



## 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	<b>Secure Browser link</b>
	<a href="https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-WIN-SecureBrowser.zip">https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-WIN-SecureBrowser.zip</a>
	<b>Video Tutorial to download Secure Browser</b>
	<a href="https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20WindowsOS.mp4">https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20WindowsOS.mp4</a>
2	<b>Mac Operating System (OS)</b>
	<b>Secure Browser link</b>
	<a href="https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-MAC-SecureBrowser.zip">https://exams.excelsoftcorp.com/ExamHome/Files/MII/ES-MAC-SecureBrowser.zip</a>
	<b>Video Tutorial to download Secure Browser</b>
	<a href="https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20Mac%20OS.mp4">https://ems.insurance.com.my/TNA/ExamHome/Files/Secure%20Browser%20Installation%20for%20Mac%20OS.mp4</a>

- 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/join/zoom/register/tJUvdeyoqTsrHNEuMOLcZd4FU4bjRy7VoaWl>

### 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.

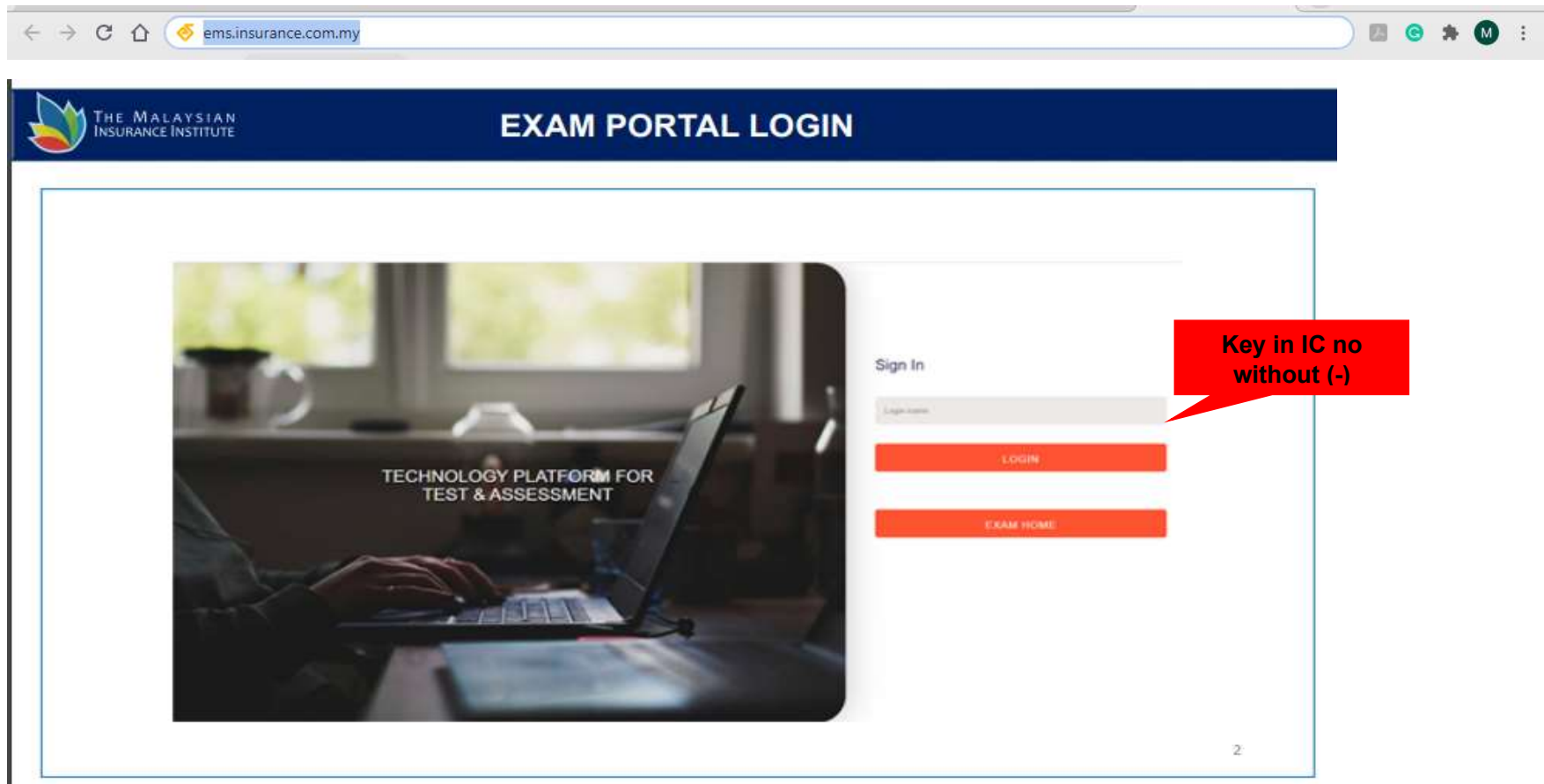
- You will be considered as “absent” if failed to be in the “virtual examination room” by ½ hours before the Examination time. MII reserves the right to disallow the candidate from taking the examination if you are late. Please note that MII & MFPC will NOT entertain any late comer’s i.e after the entrance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

