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OVERVIEW
Welcome to the Financial Data Professional (FDP) Institute Charter program. This Candidate Handbook is provided to assist FDP candidates in navigating through the FDP program.

Once you have decided that you are interested in participating in the FDP program, you should take the following steps:

• Carefully read this entire Candidate Handbook.
• Create your FDP Profile on https://FDPIstitute.org/
  ○ Receive and read the FDP Study Guide
• **Register for the FDP Exam** and purchase the exam from the FDP Institute;
• **Complete the prerequisite courses** from one of the approved providers.
• **Add the prerequisite certificates awarded to you by the provider to your FDP profile**
• Following verification of your certificates, you will be invited via email to **Schedule Your Exam Seat**.
• Review the confirmation email upon receipt and click on the scheduling instructions link. Then follow the instructions to schedule your exam appointment.

After you **Register for the Exam**
  ○ Obtain the curriculum readings for the FDP exam.
  ○ Read the study guide. For each topic, the study guide contains learning objectives and keywords that define the curriculum content that is eligible for inclusion on the exam.
  ○ Study for the exam.
  ○ Along with the study guide, the FDP Institute provides sample questions to assist candidates in developing their understanding of the FDP curriculum in preparation for the exam.
THE FDP PROGRAM
The FDP Charter program is designed to facilitate self-directed learning for today’s busy professionals. The FDP study guide is organized to facilitate quick learning, easy retention and provides an essential link between the curriculum and the exam.

The FDP Program has two components:
1) Online prerequisite courses through approved online educators,
2) the FDP Exam.

The FDP curriculum provides breadth and depth by first requiring candidates to complete the prerequisites of the FDP program, which consist of one or more short online courses covering the foundations of mathematics, statistics, and Python programming. No program background is required to complete the pre-requisite requirements. Candidates who satisfy the prerequisites will be able to sit for the FDP exam using the readings and learning objectives discussed in this document.

FDP STUDY GUIDE
The FDP curriculum materials and FDP study guide are the only preparation materials endorsed by the FDP Institute and are the candidate’s best source of information regarding content eligible for testing on the FDP exam. All of the content on the FDP exam comes directly from the FDP curriculum readings. The FDP exam will not contain any questions related to Python programming.

The study guide is arranged according to FDP curriculum topics. For each reading, the study guide provides learning objectives and keywords that define the content that is eligible to be measured on the exam. The learning objectives and keywords are an important way for candidates to organize their study, as they form the basis for examination questions. All learning objectives reflect the content in the FDP curriculum, and all exam questions are written to directly address the learning objectives. A candidate who is able to meet all learning objectives in the study guide should be well prepared for the exam. Candidates should be aware that the study guide is exam specific, is regularly revised, and pertain only to a particular exam cycle.

FDP PREREQUISITE
How to complete the prerequisite courses
Individuals can satisfy the prerequisite requirements by completing one of the preselected online programs offered by these approved providers:

- Datacamp: https://www.datacamp.com/
- Dataquest: https://www.dataquest.io/
- Metis: https://www.thisismetis.com/
Individuals can start working towards completion of their prerequisite work before registering for the FDP exam. The approved courses for each provider can be found on the FDP website and in the FDP Study Guide. The courses have been carefully vetted. It is NOT possible to mix and match courses between multiple providers.

To keep the costs low for our candidates, we want to provide the autonomy to choose the provider of their liking from the providers below at a price point that suits the candidates and their timeline.

NOTE: Upon completion of the prerequisite courses, candidates must add the obtained certificates to their FDP profile. The certificates will be verified by the FDPI staff. Upon approval, candidates will receive their invitation to schedule their seat for the exam.

FDP CURRICULUM MATERIALS
The FDP curriculum materials and FDP study guide are the only preparation materials endorsed by the FDP Institute and are the candidate’s best source of information regarding content eligible for testing on the FDP exam. All of the content on the FDP exam comes directly from the FDP curriculum readings.

FDP Readings
The FDP Exam curriculum is comprised of readings that have been chosen for their clarity, depth, and synthesis of industry insights. The curriculum is revised regularly to incorporate relevant industry developments and the latest academic research. The FDP Institute strongly encourages candidates to ensure that they use the correct curriculum materials for the exam cycle in which they will be taking the exam.

Please note that exam fees do not include the cost of the required reading materials. We strongly recommend that candidates act early to obtain the readings in order to allow enough study time. The FDP Institute will not allow an exam to be postponed due to late receipt of reading materials.

