



**Insurance Institute for Asia and the Pacific, Inc.**

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**MEMORANDUM**

**TO** : All Life Insurance Companies  
**FROM** : Insurance Institute for Asia and the Pacific (IIAP), Inc.  
**DATE** : November 13, 2024  
**SUBJECT** : LIA/VFE Schedule – 2025  
(January 8 to December 12, 2025)

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We are pleased to provide the attached guidelines for the conduct and administration of the Life Insurance Accreditation – Validating Final Examination (LIA-VFE) for the 2025 training year, to wit:

- I. Reservation & Scheduling
- II. Registration of Examinees and Submission of Documentary Requirements
- III. Conduct of Exams for Face-to-Face Exams, Online Exams and Online-Proctored exams.

The guidelines also include important reminders for candidates to follow before, during, and after the examination.

Please be guided accordingly.

  
FRANCISCO D. PAPA, JR.  
Executive Director

## I. Reservation & Scheduling of Onsite and Offsite Exams

A. The IIAP shall accept reservations for onsite and offsite examinations from the sponsoring life insurance companies. Individual agents are requested to course all application for examinations through their life insurance companies as no walk-in examinees will be entertained. Reservations are taken on a first-come, first-served basis.

B. On-site Exam are held from Mondays to Saturdays at the IIAP Premises at  
**9:00AM-10:00AM**

C. Requests for exam reservation can be coordinated with the following IIAP Associates:

Paula F. Laviña ([lavina@iiap.com.ph](mailto:lavina@iiap.com.ph)) – Online Exam

AC R. Flores ([acrodriiguez@iiap.com.ph](mailto:acrodriiguez@iiap.com.ph)) – Proctored Online Exam

Rochelle E. Ulep ([rochelle\\_esguerra@iiap.com.ph](mailto:rochelle_esguerra@iiap.com.ph)) – Off-site/Special Exam

Mary Joy Barsolasco ([liavfeexam@iiap.com.ph](mailto:liavfeexam@iiap.com.ph)) – On-site (IIAP)

Name of the sponsoring company must be given, together with names of examinees.

**For Off-site reservations, the Submission of Exam Date reservations (Semi-Annual) will be on:**

December 2, 2024

June 2, 2025

## II. Registration of Examinees and Submission of Documentary Requirements

1. All requirements must be submitted via email five (5) working days before the scheduled exam, as follows:
  - Application Form signed by an IIAP accredited trainer (*see attached New Form*)
  - 1x1 photo
  - Government-issued ID with Birthdate
2. Examination fee is P1,000.00 per person. Retake fee is P500.00 valid for 2 months from the date of the last examination.
3. Examination fees must be paid by the life insurance company at least 5 days before the exam schedule together with the requirements. **Individual deposit transaction of examinees is not allowed.** IIAP's bank details will be given upon confirmation of schedule.

## III. Guidelines for On-site and Off-site Examination

1. All examinees must be at the venue 15 minutes before the exam.
2. The examination room set-up must be one seat apart.
3. Designated entry and exit points must be provided in all exam venues.
4. Depository of examinees' belongings, bags, books, mobile phones and other materials must be provided in the designated exam venue (for both on-site and off-site exams).
5. No walk-in examinee will be entertained.



6. **For onsite exams:** If an examinee fails and wishes to re-take the exam, he/she must request for another reservation schedule. There will be no re-take of the exam on the same day.
7. No companion of the examinee will be allowed in the exam venue. Loitering in the exam premises is strictly prohibited.
8. Examination fees are not refundable.
9. **For off-site exams:** Reservations for an exam date and venue shall be made on a per sponsoring company basis and are subject to availability on a first come, first served basis. Before scheduling an exam, requesting companies shall provide the following:
  - List of examinees. Please note the minimum required examinees
    - For Metro Manila – Minimum of 25 examinees
    - For Outside Metro Manila – Minimum of 10 examinees
    - Maximum number of examinees per day is 150
  - Transportation requirements:
    - If by land, Car service, meal allowance of Php 2,500 per proctor. If needed, hotel accommodations.
    - If by plane, plane ticket, transportation, meal allowance of Php 2,500 per proctor. If needed hotel accommodations.
      - \*(Please note that if there are more than 50 examinees, two (2) proctors will be assigned by IIAP)
  - Other Requirements:
    - As mentioned in Part II, examination fee is Php 1,000 per person and retake fee is Php 500. Examination fees must be paid by the life insurance company at least five (5) days before the scheduled exam.
  - Additional Requirements for Off-site exams
    - The insurance company must provide at least one staff member to assist the IIAP proctor during the exam.
    - If there will be changes on the exam venue, the IIAP must be notified seven (7) days prior to the scheduled exam.