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.

Home

Scheduled test details are displayed here. Click on Start button to take test.

Program/Subject :

**APPLICATIONS IN SHARIAH FINANCIAL PLANNING**

No. of questions : 6

Duration : 02:30:00

Start date and time : 27/1/2021 10:00:00 AM

End date and time : 27/1/2021 12:30:00 PM

Status : You have registered and not attempted

**Start Test**

**DEMO EXAM**

No. of questions : 4

Duration : 10:00:00

Start date and time : 26/1/2021 10:49:36 AM

End date and time : 29/1/2021 12:30:00 PM

Status : You have registered and not attempted

**Start Test**

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

Server date and time : 27-Jan-2021 10:10:47 AM

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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" logo and "USER TEST 2" with a user icon. The main content area has a "Select language" dropdown set to "English". Below this is a red dashed box containing the heading "Read Instructions before you start the test" and a list of instructions for "Module 7 - Application to Shariah Financial Planning". The instructions include details about the exam structure (2 compulsory, 4 elective questions), duration (2 hours 30 minutes), and allowed calculators (HP10B/HP12C, CASIO FC 100/CASIO 100V, Texas Instrument TI IIB). A "Good Luck" message is at the bottom of the dashed box. Below the dashed box is a blue "START" button. A red callout box 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 box points to the instructions section with the text: "Please read the 'Instructions Before Starting the Test'". At the bottom of the browser window, a Teams notification bar says "teams.microsoft.com is sharing your screen." with "Stop sharing" and "Hide" buttons. The Windows taskbar at the very bottom shows the search bar, task view, and several open applications, with the system clock displaying "10:11 AM 27/1/2021".

Select language English

**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

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 the 'Test and Assessment' interface in Google Chrome. The URL is [ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#](https://ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#). The assessment name is 'M7 Shariah A'. The user is identified as 'USER TEST 2' with a timer showing 'Time left : 02:20:56'. The interface includes navigation buttons: '< PREVIOUS', 'NEXT >', and 'BOOKMARK'. A 'Question navigation' bar at the bottom shows six questions, with question 2 highlighted. A 'Question Review' panel on the right lists: 'Review Attempted(4)', 'Review Unanswered (2)', 'Review Bookmarked (0)', and 'Review All'. A progress bar at the bottom indicates 67% completion (4/6 questions). The Windows taskbar at the bottom shows the time as 10:21 AM on 27/1/2021.

