



- A. Virtual Computer Base Examination (VCBE) Rules & Procedure
- B. Guide For Examination Portal Navigating for RFP/Shariah RFP Module 7



MFPC EXAMINATION FACILITATOR

THE MALAYSIAN
INSURANCE INSTITUTE

A. Virtual CBE Rules and procedure

1. Technical Requirements for VCBE. Two (2) devices are required:

- i. Desktop computer / Laptop (**For Examination Portal**) with below specification;

No	Laptop with Microsoft Windows Operating System	
	Software	Minimum Specification
1	Operating Systems	Windows 10 Professional edition Windows 10 Home Edition Note: 10 S mode is not supported
	Browsers	Chrome Version 80.0 Firefox Version 69.0
	Pop-up Blocker	Popup Blocker should be disabled to launch Test
	Antivirus	Any Registered Antivirus Product [No Freeware tools]
2	Mac Operating System (OS)	
	MAC OS	BROWSER
	MAC Book Pro, Mini, Air Operating System Version - 10.15.5 Catalina	Google Chrome 75.0.3770.142 + Safari 12.1.2 + Firefox 69.0 +

- ii. Handphone/iPad with functional audio, video & ZOOM apps (**For Invigilation and monitoring VCBE session**)
- iii. **Good Internet connections**
- iv. **Quite Room** . Please ensure no interruptions

2. Before examination day

- i. To ensure the candidates' PC/Laptop/iPad/handphone are function weel and meet the minimum specification.
- ii. **To download and install the Secure Browser in the PC/Laptop via the following link :**

No	Laptop with Microsoft Windows Operating System
1	Secure Browser link https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-WIN-SecureBrowser.zip
	Video Tutorial to download Secure Browser https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20WindowsOS.mp4
2	Mac Operating System (OS)
	Secure Browser link https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-MAC-SecureBrowser.zip
	Video Tutorial to download Secure Browser https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20Mac%20OS.mp4

- iii. Candidate will be received ZOOM Meeting link between 24 – 48 hours before the commencement of the examination via email. The candidate is required to check his/her email “Inbox” or Junk/Spam Folder. If the candidate did not receive the email and the ZOOM link, please contact MII personnel at agentexam@mii.org.my / customercare@mii.org.my at least 1 day before the examination date.

Sample zoom link: <https://zoom.us/meeting/register/tJUvdeyoqTsrHNEuMOLcZd4FU4bjRy7VoaWI>

3. Examination day

i. **The candidate must be ready with a with 2 device as stated before.**

- (a) Handphone/iPad - to login ZOOM meeting (must in good audio and video condition - battery in full capacity)
- If during the exam, the candidate log out from ZOOM meeting irrespective for any reason, the candidate is required to re-login as soon as possible within 5 minutes, otherwise the candidate will not be allowed to continue the exam and will be disqualified. However, the candidate is allowed to reregister the examination with fee.
- (b) Laptop/PC - must be in good condition and battery in full capacity - equipped with minimum IT requirement with Security Browser (SB). **SB is required to download at least 1 day before the examination time**
- No consideration will be given if candidate failed to meet the above requirement where the candidate will not be allowed to sit and proceed with the examination. No reschedule of exam will be considered, however candidate is allowed to re-register the examination with fee.

ii. **You are required to login to ZOOM using your hand phone/iPad. Please login to ZOOM 1½ hours in advance prior your examination time via ZOOM link.**

- You will be considered as “absent” if failed to be in the “virtual examination room” by ½ **hours** before the Examination time. MII reserves the right to disallow the candidate from taking the examination if you are late. Please note that MII & MFPC will NOT entertain any late comer’s i.e after the entrance for exam is closed.
- 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.**

- iii. Candidate is required to produce their original identity card (NRIC) and exam permit during the verification session. Failure to do so he/she will NOT be allowed to sit for the examination.

