MFPC
Malaysian Financial
Planning Council
Competence.Ethics.Standards

Candidate Guide for Virtual Assessment

Technical Requirement

1. **TWO (2) devices** are required:

i) Desktop computer / laptop / iPad with latest google chrome version
ii) Mobile phone (equipped with audio, video, and Microsoft Teams)

NOTE: device #i is for answering assessment questions and device #ii is for verification / invigilation purposes

2. **GOOD** internet connection

3. Ensure required types of software (google chrome and Microsoft Teams) are installed **BEFORE** the assessment day

4. Ensure the devices (desktop computer / laptop / iPad / mobile phone) used are functioned properly

Microsoft Teams

1. Installation of Microsoft Teams in your **MOBILE PHONE** (via play store / app store) must be done **BEFORE** the assessment day

2. Log in to Microsoft Teams **1 HOUR** before assessment start time via your mobile phone

3. Log in as guest and key in your **FULL NAME** for verification purposes

4. Put your mobile phone at the right position where the invigilator can see you and your desktop computer / laptop / iPad screen (see below images)

5. **MUTE** the audio and **ON** the video when assessment is in progress, failing which your attendance will be marked "**ABSENT**"

Position of Mobile Phone Camera

Virtual Assessment

1. Log in to MFPC e-learning portal at https://elearning.mfpc.org.my/ via your desktop computer / laptop / iPad

2. Key in your username and password provided by MFPC

3. Go to **All Courses** > click **Assessment** folder

4. Assessment duration: 1 hour and 15 minutes

5. Assessment must be submitted within the stipulated time, failing which your result will be analysed based on what you have answered.

Rules and Regulations

1. This is a closed-book assessment

2. Locate a room / space that is quiet and distraction-free

3. Refrain from referring to any types of text material related to the module

4. A physical financial calculator is allowed but blank pieces of A4 papers are not allowed

5. Log in to Microsoft Teams **1 HOUR** before the assessment start time for verification purposes

6. You will not be allowed to sit for the assessment if **FAILED** to log in **30 MINUTES** before the assessment start time

7. You are required to show your IC to the invigilator during the verification process

8. No food or drinks but a bottle of water is allowed when assessment is in progress

9. MFPC reserves the right to disqualify or withhold your result if you are found to have breached any of the assessment rules and regulations stated in this guide