

What to Expect in Your Final Assessment

Understanding the proctoring process

1 July 2026

PROCTORING INFORMATION

What is Integrity Advocate?

IFMA's fm.training platform uses Integrity Advocate, a built-in proctoring service that provides a private and secure final assessment experience. There is no scheduling required to take the final assessment, which makes the experience more flexible and convenient for students.

To Take Your Final Assessment

Once you complete the required coursework and pass each unit assessment, your final assessment will unlock on the credential path for you to pass and complete. The exam is not password-protected, and thus, you do not need to schedule it in advance; you simply need to open up the final assessment and complete it when you are ready.

***Integrity Advocate* begins by first taking a photo of:**

- the user who will take the final assessment
- a government-issued photo ID of the user

The software will record you as you take the final assessment. The software compares your final assessment recording to a series of rules for taking the final assessment established by IFMA.

For example, the system may have a programmed a rule that a user may not speak throughout the exam. If a user speaks, *Integrity Advocate* will flag this incident for review.

IFMA's Rules for a Proctored Environment

The following standard rules apply to each attempt of the credential's final assessment:

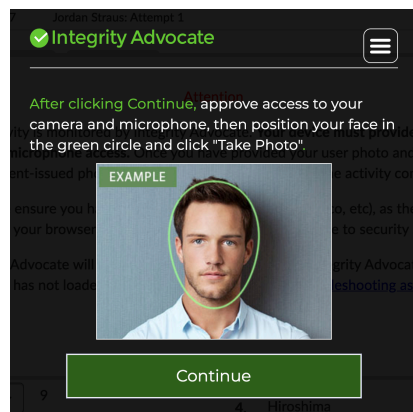
- The candidate must be alone in the room throughout the duration of the final assessment.
- The candidate must remain in the webcam frame throughout the duration of the final

assessment.

- **Use of any AI tool is strictly prohibited.**
- The candidate may not speak throughout the duration of the final assessment (with the exception of reading a question out loud).
- Final assessments must be conducted in a quiet and well-lit space.
- Webcam, speakers and microphones must remain on throughout the final assessment.
- **Prohibited equipment includes but is *not* limited to:**
 - Headsets, headphones, ear buds, or any other listening device
 - Phones
 - Dual monitors or additional displays

Accessing and Completing Your Final Assessment

- 1 When you are ready to begin your final assessment, navigate to the Credential Path, locate the final assessment at the bottom of the page and click 'Start!'.
- 2 A window will appear, which indicates that *Integrity Advocate*'s identity authentication process will begin after the 'Continue' button is clicked. **You will need to pass the authentication process to access your final assessment and for your attempt to be considered valid.**



- 3 After reviewing *Integrity Advocate*'s privacy policy, click the box to indicate that you have done so, and then click 'Continue'.
- 4 Next, center your head and face in the green oval that appears on your screen. When you are satisfied, click 'Take Photo'. You can choose to retake your photo or submit it and proceed with the authentication process.
- 5 **The name of the person enrolled in the credential program must match the government-issued ID and will be the name that is on one's credential application.** IFMA reserves the right to reject name changes made after a program is started.

- 6** Next, you will be prompted to position your government-issued photo ID within a green rectangle on your screen. Be sure to orient your identification so that your name and photo are clearly visible. Click 'Take Photo' and 'Submit Photo' when you are ready.
- 7** Clicking 'Continue' will display a list of rules for the final assessment. Please be sure to review these carefully, as they will be the rules Integrity Advocate uses to determine whether there are any violations during your final assessment.
- 8** Click 'Continue' to begin your final assessment.
- 9** Once you have completed your final assessment (or the timer expires), click 'Submit'.
- 10** Final assessment submission goes into the review process.
- 11** You may be emailed a “flagged violation”. If it’s resolved, you’ll receive an email confirming it. If not, you will be contacted by IFMA staff to retake the final assessment at your cost, unless you have a complimentary final assessment available.
- 12** Within 24 hours, you will receive an email from training@ifma.org indicating whether you have passed or failed.
- 13** If you passed, congratulations! You can now submit the credential application.

If you failed, you can retake the final assessment. Good luck!

Who Views the Recording

After a final assessment has been recorded, the following process will take place:

- 1** Artificial intelligence will scan through the recording and flag any potential violations of established rules.
- 2** Next, a human reviewer will manually review any flags to determine whether or not they indicate a violation of the final assessment rules. For example, if a user sneezes and is flagged for a violation, the reviewer can override that flag.
- 3** Lastly, IFMA staff are sent a summary of any violations.

If you receive a flagged violation, there is no need for immediate concern. A flagged violation simply indicates that a human reviewer will need to assess the recording to determine whether it violates the final assessment rules. If a flag is determined to violate the final assessment rules, an IFMA staff member will reach out to you to discuss it.

If a security breach is detected, IFMA reserves the right to require the candidate to sit for a live proctoring session or go to a testing center to retake the final assessment.

What if I Fail the Final Assessment?

- Candidates have the first three (3) attempts free to pass, and they must be completed within 90 days.
- After three unsuccessful attempts, the program is locked for 30 days.
- Additional attempts may be purchased from corporateconnections@ifma.org.
- Attempts are sold in packages of three (3). No exceptions.
- Candidates are encouraged to study before taking the proctored assessment.
- Candidates have one (1) year to pass the final assessment from the original purchase or enrollment date.

IFMA Training Customer Support

Please contact us if you need any assistance.

[Online Helpdesk](#)

Phone: +1-800-963-6900 or +1-713-623-4362

7:00 a.m. – 5:45 p.m. US CDT (UTC-5)