

# IMC Test Taker Tips

Thank you for enrolling to take an IMC exam with CFA UK.

*We recommend you save or print this guide for reference before your exam.*

## 1. Scheduling your exam

**2 working days** after the receipt of your confirmation email you will be permitted to schedule your exam or exams.

You can do this by logging onto your Pearson VUE profile: [www.pearsonvue.com/cfauk/](http://www.pearsonvue.com/cfauk/)

Your username will be provided in your confirmation email, and will most likely be your email address. The password will be auto-generated, and can be changed to something more memorable when you log into your account.

If you have any problems logging into your profile, try clicking 'I forgot my password'.

If you cannot generate a new password, try calling Pearson VUE on 0370 609 5777.

After scheduling your exam, you **must** ensure you have received a confirmation email detailing the exam appointment. If you have not, please call 0370 609 5777.

Please note, candidates must schedule and take the examination **within one year** of registration. Any registrations that are not used within a one year period will become void. No refunds will be available under any circumstances.

## 2. Rescheduling your exam

Candidates wishing to reschedule an arranged exam appointment are required to provide **more than 72 hours** notice prior to the appointment time.

This can be done by logging into the Pearson VUE website:

[www.pearsonvue.com/cfauk/](http://www.pearsonvue.com/cfauk/) or by calling Pearson VUE directly on 0370 609 5777.

Please note, rescheduling within 72 hours of the appointment time is **not possible**.

An exam can be cancelled without the need to choose a new date by selecting 'Cancel'. The exam fee will not become void, and the exam will be available to schedule each time you log into your Pearson VUE profile.

When rescheduling or cancelling an exam, you **must** ensure that you have received a confirmation from Pearson VUE. If candidates do not receive a confirmation email please call Pearson VUE directly on 0370 609 5777.

## 3. Syllabus updates

Make sure that you check the IMC syllabus updates page regularly to ensure that the material you are studying is up-to date: [www.cfauk.org/study/imc/imc-syllabus](http://www.cfauk.org/study/imc/imc-syllabus)

## 4. Arriving at the test centre

Plan to arrive at the test centre *at least* 15 minutes ahead of your exam. Candidates arriving any later than this will be permitted entry to the testing room only at the discretion of the test centre staff.

Please note that CFA UK is *unable* to reschedule candidates who are late for their testing appointment due to transport problems, and make allowances accordingly.

#### 5. **Confirmation email**

If possible, bring a print-out of your exam appointment email with you to the test centre. You will be permitted to test without this email, but it may make the check-in process quicker.

You will be asked to provide one form of identification, give an electronic signature, and sign the Test Rules Agreement before proceeding to the test room.

#### 6. **Identification**

You must provide one form of photo identification upon arrival at the test centre.

Currently acceptable forms of ID for IMC candidates:

- A valid, signed national passport
- A valid, signed UK photo drivers licence or provisional drivers licence

It is important that your registration name **exactly matches** the name on your identification. If this is not the case, please email [info@cfauk.org](mailto:info@cfauk.org)

If you cannot present the required ID, please refer to the **alternative ID arrangements policy**, which can be downloaded here: [www.cfauk.org/imc/policies](http://www.cfauk.org/imc/policies)

#### 7. **Personal belongings**

You will be asked to leave your personal belongings (including your identification) in a secure locker at the test centre reception area. You will be allowed to take an extra item of clothing into the test room for warmth.

#### 8. **Calculator and whiteboard**

The CFA UK Calculator Policy details the calculator models candidates are permitted to bring for their IMC examinations. Candidates are advised to check the policy on the CFA UK website for the most recent list.

You will also be handed an erasable whiteboard and pen for your working. You are allowed one whiteboard at a time. You may exchange your whiteboard for a new one by asking the invigilator.

#### 9. **The test room**

The invigilator will show you to your seat in the test room in silence.

#### 10. **Testing conditions**

If you have any concerns about the conditions in the test room (noise, temperature, lighting) please inform the test centre staff by raising your hand. An invigilator will ask you to quietly explain your concerns, and they may be able to offer a solution.

If your concern is serious, by informing an invigilator an incident will be raised for investigation by CFA UK. Please do not wait until after your exam to contact CFA UK.

### 11. **Flagging items for review**

The on-screen exam allows candidates to 'flag' items for review at the end of the exam. If you are unsure about a question and would like to spend some extra time on it at the end of the exam, select the 'flag' icon with the cursor. Once you have completed all questions in the exam, the Review Screen will show you which questions you have flagged, and give you an option to return to each one.

Please note that flagging and reviewing must be carried out within the allotted exam time. Candidates are not given extra time to check their answers.

### 12. **Breaks**

If you wish to take a break from your exam, please raise your hand and ask the invigilator.

You will be permitted to leave the testing room to visit the bathroom or water cooler, but the test timer will not be stopped during this time.

### 13. **Ending the test**

Once you have reached the end of the exam, an End Exam screen will appear, and you may quietly exit the testing room.

Visit reception desk where the Test Centre Administrator will hand you a print out of your provisional examination results. You will then be given access to your personal belongings. You can also view your provisional results online 3 working days after your exam date. Within 21 days of your exam date CFA UK will post your official confirmation to you.

#### **Any questions?**

Please email [info@cfauk.org](mailto:info@cfauk.org)