

## CIRCULAR

Date:	2 March 2022	Ref No.:	PDS/ALL/SNZ-ms/004-22 (Total no. of pages: 16)
To:	UTMC, IUTA, CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representative/Chief Executive Officer		

### FIMM Virtual Examination Schedule – Q2 2022 (April- June 2022)

1. We are pleased to announce the opening of FIMM Virtual Examination sessions for Quarter 2, 2022. Details are summarised in Table 1 below.
2. Examination sessions will be opened for both new or re-sit candidates on "first come first serve" basis.
3. FIMM Virtual Examinations are available in English and Bahasa Malaysia only.

**Table 1:** Schedule for the Month of April, May and June 2022

**APRIL**

Mon	Tue	Wed	Thu	Fri	Sat
		20	21	22	23
25	26				

**MAY**

Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14
	17	18	19	20	21
23	24	25	26	27	28
30					

**JUNE**

Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4
	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29			

4. Please take note that there will be **no examination sessions** scheduled from 1 April 2022 to 19 April 2022 due to migration of registration system.
5. The above examination schedule and availability of examination seats are subject to readiness of the new registration system.
6. Members/Distributors are advised to contact your respective Distributor Administrator in keeping abreast on the development of the new registration system launching date as well as to the changes to the examination registration process.
7. Please refer to **Appendix 1** for iFVE Key Features.
8. Please refer to **Appendix 2** for Notes to Candidates on iFVE.
9. Meanwhile, if you require any further information on the matter, kindly contact the following:
  - a) Registration of Candidates:
    - i) Ms. Charmaine 03-78904162 ext 232 ([charmaine@fimm.com.my](mailto:charmaine@fimm.com.my))
    - ii) Ms. Afza 03-78904162 ext 235 ([afza@fimm.com.my](mailto:afza@fimm.com.my))
    - iii) Registration Department 011-15492059 ([registration@fimm.com.my](mailto:registration@fimm.com.my))
  - b) iFVE
    - i) Mr Mohd Shakir 03-78904162 ext 433 ([shakir@fimm.com.my](mailto:shakir@fimm.com.my))
    - ii) Ms Nor Azian ([azian@fimm.com.my](mailto:azian@fimm.com.my))
    - iii) Professional Development Services Department 011-13238042 ([exam@fimm.com.my](mailto:exam@fimm.com.my))

Thank you.  
Yours faithfully



**Shahrul Nizam Zainol**

Senior Manager, Professional Development Services Department

## IFVE: KEY FEATURES (updated on 1 March 2022)

No	Item	Features															
1.	Target audience	<ul style="list-style-type: none"> <li>A new Candidate who has yet to register for FIMM Examination; or</li> <li>A Candidate who has to re-sit for FIMM Examination.</li> </ul>															
2.	Venue	Candidates can take examination from their home or any place that meet FIMM's requirements.															
3.	Language	English and Bahasa Malaysia only. Once the language has been selected, no changes is allowed.															
4.	Frequency	Monday to Saturday (exclude public holidays)															
5.	Other examination features and structure	<p>IFVE is available for both CUTE and CPRE with the following examination features and structures:</p> <table border="1"> <thead> <tr> <th>Particular</th> <th>CUTE</th> <th>CPRE</th> </tr> </thead> <tbody> <tr> <td>Duration</td> <td>2 hours</td> <td>1.5 hours</td> </tr> <tr> <td>Passing mark</td> <td>75%</td> <td>70%</td> </tr> <tr> <td>3 sessions/day (except only 2 sessions on Friday)</td> <td>09:00-11:00 12:00-14:00 15:00-17:00</td> <td>0900-10:30 12:00-13:30 15:00-16:30</td> </tr> <tr> <td>Candidate/ session</td> <td colspan="2">20</td> </tr> </tbody> </table>	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	Candidate/ session	20	
Particular	CUTE	CPRE															
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Candidate/ session	20																
6.	Invigilation	<ul style="list-style-type: none"> <li>Virtual invigilation will be carried out through Microsoft Teams (MS Teams).</li> <li>Candidates are required to sign in onto MS Teams via their mobile phone/tablet.</li> </ul>															

No	Item	Features
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 (Appendix 2)</b> for further information on the requirements. A copy of the notes is available on FIMM's Website.</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>
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.	Registration for iFVE	<ul style="list-style-type: none"> <li>• Register candidate and select the chosen examination date and time via the new registration system;</li> </ul>

No	Item	Features
		<ul style="list-style-type: none"> <li>Registration of examination candidate must be made at least 5 days before the examination date.</li> </ul>
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 date and time.
13.	Confirmation of registration status	Once the registration of Consultant is completed, Members/Distributors will be notified via the new registration system.



## Notes to Candidates Interim FIMM Virtual Examination (iFVE)

# iFVE-Overview

Take examination virtually



This Media Kit Contains a strictly intended for Candidates who are taking the iFVE.

### What is iFVE?



#### Target audience

- Candidates whose examination sessions were cancelled due to disruptions caused by MCO.
- New candidates who have yet to register to sit for examination.



#### More frequent sessions

Monday to Thursday



#### 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: 8am-11am, 12 noon-2pm, and 3pm-5pm	
No. of questions	50 multiple choice questions	

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# 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*



## 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:



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:

<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>	<b>System requirements:</b> <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>
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- 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=6pa0AUCIBW4>

**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



## 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-programmable 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.
11. 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](mailto: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 3<sup>rd</sup> party on examination questions, etc). If this persists, the Candidate's results will be disqualified.



## Notes to Candidates Interim FIMM Virtual Examination (iFVE)

### 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



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

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



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

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



Start the  
examination and  
navigate your e-  
paper

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



Examination ends  
and result will be  
announced.



## Notes to Candidates Interim FIMM Virtual Examination (iVE)

### 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 your 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 iVE examination page. Once you are at the iVE landing page, close all other applications that are not relevant to the iVE.

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:



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

Please read the instructions before you click "Continue".





## 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.

The screenshot shows the FIMM examination interface. Callouts point to the following elements:

- "See all questions" button:** Located at the top right of the question list.
- Bookmark button:** A small icon next to a question in the list.
- Question section:** The area containing the question text and options.
- Answer section:** The area containing the input fields for the answer.
- "Previous" button:** A red button at the bottom left.
- "Next" button:** A red button at the bottom right.

### 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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