CIRCULAR

Date:	11 August 2021	Ref No.:	PDS/AL/KOH-SNZ /052-21 (Total no. of pages: 16)
To:	UTMC,IUTA,CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representative/Chief Executive Officer		

Interim FIMM Virtual Examination (iFVE) – Additional Sessions Dedicated for Bahasa Malaysia (BM)

1. Further to FIMM's circular (PDS/AL/SNZ-ms/049-21) dated 23 July 2021, we are pleased to announce additional three (3) iFVE sessions in BM for the month of September 2021. Details of which are as follows:

Table 1: iFVE(BM) exam dates for the month of September 2021

Session Date	Excel Listing Submission by	FIS & Documents Submission by	Date Selection in FIS
04-Sep-2021, Sat	16-Aug-2021 (Monday)	20-Aug-2021 (Friday) 2:00pm	30-Aug-2021 (Monday)
11-Sep-2021, Sat	23-Aug-2021 (Monday)	27-Aug-2021 (Friday) 2:00pm	06-Sep-2021 (Monday)
18-Sep-2021, Sat	30-Aug-2021 (Monday)	03-Sep-2021 (Friday) 2:00pm	13-Sep-2021 (Monday)

<u>Terms & Conditions</u>

2. These examination dates are specifically for examination to be held in BM only.

3. Candidates who choose to sit for the examination in BM must indicate the choice of examination language in the registration form;

4. During registration in FIS, Distributors must choose **iFVE(BM)** as the examination centre for candidates who opt for BM as examination language; and

5. Candidates are not allowed to change the choice of examination language once their registration are approved by FIMM as well as during the examination session.

Others

6. As usual, these sessions will be opened for both new or re-sit candidates as well as those that are affected by the session cancellation. Additionally, the seats for the sessions will be pre-allocated to Members/Distriutors.

7. Members/Distributors with pre-allocated seats will be given a template of **MS Excel for iFVE(BM)** to populate Candidates' names and other presecribed information and submit to FIMM Registration Department. Please refer to **Item 11, Appendix 1** for further details.

8. Please refer to **Appendix 2** for Notes to Candidates on iFVE, which apply to iFVE(BM) as well.

9. Meanwhile, if you require any further information on the matter, kindly contact the following:

   a) Registration of Candidates – Ms. Valli (valli@fimm.com.my) or Ms. Charmaine (charmaine@fimm.com.my) or call 011-15492059 or email registration@fimm.com.my

   b) iFVE - Mr Mohd Shakirin (shakirin@fimm.com.my) or Ms Nor Azian (azian@fimm.com.my) or call 011-13238042 or email exam@fimm.com.my

Thank you.
Yours faithfully

HN koh

Koh Hwee Ngim
General Manager and Head, Industry Services Division

IFVE: KEY FEATURES (as at 9 August 2021)

No	Item	Features
1.	Target audience	• Candidates whose examination sessions were cancelled due to disruptions caused by MCO; and • New or re-sit candidates who have yet to register to sit for FIMM Examination.
2.	Venue	Candidates can take examination from their home or any place that meet FIMM's requirements.
3.	Language	**Bahasa Malaysia** only.
4.	Frequency	Saturday (excludes public holidays).
5.	Other examination features and structure	iFVE is available for both CUTE and CPRE with the following examination features and structures remain unchanged:
6.	Invigilation	• Virtual invigilation will be carried out through Microsoft Teams (MS Teams). • Candidates are required to sign in onto MS Teams via their mobile phone/tablet.
7.	Examination result	Preliminary examination result will be emailed to Candidates immediately after their session is completed.

Particular	CUTE	CPRE
Duration	2 hours	1.5 hours
Passing mark	75%	70%
3 sessions/day (except only 2 sessions on Friday)	09:00-11:00 12:00-14:00 15:00-17:00	0900-10:30 12:00-13:30 15:00-16:30
Candiate/ session	20	

No	Item	Features
8.	Requirements to take iFVE	• Computer (laptop, desktop or tablet) installed with Chrome, Internet Explorer, Firefox, Safari or Opera; • Smart phone installed with MS Teams; • Stable internet connectivity; and • A quiet place/room, with proper lighting and setting. Kindly refer to the attached **Notes to Candidates (Appendix 2)** for further information on the requirements. A copy of the the notes is available on FIMM's Website. **Note:** 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.
9.	iFVE rules	• By accessing the iFVE, Candidates agree to be bound by the iFVE rules. • FIMM has the right to disqualify or withhold Candidates' results if they are found to have breached any of the examination rules. Kindly refer to the attached **Notes to Candidates** for further information on the rules.
10.	Fee	Status quo.
11.	Registration for iFVE	• Preparation and submission by Members/ Distributors according to the iFVE Schedule; • FIMM will email the allocated available slots for Members/Distributors' further action; • Members/Distributors to populate the MS Excel list by selecting date/session for respective Candidates

No	Item	Features
		and email the excel list to FIMM by the due date as stipulated in the iFVE Schedule; • Mobile number and email of the Candidates are compulsory to be included in the MS Excel list; and • Submit relevant Candidates' registration (with relevant documents) though FIS. *Note:* *The date selection in FIS must be on the Monday of the selected examination week. However, Members/Distributors must input the correct time as chosen by the Candidate.*
12.	Pre-examination notification	Upon completion of registration of Candidates for iFVE, FIMM will contact each Candidate via email 3 days prior to examination date to confirm their registration and to inform them of the details of their examination slot and the examination requirements.
13.	Confirmation of registration status	Once the registration of Consultant is completed, Members/Distributors will be notified.

Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

iFVE-Overview
Take examination anywhere*

This *Notes to Candidates* is strictly intended for *facilitating* Candidates who are taking the interim iFVE (iFVE).

What is iFVE?

Target audience
iFVE is open to new Candidates as well as Candidates whose examination sessions have been cancelled up until February 2021 due to movement control order imposed to curb the spread of COVID-19.

More frequent sessions
Monday to Saturday (excludes public holidays)

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

Language
English only BM will be available for selected sessions

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 per day: 9am, 12noon and 3pm	
No. of questions	60 multiple-choice questions	

Target commencement date
23 February 2021

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iFVE Key Requirements

Technical Requirements:

Computer:
Installed with browser
(FireFox Chrome,
Safari, Opera or
Internet Explorer)

Handphone:
Installed with
Microsoft
Teams

Internet:
Stable
connectivity

Room:
A quiet place/room
with proper lighting
and setting

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Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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:

	Windows	Apple
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.

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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

android
- Compatible with Android phone
- Support is limited to the last 4 major versions of Android
- Current version is Android 11

iPhone
- Compatible with iPhone
- Support is limited to the 2 most recent major versions of IOS
- Current versions of IOS is 14.

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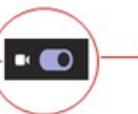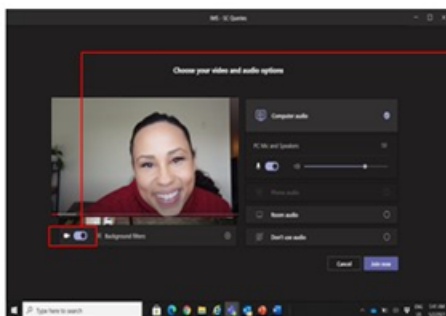
- Slide the video icon to turn on the video mode
- Background filter is **not allowed** throughout the examination session.

How-to steps and video:
https://www.youtube.com/watch?v=6pauAUOl8v4

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

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FiMM Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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.

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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 3rd party on examination questions, etc). If this persists, the Candidate's results will be disqualified.

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Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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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.

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Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

What do you do
before/on the examination day?
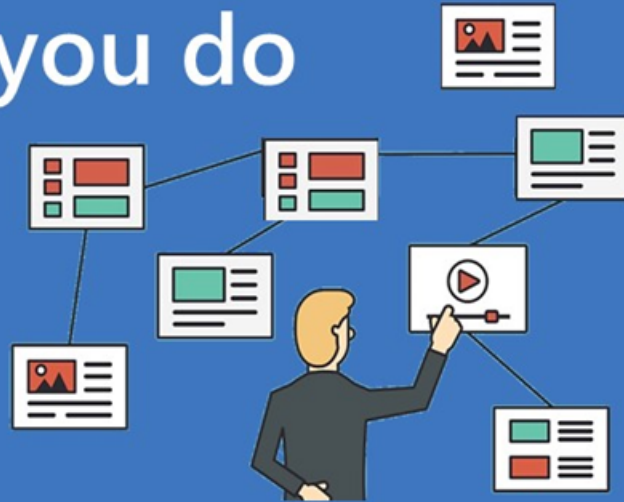
At least 2 days	On the examination day		
0 Before examination day	**1 Before** examination starts	**2 During** the examination	**3 After** examination ends

- 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

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FIMM

Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

0 At least 2 days before the examination day

Please ensure that:
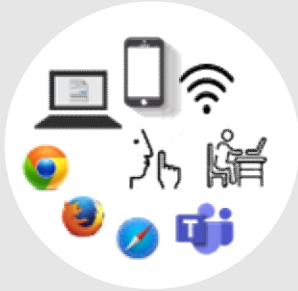
- Your computer is installed with browser (Firefox, Chrome, Safari, Opera or Internet Explorer)
- Your mobile phone is installed with Microsoft Teams
- The internet connectivity of the examination room/place is strong and stable
- The examination room/place has proper lighting and is quiet/conducive 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.

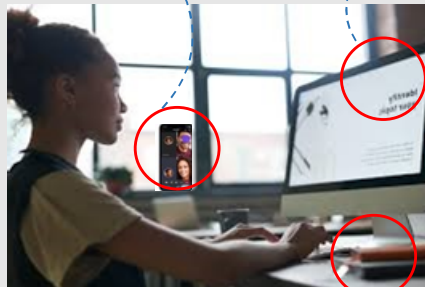### **1** Before the examination starts

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 your face and screen.

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

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.

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

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1 Before examination starts

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

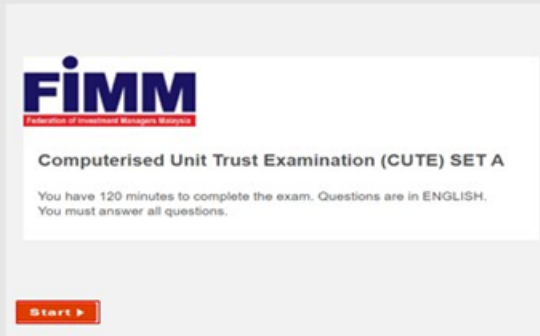**d** Enter password provided by the Invigilator and click "Continue".

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".

Computerised Unit Trust Examination (CUTE) SET A

You have 120 minutes to complete the exam. Questions are in ENGLISH. You must answer all questions.

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Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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.

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.

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.

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