



# FDP Institute Handbook

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## Table of Contents

OVERVIEW .....	2
THE FDP CURRICULUM .....	2
FDP Curriculum Readings .....	2
FDP Study Guide.....	3
REGISTERING FOR AN EXAM.....	3
Determine Exam Availability.....	3
Register for an Exam .....	3
Testing Accommodations .....	4
Canceling or Rescheduling an Exam Appointment .....	5
Test Center Closings and Delayed Starting Times .....	5
COVID-19 POLICY.....	6
STUDYING FOR THE EXAM.....	7
Preparation Time .....	7
Study Tools .....	7
Sample Questions .....	7
Study Guide .....	7
Preparatory Program Providers.....	7
THE FDP EXAM.....	8
Exam Structure.....	8
Equations.....	8
Calculators.....	9
Multiple-Choice Questions .....	9
Constructed-Response (Essay-Type) Questions.....	9
YOUR EXAM APPOINTMENT AT A PROMETRIC TEST LOCATION .....	10
Overview.....	10
What to Bring .....	10
Arrival.....	10
Secure Check-in.....	10
Identification .....	10
Security Procedures.....	11
Personal Belongings.....	11
Items not permitted in the testing room.....	11
Items not permitted in the testing room.....	11

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Testing Room and Equipment .....	12
YOUR EXAM APPOINTMENT THROUGH PROPROCTOR© .....	13
Overview .....	13
Online Proctored Exam Causes of Unsuccessful Exam Experience and Delivery .....	13
What to Bring .....	13
Items Permitted In Your Test Environment.....	13
Items NOT Permitted In Your Test Environment.....	13
Check-In procedure.....	14
Secure Check-in.....	14
Identification .....	14
Security Procedures.....	15
Testing Environment and Equipment .....	15
EXAM SESSION.....	16
Flagging Questions for Review or Comment .....	16
Breaks .....	17
Check-out .....	18
MISCONDUCT AND CAUSES FOR DISMISSAL .....	18
Reporting Misconduct at a Test Center .....	18
AFTER EXAM DAY .....	19
Test Administration Concerns .....	19
Exam Scoring .....	19
Exam Results.....	19
Candidate Performance Report .....	20
Sample Candidate Performance Report .....	21
Interpreting Your Candidate Performance Report.....	22
Interpretation of Sample Level I Candidate Performance Reports .....	22
Score Review .....	23
Exam Retakes .....	23
Becoming an FDP Charter holder.....	23
Appendix A—FDP Candidate and Member Agreement.....	24
Appendix B—FDP Examination Misconduct and Confidentiality Policy.....	25
Appendix C—FDP Nondisclosure Agreement and General Term of Use for Exams Developed for the FDP Institute.....	26
Appendix D—FDP Exam Instruction, Tutorials & Calculator .....	27

## 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 Charter program.

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

- Carefully read this entire [Candidate Handbook](#).
- [Register](#) for and purchase an exam from the FDP Institute; review the confirmation email upon receipt. Registered candidate will gain access to the [Reserve Your Exam Seat](#) page (available after January 8, 2020). Then follow the instructions to schedule your exam appointment through Prometric, our global test administration provider.
- Obtain the [curriculum materials](#).
- Read the [Candidate Study Guide](#). For each of 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 unlimited access to [sample questions](#) to assist candidates in developing their understanding of the FDP curriculum in preparation for the exam. (Available after January 8, 2020)

## THE FDP CURRICULUM

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 the content on the FDP exam comes directly from the FDP curriculum readings.

### FDP Curriculum Readings

The FDP curriculum is comprised of readings that are 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 textbooks, which must be purchased from outside vendors. We strongly recommend that candidates act early to obtain textbooks in order to allow sufficient study time. The FDP Institute will **not** allow an exam to be postponed due to late receipt of books.

## FDP Study Guide

The FDP Charter program is designed to facilitate self-directed learning for today's busy professional. The FDP study guide provides an essential link between the curriculum and the exams and is organized to facilitate quick learning and easy retention.

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 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 each study guide is exam specific, is regularly revised, and pertain only to a particular exam cycle.**

## REGISTERING FOR AN EXAM

### Determine Exam Availability

The FDP exam is administered via computer exclusively through our testing partner Prometric. Prometric offers test centers around the world and through ProProctor®, their remote proctor testing platform offers the opportunity to test from the comfort of your home or office. Registered FDP candidates have two options to take the Q2-2021 FDP Exam: either at a Prometric testing center or through Remote Proctoring Testing (RPT). Check the [FDP website](#) details.

