



## 2022 MQE Environment Testing Exam Instructions

Taking your MQE Environment Testing exam

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Before starting the exam, please make sure you know your candidate and you've updated your computer operating system.

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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

### DAY OF THE EXAM

1. Click on the Examiity button below. Once you go through the identity verification and the proctor is with you, return to this page to access the exam.

EXAMITY

2. To download and submit the dummy exam (PDF) and response templates, please access the MQE Candidate Portal by clicking below.

MQE CANDIDATE PORTAL

4. Click on Examiity

### On the Examiity interface

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#### Proctor’s role

The proctor’s role is to assist students according to instructions given by CBV Institute on the day of the exam. **The proctor only has access to instructions on the day and time of the exam and not prior.** Therefore, it is up to the student to read the Examiity guides and be prepared to write their exam.

The proctors are not familiar with the navigation of CBV website; therefore, the student must know how to access their exam.

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#### NOTE

We encourage test-takers to “arrive” (i.e., click “Connect to Proctor”) 15 minutes prior to the start of their exam to ensure the student’s computer is working with Examiity.

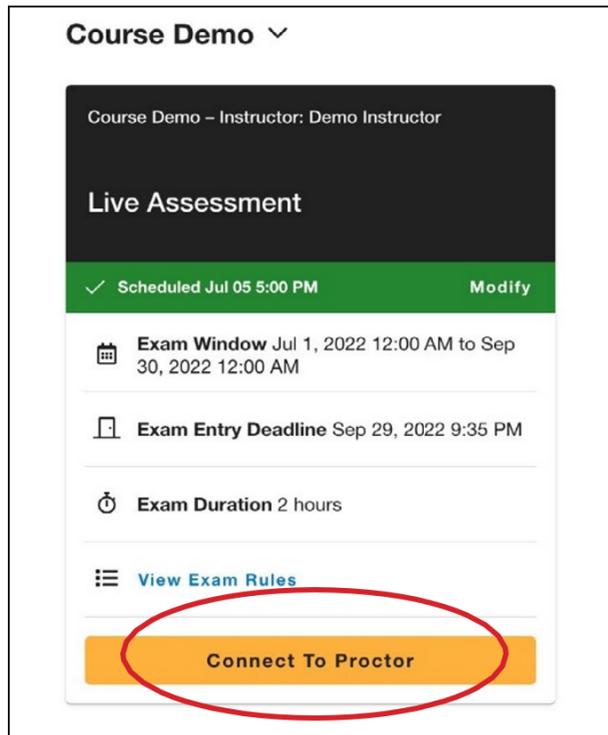
Also, the time it takes you to connect to proctor support, complete the authentication process, and resolve any technical issues which may arise, does NOT count towards your exam duration. The exam starts after the Candidate prints the exam.

**MAKE SURE YOUR POP-UP BLOCKER IS DISABLED.** Otherwise, you will not be able to connect with proctor support.

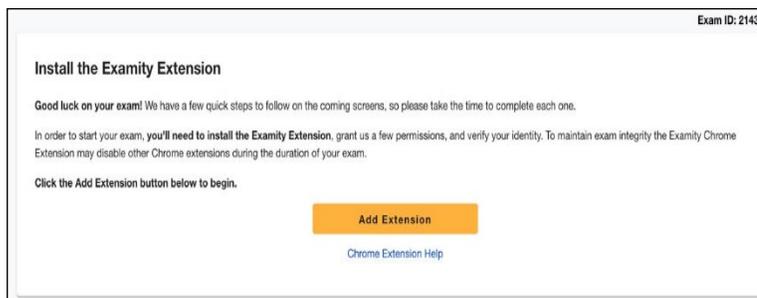
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5. Click **“Connect to Proctor.”** If the proctor does not connect within 10 minutes of your exam start time, please email [CICBVsupport@examity.com](mailto:CICBVsupport@examity.com).