STUDYING FOR THE EXAM

Preparation Time
Based on candidate feedback, we estimate that the FDP exam requires 200 hours or more of study. However, individual study needs can vary significantly based on a candidate’s background. In addition, because the number of learning objectives and keywords in the study guide differ across topics, the amount of study time you will need to spend per topic will vary widely.

Study Tools
Although candidates set their own course of study, the FDP Institute provides candidates with some free study tools, available through www.FDPInstitute.org.
Sample Questions
The FDP online sample question bank is intended to help familiarize candidates with the structure and format of questions on the FDP exam. The sample questions are representative of those on the actual exam, and the relative distribution of questions by topic is consistent with the topic weights on the actual exam, as published in the study guide.

Preparatory Program Providers
The FDP curriculum materials and FDP study guide are the only preparation materials endorsed by the FDP Institute and are the candidate’s best source of information regarding what content is eligible to be tested on the FDP exam. The FDP Institute does not endorse, promote, review, or warrant the accuracy of the courses, products, materials, and/or services offered by any third-party preparatory program provider of FDP Institute–related information, nor does it endorse any pass rates claimed by third-party preparatory program providers.

THE FDP EXAM

Exam Structure
The FDP examination, administered twice annually, is a four-hour computer-administered examination that is offered at test centers throughout the world. The FDP examination is comprised of 75 multiple choice questions weighted as 60% of the total points, and two to three constructed response questions (multi-part essay type) weighted as 40% of the total points.

All FDP exam topics will be tested. As described in the FDP study guide, the FDP exam covers the following topics:

<table>
<thead>
<tr>
<th>FDP Exam Topics</th>
<th>Approximate Exam Weight (%)</th>
<th>Multiple Choice Question Format</th>
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<tbody>
<tr>
<td>Introduction to Data Science &amp; Big Data</td>
<td>5-10</td>
<td></td>
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<td>Data Mining &amp; Machine Learning I: Introduction</td>
<td>5-10</td>
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<td>Data Mining &amp; Machine Learning II: Regression, LASSO, Predictive Models, Times Series, Tree Models</td>
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<td>Data Mining &amp; Machine Learning V: Representing and Mining Text</td>
<td>5-10</td>
<td></td>
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<tr>
<td>Big Data, Data Mining &amp; Machine Learning: Ethical and Privacy Issues</td>
<td>5-10</td>
<td></td>
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<tr>
<td>Big Data and Machine Learning in Financial Industry</td>
<td>30-50</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
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Equations
An equation list is **not** provided on the FDP exam. Candidates should be aware that all equations in the readings are important to understand. To maximize the probability of success on the exam, candidates should be familiar with all equations. Please consult the list of action words that appears in the study guide. These action words appear in the learning objectives in the study guide and offer guidance regarding which equations must be memorized and which equations must be recognized when they appear on the test.

Calculators
You will need to bring a calculator to the FDP examination. The FDP Institute allows candidates to bring into the examination the Texas Instruments BA II Plus (including the TI BA II Plus Professional) Hewlett Packard 12C (including the HP 12C Platinum, HP 12C 25th Anniversary Edition, HP 12C 30th Anniversary Edition, and HP 12C Prestige), per the FDP Examination Calculator Policy. These authorized models are widely available through retail stores and online. Candidates are encouraged to obtain an approved calculator early, to allow time to practice using it.

No other calculators or any other electronic devices will be allowed in the test center, and calculators will **not** be provided at the test center. You may bring a second approved calculator to the test center in case the first ceases to function, but you must leave it in your locker. Test center staff will permit you to retrieve it if needed.

Multiple-Choice Questions
- Every multiple-choice question of the FDP exam has the same point value (weight.)
- Multiple-choice questions have three or four answer choices and ask for the BEST answer to the question.
- Some questions are presented in item sets. In an item set, a scenario or vignette is presented, followed by several questions related to that scenario or vignette.
- Multiple-choice questions for each exam topic may appear in one or both sections of the exam. Within each section, all questions for a topic are grouped together. (Each exam is divided into two 2-hour sections, separated by an optional break.)
- Candidates are advised not to leave any answer blank, as there is no penalty for guessing, and a question left blank will automatically be counted as incorrect.
- Candidates are **not** expected to memorize specific performance data (e.g., that a strategy based on a machine learning algorithm generates x%).

Constructed-Response (Essay-Type) Questions
- Constructed-response questions may cover any of the exam topics.
- Constructed-response questions will be presented in two to three parts, with each part having a stated points value (weight.)
- Any one part of a constructed-response question can usually be answered in one or two paragraphs. Responses to constructed-response questions need not be full sentences.
Since the FDP exams are administered on a computer, candidates must type their responses to constructed-response questions.