### Register for an Exam

1. **By completing the exam registration process, the candidate agrees with the FDP Candidate and Charterholder 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 the 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](mailto: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, Discover, and MasterCard.

### 3. Schedule an exam appointment.

Registered FDP candidates have two options to take the Q2-2021 FDP Exam:

**Option 1: At a Prometric Testing Center**

**Option 2: Through Remote Proctoring Testing (RPT)**

*Online, remote exams are offered using Prometric's ProProctor™ application. For a remotely proctored exam, you must supply the computer which must have a camera, microphone and an internet connection and be able to install a lightweight app prior to the test event. You will be able to take the exam online while a Prometric proctor is overseeing the examination process remotely.*

For the details: [www.fdpinstitute.org/reserve-your-exam-seat](http://www.fdpinstitute.org/reserve-your-exam-seat)

Once you have purchased your exam, you will be able to schedule your exam appointment with our global testing provider, Prometric. Due to high volume access to the Prometric site may take up to twelve (12) hours. Only paid exam registrants will be able to see and access the web page ["Reserve Your Exam Seat"](#)

Neither the FDP Institute nor Prometric can guarantee 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.



Note: Do not de-activate or delete your email in the Prometric exam reservation software. Communications regarding your exam appointment are shared via email.

### Testing Accommodations

All [requests for an exception to standard testing](#) procedures must be completed and submitted via email to [accommodations@fdpinstitute.org](mailto:accommodations@fdpinstitute.org) prior to your exam appointment to ensure proper support. 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 [FAQs](#) at [www.fdpinstitute.org](http://www.fdpinstitute.org) and/or review 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 5 days before your scheduled exam date/time. Your advance notice makes an exam seat available for another potential examinee.

**Rescheduling Policy:** Exam 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 5 days before your original exam appointment. Rescheduling is subject to exam appointment availability and additional fees may apply.

You can modify, cancel or reschedule your appointment by logging into <https://www.prometric.com/test-takers/search/fdpi>. Have your FDP Profile number available when you make your modification. Your FDP Profile Number is your eligibility number.

You will receive a confirmation email to verify that the rescheduling process is complete. If the online modification does not work, please email us at [candidate@fdpinstitute.org](mailto: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 5 days before the original appointment. If you cannot keep your original appointment and have not rescheduled more than 5 days 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 you already sat for the exam or not.

## Test Center Closings and Delayed Starting Times

Adverse conditions—such as extreme weather, a power failure, or a health pandemic —may make it necessary to cancel the administration of a test or to delay the beginning of testing for some time period.

- Do not call the FDP Institute or the Prometric test center to determine whether testing has been canceled or delayed. **If a test center has a cancellation or delay, Prometric will contact candidates directly** via email to notify them of the cancellation or delay and reschedule their appointments if necessary.

Even when a test center is operating, technical problems or other circumstances beyond the test administrator's control occasionally require a delayed start or rescheduling of your exam.

- If such circumstances arise causing you to wait more than 30 minutes after your scheduled appointment time, or a restart delay lasts longer than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment without an additional fee.

- If such circumstances result in the cancellation of your exam appointment, you will be offered the opportunity to either schedule another exam appointment free of charge or receive a refund of the original exam registration fee.

## COVID-19 POLICY

The novel coronavirus, or COVID-19, is an extremely contagious disease that can lead to severe illness and death. Hundreds of thousands of people across the world have been infected with COVID-19 and many have died. The long-term health effects of a COVID-19 infection are not yet known. There is no known vaccine or cure for COVID-19. Like some other viruses, COVID-19 appears to be transmitted between people by physical contact or even close proximity. Prolonged exposure to an individual infected with COVID-19 in an enclosed setting is likely to significantly increase the chances of contracting the disease and may cause a resulting case of COVID-19 to be more severe. As a result, sitting for an exam with others is an unusually dangerous activity.

***By coming to a testing facility and sitting for an exam, you voluntarily assume all risks related to exposure to COVID-19.***

No Candidate may come to a testing facility or sit for an exam if they have tested positive for or had a suspected, diagnosed, or confirmed active infection with any communicable disease, including COVID19, in the last 14 days.

In addition, no Candidate may come to a testing facility or sit for an exam if they had any of the following symptoms in the past 72 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

We contract with Prometric for the administration of our exams at testing centers owned and/or operated Prometric. We have been assured by Prometric that they are enacting enhanced health and safety measures to respond to the Covid-19 pandemic. The CAIA Association nor the FDP Institute have control over the administration of these exams or the operation of the testing centers, and accepts no liability relating thereto. Any questions or concerns you have regarding the facility at which your test is administered or the health and safety procedures that have been enacted should be directed to Prometric.

