

## **RULES & REGULATIONS FOR ALL MII EXAMINATION CANDIDATE / STUDENT**

### **A. General rules applicable to all MII examination candidates / students**

1.	<p>Failure to comply with MII Examination rules and regulations, will provide sufficient grounds for MII to</p> <ul style="list-style-type: none"> <li>a) disqualify you not only in respect of the examination you are sitting for but also for a period of years or even indefinitely.</li> <li>b) withdraw, withhold, or invalidate your results or certificates at any time; and</li> <li>c) report you to MII's Disciplinary Committee, the Association/s and other relevant authorities for action.</li> <li>d) enact any other sanction or action against you as the Institute deems fit and proper.</li> </ul>
2.	You must always conduct yourself ethically and professionally at the examination and obey all the instructions, directions, and rulings of the Presiding Official / Invigilator.
3.	<p>Please have ready your original photo Identification Document (MyKad/Driving License/Passport) as you will need to show this to the Presiding Official / Invigilator and will not be allowed to take the exam without it. No refund will be allowed for candidates / students who fail to produce the approved document or identification purposes.</p> <p>The Institute reserves the right to ask you for any other proofs of identity at any time during or after the examination. This includes the taking of your thumb prints and photographs.</p>
4.	Be ready to take your seat in the examination room before the commencement of the examination. The Institute reserves the right to disallow you from taking the examination if you are not present after half an hour (30 minutes) from schedule time fixed for the commencement of the examination session that is stated in your examination e-permit.
5.	You must not communicate with, or willingly receive communication from any person during the examination other than the Presiding Official / Invigilator. Any attempt made by another candidate / student to communicate with you must be reported to the Presiding Official / Invigilator.
6.	If you need assistance, please raise your hand to attract the attention of the Presiding Official / Invigilator. You must not leave your seat without the permission of the Presiding Official / Invigilator.
7.	You must not read or attempt to read the work of another candidate / student.
8.	If you are found copying any questions and / or answers on any material or form, you will be liable for disciplinary action.
9.	Smoking and eating are forbidden during the examination.
10.	<p>Use of electronic diaries or organizer, programmable calculators, smart mobile phones, blackberry phones and other electronic devices during the examination is strictly prohibited.</p> <p>You must not take into the examination room 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; documents; or other written; typed or printed matter (except for the items provided / approved by the Presiding Official / Invigilator in connection with the examination).</p>

11.	You must stop writing immediately after the Presiding Official / Invigilator has announced that the allotted time is up.
12.	You are allowed to leave the examination after 30 minutes from the commencement of the examination. You must leave the zoom / room as quietly as possible, so as not to disturb another candidates / student.
13.	There are no examination review and feedback option for this examination. All results are final, and no appeal will be entertained.
14.	If you use another person to appear on your behalf / impersonate you / cross impersonate etc. both you and the impersonator will be reported to MII's Disciplinary Committee, the Association/s and other relevant authorities for action.
15.	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 you to familiarize yourself with the latest Rules and Regulations and ensure that you keep yourself up to date before you come to the Institute to sit for your registered examination/s.
16.	Every certificate issued or made by the Institute shall, notwithstanding the payment of any fees and subscription remains the property of the Institute.
17.	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 your completed examination answers is 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.
18.	If you have questions about your examination status, please contact the Agent Exam Unit representatives at: <a href="mailto:agentexam@mii.org.my">agentexam@mii.org.my</a>
19.	Please read the <u><a href="#">DISCIPLINARY ACTIONS FOR MISCONDUCT IN AN EXAMINATION ADMINISTERED BY MALAYSIAN INSURANCE INSTITUTE (MII)</a></u>

**B. Rules and regulations for all Computer Based Examination (CBE) candidates / students**

1.	<p>Be ready to take your seat in the examination room before the commencement of the examination.</p> <p>The Institute reserves the right to disallow candidates from taking the examination if the candidates arrive AFTER the commencement of the examination session that is stated in your confirmation slip.</p>
2.	<p>You must not take into the examination room 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; documents; or other written; typed or printed matter (except for the items provided by the Presiding Official / Invigilator in connection with the subject being examined).</p> <p>As in all cases, books, revision notes, bags, handbags and other personal belongings are required to be left at the front of the examination room.</p> <p>You are advised not to bring any valuable items to the examination. If you choose to do so, the Institute will not be held responsible for any loss of such items.</p>
3.	<p>You ARE NOT ALLOWED to have your mobile phones or any other electronic devices with them at their desk at any point in time. You must ensure that your mobile phones or other electronic devices are switched off and kept in your bag, which will have to be left at the front of the examination room.</p> <p>Failure to comply with such instructions will provide sufficient grounds for the Invigilator / presiding official to disqualify you from taking or completing the examination and render candidates liable for disciplinary action if found using or looking at the mobile phone or electronic device.</p> <p>In the event you are allowed to re-take the examination, you will need to re-register and pay all the related fees again.</p>
4.	<p>You may use slide-rules or silent, battery or solar powered, NON-PROGRAMMABLE CALCULATORS (but not alphanumeric calculators with the 26 alphabets) during the examination.</p> <p>Use of electronic diaries or organizer, programmable calculators, smart mobile phones, blackberry phones and other electronic devices during the examination is strictly prohibited.</p> <p>The Invigilator will have the right to retain any of these unauthorized devices.</p>
5.	<p>Once the examination has commenced, you ARE NOT ALLOWED to leave the examination room temporarily other otherwise, EXCEPT in the event of urgent necessity where you will have to be accompanied by an Invigilator / presiding official.</p> <p>In such exceptional cases, you are not allowed to take you mobile phones and any other electronic devices to the rest room nor make any phone calls. If you do not return to the examination room after 15 minutes, you are not allowed back into the examination room to complete your examination. In such event, you will need to re-register for the examination and pay all related fees again.</p>
6.	<p>You are not allowed to leave the examination room until after 30 minutes from the commencement of the examination. You must leave the room as quietly as possible, so as not to disturb other candidates / students.</p>

