

Ref: FPSBI / KM-OPR / 5 - 02 / 2010
May 21, 2010

Examination Notification (Examination 1, 2, 3 & 4)

Important Note:

1. **For Examination 4 (Tax Planning & Estate Planning), the applicable Assessment Year is 2010 – 11, unless specified otherwise in the question body. The applicable Assessment Year will be changed by way of a separate notification.**
2. All candidates applying for the examination as stated above shall be deemed to have read and understood this Examination Notification and shall agree to abide by the terms and conditions thereof.
3. Hall Tickets will not be issued. Candidates duly enrolled through the examination enrolment process stated below will get SMS alerts and email from NSE informing them about the Examination schedule and test centre address prior to the Examination.
4. Candidates are requested to carry their identifiable photo ID Proof.
5. Candidate who is not attending the Examination in spite of his/her enrolment would be considered as absent for the said examination.
6. **Students should ensure that all personal information such as mobile number and email address, provided by them on NSE Website (NCFM enrollment details) is correct. This is in order to ensure proper communication. FPSB India shall not be responsible for lack of communication due to wrong contact numbers and email of the candidate.**
7. **No request for carry forward of examination OR request for change in exam dates/ slots, change in exam or change in exam centre, etc. shall be entertained once the system accepts their Exam enrollment.**

I Examination Centres and Dates

Examination Centres for Examination 1, 2, 3 & 4 shall be NSE Centres at Ahmedabad, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi and such non-NSE centres as prescribed and facilitated by NSE from time to time. The availability of a particular test centre will be displayed on the website while enrolling online for the exam. The same will be First-Come-First-Served basis and FPSB India shall in no way assure the availability of test centre on a particular date of examination. The examination will take place on all business days, i.e. except Sundays and those Holidays when the NSE's test centres are not working. The available dates will be displayed on the website while enrolling online for the examination.

II Examination Enrolment Process for Exam 1 to 4

1. Visit the Website www.nseindia.com. Go to NCFM (Online Register/Enroll) on the top menu
2. Create a NCFM Number by clicking *New User? Register Here* (Students who have a NCFM Number go to point 3)
3. Create a NCFM Online Username and Password by clicking *Forgot User Id / Password* (Students who have Username & Password go to point 4)
4. Login by using your Username & Password
5. Availability: Check for seat availability for the required Examination
6. Payment: The payment needs to be done directly to NSE on the online platform
7. Enrollment: Schedule your Examination Online i.e. name of the Exam, Centre, date and time
8. Students will be eligible to schedule any of the FPSB India's Examination online i.e.
 - a. Risk Management & Insurance Planning
 - b. Retirement Planning & Employee Benefit
 - c. Investment Planning
 - d. Tax Planning & Estate Planning

9. Photo Upload – Upload your photograph
10. Online Admit Card – Only after the Enrolling for the Exam. Students are expected to take the print of the same and produce it along with a Photo ID at the Examination Centre
11. Repeat the Enrollment process to schedule one or more of the Exam 1-4.

III Examination Schedule

1. Examination 1 - (Risk Management and Insurance Planning), Examination 2 - (Retirement Planning and Employee Benefits), Examination 3 - (Investment Planning) and Examination 4 - (Tax Planning & Estate Planning) **shall be held “live” viz. on real time basis. Student has to schedule his/her own Examination on the website www.nseindia.com (link NCFM →online registration/enrolment).**
Timing, Duration and Mode: The examinations will be of 2 hours duration and will be conducted on computer terminals at NSE's own test centres and those facilitated by NSE.
2. New Student Registrations can opt for Examination only after 60 days of receipt of registration with FPSB India. This is to ensure the student undergoes minimum duration of “Education” requirement before appearing for the examinations.
3. Students can schedule any number of Examinations as per availability of seat.
4. It is mandatory for the student to upload their photographs with NSE, if not done earlier. The same has to be done at www.nseindia.com (link NCFM →online registration/enrolment →**photograph upload**).
5. Reporting time for the candidates will be half an hour before the start time of the Examination.
6. The language for conducting the Examination shall be English.

IV Examination Fee

The Examination Fee shall be Rs 2,000/- per Examination

Examination fee can be paid in 3 ways: Cash payment at the designated ICICI Bank branches, net banking, Debit/Credit card. For details refer website www.nseindia.com

Note: Enrolment for Examination can be done only on payment of fee to NSE.

V Examination Pattern

1. The candidates will answer a multiple choice objective type examination, administered on-line by NSE.
2. All questions are designed to have a question body with 4 alternative options. The candidates are expected to click the correct alternative. The correct answers are coded and stored in the system. Candidates' answers are checked against these answers and scores are allotted by the system.
3. The examination process is fully automated from the point of creation of test paper for the candidate to the declaration of results.
4. The marks for each question are mentioned along with the question.
5. The scoring system assigns pre-specified marks to each correct answer. Wrong answers will not be penalized with negative marking.
6. The answer backup sheet and rough sheets for doing their workings in the examination will be provided to the candidate at the test centre. The candidate has to return the answer backup sheet along with all rough sheets to the test coordinator before leaving the examination hall. Candidates are required to fill the answer backup sheet simultaneously in order to avoid loss of time due to system failure, if any.
7. Any instances of resorting to unfair means or malpractices during examination shall be treated very seriously. A candidate found doing so will be expelled from taking the examination and his/her candidature shall be cancelled,

and such candidate shall be debarred from appearing in any examination of FPSB India for such duration as may be decided by the Examination Committee of FPSB India.