## STUDYING FOR THE EXAM

### Preparation Time

Based on candidate feedback, we estimate that the FDP exam requires approximately 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 guides 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](http://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. Upon registration candidates gain access to the sample questions webpage.

### Study Guide

Our study guides are organized to facilitate quick learning and easy retention. Each topic is structured around 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 content in the FDP curriculum, and all exam questions are written to directly address the learning objectives.

Correction notes appear in the study guides to address known errors existing curriculum. Occasionally, additional errors are brought to our attention and we will then post the errata on the Curriculum and Study Materials page of the [FDP website](http://www.fdpinstitute.org).

It is the responsibility of the candidate to review these errata prior to taking the examination. Please report suspected errata to [curriculum@caia.org](mailto:curriculum@caia.org).

### Preparatory Program Providers

The FDP curriculum materials and FDP study guide is 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. Some candidates also find it useful to augment their study of the FDP curriculum materials with [third-party preparatory programs](#). 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 65% of the total points, and two to four constructed response questions (multi-part essay type) weighted as 35% 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:

Topics	Approximate Weight %
1. Introduction to Data Science & Big Data	5-10
2. Machine Learning: Introduction to Algorithms	5-10
3. Machine Learning: Regression, Support Vector Machine & Time Series Models	5-10
4. Machine Learning: Regularization, Regression Trees, Random Forest & Overfitting	5-10
5. Machine Learning: Classification & Clustering	5-10
6. Machine Learning: Performance Evaluation, Backtesting & False Discoveries	5-10
7. Data Mining & Machine Learning: Naïve Bayes & Text Mining	5-10
8. Big Data & Machine Learning: Ethical & Privacy Issues	5-10
9. Big Data & Machine Learning in the Financial Industry	30-50

Every multiple-choice question within the FDP exam has the same weight. The different topic weightings are achieved by including more questions for the topics that have more weight, and fewer questions for the topics that have less weight.

### 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

The use of a physical calculator is prohibited. A scientific calculator is provided in the testing software. See Appendix D for details.

## 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.

## YOUR EXAM APPOINTMENT AT A PROMETRIC TEST LOCATION

### Overview

	As you prepare to sit for the FDP exam: Due to the changed conditions in each country and at each test location, we encourage you to check this webpage <a href="https://www.prometric.com/corona-virus-update">https://www.prometric.com/corona-virus-update</a>
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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 Institute and/or Prometric test center 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 item 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.

 <a href="#">Prometric Test Center Tips for Candidates (video)</a>
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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 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 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 not permitted in the testing room

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

- Your identification
- Your test center locker key

### Items not permitted in the testing room

Items NOT permitted in the testing room include but are not limited to the following:

- Calculators
- Rulers, pencils, pens, or marker (other than the one pencil mentioned above)
- Headsets, earbuds, earphones, and headphones other than those provided by test center personnel
- Cellular (mobile) phones, pagers, and personal data assistants (PDAs)
- Contact lens solution, lip balm, and earplugs other than those provided by test center personnel
- Watches, clocks, and stopwatches
- Wearable technology, including fitness tracking devices and smart watches
- Any electronic, photographic, videographic, transmitting, or remote communication devices or potential aids

- Computers, tablets, and USB storage devices
- Books, dictionaries, translators, and thesauri (paper or electronic)
- Notes, either electronic or on paper
- Blank sheets of paper (other than the one sheet mentioned above)
- Food, drinks, and tobacco (other than the clear glass with water as mentioned above)
- Coats and jackets
- Ties, scarves, hats, and hair bands
- Baggage of any kind, including but not limited to handbags, backpacks, briefcases, carrying cases, passport covers, pencil cases, luggage
- Weapons of any kind 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.

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 guides, are 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.

## YOUR EXAM APPOINTMENT THROUGH PROPROCTOR®

### Overview



As you prepare to sit for the remotely proctored FDP exam, we encourage you to check this webpage frequently  
<https://www.prometric.com/proproctorcandidate>

In preparation for your ProProctor 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 Institute and/or Prometric test center guidelines may result in an inability to complete the exam and a forfeiture of fees.

### Online Proctored Exam Causes of Unsuccessful Exam Experience and Delivery

Upon selection of the online proctored exam by submitting the Remote Proctor Testing application, candidates attested to having reviewed the system requirements and their system's ability to meet them. The FDPI continues to inform candidates that the use of the physical calculator is prohibited and that a scientific calculator is available in the testing software. The FDPI is not responsible for an unsuccessful exam experience due to either inadequate system capabilities or lack of familiarity with the aforementioned features. Please check the [Candidate Policy Manual](#) for further details.

