



Updated: October 15, 2020

## Virtual Exam Guidelines and FAQs

The FMI is offering its October 24, 2020 exam in a virtual format. This is an advantage for many candidates because the exam can be taken from anywhere in the world provided that technology requirements are met.

Many aspects of the FMI's virtual exam are similar to the In Person format - the exam is 4-hours in length and is a rigorous test of your financial modeling proficiency, done in Microsoft Excel. It is a closed book exam and no external resources are allowed. It can be done in the candidates' home or office with their own equipment.

For the FMI's Virtual exam, candidates must be alone in the room and have a quiet, distraction-free space. Candidates must also have an internet connection, webcam, speakers, and microphone in addition to a computer, keyboard and Microsoft Excel. The online proctoring platform ensures exam integrity by flagging any unusual behaviour or violation of exam rules. The Proctor will be monitoring and recording candidates' webcam and screen throughout the exam.

### Candidates registered for the October 24, 2020 virtual exam can expect the following:

1. **You will receive an emails from the FMI's exam partners, TrueAbility and Examity (October 9-14, 2020).**

#### WHEN YOU WILL RECEIVE IT

- Candidates registered before September 30, 2020 will receive invitations by October 10, 2020.
- Candidates registered between October 1, 2020 and October 9, 2020 should receive invitations by October 14, 2020.
- If you are a registered candidate and have not received an invitation by October 14, 2020 please email [info@fminstitute.com](mailto:info@fminstitute.com).

#### WHAT IS INVOLVED

- The email from TrueAbility will provide you with a unique link and instructions to create your candidate profile for the virtual exam platform. After creating your profile, you will be able to do a systems readiness check with our other exam partner Examity.
- Note that part of the profile set-up will require you to have your government issued photo ID on hand.
- Please ensure you complete the system compatibility check on the computer and in the physical space in which you intend to do the exam.

#### IMPORTANT DEADLINE

- It is **very important** that you complete your profile, confirm your exam registration and complete your system compatibility check **no later than October 22, 2020.**
- **If you do not complete the profile by October 22, 2020, the FMI will be unable to accommodate you on exam day, and you will forfeit your exam registration.**



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## 2. Before the exam day,

- Please familiarize yourself with the Exam Rules (see below)
- Please review the Virtual Exam FAQs (see below)

## 3. Exam Day (October 24, 2020)

- The exam is scheduled to start at 9:00am in your local time zone. You will choose/confirm your session as part of setting up your virtual exam candidate profile.
- Please be ready to start on time.
- **Important:** If you have any issues connecting with the Proctor, please reach out to IT support contact (by email or by telephone) which are listed on the TrueAbility email invitation. If you do not connect with the Proctor to start your exam, or do not reach out to IT support within 30 minutes of the scheduled exam time then your exam will be assumed to be “No-show” and your registration forfeited.
- The proctor will go through the pre-exam instructions with you, including an identity check and visual check of your physical environment.
- Please make sure that you are set up for your exam in a quiet, distraction free space and that all reference materials have been removed. There should be no other people in the exam room at any time during the exam.

## VIRTUAL EXAM RULES

1. Candidates must remain alone in the exam environment during the exam
2. Candidates must have a clear Desk and Area during the exam
3. The exam is a closed-book exam. You may not refer to any materials (on paper or electronically).
4. The proctor must be able to see you for the duration of the exam.
5. Candidates may not communicate with any one except the Proctor during the exam (verbally or electronically).
6. Candidates must remain seated during the exam, however, they may leave the exam room to get a drink or go to the toilet. They must let a proctor know before hand and may not discuss the exam with anyone outside the room.
7. Computers should be connected to an external power source
8. Webcam, speakers, and microphone must remain on throughout the exam.
9. Dual monitors are not permitted.
10. Candidates may not use phones or headphones during the exam.
11. Printing or taking screenshots of the exam materials is strictly prohibited.
12. The use of third-party Excel Add-Ins and pre-built VBA Macros to control formatting and / or formula auditing are allowed; All other uses of Add-Ins and pre-built Macros are prohibited.

