



FIMM Rules of Examination (Rules)

These Rules apply to all candidates sitting for FIMM Examinations, including current and former registered Consultants.

1. Remote Proctored Examinations

- 1.1. Candidates sitting for remote proctored examinations shall ensure that their device, internet connection, and system meet the technical requirements prior to the examination date. FIMM shall not be responsible for any technical, network, or service disruption that affects the candidate's ability to complete the examination.
- 1.2. All remote examinations will be monitored and recorded for integrity purposes.
- 1.3. Candidates hereby understand and agree as follows:
 - i. They must present valid photographic identification (NRIC or passport) for verification prior to the commencement of the examination. Failure to do so will result in the candidate's examination sitting not being approved.
 - ii. By participating in the examination, candidates consent to the recording of their face, voice, screen, and activities throughout the examination session by FIMM.
 - iii. FIMM and the appointed invigilators reserve the right to perform a 360-degree virtual scan of the candidate's environment at any time during the examination.
 - iv. They will comply with the following rules and instructions during the examination. Failure to comply may result in the immediate termination of the examination session (Refer Clause 7: Offences & Disciplinary Actions), without refund, except in cases of system disruption or technical glitches pursuant to Clause 6.2 below.

DO's	DON'Ts
• Sit in a quiet, private room with adequate lighting (preferably daylight-quality). • Ensure your face and device screen remain clearly visible to the camera at all times for the invigilator monitoring. • Dress appropriately in formal or semi-formal attire (e.g., collared shirt, blouse, business casual). • Be ready to show your NRIC/passport and examination environment upon request. • Keep your desk clean and free from unauthorised materials. • Only the following items are permitted during the examination: a valid identification document (NRIC/passport), a drink (if necessary), two blank A4 sheets of paper, one pen, and a non-programmable calculator. • Set up your laptop or desktop at least one (1) day before the examination. Ensure your device is fully charged or connected to a power source throughout the examination. • Log in to Microsoft Teams and the examination platform at least 30 minutes before the scheduled start time. • Ensure that your internet connection is stable and close all other programs or browser tabs except those required for the examination. • Be prepared for potential technical difficulties (e.g., internet disruptions, power supply issues). • Inform the invigilator immediately if you encounter technical issues (via Teams chat or phone). • Follow all instructions provided by FIMM or the examination invigilators promptly and accurately. • Maintain examination integrity: All answers must be your own and completed honestly without external assistance.	• Do not take the examination inside a vehicle or in any public area, including but not limited to internet cafés, cafés, or other open spaces. • Do not allow anyone else to be present in the test-taking room or area ("exam area") during the examination. • Do not talk, communicate, or solicit information or answers from any person by any means during the examination. • Do not speak, read, or verbalise any examination question or answer aloud. • Do not move away from the computer or out of the web camera's range. • Do not leave the exam area while the examination is in progress, EXCEPT in the event of an emergency and with the invigilator's permission. • Not allowed to leave the examination place/room within the 15 minutes after the examination starts. • No toilet breaks are allowed once the examination starts. • Do not switch off or disable the web camera at any point during the examination. • Do not keep or use any paper, device, equipment, materials, or documents that are not explicitly approved or allowed by FIMM. • Do not use headphones, earphones, earbuds, or any other type of listening equipment during the examination. • Do not take screenshots, record, copy, photograph, transcribe, or transmit any part of the examination questions or content, by any means, during or after the examination. • Do not open or use any other applications, browse the internet, or consult digital data or web pages during the examination. • Do not bring or use unauthorised materials, including mobile phones, electronic devices (e.g., smartwatches, cameras, recording devices), notes, or external materials in the examination environment.

- 1.4. FIMM and/or its appointed invigilator reserves the right to immediately terminate, disqualify, and/or remove any candidate from the examination session for any suspicious, inappropriate, or unprofessional conduct, or for any behaviour tantamount to cheating or other misconduct, as defined under Clause 7 (Offences and Disciplinary Actions) and Clause 8 (General Rules for FIMM Examinations).
- 1.5. Any breach or non-compliance with this Clause 1, Clause 7, and/or Clause 8 of these Rules shall constitute an offence. FIMM may impose disciplinary action, including immediate disqualification and permanent prohibition from all future FIMM examinations. FIMM reserves the right to rely on examination recordings and other related materials as evidence in any disciplinary action. Such disciplinary action shall be communicated to the candidate via email.

2. Resignation (Employees of UTMC/Distributors)

- 2.1. For candidates sponsored by a distributor or UTMC, the sponsoring entity must notify FIMM in writing no later than five (5) working days before the examination date should the candidate resign from employment.
- 2.2. Substitution or replacement of candidates is strictly prohibited once registration is confirmed.

3. Absenteeism & Appeal in relation to FIMM Examination

- 3.1. A candidate who fails to attend the examination on the scheduled date shall be deemed Absent, and the examination fee shall be forfeited.
- 3.2. A candidate who fails a FIMM Examination may submit one (1) appeal in accordance with Paragraphs 3.6, 3.7, and 6.8 of *FIMM's Registration Manual*, together with the prescribed payment as specified in Table 8 of *FIMM's Registration Manual*, within fourteen (14) business days from the date of the result release. FIMM's decision on the appeal shall be final and binding.

4. Confidentiality

- 4.1. All examination questions, materials, and content are the exclusive property of FIMM and are classified as Confidential Information.
- 4.2. Candidates are prohibited from copying, disclosing, taking photos, photographing, recording, reproducing, publishing, or distributing any part of the examination content in any form, whether written, electronic, or verbal.
- 4.3. Candidates must immediately report to FIMM any incident or request involving the disclosure of examination materials.
- 4.4. Breach of confidentiality shall result in disciplinary and/or legal action, including disqualification and disallowance from sitting for any future FIMM examinations. Such disciplinary action shall be communicated to the candidate via email.