Candidates will not be asked to draw pictures or tables as part of their responses to constructed-response questions.

Candidates will not be penalized for incorrect grammar and spelling.

When a constructed-response question asks for a specific number of examples, candidates will be scored on only that number of examples. Thus, if a constructed-response question asks for a list of three examples, candidates will be scored on only the first three examples they provide.

Any examples provided beyond the first three will not be scored.

Constructed-response questions ask for specific types of responses, such as descriptions, calculations, or arguments. Candidates should tailor their responses to meet the requirements of the question.

Each part of each constructed-response question indicates the maximum points that a candidate can earn for that part. If a candidate provides an incomplete or a partially correct answer, he or she will receive less than the maximum points for that part.

Your responses to constructed-response questions must be your own work and not copied or adapted from any other source.

**REGISTER FOR THE FDP EXAM**

**Register for the Exam vs Schedule Your Exam Seat**
- Candidates will Register for the FDP Exam with FDP: via [https://fdpinstitute.org/Exam-Registration](https://fdpinstitute.org/Exam-Registration)
- Upon verification of prerequisite certificates to their FDP Profile, candidates will be invited via email to Schedule their Exam Seat with our third-party provider.

**Register for an Exam**

1. **Complete the exam registration form and sign the FDP Candidate Agreement.**
   To protect the integrity of the FDP exam, candidates are asked for identity verification and affirmation of professional conduct by providing a digital signature during the registration process.

2. **Purchase an exam.**
   The program fees comprise a nonrefundable, one-time program enrollment fee and an exam registration fee (refundable only within the first 30 days after purchase OR no later than the business day prior to the beginning of exam administration, whichever comes first, via an email to candidate@fdpinstitute.org). Information about exam fees can be found in the FDP Fee Schedule. You may purchase an exam with a credit card via the secure Affinipay site. We accept American Express, VISA, and MasterCard. It is also possible to pay via check or wire.
Schedule an Exam Seat

Once you have purchased your exam, and after you uploaded your certificates to your FDP Profile, you will receive a confirmation email with a link that will allow you to schedule your exam appointment.

Neither the FDP Institute nor our test provider can guarantee the availability of appointments at any test center for any given exam on any specific date. Test centers have limited capacity, and appointment availability varies widely.

Appointments are on a first-come, first-served basis. If a candidate’s preferred location, time, and/or date is not available, it is solely the candidate’s responsibility to locate, and arrange for transportation to, an alternate test center. Deferments will not be granted to candidates who are unable to sit for the exam due to lack of preferred site availability or failure to schedule an appointment.

Testing Accommodations

All requests for an exception to standard testing procedures must be submitted via email to accommodations@FDPInstitute.org at least six (6) weeks prior to your exam appointment. The request should be made after registering and before scheduling an exam appointment with the testing provider. For more information about how to request testing accommodations, see Candidate FAQs at FDPInstitute.org and/or review page six of the Candidate Policy Manual.

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the test administrator before being allowed into the testing room.

Accommodations for medical conditions will be considered upon presentation of a supporting doctor’s note to the FDP Institute at least six (6) weeks prior to your exam appointment.

Canceling or Rescheduling an Exam Appointment

Should something unexpected come up that requires you to cancel or reschedule your exam, please note this important information:

Cancellation Policy: Cancellation of your exam is required to be completed more than 24 hours before your scheduled exam date/time. Your advance notice makes an exam seat available for another potential examinee.

Rescheduling Policy: Appointments can be rescheduled to take place only within the same examination window. Appointments cannot be rescheduled or postponed to any future exam cycle. Reschedule at least 72 hours before your original exam appointment. Rescheduling is subject to exam appointment availability.

You may modify your appointment by contacting FDP Candidate Services via email at candidate@fdpinstitute.org
Keep in mind that appointments fill up quickly, and a reschedule can only be completed if there is an appointment available at your requested time/date/location.

Appointments cannot be rescheduled within 72 hours before the original appointment. If you cannot keep your original appointment and have not rescheduled more than 72 hours in advance, you will forfeit your enrollment and exam registration fees.

Candidates cannot reschedule to a future exam cycle. If you are unable to sit for the exam for which you registered, you will need to register to retake the exam during a future exam cycle. The fee for retaking an exam is US$450, whether or not you already sat for the exam.

YOUR EXAM APPOINTMENT

Overview
In preparation for your exam appointment, it is essential that you understand and are prepared to comply with the guidelines about identification, personal belongings, allotted time, breaks, and acceptable behavior. Failure to follow FDP guidelines may result in an inability to complete the exam and a forfeiture of fees.

