



IMPORTANT – PLEASE READ

PCEIA and CEILLI - COMPUTER BASED EXAMINATION

Before you leave the Customer Service Counter, please **confirm your date and time** of examination with the Customer Service Personnel.

Examination Day	Examination Time			Examination Venue
	PCEIA (Parts A + B/ Parts A + C)	PCEIA (Part B Only / Part C Only)	CEILLI	
Monday to Thursday	9.00 am to 11.00 am	9.00 am to 10.30 am	2.00 pm to 3.30 pm	Computer Lab 3 rd Floor, The Malaysian Insurance Institute
Friday	9.00 am to 11.00 am	9.00 am to 10.30 am	3.00 pm to 4.30 pm	

GENERAL INFORMATION AND INSTRUCTIONS

I. PROOF OF IDENTITY

Remember to bring your original **Identity Card** to the examination room. You will **not** be allowed to sit for the examination if you cannot produce your Identity Card.

II. ENTERING AND LEAVING THE EXAMINATION ROOM

Be ready in the examination room at least 5 minutes before the commencement of the examination. The Institute reserves the right to disallow you from taking the examination if you are **late for more than 30 minutes** from the commencement of the examination. See above table for the time of examination.

You will not be permitted to leave the examination room until **30 minutes** after the time fixed for the session begin.

III. RESULT

The examination results will be given immediately after you have completed your examination, except for the following:

- a. There is a breach of the instructions rules, regulations and procedures of the examination.
- b. There is doubt on the identity of the candidate.

The examination result is in every case final.

IV. CERTIFICATE

A certificate will be issued one month after the examination to each successful candidate unless the Board of the Institute in the exercise of its discretionary power decides to withhold it.

V. POSTPONEMENT AND CHANGE OF EXAMINATION LANGUAGE

Candidates are allowed to postpone or change the examination language for **one time** only, if written request reaches the Institute 10 working days before the examination date that you registered for. After this, a surcharge of RM40 will be imposed. No request will be accepted after 5.00pm on the day before the examination that you registered for. Acceptance of request is subject to availability of seats, receipt of surcharge payment and written request.

VI. WITHDRAWAL

No refund or credit will be given if candidates choose to withdraw from the examination. Replacement of candidates is not allowed.

VII. ILLNESS

A credit note to the value of 50% of examination fee will be issued at the sole discretion of the Institute for the benefit of any candidate who is absent on account of illness. The application for credit must be supported by medical evidence and reaches the Institute not later than four (4) days after the date of examination.



The Malaysian Insurance Institute (35445- H)

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50490, Kuala Lumpur Tel : 603-2087 8882 Fax : 603-2093 7885

website : www.insurance.com.my

INSTRUCTIONS TO CANDIDATES

Please read carefully:

1. Obey all the instructions, directions and rulings of the Presiding Officials.
2. Candidates who are not able to produce their identity card will not be allowed to sit for the examination.
3. The Institute reserves the right to ask from candidates for any other proof of identity at any time during or after the examination. This includes the taking of thumbprints and photographs of candidates.
4. Do not take into the examination room or utilize there any book, document or other written, typed or printed matter except your Identity Card and any other items provided by the Presiding Officials in connection with the examination.
5. Do not attempt to copy or write any examination questions on any of your property and leave the examination room with it.
6. Do not converse or in any way receive communication with or willingly receive communication from any other person except the Presiding Officials during the examination.
7. Raise your hand if you wish to attract the attention of the Presiding Officials.
8. Do not temporary leave the examination room, except in the case of urgent necessity when a Presiding Official must accompany you.
9. Switch off and put away any transmitting or receiving equipments, e.g. hand phones, pager, palm top etc.
10. Do not read or attempt to read the work of any other candidates.
11. Smoking in the examination room or anywhere in the Institute is strictly prohibited.
12. Conduct yourself ethically and professionally at all times at the examination.
13. Stop your work immediately after the Presiding Officials has announced that the allotted time is up. 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 invalidation of your result or certificate at any time.
 - iii) Any other sanction or action against you as the Institute deems fit and proper.

For inquiries, please contact Customer Service at Telephone No. 03-2087 8883, Fax No. 03-2093 7885 or e-mail to miird@po.jaring.my

RIGHTS OF THE INSTITUTE

- **POWER UNDER THE MEMORANDUM AND ARTICLES OF ASSOCIATION**
Under the Memorandum and Articles of Association of the Institute, the Board without prior notice may make, alter or revoke from time to time rules providing for all matters relating to the Examinations of the Institute.
- **BREACH OF EXAMINATION REGULATIONS**
The Board of the Institute and/or its empowered authority will take disciplinary action in relation to any examination candidates found guilty of any dishonorable or unprofessional conduct or committing any breach of examination rules, regulations or procedures. The decisions of the Board and /or the empowered authority shall be final and binding.
- **LIABILITY OF THE INSTTUTE**
If the Institute, for any reasons outside its control should find it impossible to hold any of its scheduled examination, the Institute's liability shall be limited to a complete refund of the examination fee paid.