

# 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 & Bahasa Malaysia 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	



### 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



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

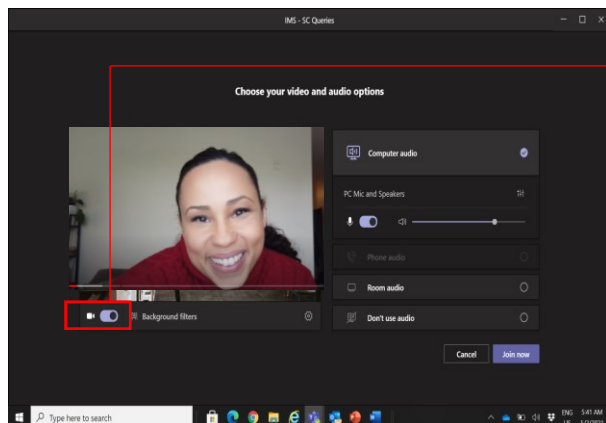


- Compatible with iPhone
- Support is limited to the 2 most recent major versions of IOS
- Current versions of IOS is 14.

- 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=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?

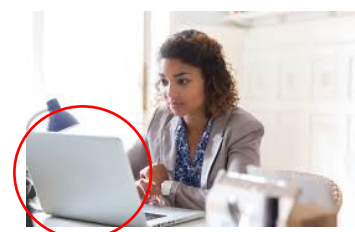
Place your mobile phone at a place and angle that allows the Invigilators to view your face and your screen.



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 03-21711668 / 03-21711669 (Hotline) 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)

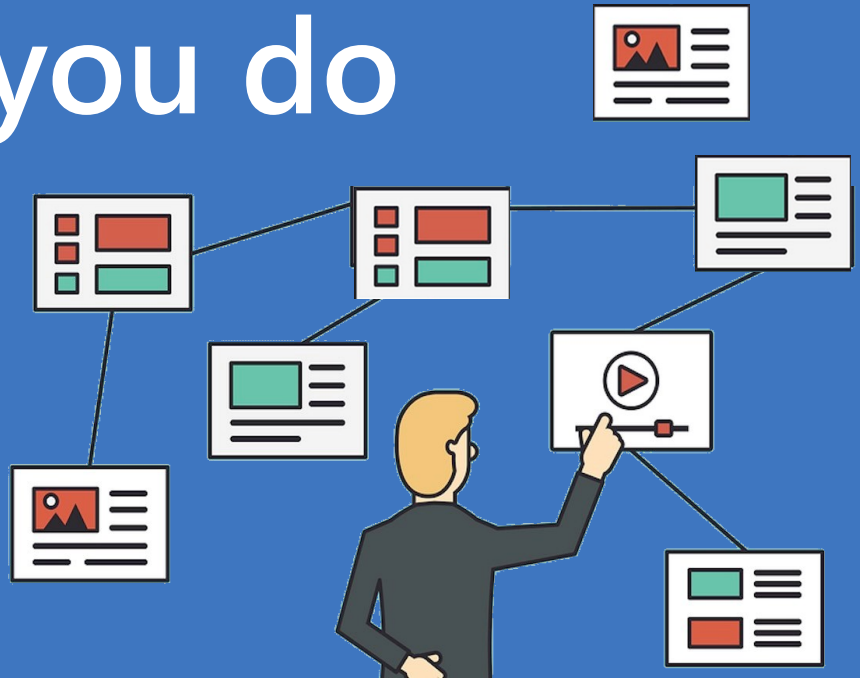


- f) Candidates who join Microsoft Teams by more than 20 minutes after the examination session start time will not be allowed to take the examination. Such Candidates' attendance will be marked as absent.
- g) Candidates are not allowed to leave the examination room/place within the first 15 minutes 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 03-21711668/ 03-21711669 (Hotline) or email to [exam@fimm.com.my](mailto:exam@fimm.com.my).



# What do you do

before/on the  
examination day?



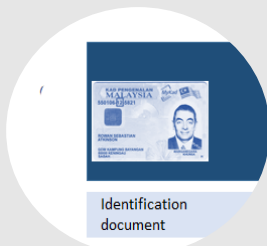
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At least 2 days  
**Before**  
examination day



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

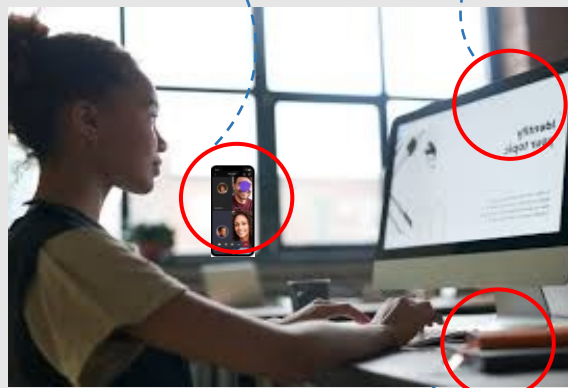
Three (3) days before the examination date, Candidate will receive an email from FIMM with links to both Microsoft Teams meeting as well as the examination site. Please check and ensure your computer and room meet all requirements as stipulated in Pages 3, 4 and 5 of this notes.