What to Bring
You will need to bring the following items with you to your exam appointment.

- Two valid forms of identification. See below for specific identification requirements.

Arrival
Make sure you know how to get to the test center, including parking facilities, prior to exam day. You should arrive at the test center at least 30 minutes prior to your scheduled appointment to allow time for check-in procedures. If you arrive more than 15 minutes after your scheduled exam time, you may not be permitted to sit for the exam, and you may forfeit your exam registration fee.

Friends, relatives, or other individuals who accompany you to the test center will not be permitted to wait inside the test center and cannot interact with you during your exam appointment, including during unscheduled breaks.

Secure Check-in
The secure check-in process protects the integrity of the FDP exam. All FDP candidates are subject to security procedures at the test center. If you refuse to participate in any part of the check-in process, you will not be permitted to sit for the exam, and you will forfeit your exam registration fee.
Identification
When you check in at the test [https://fdpinstitute.org/resources/Documents/Legal%20Files/FDP%20Identification%20Policy%20.pdf](https://fdpinstitute.org/resources/Documents/Legal%20Files/FDP%20Identification%20Policy%20.pdf) center, the test administrator will ask you to present valid identification, per the FDP Examination Identification Policy. You will not be allowed to check in without meeting the identification requirements as presented below, without exception. The requirements are two valid forms of identification with the following stipulations:

- Both must contain your signature.
- At least one must contain a recognizable photograph of you. The FDP Institute’s preferred primary form of identification is a valid passport or driver’s license.
- The second form of identification may or may not include a photo but must include a signature (e.g., a signed credit or debit card will be acceptable).
- Your name on both forms of identification must EXACTLY match the name under which you registered for the exam.
  - Middle names are not considered when matching forms of identification.
  - Hyphens and diacritical marks are not considered when matching forms of identification.
  - Suffixes are not considered when matching forms of identification.
- Both must be current, not expired.
- Both must be original documents. Copies of identification will not be accepted.

Security Procedures
- The test administrator will perform a digital security check using your fingerprint, signature, palm vein pattern, and/or photograph. The digital security check ensures that each candidate has a single FDP record, preventing people from taking the test for others and maintaining test integrity.
- You will be directed to read the Candidate Rules Agreement and provide an electronic signature, agreeing to the terms and conditions contained in the agreement.
- You may also be asked to show that you have nothing in your pockets, and any visible tattoos as well as any eyewear may be visually inspected.

Personal Belongings
In accordance with the FDP Examination Personal Belongings Policy, you will be required to leave your personal belongings outside the testing room. You are strongly encouraged to leave personal belongings at home or in your car. As a courtesy, a small secure locker will be provided inside the test center to store your personal belongings. Storage space is limited, and you should plan accordingly. You will be provided with the key to your locker, and you are permitted to bring that key into the testing room with you. Test centers assume no responsibility for candidates’ personal belongings.

Items permitted in the testing room are limited to the following:

- Your identification
- Your test center locker key
Items NOT permitted in the testing room include but are not limited to the following:

- Cellular (mobile) phones and pagers
- Personal data assistants (PDAs)
- USB storage devices
- Cameras
- Stereos and radios
- Translators
- Watches, clocks, and stopwatches
- Activity trackers
- Headphones and earbuds
- Any electronic, photographic, videographic, or transmitting devices or potential aids
- Coats and jackets
- Ties and scarves
- Hats and hair bands
- Calculators other than those listed above
- Spare approved calculators
- Calculator covers, keystroke cards, instruction manuals, and extra batteries
- Rulers, pencils, and pens, other than the marker provided by test center personnel
- Books, dictionaries, and thesauri
- Notes, either electronic or on paper
- Blank sheets of paper
- Food, drink (including water bottles), and tobacco
- Inhalers, contact lens solution, eye drops, earplugs, and lip balm

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the test administrator before being allowed into the testing room.

Please note that study materials such as notes, or study guide is not allowed in the testing center.

Testing Room and Equipment

The test administrator will direct you to a testing room with private computer workstations. Testing must begin once you are seated at the computer. You must complete your analysis and review of each question within the allotted section time.

The test administrator will provide you with one erasable noteboard and a marker (no other writing materials or instruments are allowed). If you fill up your noteboard during the exam and need another, you must raise your hand and the administrator will collect the noteboard and provide you with a replacement. Your noteboard and marker will be collected at the end of the first section of the exam, and you will be provided with a clean noteboard and a marker at the start of the second section. You may not remove the noteboard or marker from the testing room during or after the exam, and you must return them to the administrator after the exam.
During your exam, a test administrator monitors all individuals in the testing room. All areas of the test center are subject to audio and video recording.

