

IBF EXAMINATIONS RULES AND REGULATIONS

Please read all the rules and regulations set out below carefully before registering for the **IBF Examinations**. Failure to adhere to any of the rules and regulations may result in disciplinary action, including voiding of exam registrations or results, disqualification from future exams or other measures deemed necessary to ensure the integrity of the IBF exams.

As an administrator of the licensing and industry exams in Singapore, IBF may also report candidates who breach the examination rules and regulations to the relevant regulatory authorities. As an exam candidate, it is your responsibility to ensure that you comply with the examination rules and regulations at all times.

1. REGISTRATION

- 1.1 On the second Friday of every month, IBF will release its examination schedule at least 1 month in advance. Dates or sessions which are shown as available on the online calendar can be selected for registration.
- 1.2 All exam registrations must be done through the [IBF Portal](#). As an exam registrant (either in your personal capacity as a candidate or as an appointed examination administrator handling exam registrations on behalf of candidates from your company), it is your responsibility to **ensure that all candidate details are accurate before submitting your registration**.
- 1.3 Candidates may register for an exam any time before 12 pm, 1 working day before their preferred exam date, subject to seat availability.
- 1.4 Candidates are allowed to register for up to 2 different exam sessions for the same exam module.
- 1.5 Exam fees are non-refundable and non-transferrable to other candidates. A fee will be charged for rescheduling of exams. Please refer to Section 2 for details.

2. RESCHEDULING OF EXAMINATION DATES

- 2.1 Candidates can reschedule their exam through the [IBF Portal](#) **any time before 12pm, 1 working day before the registered exam date**. An administrative fee of \$75+GST will be charged each time you reschedule an exam.

3. CHANGES TO EXAMINATION REGISTRATION OR CANDIDATE DETAILS

- 3.1 Candidates must ensure that the name and identification number on your identification document (ID) matches the information provided for the exam registration. In the event that a change of identification information provided to IBF at the point of exam registration is required, please write in to IBF

(exams@ibf.org.sg) before 12pm, 3 working day before your registered exam date with your supporting documentation. You will not be permitted to sit for the exam if your request for correction/change is not submitted to IBF by this deadline.

3.2 The following changes are strictly **not** allowed:

3.2.1 Changes to other exam modules

3.2.2 Transfers to other candidates

4. ON THE EXAMINATION / ASSESSMENT DAY

4.1 Identification Documents

4.1.1 Please bring your valid and original ID on the examination day. Please ensure that the name and identity number on your ID matches the information provided to IBF during examination registration. In the event that there is a discrepancy, you will not be allowed to sit for the exam and will have to enrol for another exam session.

4.1.2 You must present your ID at the reception counter for verification before you are permitted to take the exam.

4.1.3 The ID must be issued by a national government and must include your name, date of birth, passport/identification number, expiration date (where applicable), name of the country that issued the ID and a recent photograph of yourself. Any passport cards, national identification cards, limited travel documents, internal passports and passports that are clipped, hole-punched or marked cancelled will not be accepted as valid forms of identification.

4.1.4 **IBF will not accept any changes to candidate information on the exam day.** Candidates are responsible for ensuring that their personal information is correctly reflected in their exam registration. Please refer to Section 3 if you wish to change your personal exam information before the exam day.

4.1.5 Any candidate who fails to produce a valid identification document will be graded as **“Absent”**.

4.2 Access to MAS Building

4.2.1 All candidates are required to:

- Complete the SafeEntry check-in
- Provide health declaration
- Undergo temperature checks
- Register at MAS Building’s kiosks for Visitor Management (VMS Kiosks).

4.2.2 All visitors must register at the self-help kiosks in the lobby by either presenting their ID for scanning at the kiosk or key in the last 4-characters of their identification numbers at the kiosks as a form of verification. The kiosk will dispense a sticker ID badge and an entry card for accessing

the building. Visitors must present the entry card to pass through the security barriers before proceeding to the IBF Office on the 13th Floor.

4.3 Registration and Admission to IBF Assessment Centre

4.3.1 Candidates would be allowed to enter the IBF Assessment Centre from 10.00am for examinations in the morning, and from 2.30pm for examinations in the afternoon. This is to ensure sufficient time for security clearance at the MAS Building and for examination registration. Candidates who arrive later than 15 minutes after the commencement of the examination will **NOT** be allowed to sit for the exam and will be graded "Absent". If you are refused admission because you are late, your examination fees are **non-refundable, non-deferrable, and non-transferrable**.

4.3.2 Candidates are required to complete SafeEntry Check-in and temperature check.

4.3.3 During check-in and re-entry into the examination room, IBF Assessment Centre personnel will inspect your personal belongings, clothing and eyeglasses to ensure you are not carrying unauthorised devices into the examination room. IBF examination rooms are also monitored by CCTV.

