

Effective from 1 June 2018

## **Examination Regulations of the Certified International Wealth Manager (CIWM) Final Examination**

Candidates are advised to read carefully all the rules and regulations set out under the headings “General Rules”, “Proof of Identity”, “Use of Dictionaries and Electronic Calculators” and “Misconduct” below before attending their examinations. Failure to follow, and/or breach of, **ANY** of these examination regulations may result in **DISQUALIFICATION** from the examination and being suspended from taking all the HKSI Institute’s examinations for six months, unless otherwise specified. All examinations in which candidates have enrolled in the period of suspension will not be re-scheduled to another examination session and all fees paid are non-transferrable and non-refundable.

The Hong Kong Securities and Investment Institute (HKSI Institute) will report to the Association of International Wealth Management (AIWM) any information of candidates who breach any of these examination regulations.

Candidates have the sole responsibility to ensure that the examination regulations are complied with at all times. The HKSI Institute will **NOT** accept any claims from candidates for being misinformed by others (including the invigilation staff) as an excuse for exemption from disciplinary actions for any breach of the regulations.

### **General Rules**

1. Candidates should ensure that they attend the enrolled examination at the scheduled examination time and hall/room. Candidates are advised to report to the assigned examination hall/room at least 15 minutes prior to the start of the examination. Late candidates will not be given extra time to compensate for the time lost.
2. Under **NO** circumstances should any Chief Invigilator/invigilator(s) possess the authority to grant extra time to any candidates.
3. Candidates who are not able to attend the examination or report to the correct examination hall/room listed on their Admission Forms for whatever reason will be graded **ABSENT**. No candidate will be admitted to the examination hall/room more than **30 minutes after the scheduled starting time** of the examination; such candidate will also be graded **ABSENT**.
4. Once admitted to the examination hall/room, candidates should follow the instructions of the Chief Invigilator/invigilator(s) strictly until they are dismissed, failing which the candidates may be disqualified from the examination.
5. Kindly note that announcements relating to the CIWM Final Examination are currently made in English only. It is the responsibility of all candidates to familiarise themselves with the examination regulations before sitting for any CIWM Final Examination. Candidates who have difficulty in speaking and/or understanding English are advised to pay attention in this regard. They should seek assistance from the Chief Invigilator/invigilator(s) should they have any problems during the examinations. Chief Invigilator/invigilator(s) will provide assistance where they can. However, any breaches of the examination regulations for linguistic reasons will **NOT** be accepted, and may result in a candidate’s disqualification from the examination.
6. Candidates should bring their own stationery (black/blue ball pens, correction fluid/tapes, highlighters, rulers, authorised dictionaries, authorised electronic calculators, etc) to all examinations. No stationery will be provided by the HKSI Institute at the examination hall/room. All items (including dictionaries and electronic calculators) brought into the examination hall/room are subject to inspection by the Chief Invigilator/invigilator(s). (For dictionaries and electronic calculators, please refer to “Use of Dictionaries and Electronic Calculators” below.)

7. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in materials of any kind (including but not limited to stationery, dictionaries and electronic calculators) between candidates during the examination are **NOT** allowed, and may result in disqualification from the examination.
8. Candidates are **NOT** allowed to use any communication devices at any time inside the examination hall/room and/or during the examination. Candidates are required to switch off all communication devices such as mobile phones, Bluetooth headset and pagers, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE** entering the examination hall/room. All devices of such kind should have the power off (including the alarm function) at all times inside the examination hall/room and/or during the examination. Those who are in breach of this Clause may be disqualified from the examination.
9. Candidates are **NOT** allowed to use Personal Digital Assistants (PDAs) or any devices (except authorised electronic calculators mentioned under the heading "Use of Dictionaries and Electronic Calculators" below) which include any of the following functions at any time inside the examination hall/room and/or during the examination:
  - input/output and/or transmission of information such as data, text and images;
  - data, text or image storage/display functions (e.g. electronic diaries, electronic dictionaries, databank watches and/or any such like);
  - computer connectivity via any cable, infrared, or wireless technology;
  - wireless communication functions such as Bluetooth<sup>®</sup> wireless technology, infrared interface, Wireless Local Area Network (LAN);
  - audio/video play-back and/or recording (e.g. MP3 and compact disc players);
  - walkie-talkie (i.e. radio transmitting and/or receiving) capability;
  - text/graphics scanning functions;
  - photo-taking functions.Those who are in breach of this Clause may be disqualified from the examination.
10. Any candidates whose devices listed as above sound at any time inside the examination hall/room and/or during the examination will be asked to reveal the call log/SMS (Short Message Service) log/MMS (Multimedia Messaging Service) log/alarm clock setting to the Chief Invigilator/Invigilator(s), so that the relevant information can be recorded in the Chief Invigilator's report for the HKSI Institute to assess whether cheating is involved. If such candidates refuse to do so, the Chief Invigilator will include this in the report to the HKSI Institute, and the refusal may be ground for disqualification from the examination.
11. At any time inside the examination hall/room and/or during the examination, candidates are **NOT** allowed to
  - litter anywhere in the examination hall/room;
  - drink, eat (including chew gum), or smoke;
  - take photographs with any electronic or photographic devices;
  - give/receive assistance to/from person(s) other than the Chief Invigilator/invigilator(s);
  - communicate with anyone other than the Chief Invigilator/invigilator(s);
  - start filling in any information on the question booklets until they are told to do so;
  - start writing/turn over the pages to read/work on the examination paper until they are told by the Chief Invigilator to do so;
  - cause unnecessary distraction to the Chief Invigilator/invigilator(s) or other candidates, or disruption to the examination process. Such a candidate will be requested to leave the examination hall/room should he/she refuse to stop the distraction or disruption immediately, and he/she may be disqualified from the examination. The Chief Invigilator has the sole discretion in determining what constitutes unnecessary distraction or disruption, and whether the Candidate concerned should be requested to leave the examination hall/room in order to stop the distraction or disruption;