**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**

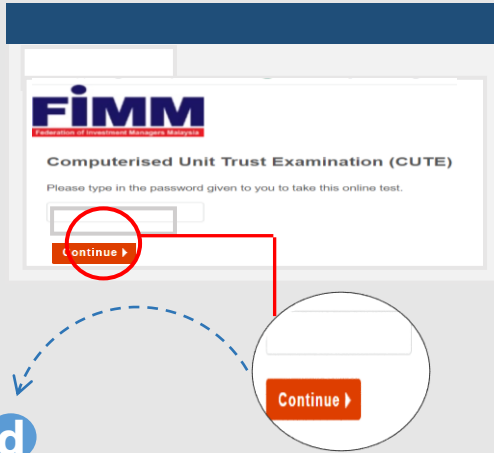
Click the link to iFVE examination page. Once you are at the iFVE landing page, close all other applications that are not relevant to the iFVE.

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

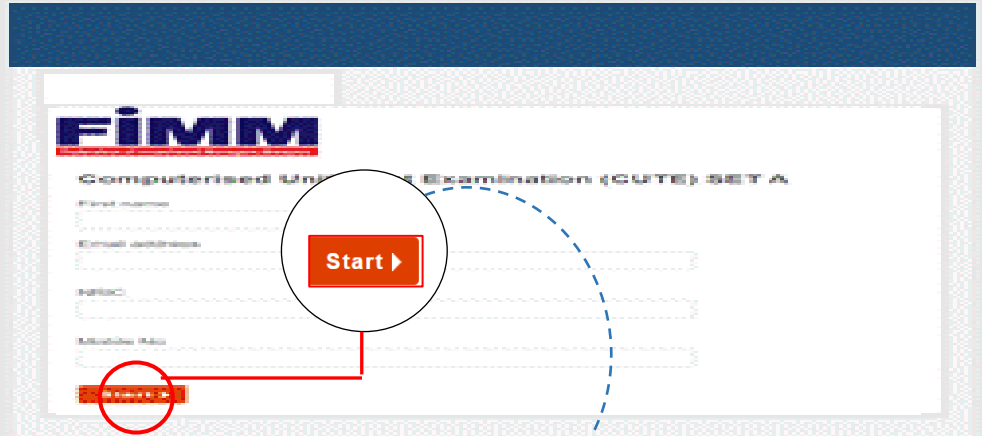
**Note:** Given that configuring and setting of your electronic gadgets and examination room/place can be time consuming, you are advised to make advance preparation before the examination day to avoid unnecessary delay in starting your examination.

### 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".



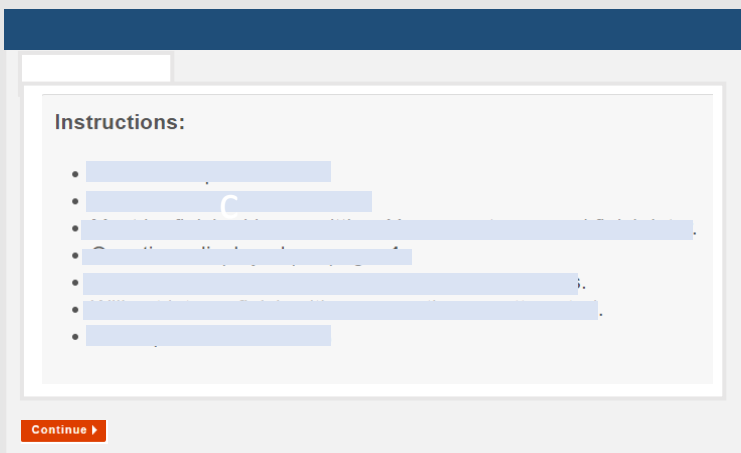
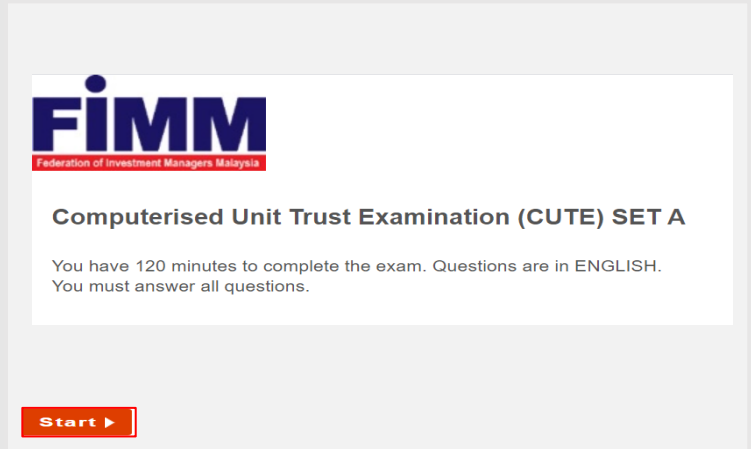
Enter the following:

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

Question section

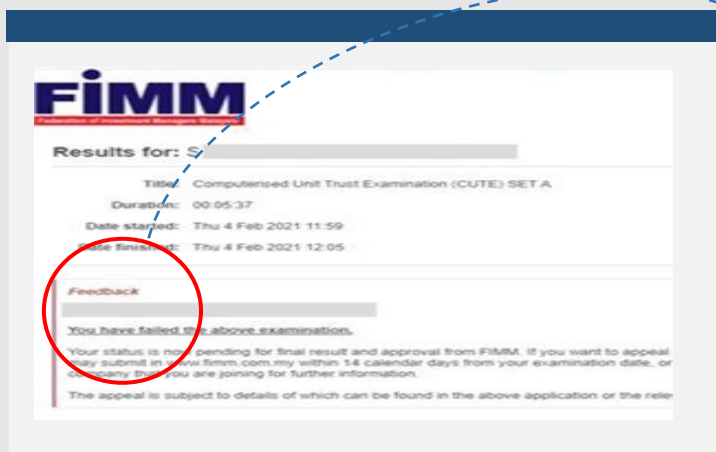
Answer section

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.