EXAM INSTRUCTIONS

THE RULES TO CARRY OUT THE ONLINE EXAMINATION

1. BEFORE STARTING THE EXAMINATION

- Read the instructions carefully and follow them STEP by STEP.
- Pay attention to the countdown clock to see how much time you have left before the examination is over.
- We encourage you to make all the necessary arrangements before taking the examination, so that you can be in front of your screen and concentrated for the entire duration of the examination: eat, drink and go to the bathroom before the start of the examination.

2. Material needed (PC or laptop, working webcam and microphone)

- A PC or a laptop with Google Chrome, Firefox or Safari.
- A webcam and a microphone, both functioning, are mandatory requirements to carry out this online examination. You will not be granted access without these.
- The webcam must be positioned in such a way that the remote proctor can see you throughout the examination.
- The camera must remain connected during the entire examination.

3. Remote monitoring

- Remote monitoring may be performed throughout the entire examination.
- Please ensure that you are in a bright and quiet room with no distractions.
- The remote proctor will identify you by checking your identification card that will be shown to them as the first step at the beginning of the live video feed.
- You are required to be in full screen mode for the duration of the examination.
- It is forbidden to lean out of the camera viewing range during the examination. The proctor must be able to see you at all times. Also refrain from repeatedly touching your face, holding your chin, etc. as it may result in your face not being detected anymore.
- It is forbidden to use a second monitor, a USB key or to consult web pages throughout the examination.
- It is forbidden to consult books, documents or any other written, typed or printed material, otherwise you will be immediately expelled from the online examination.
- Under no circumstances may you leave the examination room during the entire examination, except in case of force majeure.
- Smoking and eating are not permitted during the entire examination

4. External communication

- It is preferable to be alone in the room you have chosen to take the examination, to prevent communication with other people. Otherwise, you must ensure that you have a minimum of

2 meters distance between yourself and the people around you who are taking the examination as well.

- You are not allowed to use your cell phone, tablet, smart-watch or any other smart device during the examination.
- You are not allowed to read the examination out loud.
- You are not allowed to use your mobile phone, your tablet or any other non-authorized device to take the exam.
- No type of headset is allowed during the exam.
- You are not allowed to 'print screen' and 'copy-paste' commands

The following image shows how cheating can be detected if a participant tries to do so. The report consists of all the images showing multiple face detection, no face detection and face detection.

5. User of Apple Laptops / Desktops

STEP 1

- Download Safari, Google Chrome or Firefox.

STEP 2

- On your Mac, choose the Apple menu > System Preferences, then click Sharing.
- If the Remote management option is selected, deselect it. The Screen Sharing and Remote Management functions cannot be activated at the same time.
- Check the Screen Sharing box.
- To specify the users you want to share your screen with, select one of the following options:
  - All the users
  - Only these users: Screen sharing is limited to specific users.

STEP 3

- On your Mac, choose Apple menu > System Preferences, then click Security & Privacy.
- Privacy tab> Screen recording > click on the padlock > log in with username and password.
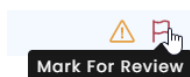- Now you can choose the relevant program for screen recording (Google Chrome or Firefox).

SECTION INSTRUCTIONS

Take a deep breath and relax, we have designed this assessment to be quick and user friendly!

Instructions

1. This is a time-bound section, it should be attempted within the allotted section time.

2. This section may contain the following type of questions:
Multiple choice, Open answer, Fill in the blanks, Multiple answers, True or false, Logic box, File upload.

3. Once you have answered the last question of the section, click "Submit Section" located at the

Submit Section

bottom right corner of the screen.

4. Once you submit a section, you cannot revisit the section again. You will go to the next section of the assessment or complete it if this was the last section.

5. In case you find any errors in a question, you can let us know by clicking on ⚠ and choosing the appropriate reason.
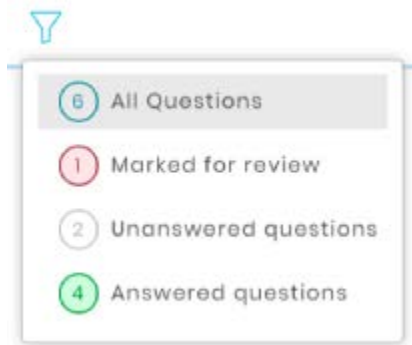
6. You can mark a question for review and come back to it later. **Mark For Review**

7. You can quickly see the status of each question with this colour code:

1 Current Question

2 Answered Question

3 Marked for Review

8. Use the question filter to view questions that are "Marked for review"," Unanswered questions", and "Answered question"s

9. Click the ⊞ icon to start using the built-in calculator. You can drag and move the calculator anywhere on the screen. This feature is only available if the setting has been enabled by your test administrator.

Question with circles = there is one possible answer.

Choose the correct option

○ will not be the subject of legal proceedings

○ risks having to pay damages and interest to

○ risks being punished for breaching bank secr

Question with squares = there is more than one possible answer.

Choose the correct options

☐ There are no universal
extent of a risk-based ap|

☐ An effective risk-based
money laundering risks ai
reasonable controls base

☐ An effective risk-based
money laundering risks w
reasonable controls