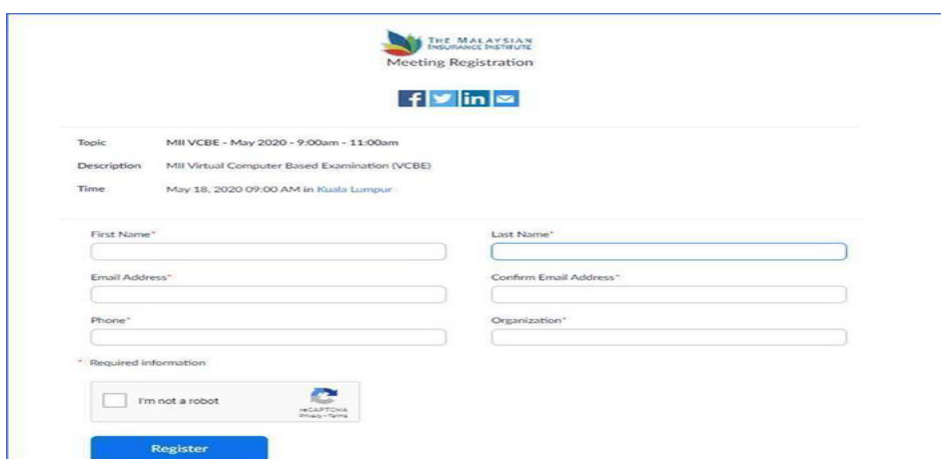


Guide for Using ZOOM For The Virtual Computer Based Exam/Test (VCBE/T)

This is a simple guide to help Candidates to join the MII Virtual CBE/T (VCBE/T) in ZOOM and how to use it for the Exam/Test 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.
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. Within 24 to 48 hours from the Exam/Test time you will get an email for the ZOOM link.
6. On the Exam/Test day, 30 to 45 minutes before the Exam/Test time , please click the ZOOM link sent to you via email.
7. Once you have click the link, do your registration and click the register button.
(sample of registration page)



The screenshot shows a web form titled "THE MALAYSIAN INSURANCE INSTITUTE Meeting Registration". It includes social media icons for Facebook, Twitter, LinkedIn, and Email. The form details the event: 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. Registration fields include First Name, Last Name, Email Address, Confirm Email Address, Phone, and Organization. A "Required information" section contains a checkbox for "I'm not a robot" and a CAPTCHA image. A blue "Register" button is at the bottom.

8. Then you will be given another link to join the ZOOM meeting to sit for your Exam/Test. (sample page for registration approved - click the link given)



 THE MALAYSIAN
INSURANCE INSTITUTE

Meeting Registration Approved

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
[Add to calendar](#)

Meeting ID: 983 4588 2342

To Join the Meeting

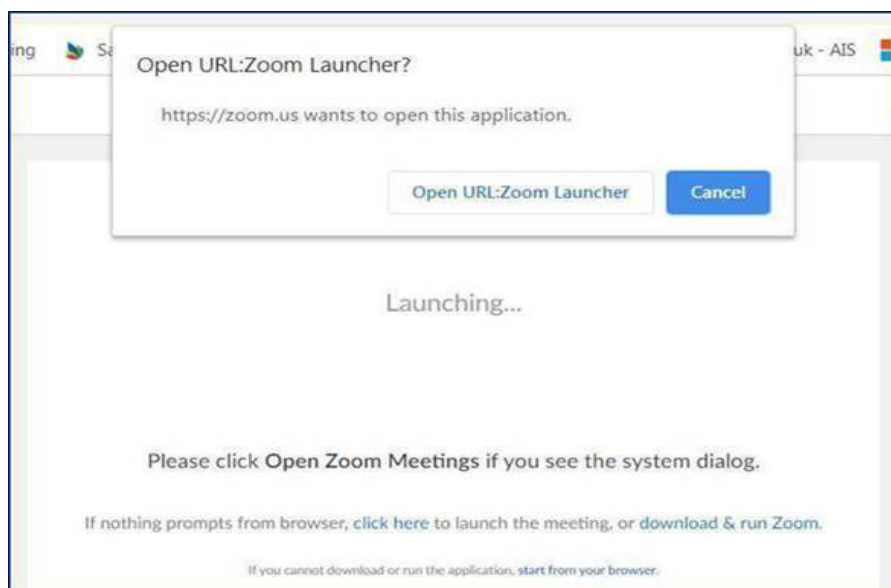
Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://zoom.us/j/98345882342?tk=DCnckYUthW0zIDrghuKRJYWeCDcna9SxmNuW5QUjWw1LDQIAAAW5d8S5hZPYNdOpPY1EwdUo0VEpYR0hPZmRBAAAAAAAAAAAAAAAAAAAAAAAA&pwd=R01SV2FXWE80UVU1d2RndDXXN0J1QT09>

To Cancel This Registration

You can cancel your registration at any time.

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



10. Once you are in the Verifier room, the Verifier on duty will do the exam verification via Whatsapp video call
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”).
11. You will be transferred to the “breakout room (i.e virtual exam room)” once you are verified.
12. Then please login to Teamie once you are in the “breakout room (i.e virtual exam room)”
13. Please enter ZOOM meeting at least 30 minutes before the exam time for verification
If you are late NO extension time will be given.
14. You will be considered as “absent” if you failed to be in the “virtual exam room” before the Exam/Test starts. No additional time will be given if you are late.
15. 3 warnings will be given to you if you are caught with suspicious act (eg. copying, referring notes/text, talking to someone, etc)
16. 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.
The invigilator has the right to do 360 degree verification from time to time.
17. You will be disqualified from the exam after the 3rd warnings.

You are now ready for your Exam/Test Day.

All The Best!