4.3.4 Candidates must keep their mask on at **all times** when inside MAS Building and IBF's premises.

4.4 Personal Belongings

4.4.1 All personal belongings (including reading materials) must be kept inside a bag that can be placed on the floor beside your seat during the examination.

4.4.2 **ONLY** the following items may be placed on each candidate's desk:

- Candidate's ID
- Calculator (refer to Calculator Policy below)
- Lead Pencils (Blank paper will be provided by IBF)

Candidates who arrive early will be allowed to revise for the examination at their seats, but will be required to keep all reference materials in their bag prior to the start of the examination.

4.4.3 IBF reserves the right to inspect, remove and confiscate any item brought into the Assessment Centre which does not comply with the exam rules or regulations, or may interfere with the exam processes.

4.4.4 IBF will not be held responsible for losses or damage of personal belongings due to whatever reason, at any time during the examination or within the IBF Assessment Centre.

4.5 Calculators

4.5.1 The exam invigilator will inspect your calculator before the start of the exam. Please ensure that your calculator remains on your desk in clear view.

4.5.2 Only silent hand-held calculators with basic arithmetic features are allowed for all IBF Examinations.

4.5.3 Calculators with any of the following features are **NOT** allowed:

- Programmable calculators; or
- Graphic or word display capabilities; or
- Calculators which allow storage and retrieval of information.

4.5.4 If your calculator has a jacket or a case, please ensure that it does not contain any pieces of paper or cloth, etc. The exam invigilator will inspect your calculator if it has a jacket or case.

4.5.5 The exam invigilator may inspect any candidate's calculator to ensure that it complies with the exam rules and regulations. Candidates will not be given additional time for such inspections.

4.6 Medical Leave

4.6.1 Candidates who are on Medical Leave on the day of their examination must:

- (i) Contact IBF by telephone at +65-6220 8566 by 5pm on exam day;
- (ii) Email a copy of their medical certificate (MC) to IBF (exams@ibf.org.sg) **within 1 working days from the original exam date**. The exam administrator will then grant a fee waiver for the candidate to reschedule the exam to another date; and
- (iii) Log in to his/her IBF Portal account to re-schedule his/her new exam date **within 2 working days from the original exam date**.

If a candidate fails to re-schedule the exam within the stipulated timeline, the fee waiver will expire, and he/she must pay full fees to re-register.

4.6.2 Medical Leave includes outpatient sick leave and hospitalisation leave.

4.6.3 Candidates may submit an appeal to IBF (exams@ibf.org.sg) if they are unable to meet the timelines stipulated above due to extenuating circumstances.

4.7 During the Examination

4.7.1 Please stay in your allocated seat, unless instructed otherwise by the exam invigilator or IBF staff.

4.7.2 You may only commence the examination at the scheduled examination start time. Candidates who are seated before the scheduled examination start time will not be able to login to start the examination. However, candidates are encouraged to click on the "Demo" button to familiarise yourself with the navigation and controls of the system.

4.7.3 Please maintain silence to avoid disturbing other candidates. If you require assistance, please seek the attention of the exam invigilator by raising your hand.

4.7.4 Please refer to the time displayed on the screen of your allocated computer in the IBF Assessment Centre for the official time.

4.7.5 If a technical glitch occurs, affected candidates might be reallocated to other exam terminals or rescheduled to take the exam on another available session.

4.7.6 If you encounter any technical problems, please inform the invigilator immediately.

4.7.7 To protect the integrity of the examination, when the examination has commenced, candidates **ARE NOT ALLOWED** to leave the examination room temporarily or otherwise without the consent of the Invigilator, **EXCEPT** in the event of urgent necessity. In such exceptional cases, candidates must not bring along their mobile phone or any other electronic devices or gadgets and must return to the examination room within 15 minutes. Failing to do so, candidates will not be allowed back into the examination room and will be disqualified from the examination. Candidates' time away will be recorded by the Invigilator based on the Invigilator's computer system time.

4.7.8 Candidates who engage in any misconduct or are suspected of cheating or tampering with the computers, will be dismissed from the IBF Assessment Centre immediately and further investigation and disciplinary actions may be taken by IBF. Please refer to Section 8 for details.

4.8 After the Examination

4.8.1 Your results will be displayed on screen after you have completed your exam. An e-copy of your results will also be reflected in your IBF Portal account after 1 working day. Please alert the invigilator if you finish your exam before the scheduled end time and would like to leave the Assessment Centre.

4.8.2 You are not allowed to remove any of the working papers or written material from the IBF Assessment Centre.

5. STUDY GUIDES

5.1 After you have successfully registered for an exam, you will be given access to a complimentary electronic/PDF copy of the study guide, which can be accessed via your IBF Portal account. Your access to the study guide will expire after your exam date. Please refer to the Exams FAQs for more information.

