



# Football Agent Exam Rules

March 2025



## DEFINITIONS

For the purpose of these Rules, the terms set out in the FIFA Football Agent Regulations and related FIFA circulars as well as the following definitions (initial capitals) shall apply:

**Allowed Items:** strictly personal items that are permitted to be used during the Exam Session in order to assist a Confirmed Candidate with their Exam attempt; this excludes their Devices, stable internet connectivity and personal identification document

**Application Window:** limited period established by FIFA during which individuals with registered accounts on the Platform can submit their licence applications with the intent to sit the Exam and become Candidates

**Approved Candidate:** a Candidate who is approved to take an Exam by FIFA to undergo all required assessments established under these Exam Rules to become a Confirmed Candidate

**Candidate:** any natural person that registers on the Platform and applies to take an Exam

**Confirmed Candidate:** an Approved Candidate for whom all necessary compliances established under these Exam Rules have been assessed and confirmed at the Exam Session by an Invigilator and is granted access to the Exam

**Devices:** a laptop or desktop with a functional camera and microphone, used by a Confirmed Candidate to take the Exam, and a secondary device, which is a smartphone that has the camera and microphone functionality to be used for invigilation and registration by the Confirmed Candidate

**Exam:** the FIFA Football Agent Exam delivered as a web (online) exam test that forms part of the licensing procedure to become a Football Agent in accordance with the FIFA Football Agent

Regulations and the related FIFA circulars

**Exam Details:** logistical and administrative information entered or communicated by FIFA, indicating the time of an Exam Session and the relevant information pertaining to the Exam Fee and other relevant details

**Exam Fee:** a fee paid to cover the costs of organising and holding the Exam

**Exam Session:** a specified period of time designated and managed by the Invigilators on the Exam day, which includes the 60-minute period to sit the Exam

**Exam Window:** the day on which the Exam Session is held, as designated by the FIFA general secretariat

**Invigilator:** a person designated by FIFA to oversee an Exam during the Exam Session

**Platform:** the digital platform operated by FIFA through which the licensing process, dispute resolution process, continuing professional development and reporting shall occur

**Pre-Exam Readiness Check:** a non-mandatory practice attempt of the Exam available to Approved Candidates on the Platform, simulating the Exam experience and used exclusively to check Devices compliance with the Platform and for Candidates to acquaint themselves with the exam modality

**Prohibited Items:** any items that, at the Invigilator's discretion, may raise a reasonable suspicion that they may aid a Confirmed Candidate during the Exam, including, but not limited to, any applications or communication systems downloaded to the Devices, any communication/mobile devices apart from the Devices, including mobile phones (excluding those needed to monitor or proctor the Exam), wearables and smart devices, wired or wireless earphones or headphones, or other electronic, mobile,

technical or computing equipment capable of accessing the mobile network, internet, email and/or recording and/or storing any form of data

**Rules:** these Football Agent Exam Rules, as amended from time to time

**Study Materials:** various FIFA regulations available on the Platform and FIFA.com and used by Approved Candidates to prepare for the Exam and by Confirmed Candidates during the Exam Session

**Unofficial Translator Tool:** online language tool that Confirmed Candidates may use to gain a better understanding of the Exam

NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice versa.

## **TITLE I. GENERAL RULES**

### **1 Objectives**

#### **1.**

The objectives of these Rules are to:

- a) establish the rules for the Exam;
- b) transparently inform about the Exam procedure;
- c) promote honest conduct by Approved Candidates and Confirmed Candidates; and
- d) ensure the regularity and fairness of the Exam.

#### **2.**

These Rules have been prepared by the FIFA general secretariat, can be amended from time to time and are published on the Platform and FIFA.com.

## **TITLE II. PRE-EXAM PROCEDURE**

### **2 General provisions**

#### **1.**

Any Candidate who submits a complete licence application via the Platform during the Application Window shall agree to be bound by these Rules.

#### **2.**

The relevant deadlines for the Application Window shall be in the Zurich, Switzerland, time zone. The time zones of the Candidate for the Application Window are not relevant and shall not be taken into account.

**3.**

Candidates and Approved Candidates can request a change of schedule, as determined in the Platform.