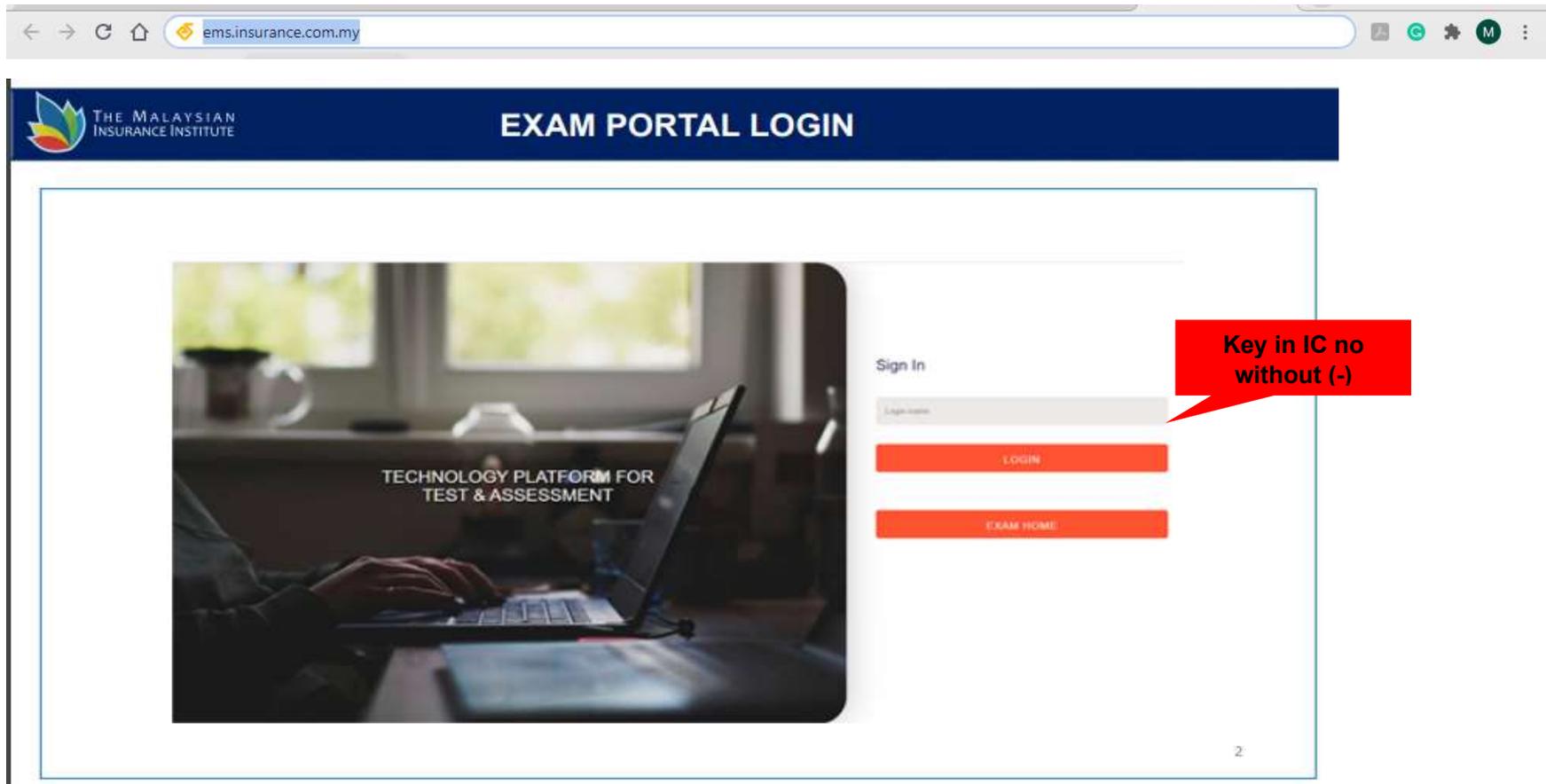
- iv. Candidate must adhere to the examination space requirement
 - Must be in a room. Sharing room or in open public space is not allowed.
 - If the candidate is taking the exam in the office or agency office, it also must be in a room, in an office cubicle is not allowed.
 - To avoid any interruption during the exam, the candidate must make sure the internet line connectivity is high and good and able to meet the minimum bandwidth requirement.

- v. For further details on the VCBE rules and regulations, candidate is advised to read the important document via the following link:

<https://www.mfpc.org.my/wp-content/uploads/2021/02/02.-Candidate-Guide-For-The-Mii-Virtual-Computerbased-Examination-Vcbe.pdf>

B. Guide For Navigating The Examination Portal RFP/SHARIAH RFP MODULE 7 (DURING EXAMINATION DAY ONLY)

1. Candidates will requested to go to exam portal (ems.insurance.com.my) by typing at link bar
2. Exam Portal login will be appeared and candidates are to login using IC no.