### What to Bring

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

- Two valid forms of [identification](#) as reflected in the Candidate Policy Manual. See below for specific identification requirements.

### Items Permitted In Your Test Environment

Items Permitted to Bring into your Exam Environment (*all are subject to security protocol*)

- A clear glass with water
- One clear sheet of paper
- One pencil
- Two tissues

### Items NOT Permitted in Your Test Environment

Items NOT permitted in your testing environment include but are not limited to the following:

- Calculators
- Rulers, pencils, pens, or marker (other than the one pencil mentioned above)
- Headsets, earbuds, earphones, and headphones other than those provided by test center personnel
- Cellular (mobile) phones, pagers, and personal data assistants (PDAs)
- Contact lens solution, lip balm, and earplugs other than those provided by test center personnel
- Watches, clocks, and stopwatches
- Wearable technology, including fitness tracking devices and smart watches

- Any electronic, photographic, video graphic, transmitting, or remote communication devices or potential aids
- Computers, tablets, and USB storage devices
- Books, dictionaries, translators, and thesauri (paper or electronic)
- Notes, either electronic or on paper
- Blank sheets of paper (other than the one sheet mentioned above)
- Food, drinks, and tobacco (other than the clear glass with water as mentioned above)
- Coats and jackets
- Ties, scarves, hats, and hair bands
- Baggage of any kind, including but not limited to handbags, backpacks, briefcases, carrying cases, passport covers, pencil cases, luggage
- Weapons of any kind 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.

### Check-In procedure

Candidates can engage in the check-in process 15 minutes prior to their appointment. 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.

Please note that your exam time does not start until you are granted access to the system by the proctor.



### Secure Check-in

The secure check-in process protects the integrity of the FDP exam. All FDP candidates are subject to [ProProctor security procedures](#) during the check-in process. 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 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 secure check-in process protects the integrity of the FDP exam. All FDP candidates are subject to ProProctor security procedures during the check-in process.
- The security agent will perform a digital security check. 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 asked to provide a 360-degree view of your exam environment, including the item on your desk.
- 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.

**If, during a visual inspection upon check-in and upon return from any breaks, you are found to be in possession of any technology or devices capable of recording audio video, photo, or any other data, you will not be permitted to test and/or your exam will be stopped and voided. Your registration fee will not be returned to you.**

### Testing Environment and Equipment

For a complete and most up-to-date overview of the testing environment please review the Prometric ProProctor webpage.

During an examination, the following behavior may result in a revoked exam by the Remote Proctor Testing (remote online) proctor. Please refrain from these behaviors to ensure a successful exam experience.

- You must stay within webcam view.
- You cannot get up and walk around.
- No one can enter your testing environment.
- You cannot leave your testing environment, until the scheduled break.
- You must be clothed (no hats or hoodies).
- You may have water in a clear glass during testing; however, eating, smoking, and chewing gum are prohibited.
- You may not wear headphones, earbuds, or a headset.
- You may not have prohibited items where you can see them or reach for them while sitting in front of your computer. This includes watches, phones, and other prohibited items as described in this document.
- You cannot have in the room or attempt to use study guides, reference materials or other materials during their exam.

## 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 C of this handbook.

The exam is divided into two (2) 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.

Nondisclosure Agreement (must be completed within 5 minutes) *	5 minutes
Exam Instructions	5 minutes
FDP Multiple Choice Questions	135 minutes
Break (optional)	20 minutes
FDP Constructed Response Questions	65 minutes
Comment Period (optional)	10 minutes
<b>Total Exam Session Time</b>	<b>4 hours</b>

\*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 exams.

### **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 notepad,
- 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 section 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 noteboard 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 FDPI or Prometric procedure, policy, or rule. See the [FDP Examination 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](mailto: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](mailto: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 have been cases in which examination staff, after finding what was believed to be sufficient ambiguity, removed 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 these exams 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

FDP exam results are usually released within five 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. 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 your peers.

For each topic, your relative performance is determined by comparing your performance to the average score of the Just Qualified Candidates by section, and categorized as either Above, Below or Equal. The Just Qualified Candidates' average score is essentially a scaled score that is usually lower than the unscaled average.

For example, if your relative performance in the topic of Data Mining & Machine Learning: Classification and Clustering was "Below," it means that your score in that topic was lower than the average of all the Just Qualified Candidates' scores in that topic.

If you did not pass, in planning your studies for retaking the exam, you may want to pay special attention to topics in which your performance was categorized as "Below".

