

Examination Regulations

Banking & Finance Essentials

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Fundamentals

The “Banking & Finance Essentials” program is aimed at professionals (adults) who wish to further their education in banking. The “Banking & Finance Essentials” (BFE) curriculum forms the basis for the program.

Scope of application

The provisions of these examination regulations apply to all examinations taken as part of the “Banking & Finance Essentials” program.

Announcement of the examination

CYP informs the candidates about the following points before the examination:

- Tested performance targets
- Form, duration and date of the examination (day, time and place)
- Permitted aids

Exam registration

Written examination

Candidates register for the examination independently.

Missed Registration

Candidates who fail to register for an examination through their own fault will not be admitted to this examination. Re-registration is possible for the next regular examination date at the earliest. The reasons listed under point 7 are considered excusable reasons.

Form of the examination

Examination language

The examination language is German, French or English. The language selected during registration cannot be changed after registration.

Examination objective

The aim of the examination is to ensure relevant, theoretical banking knowledge.

Scope of the examination

The examination takes place in written form. The duration of the examination depends on the respective examination content:

- **Examination BASIC-Modules:** The BASIC module exam lasts 60 minutes. 60 points must be achieved. The exam consists exclusively of closed questions (true/false; single choice).
- **Examination BFE-Certificate:** The examination for the BFE certificate lasts 120 minutes. A maximum of 100 points can be achieved. In the certificate examination, a maximum of 40% of the points are achieved through closed questions such as single and multiple-choice questions and 60% of the points through open questions in the form of text tasks.

Content

Selected learning objectives based on the BFE education plan are tested taking into account the corresponding taxonomy.

Various subject areas are tested. There is no “focus examination” (e.g. ¾ of all points relate to the subject area of investment funds).

Assessment and grading

Evaluation

Examination BASIC-Modules: The exam is graded from 6 to 1. To pass the BASIC exam, a grade of at least 4.0 must be achieved.

- The maximum number of points is 60.
- The required number of points for a grade of 4.0 is 60% of the points.
- Only half marks are permitted.

Examination BFE-Certificate: The BFE certificate examinations are graded from 6 to 1. In order to pass the BFE certificate examination, a minimum grade of 4.0 must be achieved.

- The maximum score is 100 points.
- The required number of points for grade 4.0 is 60 % of the points.
- Only half marks are permitted.

Scale for Basic exam (60 points)		Scale for BFE-Certificate (100 points)	
Grade	Points	Grade	Points
6	55.0 – 60.0	6	92.0 – 100.0
5.5	51.0 – 54.0	5.5	84.0 – 91.5
5	46.0 – 50.0	5	76.0 – 83.5
4.5	41.0 – 45.0	4.5	68.0 – 75.5
4	36.0 – 40.0	4	60.0 – 67.5
3.5	31.0 – 35.0	3.5	51.0 – 59.5
3	26.0 – 30.0	3	43.0 – 50.5
2.5	21.0 – 25.0	2.5	34.0 – 42.5
2	15.0 – 20.0	2	25.0 – 33.5
1.5	9.0 – 14.0	1.5	15.0 – 24.5
1	0.0 – 8.0	1	0.0 – 14.5

Failure to appear for the examination

Excusable reasons

If candidates are unable to complete all or part of the examination for excusable reasons, CYP will decide whether they can retake the examination. Examinations can only be retaken if proof is provided and examination time is still available.

The following reasons listed in the law (Art. 324a para. 1 CO) are considered excusable reasons:

- Illness or accident
- Pregnancy and childbirth
- Death in the immediate family
- Unforeseen military, civil defense or civilian service
- Force majeure

Candidates who are unable to take the examination must inform the secretariat immediately and before the start of the examination.

Own negligence

Candidates who, for inexcusable reasons and through their own fault, do not take an examination or fail to take part of it will receive a grade of 1 (unusable or not completed).

In the event of unexcused absence, the examination is deemed to have been failed.

Permitted aids

- Pocket calculator without programming function
- Writing material

Exemption regulation:

Dictionary: The use of a dictionary must be requested in writing from the program manager 21 days before the examination and reasons given. Once the request has been approved, the dictionary may only be used for translation purposes. It may not contain any personal notes or additions. It must be submitted to the examination supervisor for checking before the examination without being asked.

Additional regulation for compensation for disadvantages:

Compensation for disadvantages will be granted where possible. Written proof (not older than 24 months) must be provided by the examination participants for the awarding of compensation.

Applications for compensation for disadvantages must be submitted at least 30 days before the examination date so that any necessary organizational adjustments can be made. If applications are submitted later, implementation on the current examination date cannot be guaranteed. In this case, the examination will be postponed to the next regular examination date.

Unauthorised aids, violations

Candidates who use unauthorized aids or violate the regulations of the examination are reported to the examination management. A joint decision will be taken on how to proceed and on sanctions. The body responsible for conducting the examination will investigate the incident immediately.

If the complaint proves to be justified, the following measures may be taken:

- Assessment of the position concerned with a grade of 1
- Invalidation of the examination in question

Storage, notification of grades, inspection

CYP retains the examinations for at least one year. Candidates are notified of the examination results via CYPnet in accordance with the announced schedule. It is not possible to view the examination.

Repetition of the examination

Candidates who have not passed the examination may repeat the examination once without any additional requirements. Candidates retaking the examination are subject to the BFE's current learning objectives catalog at the time of retaking the examination. The cost of retaking the examination is CHF 300.00 and is to be borne by the candidate.

The examination can be taken a maximum of three times.

Certificate

CYP issues BFE certificates and confirmations to successful graduates twice a year and makes them available online via CYPnet. They are not sent by post.

The BFE certificate and the confirmation for the BASIC Module examination contain the following elements:

- Personal data of the candidate
- Note that the examination has been passed
- Final grade
- Basis of the examination
- Signature of the BFE program manager

CYP is responsible for handing over the certificates and confirmations to the graduates.

Appeal

If the examination is failed, an appeal is only possible after the second, i.e. repeated, unsatisfactory performance.

The appeal must be submitted in writing to the CYP examinations department within 30 calendar days of notification of the grade by CYP. The CYP will examine the appeal and make a final decision. The examinations department will inform the program manager.

Entry into force and validity

These examination regulations enter into force on April 9, 2024. The corresponding examination regulations may be amended in the event of changes to the underlying curriculum.