

## 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 below rules and regulations may result in disciplinary actions, including voiding of exam registrations or results, disqualification from future examinations or other measures deemed necessary to ensure the integrity of the IBF Examinations.

IBF is an administrator of the licensing and common industry examinations in Singapore, and has the responsibility to monitor and report any information of 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** IBF will release the examination schedule at least 1 month in advance, and only dates or sessions which are shown as available on the online calendar can be selected for registration. IBF will not be responsible for any delays due to systems failure or any other operational matters.
- 1.2** All exam registration must be done online on the [IBF Portal](#). As an exam registrant (either in your personal capacity as a candidate or as an appointed examination administrator handling examination registrations on behalf of candidates from your company), it is your responsibility to **ensure that all candidates' details (e.g. name, identification number, examination module, date, session, etc.) are correct before submitting your registration.**
- 1.3** While you may register for an examination before 12 pm the day before the scheduled examination time, seats are available on a first-come-first-serve basis.
- 1.4** You are allowed to register for 2 different sessions of the same examination module.
- 1.5** Examination fees are non-refundable and non-transferrable to other candidates. For rescheduling of your examination, an additional fee is charged. Please refer to Section 2 for details.

### 2. RESCHEDULING OF EXAMINATION DATES

- 2.1** You may reschedule your registered examination, and [an administrative fee](#) will be charged for each time you reschedule an examination. The rescheduling must be done online on the [IBF Portal](#) **before 12pm the working day before the registered exam date.**

### 3. CHANGES TO EXAMINATION REGISTRATION OR CANDIDATE DETAILS

- 3.1** Your name and identification number on your identification document (ID) must match exactly the information you provided during the examination registration. In the event of any changes, errors or mismatches of identification information, please write in to IBF ([exams@ibf.org.sg](mailto:exams@ibf.org.sg)) **before 12pm the working day before your 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 examination modules; and/or
- 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 identification document (ID) on the examination day**. The ID is needed for access to MAS building and for identity verification before you are permitted to sit for the examination.
- 4.1.2 A valid ID is issued by a national government which certifies the identity and nationality of its holder, and must include your personal details (i.e. name, date of birth, passport / identification number, expiration date, 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 for the IBF Examinations.
- 4.1.3 **IBF will not accept any changes to candidate's examination information on the examination day.** Candidates are responsible for ensuring that their personal information is correctly reflected in the exam registration before the examination day. If you have not registered with the correct name and identification number reflected on your ID, you will have to re-enrol for another exam session.
- 4.1.4 Any candidate who fails to produce a valid identification document will be graded as "Absent".

#### 4.2 Access to MAS Building

- 4.2.1 MAS Building uses a visitor management system to automate entry processing of all visitors.
- 4.2.2 All visitors must register at the self-help kiosks in the lobby by presenting their ID for scanning at the kiosk. 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 13<sup>th</sup> Floor.

### 4.3 Registration and Admission to IBF Assessment Centre

- 4.3.1 You are advised **to arrive at the MAS Building at least 30 minutes before the commencement of your examination**. This is to ensure that you have enough time for security clearance at the MAS Building and for the exam registration at the IBF Assessment Centre.
- 4.3.2 There is a 15-minute grace period for unforeseen circumstances. If you arrive at IBF after the grace period, you will **NOT** be admitted and your exam fees will be forfeited.
- 4.3.3 Registration will start 15 minutes before the exam start time. Please present your ID at the examination counter for verification before proceeding to the Assessment Centre.

### 4.4 Personal Belongings

- 4.4.1 Before you enter the Assessment Centre, please place all your personal belongings in the designated lockers provided. Do not bring any valuables, large or heavy personal items to your examination.
- 4.4.2 The exam invigilator or IBF staff have the right to remove or inspect any items from candidates' desks which do not comply with the examination rules or regulations, or may interfere with the examination processes. If the invigilator or IBF staff finds any items in the Assessment Centre that are not allowed, these items will be confiscated.
- 4.4.3 You are responsible for the safekeeping of all your personal belongings that you bring into the premises of IBF. IBF will not be held responsible for losses or damage of your personal belongings.
- 4.4.4 The following items MUST be placed on your desk:
- Candidate's ID; and
  - Locker key.
- 4.4.5 The following items may be kept on your desk, if needed:
- Calculator (refer to Calculator Policy below);
  - Pencil (provided by IBF) and / or pen (candidates may bring their own);
  - Erasers; or
  - Calculator cases and keystroke cards.
- 4.4.6 The following items are permitted in the Assessment Centre but must remain in your pockets or on your desk when not in use:
- Medicine, tissues and other necessary medical or personal items.
- 4.4.7 Besides those items listed in Sections 4.4.4 – 4.4.6 above, all other items are NOT permitted in the Assessment Centre and must be placed in the designated lockers.

