



SAIFM

South African Institute of Financial Markets

SAIFM Remote Online Examination Invigilation

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How to make an exam booking

1. The first step is to make sure that you meet all of the requirements to take the test. The requirements are as follows:
 - The exam has been purchased.
 - You are able to take the exam in a quiet, private room with no interruptions.
 - You have a computer with a working webcam and microphone.
 - MS Teams is to be downloaded and registration should be completed. MS Teams can be downloaded at <https://www.microsoft.com/en-za/microsoft-365/microsoft-teams/download-app>
 - A reliable internet connection. *Note all data costs that are incurred by you will be for your account. SAIFM will not reimburse any data costs.*
2. Contact susan@saifm.co.za to request a date and time to take your exam
3. An invigilator will be assigned to you and will be in contact via email to confirm that you have met all of the requirements.
4. The invigilator will email you a document containing the procedure, rules and terms and conditions of the exam, which you will be required to accept, sign and return in order to secure your booking.
5. The invigilator will invite you as a guest onto the SAIFM Exam platform on MS Teams.
6. Accept the invitation.

Exam Rules...

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