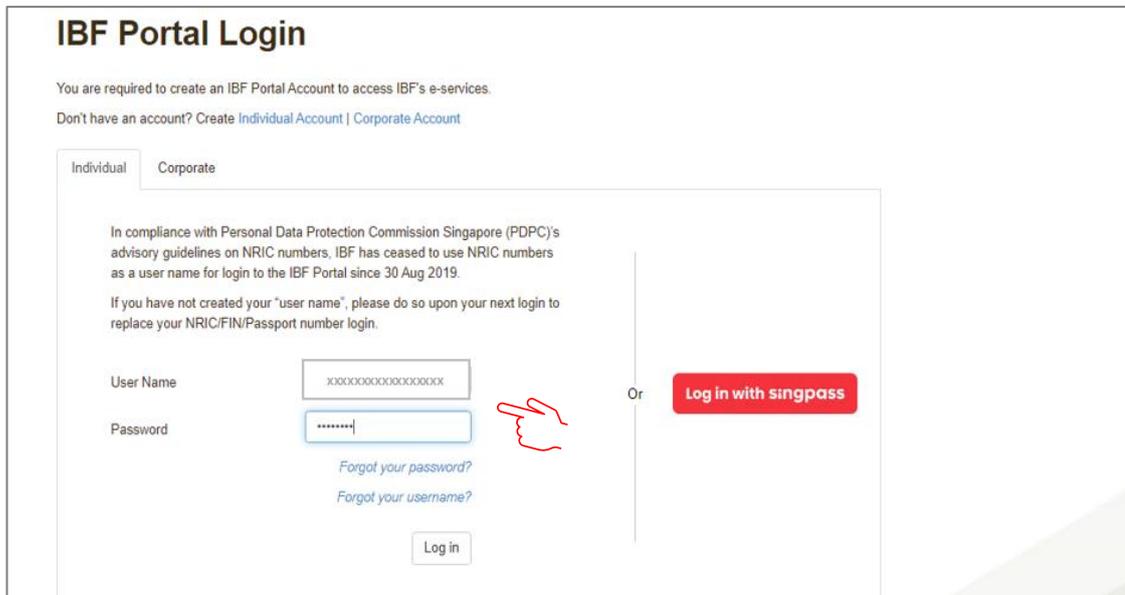


ANNEX: How to Access and Navigate the New Exam System

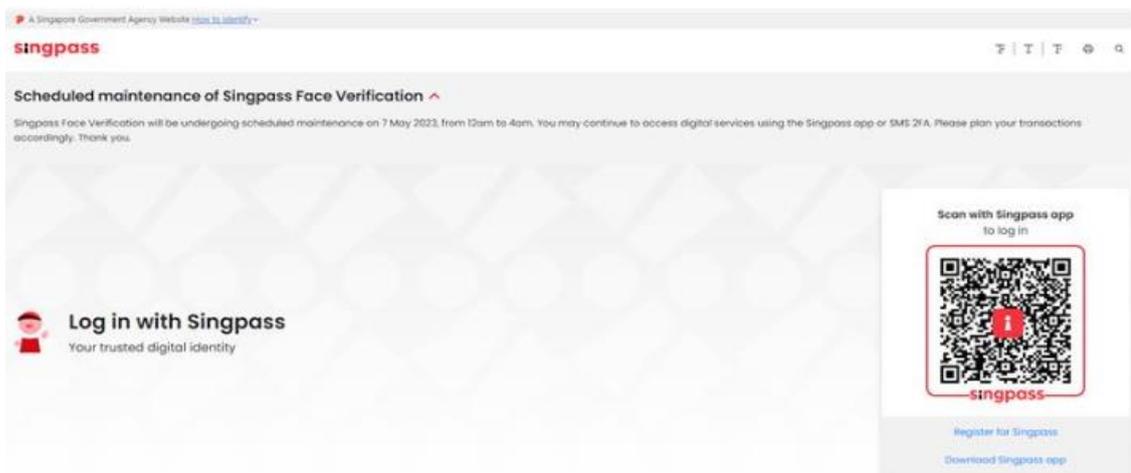
1. Candidate to log in the IBF Portal account using either his/her username and password OR via Singpass.