## **3**

### **Participation in Exams**

**1.**

Participation in Exams is restricted to Approved Candidates who have been invited to sit the Exam, subject to being granted the status of Confirmed Candidates. No other persons may be present in the room during the Exam Session, apart from the Approved Candidate.

**2.**

All Approved Candidates shall pay the Exam Fee as established in the Platform and no refunds will be allowed. Failure to pay the Exam Fee within the payment period as communicated to each Approved Candidate will be automatically deemed as withdrawal of their licence application.

**3.**

Each Approved Candidate shall ensure that they have the following before starting the Exam Session:

- a) An original document of a valid government-issued form of personal identification with a photo, used during the licence application process on the Platform
- b) Platform-compatible Devices
- c) Stable internet connectivity
- d) The official versions of the Study Materials, available on the Platform, but only to prepare for the Exam

**4.**

The Invigilator will establish the identity of each Approved Candidate, as well as whether they are in possession of compatible Devices and meet all the relevant requirements to sit the Exam. An Approved Candidate who successfully satisfies the pre-Exam requirements will be granted the status of a Confirmed Candidate by the Invigilator on the Platform.

**5.**

If an Approved Candidate does not satisfy the pre-Exam requirements to be granted the status of a Confirmed Candidate, or any other requirements prescribed in these Rules or communicated by FIFA that are to be checked before the start of the Exam Session, the Invigilator will be able to disqualify that Approved Candidate from sitting the Exam and instruct them to leave the Platform. Any such decision will be final without the right to any appeal.

## **4**

### **Devices – requirements**

**1.**

The Devices used by a Confirmed Candidate to take the Exam shall be based on an operating system that is compatible with the requirements of the Platform and the Exam.

**2.**

The Platform may make available a Pre-Exam Readiness Check to allow the Approved Candidates to test the compatibility of their Devices and internet connectivity with the Platform and the Exam.

**3.**

It is each Approved Candidate's and Confirmed Candidate's obligation to ensure that their Devices and internet connectivity are compatible with the technical requirements of the Platform and the Exam, and that they have enough battery power to last throughout the Exam Session. The compatibility with such technical requirements shall be checked by using the Platform

and/or the Pre-Exam Readiness Check before arriving at the Exam Session.

**4.**

A Confirmed Candidate whose Devices are not compatible with the Platform and/or Exam or that malfunction during the Exam Session will be disqualified from the Exam by the Invigilator. Any such decision will be final without the right to any appeal.

## **5**

### **Stable internet connectivity**

**1.**

Approved Candidates are responsible for ensuring that they have a stable, uninterrupted internet connection with enough bandwidth during the Exam Session.

**2.**

If internet access fails during the Exam, the Confirmed Candidate will be prevented from retaking the Exam and their licence application will be rejected.

## **6**

### **Exam room**

**1.**

The Exam shall be sat in a room that complies with all the requirements to be communicated by FIFA. Approved Candidates shall be able to make the necessary adjustments required by the Invigilator in order to comply with such requirements.

**2.**

In the event of failure to comply with such requirements, the Invigilator will disqualify the Approved Candidate concerned from sitting the Exam and instruct them to leave the Platform.



# 7

## Use of items during the Exam Session

### 1.

Approved Candidates and Confirmed Candidates may bring and use any of the following Allowed Items during the Exam Session after consulting the Invigilators during the pre-Exam requirements verification (exhaustive list):

- a) A pair of prescription glasses
- b) A non-alcoholic beverage container
- c) Study Materials (accessed electronically on Devices)
- d) A blank sheet of paper and a pen. This will be checked by the Invigilator, and candidates will be ordered to destroy any notes after the Exam Session
- e) Any medical or disability aids (e.g. hearing aids) with an appropriate medical prescription or similar, previously disclosed to and approved to be used by FIFA in accordance with these Rules

### 2.

Approved Candidates and Confirmed Candidates are not allowed to bring or use any of the following Prohibited Items during the Exam Session (non-exhaustive list):

- a) Any communication devices such as mobile phones (except when used for the authentication process to access the Platform or to monitor/proctor the Exam), tablets, smart devices, wearables or radios
- b) Media players, earphones, headphones or foam earplugs

- c) Any other items or software that could potentially be misused or raise a reasonable suspicion that they could be misused during the Exam Session

**3.**

The Invigilators will have the final discretionary decision as to whether or not an item is allowed during the Exam Session. Any such decision will be final without the right to any appeal.

