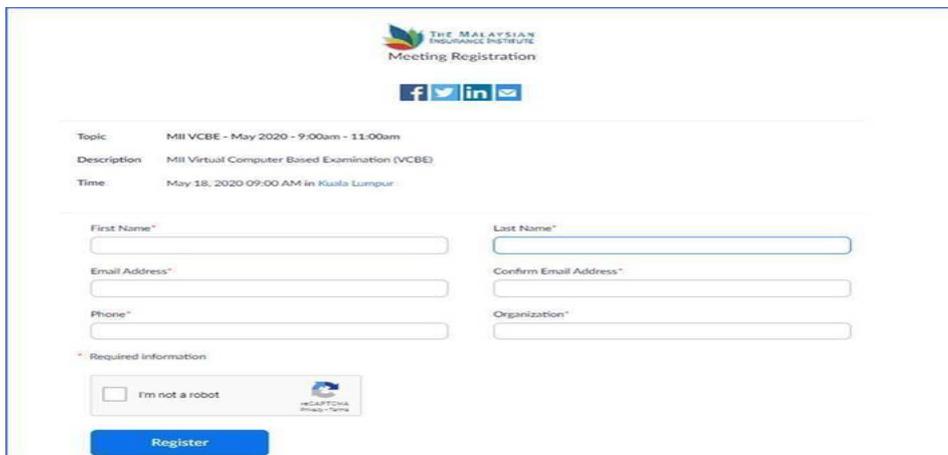![The Malaysian Insurance Institute logo]

Guide for Using ZOOM For The

Virtual Computer Based Exam (VCBE)

This is a simple guide to help Candidates to join the MII Virtual CBE (VCBE) in ZOOM and how to use it for the examination session. Note: This guide may change in the event of any ZOOM update.

HOW TO REGISTER FOR ZOOM

1. Go to https://zoom.us/download to download ZOOM app.

2. You'll be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address."

3. If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.

4. On the page that opens up in your web browser, fill in your first and last name and a password.

5. On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.

6. Within 24 to 48 hours from the exam time you will get an email for the ZOOM link.

7. On the exam day, 30 to 45 minutes before the exam time , please click the ZOOM link sent to you via email.

8. Once you have click the link, do your registration and click the register button.
   (sample of registration page)

9. Then you will be given another link to join the ZOOM meeting to sit for your exam. (sample page for registration approved - click the link given)

10. Then click the "open URL : Zoom launcher", it will divert you to the Virtual Exam room (waiting room)
Wait until the Chief Invigilator admit you to the main room before send you to the Verifier room for verification
Click the "Join breakout room" button
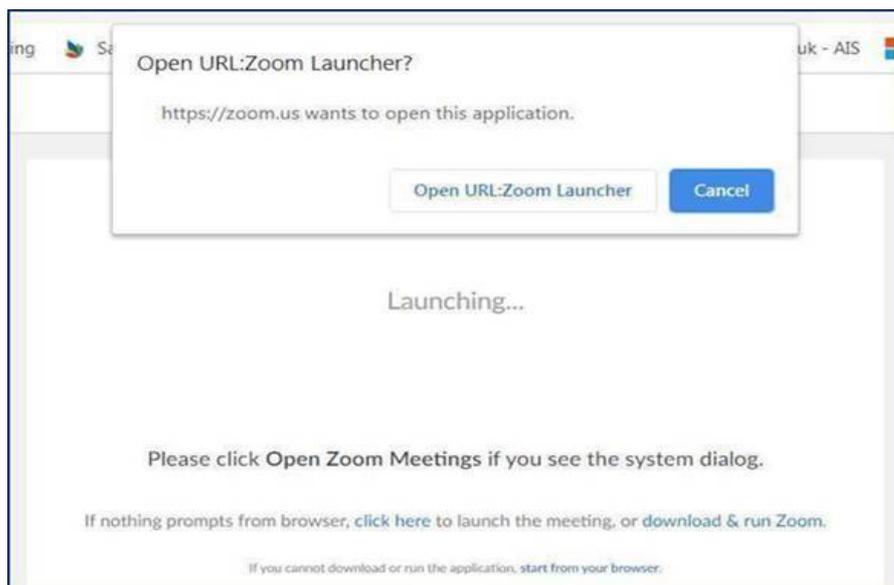
11. Once you are in the Verifier room, the Verifier on duty will do the exam verification via Whatsapp video call
Please show your Identification Card (make sure your IC is with you) and you are in the approved exam space
(please read the "Candidate Guide for Virtual Exam" which was emailed to you earlier.

12. You will be transferred to the "breakout room (i.e virtual exam room)" once you are verified.

13. The "Exam link" will only be provided once you are in the "breakout room (i.e virtual exam room)"

14. Please enter ZOOM meeting at least 30 minutes before the exam time for verification
If you are late NO extension time will be given.

15. You will be considered as "absent" if you failed to be in the "virtual exam room" by latest 30 minutes after the exam starts.

16. 3 warnings will be given to you if you are caught with suspicious act (eg. copying, referring notes/text, talking to someone, etc)

17. You are not allowed to open any other applications, of which if you try to, you will be transferred out from the exam page or your exam page will be disrupted.
The invigilator has the right to do 360 degree verification from time to time.

18. You will be disqualified from the exam after the 3rd warnings.

You are now ready for Exam Day. All The Best!