6. **Examity Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then, click **“Next”** **IF YOU ARE USING YOUR WORK COMPUTER, MAKE SURE YOU CAN DOWNLOAD THE EXTENSION**



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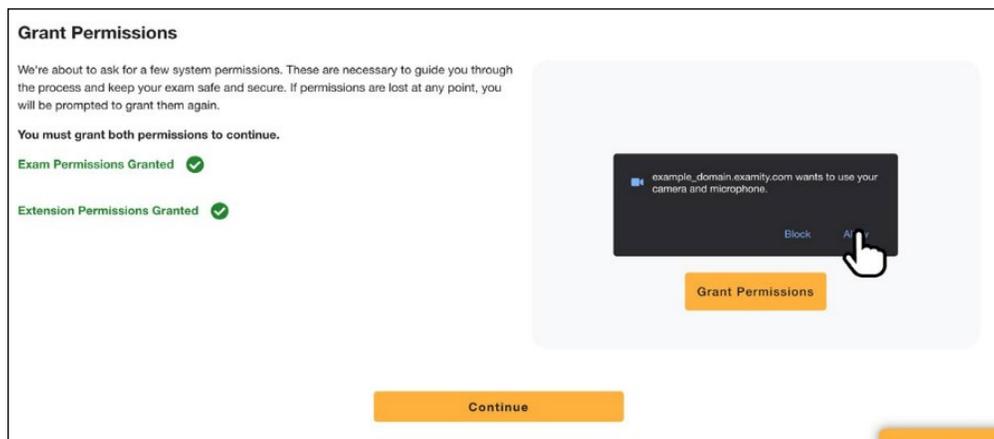
**REMINDER:** In most cases, the extension will remove itself after every exam session.

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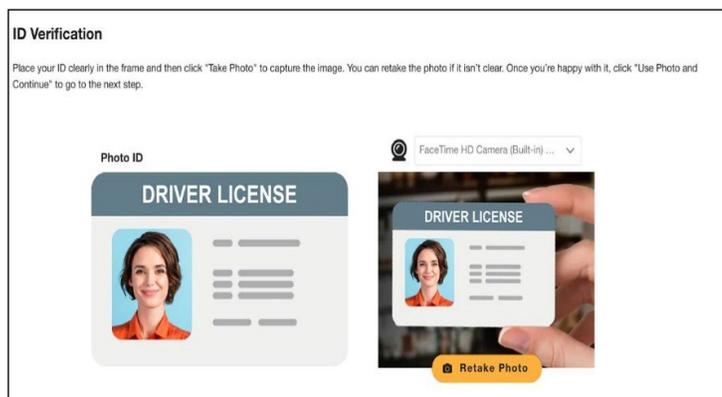
7. **Grant Permissions:** Click on the “Grant Permissions” button. You may need to perform this step twice: Once to grant permissions to the Chrome browser, and once to grant permissions to the extension.

A pop-up will appear to give Examity access to your camera and microphone. Please select “Allow.” After both green check marks appear, you can then click “Continue.”



8. **Identity Verification:** Identity verification may take one or two steps to complete before you start exam. Proctor support will walk you through the authentication process. Usually, you first take an image of photo ID (same used to set up your profile) for verification and after that, the proctor will go through reading **exam rules**.

First, position photo ID in front of your webcam. Then, click “Take Photo.” Then, click “Use Photo and Continue,” or select “Retake Photo” if needed.





9. **Challenge Question:** Answer a previously selected challenge question. Once you have entered your answer, click “Next.”

**Your Challenge Question**

Answer the question below using the response you gave when creating your account. You'll have three chances to answer correctly. Use our Live Chat feature if you need help.

What is your favorite flavor of ice cream?

Next

10. **Review Rules:** Take a moment to review all exam rules and special instructions this will be read by the Proctor once connected. Once read, click “I’m Ready”

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**NOTE:** You can also review the **General Exam Rules and the Special Instructions** from the CBV Institute site [ADD LINK](#)

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#### Prepare for your Exam

It's important to make sure your space is prepared before the proctor session starts. Please pay attention to any special instructions you may have been given here.