Test centers administer exams for exam sponsors other than FDP, including some that require typed responses. Test centers have no control over typing sounds made by candidates during their exams. If you are easily distracted by noise, earplugs are available from the test administrator upon request. You may **not** bring your own earplugs or headphones into the testing room.

**Exam Session**

The exam session is divided into several parts, as described below. Testing must begin once you are seated at the computer. Each session begins with an administration period, during which you will be presented with a Nondisclosure Agreement and instructions explaining how to navigate the exam. To preview the Nondisclosure Agreement and exam instructions, see Appendix A of this handbook.

The exam is divided into two 100 minute sections, separated by an optional break. During each section, the allotted time for the section will appear in the upper right portion of your exam screen and will count down to zero by seconds. Once the allotted time for a section has expired, you will **not** be able to return to that section to change or submit answers. After you complete each section, you will have time to provide comments about the exam.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>Nondisclosure Agreement (must be completed within 5 minutes) *</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Exam Instructions</td>
<td>5 minutes</td>
</tr>
<tr>
<td>FDP Multiple Choice Questions</td>
<td>100 minutes</td>
</tr>
<tr>
<td>Break (optional)</td>
<td>20 minutes</td>
</tr>
<tr>
<td>FDP Constructed Response Questions</td>
<td>100 minutes</td>
</tr>
<tr>
<td>Comment Period (optional)</td>
<td>10 minutes</td>
</tr>
<tr>
<td><strong>Total Exam Session Time</strong></td>
<td><strong>4 hours</strong></td>
</tr>
</tbody>
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*If you do **not** agree to the Nondisclosure Agreement within the specified time limit of 5 minutes, you will not be permitted to take the test, and you will forfeit your exam registration fee.

Candidates may pace themselves as they wish within each section, and they may answer questions within a section in any order they choose. Candidates have different strategies for managing their exam time. One strategy is to work quickly through a section, targeting questions that the candidate is confident on and flagging others for later review. The candidate can then go back and work through flagged questions with remaining time. You may have other strategies with which you are comfortable; use the strategy that works best for you.
Flagging Questions for Review or Comment -
The exam software provides candidates with the option of flagging exam questions for two different purposes: for later review and for comment.

Flagging for Later Review
This function allows the candidate to identify questions to return to in order to verify or change his or her response. To flag a question for later review, check the box next to “Flag for Review” located in the upper right corner of the screen. At the end of the section, you will see a list showing the questions you flagged for review. You may review the flagged questions, unanswered questions, all questions, or no questions.

Your review of questions must be completed during the allotted section time. Once you have closed the section or the allotted time expires, no more revisions can be made to any answers in that section.

Flagging for Comment
After the close of each section of the exam, candidates will be given 10 minutes during which they have the option of commenting on any of the test questions in that section of the exam. To flag a question for comment, check the box next to "Flag for Comment" located in the upper right corner of the screen. After you have completed each section, including your review of flagged questions, you will see a list showing the questions you flagged for comment. You may comment on flagged questions, all questions, or no questions.

You will be able to view each question while making your comment, but you will not be able to change your answers, nor can answers provided in the comments section be considered in scoring. Comments will not affect the scoring of your exam.

This comment period occurs outside the allotted testing time and therefore is not counted against the candidate’s exam time. You must complete your comments within the allowed comment time of 10 minutes per section.

The FDP Institute uses this feedback to improve its exam.

Assistance During the Exam Session
You must remain in your seat during your exam session unless authorized to leave by a test administrator. Raise your hand to notify the test administrator if you:

- have a problem with your computer,
- need a clean notebook,
- need earplugs,
- have inadvertently brought any personal belongings into the testing room,
- need to leave the testing room for any reason, including for breaks and at the end of a test section,
- need assistance for any other reason.
Breaks
You must obtain the test administrator’s permission to leave the testing room for any reason. A security check will be performed every time you leave or enter the testing room.

During all breaks (scheduled or unscheduled), you may not communicate about the exam or its contents with any other person, either in person or by telephone or electronic means, except for test administrators.

Scheduled Break
An optional 20-minute break is scheduled between sections 1 and 2 of the exam. If you exceed the time allowed for the optional break, the extra time will be deducted from your time for section 2.

During the scheduled break, you are generally permitted to leave the test center building, though this policy may vary among test centers. It is your responsibility to ask the test administrator where to find approved restrooms, food and drink vending areas, or smoking areas. Access to materials in your locker will be permitted, but you must place all materials back in your locker prior to reentering the testing room. Please note that notes and other study materials are not permitted in the test center. If you violate test center policy, the administrator may refuse to allow you to reenter the testing room to continue your exam.

