



## Virtual Examination Terms & Conditions

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### READ CAREFULLY

Any breach of the instructions rules, regulations and procedures of the examination may result in:

- i. Your disqualification not only in respect of the examination you are sitting for but also for a period of years or even indefinitely.
  - ii. The withdrawal, withholding or invalidating of your results or certificate at any time; and
  - iii. Any other sanction or action against you as the Institute deems fit and proper.
1. Remember to bring your Identity Card or Passport to the examination portal. If you fail to do so, you will be barred from proceeding with the Examination.
  2. Candidates WILL STRICTLY NOT BE PERMITTED to sit for the examination if they do not bring along their original national identity card or valid passport. No refund will be allowed for candidates who fail to produce the approved document for identification purposes.
  3. Be ready to enter the virtual examination portal 30 minutes before the commencement of the examination. The Institute reserves the right to disallow you from taking the examination if you are not present half an hour before the scheduled time fixed for the commencement of the examination session that is stated in your examination confirmation slip.



4. You must obey all the instructions, directions and rulings given by the The Malaysian Insurance Institute ("Institute") Representative/Invigilator.
  - a. Candidates must not take into the examination portal, or consult or in any way use any authorized materials, including but not limited to thumb drives; mobile phones; tablet computers; or other electronic data storage devices; books; secondary monitor, documents; or other written; typed or printed matter (except for the items provided by the Invigilator in connection with the subject being examined).
  - b. As in all cases, books, revision notes, bags, handbags and other personal belongings are required to be kept away from arms reach in the examination space.
  - c. Candidates ARE NOT ALLOWED to have their mobile phones or any other electronic devices with them at their desk at any point in time during the examination unless by the Institute. Candidates must ensure that their mobile phones or other electronic devices are kept away from arms reach. Failure to comply with such instructions will provide sufficient grounds for the Institute to disqualify the candidate from taking or completing the examination and render the candidate liable for disciplinary action if found using, referring or looking at the mobile phone or other electronic device. In the event the candidate is allowed to re-take the examination, the candidate will need to re-register and pay all related examination fees to re-sit for the examination.
  - d. Candidates found copying, taking photos or videos of any questions and / or answers on any material or form will be liable for disciplinary action, results invalidated and will be reported to the relevant authorities.
  - e. Candidates must not communicate with, or willingly receive communication from any person during the examination other than from the Invigilator. Any attempt made by a third party to communicate with the candidate will be grounds for warning to be issued.



- f) If a candidate needs assistance, he or she may request assistance from the Exam Support Team. The Candidate is not allowed to move away from the screen or out of frame of the monitor. Any such unauthorized attempt will be grounds for warning to be issued.
- g) Once the examination has commenced, candidates are **NOT ALLOWED** to leave the examination space temporarily or otherwise.
- h) Candidates must conduct themselves ethically and professionally at all times during the examination.
- i) Disruptive conduct during the examination will not be permitted. The Institute has the right to terminate the exam of any candidate whose behaviour is disruptive.
- j) If you contravene exam rules by, for example, cheating, helping another candidate to cheat, impersonation or by having materials or items with you that could give you an unfair advantage, you will be reported to the Institute's Disciplinary Committee and other relevant authorities, including the police, for further action. This is likely to result in your exam and results being voided. It may also result in the Institute taking disciplinary action against you. The following are deemed to be examples of contravention of exam rules:
  - Having any book, notes, documents or a mobile phone on you at any time during the exam
  - Having any book, notes or documents in a situation which suggests you could have used them during the exam
  - Talking to, copying from, or in any way communicating with, another person
  - Using a mobile phone, including the calculator function
  - Leaving the exam room during the examination
  - Copying or taking photos or videos of the examination questions during the exam.

**Note: This list is not exhaustive.**

5. Candidates may use slide-rules or silent, battery or solar powered, NON-PROGRAMMABLE CALCULATORS (but not alphanumeric calculators with the 26 alphabets) during the examination. Use of electronic diaries or organizer, programmable calculators, smart mobile phones, blackberry phones and other electronic devices during the examination is strictly prohibited. Warning will be issued if found to be in breach of this rule or if discovered during the examination review process, your exam and results will be voided
  6. Smoking and eating are strictly forbidden in the examination space.
  7. Candidates who use third parties to appear on their behalf, and the person who so appears will be reported to the Institute's Disciplinary Committee and other relevant authorities, including the police, for further action.
  8. The Institute reserves the right to ask for any other proof of identity at any time before, during or after the examination. This includes the biometric verification and taking of photographs and/or video.
  9. You must stop the examination immediately after the allotted time is up or if three (3) warnings have been issued for non-compliance to the examination rules and you have been requested to stop the examination immediately.
  10. The Institute solely reserves the right to make any changes (including to the fees) owing to any unforeseen circumstances, or when it considers necessary or appropriate to do so. The Institute reminds all candidates to familiarize themselves with the latest Rules and Regulations and ensure that they keep themselves up-to-date before taking the registered examination with the Institute.
- 11. Examination review and feedback** - There are no examination review and feedback option for this Examination. All results are final and will be released two (2) business days after the examination.
12. Every certificate issued by the Institute shall, notwithstanding the payment of any fees and subscription, remains the property of the Institute.

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