

AFCPE® CERTIFICATION EXAMINATION CODE OF CONDUCT

I will not engage in Exam Misconduct, which is any activity or conduct that compromises or attempts to compromise the reputation, integrity, validity, or security of the Exam. Exam Misconduct includes conduct occurring during registration for the Exam, as well as conduct occurring before, during, and after the administration of the Exam; and includes, but is not limited to:

- a. Giving or receiving assistance on the Exam, including attempting to communicate with fellow candidates or other persons, and using books, papers, or other study aids during the Exam;
- b. Disclosing, publishing, reproducing, or transmitting the contents of the Exam, or soliciting exam content from others, in whole or in part, in any manner or by any means, for any purpose;
- c. Creating a disturbance during the Exam;
- d. Removing Exam Materials or notes from the testing room;
- e. Impersonating a candidate or other forms of misrepresentation;
- f. Failing to follow the directions of testing personnel before, during, or after the Exam;
- g. Using unapproved calculators, mobile phones, computers, tablets, wearable technology such as fitness tracking devices, smart watches, cameras, headsets, or any other remote communication or photographic devices, during the Exam;
- h. Altering Exam results issued by AFCPE and/or misrepresenting pass/fail results;
- i. Altering any documentation issued to me by AFCPE or its testing partner in connection with admission to the Exam;
- j. Falsifying or misrepresenting information in connection with Exam registration, requests for accommodation, scholarships, Exam conduct, Exam-related investigations, or any other communications with AFCPE in connection with the Exam or other initial certification requirements;
- k. Failing to comply with PSI Services Security Procedures;
- l. Failing to cooperate with any AFCPE investigation;
- m. Failing to comply with AFCPE's Standards and Policies;
- n. Engaging in any other conduct that could be considered by AFCPE, in its sole discretion, to compromise or attempt to compromise the reputation, integrity, validity, or security of the Exam or AFCPE.

I understand that testing personnel will report to AFCPE any actual or perceived Exam Misconduct or violations of Exam Policies that occur before, during, or after the Exam administration.