

THE MALAYSIAN INSURANCE INSTITUTE (35445-H) EXAMINATION SCHEDULE 2022

VCBE BASIC AGENCY MANAGEMENT COURSE (BAMC)

MONTH	EXAM DATE (MONDAY)	CLOSING DATE	RESULT DATE
January	10 January	27 December 2021	13 January
February	14 February	26 January	17 February
March	7 March	21 February	10 March
April	4 April	21 March	7 April
May	9 May	22 April	12 May
June	13 June	27 May	16 June
July	4 July	20 June	7 July
August	8 August	25 July	11 August
September	5 September	22 August	15 September
October	3 October	19 September	6 October
November	7 November	21 October	10 November
December	5 December	21 November	8 December

EXAMINATION FEE : RM60.00

VCBE EXAMINATION SESSION – Monday (VIRTUAL)					
SESSION 1	SESSION 2	SESSION 3	SESSION 4	DURATION	LANGUAGE
9.30 am – 11.30 am	10.30 am – 12.30 pm	2.00 pm - 4.00 pm	3.00 pm - 5.00 pm	2 Hours	Bahasa Melayu / English / Mandarin

1. Registration

- Online registration is to be done through www.mii4u.org by the Principal Insurance Company.
- Candidates are required to register :-
 - » Through the Principal Insurance Company
 - » Have attended the BAMC course.
 - » Have the Moderator Grade.
 - » Have 100% attendance in the BAMC course.
- Withdrawal, cancellation and postponement of the examination are not permissible and no refund is available.

2. On the Examination Day:-

- Candidate is required to produce his/her **original Identity Card (NRIC)** during the verification session. Failure to do so the candidate will NOT be allowed to sit for the examination.
- 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 examination personnel at agentexamination@mii.org.my or MII Customer Service Officer at 03 - 2712 8882 during our office hours 8.30 a.m. to 5.30 p.m. or email to customercare@mii.org.my at least 1 day before the examination date.

- Candidate must login the Zoom Meeting **not later than 30 minutes before the examination time starts**. The candidate will be considered as “absent” if failed to be in the “virtual examination room” by 30 minutes before the examination time. The Institute reserves the right to disallow the candidate from taking the examination if the candidate is late. Please note that we **will NOT entertain** any late candidate after the entrance for examination is closed.
- Candidate must adhere to the **examination space requirement**; i.e must be in a room. Sharing room or in open public space is not allowed. If the candidate is taking the examination 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 examination, the candidate must make sure the internet line connectivity is high and good and able to meet the minimum bandwidth requirement.
- To sit for the examination, the candidate must be ready with a mobile phone and a laptop/PC.
 - (a) **Mobile phone**
 - » to login to ZOOM meeting
 - » must in good audio and video condition
 - » battery in full capacity

If during the examination, irrespective due to any reason, the candidate is being log out from ZOOM meeting, therefore the candidate is required to re-login as soon as possible within 5 minutes, otherwise the candidate will not be allowed to continue the examination and will be disqualified. However, the candidate is allowed to re-register the examination with fee.

(b) **Laptop/PC**

- » must be in good condition and battery in full capacity
- » equipped with **Windows 10 and Google Chrome**
- » with **Security Browser (SB)** which candidate 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 examination will be considered, however candidate is allowed to re-register the examination with fee.

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

<https://www.insurance.com.my/learning2/virtual-cbe>

- The **technical requirement** for the Laptop/PC as follows :

1	Laptop with Microsoft Windows Operating System	
	Software	Minimum Specification
	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 +

- Link to **download the SECURE BROWSER** :

Candidate MUST download SECURE BROWSER at least 1 (one) day before the examination day to avoid any interruption during the examination day or unable to sit for the examination.

1	<p>Laptop with Microsoft Windows Operating System</p> <p>Secure Browser link https://examinations.excelsoftcorp.com/ExaminationHome/Files/MII/ES-WIN-SecureBrowser.zip</p> <p>Video Tutorial to download Secure Browser https://ems.insurance.com.my/TNA/ExaminationHome/Files/Secure%20Browser%20Installation%20for%20WindowsOS.mp4</p>
2	<p>Mac Operating System (OS)</p> <p>Secure Browser link https://examinations.excelsoftcorp.com/ExaminationHome/Files/MII/ES-MAC-SecureBrowser.zip</p> <p>Video Tutorial to download Secure Browser https://ems.insurance.com.my/TNA/ExaminationHome/Files/Secure%20Browser%20Installation%20for%20Mac%20OS.mp4</p>

3. MII reserves the right to make changes to the examination schedule as and when necessary.