3. Candidate will be requested to choose examination RFP/Shariah RFP Module 7 and click **“Start Test”** button. If candidate(s) are not sure, please seek invigilator advice before click.

The screenshot shows a web browser window at the URL <https://ems.insurance.com.my/TNA/TestPlayer/Home.aspx>. The page header includes the logo for THE MALAYSIAN INSURANCE INSTITUTE and the user name 'USER TEST 2'. A warning message at the top states: 'Warning! Pop-up blocker enabled. You will need to disable pop-up blocker before you can launch your exam below. Go to pop-up blocker settings to enable pop-up.' Below this, the page title is 'Home' and it says 'Scheduled test details are displayed here. Click on Start button to take test.' There are filters for 'Program/Subject' with options: Active (selected), Upcoming, Completed, Expired, and All. Two test cards are displayed:

APPLICATIONS IN SHARIAH FINANCIAL PLANNING		DEMO EXAM	
No. of questions : 6		No. of questions : 4	
Duration	: 02:30:00	Duration	: 10:00:00
Start date and time	: 27/1/2021 10:00:00 AM	Start date and time	: 26/1/2021 10:49:36 AM
End date and time	: 27/1/2021 12:30:00 PM	End date and time	: 29/1/2021 12:30:00 PM
Status	: You have registered and not attempted	Status	: You have registered and not attempted
Start Test		Start Test	

At the bottom of the browser window, there is a 'teams.microsoft.com is sharing your screen.' notification with 'Stop sharing' and 'Hide' buttons. The Windows taskbar at the bottom shows the time as 10:10 AM on 27/1/2021.

4. After click start test, candidates are required to read the instructions before start the test. Once done, click **Start** to begin the exam.

The screenshot shows a web browser window titled "Test and Assessment - Google Chrome" with the URL "ems.insurance.com.my/TNA/TestPlayer/Instruction.aspx". The page header includes "THE MALAYSIAN INSURANCE INSTITUTE" and "USER TEST 2". The main content area features a language selection dropdown set to "English" and a heading "Read Instructions before you start the test". Below this, the text reads "Module 7 - Application to Shariah Financial Planning" followed by a list of nine instructions. A "Good Luck" message is at the bottom of the instructions. A blue "START" button is located below the instructions. A red dashed box encloses the instructions, and a red callout bubble points to the "START" button with the text: "When you are ready, Click 'START' to begin the exam & the exam timing will be started". Another red callout bubble points to the instructions with the text: "Please read the 'Instructions Before Starting the Test'". At the bottom of the browser window, a notification bar indicates "teams.microsoft.com is sharing your screen." with "Stop sharing" and "Hide" buttons. The Windows taskbar is visible at the very bottom, showing the search bar and system tray with the time "10:11 AM 27/1/2021".

Select language

Read Instructions before you start the test

Module 7 - Application to Shariah Financial Planning

1. This examination consists of two compulsory questions and four elective questions. Each compulsory question carries 60 marks (answer ALL questions) and each elective question carries 40 marks (answer TWO out of the four).
2. The duration of this examination is 2 hours 30 minutes.
3. The formula sheet, calculator and note pad are provided in the examination page for your reference.
4. You are not allowed to use any draft paper during the examination.
5. The questions are based on the RFP text and the appropriate answer shall follow the text.
6. Read carefully all questions and information provided before starting to answer.
7. Please attempt to answer all required questions to obtain maximum marks.
8. Only correct answers will be given a point.
9. Only the following models of financial calculator can be used for this examination:
 - HP10B / HP12C
 - CASIO FC 100 / CASIO 100V
 - Texas Instrument TI IIB

Good Luck

START

When you are ready, Click "START" to begin the exam & the exam timing will be started

Please read the "Instructions Before Starting the Test".

teams.microsoft.com is sharing your screen. **Stop sharing** Hide

Type here to search

10:11 AM 27/1/2021

5. Examination will be start and screen will be appear as below

The screenshot shows a web browser window titled "Test and Assessment - Google Chrome" with the URL "ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#". The page displays "Assessment name: M7 Shariah A" and "Time left : 02:20:56". At the top right, it says "USER TEST 2" with a user icon. Below the assessment name, there are navigation buttons: "< PREVIOUS", "NEXT >", and "BOOKMARK". A "Question navigation" button is also visible. At the bottom, there are buttons for "< PREVIOUS", "NEXT >", and "SUBMIT". A progress bar shows "67%" and "4/6". A search bar at the bottom left contains "Type here to search". The Windows taskbar at the bottom shows the time as 10:21 AM on 27/1/2021.