## **TITLE III. EXAM PROCEDURE**

### **8**

#### **General provisions**

**1.**

All Approved Candidates and Confirmed Candidates are required to act in accordance with the guidelines provided by the Invigilators at the Exam Session and throughout the Exam Window.

**2.**

No temporary breaks, including toilet breaks, will be allowed and any unauthorised departure from the Exam during the Exam Session will constitute a withdrawal from the Exam.

**3.**

The Exam may be sat in English, French, Spanish or German, for all Candidates, and the same database of questions will be used regardless of the location where the Candidate is sitting the Exam. Each Candidate will receive a unique set of automatically generated questions from the FIFA database. The Exam Session will last 60 minutes and the pass mark is 75%.

**4.**

Candidates who do not show up at the Exam Session within the stipulated timeline communicated by FIFA will have their licence application rejected.

# 9

## Rules of conduct

### 1.

All Confirmed Candidates shall act honestly and in accordance with the generally accepted principles of academic, professional and personal integrity and these Rules throughout the Exam Window.

### 2.

The following conduct is not allowed at any stage of the Exam Session, and Confirmed Candidates will be subject to suspension from the Exam Session and prevented from sitting the Exam in the next available Exam Session if they are identified as:

- a) using Prohibited Items or any electronic and communication hardware other than their Devices;
- b) communicating or attempting to communicate with anyone (except the Invigilators) during the Exam Session, including after submitting their Exam;
- c) copying or attempting to copy Exam answers from anyone during the Exam Session;
- d) obtaining or attempting to obtain Exam answers from anyone during the Exam Session, irrespective of whether that person is inside or outside the Exam Session;
- e) being involved in any arrangement whereby another party undertakes the Exam on another party's behalf by impersonating them or otherwise violating these Rules;
- f) leaving the Exam Session for any reason before being instructed to do so by an Invigilator;

- g) recording the Exam and/or the Exam Session on their Devices or in any other form, including taking screenshots, pictures, video or audio recordings;
- h) copying the Exam questions or answers and/or sharing them by any means with any third parties;
- i) using software or websites other than the Platform, Study Materials and the Unofficial Translator Tool during the Exam Session; and
- j) acting in a disrespectful manner and/or using foul language towards the Invigilators and/or the FIFA administration.

### 3.

All Confirmed Candidates are allowed to use the Unofficial Translator Tool during the Exam Session at their own risk.

## 10 Medical disability accommodations

### 1.

Approved Candidates may request reasonable Exam Session accommodations on the basis of their medical disability.

### 2.

The burden of proof remains on Approved Candidates, who shall apply to FIFA for such accommodations in accordance with the following:

- a) Substantiated written requests shall be submitted by Approved Candidates to FIFA (at [regulatory@fifa.org](mailto:regulatory@fifa.org)) no later than 30 days before the Exam.
- b) Exam Session accommodations may include, but are not limited to, the following:

- i. extra time during the Exam Session to complete the Exam, as decided and indicated by FIFA;
  - ii. the use of special medical equipment and/or specialised medical assistance to be provided by an Approved Candidate at their own expense.
  - iii. the use of text-to-speech software.
- c) The FIFA general secretariat shall issue a final decision on all such requests on a case-by-case basis.

### **3.**

Under no circumstances may any Approved Candidate be excused from the obligation to pass the Exam under the applicable Exam Rules.

## **11 Invigilators**

### **1.**

The Exam Session will be monitored by Invigilators designated by FIFA. The Invigilators are responsible for ensuring that these Rules are strictly and objectively followed.

### **2.**

Any evidence of a violation of these Rules, in particular of the rules of conduct or of any other rules established by FIFA, which occurs during the Exam Session, should be noted in detail by the Invigilators. Invigilators who are aware or become aware that an Approved Candidate or a Confirmed Candidate may have failed to follow these Rules or any other rules established by FIFA in any way are obliged to report those details to FIFA and immediately cancel the Exam attempt of a Confirmed Candidate. Any such decision will be final without the right to any appeal.