**Timer indicating time remaining for Candidate to complete the exam**

**Candidates can review question attempted, unattempt/unanswered/bookmarked**

**Click "NEXT" to proceed to the next Question.**

**Click "BOOKMARK" if you are unsure of the answer and you can come back later to review the bookmarked question and answer it.**

**Question Review**  
Review Attempted(4)  
Review Unanswered (2)  
Review Bookmarked (0)  
Review All  
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 displays the 'Test and Assessment' interface in Google Chrome. The browser address bar shows 'ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#'. The page header includes 'USER TEST 2' and a timer showing 'Time left : 02:25:31'. The assessment name is 'M7 Shariah A'. A table is visible with the following data:

Quoted shares	30,000
Tabung Haji saving	30,000

Below the table is a rich text editor with various formatting options. A red callout box points to the editor, stating: 'If the question has been answered, the button number will change colour from green to blue'. To the right, a vertical sidebar labeled 'Exam aids' contains icons for Notepad, a basic calculator, and a formula tool. A red callout box points to this sidebar, stating: 'Exam Aids contain Notepad, basic calculator and formula'. At the bottom, a 'Question navigation' bar shows buttons numbered 1 through 6. Button 1 is blue, while buttons 2 through 6 are green. A 'Question Review' link is also present. The Windows taskbar at the bottom shows the time as 10:16 AM on 27/1/2021.

## 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 indicates "USER TEST 2" and "Assessment name: M7 Shariah A" with a "Time left : 02:29:30".

The main content area displays a question titled "1" with a table of financial data. The table has two columns: "Unquoted shares" and "Car financing principal payable next 12 months". The first row shows "Unquoted shares" and "Car financing principal payable next 12 months". The second row shows "Shon financing payable next 12 months".

On the right side, there is an "Exam aids" sidebar with icons for a calculator, a notepad, and a clock. A note pad is open, displaying the text "nohdsafbcbnxjaNX".

At the bottom, there is a "Question navigation" button and a progress bar showing "0%". The Windows taskbar at the bottom shows the search bar, task view, and various application icons. A Teams notification bar at the bottom indicates "teams.microsoft.com is sharing your screen." with "Stop sharing" and "Hide" buttons.

## 6.2 Exam aid (Basic Calculator)

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

Below the header, a question area contains a table with the following data:

Unquoted shares	300,000
Car financing principal payable next 12 months	
Shari'ah financing payable next 12 months	

To the right of the table is a "Question navigation" button. Below the table are six green buttons numbered 1 through 6. A basic calculator is open on the right side of the screen, featuring a numeric keypad, a "Clear" button, and a "Next" button at the bottom right. A vertical "Exam aids" menu is visible between the table and the calculator.

At the bottom of the browser window, a status bar indicates "0%" progress, "0/6" questions, and a "FONT" size selector. A notification from "teams.microsoft.com" states "is sharing your screen." with "Stop sharing" and "Hide" options. The Windows taskbar at the very bottom shows the search bar, task view, and various application icons, with the system clock displaying "10:12 AM 27/1/2021".

### 6.3 Exam aid (Formula)

Test and Assessment - Google Chrome  
ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#

USER TEST 2

Assessment name: M7 Shariah A Time left : 02:29:03

1

Exam aids

300,000

Question no.

0% 0/6 FONT

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

THE MALAYSIAN INSURANCE INSTITUTE  
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
	=	Total Debts Total Assets

## 7. Answer Sheet

Test and Assessment - Google Chrome  
ems.insurance.com.my/TNA/TestPlayer/TakeTest.aspx?fs=#