- use threatening, abusive or insulting language, or behave in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates or interfere with the Chief Invigilator/invigilator(s) in the performance of their duties or interfere with equipment in the examination hall/room. Such a Candidate will be requested to leave the examination hall/room and he/she may be disqualified from the examination. The Chief Invigilator has the sole discretion in determining whether a candidate is using threatening, abusive or insulting language, or behaving in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates and whether the candidate concerned should be requested to leave the examination hall/room on the basis of the candidates' behaviour.

Those who are in breach of this Clause may be disqualified from the examination.

12. Candidates should maintain absolute silence at any time inside the examination hall/room and/or during the examination.
13. Candidates must sit on the designated seats according to the seat numbers printed on their Admission Form, unless otherwise approved by the Chief Invigilator/invigilator(s).
14. Candidates must use **black or blue ball pens** to fill in all their personal particulars and the examination details on the question booklets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the question booklets with **black or blue ball pens** will be used to identify the candidates. Personal particulars and examination details marked outside the specified areas on the question booklets will not be used for identification purposes. Candidates will be graded "**ABSENT**" if their personal particulars and/or the examination details provided cannot be read to identify the candidates, regardless of whether or not the candidates have proved their identities to the Chief Invigilator/invigilator(s) and/or their attendance have been recorded. Wrong personal particulars and/or examination details filled in must be completely removed with correction fluid/tapes to avoid inaccurate reading.
15. Candidates must use **black or blue ball pens** to write their answer of all questions on the question booklets. **NO** marks will be given to any question in which the answers provided cannot be read. For multiple-choice questions, wrong markings and/or unnecessary markings must be circled or completely removed with correction fluid/tapes to avoid inaccurate reading.
16. By taking the examination, candidates acknowledge that marking by the appointed marker(s) of the HKSI Institute and the AIWM shall be final, conclusive and binding upon the candidates. Candidates shall waive any claims against the HKSI Institute regarding the marking by the HKSI Institute's and the AIWM's appointed marker(s) and agree to be bound by the marking by the HKSI Institute's and the AIWM's appointed marker(s).
17. Only the Admission Form, Hong Kong identity card/passport and stationery (black/blue ball pens, correction fluid/tapes, highlighters, rulers, authorised dictionaries and authorised electronic calculators) are allowed on the desk. These items must remain on the desk and be clearly visible during the examination. All personal belongings, wallets, pencil case/box, baggage of any kind, documents, paper of any kind, textbooks, notes, electronic diaries, electronic/communication devices, food, drink, and any other study materials must be placed in the designated area (i.e. on the floor under the chair of the respective Candidate) at any time inside the examination hall/room and/or during the examination. The Chief Invigilator/invigilator(s) have the right to remove any unauthorised items from candidates/the desk, and to inspect and/or photograph/make a record of such items. Candidates must not access such items during the examination.
18. Failure by the Chief Invigilator/invigilator(s) to detect any unauthorised item prior to the start of the examination, admittance to the examination hall/room, or even after completion of the examination does **NOT** imply that the item is authorised in the examination, or that the candidates possessing the item will not be subject to disciplinary actions.
19. The HKSI Institute will not be responsible for any loss due to whatever causes, or damage of personal belongings at any time inside the examination hall/room and/or during the examination.

