

Dear Candidates,

Thank you for Choose the MII Virtual Computer Based Exam (VCBE).

Below are the **COMPULSORY STEPS** that **MUST** be complied to prepare you for the examination:

1. Before examination day:
 - a) To ensure the candidates' PC/Laptop meet the minimum specification :
 - I. Window operating system : Windows 10 version and with Google Chrome
 - II. MAC Book Pro, Mini, Air Operating System Version - 10.15.5 Catalina
 - b) To download and install the Secure Browser in the laptop via the following link
 - I. Window operating system
: <http://23.101.31.19/TNA/TestPlayer/SecureBrowser/ESSecureBrowser.zip>
 - II. MAC Book Pro, Mini, Air Operating System
: <https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-MAC-SecureBrowser.zip>

Please refer to the link for information on the Minimum Technical Requirements at https://www.insurance.com.my/documents/pdf/min_requirement.pdf

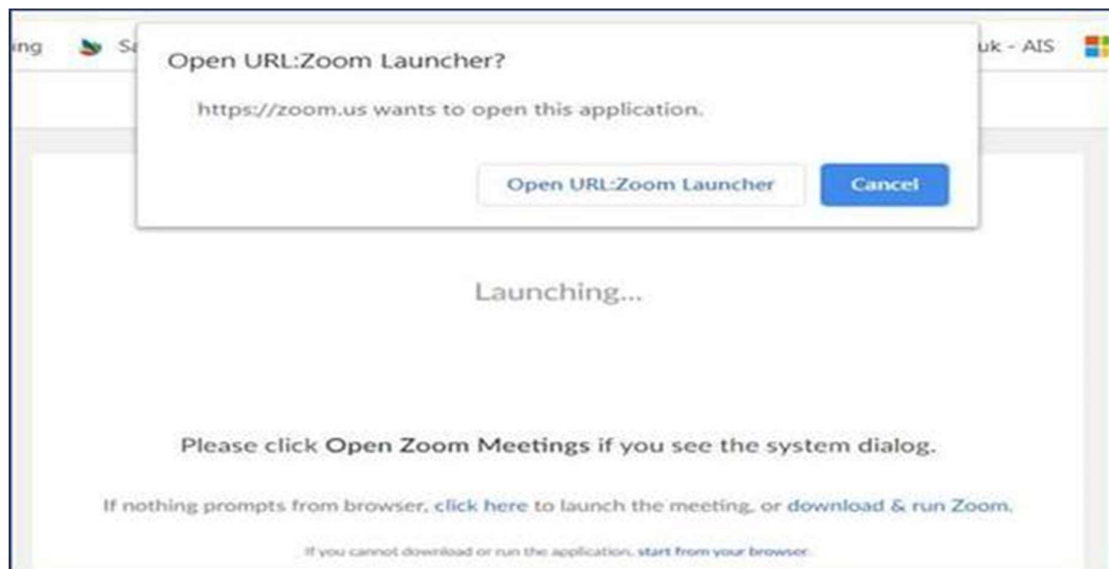
2. On the examination day
 - a) You are required to login to ZOOM using your mobile phone. Please login to ZOOM 1 ½ hours in advance prior your examination time via ZOOM link below :
Sample zoom link:
[https://zoom.us/meeting/register/tJUvdevoqTsrHNEuMOLcZd4FU4bjRy7VoaWI](https://zoom.us/join/zoom/register/tJUvdevoqTsrHNEuMOLcZd4FU4bjRy7VoaWI)
 - b) You will login to Examination Page using your laptop/desktop (I-pad or tablet is not allowed). Examination link will be given before the exam starts.
 - c) For examination session 3.00pm, please enter the above zoom meeting at 1.30pm. and not later than 2.30pm. The Institute reserves the right to disallow you from taking the examination if you failed to be in the Zoom meeting 30 minutes before the commencement of the examination.
3. Important Document to Read as attached. It is very important that the candidates comply the VCBE requirements to avoid any interruptions and disqualification. Please refer to the link <https://www.insurance.com.my/learning2/exam/virtual-cbe> for the information on
 - a) Guide for Zoom
 - b) Virtual Examination Rules & Regulations
 - c) VCBE
 - d) Guide Summary

MII has the right to disqualify you from taking the examination if you failed to fulfil the above requirements. You will have to re-register for the examination with fee. We wish you all the best and good luck in your examination!

Best Regards
MII VCBE Team

A quick guide to your Virtual Exam room : HOW TO REGISTER FOR ZOOM

1. You are required to download ZOOM app in your mobile phone, go to <https://zoom.us/download>.
2. If you entered an email, Zoom would send an activation email to that address. Click the “Activate Account” button in the email or cut and paste the activation URL into your browser to activate your account.
3. You will receive the ZOOM link via your email between 24 to 48 hours from the exam time.
4. Ensure your internet connectivity is good for both your laptop and mobile phone to avoid any interruptions during the examination. Hotspot is not recommended.
5. Ensure your laptop and mobile phone are in full battery power to avoid disconnected while doing your examination.
6. You are required to immediately re-login to Zoom if you are disconnected, failure to do so you will be disqualified from the examination.
7. 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 session before send you to the breakout room (your exam room) Click the “Join breakout room” button



8. Once you are in the breakout room, the invigilator on duty will do the exam verification on Zoom. Please show your Identification Card (make sure your IC with you) and ensure that you are in the approved exam space.
9. Once you are verified in the exam room, you are required to place your mobile phone which should display the computer screen, keyboard and yourself. you will only be allowed to start the exam until the invigilator satisfied with the angle of your mobile phone.
10. You will be considered as “absent” if you failed to be in the “virtual exam room” by latest 30 minutes BEFORE the exam starts.
11. 3 warnings will be given to you if you are caught with suspicious act (eg. copying, referring notes/text, talking to someone, etc)
12. The invigilator has the right to do 360 degree verification from time to time.
13. You will be disqualified from the exam after the 3rd warnings.