**4.5 All electronic devices (including but not limited to mobile phones, tablets, computers, cameras, smart watches, Bluetooth devices, wearable technology or any remote communication or photographic devices, etc.) are strictly forbidden in the Assessment Centre.**

#### **4.6 Calculators**

4.6.1 Only silent hand-held calculators are allowed for all IBF Examinations.

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

- Programmable calculators;
- Graphic or word display capabilities;

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.

4.6.3 The exam invigilator has the right to inspect any candidate's calculator to determine if it is allowed under the examination rules and regulations. If in case of doubt, the calculator may be removed for inspection and candidates will not be given additional time in such occurrences.

4.6.4 If your calculator malfunctions during the examination, they should inform the exam invigilator and a replacement calculator will be provided. There will be no granting of additional time, marks, etc. in the event of any calculators malfunction.

4.6.5 If you have forgotten to bring the required calculator or if your calculator(s) do not adhere to IBF's calculator policy stated above, IBF will provide you with a basic calculator.

#### **4.7 Medical Leave**

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

- (i) Contact IBF by telephone at +65-6220 8566 on the same day;
- (ii) Email a copy of the medical certificate (MC) to IBF **by 12pm the next working day**. The examination administrator will then grant a fees waiver for the candidate to reschedule the examination to another date; and
- (iii) Log into his/her IBF Portal account to re-schedule his/her new examination date **within 2 working days from the date of the MC**.

If a candidate fails to re-schedule the new examination date within the timeline, the fees waiver arrangement will expire and he/she must pay full fees to re-register.

#### **4.8 During the Examination**

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

4.8.2 You may only commence the examination at the scheduled examination start time (e.g. 9.30am or 2.30pm). If you are seated at your allocated desk earlier than your examination start time, you

will not be able to login to start the examination but you may click on the “Demo” to familiarise yourself with the navigations and controls of the examination system.

- 4.8.3 Please maintain silence to avoid disrupting the other candidates. If you require assistance, please seek the attention of the exam invigilator by raising your hand.
- 4.8.4 Candidates who engage in any misconduct during the exam or are suspected of cheating or tampering with the computers, will be dismissed from the IBF Assessment Centre immediately and further investigation and necessary disciplinary actions would be taken as warranted by IBF.
- 4.8.5 Please refer to the time displayed on the screen of your allocated computer in the IBF Assessment Centre for the official time for their examination or assessment.
- 4.8.6 If a technical glitch occurs, affected candidates might be reallocated to other exam terminals or rescheduled to take the exam on another available session.
- 4.8.7 If you encounter any technical problems, please inform the invigilator immediately.
- 4.8.8 All answered questions will be tabulated into the final score after the exam.

#### **4.9 After the Examination**

- 4.9.1 Once you have completed their examination, please follow the instructions on the computer screen to print your result slip which will be available immediately after the exam. Please alert the invigilator should you finish your exam before the scheduled end time and would like to leave the Assessment Centre.
- 4.9.2 Please retrieve your personal belongings from the lockers, and return the locker key to the reception counter before collecting your result slip. There will be a penalty of \$20 for any loss of the locker key.
- 4.9.3 You are not allowed to remove or keep any of the working papers or any written material from the IBF Assessment Centre.

## **5. STUDY GUIDES**

- 5.1 After you have successfully registered for an examination, you will be given access to a complimentary e-version and PDF copy of the study guide, which can be accessed via your IBF Portal account. This access will expire after the examination date. You may also order a printed copy of the study guide at an [additional fee](#) through the IBF Portal. Please refer to the 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 of the study guide. Other minor updates to the study guides are published on the IBF website on the [Updates to Study Guides page](#).

## 6. EXAMINATION RESULTS

- 6.1 The result slip issued by IBF at the end of each examination is the official document certifying your achievement in the examination concerned.
- 6.2 All examination results awarded by IBF are **final**. IBF will **not** entertain any appeals or requests for rechecking of results under any circumstances.
- 6.3 The exam results can be viewed online on the [IBF Portal](#). If candidates wish to obtain a duplicate copy of their result slips, they would have to make the request online through their IBF Portal account. Once payment is received, the hardcopy of the duplicate result slip will be couriered to the candidates within 5 working days to the delivery address provided.

## 7. CONFIDENTIALITY MATTERS

- 7.1 The content of the IBF Examinations including the examination questions and the study guides are the copyrighted property of the IBF. Unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question, 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. Doing so constitutes cheating and would be subject to disciplinary action including but not limited to revocation of examination results, disqualification from future examination, and disciplinary fines. Any such violations may also result in criminal and/or civil penalties against the perpetrator.
- 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 for any reason.
- 7.3 IBF reserves the right, upon request by a candidate's employer, prospective employer or former employer to release the candidate's examination 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.