

# CLFP Exam Instructions



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**YOU MUST READ THIS ENTIRE DOCUMENT AS IT CONTAINS VITAL INFORMATION REGARDING YOUR EXAM.**

## EXAM APPOINTMENT DETAILS

You may take the exam at any time. However, please pay attention to your start time because while each part has its own time limit that will be displayed, the entire exam does not have a timer and will need to be completed within eight (8) hours. If you take more than that time, your entire exam will be forfeited, and you will need to retake the exam (including pay the fee).

## GENERAL INFORMATION

- **You must have a government issued ID readily available upon logging into your exam session.**
  - The room you test in must be a private room. Public spaces such as the library, computer lab, or coffee shop may not provide adequate private space. The testing room must be well-lit, quiet, and only accessed by you during the examination. You should be seated at a hard surface such as a desk or table, and preferably with your back to the main room entrance.
  - You will be required to do a room scan before your Exam can begin. This will include a 360-degree scan of the room in which you are testing; therefore, please be sure that your webcam can be rotated to view **the entire room and workspace including behind your computer and underneath your desk.**
    - Your desk space must be **completely** clear of any items not approved for use on your exam (see list of prohibited items below).
    - You may enter the Exam with **one, single, blank** 8x11 piece of scratch paper during part I. If used, this paper must stay on your desk for the entirety of the Exam including during breaks.
    - You must be alone in the room throughout the test. Friends, relatives, pets, and children will NOT be allowed in the room, or in the vicinity, in which you are testing.
    - **You may not use dual or multiple monitors during the Exam.** If you have a second monitor, please unplug it, and place it out of reach.
  - You are **not allowed to leave the room for any reason within each part of the Exam.** Breaks are allowed **ONLY** between parts but **NOT** during. If there is an emergency, please note the time and inform the Foundation when you request your results.
  - Please ensure you remain within the webcam frame. **If you do not, your exam may not be counted.**
  - The only pricing tools permitted for the Exam are Tvalue or the HP 17 BII or BII+ calculator. If using Tvalue, the built-in computer calculator on your device is permitted during the Exam. All other pricing tools (Excel, SuperTrump, etc.) are strictly prohibited. Please note that only one pricing tool is permitted, and Tvalue may not be used in conjunction with the HP calculator, and vice versa.
  - All programs that aren't needed for the exam (**including VPN**) must be shut down; your screen activity is recorded and will be reviewed.
  - Your computer will be scanned for appropriate speed and RAM availability; if you receive a message that you do not have sufficient speed/space, you may continue with the Exam, but the Foundation does not guarantee performance.
  - If your exam timer runs out, your exam will auto-submit.
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- Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can, on occasion, be lost momentarily. If this occurs, log back in and resume your exam; the clock does not stop.
- **Obtaining assistance:** If you have any difficulty at all, use the chat option; **do NOT contact the Foundation** at all as the clock does not stop, and we cannot assist you. The Foundation has used this proctoring option for a few years now, and not once has there been an issue on our end.

## PROHIBITED ITEMS

- All candidates are expressly prohibited from having the following items in the room in which they are testing:
  - Headphones or earbuds,
  - Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials,
  - Additional computers, monitors, PDAs, iPods, mp3 players, pagers, or other electronic devices with one or more memories,
  - Any person, including friends, relatives, pets, and children,
  - Notes, books, dictionaries, or language dictionaries,
  - Food.

## OBTAINING EXAM RESULTS

- Your results should come automatically to your email upon Exam submittal. If you do not receive results immediately after submitting your Exam and checking your inbox and junk folder, **or** if you are retaking portions of the Exam and are requesting results, please e-mail [exam@clfpfoundation.org](mailto:exam@clfpfoundation.org) and include your full name, your username (2x-xxxx), and exam letter if testing for the first time (A, B, C, or D) OR exam parts if retesting (I, II, III, IV, etc.). Please also keep in mind that if you are testing during non-business hours/day (Pacific Time Zone), we will not be available to send results until the following business day.
- Your results will be sent within one business day with either a pass (no grade) or fail (with percentages for each Part)