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South African Institute of Financial Markets

## SAIFM Remote Online Examination Invigilation

SAIFM is able to perform remote invigilation by making use of our Virtual Exam Centre and MS Teams. Students who wish to take their exams during the lockdown period can do so at their home or office subject to meeting the requirements and terms and conditions as per this document and the SAIFM website.

### 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.
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  - 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](mailto: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.

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