- 1 Review the exam rules and guidelines**
  - Clear your desk and the surrounding area
  - Stay connected to a power source
  - No phones or headphones
  - No dual monitors
  - No leaving your seat
  - You must be alone in the room
  - No Talking
  - You must stay in view of the webcam for the duration of the test
  - Your webcam, speakers, and microphone must remain on throughout the test
  - Scrap paper
  - Open book

- 2 Review Special Instructions**

I'm Ready



11. **User Agreement:** Next, read and agree to Examity’s user agreement by clicking “I agree and I’m ready to begin the exam.”

**User Agreement**

Take a moment to review these important items.

1. You understand that by using any of the features of the Examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
3. You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that the applicable university or test sanctioning body will supply all exam rules, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
4. You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams, unless otherwise specified by your university or test sanctioning body. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge any captured data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.

**I Agree And I'm Ready To Begin The Exam**

I do not agree

12. **Launch and Share Your Screen:** At this point, you’ll be prompted to share your screen. First, click “Launch.”

**Sharing Your Screen**

You're ready to connect with Examity! Click launch to share your screen and begin.

A new window will open for this step.



Click **LAUNCH** below



Select the **SCREEN** to share



Choose **SHARE** to begin

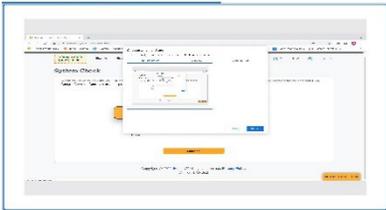
**Launch**

Then, select your screen to share. Please select the **ENTIRE SCREEN**. Then, click “Share.” You will then be taken to the test platform.

**Choose what to share**

on.ttui.examity.com wants to share the contents of your screen.

**Entire Screen**



**Cancel** **Share**

13. Once you are taken to the test platform, the system will show you some information on how to use the platform while the proctor connects. **Students must contact [CICBVsupport@examity.com](mailto:CICBVsupport@examity.com) if the wait time to connect to the proctor is longer than 10 minutes.**
14. To determine when the proctor is connected, the proctor's icon will appear in the bottom right corner of your webcam's screen in the sidebar, and a green circle with text that states "Connected" will show.



15. The proctor will then provide additional instructions for the exam process:
  - a. **Verify your identity.** Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
  - b. **Show your desk and workspace.** The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by CBV Institute. *This process will be quicker if your writing area is clean.*
  - c. **Review Rules and Special Instructions.** The proctor will read the rules of the exam and the student will respond ok to indicate their understanding and agreement. These rules and special instructions are the same shown previously on the screen



On CBV Site

16. Click on MQE Candidate Portal

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EXAMITY

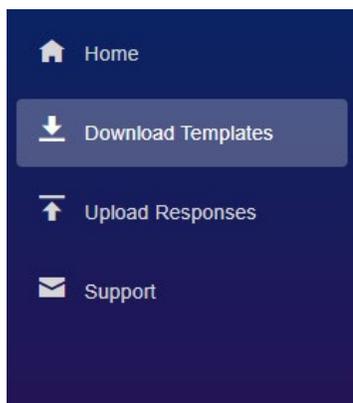
2. To download and submit the dummy exam (PDF) and response templates, please