#### IV. Guidelines for On-line and Proctored On-line Examination

1. Reservations will also be done through a sponsoring company.
2. The following must be submitted:
  - a. Name of the sponsoring company together with names of the examinees
  - b. An accomplished application form 0930 duly signed by the IIAP accredited trainer.
  - c. Signed IIAP Exam Undertaking (copy attached)
3. Examination/Retake Fee is Php 1,200 per person. A copy of the proof of payment/transaction or deposit slip must be submitted to IIAP
4. Examination Fees must be collectively paid by the life insurance company.
5. Online examination fees are not refundable.
6. Upon completion and submission of required documents, the examinee will receive an Exam Verification Code (EVC) through his/her email.
  - a. **For Online Exams**, the said code will be used to access the online examination system. The validity of the EVC is seven (7) days from the date of receipt. Examinee must take the exam within the 7 days from the receipt.
  - b. **For Proctored On-line exams**, examinee must take the exam on the date and time indicated in the email.



7. Picture taking or video recording before, during and after the exam is strictly prohibited.
8. IIAP reserves the right to cancel a scheduled exam, if deemed necessary, in case of extraordinary situations or inclement weather conditions or other acts of nature.
9. All online exam guidelines must be **strictly observed**. Any breach of any of these protocols will result to disqualification of the examinees.

## EXAMINATION REMINDERS

### **ONLINE / ONLINE PROCTORED EXAMINATION**

#### **Before the examination:**

1. Please ensure that the examinee has a minimum internet speed of 25 Mbps, during the examination. *(Mobile Data is not allowed)*
2. Examinee is required to use a laptop; if desktop will be used, it must have a microphone, speaker and camera. Use of mobile phone, tablet, palmtop, Headset, earphones and other android devices is strictly not allowed during the exam.
3. Examinee must be ALONE in the room where he intends to take the exam. *(Ex. Taking examinations in an Office Cubicle, Internet Café, Laundry Shop and restaurant or other public places are prohibited)*
4. The examination must be taken in a well -lit room to ensure the clarity of examinee's face.
5. The table where the examinee is taking the exam must be cleared of all items except his/her laptop or desktop and a valid ID.
6. Examinee must follow the pre-exam instructions closely (i.e., facial recognition, camera movement instructions, environment assessment must be 360 degrees, etc.)
7. **For Online Proctored Exam only** - For online registration, examinee must log in one (1) hour before the time of the examination.

#### **During the examination:**

1. Examinee is PROHIBITED to use mobile phones or other devices while taking the exam nor take a photo of any portion of the exam.
2. Examinee is NOT allowed to engage in other activities while taking the exam.
3. Examinee must have in his possession the same government-issued ID submitted to IIAP earlier. The examinee will be asked to capture the said ID prior to the start of the exam.
4. Examinee must AVOID all unnecessary head/body/ eye movement while taking the exam.
5. Examinee's face must always be in the middle of the screen and detected by the computer camera at all times.
6. If the examinee accidentally drops any item on the floor which he needs to retrieve, he/she may do so but must do it quickly and no longer than 10 seconds.
7. In case of loss of internet connectivity, the system has an auto-save facility which will allow the examinee to log in again and proceed from where he/she left off.
8. The examinee is given 1 hour to answer all the questions. In case the examinee is not finished yet and the time limit has been exhausted, the system will automatically shut off and submit the examination to IIAP and will only include those items with answers within the allotted time.
9. An examinee can go back and review the 50 exam questions he/she answered, before the SUBMIT button is pressed.
10. After the examinee has answered all of the questions and pressed "SUBMIT", he/she can no longer go back to review his/her answers. After pressing submit wait for the message that the answer and videos are completely uploaded on the platform.
11. In case the IIAP detects any suspicious behavior of the examinee during the examination, the IIAP can pause or terminate the examination.



12. **For Online Proctored Exam only** - Online Proctored exam allows for exchange of communication between proctor and examinees through the CHAT box.
- Proctor will be putting a RED FLAG for violations committed by examinee as a warning, indicating time of commission and nature of violation.
  - Proctor has the right to terminate exam under the ff conditions:
    - a. Logged in late and proceeded to taking the exam;
    - b. Failure to submit proper environment scan and biometrics
    - c. Committed gross violations such as cheating, undetected face on the screen, talking to somebody, using gadgets, etc.;
    - d. Examinee despite red flags, continues to violate exam protocols.

**After the examination:**

1. Final results of the exam will be released after five (5) working days from the date of expiration of code (Online Non-proctored).
2. IIAP prepares a Certificate of Completion to those examinees who completed the training and passed the exam.
3. The decision of IIAP, to declare nullity of an exam or disqualify any examinee who was in violation of the aforementioned rules set for this on-line exam is final.
4. In case of failure in the examination, the examinee can re-take the exam following the same application procedures set by IIAP on on-line exam.

**Valid Reasons for Rescheduling an Examination:**

- Sickness – Requires a medical certificate.
- Death in the Family – Requires official documentation of the emergency.
- Typhoon or Any Calamity – Proof of the incident (e.g., government announcements or evacuation notices) may be requested.

Guidelines for Rescheduling:

**Documentation:** Examinees must submit proof supporting their reason for rescheduling.

**Notice Period:** Requests must be submitted at least 24 hours before the scheduled exam unless it's an unforeseen emergency.

**Confirmation:** All requests for rescheduling should be confirmed through email.

The IIAP coordinator will assign a new examination date following approval.

A handwritten signature in black ink, appearing to read 'Gene', with a large, stylized loop at the beginning.