

CFP® Exam Timeline – 06/06/2026

Prior to the exam date	
Check the following	<ul style="list-style-type: none"> • Read Online Exam Guidelines & Bye Law 7 – Exam Regulations • Your broadband connection • Your webcam which should be configured to show your face during the exam • Your microphone • Advise family members / office colleagues you should not be interrupted from 9.30am – 2pm • You have a laptop/PC, removing additional screen (if applicable) • You have a power source • Your printer set up (if using) • You have access to a scanning app, either on your phone or a scanning device • Your desk/workspace is clear of items except for: <ul style="list-style-type: none"> ○ Laptop/PC ○ Printer ○ Stationery; pens, pencils, ruler, highlighters etc. ○ Accepted financial calculator – i.e. Casio FC-100V/HP12C ○ A bottle / glass of water (if required)
Print the following	<p>The onus lies with you to arrange to print the following in advance of the exam date, as it will not be possible to type your exam:</p> <ul style="list-style-type: none"> ○ Examination Answer Booklet ○ CFP Examination Tables 2026 ○ Online Exam Guidelines
On the exam date	
9.30am	Log on via link provided by email. You will be on a group setting with several exam candidates so please log in promptly. Logging in to your Zoom account before the session will help us allocate you to your invigilator more efficiently.
9.35am	Exam Announcements commence
Up to 9.50am	Checks of individual exam environments are carried out - you are required do a 360° of your work station.
9.50am	The link to your exam paper will be provided by your invigilator along with the password to access via the Chat function – open the Sharepoint document and print if required. The paper will <i>not</i> be emailed to you. If you are unable to print the paper, you should view this on screen.
On invigilator instruction	Mute your microphone
10.00am	Exam commences
1.15pm	15-minute time call
1.30pm	Exam concludes
1.30pm – 2pm	<p>Check your exam number is noted on the top right-hand side of each page and write your total page count on the front cover</p> <p>Check each page is numbered</p> <p>Scan answer booklet including cover page using scanner / scanning software</p> <ul style="list-style-type: none"> ○ Ensure orientation is correct ○ Ensure pages are scanned in correct order <p>Email to info@fpsb.ie inserting your name in the subject field</p> <p>Await confirmation from your invigilator that this has been received</p>
By 2pm	Leave Exam session call