

CFPS Automation – FAQ

Question	Response
What is this CFPS automation about?	<p>With the increasing number of CFPS exams being administered it has become necessary and desirable to automate the exam. The benefits expected include</p> <ul style="list-style-type: none"> • Quicker notification of the exam results to the candidates • Greater flexibility in candidates scheduling exams at their convenience • Since the exams will not need to be graded manually there will be a reduced time commitment from the Certification Committee • Greater availability of local exam locations
When (date) the English version of the CFPS exam will be available?	<p>The English version of the exam was launched in the 3rd quarter of 2008.</p> <p>The CFPS Exam offered through Prometric is currently available in the following languages:</p> <ul style="list-style-type: none"> ○ English ○ Brazilian Portuguese ○ Italian ○ Korean
If I am a Brazilian, Korean, Chinese, etc. may I take the English version when is available?	<p>Yes, the English version of the exam will be available in all countries Prometric has testing facilities. You may request an exam duration extension of 30 minutes if English is not your first language, and the exam is not available in your native or business language</p>
When will the Brazilian, Korean, Chinese, etc. of the CFPS exam will be available?	<p>The CFPS Exam offered through Prometric is currently available in the following languages:</p> <ul style="list-style-type: none"> ○ English ○ Brazilian Portuguese ○ Italian ○ Korean <p>The exams for each language will be updated to 4.3.1 no sooner than 6 months after the CPM 4.3.1 is published to allow time for members to study and use the new CPM. Announcements will be made as additional 4.3.1 exam translations become available and updates will be posted on the IFPUG website.</p>
How to do I register for the automated CPFS exam?	<p>For detailed information visit www.prometric.com/IFPUG</p>
How do I pay the exams fees? What are the payment methods?	<p>Payment can be made with Visa, MasterCard or American Express.</p>
How do I know the nearest Prometric location so that I can schedule the exam?	<p>Locations are available at www.prometric.com/IFPUG</p>
What will be the duration of the exam? 3:00 hours or 3:30 hours? If the CPM was not yet translated to my language?	<p>The duration of the exam remains at 3 hours.</p> <p>You may request an exam duration extension of 30 minutes if English is not your first language, and the exam is not available in your native or business language.</p>
Can I bring my own CPM to the Prometric centre and take the exam with it? How can I access the CPM during the exam?	<p>You will no longer be able to bring any references with you to the exam. This includes paper, pencils, calculators, CPM, Quick Reference Guides, and translations dictionaries.</p> <p>The CPM, Quick Reference Guides and a calculator will be available on-line during the exam.</p> <p>You should plan on leaving all non-essential personal items at home.</p>
If I am sick or have a personal problem in the day of the exam what should I do?	<p>You can reschedule your exam with at least 24 hours notice on-line at www.prometric.com/IFPUG.</p>

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<p>How long do I have to press the "Agree" to abide the CFPS Code of Ethics button on the Welcome page?</p>	<p>When the proctor has loaded the exam and the Welcome screen is displayed you need to be ready to start. At the bottom of the Welcome screen you will be asked if you agree to abide the CFPS Code of Conduct.</p> <p>You only have about 90 seconds to read the information on the Welcome screen and click on the "Agree" button. You should be familiar with the CFPS Code of Conduct prior to sitting for the CFPS exam.</p> <p>If you answer "Disagree" or do not click on any button in the time allowed you will be kicked out of the exam and your \$250 fee will be forfeit.</p>
<p>How do I know that I passed or not?</p>	<p>CFPS Exam candidates receive their score report immediately after their test is completed. You will be provided with a printed score report before leaving the test center. This report contains your final score, as well as more detailed scores on each section of the exam.</p> <p>If you do not pass an exam, these detailed scores may help you determine the areas where further study or experience is required.</p>
<p>After I passed how do I get the CFPS certificate?</p>	<p>You will receive your certificate in the mail 4 – 6 weeks after passing the exam and your membership is confirmed.</p>
<p>If I failed, can I retake the exam shortly (e.g next week)</p>	<p>Candidates must wait a minimum of fourteen (14) days between attempts. Exam forms will vary for retake examinations. The expense associated with retaking an exam is not discounted. Candidates are not allowed to retake an exam if they have already passed it. Exams that do not comply with the retake examination policy will be considered invalid and will not be eligible for a refund.</p>
<p>How can I prepare myself to the CFPS exam?</p>	<p>Some tips and hints for preparing for the exam can be found at http://www.ifpug.org/certification/CFPSOverview.htm Automated Exam Day Rules & Hints for Success (http://www.ifpug.org/certification/AutomatedExamDayRules&HintsforSuccess.pdf)</p>
<p>Will the manual exam be offered again?</p>	<p>If you would like to schedule a regional exam in a language other than the languages available through the Prometric automated exam, complete the Regional Testing Application found on the IFPUG website, http://www.ifpug.org/certification/. A list of regional paper based exams currently scheduled is available at http://www.ifpug.org/certification/sites.htm.</p>

IFPUG Certification Committee
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