### **3.**

Invigilators will provide assistance in regards to technical or

procedural issues only.

**4.**

Any Confirmed Candidates in need of assistance may contact an Invigilator and wait for an Invigilator to respond. Any communication between the two shall be conducted respectfully and restricted to brief consultation on technical and/or procedural matters concerning the Exam and the Exam Session.

## **12 Force majeure**

**1.**

If a force majeure event occurs that prevents the start or continuation of the Exam Session, Approved Candidates or Confirmed Candidates (as applicable) may take the Exam on the next available schedule or date, following prior approval by FIFA. The malfunctioning of Devices or internet access problems will not be considered a force majeure event.

**2.**

Only force majeure events reported to FIFA by the Invigilators on the day of the Exam, and before the end of the Exam Session, can be considered. It is the responsibility of each Confirmed Candidate to immediately report any observed issues to the Invigilator during the Exam Session, which the Invigilators will then need to report to the FIFA general secretariat.

**3.**

If the FIFA general secretariat concludes that a force majeure event did occur, it may order a full or partial rescheduling of the Exam Session. In principle, the Exam Session shall be rescheduled for the same day.

**4.**

Any technical issues not reported to the FIFA general secretariat and/or any technical issues reported to the FIFA general secretariat after the Exam Session has concluded shall be dismissed.

**5.**

Confirmed Candidates who leave the Exam Session will not be eligible to return for any rescheduled Exam Sessions.

**6.**

The FIFA general secretariat has the discretionary power to decide on any force majeure events.

## **TITLE IV. DISCLOSURE OF EXAM RESULTS**

### **13** Exam results

**1.**

Once the Exam Session is concluded, all Confirmed Candidates shall leave the Platform. All Exam results will be communicated on the Platform and by email within 14 days of the date of the Exam Session.

**2.**

If a Confirmed Candidate:

- a) fails to comply with these Rules, their Exam attempt will be cancelled, and they will be informed of the reason;
- b) passes the Exam, they shall follow the instructions established on the Platform to complete the licensing procedure;
- c) does not pass the Exam by scoring below the relevant pass mark, they may review their Exam attempt during a limited time window in line with the following rules:
  - i. Their Exam attempt will be available for review for up to three days through a link communicated by email.

- ii. A written substantiated request for review of an Exam attempt with clear arguments may only be submitted by a Confirmed Candidate during the aforementioned review period by emailing the FIFA general secretariat at [regulatory@fifa.org](mailto:regulatory@fifa.org).
- iii. Such review of the Exam attempt shall be conducted by the FIFA general secretariat and shall be limited to fundamental and obvious errors in the application of the FIFA regulations contained in the Study Materials.
- iv. The FIFA general secretariat reserves the right to provide a detailed explanation to any Confirmed Candidate regarding their review submission.

All communications provided by the FIFA general secretariat shall be final and binding.

### 3.

All Exam results will be final without the right to any appeal.

## 14 Grading

### 1.

The pass mark for the Exam is established by the FIFA general secretariat and published on FIFA.com.

### 2.

Only fully correct answers to each question shall be awarded a full mark. Blank or partially correct or incorrect answers shall receive no marks. There are no half marks. If a question requires more than one answer, all correct answers must be selected to be awarded a full mark. For the avoidance of doubt, and merely as an illustrative example, if a question accepts two or more answers, and if all correct answers are not marked, the



Candidate's response to the question will be considered incorrect.

**3.**

No negative marks shall be awarded for blank or partially or fully incorrect answers.

## **TITLE V. FINAL PROVISIONS**

### **15**

#### **Matters not provided for**

**1.**

Any matters that arise at the Exam Session that are not provided for in these Rules will be decided by the FIFA general secretariat. Such decisions will be final.

### **16**

#### **Enforcement**

**1.**

These Rules come into effect on 4 March 2025 and are published on the Platform and FIFA.com.

**2.**

The August 2024 edition of these Rules is hereby revoked.

Zurich, 4 March 2025