Login via IBF Portal username and password

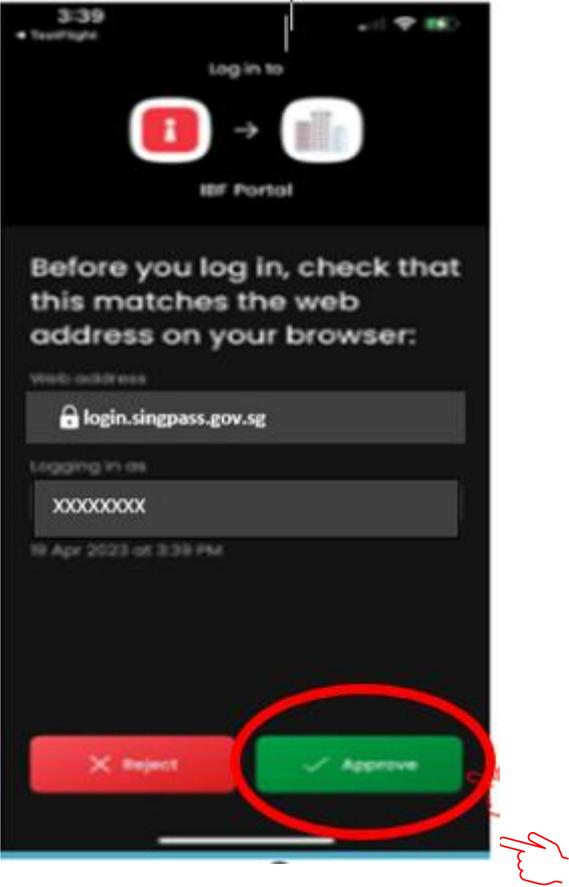


Login via Singpass

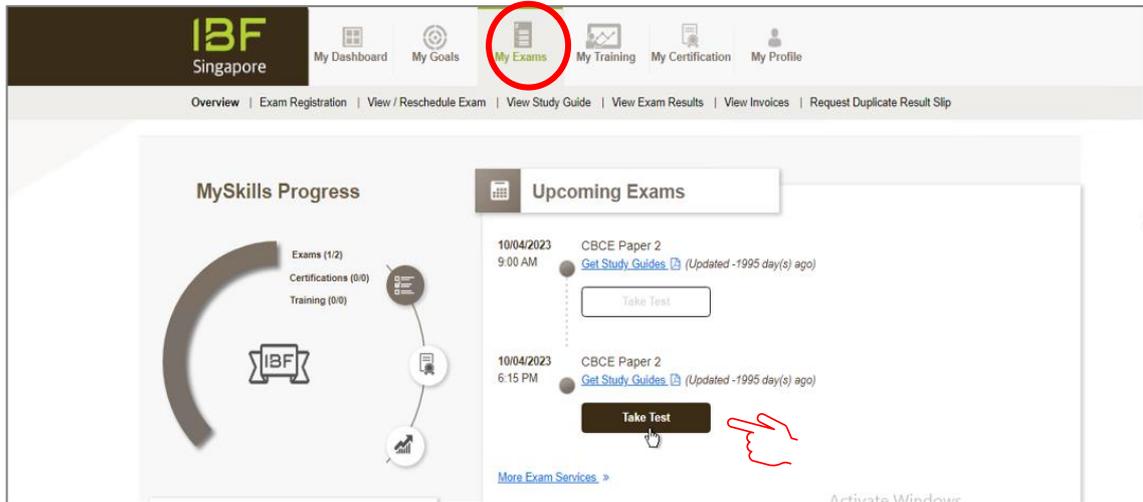
Upon clicking the “Log in with Singpass” button, the following screen will appear. Candidate should scan the QR Code using his/her handphone.



Upon Scanning the QR Code, the following screen will appear. Check that the web address on your browser is correct and click on the “Approve” button.

