

These policies and procedures apply to all IFSE Institute paper examinations. As an IFSE student you have the responsibility to act with honour, integrity and respect and to conduct yourself to the generally accepted ethical standards of professional behavior. You must acknowledge your acceptance of these policies and procedures by signing the bottom of this page to proceed with your exam. If you decline, your exam will end and you will forfeit this exam attempt and any applicable fees.

1. You certify that you are registered to write this exam. You must produce valid government issued photo identification at the examination centre. Acceptable photo identification includes a passport, driver's license, citizenship card or permanent resident card.
2. **NO** additional time will be allotted if you arrive after the examination has begun. **You will not be permitted to write an exam if you arrive more than 30 minutes late.**
3. You must answer all questions in pencil on the exam answer sheet provided. Extra time **will not** be given for you to transfer answers from the exam booklet to the exam answer sheet. Answers completed in the exam booklet or exam answer sheets filled out in pen cannot be graded.
4. During the exam, you are only permitted to have certain items on your desk or on your person. All other items must be placed away from you and out of reach. IFSE Institute is not responsible for any lost or stolen items.

PERMITTED: pencils, highlighters, a calculator and the examination materials.

NOT PERMITTED: any device, item, or materials that interfere with other students writing their exams or compromises the integrity of any IFSE exam including but not limited to: manuals, books, papers, notes, calculators with printing capabilities, electronic devices, or wearable technology.

5. **NO** exam materials may be removed from the examination room. Scrap papers, exam answer sheet and examination booklet must be enclosed in the examination envelope and brought to the proctor at the end of the exam. The proctor must verify the contents of the package before you leave the examination session. Once verified the package must then be closed by either you or the proctor.
6. During the exam, communication with other examinees is prohibited. You may ask the proctor questions by raising your hand. The proctor cannot answer any questions having to do with the content of the exam.
7. There are **NO** breaks during the examination. If you feel ill, you may notify the proctor who will assist you and document your situation for IFSE to review. If you leave, you must hand in all examination materials and your exam is completed.
8. If you complete your exam early, you may leave quietly after ensuring that you have signed the attendance list and returned all examination materials to the proctor. You must take all personal belongings with you.
9. You understand that this is a confidential and secure exam, protected by the laws in Canada and elsewhere. IFSE Institute has a responsibility to candidates and to Canadians to ensure the integrity of its examinations.
10. You agree not to, at any time, discuss the content of the exam with anyone and you will not, at any time, record, copy, or disclose any exam question or answer, in whole or in part, in any form or by any means (orally; in writing; online; in any Internet "chat room," message board, or forum; or otherwise).
11. You understand and agree that if you provide false information, or if you violate the terms of these policies and procedures:
 - o The proctor may immediately dismiss you from the exam;
 - o Your scores may be canceled, without a refund, and you may be banned from retaking the exam;
 - o IFSE may be required to report your conduct to your employer, prospective employers and/or the regulatory authorities.