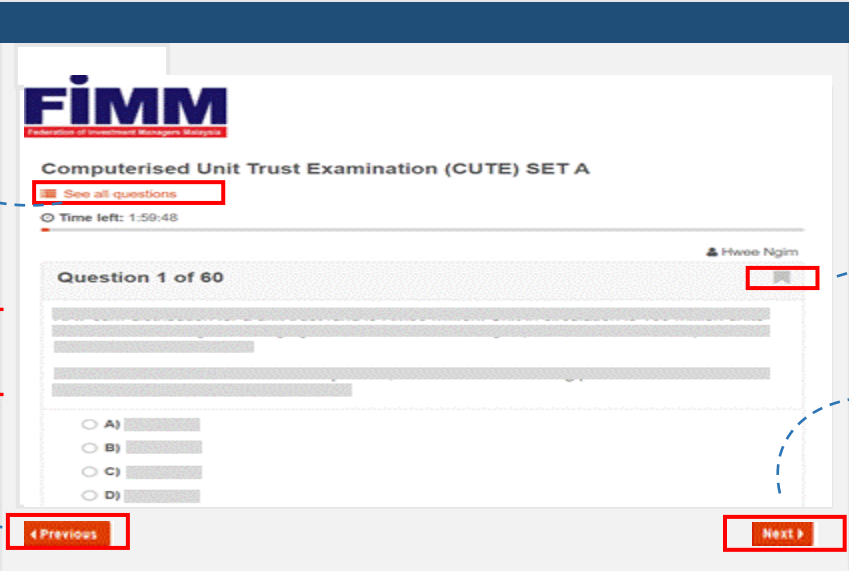


### 2 Examination ongoing

**b** On the main examination page, Candidates can navigate the examination by clicking the following buttons:

“See all questions” button displays a list of all questions and the status of completion respectively.

Click “Bookmark” button for questions that you intend to review later.



The screenshot shows the 'Computerised Unit Trust Examination (CUTE) SET A' interface. At the top, there is a 'See all questions' button. Below it, the time left is 1:59:48. The user's name 'Hwee Ngim' is displayed. The main section is 'Question 1 of 60', which includes a question text and four multiple-choice options (A, B, C, D). Navigation buttons 'Previous' and 'Next' are located at the bottom of the question area. A 'Bookmark' button is visible in the top right corner of the question area.

Question section

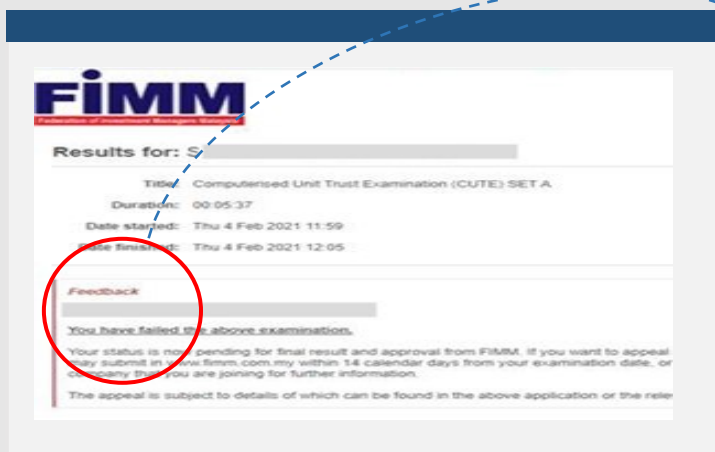
Answer section

Click “Previous” button to go back to the earlier question.

Click “Next” button to proceed to the next question.

### 3 After examination ends

**a** Upon completing all questions, Candidates must click the “Complete” button to end the examination session. After that, Candidates are required to raise your “hand symbol” in the *Microsoft Teams* and the invigilator will check and end your session officially. The result will be immediately sent to the Candidate’s email that is registered with FIMM.



The screenshot shows the 'Results for: S' page. It displays the following information:

- Exam: Computerised Unit Trust Examination (CUTE) SET A
- Duration: 00:05:37
- Date started: Thu 4 Feb 2021 11:59
- Time finished: Thu 4 Feb 2021 12:05

Under the 'Feedback' section, a red circle highlights the text: "You have failed this above examination."

Candidate’s result as well as the suggested next action.

**Note:** Results announced immediately after the examination are preliminary and subject to FIMM’s final approval within 2 business days.