

# WPiAM Terms & Conditions

---

## **Cancellation, Reschedule, Refund**

Please refer to the WPiAM Terms & Conditions – Refund Policy for full details on this Policy.

## **Code of Ethics**

I agree to conform to the World Partners in Asset Management Code of Ethics during the term of my Certification. In this regard, I pledge to:

1. Represent myself in a professional manner by providing services and skills that comply with all codes and regulations applicable to the asset management and education community.
2. Continually update my knowledge, skills and techniques as new information evolves within the discipline and science of asset management.
3. Represent my organisation in an honest and fair manner and to refrain from engaging in unfair or deceptive practices or making any unfair or deceptive statements, including but not limited to use of the WPiAM Certified Asset Management Assessor Logo.
4. Conduct myself in a decent, respectful, and professional manner when serving in my capacity as an asset management professional.
5. Comply with the proper usage of the CAMA logo as defined in the WPiAM CAMA Logo Use Guidelines.

By agreeing to this Code of Ethics, I understand that it is my responsibility to remain abreast of any changes to the Code of Ethics, that my actions may be reviewed by a committee of my peers, and that failure to abide by these ethical obligations is a violation of WPiAM policy and may result in revocation of my Certification.

## **Non-Disclosure Agreement**

This Non-Disclosure Agreement (the “Agreement”) is entered into between the examinee (“You”) and World Partners in Asset Management (“WPiAM”) as of the date you applied for the CAMA Certification (the “Effective Date”).

The examination (“Exam”) you are about to take is confidential and is protected by the Uniform Trade Secret Act. The exam is made available to You solely for the purpose of assessing knowledge competencies as stated in the personnel certification scheme requirements.

Confidential Information. The content of the Exam, including without limitation, questions, answers, and the responses You choose, as well as any communication regarding or related to the Exam, including oral communication, is WPiAM confidential information (“Confidential Information”). Any disclosure of Confidential Information is a violation of this Agreement and could compromise the integrity and security of the examination program. WPiAM makes exams available to You solely for the purpose of demonstrating knowledge competency in the content area referenced by the title of the exam. You are expressly prohibited from disclosing, publishing, reproducing, copying, selling,



posting, downloading or transmitting any Confidential Information, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose.

Privacy Notice. By taking this Exam, You agree that WPIAM and any Exam provider may share Your information with each other, including personal information, in order to administer the Exam(s), to improve the testing program and experience, and to facilitate statistical analyses. WPIAM agrees that the Exam results and/or Score reports will be shared with You, the examinee, and if you have registered your exam with a third-party, your results may also be shared with this organisation. To learn more about WPIAM's Governance Policies related to Confidentiality and Records, please email [info@wpiam.com](mailto:info@wpiam.com).

Certification Revocation. You may be prohibited from taking any Exam, and/or may be decertified from the Personnel Certification scheme if you violate this Agreement or engage in any misconduct. Exam proctors are authorised to take immediate and appropriate measures against anyone who violates testing rules. This policy is enforced to ensure the integrity of the Exam and WPIAM examination processes.

Examples of misconduct and/or misuse of the Exam include but are not limited to:

- Fraudulently impersonating another while taking the Exam;
- Providing or accepting improper assistance;
- Disseminating actual Exam content, including the responses You chose for the questions, by any means including web postings, formal or informal test preparation or discussion groups, reconstruction through memorization or any other method
- Possession of non-authorized items during the Exam;
- Using unauthorized materials (including brain-dump material and/or unauthorized publication of Exam questions with or without answers) to prepare for the Exam;
- Making notes of any kind during the Exam outside this exam booklet or the answer sheet
- Removing or attempting to remove Exam material (in any format);
- Intentionally causing a disturbance of any kind during the Exam; and
- Modifying and/or altering the results and/or score report for this Exam or any other Exam record.