5.2 You are responsible for ensuring that you have the latest version of the study guide. IBF will inform all registered candidates if there is a major update to the study guide. Other minor updates to the study guides will be published on the IBF website on the [Study Guides Updates page](#).

6. EXAMINATION RESULTS

6.1 You will be informed of your exam result immediately after you complete your examination at IBF. The result will be displayed on your computer screen. An e-copy of your exam result will be available on the [IBF Portal](#) after 1 working day.

6.2 All exam results awarded by IBF are **final**. IBF will **not** entertain any appeals or requests for rechecking of results under any circumstances.

7. CONFIDENTIALITY MATTERS

- 7.1 The content pertaining to the IBF Exams including the exam questions and the study guides are the copyrighted property of the IBF. Unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any exam questions and/or answers, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during, or after an examination, is strictly prohibited.
- 7.2 Detailed exam scores and responses to exam questions are measurement information and are part of a candidate's exam record. This information is owned by the IBF. This information is not the property of the candidate and will not be provided to candidates.
- 7.3 IBF reserves the right, upon request by a regulator, candidate's employer, prospective employer or former employer to release a candidate's exam result if it is satisfied that the request is bona fide, e.g. to verify the candidate's fulfilment of legal or regulatory requirements. This is regardless of whether the exam is registered or paid for by the candidate or his/her employer.

8. DISCIPLINARY ACTIONS

- 8.1 IBF reserves the right to withhold the release of and/or void the results, dismiss or disqualify candidates who are in breach of any of the Examination Rules and Regulations or who engage in any form of misconduct, which includes, but is not limited to:
- 8.1.1 Creating a disturbance during the examination;
 - 8.1.2 Giving or receiving assistance on the exam, attempting to communicate with fellow candidates or other persons during the examination;
 - 8.1.3 Working on the exam during a time not authorised by the invigilator;
 - 8.1.4 Removing or making copies of exam materials or notes, in either hardcopy or softcopy form, during or after the examination;
 - 8.1.5 Falsification of information on registration and or taking part in an act of impersonation or other forms of cheating;
 - 8.1.6 Failing to follow the directions of the invigilator before, during, and after the examination;
 - 8.1.7 Using unapproved calculators, mobile phones, cameras, headsets, computers, tablets, wearable technology such as, smart watches, or any other remote communication or photographic devices, during the examination;

- 8.1.8 Using unauthorised scratch paper including writing on the front or back of your exam admission sticker / label before, during, or after the examination;
 - 8.1.9 Asking for, knowingly receiving, or using exam prep materials that violate IBF copyright when preparing for the exam
 - 8.1.10 Sharing IBF exam content with others during or after the administration of the examination;
 - 8.1.11 Taking photographs or videos with any electronic devices;
 - 8.1.12 Copying of examination questions;
 - 8.1.13 Vandalising any property belonging to IBF, such as the examination terminals during the examination
 - 8.1.14 Failing to cooperate in any review, investigation or proceeding that IBF may initiate as a result of any irregularities uncovered; and
 - 8.1.15 Engaging in any activity that could be considered by IBF in its sole discretion, to compromise or have the potential to compromise the reputation, integrity, validity, or security of the IBF examinations.
 - 8.1.16 Failing to comply with any IBF exam rules as amended from time to time.
- 8.2 A candidate is required to co-operate fully with IBF, its appointed agents or relevant authorities, in any investigation on irregularities of an examination, suspected or otherwise, including providing all necessary and relevant information.

IBF reserves the right to share these information and findings of the Investigation Panel to relevant authorities, including the Monetary Authority of Singapore.

8.3 Possible Disciplinary Actions include the following:

- 8.3.1 Verbal Warning;
- 8.3.2 Issue of Notice of Disciplinary Action;
- 8.3.3 Revocation of Examination results;
- 8.3.4 Disqualification from Future Examination, and
- 8.3.5 Other measures deemed necessary to ensure the integrity of the Examinations

As the administrator of the licensing and common industry examinations in Singapore, IBF has the responsibility to monitor its candidates and report any information of those who breach or suspected of breaching the examination rules and regulations to the relevant regulatory authorities including, but not limited to the employer of the candidate.

9. OTHER GENERAL RULES

- 9.1 Candidates must ensure that any information provided to IBF is true and correct. Candidates may be disqualified or have their results voided if they provide false personal particulars in their registration form or in any form to IBF.
- 9.2 Candidate must not engage in any abusive, threatening, disruptive, disorderly, or inappropriate conduct while they are at IBF, or towards IBF employees.
- 9.3 IBF reserves the right to cancel and/or reschedule an examination session. In the event of any unforeseen circumstances (e.g. power failures, natural disasters, technical failures, civil unrest, other emergencies, etc.), IBF will make arrangements for affected candidates to reschedule their exam session as soon as practicable.