USER TEST 2

Assessment name: M7 Shariah A Time left: 02:25:31

Quoted shares	30,000
Tabung Haji saving	30,000

1A. fvgjagfwahjghgklsjxlmkmsmxjshcnkmcckjidsa

1b. hecjqem;lqc

34  $\frac{45}{567}$

Net worth

No	Namae	IC
1	Leaving value	0000000000000000

Question navigation

1 2 3 4 5 6

17% 1/6 FONT

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

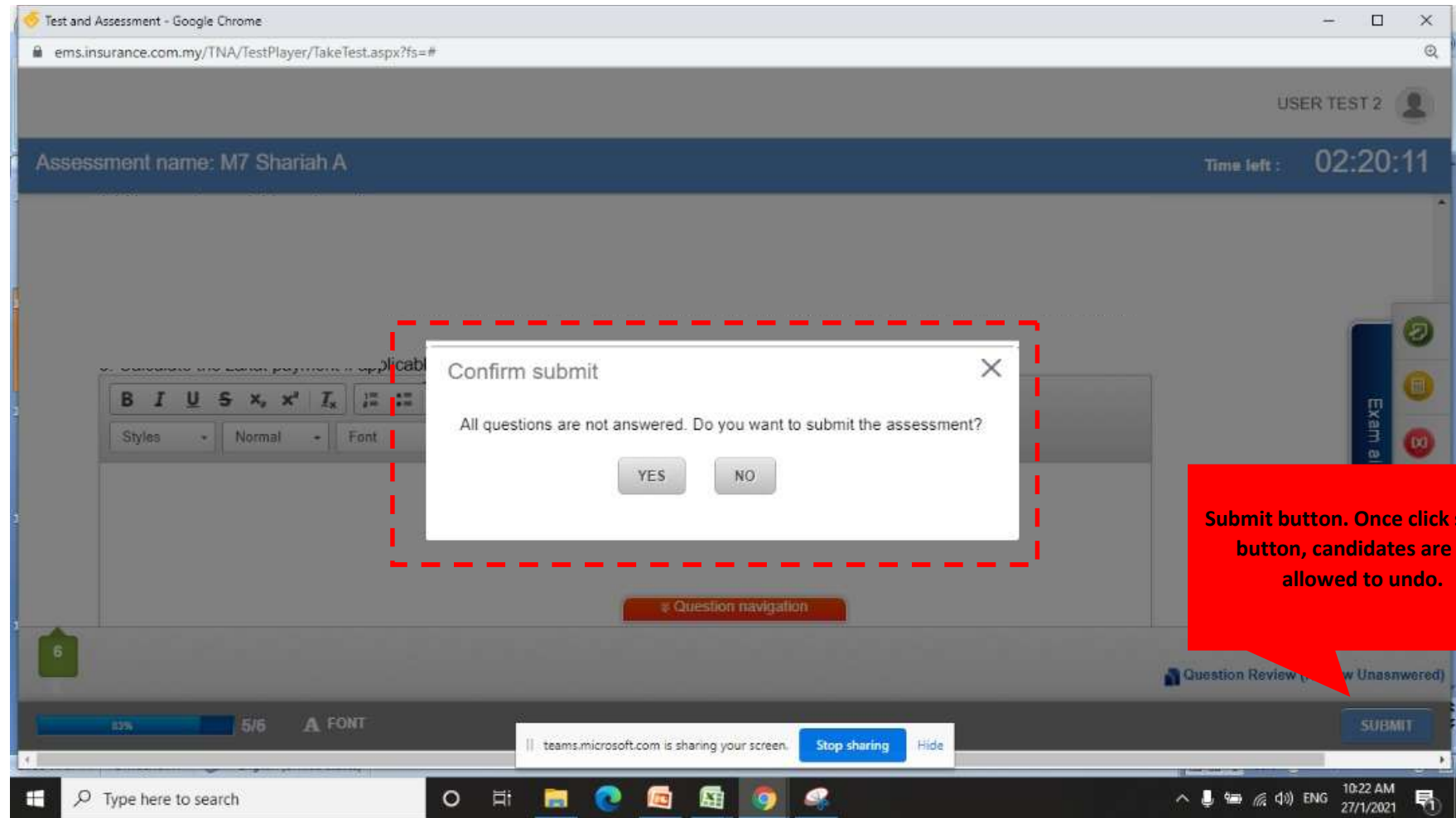
Question Review

NEXT

10:16 AM 27/1/2021

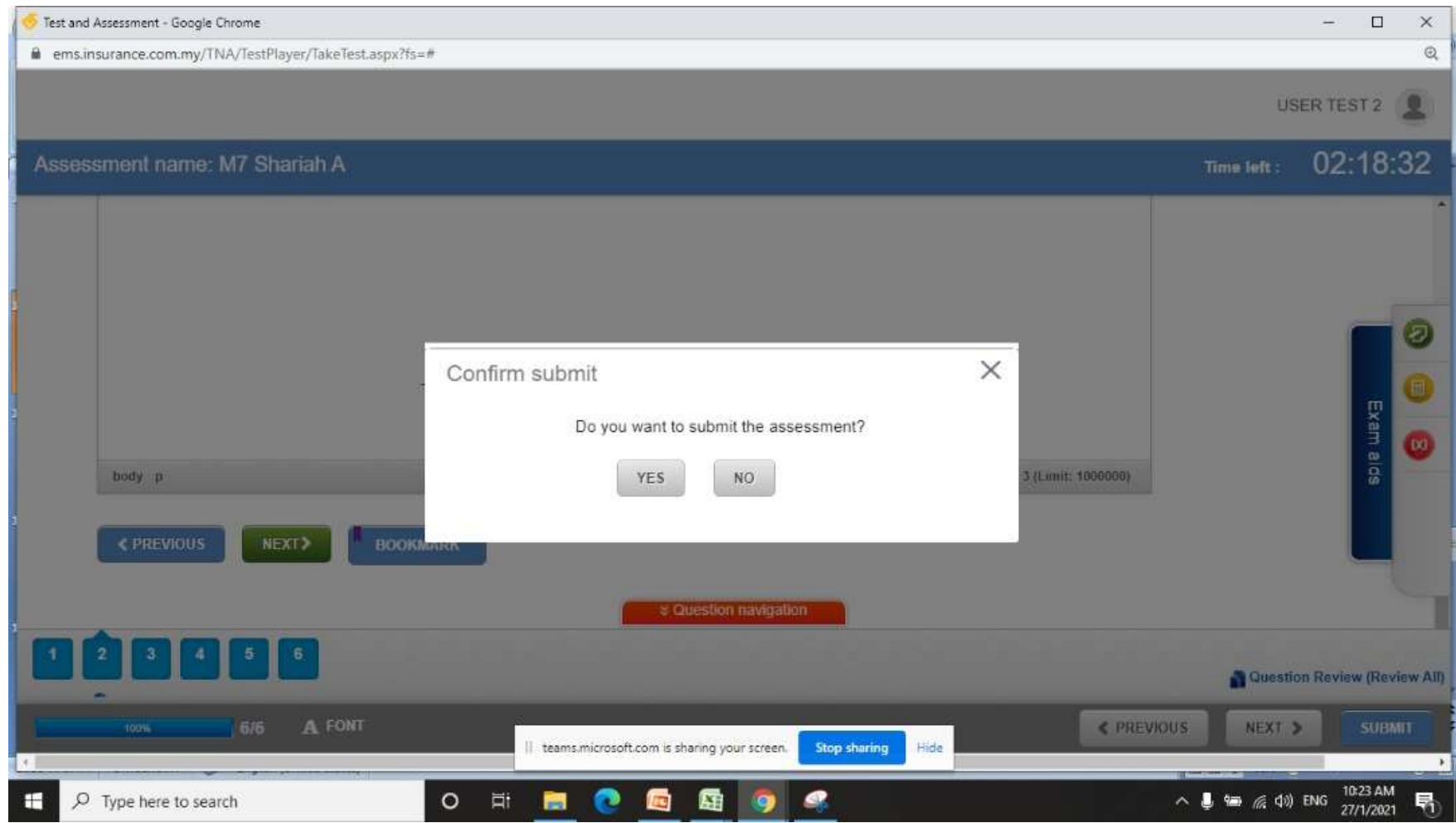
8. Submit your answer script.

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 click 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.

