



MQE Special Instructions

1. **EXAM SETTING:** Due to COVID-19, certain students may be forced to write their exams in areas not typically used (e.g., on their bed, on the floor, at a kitchen table, etc.). Such writing areas are acceptable, but must still be clear of resource materials such as textbooks, papers with notes, etc. Students may use foam ear plugs.
2. Students are permitted to have their cell phone, in the room, faced down in case of disconnection and need to reach out to Examity Support.
3. Students are permitted to have an external monitor, webcam, keyboard and laptop with laptop closed for connection purposes only.
4. Students are permitted to have snacks and beverages
5. **EXAM DURATION:** The MQE exam duration is 4 hours. An extra 15 minutes has been given for candidates who wish to take two washroom breaks.
6. **ROOM SCAN:** One room scan is sufficient for the exam. Proctor is not to interrupt or conduct additional room scans after the student returns to his/her writing area with the printed exam.
7. **CONNECTING TO PROCTOR:** Students must contact CICBVsupport@examity.com if the wait time to connect to the proctor is longer than 10 minutes.
8. **PRE-EXAM:** Open Task Manager. No other programs should be running except an online timer (<https://www.timeanddate.com/timer/> or [google timer](#)) if student wishes to use it for time tracking.
9. **PRE-EXAM:** Students are permitted to print a copy of the exam question from MQE Candidate Portal ONLY if the proctor can monitor the student printing AND picking up the exam question from the printer. **IMPORTANT - Exam time begins AFTER student returns to writing area.**
10. **BEGINNING EXAM:** When the student hits “MQE Candidate Portal” button on the CBV Institute site, the student will be brought to the MQE Portal. The student will be required to enter their candidate ID twice. Then click on Download Template on the left side menu. Proctor will enter the password to download all required documents. Save the response file on the desktop. *If a student cannot open the excel response file, the proctor will allow the student to open an excel sheet from the student’s computer. The student will be able to print the PDF as it contains the exam questions.*



11. **DURING EXAM: Interruptions:** After the student begins the exam, the proctor **MUST NOT** interrupt the student under any circumstances, including if the student's head is looking at the exam question booklet and a complete visual of the face is not on screen.
12. **Infractions/Red Flags:** In the event of a potential infraction with any of the above rules (or with any other rules communicated by CBV Institute and/or Examity) during the exam writing, Examity will flag the incident for review by CBV Institute, but the student will be allowed to continue to write their exam.
13. **Disconnections/Troubleshooting:** Once the student is aware that they are disconnected from the internet, the student **will not** continue to write their exam until reconnected to the proctor. The student will be given additional time equal to the time lost while disconnected, to a maximum of 30 minutes.
14. If the student cannot reconnect to the internet and re-establish their webcam and microphone connection with Examity within 30 minutes of losing their internet connection, the online proctor (at their discretion) may cancel the student's exam, and the student will not be able to reschedule their exam.
15. **Breaks:** The student is allowed to take **TWO** bathroom breaks no longer than 5 minutes.
16. **TIME TRACKING:** It is the responsibility of the student to track their exam time and end the exam when the allocated time is complete. Students may use an **online timer** to track their exam writing time such as <https://www.timeanddate.com/timer/> or [google timer](#). **We recommend timer is set 15 minutes ahead of the end time, to provide 15 minute alarm notice.**
17. **POST EXAM:** It is the responsibility of the student to ensure that they upload their Word and Excel response file to CBV Portal when the exam has ended. Login again might be required.
18. If a student is unable to upload their examination response file to the MQE Candidate Portal, student should **immediately** email their examination response file to CBV Institute – MQE@cbvinstitute.com . ***If a student does not upload or send their exam response file immediately after writing their exam, the student's response may not be accepted.***
19. ***The proctor should stay connected until the student uploads the exam answers or email the answers.***