Callout boxes:

- Red box (top right):** Timer indicating time remaining for Candidate to complete the exam
- Brown box (middle right):** Candidates can review question attempted, unattempt/unanswered/bookmarked
- Red box (middle left):** Click "NEXT" to proceed to the next Question.
- Red box (bottom middle):** Click "BOOKMARK" if you are unsure of the answer and you can come back later to review the bookmarked question and answer it.
- Blue box (bottom right):** Question Review panel showing: Review Attempted(4), Review Unanswered (2), Review Bookmarked (0), Review All. Below it, a note: Questions are filtered by type: answered, unanswered, bookmarked and review all.

6. Exam Aids/ Tools will be provided to assist candidates during examination. The aids contain, *Notepad, formula and basic calculator*.

The screenshot shows a web browser window titled "Test and Assessment - Google Chrome" with the URL "ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#". The page displays "USER TEST 2" and "Assessment name: M7 Shariah A" with a "Time left: 02:25:31". A table shows "Quoted shares" and "Tabung Haji saving" both valued at 30,000. Below this is a rich text editor toolbar. A vertical sidebar on the right is labeled "Exam aids" and contains icons for a notepad, calculator, and formula. At the bottom, a "Question navigation" bar shows buttons numbered 1 through 6; button 1 is blue, while 2-6 are green. A "Question Review" section is visible on the right. A Windows taskbar at the bottom shows the time as 10:16 AM on 27/1/2021.

If the question has been answered, the button number will change colour from green to blue

Exam Aids contain Notepad, basic calculator and formula

6.1 Exam aid (Note Pad)

The screenshot shows a web browser window titled "Test and Assessment - Google Chrome" with the URL "ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#". The page header includes "USER TEST 2" and a timer showing "Time left : 02:29:30". The assessment name is "M7 Shariah A".

The main content area displays a question numbered "1" with a question mark. Below the question, there is a table with two columns. The first column contains the text "Car financing principal payable next 12 months" and "Shon financing payable next 12 months". The second column contains a red button labeled "Question navigation".

On the right side of the screen, there is a vertical menu labeled "Exam aids" with three icons: a green checkmark, a yellow notepad, and a red 'X'. A note pad is open, displaying the text "nohdsafbcbnxjaNX".

At the bottom of the page, there is a progress bar showing "0%" and "0/6", a font size selector, and a "NEXT" button. A Windows taskbar is visible at the very bottom, showing the search bar and various application icons.

6.2 Exam aid (Basic Calculator)

The screenshot shows a web browser window titled "Test and Assessment - Google Chrome" with the URL "ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#". The user is identified as "USER TEST 2". The assessment name is "M7 Shariah A" and the time left is "02:29:19".

The main content area displays a question with a table of financial data:

Unquoted shares	300,000
Car financing principal payable next 12 months	
Shop financing payable next 12 months	

Below the table, there are six green buttons labeled 1 through 6. A red "Question navigation" button is also visible. An "Exam aids" panel is open on the right, showing a basic calculator with a display, a numeric keypad, and function keys like "Clear", "+/-", and "=". A "NEXT" button is located at the bottom right of the question area.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time "10:12 AM" and date "27/1/2021". A notification from "teams.microsoft.com" is visible, stating "teams.microsoft.com is sharing your screen." with "Stop sharing" and "Hide" options.

6.3 Exam aid (Formula)

The screenshot shows an online exam interface for 'M7 Shariah A'. A sidebar on the left contains 'Exam aids' and a list of questions (1-6). The main content area displays a formula for 'Personal Financial Ratios' from 'RFP Module 7 - Application to Financial Planning'.

