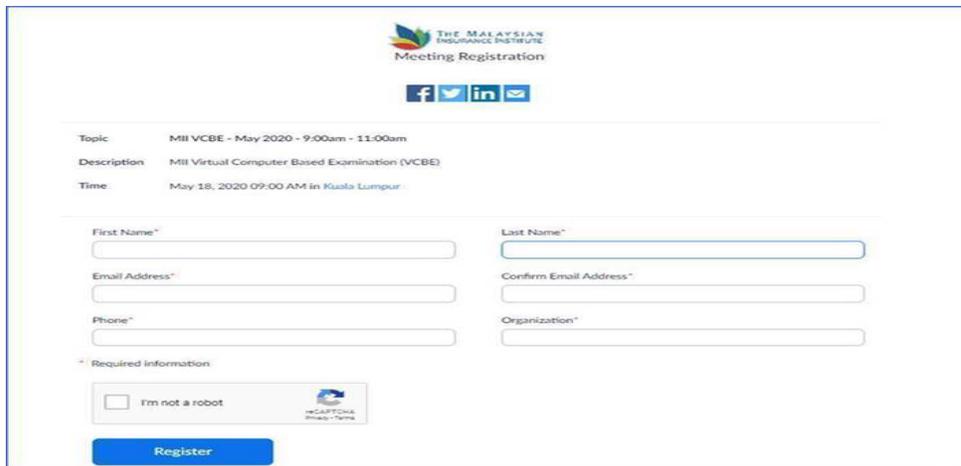


## Guide for Using ZOOM For The Virtual Computer Based Exam (VCBE)

**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 to your mobile phone
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, 1 1/2 hours before the exam time, please click the ZOOM link sent to you via email via your mobile phone
8. Once you have clicked the link, do your registration and click the register button.  
(sample of registration page)



THE MALAYSIAN  
INSURANCE INSTITUTE  
Meeting Registration

Topic: MII VCBE - May 2020 - 9:00am - 11:00am  
Description: MII Virtual Computer Based Examination (VCBE)  
Time: May 18, 2020 09:00 AM in Kuala Lumpur

First Name\*  
Last Name\*

Email Address\*  
Confirm Email Address\*

Phone\*  
Organization\*

\* Required information

I'm not a robot

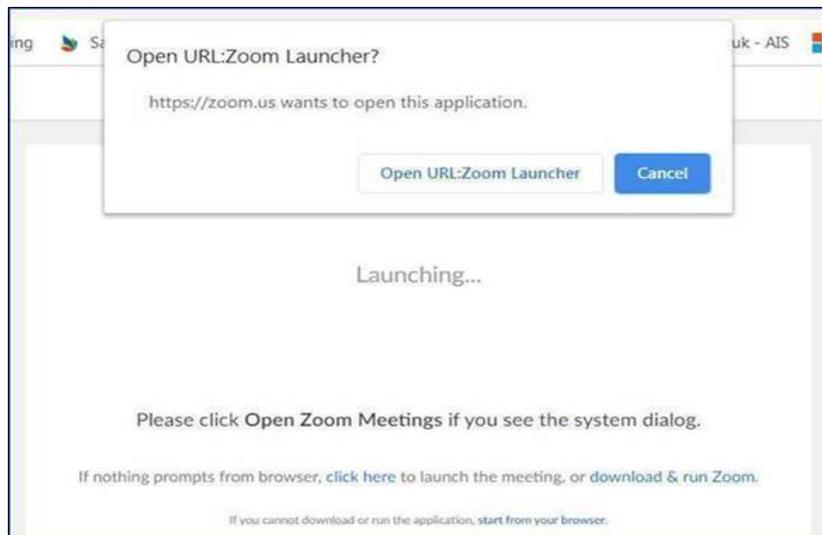
Register

9. Then you will be given another link to join the ZOOM meeting to sit for your exam. **You are to join the ZOOM meeting via your mobile phone.**

(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).
11. 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



12. Once you are in the Verifier room, the Verifier on duty will do the exam verification. 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 VCBE”.

13. You will be transferred to the “breakout room (i.e virtual exam room)” once you are verified.
14. You are to place your mobile phone which should display the yourself and your computer screen.
15. The “Exam link” will only be provided once you are in the “breakout room (i.e virtual exam room)”
16. Please enter ZOOM meeting via your mobile phone at least 60 minutes before the exam time for verification. If you are late entering the exam room (spend long time during verification due to technical issue) NO extension exam time will be given.
17. You will be considered as “absent” if you failed to be in the “virtual exam room” by latest 30 minutes before the exam starts.
18. If you are logged out from Zoom you are required to enter Zoom within 3 to 5 minutes which failure to do so, you will be disqualified from the exam. However you are allowed to re-register the exam with fee and on Computer-Based Exam (CBE) mode only. You are required to contact the Examination Officer for the registration.
19. Up to 3 warnings will be given to you if you are caught with suspicious act (eg. copying, referring notes/text, talking to someone, etc)
20. 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.
21. The invigilator has the right to do 360 degree verification from time to time.
22. You will be disqualified from the exam on the 3<sup>rd</sup> warnings given.
23. MII reserves the right to withdraw, withheld or invalidate your result and/or certificate at any time pertaining to any alleged breach of examination regulations and procedures.
24. MII will disqualify the candidate not only in respect of the examination that the candidate is sitting for but also for a period of minimum 5 years or even indefinitely or any other sanction or action as deem fit and proper.
25. The decision of the MII Academic Division and/or its empowered authority shall be final and binding
26. Liability of the Institute - If the Institute, for reasons outside its control should find it impossible to hold any of the confirmed examinations or if a candidate’s completed examination answers are lost or destroyed due to the system glitch or technical error, the Institute’s liability shall be limited to a complete refund of the examination fee paid in respect of the examination concerned.

**You are now ready for your Exam Day. All The Best and Good Luck!**