The Do’s and Don’t of Remote Proctor Testing

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www.fdpinstitute.org
Agenda

• FDP Program in 2 minutes

• Two test options for the Q4 2020 FDP Exam
  • Option 1: Brief overview of testing at a Prometric test site
  • Option 2: The focus of today's website → Remote Proctor Testing

• How different is option 1 from option 2 (it's not)

• How to prepare for your FDP Remote Exam Day

• Questions & Answers
The FDPi was created by CAIA to

✓ Provide financial professionals with the knowledge necessary to succeed in an industry disrupted by the advent of big data and machine learning.

✓ Advocate for the highest levels of professional ethics and standards.

✓ Establish the FDP Charter as a global professional designation in the area of financial data science.

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**EARN YOUR FDP DESIGNATION**
A globally-recognized charter is awarded to FDP charter holders

**TWO ONLINE CLASSES***
Choose either Python or R. Can be completed before or after the exam

**ONE COMPREHENSIVE EXAM**
Offered twice per year in March & November

**VALUE ADD**
Employers increasingly seek to find professionals to have the skills to apply data science tools to solve their most challenging problems
FDP EXAM

1. Introduction to Data Science & Big Data
5. Machine Learning: Classification & Clustering
7. Data Mining & Machine Learning: Naïve Bayes & Text Mining

Exam candidates now have one of two test options for the FDP exam

Option 1: At a Prometric test center near you
Exam window: October 12 – November 8, 2020

Option 2: Through Remote proctoring from your home/office
Exam Day: December 1, 2020

Learn more at www.fdpinstitute.org
Option 1
At a Prometric Location

Exam Window:
October 12 – November 8, 2020

• Schedule Your Exam Seat until September 30th

• If you have already scheduled your exam seat at a Prometric location and want to keep option 1 there is no action required!

• In the event that your exam is canceled, you will be eligible for Option 2, to take the Remote Proctor Exam on December 1, 2020

Option 2
Remote Proctored Testing

Exam Day
December 1, 2020

• Applications for RPT have to be received by September 30th

• Schedule RPT timeslot between November 10 – 20th, 2020

• Once you have selected the Remote Proctor Option, you may not reschedule an appointment at a later date at a physical location.
FDP Exam
Test Options

Option 1
At a Prometric Location
Exam Window:
October 12 – November 8, 2020

2-part exam
• Part 1: 65 multiple choice questions
• 20 minute optional break
• Part 2: 10 Multiple choice questions 3-4 constructive response questions

• Total 4 hours

Option 2
Remote Proctored Testing
Exam Day
December 1, 2020

2-part exam
• Part 1: 65 multiple choice questions
• 20 minute optional break*
• Part 2: 10 Multiple choice questions 3-4 constructive response questions

• Total 4 hours

*) security check to log in approx. 10-15 minutes
<table>
<thead>
<tr>
<th>Calculator</th>
<th>Testing at a Prometric Test Center (Oct. 12 – Nov 8)</th>
<th>Testing at a remote location (December 1)</th>
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</thead>
<tbody>
<tr>
<td>Candidates can only use the scientific calculator that is part of the testing software</td>
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</table>

<table>
<thead>
<tr>
<th>Note paper</th>
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<tbody>
<tr>
<td>Dry erase board is provided</td>
<td></td>
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<tr>
<td>Scratch paper is provided! (has to be ripped up. Follow the directions from the test center staff)</td>
<td></td>
</tr>
<tr>
<td>Candidate can use 1 piece of scratch paper and 1 pen* (has to be ripped up while on camera!)</td>
<td></td>
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| Unscheduled Breaks | Yes (bathroom access only) | No |

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<thead>
<tr>
<th>What can I bring</th>
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</tr>
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<tbody>
<tr>
<td>• 1 clear glass or 1 clear bottle without labels of water only*</td>
<td></td>
</tr>
<tr>
<td>• 2 clean tissues*</td>
<td></td>
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*) Subject to inspection by the readiness agent, the security agent
Option 1:
At a Prometric Location
Exam Window:
October 12 – November 8, 2020

www.fdpinstitute.org/reserve-your-exam-seat
Option 1: Reserve Your Seat at a Prometric Location

Exam Window:
October 12 – November 8, 2020

https://www.prometric.com/test-takers/search/fdpi

Your eligibility Number is your FDP Profile Number
Option 2  Remote Proctored Testing  
Exam Day  
December 1, 2020

www.fdpinstitute.org/reserve-your-exam-seat

Remote Proctoring At-A-Glance
• Video: "What To Expect on Exam Day"
• Prometric remote proctoring physical and system requirements.
• Determine if you meet the ProProctor requirements.
FDP Exam
Option 2: Remote Proctor Testing

Option 2
At a Prometric Location

Exam Day December 1, 2020

What to Expect
FDP Exam
Option 2: Remote Proctor Testing

Option 2
At a Prometric Location

✓ Check the Prometric-ProProctor video on "What to Expect on Exam Day"

✓ Carefully read the Prometric remote Proctoring User Guide physical and system requirements.