Personal Financial Ratios

Statement of net worth

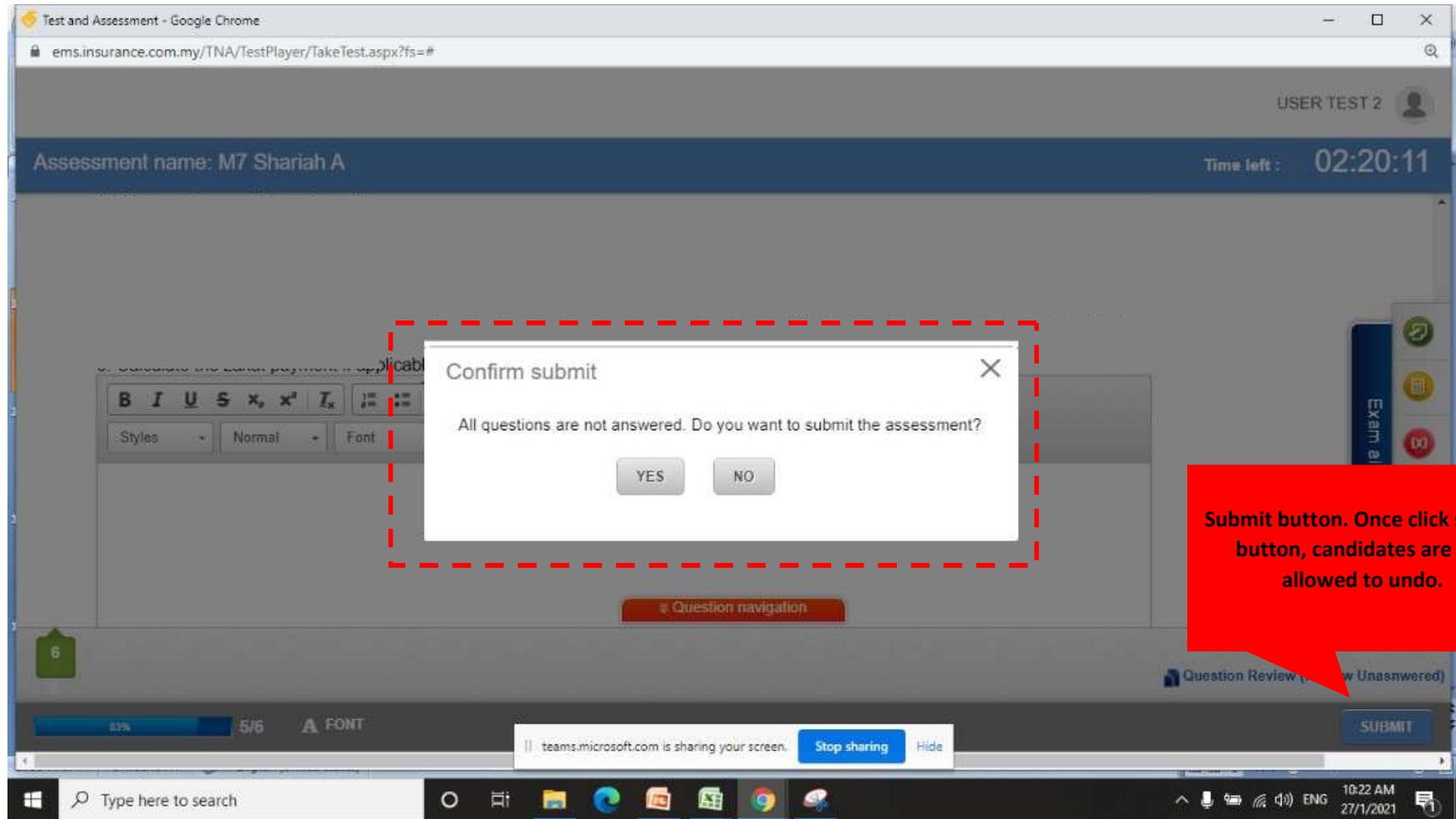
(Possessions)	=	(Assets Financing Sources)
Assets	=	Liabilities + Net Worth (Capital/Equity)
"has"	=	"owes" + "owns"