20. Timing devices may be but are not necessarily provided in the examination hall/room. Candidates are advised to keep the time with their own noiseless timekeepers. The Chief Invigilator will make announcement regarding the scheduled start, 15 minutes before the end, and the end of the examination.
21. No candidates are allowed to leave the examination hall/room within the **first 30 minutes** of the starting time of the examination. Once the examination has been in progress for **more than 30 minutes**, candidates may request to leave the examination hall/room with the approval of the Chief Invigilator/invigilator(s). However, candidates are not allowed to leave the examination hall/room in the **last 15 minutes** of the examination. Such restrictions are necessary to ensure that the Chief Invigilator/invigilator(s) can handle the administrative work smoothly. Candidates must return all examination materials (including but not limited to the question booklets) to the Chief Invigilator/invigilator(s) before leaving the examination hall/room.
22. Once the Chief Invigilator announces the end of the examination, candidates should stop writing and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the answers in the question booklets) immediately. Subsequent requests for special consideration in filling in the personal particulars and/or examination details on the question booklets, filling in and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the answers) in the question booklets will **NOT** be entertained after the announcement of the end of the examination.
23. Following the announcement of the end of the examination, candidates should remain silent and seated while waiting for the Chief Invigilator/invigilator(s) to collect all examination materials (including but not limited to the question booklets). **NO** candidates are allowed to leave the examination hall/room until they are told by the Chief Invigilator/invigilator(s) to do so.
24. All question booklets submitted by candidates will be and remain the properties of the HKSI Institute and the AIWM and as such, will be handled by the HKSI Institute and the AIWM at any time and in any way it deems fit. While the HKSI Institute and the AIWM will exercise reasonable care to protect and preserve the question booklets, in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the question booklets, the candidates concerned will waive all claims, if any, against the HKSI Institute and the AIWM.
25. Candidates are not allowed to take photograph of, record, copy, distribute, publish, modify, create derivative works from or otherwise use in any manner or media, the information, materials and questions contained in the question booklet. All information, materials and questions contained in the question booklet are the proprietary information of the AIWM and all copyright and/or any intellectual property rights therein belong exclusively to the AIWM. By taking the examination, candidates are deemed to acknowledge the AIWM's intellectual property rights (including copyright) in all such information, materials and questions contained in the question booklet. The AIWM reserves the right to take appropriate actions against any candidates to enforce its intellectual property rights and hold the candidates liable for all losses, damages and/or costs incidental thereto.
26. Candidates (a) who are not able to attend the examination or report to the correct examination hall/room or are not admitted to the examination hall/room under Clause 3 in this section; or (b) whose personal particulars and/or examination details provided on question booklets cannot be read; or (c) who fail to produce the original and valid (non-expired) identification documents for verification within 30 minutes after the scheduled starting time of the examination and/or whose identity cannot be verified will be graded ABSENT under Clause 3 or Clause 14 in this section or Clause 1 in the section "Proof of Identity"(as the case may be). Candidates who are graded ABSENT or disqualified as a result of breach of any provision(s) herein will NOT be rescheduled to another examination session and the fees paid are not transferable and not refundable.

## Proof of Identity

1. On the examination date, each candidate **MUST** bring the following for verification purposes:
  - i) the original copy of his/her Admission Form; and
  - ii) his/her original and valid (non-expired) identification document, such as Hong Kong identity card, passport, or other formal travel documents with a photo acceptable to the HKSI Institute. The name and number of the identification document **must** be identical to the one indicated on the Admission Form.

**Anyone failing to produce the above documents within 30 minutes after the scheduled starting time of the examination, and/or whose identity cannot be verified will NOT be permitted to sit for the examination.** Such a candidate will be graded **ABSENT**.
2. **NO** examination-related information is allowed to be printed/written on and/or attached to the identification document.
3. Candidates are **NOT** allowed to write anything on the Admission Form at any time.
4. If, in the opinion of the Chief Invigilator/invigilators, a candidate's identity is in doubt, the Chief Invigilator/invigilators will take photographs of this candidate and photocopy his/her identification document. The candidate whose identity is in doubt should offer all necessary assistance (e.g. by removing any glasses, hat or mask) to ensure that the photographs can reveal his/her full face. The photographs and copy/copies of the identification document will be retained for further investigation. In the event that the HKSI Institute is unable to clear its doubt about the true identity of the candidate taking the examination, it has the sole discretion in invalidating his/her results of the examination. If he/she does not allow the Chief Invigilator/invigilators to take photographs of him/her or photocopy his/her identification documents, he/she will be disqualified from the examination.
5. Any incident of impersonation will be reported to the police. Those who commit criminal offences may be prosecuted.