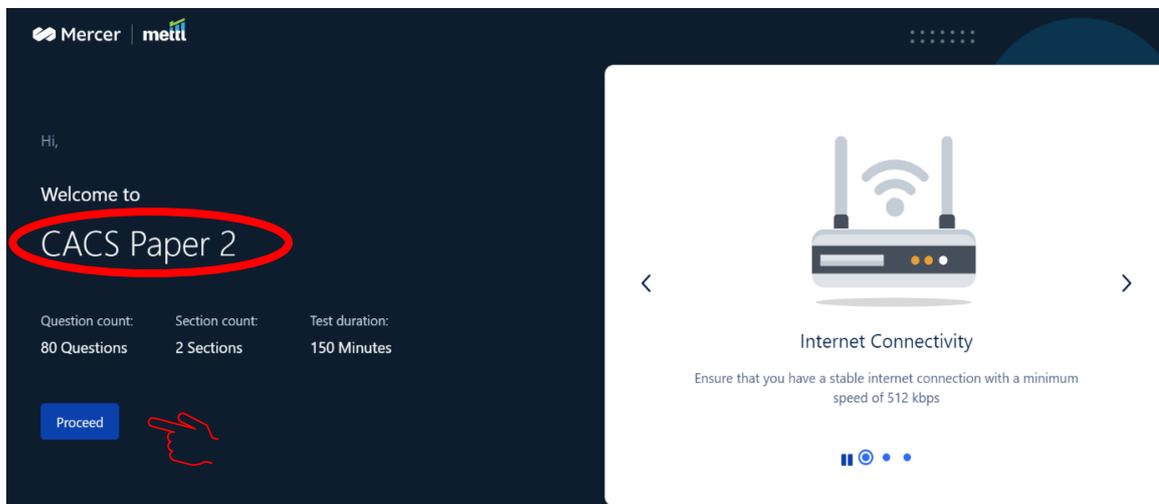


- Upon successful sign in, you will be directed to your IBF Portal Account Home Page. Navigate to “My Exam” tab and click the “Take Test” button for the exam module you are taking under “Upcoming Exams”.

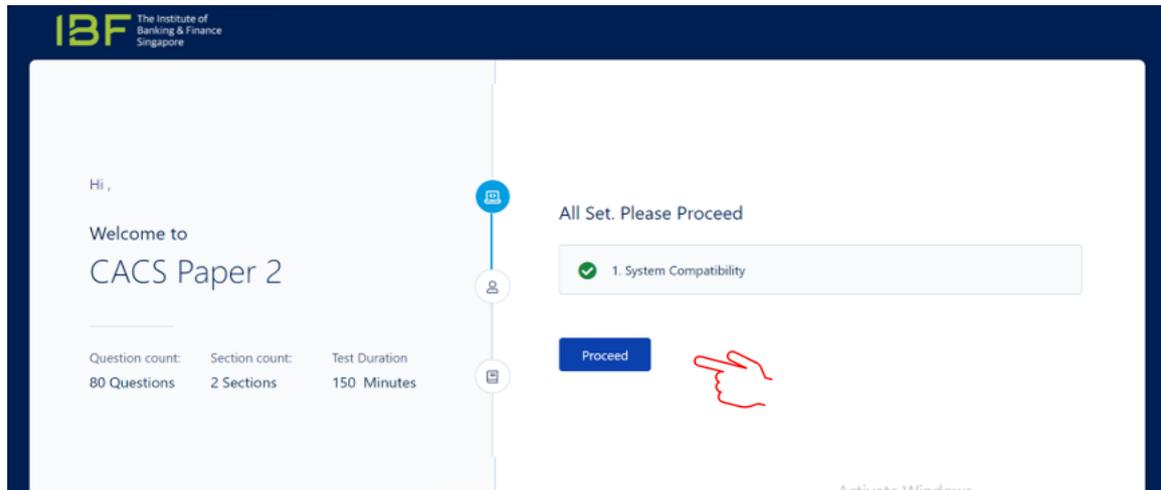


- You will be connected to the Mercer Mettl Exam Portal Page. Your exam module will be reflected. Check that the exam module is correct and click on the “Proceed” button.

If the module shown is incorrect, kindly highlight to the Invigilator immediately.

