



GUIDELINES NUMBER: SECZim/LSS 10/12/2024

Subject: Entry examination guidelines for new applicants

Scope: New Compliance and Principal Officer applicants

Signed:

A handwritten signature in black ink is written over a horizontal dashed line. The signature is stylized and appears to be 'Anymore Taruvinga'.

Anymore Taruvinga
(Chief Executive Officer)

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1. Introduction

- 1.1 The entry examination guidelines for new compliance and principal officer applicants are issued to provide guidance specifically for those who will be sitting for the examination. The guidelines are issued pursuant to paragraph 21 of the First Schedule of the Securities and Exchange Act [Chapter 24:25] which authorises Securities and Exchange Commission of Zimbabwe (SECZim) to formulate guidelines and notices.
- 2.1 These guidelines, including but not limited to the examination format, duration, fees, and other provisions, are subject to review and amendment by the Commission at its discretion. Applicants are advised to consult the latest version of the guidelines before applying.

2. Administration of the Examination

- 2.1 The examination shall be administered as follows:
 - 2.1.1 Compliance and/or Principal Officer(s) shall write the examination prior to their licensing.
 - 2.1.2 Prospective candidates must have suitable academic qualifications, professional certifications, or experience relevant to the position they are applying for, as outlined in S.I 100 of 2010.
 - 2.1.3 The examination fee is USD150.00 and it must be paid before the examination.
 - 2.1.4 If a candidate decides to withdraw from the examination, the paid fee will not be refunded.
 - 2.1.5 The examination will have 50 multiple-choice questions that must be completed in 45 minutes.
 - 2.1.6 Passing the examination requires a minimum score of **75 percent**.
 - 2.1.7 Candidates who want to retake the examination must pay the full examination fee for each session.
 - 2.1.8 Candidates can only reschedule the examination once. Rescheduling must be communicated in writing to the Commission at least twenty-four (24) hours before the scheduled examination time. If the candidate fails to notify the Commission, in the stipulated timeframe, of the failure to

attend to the examination, the fees will be forfeited to the Commission, and the candidate will need to re-register to take the examination.

- 2.1.9 There are no refunds or transfers of fees to a later examination session if candidates fail to write or fail to show up for the examination on the scheduled date without providing prior notification as stipulated in point (2.1.8). If such applicants choose to appear for a subsequent session, they must reapply and pay the full examination fees.
- 2.1.10 The examination will be administered on a computer provided by the Commission. The Commission will ensure that resources are in place for each examination session, including the creation of candidate credentials to enable them to take the examination. The system will select the questions of the day at random from a database of questions.
- 2.1.11 Upon completing the examination, the candidate's score will appear automatically.

3. Identification of Candidates

- 3.1 Candidates must carry proof of identity to the examination venue. The following forms of identification are acceptable:
 - 3.1.1 a national identity document containing the candidate's photograph; or
 - 3.1.2 a valid driver's licence containing the candidate's photograph; or
 - 3.1.3 a current passport.

4. Disqualification from the Examination

- 4.1 Malpractice or failure to follow instructions may lead to disqualification from current and future examinations, either temporarily or permanently. The following should be observed:
 - 4.1.1 Candidates must adhere to the instructions given by the coordinator and invigilators.
 - 4.1.2 Candidates must not take into the examination room, or consult in any way, any book, paper, document, or other written, typed, or

printed material (except for items provided by the invigilators in connection with the examination).

- 4.1.3 Candidates must not communicate with, or willingly receive communication from, any person during the examination other than an invigilator.
- 4.1.4 Candidates must not read or attempt to read the work of any other candidate.
- 4.1.5 Candidates must not use phones or personal gadgets during the examination.