Remember that each category represents a range of scores. 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.

## Sample Candidate Performance Report

FDP Candidate Performance Report  
Candidate Name: Jane Doe  
Candidate ID: XXXXXXXX  
Exam Cycle: Most recent  
Overall Result: **PASS**

Dear Jane Doe,

On behalf of the FDP Institute, let me be the first to congratulate you on passing the FDP examination. The FDP examination represents the final assessment phase of the program. Of those who appeared for the FDP examination in [the most recent administration], [X%] were successful in passing.

Below is a performance profile developed for you to aid in self-assessment by indicating your areas of relative strength and weakness compared to a reference group. This reference group is composed of candidates who took the FDP examination in November 2020. To create your profile, your performance by topics was compared to the reference group and was categorized into relative performance levels to reflect the distance between your performance and that of other candidates. More information on how to interpret this Candidate Performance Report is available in the FDP Candidate Handbook.

Note that your pass status is determined by your performance on the entire examination rather than by your performance on each topic.

FDP Examination Topics	Relative Performance Level*
Introduction to Data Science & Big Data	Above
Machine Learning: Introduction to Algorithms	Above
Machine Learning: Regression, Support Vector Machine & Time Series Models	Above
Machine Learning: Regularization, Regression Trees, Random Forest & Overfitting	Below
Machine Learning: Classification and Clustering	Equal
Machine Learning: Performance Evaluation, Back testing and False Discoveries	Above
Data Mining & Machine Learning: Naive Bayes & Text Mining	Above
Big Data, Data Mining & Machine Learning: Ethical and Privacy Issues	Above
Big Data and Machine Learning in Financial Industry	Above

\*Relative performance levels are based on the average score of the Just Qualified Candidates for a given topic. "Equal" is assigned when a candidate's score in a topic is within 5% of the average score of the Just Qualified Candidates for that topic. It is important to note that "Above" and "Below" does not indicate how far above or below a candidate's score is from the average score of the Just Qualified Candidates.

This detailed performance profile is provided for your reference only. Examinations are analyzed by candidate number only, and all results are kept confidential. Candidates' actual scores are not released.

Again, my congratulations, and I look forward to your future participation in the FDP institute.



Kathryn Wilkens, Director of Examinations

## Interpreting Your Candidate Performance Report

A candidate’s pass/fail status is determined by the candidate’s overall exam score. Candidates do not pass or fail individual topics. See the sample interpretations below for more information on how to interpret the FDP Candidate Performance Report. Please note that these samples are based on the most current version of the Candidate Performance Report.

## Interpretation of Sample Level I Candidate Performance Reports

### FDP Exam – Example 1 (Pass)

This profile represents a candidate who passed the FDP examination. Note that strong performance in one area can offset weaker performance in other areas. Note also that some topics comprise higher relative weights and thus count more toward the overall decision. This profile illustrates that an overall test result of “Pass” does not necessarily indicate that a candidate was strong in all topics.

FDP Examination Topics	Relative Performance Level*
Introduction to Data Science & Big Data	Above
Machine Learning: Introduction to Algorithms	Above
Machine Learning: Regression, Support Vector Machine & Time Series Models	Above
Machine Learning: Regularization, Regression Trees, Random Forest & Overfitting	Above
Machine Learning: Classification and Clustering	Equal
Machine Learning: Performance Evaluation, Back testing and False Discoveries	Above
Data Mining & Machine Learning: Naive Bayes & Text Mining	Above
Big Data, Data Mining & Machine Learning: Ethical and Privacy Issues	Above
Big Data and Machine Learning in Financial Industry	Above

### FDP Exam – Example 2 (Fail)

This profile represents a candidate who failed the FDP examination. The candidate’s stronger relative performance in the Data Mining & Machine Learning: Introduction topic was not enough to overcome relatively weaker performance in other areas. Note that some topics comprise higher relative weights and thus count more toward the overall decision. This profile illustrates that an overall test result of “Fail” does not necessarily indicate that a candidate was weak in all topics.

FDP Examination Topics	Relative Performance Level*
Introduction to Data Science & Big Data	Above
Machine Learning: Introduction to Algorithms	Below
Machine Learning: Regression, Support Vector Machine & Time Series Models	Equal
Machine Learning: Regularization, Regression Trees, Random Forest & Overfitting	Below
Machine Learning: Classification and Clustering	Equal
Machine Learning: Performance Evaluation, Back testing and False Discoveries	Below
Data Mining & Machine Learning: Naive Bayes & Text Mining	Below
Big Data, Data Mining & Machine Learning: Ethical and Privacy Issues	Above
Big Data and Machine Learning in Financial Industry	Equal

### Score Review

Candidates with questions about the scoring of their exams can request a score review after receiving their Candidate Performance Report. This means that the points earned in each part of the exam will be manually checked and matched against the reported score; it does **not** mean that the questions will be graded again. The fee for the score review option is US\$100. Requests for a score review must be submitted to [candidate@fdpinstitute.org](mailto:candidate@fdpinstitute.org) within 30 days of receiving the Candidate Performance Report. Please note that all exam materials are the property of the FDP Institute and will not be released.