**C. Rules and regulations for all Virtual Computer Based Examination (VCBE) Candidates / Students**

1.	<p><b>Physical / examination space requirement to be complied with.</b></p> <p>a) It is recommended that you use a personal computer since many companies have firewalls that prohibit remote proctoring software. Taking an exam on a tablet or mobile device or using a dual monitor is not allowed.</p> <p>b) To take online (virtual) exams, candidates must find a secure and tidy room with an internet connection. You should choose a place where you will not be interrupted. If you do not have access to such a location, you can take the exams at MII's computer lab.</p> <p>Your office or home must meet the following requirements: Your office, home or space must be walled, have a closed door, and be free from disruptions.</p> <ul style="list-style-type: none"> <li>• No one else can be in or enter the room during your exam.</li> <li>• Your computer and phone remain plugged in until you complete the exam.</li> <li>• The exam area should be clear of all materials. Please keep the following items out of reach: <ul style="list-style-type: none"> <li>○ Books</li> <li>○ Notepads</li> <li>○ Post-it notes</li> <li>○ Typed notes/papers</li> <li>○ Writing instruments such as pens, markers, whiteboards, or pencils.</li> </ul> </li> </ul> <p>c) You must take your exam in a private and quiet room for the full duration of the exam. The exam area should be free from any distracting background noise.</p> <p>d) Make sure no one else is with you in the exam room or enters the exam room throughout the exam session. Any interruption or disruption is to be avoided.</p> <p>e) The lighting in your room should be of daylight quality and <u>overhead lighting</u> is preferred. If overhead lighting is not possible, please make sure that your light source is not directly behind you because it will make it difficult for your invigilator to see you.</p> <p>f) The table should be uncluttered, papers or stationery should not be on the table and should be clear from any reference materials.</p> <p>g) Tablet, Smart Watch, or other electronic gadgets are not permitted to be worn or on the table throughout the exam session unless authorized by the invigilator. Remove any hats, sunglasses, earphones, and headphones.</p> <p>h) Have a reflective surface such as a large mirror or mobile phone to show the edges of your monitor to the invigilator.</p>
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	<p>i) Close all programs, applications and websites on your computer unless instructed to open it by the invigilator for the purpose of taking the exam.</p> <p>j) Candidates are not allowed to have "Virtual Background" turned on throughout the exam session.</p> <p>k) For candidates using hearing aids, please ensure to disclose this to the invigilator before the start of the exam.</p> <p>l) Toilet breaks are not allowed once the exam has started.</p> <p>m) No food or drinks may be consumed during the exam. However, you are allowed a bottle of water or similar.</p>
2.	Please enter ZOOM meeting via your mobile phone at least <b>90 minutes (1.5 hours) before</b> the exam time for verification. If you are late entering the exam room (spend long time during verification due to technical issue) <b>no extension</b> exam time will be given.
3.	If you are logged out from Zoom (for any reason) you are required to <b>enter Zoom within 3 to 5 minutes</b> 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.
4.	You will be considered as "absent" if you failed to be in the "virtual exam room" by latest 30 minutes before the exam starts. You will <b>not be allowed to sit for the examination if you are late.</b>
5.	You are not allowed to leave the examination space temporarily, EXCEPT in the event of an emergency with permission from the invigilator
6.	<p>The Institute has the right to conduct mandatory compliance checks on candidates taking virtual examinations on their premises from time to time.</p> <p>To ensure that:</p> <ul style="list-style-type: none"> <li>• Candidates are observing the rules and regulations of the examination,</li> <li>• The integrity of the examinations is upheld and preserved</li> <li>• Laptops or PCs does not contain unauthorized devices, materials, or software.</li> </ul>
7.	You <b>will be observed by the Invigilator</b> throughout the examination session and the session will be recorded. The invigilator has the right to do 360-degree verification from time to time. By proceeding with the exam, you have granted permission for the recording.
8.	You are <b>not allowed to use any other electronic gadgets</b> during the examination.
9.	Only up to <b>3 warnings</b> will be given on any suspicious act or movements (e.g. copying, referring to notes/textbooks, using handphones, allowing other person to enter the exam room/space,

	discussing exam questions with a 3 <sup>rd</sup> party, etc.). On the 3 <sup>rd</sup> warning, the Invigilator has the right to stop your exam and disqualified you from the exam whereby your result will be invalidated.
10.	No food, drink (other than water), headphone, electronic items, mobile phone, tablet, notes, papers, stationery (other than calculator) or reference materials is allowed in the examination space unless permitted by the Invigilator.

**All The Best & Good Luck!**