

CIRCULAR

Date:	1 April 2022	Ref No.:	PDS/ALL/SNZ-ms/007-22 (Total no. of pages: 17)
To:	UTMC, IUTA, CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representative/Chief Executive Officer		

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

1. With reference to the Circular sent on 10 March 2022 (Ref: PDS/ALL/SNZ-ms/006-22), we would like to inform that there will be revisions to the examination process and dates for April, May and June 2022 arising from the re-scheduling of system migration at FIMM.
2. This circular supersedes the earlier circular (Ref: PDS/ALL/SNZ-ms/006-22).
3. The revisions are as follows:
 - a) Additional examination dates for April 2022
 - b) Registration for all examination session from 1 April until 15 June 2022 will be via the **current system (FIS)**. Details of examination and relevant submission dates are summarised in Table 1 below.

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

Exam Date	iFVE Seat Booking by	FIS & Documents Submission by	Date Selection in FIS
25-Apr-2022, Mon	11-Apr-2022 (Monday)	14-Apr-2022	25-Apr-2022
26-Apr-2022, Wed		(Thursday)	(Monday)
27-Apr-2022, Thu		2.00pm	

Exam Date	iFVE Seat Booking by	FIS & Documents Submission by	Date Selection in FIS
28-Apr-2022, Fri			
09-May-2022, Mon	25-Apr-2022 (Monday)	28-Apr-2022 (Thursday) 2:00pm	09-May-2022 (Monday)
10-May-2022, Tue			
11-May-2022, Wed			
12-May-2022, Thu			
13-May-2022, Fri			
14-May-2022, Sat			
17-May-2022, Tue			
18-May-2022, Wed			
19-May-2022, Thu			
20-May-2022, Fri			
21-May-2022, Sat			
23-May-2022, Mon	09-May-2022 (Monday)	12-May-2022 (Thursday) 2:00pm	23-May-2022 (Monday)
24-May-2022, Tue			
25-May-2022, Wed			
26-May-2022, Thu			
27-May-2022, Fri			
28-May-2022, Sat			
30-May-2022, Mon			
01-Jun-2022, Wed			
02-Jun-2022, Thu			
03-Jun-2022, Fri			
04-Jun-2022, Sat			
07-Jun-2022, Tue	23-May-2022 (Monday)	26-May-2022 (Thursday)	06-Jun-2022 (Monday)
08-Jun-2022, Wed			

Exam Date	iFVE Seat Booking by	FIS & Documents Submission by	Date Selection in FIS
09-Jun-2022, Thu		2:00pm	
10-Jun-2022, Fri			
11-Jun-2022, Sat			
13-Jun-2022, Mon	30-May-2022 (Monday)	02-Jun-2022 (Thursday) 2:00pm	13-Jun-2022 (Monday)
14-Jun-2022, Tue			
15-Jun-2022, Wed			

- c) There will be **no examination sessions scheduled from 15 April 2022 to 24 April 2022 and 16 June to 30 June 2022.**
4. Please refer to **Appendix 1** for iFVE Key Features.
5. Please refer to **Appendix 2** for Notes to Candidates on iFVE.
6. Meanwhile, if you require any further information on the matter, kindly contact the following:
- a) Registration of Candidates:
- Ms. Charmaine 03-78904242 ext 232 (charmaine@fimm.com.my)
 - Ms. Afza 03-78904242 ext 235 (afza@fimm.com.my)
 - Registration Department 011-15492059 (registration@fimm.com.my)
- b) iFVE:
- Mr Mohd Shakirin 03-78904242 ext 433 (shakirin@fimm.com.my)
 - Ms Nor Azian (azian@fimm.com.my)
 - Professional Development Services Department 011-13238042 (exam@fimm.com.my)

Thank you.

Yours faithfully



Shahruil Nizam Zainol

Senior Manager, Professional Development Services Department

IFVE: KEY FEATURES (updated on 1 April 2022)

No	Item	Features																		
1.	Target audience	<ul style="list-style-type: none"> A new Candidate who has yet to register for FIMM Examination; or A Candidate who has to re-sit for FIMM Examination. 																		
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 (Monday to Saturday except 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>Friday</td> <td></td> <td></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 (Monday to Saturday except Friday)	09:00-11:00 12:00-14:00 15:00-17:00	0900-10:30 12:00-13:30 15:00-16:30	Friday			Candidate/ session	20	
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Candidate/ session	20																			
6.	Invigilation	<ul style="list-style-type: none"> 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. 																		

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"> • 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. <p>Kindly refer to the attached Notes to Candidates (Appendix 2) for further information on the requirements. A copy of the notes is available on FIMM's Website.</p> <p>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.</p>
9.	iFVE Rules	<ul style="list-style-type: none"> • 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. <p>Kindly refer to the attached Notes to Candidates for further information on the rules.</p>
10.	Fee	Status quo.
11.	Registration for iFVE	<ul style="list-style-type: none"> • Register candidate and select the chosen examination date and time via iFVE Seat Booking Application; • Submit relevant Candidate's registration through FIS.

No	Item	Features
		<ul style="list-style-type: none"> • Email relevant Candidate's registration documents to Registration Department via registration@fimm.com.my; • Registration / submission must be made prior to the dateline as stipulated in Table 1. <p><i>Note:</i> 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.</p>
12.	Pre-examination notification	Upon completion of registration of Candidates for iFVE, FIMM will contact each Candidate via email three (3) calendar days prior to examination date to confirm their registration and to inform them on details of their examination date and time.
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 virtually



This Model (or Candidate) is 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: 9am-11am, 12 noon-2pm, and 3pm-5pm	
No. of questions	50 multiple-choice questions	



Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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.



Notes to Candidates Interim FIMM Virtual Examination (iVE)

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

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.
- 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.





Notes to Candidates
Interim FIMM Virtual Examination (iFVE)

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.

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.



Notes to Candidates Interim FIMM Virtual Examination (iFVE)

What do you do

before/on the
examination day?



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.



Notes to Candidates Interim FIMM Virtual Examination (iFVE)

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".



e 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

i Please read the instructions before you click "Continue".



10

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:** Located at the top right of the question list.
- Question section:** The main area containing the question text.
- Answer section:** The area below the question for providing answers.
- "Previous" button:** Located at the bottom left of the question area.
- "Next" button:** Located at the bottom right of the question area.

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.