## Use of Dictionaries and Electronic Calculators

1. Dictionaries  
The only dictionaries permitted are non-subject-related dictionaries used for the purpose of translation from a foreign language into the language of the examination. Such dictionaries must not contain supplemental information. Finance-specific or subject-specific dictionaries are **NOT** allowed.
2. Electronic Calculators  
Permitted
  - All non-programmable calculators;
  - All programmable calculators are also permitted; though calculators may only contain programmed executable formulae.Prohibited
  - No text may be stored in the calculator;
  - Password-protected files and reference works are also prohibited
3. Any contravention of the aforementioned regulations on Dictionaries and Electronic Calculators may result in a candidate being excluded from the entire examination.
4. The jacket/case of the electronic calculators should **NOT** contain any piece of paper, card or cloth.

5. Dictionaries and Electronic calculators brought into the examination hall/room are subject to inspection and, in case of doubt, may be taken away for inspection. This procedure may take up to fifteen minutes per candidate. **NO** extra time or replacement of dictionaries and/or electronic calculators will be given to the candidate under such circumstances. The model numbers of the electronic calculators should be clearly visible to the Chief Invigilator/invigilators. Electronic calculators with which model numbers and/or functions cannot be verified/identified are **NOT** allowed to be used in the examination. In cases of doubt, the Chief Invigilator/Invigilator(s) are authorised to confiscate the dictionaries and electronic calculators of any candidate, and the latter has no right to demand a replacement one. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in dictionaries and/or electronic calculators between candidates during the examination are **NOT** allowed.
6. **NO** help will be offered by the Chief Invigilator/invigilator(s) should the electronic calculators fail to function properly for whatever reason. Allowance of any kind (such as replacement, extra time or mark) will **NOT** be given for any mistakes arising from electronic calculator malfunctioning.
7. Should candidates have any queries regarding the acceptance of their dictionaries and/or electronic calculators, they are advised to call the HKSI Institute or bring them to the HKSI Institute's counter for approval before the examination. Candidates who use any dictionaries not authorised by the HKSI Institute and the AIWM, or use electronic calculators having feature(s) not authorised by the HKSI Institute and the AIWM may be disqualified from the examination.
8. Failure by the Chief Invigilator/invigilators to detect any unauthorised dictionaries and/or electronic calculators prior to the start of the examination, during the conduct of the examination, or even after completion of the examination does **NOT** imply that such dictionaries and/or electronic calculators are authorised to be used in the examination, or that the candidates using the dictionaries and/or electronic calculators will not be subject to disciplinary actions. Candidates have the sole responsibility to ensure that the dictionaries and electronic calculators brought into the examination hall/room comply with the requirements stipulated in this section and "General Rules" above.

## Misconduct

When, in the HKSI Institute's judgement in accordance with the examination regulations, there is misconduct in connection with the examination, the HKSI Institute may issue a warning letter to the Candidate concerned, disqualify him/her from the examination and decline to release his/her examination results, suspend him/her from taking all the HKSI Institute's examinations for six months or take whatever disciplinary action(s) it deems necessary. All examinations in which candidates have enrolled in the period of suspension will not be re-scheduled to another examination session and all fees paid are non-transferrable and non-refundable. A report regarding the incident will be filed by the HKSI Institute in the Candidate's personal records for future reference. Such report will also be reported to the AIWM. Misconduct means a failure to follow, and/or breach of, any of the latest examination regulations published by the HKSI Institute.

A Candidate may be disqualified from the examination if he/she:

1. provides false personal particulars in his/her registration form and/or enrolment form;
2. improperly obtains information about an examination paper prior to the examination;
3. communicates or attempts to communicate with any person other than the Chief Invigilator/invigilator(s) inside or outside the examination hall/room during the examination in any manner whatsoever;
4. copies from/uses notes, books or electronic devices brought into the examination hall/room, or any writing whatsoever of other candidates (including but not limited to answer(s)) during the examination;