Permitted Accessories- Candidates will have access to spreadsheet in the computers to be provided by NSE and other centres on which they take examinations. Candidates are permitted to bring in their calculators–scientific/ financial as appropriate. It may be however noted that no exchange of accessories will be permitted during the examination.

Kindly note:

- Candidates are not allowed to carry Log Tables, Annuity tables etc.
- Candidates are not allowed to use Calculator in their Mobile Phones.
- Mobile phones have to be necessarily kept in “switched-off” mode.

The Candidates will be provided with rough sheets for calculations which have to be duly returned to the Examination Hall administrator after the exam.

VI Examination Results

Results will be declared by the system itself once the student clicks the ‘SUBMIT’ button after the Examination is completed OR if the Examination duration is elapsed the system will treat the answer sheet as ‘submitted’ and result will be displayed on the screen.

Students shall get a printout of their result at the test center after the Examination.

VII Confidentiality Policy

- The results of all candidates who remain unsuccessful shall be kept confidential in the custody of FPSB India. However, results of successful candidates in terms of grades received in the examination are intended to be displayed on FPSB India’s website once in a fortnight along with the information on the successful candidate’s eligibility or otherwise to receive CFP^{CM} certification, depending on the certification criteria required to be fulfilled.
- The documents submitted by the candidates at examination hall, viz. rough sheets, back-up sheets, feedback form, etc. are the property of FPSB India, are kept confidential in the custody of FPSB India, and are not subject to any public scrutiny. The same is to preserve the confidentiality of candidate specific information. These are also required for gathering useful information to strengthen our examination system and cross-check the relevant information in case of review or appeals received post-examination.

VIII Non-discrimination Policy

FPSB India follows a policy of non-discrimination among candidates who appear in this exam through separate pathways, viz. Regular Pathway and Challenge Status Pathway, and within the Regular Pathway, two modes, viz. through authorized Education Providers and through Self-Study. The on-line testing medium, algorithm used, facilities provided in terms of on-line content and testing and threshold criteria are the same for all candidates. On the strength of the aforesaid, there is no discrimination of any kind among the eligible candidates on the basis of pathway or mode of examination chosen, sector, region, caste, religion, age, gender, or on the basis of additional qualification and experience than those mandated for specific pathway, or on the basis of the allegiance of candidates to institutional entities or authorized educational entities.

IX. Examination System

1. The CFP^{CM} Certification examination is a professional examination with the objective of “gate-keeping”. The examination design is based on standards and requirements for each Examination, as defined in the learning objectives and curriculum for each Examination. Candidates have to be well versed with the entire prescribed curriculum to be able to clear the examination.

2. The examination design is based on a pre-specified test definition that generates question papers of uniform difficulty and content for all candidates taking the examination. The system ensures that every paper is unique, while protecting uniformity in coverage and difficulty across candidates.

VIII Evaluation System

- A student who scores 60% or more will pass the examination and anyone who scores below 60% (exclusive) will fail the examination.
- There is no negative marking in the Examination.
- Successful students in the CFP^{CM} examination are not given their scores or ranks as practiced in most International Professional Certification Examinations. However, given the aspiration needs of the students, grades will be provided to the successful students. The unsuccessful students shall get their marks in percentage terms along with the result.
- The following Grading System will be used to provide grades.

Grade	Score (Percentage)
A	Equal and above 80%
B	Equal and above 70% and less than 80%
C	Equal and above 60% and less than 70%
Fail	Less than 60%

IX Review and Appeals Process

Students who want their scores reevaluated may appeal for such a request in writing within 7 days of the declaration of the result. The fee for reevaluation is Rs. 1,500 (Rupees One Thousand Five Hundred only) to be paid by Demand Draft, in favor of FPSB India. Written request for reevaluation should be addressed to FPSB India - Knowledge Management Division. The request must include the student's name, NCFM / FPSB India Registration Number, the examination date, time & venue for which the request is being made, the fee and the specific reason for a recheck. Requests without the fee will not be entertained and requests postmarked more than 7 days after the declaration of the result shall not be processed.

Specific query related to a particular question/s, if any, should be pointed out by the student during the course of the examination to the test coordinator at the test centre. For this the student is expected to submit his/her query in writing to the exam coordinator after completing the examination, while submitting all other examination related documents. **Subsequent queries through mail or post to FPSB India shall not be entertained.** Also no question/s should be copied from the test screen and/ or taken out of the examination hall as it shall lead to disqualification of the student.

FPSB India would treat the instances of resorting to unfair means or malpractices noticed during examination very seriously and any student found doing so will be expelled from taking the examination and his/her candidature will be cancelled.

Decision of FPSB India in all matters pertaining to the Examinations shall be final and binding.

**Knowledge Management & Operations
Financial Planning Standards Board India**