5. Examination Results

- 5.1. Examination results shall be released within three (3) working days following the completion of the examination, subject to the absence of any technical or procedural disruptions.
- 5.2. The results shall be reflected in the FIMM Core System (FCS) within three (3) working days after the examination and will be indicated as either “PASS” or “FAIL.” All examination results are final.
- 5.3. No examination result shall be issued to candidates who are marked as Absent, Disqualified, or who have violated these Rules.
- 5.4. Candidates who wish to appeal their examination results may do so upon payment of the prescribed processing fee as specified in Table 8 of *FIMM’s Registration Manual*. FIMM’s decision on the appeal shall be final and binding.

6. Examination Interruptions

- 6.1. FIMM will take all reasonable steps to ensure examinations are conducted without interruption.
- 6.2. For remote proctored examinations, if the session is interrupted due to technical or external causes, candidates must re-login within five (5) minutes to continue. Failure to do so will result in the examination session being terminated. No refund will be issued, and the examination will be considered void.
- 6.3. Notwithstanding the above, where the interruption is verified to be caused by a system or technical fault beyond the candidate's control (e.g., platform outage, connectivity failure at the proctor's or service provider's end), FIMM may, at its discretion, approve a one-time rescheduling of the examination. The candidate will be required to submit an appeal for a fee waiver in accordance with Paragraph 6.8.2 of *FIMM's Registration Manual*.

7. Offences and Disciplinary Actions

- 7.1. Candidates are expected to behave in a professional manner and appropriately at all times. Any attempt to cheat or engage in conduct that compromises the integrity or confidentiality of the examination shall be treated with utmost seriousness.
- 7.2. Any candidate found in breach of these Rules shall be immediately disqualified. FIMM may take appropriate action including, but not limited to, withholding or revoking examination results and/or prohibiting the candidate from sitting for all future FIMM examinations – either permanently or for a specified period.
- 7.3. Any former or current Consultant found to have breached these Rules will be subject to disciplinary proceedings before the Disciplinary Committee of FIMM, as such breaches impact your fit and proper status as a Consultant under the FIMM Consolidated Rules.
- 7.4. Disciplinary offences shall include, but are not limited to, the following:
 - i. Contacting, communicating, talking to or copying from another candidate or source during the examination
 - ii. Allowing another person to be present in the exam area/room

- iii. Excessive logging in and out from the candidate's registered account (more than three (3) times) during an examination session
 - iv. Receiving or providing assistance to another candidate/person/source either via online or in person
 - v. Possessing, referring to, or using unauthorised notes or devices during the examination
 - vi. Soliciting or disclosing Confidential Information
 - vii. Providing falsified information, documentation or identity details, including impersonation or allowing impersonation
 - viii. Being disrespectful, argumentative, aggressive or disruptive manner towards the invigilators or other candidates
 - ix. Use of any recording equipment (including all photographic, videos and audio devices) to distribute, reproduce or share examination questions or materials during or after the examination
 - x. Any other action considered by FIMM as an offence
- 7.5. Candidate may appeal against examination-related disciplinary action within fourteen (14) days of notification. FIMM's decision on appeal shall be final and binding. Such decision shall be communicated to the candidate via email.

8. General Rules for FIMM Examinations

8.1. Identification: Candidates must present a valid NRIC or passport. Failure to do so will result in denial of entry and forfeiture of the examination fee.

8.2. Login & Attendance:

- i. Candidates must log in to Microsoft Teams and the examination platform at least 40 minutes before the scheduled start time.
- ii. Candidates joining the session 15 minutes after the examination has started will not be permitted to take the examination and will be marked Absent.
- iii. Candidates are not allowed to leave the examination room or place within the first 15 minutes after the examination starts.
- iv. Toilet breaks are strictly prohibited once the examination has begun, except in verified emergencies with invigilator approval.

8.3. Electronic Devices: Only non-programmable calculators are allowed. Mobile phones, smartwatches, or any communication devices are strictly prohibited.

8.4. Silence and Conduct: Candidates must remain silent and seated throughout the examination. Any attempt to communicate, gesture, or disrupt the session may result in disqualification from the examination.

8.5. Dress Code: Candidates must observe appropriate formal or semi-formal attire throughout the examination.

- i. **Acceptable:** collared shirts, blouses, traditional or business casual attire.
- ii. **Unacceptable:** sleeveless tops, T-shirts with offensive prints, shorts, singlets, caps, or inappropriate attire deemed by FIMM.

9. Personal Data and Disclaimer

9.1. By registering for the examination, candidates consent to FIMM's processing, recording, and retention of personal data in accordance with the Personal Data Protection Act 2010 and FIMM's Privacy Notice available on its website ([Privacy Notice - FIMM](#)).

9.2. FIMM reserves the right to:

- i. Amend, reschedule, or cancel examinations due to unforeseen circumstances.
- ii. Suspend examination sessions in the event of a national emergency, system failure, or security breach.
- iii. Make alternative arrangements as deemed appropriate.

9.3. FIMM shall not be held responsible for any costs, losses, or damages arising from such circumstances.

10. Enquiries, Comment and Suggestions

For any examination-related issues or technical assistance, please contact:

 011-1323 8042

 exam@fimm.com.my

FIMM hereby reserves the right and discretion to modify, amend or update all or any parts of these **FIMM Rules of Examination** at its sole discretion without prior notice. Such modifications, amendments or updates shall take effect immediately upon publication on the FIMM website at www.fimm.com.my. Candidates are required to review **FIMM Rules of Examination** prior to each examination, as it is the candidate's responsibility to take note of any changes made from time to time.