Unscheduled Break
You may take unscheduled breaks while you are working on an exam section. During these breaks, you will not be permitted to access any materials in your locker, nor are you permitted to leave the test center building. You forfeit all the exam time you spend on an unscheduled break.

Check-out
When you have completed your exam, raise your hand to notify the test administrator, who will collect your erasable notebook and marker, ensure that your exam has ended, and dismiss you from the testing room.

Upon exiting the testing room, you will be given a receipt that verifies that you sat for and submitted an exam on the day of your appointment. The receipt will provide information about when you should expect to receive exam results.

MISCONDUCT AND CAUSES FOR DISMISSAL
Misconduct and disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior and may intervene to stop any disruptive, unusual, suspicious, or otherwise questionable behavior.

Any disruptive, unusual, suspicious, or otherwise questionable behavior will be reported to the FDP Institute. The FDP Institute investigates all irregularity reports. In addition, the FDP Institute performs data analysis to identify potential test fraud, including cheating and theft of intellectual property.
The test administrator is authorized to dismiss you from a test session for various reasons, including but not limited to providing false information; attempting to take the test for someone else; failing to provide acceptable identification; possessing unauthorized personal items, study materials, or testing aids; refusing to comply with an administrator’s reasonable requests; giving or receiving unauthorized help; attempting to tamper with the operation of the computer; improper communication, including removal of test content from the test center in any form; refusing to follow directions; or failing to adhere to any other FDP or Prometric procedure, policy, or rule. See the FDP Examinations Misconduct and Confidentiality Policy for more information.

**Reporting Misconduct at a Test Center**

The FDP exam is administered under strict supervision and security measures. However, some candidates may disregard the rules in an attempt to gain an unfair advantage. You must report any questionable behavior to the test administrator or Prometric, such as another candidate receiving assistance or copying from another candidate, taking an exam for someone else, using notes or unauthorized aids, or attempting to record or otherwise capture exam questions.

If you witness misconduct, either inside or outside a test center, you may report it by sending an email to misconduct@fdpinstitute.org

**AFTER EXAM DAY**

**Test Administration Concerns**

If you have any concerns or questions about the manner in which the test center or its test proctors administered the exam, please report them to the FDP Institute (candidate@fdpinstitute.org) as soon as possible. Your report should include a thorough description of the incident, including date, test center, type of incident, names of individuals involved, and your contact information, so that we can follow up with you if needed. Please allow two to three weeks from the receipt of your email for any response.

**Exam Scoring**

The FDP Institute benchmarks candidate scores using all candidates who sat for the exam in the current exam cycle; therefore, scoring cannot begin until the exam window is closed.

FDP examination staff members review all questions before and after each exam, looking for irregularities. There may be in which examination staff, after finding what is believed to be sufficient ambiguity, remove a particular question from the scoring of the exam.

The FDP Institute does not have a target rate for success. Setting the minimum passing score is one of the most difficult decisions to make. We are well aware of the fine line that exists between being fair to those who invest time in preparing for this exam on the one hand and ensuring the program’s integrity on the other. Candidates who earn 70% or more of the total points are assured of passing the exam. However, because we compare each candidate’s score against the average exam score, there is the potential for a curve, which would effectively move the passing score below 70%.
The FDP Institute does NOT release information regarding the passing score.

Exam Results
Exam results are usually released within three weeks of the last examination day.

You are encouraged to keep your contact information up to date to ensure the timely receipt of your exam results. When results are released, you will receive an email instructing you to log in to your FDP Profile.

Information regarding candidates’ exam performance is strictly confidential. The FDP Institute does NOT release candidates’ actual scores to anyone, including the candidates themselves.

Although we make a distinction between passing and failing scores, the FDP Institute does not attach meaning to the relative ranking of candidate scores. The performance of each candidate is measured against a specific standard of performance. Candidates who meet or exceed that standard pass the exam, and those who do not meet that standard fail the exam. There is no such thing as a high pass, a low pass, or a high failure. Releasing individual candidate scores would wrongly lead to such a ranking.

Candidate Performance Report
Candidates will receive their results in the form of a Candidate Performance Report. The FDP Candidate Performance Report aids in self-assessment by indicating a candidate’s areas of relative strength and weakness among the topics in the exam compared to a reference group.

The reference group is composed of all candidates whose total test scores were within the bottom quartile of those who passed the exam during the exam cycle in which you sat.

