



## Scheduling Exam Instructions

**By August 25, 2022**

Schedule your MQE Environment Testing exam

**THIS IS A MANDATORY ACTION. Any students who do not take the testing exam, will not be able to write the MQE exam.** This step will ensure your computer and internet comply with the technical requirements. In addition, will help you familiarize yourself with the exam environment.

1. Log in to CBV Institute
2. On the left side menu, click on “Membership Qualification Examination”

Dashboard

Messages

My Events

Status Applications

CPD Declaration

PI Declaration

Course & MQE History

Invoices/Receipts

Edit Profile

Membership Qualification  
Examination

Moodle Access

3. Scroll down until you find “MQE Environment Testing”

### MQE ENVIRONMENT TESTING

#### SCHEDULING EXAM

Schedule your environment testing exam by clicking on the button below. Before scheduling your exams you must complete your Examy Profile.

EXAMITY



4. Click on the “Examity” button to schedule your exam.

## MQE ENVIRONMENT TESTING

### SCHEDULING EXAM

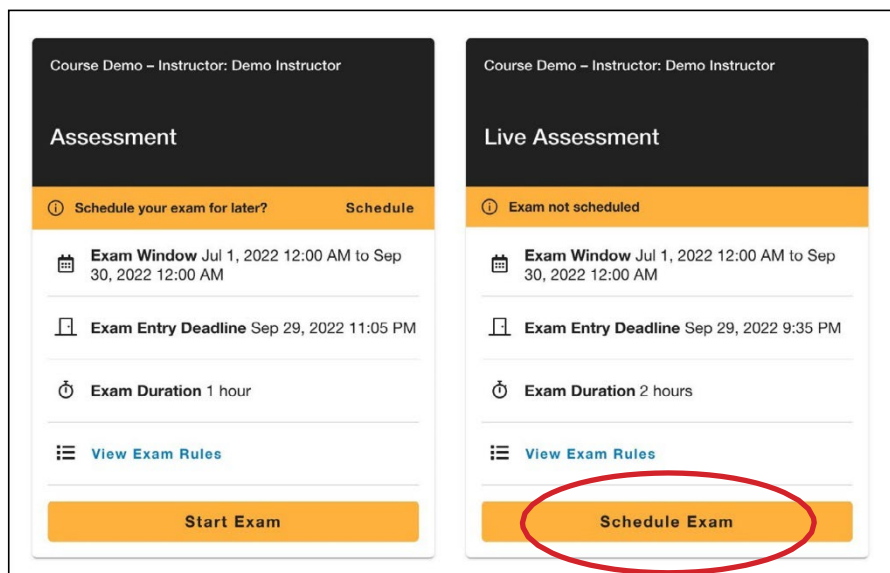
Schedule your environment testing exam by clicking on the button below. Before scheduling your exams you must complete your Examity Profile.



### On the Examity interface

5. This is the proctored exam and you will need to schedule the date and time of the exam in advance. To schedule your exam, click on the “**Schedule Exam**” button and follow the process. (**DEADLINE TO SCHEDULE MQE ENVIRONMENTAL TESTING EXAM IS AUGUST 25, 2022**).

Select your instructor – “**CBV Institute Education**”, and your course and exam name from the drop-down menus. Please ensure that you select the correct exam based on where you live. If you live in North, Central, or South America, please select the exam without a location specified. If you live anywhere else, please select the exam titled (for example) “**MQE 2022 – Europe/Asia/Africa/Australia ONLY**”.





6. Next, you will see a calendar. Select the time that you would prefer to start your test exam on August 29<sup>th</sup>.

**Note that:**

- i. You will have several time slots to choose from.
- ii. The times which appear in the calendar will be the time you are choosing to write your exam in **YOUR time zone**.
- iii. Once you schedule your exam, you will not be able (and it is not possible) to change your preferred start time, nor will you be able to cancel your exam. If you have already, or will be, opting out of your exam, do not register with Examity®. CBV Institute has instructed Examity® to not allow Students to reschedule or cancel their exam. Then, click on "**Schedule**".