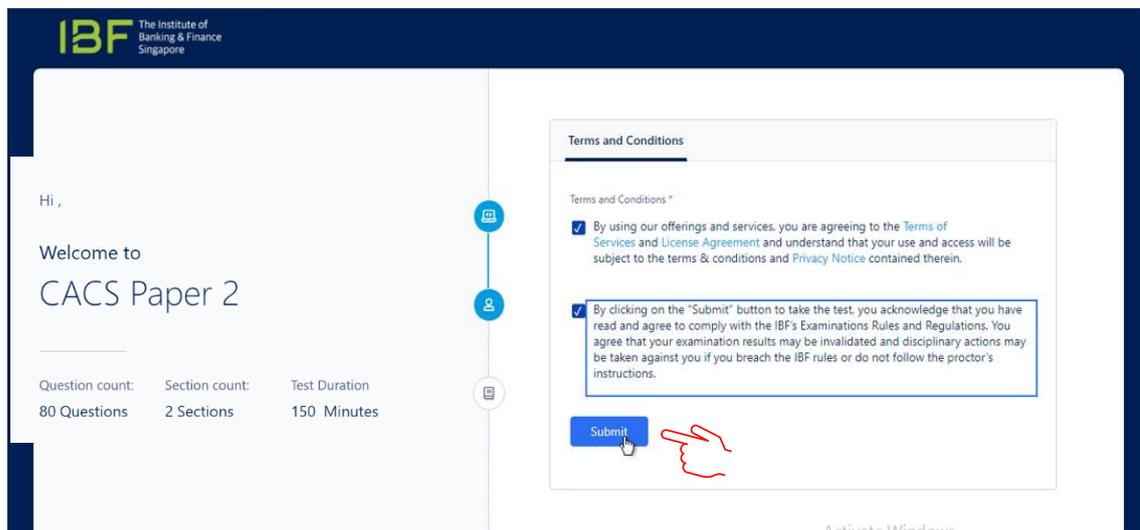


4. The system will conduct a compatibility check to ensure that your exam goes smoothly. Upon completion of the check, please click the “Proceed” button.



This process should take about 1 minute. If you encounter issue longer than this, please inform the Invigilator.

5. You will be required to read and agree with the terms and conditions. Please tick all the checkboxes and click the “Submit” button.



6. You will see your exam module details (Number of questions, Number of Sections and Test Duration).

Test Duration refers to the time duration allocated for the paper. Depending on your exam module, there may be 1 or 2 sections:

Examination questions are split into Section 1 and Section 2. Not all examination modules have 2 sections. Section 1 will comprise knowledge-based and application-based questions. Section 2 consists of case studies and are all application-based questions. You are required to complete both sections where applicable. For all questions in Section 1 and Section 2, each question has 4 possible answer options. You should choose only 1 correct answer.

You can toggle between answering the questions in Section 1 and Section 2 during the exam.

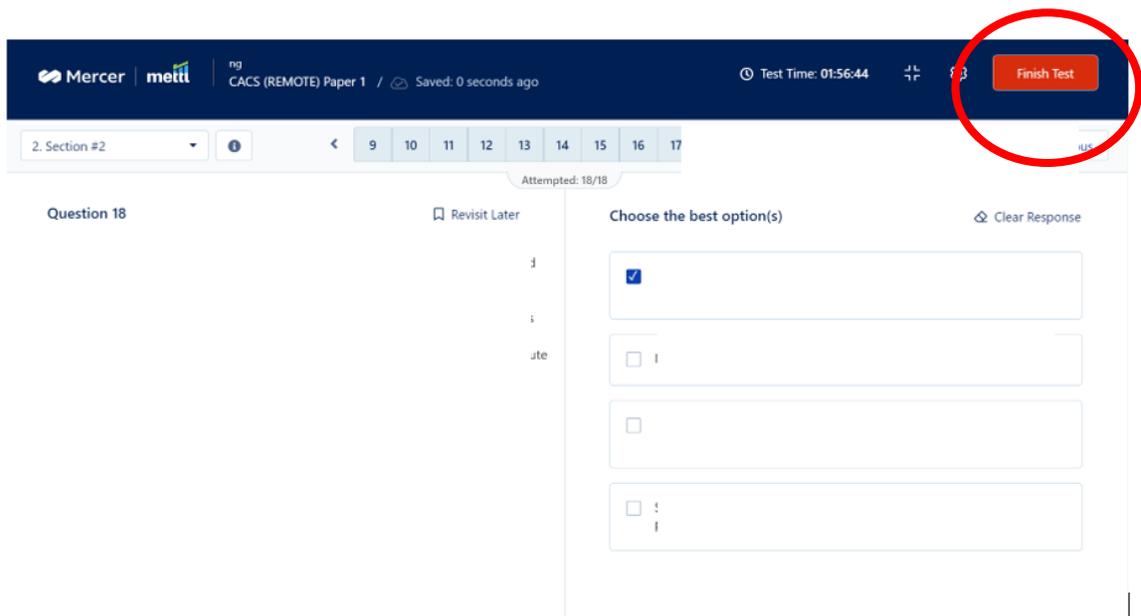
The screenshot displays the IBSF exam interface. On the left, a welcome message reads "Hi Ng, Welcome to CACS Paper 2". Below this, a table lists exam details: "Question count: 80 Questions", "Section count: 2 Sections", and "Test Duration: 150 Minutes". A red oval highlights this table. On the right, a section selection interface shows "All done. Ready to start? 56 secs" and a table with two sections: "Section 1" (44 Questions, Untimed Section*) and "Section 2" (36 Questions, Untimed Section*). A note explains that "Untimed" sections have no specific time limit. At the bottom, a formula states: "Total Time of Untimed Sections = Total time of test - Total time of Timed sections".

