



Helpful Tips for December 2017 CFP^{CM} Certification Examination

1. Checklist/Things to bring

- a. Identity card
- b. Admission card (does not include IFPHK letter or envelope)
- c. Wrist-watch (must be soundless and without internet or bluetooth connectivity functionality)
- d. Calculator (authorized models only)
- e. HB Pencils
- f. Pencil sharpener
- g. Rubber
- h. Pure drinking water in a transparent (coloured or colourless) plastic bottle
- i. Jacket (if needed)
- j. Colour or colourless transparent bag (not exceeding size of 30cm x 21cm) (if needed)
- k. Octopus card/small amount of money for transportation.

2. Dos

- a. Check that the personal data on Members' Area is correct. (Failure to provide IFPHK with the correct information by the stated deadline which results in a re-issuance of admission card will incur administration charge of HK\$300 to the candidate.)
- b. Check that the information printed on your admission card is correct. If not, please contact us at (852) 2982 7888 immediately.
- c. Read the Examination Regulations inside the [Examination Handbook: CFPCM certification examination](#) carefully.
- d. Arrive at the examination hall at least 30 minutes before start.
- e. Make sure only Allowable Items listed in the Examination Regulations are brought to the examination seat, all other belongings have to be left in the designated area for examinees' personal belongings.
- f. Bring only necessary items (Refer to point 1).
- g. Relax and take a good sleep the night before.

3. Don'ts

- a. DON'T bring mobile phone smart watches, activity trackers or similar devices, even if they are switched off, to their examination seat.
- b. Other than the 10 authorized models, DON'T bring any calculators (including but not limited to big buttons calculators or simple function calculators).
- c. DON'T bring alarm clocks.
- d. DON'T bring drinks other than plain drinking water.
- e. DON'T bring any unnecessary valuables to the examination.
- f. DON'T study overnight and rush to the exam hall.



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4. Post Exam

- a. **What can I do if I suspect an error in the examination paper?**
You can fill an [examination enquiry report](#) and send to us within 5 days from the examination (marked with "CONFIDENTIAL"). Please note that IFPHK will not provide responses to enquiry reports but will investigate them and refer them to IFPHK's Examination Committee where necessary.
- b. **What can I do if I misfilled my personal information on the answer sheet and/or question book?**
You can fill in an [examination administration report](#) and send to us via mail within 2 days from the examination.
- c. **When will the result be released?**
Normally within six weeks after the examination. Examinees can check their results via an online portal. A notification email will be sent to examinees to notify them of the release of examination results.
- d. **An invigilator has filed a report on my violation of examination regulation(s), what will be my penalty?**
All violation cases will be submitted to IFPHK's Examination Committee for decision. You are welcome to send us your representations in writing via mail within 10 days from the examination. The Examination Committee will consider all available material to determine the necessary action. Depending on the seriousness of the violation, examinees may be subject to disciplinary actions, including but not limited to being disqualified from the examination.
- e. **How can I report complaints or make suggestions on the administrative aspects of the examination?**
You can fill in an [examination administration report](#) and send to us via mail within 14 days from the examination.

5. Time-line

a. Important Dates

Send Out /Event Date	Document To Be Sent Out / Event
3 weeks before the exam	<ul style="list-style-type: none"> ● Examination Application Result (by email)
At least 10 days before the exam	<ul style="list-style-type: none"> ● Admission Card ● Exam Regulations
16 December 2017	<ul style="list-style-type: none"> ● CFP^{CM} Certification Examination
Late January 2018	<ul style="list-style-type: none"> ● Release of Examination Result



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b. Examination Time

Key Event to Note	Time
Recommended arrival time	09:15
Examinees are allowed to enter examination hall	09:30
Start of examination	10:00
No examinee is allowed to enter examination hall	From 10:30
No examinee is allowed to leave the examination hall	First 60 mins & Final 15 mins
No examinee is allowed to leave their seats	Final 5 mins

6. Examination Information Session Details

Click [here](#)

Thanks for reading our Helpful tips. If you have any other information/suggestion that you think will be helpful to candidates, please let us know (by sending email to exam@ifphk.org) so that we can share them with other candidates. Thank you.