### 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. Please contact us at [candidate@fdpinstitute.org](mailto:candidate@fdpinstitute.org) if you would like to retake the exam.

### Becoming an FDP Charter holder.

The FDP Charter is earned by (1) successfully completing the FDP Charter program (completing the online classes and passing the FDP exam) and (2) compliance to the ethics agreement. 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.

At this time 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 [Examination 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 [Charterholder Requirements](#) and meets such requirements therein as are applicable to Charterholder 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 the Individual is solely responsible for periodically accessing the FDPI website ([www.FDPinstitute.org](http://www.FDPinstitute.org)), or otherwise obtaining copies of such documents (such as by emailing [candidate@FDPinstitute.org](mailto: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.

*Updated May 25, 2019*

## 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](mailto: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

## Appendix C—FDP Nondisclosure Agreement and General Term of Use for Exams Developed for the FDP Institute

Below is the Nondisclosure Agreement to which you must agree before you will be allowed to begin your exam.

**NONDISCLOSURE AGREEMENT AND GENERAL TERM OF USE  
FOR EXAMS DEVELOPED FOR THE  
FINANCIAL DATA PROFESSIONAL INSTITUTE.**

Before you begin the FDP exam, you must respond to the following. Electronic confirmation of your agreement is required. **If you do not agree to this statement in the specified limit of five minutes, you will not be permitted to take the test, and you will forfeit your exam registration fee.**

As a candidate in the FDP charter program, I am obligated to follow the testing policies as outlined by the FDP Institute. I understand that I must not engage in any conduct that compromises the reputation or integrity of the FDP Institute or the integrity, validity, security of the FDP exam.

Specifically, I affirm that I have previously agreed to the following:

- a. Prior to this exam, I have not given or received information regarding the content of this exam.
- b. During this exam, I will not give or receive any information regarding the content of this exam.
- c. After this exam, I will not disclose any portion of this exam and will not remove any exam materials from the testing room in original or copied form. I understand that all exam materials, including my answers, are the property of the FDP Institute and will not be returned to me in any form.
- d. I will follow all rules and policies of the FDP Institute as stated in the as stated in the FDP Candidate and Member Agreement. Violation of Any rules of the FDP program will result in the FDP Institute voiding my exam results and may lead to suspension or termination of my candidacy in the FDP program.

Please choose one of the following:

**Y. Yes**, I have read and agree to the terms of the above statement

**N. No**, I do not agree |

## Appendix D—FDP Exam Instruction, Tutorials & Calculator

Below are the instructions presented to candidates at the beginning of the first section of each FDP examination.

**Welcome to the Financial Data Professional Exam**

Exam Structure

This exam contains **75 multiple choice questions and 3 multi-part constructive response questions** and you will have **200 Minutes** to answer all questions within this exam. The multiple-choice questions have only one correct answer and you are not penalized for any incorrect answers.

**Content Section 1:** This section contains **65 multiple-choice questions** and some of the multiple-choice questions will be delivered as part of items set(s). You will have **100 minutes** to answer all questions within this section. Once you leave section 1 of the exam you cannot return.

**Candidate Break:** After completing the first section of the exam you will have an optional **20 minutes** scheduled break. If you do not wish to take the break, then click "**Resume**" exam and the exam will restart on content section two (2).  
If you have not returned to your seat within the designated **20 minutes** the exam will automatically restart displaying content section two (2).

**Content Section 2:** This section contains **10 multiple choice questions and 3 multi part constructive response essays**. You will have **100 minutes** to answer all questions within this section. When you have completed this section, you will have finished the exam.

Please note the following about this exam:

1. If you requested specific timing adjustments when scheduling this exam and it was approved, the above exam time will be adjusted to support the request.
2. **Candidate comments added to a specific exam item are reviewed in aggregate along with performance metrics, and individual comments will not be responded to directly.**

Before you begin, it is strongly encouraged that you take a few minutes to review the tutorial before attempting any exam questions. The tutorial provides an overview of the features available to you during the examination.

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen.