MQE CANDIDATE PORTAL

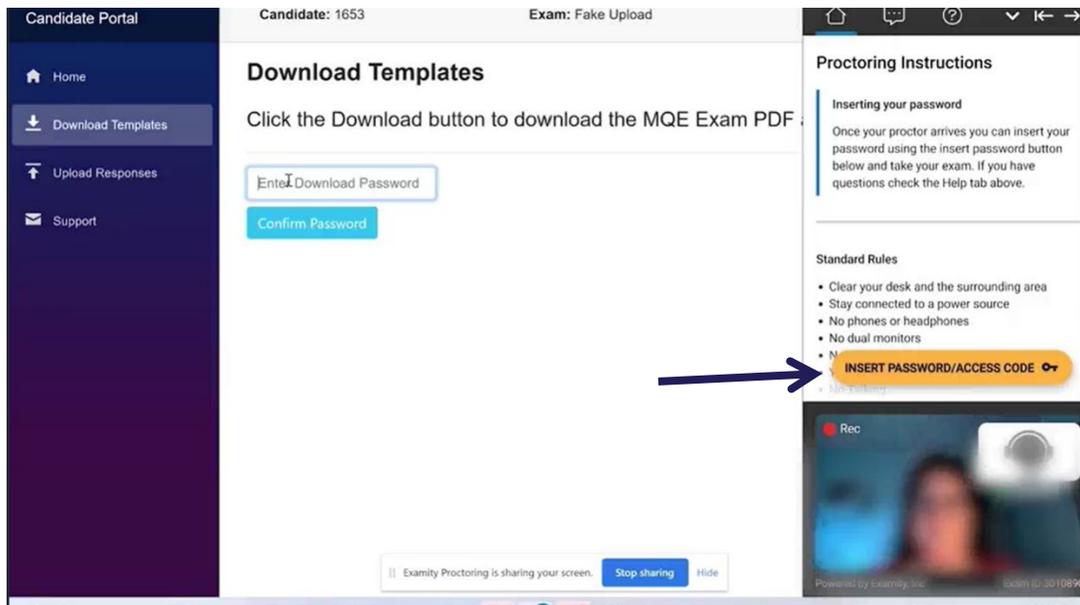
17. The system will take you to the candidate portal. Please enter your candidate number provided by CBV Institute.

A screenshot of the CBV Institute Candidate Portal. On the left is the CBV Institute logo. On the right, there is a language selector set to "English" with a "Change" button. Below that is the title "Candidate Portal" and two input fields: "Candidate Number" and "Confirm Candidate Number". A blue "Confirm" button is positioned below the second field. At the bottom, there is a support email address: "Support.cbvSupport@certificationenterprise.com".

18. Click on Download Templates from the left side menu.

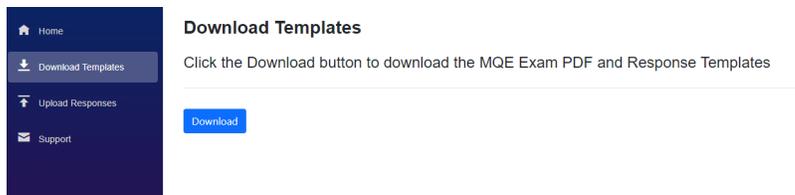


19. Click on INSERT PASSWORD/ACCESS CODE. **Make sure the language setting and keyboard setting on your laptop or computer are set to English.**



20. Once the password is entered, click Confirm Password.

21. Click on Download to get the PDF with the exam question and Excel and word template to write your answers.



22. Save the document on your desktop.

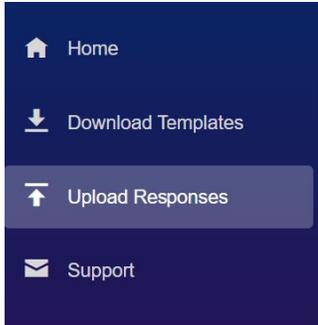
23. Print the Exam. Exam time will start once the student returns from printing.

24. Once the exam is finished, save the files on your desktop keeping the candidate number on the file's name and adding "– response" at the end. (E.G. 1256 – response)

25. Repeat # 24 with the Word and Excel documents.



26. Click on “Upload Responses” left side menu



The system will take you back to the CBV Institute site, if you are still logged in, please log out.

27. Log in to CBV Institute

28. On the left side menu, click on “Membership Qualification Examination”



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

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MQE CANDIDATE PORTAL



### 30. Click on “MQE Candidate Portal”

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MQE CANDIDATE PORTAL

### 31. Please enter your candidate number provided by CBV Institute.

### 32. Click Select files and upload the response files. If you encounter any issues, please email [mqe@cbvinstitute.com](mailto:mqe@cbvinstitute.com) while the proctor is still connected.

### 33. Once uploaded you will see you're the documents uploaded on the screen.