Exam Day December 1, 2020

✓ Complete the system ready check requirements.
FDP Exam

Option 2: Remote Proctor Testing

Option 2
At a Prometric Location

Exam Day December 1, 2020
FDP Exam
Option 2: Remote Proctor Testing

FDP Institute - Application for RPT Testing on December 1, 2020

As a registered Candidate for the Q4-2020 FDP exam, the FDP Institute is offering the option for you to sit for your exam via a remote online proctoring service. Administered by Prometric, this option, ProProctor, allows you to take the FDP exam from your home or other secure, remote location.

This form must be completed and submitted on or before September 30th, 2020.

If you have additional questions please contact us at candidate@fdp institute.org

FDP Profile Number *

Exam Window *

FDP Q4-2020 Exam

First & Last Name *

First

Last

Legal First & Last Name, as reflected on your government issued ID

Date of Birth

Country where you will take the RPT exam *

As reflected on government issued ID

Phone number

Email

Please include country code

Provide the phone number as reflected on your FDP account

I have completed the Prometric System Readiness Check and my computer meets the requirements.

https://rp candidate.prometric.com/Home/SystemCheck

Attach screenshot of completed Systemcheck *

Submit

Signature *

Complete the RPT application & submit on or before September 30th
Preparing for your RPT Exam Day

November
10th
- Reserve Your Exam Time slot
- Review the ProProctor User Guide
  - If you are a MAC user, read the MAC specific pages
- Run the systems check on the laptop in the room where you will take the exam.
- Download the app

November
28th - 30th
- Room set up!
  - Review the ProProctor User Guide
  - If you are a MAC user, read the MAC specific pages!
  - Run the systems check on the laptop in the room where you will take the exam.
  - Download the app

December
1st
- Exam Day
- Turn off all programs that might run in the background
  - Outlook, teams etc.
- Use the restroom prior to logging in.
- Ensure no other 'live' streaming is taking place.
- If possible, plug your WIFI cable into your computer or laptop
FAQ’s RPT Exam Day

• Difficulty Launching your exam
  ➢ click the bottom right-hand chat box for assistance.
  ➢ Initially the questions will be from a bot but as you answer questions, it will put you in touch with a live agent who will be able to help trouble shoot your issue.

• Company firewall
  ➢ Do not use a VPN connection
  ➢ When using a company laptop/ computer connect with your IT staff.

• What if someone accidently enters the room?
  ➢ alert household members not to come into the room during the exam. If it happens, the Candidate is to immediately tell them to leave the room. “Please leave, I am testing” If the proctor does not hear the Candidate speak this only, immediately and a conversation ensues with that person coming in, the exam will be revoked.

• Can I have a UNSCHEDULED (bathroom-) break?
  ➢ No. Candidates cannot leave the webcam view while the exam is displayed. If they leave the webcam view at any other time, the exam will be revoked.
  ➢ Candidates can only leave during the scheduled break, when section 1 is closed and section 2 is not yet opened.
  ➢ What if I drop my pencil? ..... Tie it to your desk with a string!
FAQ’s RPT Exam Day

• What if my WiFi is disconnected?
  ➢ You will not lose time or your progress
  ➢ Wait 3-4 minutes from when you disconnected, reboot your computer, run the system check, and relaunch your exam.

• What if …..
  ➢ … I have WIFI problems and I can not go back in?
  ➢ … someone came into my room and I am disconnected?
  ➢ … I do not agree with what happened during my exam

  ➢ Email us at candidate@FDPInstitute.org
  ➢ The FDP team will need 24 hours to review exam experiences and have all the data in to determine next steps

There is a contingency plan in place, the FDP team will determine on a case by case basis if candidates are eligible to retake the exam that same week (no extra charge).
Upcoming webinars: click on the picture below to register

<table>
<thead>
<tr>
<th>Webinar Title</th>
<th>Date</th>
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<tr>
<td>The Ethical Use of Machine Learning in Financial Markets - Myth or Miracle?</td>
<td>October 2, 2020 @ 11:00 AM EDT</td>
</tr>
<tr>
<td>SCALING AI DEPLOYMENTS OPPORTUNITIES &amp; CHALLENGES</td>
<td>October 16, 2020</td>
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</tbody>
</table>
We wish you continued success with your exam preparations!

If you have additional questions, please contact us at info@fdpinstiutute.org

@fdpinstiutute

linkedin.com/company/fdpinstiutute