Once clicked, a pop-up window will appear confirming that you want to finish the section. Click "**Yes**" to submit your answers for the current section and progress to the next section.

Click "**No**" to return to the current section. Please note that once you progress past a section you may not return at any point. Any questions that are incomplete will be marked as unanswered.

To change the color scheme at any time, click on the "**Gear**" icon in the bottom-left corner of the screen. To view this information again at any time, click on the "**Information**" icon at the bottom of the screen.

To begin the tutorial, click "**Next**" to continue

### **Welcome to the Tutorial**

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.

Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

**Click the 'Next' button to continue.**

### **Using the Mouse**



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

**Click the 'Next' button to continue.**

### Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question.  
Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.



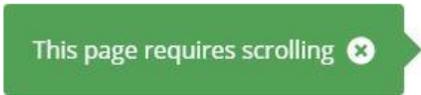
The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.

- The current question will be indicated by an arrow-shaped numbered button.
- For all attempted questions, the numbered button will appear darker in color.
- For all unattempted questions, the numbered button will remain the original color.
- Flagged questions will show a flag icon on the numbered button.

**Click the 'Next' button to continue.**

### Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



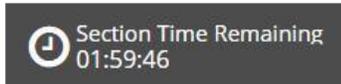
This page requires scrolling 

To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

**Click the 'Next' button to continue.**

### Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section of this examination is allocated a specific amount of time, including the Tutorial. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of time remaining in all content sections, if applicable.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

**Click the 'Next' button to continue.**

### Flagging Questions



You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the **Flag** button displayed at the bottom of the exam screen.

Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the **Flag** button again to remove the flag.



**Click the 'Next' button to continue.**

### Answering Multiple-Choice Questions

This examination uses multiple-choice questions. This type of question has one correct answer.

To complete each multiple-choice question, click on the option that you believe to be the single best answer. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to deselect a chosen option, click on it a second time.

**Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.**

Of the following biological levels of organization, which represents the smallest or lowest level?

- A  organism
- B  population
- C  cell

### Answering Essay Questions

Essay questions require a written analysis or explanation, usually of a specified length. An essay question contains a question or statement, and an answer box where the response is to be provided.

**Practice typing your response for essay question below. Click the 'Next' button to continue.**

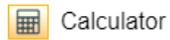
Consider this statement:

*"The primary goal of every business should be to maximize profits."*

In essay format, describe a situation in which the statement is true and a situation in which the statement is false.



## Using the Calculator



Calculator

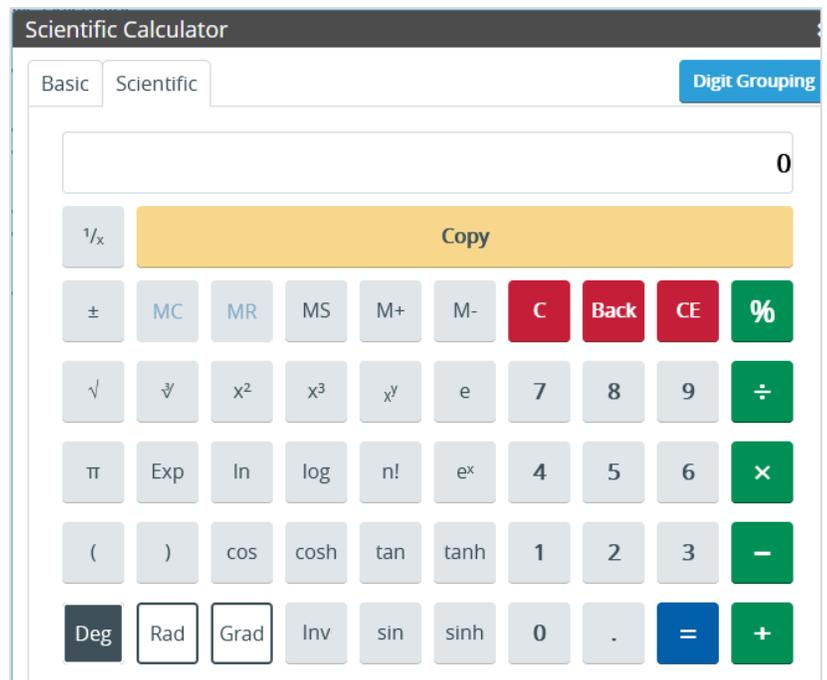
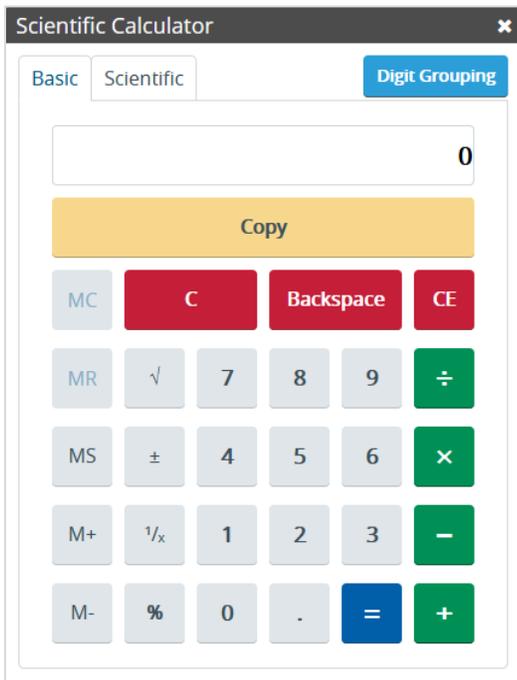
A calculator is available for your use on every item in the exam.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition and subtraction, as well as functions found on a scientific calculator, such as logarithms and factorials.

