

**ASSOCIATESHIP OF THE MALAYSIAN INSURANCE INSTITUTE (LEVEL 1 AND LEVEL 2)
2017 IMPORTANT EXAMINATIONS INFORMATION**

IMPORTANT EXAMINATION ADMINISTRATIVE DETAILS		2017 CLOSING DATES			IMPORTANT INFORMATION (EXAMINATION TERMS AND CONDITIONS)
		January Exam	May Exam	September Exam	
1.	Examinations Sessions	14, 17 – 19 January	20, 23 – 25 May	23, 26 – 28 September	
2.	Exam Registration for Self-study Student - Existing student (continuing) : examination entry fee with study materials - New student : student registration, examination entry and membership fees	31 October 2016	23 January	22 May	<p>For new student – Compulsory :</p> <ul style="list-style-type: none"> - Student registration fee of RM106 is required upon first time registration at Level 1 and Level 2 - Membership : RM58.30 (1st year RM37.10 and Admission RM21.20) <p>Self-Study Fee (per subject) : <i>inclusive study material, assignments and 2 test</i></p> <ul style="list-style-type: none"> - Level 1 : RM716.80 - Level 2 : RM913.00 <p>Please refer to the examination timetable so that you are not entering for subjects which are scheduled for examination at the same time. The examination timetable CANNOT be altered in the case of clashes.</p> <p>Students are encouraged to apply exemption(s) at the beginning of the programme.</p>
3.	Repeat Examination only :	15 December 2016	20 April	23 Aug	<p>Examination entry fee (per subject) :</p> <ul style="list-style-type: none"> - Level 1 : RM6146.80 - Level 2 : RM795.00
4.	Withdrawal or Cancellation from examination	Withdrawal or Cancellation of examinations AFTER the Examination Entry closing date is NOT permitted . Please note there is strictly NO refund of fees and NO substitution or replacement of candidate is permitted after the closing date.			
5.	Request for Change of Exam Session, Centre and Subject.	22 December	27 April	30 August	A fee of RM106 is imposed for all requests within the examination entry closing date to request for change closing date
6.	Examination e-Permit Notification Can be printed out from MII website : www.insurance.com.my	3 January	8 May	11 September	<p>The examination e-Permit will be made available as per schedule and students must produce the e-Permit together with their original Identity Card (I/C) at the examination hall. Failure to do so, student will NOT be allowed to sit for the examination.</p> <p>Please check :</p> <ul style="list-style-type: none"> - whether any changes have been made to the dates or times for the subject (s) for which you have registered - that the subjects shown on your e-permit are those that you have registered for.

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		January Exam	May Exam	September Exam	
7.	Absent from examination	24 January	30 May	3 October	<p>Refund of RM100 for Level 1 and RM150 for Level 2 will be issued If you are absent from the examination due to the following :</p> <p>(a) Medical condition (self) - to provide report from doctor to confirm on the criticality of being unfit to sit for the examination;</p> <p>(b) Bereavement of parent, parent-in-law, spouse or child;</p> <p>(c) Disabling traffic accident;</p> <p>(d) Court appearance (self);</p> <p>Your written application supported by official documents, (i.e medical certificates, police report, court letter, etc) must be submitted before the closing date :</p> <p>To : Head of Registry and Examinations Centre By : hand or fax at (03) 20937642</p> <p>Absence from an examination without any written application and relevant supporting documents will be counted as a failed attempt.</p> <p>Attending any business appointment, training session, seminar, conference, or on vacation, is not considered as an emergency.</p>
8.	Examination e-Result Notification Can be printed out from MII website : www.insurance.com.my	22 March	26 July	27 November	<p>The e-Result will be made available as per schedule. Therefore, students will no longer receiving printed examination result notification via normal mail. The e-result notification is served as an examination result slip</p> <p>Please be informed that Examination e-Results cannot be made known over phone calls or through other electronic means. MII does not entertain any enquiries in this respect.</p>
9.	Remarking / Appeal	31 March	4 August	7 December	<p>Candidates who receive a fail grade have the option of applying for a post-results review of marking (remarking) for a fee of RM106 or USD50, this is non-refundable. It should be noted that a re-mark of the exam papers is NOT guaranteed in the change of final result.</p> <p>The post-result review of marking will be ready within 1 month from the remarking closing date.</p>
10.	Certificate / Transcript	Effective June 2015, Certificate of completion will be given out during Graduation Ceremony. However, completion letter and transcript will be issued to candidates at the time of completion of the respective programme.			

- MII reserves the right to make changes to the examination schedule as and when necessary.
- If there are any discrepancies to your examination e-Pemit/e-Result, please contact MII Registry and Examination Centre immediately at :
The Malaysian Insurance Institute, No 5 Jalan Sri Semantan Satu, Damansara Heights, 50490 Kuala Lumpur.
Tel : 03-20878882 Fax: 03-20939468, Email : customercare@mii.org.my