



# SOCIETY OF FINANCIAL EXAMINERS<sup>SM</sup>

## EXAMINER'S CODE OF CONDUCT DURING EXAMINATIONS (IEP)

*(Proctor: Please read this Code of Conduct to the testees prior to the beginning of the examination.)*

1. Examiners must **bring the signed Oath and may have a hand-held, battery-operated calculator**. All books, reference materials, papers, briefcases, backpacks, etc. must be left at the front of the room with the proctor, away from the examiners' location.
2. The **examination will begin promptly at 9:00 am. Test examiners must report one quarter hour before it is time to begin (8:45 a.m.)** and be prepared to enter the examination room. All examiners must sit in their seats. The doors will close when the examination begins. Examiners will have three hours to complete the exam. The time scheduled for examinations is as follows:

9:00 a.m. - 12:00 p.m. for the first exam

1:00 p.m. – 4:00 p.m. for the second exam

If you are taking a second test, report back to the testing site by 12:45 p.m. Only examiners who are taking a second test may use the afternoon time frame. **An examiner who fails to report on time for a scheduled test is considered a “no show” and will be unable to sit for the exam that quarter. The examiner will forfeit the testing fee and will be expected to pay the retest fee the next time the examiner registers for testing.**

3. Examiners may not look at the test until the starting signal is given. Examiners must stop writing when the closing signal is given.
4. After selecting a seat in the examination room, examiners must remain seated until they are called to receive their examinations. Examiners are not allowed to leave the room while the examination is in progress. Smoking, food, and beverages are not allowed in the examination room.
5. All communication between examiners is prohibited. Examiners are responsible for interpreting and answering questions without aid or guidance. In keeping with the SOFE Code of Ethics, the Honor System is in effect.

6. The examination consists of 50 multiple-choice questions. The cover is labeled with your name and address. Please make any necessary corrections to this. The answer sheet is separate and is located in your package of test material. Check the test booklet label and answer sheet label to be sure they coincide. Fill in only one correct answer per question. If you wish to change an answer, erase it completely and darken in the desired answer.
7. There is also a test evaluation sheet in your package of information. Use the test booklet for any computations. Record comments on the test evaluation sheet found at the back of the examination.
8. Upon completion of the test, return the entire test booklet, the answer sheet and the test evaluation to the examination proctor. **The examiner may not receive it back under any circumstances.** If you return it incomplete, your grade will be totaled as such. The examination proctor will return all materials to Society headquarters.
9. Please do not contact the examination site prior to the examination day. Direct any concerns you may have to the Education Staff at SOFE headquarters, (800) 787-SOFE (7633). Do not expect the examination site to furnish parking.
10. Strict observance of these rules is necessary. If the examination answers are received and all criteria have not been allowed, **THE EXAM WILL NOT BE EVALUATED AND YOU WILL NOT RECEIVE CREDIT.**
11. The examiner has ninety (90) days following the receipt of the examination results to make any formal protest in writing. However, the examiner must abide by the ultimate decision of the Examinations Committee.
12. This examination is not the sole requirement for the Society designations. All requirements established by the Society's by-laws and policies must be met to receive the designation.