Initially, the calculator will display the scientific functions. Click the tab in the top-left corner of the calculator pop-up to toggle between the scientific and basic views.

**Click the 'Next' button to continue.**

Below: view of the available Basic and Scientific calculators



## Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality.



### Open the PDF Viewer within the exam

If the PDF does not automatically open, click on the relevant source material to open the PDF Viewer. If more than one PDF exists for your exam, select the "library button"  in the upper right-hand corner to display all available PDFs.

### Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" button  and select a page to view. If your PDF has bookmarks, click on the bookmark icon to view.

### Other Functions of the PDF Viewer

- Pan  - Click and drag to pan around the document.
- Zoom In/Out   - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Highlight  - To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

**Click the 'Next' button to continue.**

### Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove, click on any area of the highlighted text and click the **Highlight** button again.

How would you characterize the young Frederick Douglass?



The highlight feature cannot be applied to text within the answer options.

**Click the 'Next' button to continue.**

### Striking Out Options

During the examination, a Strikeout feature is available to help you visually eliminate possible options from consideration. A struck out option will remain present as you progress through the exam, unless you select to remove it.

Right-click on an option to strike it out. Right-click again to remove the strikeout. Left-click on a struck out option to select it as your response. You may strike out as many or as few items as you like.

**Practice using the Strikeout feature below. Once you have finished practicing, click the 'Next' button to continue.**

How many lungs does the typical human body have?

- A
- B
- C

## Providing Feedback



During the examination, you will have the opportunity to give feedback to each question presented to you.

To comment on a question, click the **Comment** button displayed at the bottom of the exam screen. Then proceed to type the comment in the pop-up window, or remove the comment if necessary.



Please make sure your comment is relevant to the question you are viewing. Comments intended to challenge questions should provide the problematic details. At the end of the examination there will be a general comments box to capture the overall testing experience.

Please note that candidate comments added to a specific exam item are reviewed in aggregate along with performance metrics, and individual comments will not be responded to directly.

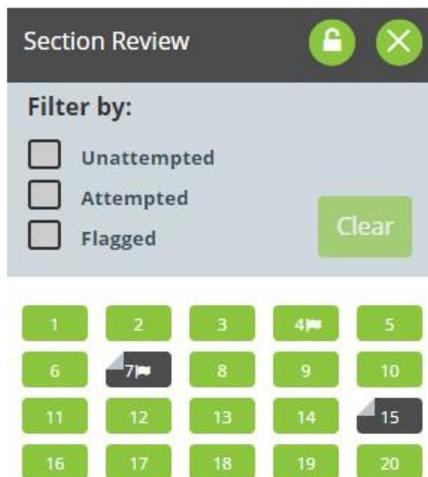
Please note that providing feedback is optional. The examination timer will continue to run while comments are being entered.

**Click on the "Next" button to continue.**

## Section Review

During the examination, you can review the status of all questions in a current exam section using the grid icon  located in the bottom left corner of the exam screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.



Click the 'Next' button to continue.

### **Ending Exam Sections**

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the **"Finish Section"** button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select **"Yes, I would like to finish this section"** to submit your answers for that section and progress to the next section.

After completing and reviewing the last section of the test, you can finalize the test section by clicking the **"Finish Test"** button in the top-right corner of the screen and confirming you would like to finish the test.

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

**Click the 'Next' button to continue.**

### **Tutorial Conclusion**

This concludes the tutorial. You can review the tutorial by clicking on the **"Back"** button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

**Click the 'Start the Test' button to exit the tutorial and begin the examination.**