A reminder that the Proctor will be monitoring and recording your webcam and screen to ensure the integrity of the exam.

<b>FMI VIRTUAL EXAMS FAQ</b>	
Does the process of connecting to the proctor cut into my exam time?	No, the timer on your exam does not start until you have completed the pre-exam process with the proctor and they make the exam available for you.
What kind of computer is allowed?	All of the following are acceptable: Laptop, desktop, PC, Mac, Linux. Tablets and Chromebooks are not allowed.
Is it essential to have a webcam?	Yes. It can be a built-in webcam or external. If external, it must be placed at the top center of the screen so that the proctor has a view of the candidate throughout the exam.
Is it essential to have a microphone and speakers?	Yes. Candidates are required to have a microphone and speakers to enable communication with the Proctor. The microphone and speakers can be either built-in or external.
Can I use a mouse?	Yes
Can I use an external keyboard?	Yes
What type of keyboard/mouse can be used?	It can be any keyboard or mouse that the candidate is comfortable with.
Which browser should be used to connect to the exam platform?	Chrome/Firefox are the only browsers currently supported by our virtual exam partners.
Is there anything else in the browser set-up that I should do?	Please disable pop-up blockers.
What version of Excel should I have?	You may use any version of Excel, however for full functionality, please ensure the version you use is a full version, not a trial version.
Do I need to have Excel installed on my computer before the exam starts?	Yes

<p>I use a laptop with a monitor so the screen is higher. The screens setup is dual. Is this ok?</p>	<p>As per the Exam Rules, dual monitors are not allowed. If you wish to display your computer or laptop screen to a larger monitor, please make sure that your Display Settings are configured for a single monitor only (i.e., second screen only).</p>
<p>Why are dual monitors not allowed?</p>	<p>This is a requirement of the FMI's proctoring partner and to ensure an even playing field for all candidates.</p>
<p>What happens if there is a power outage during the exam?</p>	<p>Ensure your computer is connected to a power source before starting your exam to avoid draining your battery during the exam. If a power issue does occur, it will only affect internet access. For disruption to internet, please see next question.</p>
<p>What happens if there is a disruption to my internet connection during the exam?</p>	<p>If a candidate has an internet issue, this does not impact the actual exam environment as it is cloud-based. Assuming that the candidate's connection issue is resolved before the exam duration ends, they are able to reconnect to the exam and continue working from the same point within the exam. Time will continue however, and the proctor must be notified if significant time is lost. Additional time <i>may</i> be granted on a case by case basis, at the discretion of the Proctor.</p>
<p>I am planning to use my work computer for the exam but am unsure if there may be limitations from my company's IT security. What should I do?</p>	<p>Complete the IT compatibility check using the computer and network environment that you intend to use during the exam prior to Exam Day. If you have any issues, please contact our exam partner's IT support which will be listed in the exam browser window.</p>
<p>What type of Internet Connection should I have?</p>	<p>An internet connection with upload and download speed of at least 2 Mbps is required. If your wireless connection is insufficient, we recommend a wired connection.</p>



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Am I allowed to check other web sites during the exam?	The proctor manages security with regard to local workstation use and monitors candidate workstation activity. Candidates will not be permitted to access anything other than the exam environment and the proctor will know if they do. Every candidate exam is being recorded.
Can I print out the exam?	You will not be able to print out the exam.
Can I take physical notes using pen and paper?	Yes The proctor will confirm that any note paper is blank as part of the check-in process.
Can I use a standing desk? Can I transition between sitting and standing?	Yes
What kind of Macros can I use during the exam?	During the exam, you may create any Macros they wish. You may pre-build certain types of Macros before the exam. Pre-built Macros that control formatting (e.g., font color, number format, etc.) and formula auditing will be permitted for use during the exam. Your pre-built Macros cannot add text, formulas, or calculations to the model. A reminder that the Proctor will be monitoring and recording your webcam and screen to ensure the integrity of the exam.

If you have a question that is not listed in the above, please contact [info@fminstitute.com](mailto:info@fminstitute.com).

**Good Luck to all Candidates for October 24, 2020!**