Examination Process and Integrity

Our online examinations process ensures the integrity of the examinations conducted remotely by monitoring test-takers using the latest technology as well as human assessment.

Below is an outline on how CIFA incorporates its chosen examination provider and exam invigilation.

Contents:

Section 1. Student Registration

Section 2. Examination Scheduling

Section 3. Payment of Fees

Section 4. Pre-Examination Instructions and Setup

Section 5. Examination Structure

Section 6. Monitoring During the Examination

Section 7. Examination Completion and Submission

Section 8. Scoring

Section 9. Flagging and Reporting

Section 10. Results

Section 11. Feedback and Support

Section 12. Appeals

1. **Student Registration:**

   - Students are directed to the examination providers website from within the CIFA student learning platform.

   - Students are required to register (for free) on the examination providers website. https://www.mytestcom.net/app/myTestcom.cfm?accountLogin=CIFAac&userLocalCode=100020,

2. **Examination Scheduling:**

   Students are not required to schedule or book their examinations as the structure allows students to sit and take their examination at any time of the day, any day of the week.

3. **Payment of Fees:**

   - Students are required to pay all examination fees prior to sitting and taking their examination.

   - Examination and proctoring fees are disclosed on the website https://cifa.ac/book-Examination.

4. **Pre-Examination Instructions and Setup:**

   Students are prompted with examination rules and regulations prior to the start of the examination. Examination regs 15/03/2024.docx.

   Some of these rules are;

   Identity Verification:

   - Students are required to verify their identity using a webcam to capture an image of their identification document and also a photo of themselves.

   - The identification document provided is then cross checked by the …. against the photo taken, this is to verify the student taking the examination is indeed the registered CIFA student.

   Environment and Surroundings Check:

   - Students are required to use their webcam to show their examination environment, including their desk, room they are currently in and will complete the examination,

remove any disallowed items and confirm compliance with examination rules. Full instructions can be found in the "Examination Rules and Regulations".

5. **Examination Structure:**

- Each examination is created and structured by the managing course professor, to avoid any conflict of interest an alternative professor then checks the examination created and publishes the exam.

- CIFAs examinations are in the multiple choice format with 4 possible answers available, the student is required to select the correct answer out of the 4 possible answers in order to achieve a correct score.

- All questions must be answered before allowing the student to submit their examination.

- Students are given 90 minutes to complete their examination.

- There are 80 MCQ for each course, as the Anti-Money Laundering course is a significantly shorter course compared to the others this examination only has 60 MCQ.

- Our courses provide all information necessary to be able to Pass the examination with relatively high marks, however, as our target audience is currently individuals who are new into the finance industry with almost no experience and knowledge, 70% success in the examination is sufficient Pass the course.

6. **Monitoring During the Examination:**

- Examinations are monitored by the proctoring software (https://gaugeonline.com/), this feature is integrated with the test site and is initiated automatically once the fee is paid.

- The proctoring software monitors the student through their webcam, microphone, and screen capture to detect any unusual activity or behaviour that might indicate cheating.

- Advanced software will use AI to analyse students' behaviour, flagging suspicious activities like looking away from the screen frequently, someone entering the room, or attempting to open unauthorised applications.

7. **Examination Completion and Submission:**

- Upon completion of all the questions in the examination, the students' answers are immediately submitted and scored by the examination provider.

- Students have the option to skip answering questions and proceed to the next question, however, they will be directed back to answer the unanswered questions before they are able to submit their examination.

- All questions must be answered before submitting the examination.

8. Scoring:

- Scoring is immediate and completed by the examination provider.

- The software ensures the submission process is secure and that the student cannot make further changes before or after the final submission of answers.

- Each question is assigned four possible answers, each answer is assigned either a true or false value.

- Only true values represent a point awarded to the student.

- The software then automatically scores the examination and issues the student with a "Pass or Fail" score.

9. **Flagging and Reporting:**

- All "Pass" scores are flagged for completion of the final stage. Any flagged suspicious incidents automatically identified by software are then manually assessed by the review team.

- The team assesses the anomaly / incident flagged and if necessary will watch the recording of the examination from beginning to end to ensure they are satisfied no action is affecting the integrity and the outcome of the examination.

10. **Results:**

- FAIL - Students who fail to achieve a Pass score are notified immediately by the examination provider software.

- PASS - Students who are successful in achieving a Pass score are notified they are required to wait up to 48 working hours after the completion of the examination to receive their Certificate of achievement. This is only issued if the review team is satisfied no malpractice has occurred.

- PASS on Score but FAIL due to Malpractice - Students who are successful in achieving a Pass, can still be issued a Fail score. This will be in any circumstance that anomalies, malpractice or any other reason the review team have identified has affected the outcome of the examination.

11. **Feedback and Support:**

- At the end of the Examination a feedback form comes up where the students give their feedback and state if they had any issues with the exam, the platform or if they would simply like to offer general feedback to CIFA.

- Support is offered to students who are unsuccessful in achieving the required Pass mark, at the end of the examination students are prompted with contact information to the CIFA Student Support team who can evaluate and provide feedback on the students examination results.

12. **Appeals:**

- Students are entitled to appeal their examination score, this must be done by completing the examination appeals form provided by Student Support upon request of the student.

- Deadline for Query submission relating to Final examination - No later than 5 working days after the examination.

- Deadline for final examination result appeal - No later than 10 working days after exam completion.