SECTION NAME	NO. OF QUESTIONS	DURATION
<input checked="" type="radio"/> Section 1	44 Questions	Untimed Section*
<input type="radio"/> Section 2	36 Questions	Untimed Section*

* **Untimed:** These sections are without any specific time limit. You can answer these sections within the total assessment time limit.

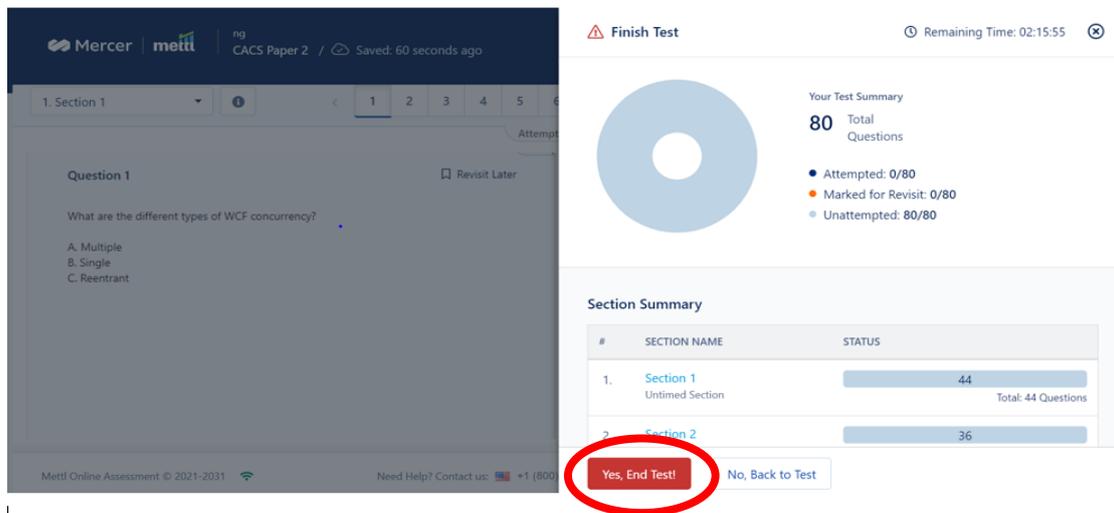
Total Time of Untimed Sections = Total time of test - Total time of Timed sections

7. Upon completion of your exam, click the “Finish Test’ button.



A pop-up screen will appear to seek your confirmation of submission of test.

You will need to click the “Yes, End Test!” button to confirm your test submission.



8. Your exam result will be displayed on screen (Pass/Fail). An e-copy of your result will be uploaded into your IBF Portal Account the next working day.



Pass

An e-copy of your examination results will be downloaded into your IBF Portal account after 1 business day.

Your responses have been submitted



Fail

An e-copy of your examination results will be downloaded into your IBF Portal account after 1 business day.

Your responses have been submitted