

ONLINE EXAMINATION GUIDELINES

Objective: To provide guidance to registered candidates on the preparation and conduct of online examinations with integrity and in a trustworthy manner.

1. GENERAL INFORMATION

All candidates are being advised to refer to the video guideline on how to access the online examination platform via Safe Exam Browser (SEB).

https://drive.google.com/file/d/1jdA3ESxYvaPR7D4nlRdn33ASaj6YukBL/view?usp=drive_link

Please refer to the D-Genio General Remote Assessment Guide [here](#).

Please refer to the Frequently Ask Questions (FAQ) for more information.

<https://drive.google.com/file/d/1zi1O181vWrQPCiAEQ6oMZ--wzxLW8BP8/view?usp=sharing>

To check on your device monitor and camera setup please refer [here](#).

CGIM will not take responsibility on any malfunction of equipment(s), loss of text/data due to power or software failure in the conduct of the online examination session(s).

2. BEFORE THE EXAM

All candidates are required to:

- 2.1 Prepare a private, closed room and a conducive place for the examination to avoid/minimise any external disruptions during the entire exam session. Public places such as cafes, libraries and rooms with any sort of human traffic are not acceptable.
- 2.2 Ensure that your laptop/computer has met the system requirements as stated in the FAQ. Please ensure your personal device has a **Microsoft Word** and **Microsoft Excel** downloaded and properly working. Please conduct the device compatibility testing and download the SEB. Extract the downloaded file and place it in your desktop for easy access.

Please be noted you will be accessing your exam paper through SEB on the exam day and date stated in your admission slip. Use your student ID followed by subject acronym in capital letter. (i.e.: 1234567CL/1234567IFAI/1234567CSP/1234567CG/1234567DOS/1234567RM/1234567BD)

- 2.3 Once the device compatibility testing is completed and successful, candidates can use SEB to **access on practice test for 3 times** using their student ID (i.e.: 7731521).

- 2.4 Mobile phone or tablet are not allowed to be used for online examination. Smart watch and any other electronic devices that allows candidate to communicate or browse the internet will not be allowed.

Computers without a separate web cam and speaker that cannot provide an adequate scan of the environment should not be used. Candidates must switch to a laptop otherwise they cannot enter the exam.

No other applications should be running on the background of the candidate's computer. The desktop should be completely clean, and the candidates must show the edges of their computer screen to the Proctor using a mirror or a phone.

- 2.5 Ensure that there is stable internet connection, particularly if WIFI is used or alternatively tethering to the mobile phone for better connectivity would be possible, which would require the Proctor's permission to do the needful. Candidates may **ensure internet speed and determine the internet speed by running a test at: <http://www.speedtest.net>**.

- 2.6 Please be at the respective workspace at least **30 minutes** before the start of each examination session. This will allow ample time to connect with the proctor and troubleshoot any technical issues that may arise.

3. START OF THE EXAM

All candidates are required to:

- 3.1 Candidates should log in and be at the examination workspace between 30 to 15 minutes before start time. Candidate will be required to do the 2-step identification process (i.e.: take photo of your ID and take photo of yourself) and run through the rules and regulations before commencement of the examination.
- 3.2 Only the following **documents with photographs** will be accepted as substitute for an identity card:
- I. Passport
 - II. Temporary IC which is certified by JPN
 - III. Driving License

A Police Report without photograph will not be accepted.

Candidates may begin the examination once the authentication process is completed. However, candidates who do not log in on time for the examination session will not be granted extra time.

All questions must be answered with **INTEGRITY** and **HONESTY**, and candidates **should not** engage in any of the prohibited acts listed in **Section 4** below.

4. DURING THE EXAM

Proctor will not be visible during the examination session and recording of the entire exam session will be done via the webcam in the background. Every movement of the candidate will be recorded as evidence to be presented at the CGIM Exam Board meetings.

Candidates are

- 4.1 Allowed 15 minutes reading time to browse through the question paper.
- 4.2 Allowed to leave the workspace for valid reasons such as e.g. toilet break of about 10 minutes. Permission must be obtained from the proctor before leaving the workspace. Please indicate via chatbox and once you have received approval from proctor you may go. Candidates who do not seek permission to leave the workspace will be barred from proceeding with the examination.
- 4.3 Not allowed to refer any type of source of course materials during the examination. However, candidates are allowed to bring the case study provided to them for the subjects Development of Strategy (DOS), Risk Management (RM), and Boardroom Dynamics (BD). However, they must declare to the Proctor that the case study is a clean copy with no handwritten notes or markings.
- 4.4 Not allowed to request any form of assistance from third party.
- 4.5 Not allowed to browse any related website as reference purpose.
- 4.6 Allowed to have water in a clear glass or bottle; however, eating, smoking, and chewing gum are strictly prohibited.
- 4.7 Candidates are permitted to use up to two sheets of blank white paper for writing notes or performing calculations.
- 4.8 It is advisable to upload answer for each question right after done writing the answer. Remember to click on save before moving to new question.

If candidates face any technical issues during the examination session(s), the LIVE proctor(s) should be contacted via chat and contact the Institute via WhatsApp +6012-6414035 or via email students@maicsa.org.my **IMMEDIATELY**.

5. AT THE END OF THE EXAM SESSION

Candidates are given 10 minutes to click on save answers and upload the answer file to each question to the dashboard at the end of each exam session. The system will not allow candidates to upload their answer scripts beyond the time given.

Candidates are also **REMINDED** that absence from the examination is **ONLY** allowed if the candidate is prevented from sitting for the examination due to **CRITICAL ILLNESS**. CGIM must be notified on the critical illness within a week from

the examination date. Failing to be present for examination will not constitute to a deferment of examination and/or refund of any part of fees paid.

6. PROHIBITED ACTS

Impersonation – defined as an act of using an impersonator to take the exam on a student's behalf.

Unauthorised behaviour – taking unauthorised materials or any kind of electronic device into an exam.

Collusion – defined as a form of cheating that occurs when people work together in a deceitful way to develop a submission for an assessment that has been restricted to individual effort rather than group effort.

Plagiarism – defined as copying another person's ideas, words or writing and pretending that they are one's work.

Fabrication – defined as the falsification of data, information, or citations, in any formal.

Breach of the any Examination Rules and Regulations may result in disqualification in respect of the current examination or possible suspension or termination of the student's registration and/or exclusion from future examination.

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