



LAST UPDATED: April 5, 2022

## Exam Terms and Conditions

You must ACCEPT the following Exam Terms and Conditions to proceed. If you DECLINE, you will not be able to write an exam with IFSE Institute (“IFSE”).

1. You certify that you are the individual registered to write this exam. Before the start of the exam, you will be required to authenticate your identity by producing acceptable, valid, government-issued photo identification (e.g. passport, driver’s license, citizenship card, or permanent resident card).
2. IFSE’s collection, use, and disclosure of your personal information are governed by the Privacy Policy located [here](#). By registering for services with IFSE, you consent to the Company’s collection, use, and disclosure of your personal information in accordance with the Privacy Policy.
3. You agree to conduct yourself in an ethical and professional manner before, during, and after the exam. As an IFSE student, it is expected that you act with honour, integrity, and respect and to conduct yourself to the generally accepted ethical standards of professional behavior and abide by the [Student Code of Conduct](#).
4. You acknowledge that this is a confidential and secure exam, protected by the laws in Canada and elsewhere and that the exams are the exclusive property of IFSE and IFSE is the sole holder of the copyrights to these exams.
5. You agree that you will not, at any time, discuss the content of the exam with anyone (including the proctor) and 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) and such actions are an infringement on IFSE’s copyright.
6. If attending the exam in person, you agree to this waiver and release located [here](#).
7. During the exam:
  - a. There are **NO** breaks. If you feel ill, notify the proctor for assistance. The proctor will document your situation for IFSE to review.
  - b. Communication and/or interaction with other individuals is prohibited except for the proctor.



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- c. You are not permitted any items on you or within reach that compromise the integrity of the exam, including but not limited to electronic devices, books or manuals, notes, or wearable technology.
  
8. You understand and agree that if you provide false information, or if you violate IFSE's terms and conditions, policies, or Student Code of Conduct, IFSE may, in its sole discretion:
  - a. Immediately terminate your exam.
  - b. Render disciplinary action including but not limited to withholding your exam scores, refusing to refund any fees, and banning you from retaking the exam.
  
9. At the time of registration with IFSE, you acknowledged and agreed to authorize IFSE to disclose information about your participation in an IFSE course or program to your employer, sponsoring organization, prospective employers, and/or any applicable regulatory authorities in the Purchase Terms and Conditions (the "Terms"). In accordance with the Terms, IFSE may, in its sole discretion, report details of your participation in an IFSE course, including conduct, to your employer, sponsoring organization, prospective employers, and/or any applicable regulatory authorities.

#### **Paper-based Proctored Exam**

10. You agree to abide by IFSE's full policies for paper-based exams located [here](#).
  
11. NO additional time will be allotted if you arrive after the exam has begun. You will not be permitted to write an exam if you arrive more than 30 minutes late.
  
12. 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.
  
13. You are only permitted to have these items on your desk during the exam: pencils, highlighters, a calculator, and the exam materials.
  
14. NO exam materials may be removed from the testing area.

#### **Computer-based Testing Proctored Exams (in a Test Centre and Online)**

15. You agree to abide by the full policies for computer-based testing with Pearson VUE in a test centre located [here](#).



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16. You agree to abide by Pearson VUE's candidate policy for computer-based testing on its OnVUE online proctoring platform located [here](#).
17. Whether through OnVUE or IFSE, you agree to abide by IFSE's full policies for online proctored exams located [here](#).
18. You acknowledge that proctoring services with the OnVUE online proctoring platform are available in English only.
19. You will not be permitted to write an exam if you arrive more than 15 minutes late.
20. You are NOT permitted to have any items with you during the exam.

If you do not agree to the Exam Terms and Conditions as described above, please contact IFSE at email: [info@ifse.ca](mailto:info@ifse.ca) or phone: 1-888-865-2437.

IFSE reserves the right to update and change these Exam Terms and Conditions from time to time by posting the updated Exam Terms and Conditions on [www.ifse.ca](http://www.ifse.ca). It is your responsibility to consult with the Exam Terms and Conditions from time to time to ensure that you are up to date on any changes which may affect you.