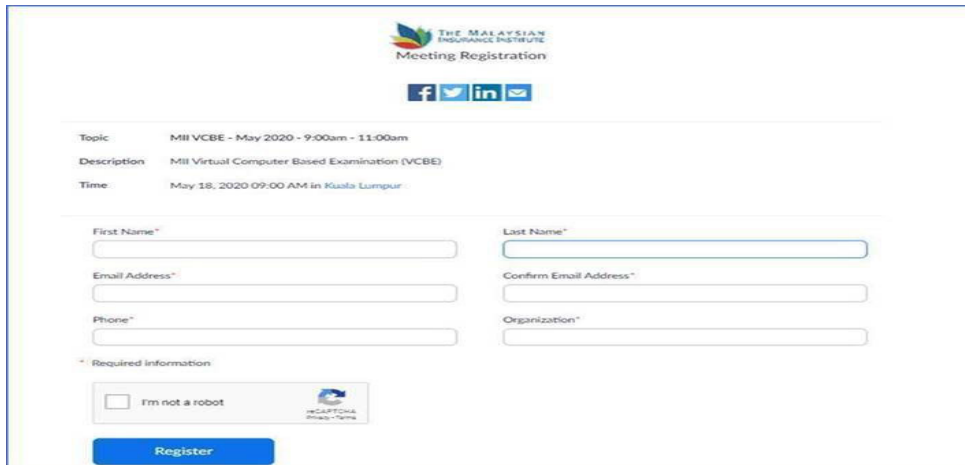


Guide for Using ZOOM For The Virtual Computer Based Exam (VCBE)

This is a simple guide to help Candidates to join the MII Virtual CBE (VCBE) in ZOOM and how to use it for the examination session. Note: This guide may change in the event of any ZOOM update.

HOW TO REGISTER FOR ZOOM

1. Go to <https://zoom.us/download> to download ZOOM app to your mobile phone
2. You'll be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address."
3. If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email or copy and paste the activation URL into your browser to activate your account.
4. On the page that opens up in your web browser, fill in your first and last name and a password.
5. On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.
6. Within 24 to 48 hours from the exam time you will get an email for the ZOOM link.
7. On the exam day, 1 1/2 hours before the exam time, please click the ZOOM link sent to you via email via your mobile phone
8. Once you have clicked the link, do your registration and click the register button.
(sample of registration page)



The screenshot shows the Zoom Meeting Registration page for the MII VCBE - May 2020. The page features the MII logo and social media icons. The registration details are as follows:

- Topic: MII VCBE - May 2020 - 9:00am - 11:00am
- Description: MII Virtual Computer Based Examination (VCBE)
- Time: May 18, 2020 09:00 AM in Kuala Lumpur

The registration form includes the following fields:

- First Name*
- Last Name*
- Email Address*
- Confirm Email Address*
- Phone*
- Organization*

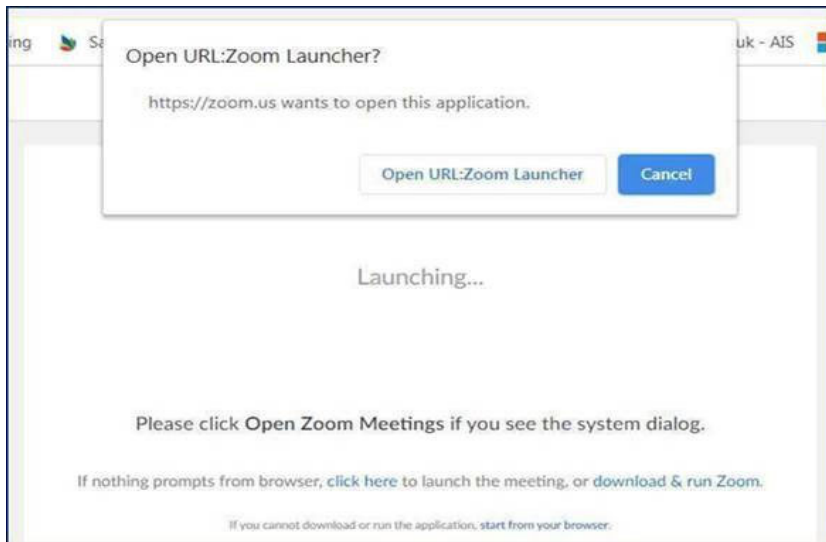
Below the form, there is a CAPTCHA section with the text "I'm not a robot" and a "CAPTCHA" button. A blue "Register" button is located at the bottom of the form.

9. Then you will be given another link to join the ZOOM meeting to sit for your exam. **You are to join the ZOOM meeting via your mobile phone.**

(sample page for registration approved - click the link given)



10. Then click the "open URL : Zoom launcher", it will divert you to the Virtual Exam room (waiting room).
11. Wait until the Chief Invigilator admit you to the main room before send you to the examination room for verification. Click the "Join breakout room" button



12. Once you are in the examination room, the invigilator on duty will do the exam verification. Please show your Identification Card (make sure your IC is with you) and you are in the approved exam space. Please read the “Candidate Guide for Virtual Exam VCBE”.
 - Please show your Identification Card (make sure your IC is with you) and ensure you are in the approved exam space.
 - The invigilator will verify your original IC via your mobile phone in the examination space/room.
 - The verification will be conducted in the presence of other administrators and/or candidate(s) in the examination space/room.
13. After the verification, correctly position your mobile phone to display your computer screen, keyboard, and your seating position
14. You will only be allowed to start the examination when the invigilator is satisfied with the angle and position of your mobile phone.
15. If you have any concerns regarding the verification process, contact us at agentexam@mii.org.my
16. On the exam day please enter ZOOM meeting via your mobile phone at least 90 minutes before the exam time for verification. If you are late entering the exam room (spend long time during verification due to technical issue) NO extension exam time will be given.
17. You will be considered as “absent” if you failed to be in the “virtual exam room” by latest 30 minutes before the exam starts.
18. If you are logged out from Zoom you are required to enter Zoom within 3 to 5 minutes 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.
19. Up to 3 warnings will be given to you if you are caught with suspicious act (eg. copying, referring notes/text, talking to someone, etc)
20. You are not allowed to open any other applications, of which if you try to, you will be transferred out from the exam page or your exam page will be disrupted.
21. The invigilator has the right to do 360 degree verification from time to time.
22. You will be disqualified from the exam after the 3rd warnings given or earlier.
23. MII reserves the right to withdraw, withheld or invalidate your result and/or certificate at any time pertaining to any alleged breach of examination regulations and procedures.
24. MII will disqualify the candidate not only in respect of the examination that the candidate is sitting for but also for a specified period or even indefinitely (barred for whole life) or any other sanction or action as deem fit and proper.
25. The decision of the MII Academic Division and/or its empowered authority shall be final and binding

26. 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 a candidate's completed examination answers are 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.

You are now ready for your Exam Day. All The Best and Good Luck!