For each topic, your relative performance is determined by comparing your performance (Candidate Score, or CS) to the average score of the reference group ($\bar{x}$) and the standard deviation of the scores of the reference group ($\sigma$). Five relative levels have been created in order for candidates to compare their performance to the average performance of the lowest quartile of passing candidates:

<table>
<thead>
<tr>
<th>Relative Level</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weaker</td>
<td>$CS \leq \bar{x} - 1.5 \times \sigma$</td>
</tr>
<tr>
<td>Lower</td>
<td>$\bar{x} - 1.5 \times \sigma &lt; CS \leq \bar{x} - 0.5 \times \sigma$</td>
</tr>
<tr>
<td>Comparable</td>
<td>$\bar{x} - 0.5 \times \sigma &lt; CS \leq \bar{x} + 0.5 \times \sigma$</td>
</tr>
<tr>
<td>Higher</td>
<td>$\bar{x} + 0.5 \times \sigma &lt; CS \leq \bar{x} + 1.5 \times \sigma$</td>
</tr>
<tr>
<td>Stronger</td>
<td>$CS &gt; \bar{x} + 1.5 \times \sigma$</td>
</tr>
</tbody>
</table>

For example, if your relative performance in the topic of Data Mining & Machine Learning: Classification and Clustering was “Lower,” it means that your score in that topic was between one-half of one standard deviation and one and one-half standard deviations below the reference group’s average score in that topic.
The performance categorizations in the Candidate Performance Report provide you with indicators of your exam performance in each topic relative to the reference group. If you did not pass, the comparison of your performance to candidates who performed in the lower end of the passing range provides you with information regarding approximately how far you were from passing. In planning your studies for retaking the exam, you may want to pay special attention to topics in which your performance was categorized as “Weaker” or “Lower.”

Remember that each category represents a range of scores. A check mark could indicate performance in any part of the range. In addition, the relative weights of each topic vary, so some topics contribute more to the total score than do others. The examination weights listed in the first column of the table provide information regarding the proportional representation of each topic on the FDP exam.

Exam Retakes
Those not successful in passing the FDP exam, or those who do not attend a scheduled exam appointment, may retake the exam for a reduced fee.

BECOMING an FDP CHARTERHOLDER
The FDP Charter is earned by (1) successfully completing the FDP Charter program (completing the prerequisite program and passing the FDP exam), and (2) becoming a member of the FDP Institute. To qualify for membership in the FDP Institute, which includes the right to use the FDP designation, you must fulfill all of the following FDP membership requirements:

- Pass the FDP exam.
- Agree on an annual basis to abide by the Candidate and Member Agreement.
- Provide two professional references.

As of now there are no membership fees.
Appendix A—FDP Candidate and Member Agreement

The individual identified as completing this Candidate and Member Agreement (the “Individual”) wishes to take advantage of certain opportunities and other benefits offered by the Financial Data Professional Institute ("FDPI"). FDPI is willing to grant such opportunities and other benefits to the Individual, subject to the Individual’s acceptance of the following terms and conditions (collectively, the “Terms”). The Individual’s acceptance of the Terms, indicated by clicking the “I Agree” button at the end of the Terms, shall create a binding agreement between FDPI and the Individual (the “Agreement”).

The Individual represents and warrants that:

1. The Individual has read the Fee Schedule and shall pay such fees thereon as may from time to time be applicable.
2. The Individual has read and shall abide by the Examinations Misconduct and Confidentiality Policy as such may from time to time be applicable.
3. The Individual has read and shall abide by the Examinations Identification Policy, Examinations Calculator Policy, and Examinations Personal Belongings Policy, contained in the Candidate Policy Manual, as such may from time to time be applicable.
4. The Individual has read and shall abide by the Code of Ethics.
5. The Individual has read the Membership Requirements and meets such requirements therein as are applicable to Membership Level that the Individual is seeking.
6. The Individual has read and shall abide by the Privacy Policy.
7. The Individual has read and shall abide by the Anti-trust Policy.
8. The Individual has read and shall abide by the Intellectual Property Policy.
9. The Individual has read and shall abide by the Volunteer Policy as such may from time to time be applicable.
10. The Individual has read and fully acknowledges that the Individual shall be subject to the Discipline Procedure.

The Individual acknowledges that the provisions of each of the documents referenced above, as the same may be modified by FDPI from time to time in its sole discretion and without notice, are incorporated by reference into these Terms. The Individual further acknowledges that FDPI is solely responsible for periodically accessing the FDPI website (www.FDPinstitute.org), or otherwise obtaining copies of such documents (such as by emailing candidate@FDPinstitute.org and requesting copies of the same), to ensure the Individual’s continued compliance with such provisions as they may be so modified.

