



CIFA Exam Policy

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CIFA Exam Policy
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1: Introduction

CIFA Education Ltd maintains a strict examination policy to uphold the highest professional standards in our certification programmes. Examinations assess professional knowledge and understanding through a strictly 'closed book' format. Candidates are prohibited from using notes, mobile phones, additional computers or study materials during the exam. Stringent identity verification and exam rules are enforced to maintain the credibility and authenticity of our certifications. Examinations consist of multiple-choice questions (MCQs) designed to evaluate a candidate's subject matter expertise.

2: Examination Proctoring with Gauge

CIFA exams are administered through Gauge, a secure remote proctoring system enabling candidates to take their exams remotely while ensuring exam credibility. Gauge employs advanced AI technology alongside human monitoring to detect and document irregularities.

3: Examination

3.1: Examination Rules

Candidates must strictly adhere to the following rules:

- Complete the exam in a quiet, well-lit room without external distractions.
- Present valid identification before beginning the exam.
- No unauthorised materials or electronic devices are allowed.
- Use of headphones, earphones or communication devices is prohibited.
- Candidates must remain visible to the proctoring system at all times.
- Leaving the exam screen or room without prior approval constitutes a violation.
- All responses must be original; plagiarism or collusion is strictly forbidden.
- Disruptive behaviour is prohibited.
- Candidates with special requirements should consult the **Reasonable Adjustment and Special Considerations Policy (Doc Ref: RAP) Policy** for Candidates with Special Requirements."

3.2: Remote Examinations: Reporting Technical Issues

Candidates experiencing administrative or technical issues during remote exams must immediately report them to the proctoring support channel within the proctoring interface. Quick reporting allows for timely resolution efforts. The proctoring service



will document reported issues formally and submit them to CIFA, ensuring fairness and integrity in examination outcomes.

3.3: Candidate Responsibility: Suitable Exam Conditions

Candidates must ensure their environment is suitable for exams, including verifying that internet connection and computer equipment comply with specifications outlined on the CIFA Remote Exam webpage. Issues resulting from candidates' remote environments or local technology are outside the policy's scope. Proactive resolution of these aspects is crucial to avoid disruptions.

3.4: Technical Issues and Support

Candidates must report any technical issues immediately via Gauge's support system. Exams may be paused or rescheduled at CIFA's discretion. Repeated technical failures may necessitate taking the exam at an alternative location.

3.5: Proctoring Anomalies and Violations

Gauge monitors behaviours indicating potential academic misconduct, including:

- Unexpected background noise or additional persons in the exam room.
- Frequent looking away from the screen or sudden movements.
- Use of unauthorised materials or devices.
- Attempting external communication.
- Technical disruptions compromising exam integrity.

Following anomaly detection and review, CIFA may terminate exams, disqualify candidates or enforce further disciplinary actions.

3.6: Delivery and Scoring of Computer-Based MCQ Examinations

Scores for MCQ exams delivered via computer-based testing are processed automatically, with provisional results delivered instantly, following rigorous quality assurance for accuracy and reliability.

4: Examination Content

4.1: Quality Assurance

MCQ exam questions are developed by industry experts, undergoing rigorous editing, quality control and panel approval processes before inclusion.



4.2: Content Investigation

Queries about MCQ content are investigated through:

- Reviewing associated learning materials (CIFA workbooks/study resources).
- Analysing question performance data and candidate responses.

4.3: Investigation Outcomes

If investigations identify legitimate content concerns, CIFA will amend records accordingly and issue necessary certifications to affected candidates.

5: Assessment and Result Process

5.1: Grading and Outcomes

Computer-based MCQ exams are automatically graded, with provisional results provided instantly post-quality assurance. Consequently, re-marking exams is unnecessary as reevaluation yields identical outcomes.

6: Rights to Appeal and Complaints

6.1: Appeals Process

Candidates unsatisfied after completing the query process may appeal decisions related to exam irregularities or technical issues. Appeals must be submitted in writing within five working days post-examination. Decisions are communicated within ten working days. For further appeal details, **refer to the " Appeals Policy."** (Doc Ref: AP).

7: Examination Fees

- All exam fees (£149.99 plus a \$16 proctoring charge) must be paid upon booking.
- Re-sit exams require only the \$16 proctoring fee.

8: Compliance and Regulatory Adherence

This policy complies with applicable standards ensuring fairness, integrity and security. Amendments reflect industry best practices and regulatory requirements.



9: Contact Information

Questions regarding this policy may be directed to CIFA Education Ltd via email: info@cifa.ac

Candidates registering for examinations acknowledge agreement to abide by the policy terms.