5. glances or looks at another candidate's examination materials, or gives the appearance of doing so;
6. allows another candidate(s) to copy from his/her own writing whatsoever (including but not limited to answer(s));
7. leaves an electronic/communication device (including but not limited to a mobile phone or pager) switched on at any time inside the examination hall/room and/or during the examination;
8. uses any unauthorised devices such as communication devices not approved by the HKSI Institute at any time inside the examination hall/room and/or during the examination, including the time when he/she is having a convenience break;
9. uses an electronic calculator has any feature(s) not authorised by the HKSI Institute and the AIWM as listed in the sections "General Rules" and "Use of Electronic Calculators" above during the examination;
10. uses a dictionary not authorised by the HKSI Institute and the AIWM as listed in the sections "General Rules" and "Use of Dictionaries and Electronic Calculators" above during the examination;
11. leaves any unauthorised materials including but not limited to documents, textbooks, notes, electronic diaries, electronic/communication devices, food, drink, and any other study materials on the desk and/or on his/her person at any time inside the examination hall/room and/or during the examination;
12. takes away, or attempts to take away, from the examination hall/room and/or damage any examination materials, such as question booklets;
13. copies any information, materials and questions contained in the question booklet on any media other than the question booklet;
14. discloses any information, materials and questions contained in the question booklet by any means to any parties;
15. vandalises any properties not belonging to him/her and/or belonging to the examination hall/room provider in the examination hall/room on purpose;
16. leaves the examination hall/room without permission;
17. starts to read/work on the examination paper before being instructed to do so, or continues to write/erase/use correction fluid/tape to amend any writing whatsoever (including but not limited to the filled answers in the question booklets) after being told to stop writing at the end of the examination;
18. does anything which causes unnecessary distraction to the Chief Invigilator/invigilator(s) or other candidates, or disruption to the examination;
19. uses threatening, abusive or insulting language, or behaves in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates or interferes with the Chief Invigilator/invigilator(s) in the performance of their duties or interferes with equipment in the examination hall/room. A candidate who is found to be in breach of this Clause may be disqualified from taking any further HKSI Institute examinations;
20. takes the examination on behalf of or in the name of another person or allows another person to take the examination on his/her behalf;
21. fails to follow the instructions given by the Chief Invigilator/invigilator(s) during the examination;
22. fails to adhere to any of the latest examination regulations published by the HKSI Institute;
23. disregards the instructions contained in the warning letter issued by the HKSI Institute in connection with his/her misconduct in any examination(s) conducted by the HKSI Institute; or
24. is found cheating in any manner whatsoever.

## Guidelines on the Cancellation and/or Rescheduling of Examinations

Candidates should take note of the guidelines below regarding the cancellation and/or rescheduling of examinations:

- The following general arrangements under tropical cyclone (commonly known as “typhoon”)/rainstorm will apply. If the examination is cancelled due to typhoon and/or rainstorm, the HKSI Institute will make public announcements on the HKSI Institute website ([www.hksi.org](http://www.hksi.org)) accordingly.

| Typhoon/Rainstorm Warning Signals  | Signal Issued by Hong Kong Observatory      | Examination Arrangements   |
|--|---|--|
| Typhoon Warning Signal No. 1 or No. 3/ Amber or Red Rainstorm Warning Signal                         | At any time                                 | Examinations will be held as scheduled   |
| Pre-No.8 Special Announcement/ Typhoon Warning Signal No. 8 or above/ Black Rainstorm Warning Signal | While examinations are in progress          | Examinations will continue until the scheduled finishing time                    |
|  | At or after 6 a.m. but before 10:00 a.m.    | All examinations start between 8:00 a.m. and before 1:00 p.m. will be cancelled  |
|  | At or after 10:00 a.m. but before 2:00 p.m. | All examinations start between 10:00 a.m. and before 5:00 p.m. will be cancelled |
|  | At or after 2:00 p.m.                       | All examinations start between 2:00 p.m. and before 10:00 p.m. will be cancelled |

- For the latest announcement on examination arrangements, candidates please refer to the HKSI Institute website ([www.hksi.org](http://www.hksi.org)).
- If an examination is cancelled, the HKSI Institute will notify candidates in writing of the examination’s rescheduled date and time. Candidates do not have to re-register for the examination. Applications for a refund and/or transfer of examination fees paid will not be entertained.
- The HKSI Institute reserves the right and absolute sole discretion to cancel and/or reschedule an examination.

**All the times mentioned in these examination regulations refer to Hong Kong standard time as announced by the Hong Kong Observatory (<http://www.hko.gov.hk/contente.htm>).**

**On all matters concerning the interpretation of the examination regulations, the decision of the HKSI Institute shall be final.**

**In case of discrepancies and/or inconsistencies between the latest examination regulations and other document(s) published by the HKSI Institute, the latest examination regulations shall apply and prevail.**