If the Individual is physically unable to accept the Terms by clicking the “I Agree” button for any reason, the Individual may direct a third party to click the “I Agree” button on the Individual’s behalf; provided, however, that the decision to click the “I Agree” button shall be that of the Individual and further provided that FDPI has no obligation or responsibility to confirm that the Individual authorized a third party to click the “I Agree” button on the Individual’s behalf.

Any violation by the Individual of these Terms, including those documents incorporated herein by reference, may result in the termination of any and all rights granted to the Individual hereunder, as set forth above.

This Agreement is governed by and to be construed in accordance with the substantive laws of the Commonwealth of Massachusetts, without giving effect to the conflicts or choice of law provisions thereof or of any other jurisdiction. Any action or proceeding seeking to enforce any provision or based on any right arising out of this Agreement may be brought in the courts of the Commonwealth of Massachusetts or in the United States District Court for the District of Massachusetts, if such United States District Court has or can acquire jurisdiction, and each of the parties consents to the jurisdiction of such courts and of the appropriate appellate courts in any such action or proceeding and waive any objection to venue laid therein. Process in any action or proceeding referred to in the preceding sentence may be served on any party anywhere in the world. The Individual waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought. Nothing in this provision shall affect the right of any party to serve legal process in any other manner permitted by law or at equity.

These Terms are intended by the parties to be the final expression of their agreement with respect to the subject matter hereof and may not be contradicted by evidence of any prior or contemporaneous agreement.

The invalidity or unenforceability of any of these Terms, including those documents incorporated herein by reference, shall not affect the validity or enforceability of any other Terms hereof, which shall remain in full force and effect.
Appendix B—FDP Examination Misconduct and Confidentiality Policy

To maintain the integrity of the FDP examinations, each Candidate and Member (each, an “Individual”) shall fully comply with this Examination Misconduct and Confidentiality Policy.

Each Individual shall not, directly or indirectly:

- Misrepresent such Individual’s identity to FDP—its directors, officers, employees, representatives, or agents.
- Receive or make any unauthorized communication during any exam.
- Bring unauthorized materials (e.g., unapproved calculators, books, papers of any kind, or other aids) into any exam room.
- Use any unauthorized materials (electronic or otherwise) during any exam.
- Use a recording or transmission device (sound, image, or other) during any exam.
- Use a cellular (mobile) phone, a laptop, a small computer, a PDA, a camera, a USB storage device, or any other device that transmits, stores, or can transmit or store information (except an authorized calculator) during any exam.
- Remove or attempt to remove examination content from any exam.
- Reproduce, transmit, or otherwise disclose any examination content to any third party.

Each Individual shall, as applicable:

- Comply with FDPI policies regarding exam procedures, including but not limited to the FDP Examinations Identification Policy, FDP Examinations Calculator Policy, FDP Examinations Personal Belongings Policy, and Prometric test center policies.
- Report any suspicious activity relating to any exam or exam questions or other potential violations of this Examination Misconduct and Confidentiality Policy by emailing misconduct@FDPinstitute.org. The names of individuals reporting such information will be kept confidential.
- Immediately notify FDPI if the Individual obtains access, either intentionally or accidentally, to any examination questions outside of any exam.

Confidentiality of Examination Questions. FDP’s examination questions are owned by FDP, and any unauthorized dissemination of the questions, in whole or in part, is an infringement on FDP’s intellectual property rights. FDP does not make any examination questions public nor has FDP authorized the publication or dissemination of any examination questions. FDP considers all past, present, in-development, or future examination questions to be FDPI’s confidential information and trade secrets (collectively, the “Protected Information”), and FDP is only disclosing the Protected Information to the Individual for the purpose of completing each exam.

Each Individual shall not, directly or indirectly, use, publish, disseminate, or otherwise disclose any Protected Information. This includes but is not limited to discussing or disclosing any Protected Information verbally, in writing, or via e-mail, chat room, message board, social or professional networking service, or any other forum. Each Individual will promptly notify FDPI of any attempt by a third party to legally compel the Individual to disclose Protected Information.

The Individual’s obligations to maintain the confidentiality of the Protected Information shall survive until such Protected Information is no longer considered a trade secret by FDPI. Each Individual recognizes the irreparable injury that might result to the business of FDPI if the Individual should breach this Examination Misconduct and Confidentiality Policy. Each Individual further recognizes that monetary damages will be inadequate for such Individual’s breach of this policy. In addition to any legal remedies FDPI may have, FDPI shall be entitled to injunctive relief and such other equitable remedies as a court of competent jurisdiction may deem appropriate, without the requirement to post any bond in connection therewith.

Updated May 22, 2019