



EXAMINATION REGULATIONS BANKING & FINANCE ESSENTIALS

Version 1.8
23.02.20

BASIS

The following regulations are based on the education programme Banking & Finance Essentials (BFE).

1. SCOPE

The following regulations apply for all examinations within the education programme Banking & Finance.

2. EXAMINATION ANNOUNCEMENT

Before the examination, CYP will inform the participants over the relevant learning objectives, the form, duration and the date of the examination (including helping aids).

3. EXAMINATION ENROLMENT

3.1 WRITTEN EXAMINATION

The candidates must enrol themselves for the examination (via CYPnet).

3.2 NON-ENROLMENT

Candidates who have not enrolled for the examination date within the stated deadline will not be considered. The candidate must enrol for the next available date. Excusable reasons are not included (refer to point 6).

4. FORM OF EXAMINATION

4.1 LANGUAGE

The examination language is either German, French or English. The language cannot be changed after the examination enrolment.

4.2 EXAMINATION OBJECTIVE

Relevant and theoretical knowledge in basic banking.

4.3 EXAMINATION SCOPE

Form: The examination is computer based.
Duration: 120 minutes.
Types of questions: 40% single choice (and true/false) 60% open end.

4.4 CONTENT

Selected learning objectives according to the education programme Banking & Finance Essentials.

5. EVALUATION AND MARKS

5.1 EVALUATION

The BFE examination is evaluated with marks.

- Maximum amount of points: 100 points.
- Required amount of points for mark 4 (passed): 60% of the points.
- Only half points are allowable.

5.2 RANGE OF MARKS FOR THE BFE CERTIFICATE (100 POINTS)

5.2.1 MARK	5.2.2 % (POINTS)
6	92.0 – 100.0
5,5	84.0 – 91.5
5	76.0 – 83.5
4,5	68.0 – 75.5
4	60.0 – 67.5
3,5	51.0 – 59.5
3	43.0 – 50.5
2,5	34.0 – 42.5
2	25.0 – 33.5
1,5	15.0 – 24.5
1	0.0 – 14.5

6. NON-ATTENDANCE

6.1 EXCUSABLE REASONS

If a candidate has an excusable reason why he/she cannot attend the examination, then CYP decides over the retaking of the examination. Examinations can only be retaken with the relevant proof and on the predefined examination dates.

Excusable reasons according to law

(Art 324a Abs. 1 OR):

- Illness or accident
- Pregnancy and maternity
- Death – close relations
- Unforeseen military service
- Natural disaster

6.2 OWN FAULT

Candidates who do not attend the examination, without an excusable reason, receive the mark 1 (unusable or not conducted).

Candidates who do not attend the examination and fail to deregister beforehand, shall be marked as not passed.

7. PERMITTED AIDS

- Calculator (without text/programming function)
- Writing material

Exception to policy:

Dictionary: The request for use of a dictionary must be placed in writing to the BFE product manager 21 days before the examination.

After the permitted request, the dictionary may only be implemented for the use of translations. The dictionary must not contain any personal notes. The examination supervision is permitted to control the dictionary prior to the examination.

8. FORBIDDEN AIDS, VIOLATION

Candidates who use forbidden aids or breach the examination regulations will be reported to the examination management. The further procedure is then discussed.

Should the notification be justified, then the following measures can be taken:

- The concerned position is marked with the mark 1
- The examination is declared invalid

9. CUSTODY, RESULTS, INSPECTION

CYP retains the examination for at least one year.

The examination results will be published in CYPnet on the predefined dates.

Insight in the completed examination is not permitted.

10. RETAKE

Candidates who fail the examination may retake the examination once without further requirements.

The BFE Learning Objectives at the time of the retake form the basis for the examination.

The candidate is obliged to pay for the relevant costs (CHF 300.--).

11. CERTIFICATE

CYP issues the certificates to the successful candidates twice a year. The certificate will be sent to the address stated in CYPnet.

The BFE Certificate includes the following information:

- Candidate's name
- Confirmation that the exam was successfully passed
- Mark, respectively the correct answers in percent
- Basis of the examination
- CYP Signatory



12. APPEAL

An examination appeal can only be made after failing the examination twice.

The appeal must be in writing and justified. The appeal must be sent, within 30 calendar days after CYP has published the marks, to the examination division at CYP. This division examines the appeal and decides ultimately.

13. LEGAL VALIDITY

These examination regulations are valid as of 1. September 2014.