Needs Funding Net Worth = Total Net Worth - Personal-Use Assets

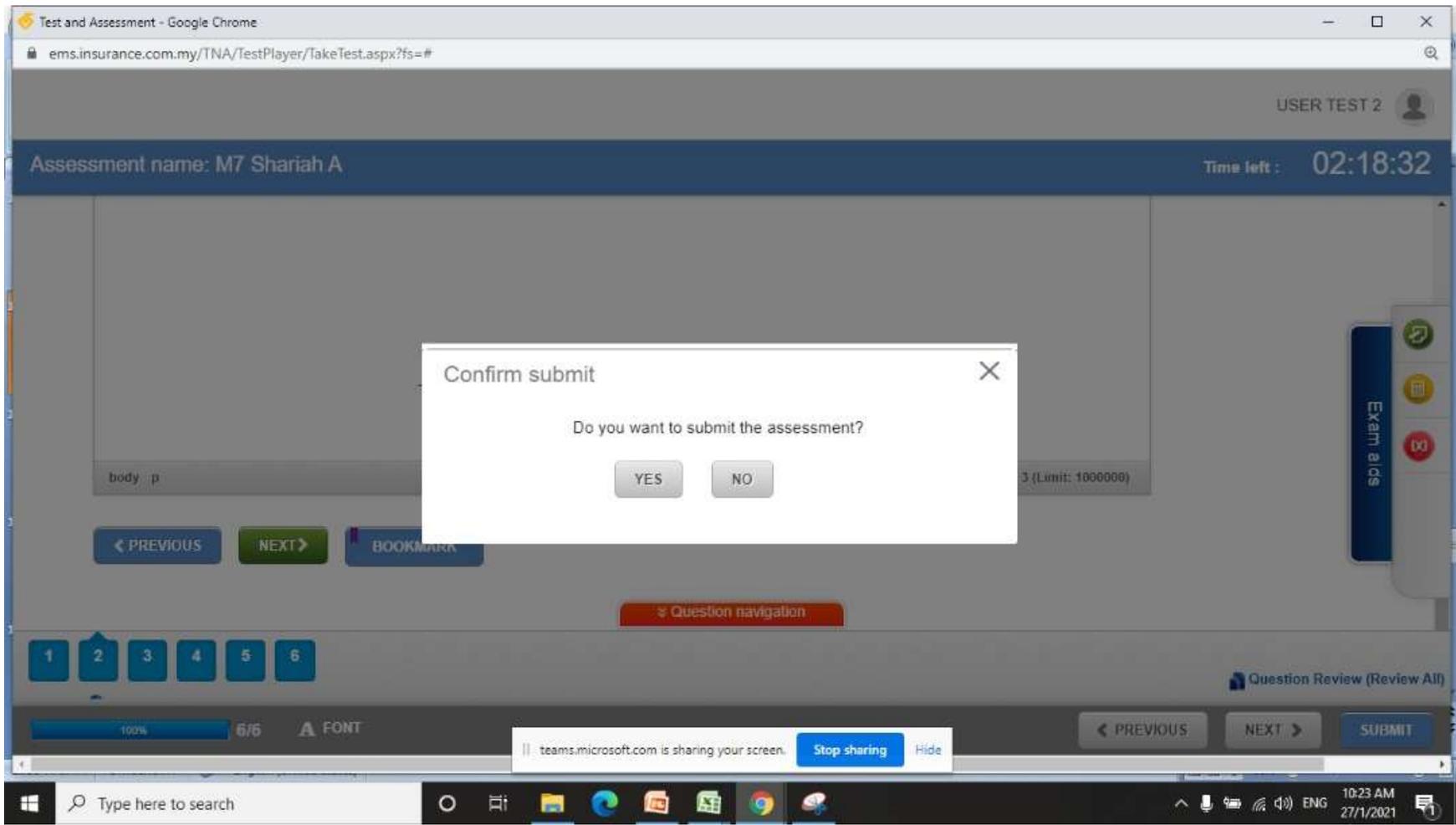
Basic Liquidity Ratio (Excluding Liquid Investment Assets)	=	Cash/Cash Equivalents / (Monthly Expenses (Yearly Expenses ÷ 12))
Standby Liquidity Ratio	=	Liquid Investment Assets / Monthly Expenses
Savings Ratio	=	Savings / Gross Income
Liquid-Asset-to-Net Worth Ratio	=	Cash/Cash Equivalents / Net Worth
Debt-to-Asset Ratio	=	Total Debts / Total Assets

8. Submit your answer script.

8.1 **Incomplete** answer script submission, dialog box will be appearing as below;



8.1 **COMPLETE:** If candidates has completed and finalized the answer script, please click submit button and click **YES** when the dialog Box appear as below. If you which to review back review back all your answer script, please clik NO at dialog box.



9. Once candidates click submit button; Dialog box will be appeared. Kindly inform invigilator and click close. Candidates answer will be submit for marking purposed. The examination results will be released to candidates as per results date in MFPC website.

