

## **Level 1 Licening Examination Rules and Regulations**

**Any breach of the following regulations may result in disqualification. The following penalties may apply:**

- **1<sup>st</sup> offence: disqualification of the examination and 2-year suspension of exam privileges**
- **Each subsequent offence: disqualification of the examination and 3-year suspension of exam privileges**

1. No persons other than the exam candidate and the virtual proctor shall be present during the exam.
2. Communication of any kind with anyone other than the Proctor during the examination is prohibited.
3. The following are prohibited from use during the exam: course texts; dictionaries; books; notes; papers; calculators; translation books, devices; recording devices; cameras; cell phones, smartphones, or telephones of any type; personal digital assistants; MP3 players; Blackberrys; iPods; pagers; cellular equipment; iPads or other tablets; Bluetooth or other reception/transmission devices; smartwatches (Apple, Samsung, or any make or model); Google eyeglasses or similar devices; any other electronic device, other form of information, or any other matter whatsoever unless authorized by the Insurance Institute.
4. Students may not take photos or make copies, images, or recordings of the computer screen before, during, or after the examination.
5. Students may not use or have in their possession or vicinity any unauthorized or illegitimate materials or information nor make any attempt to obtain or provide such during the examination.
6. Students may not hide or place, or arrange to have hidden or placed, any unauthorized or illicit material that may be accessed by themselves during an examination.
7. Students may not provide any information about an examination that they are taking or that they have taken to anyone.
8. Students must read and agree to the Examination Rules and Regulations Student Declaration before starting the examination. Students must comply with all proctor instructions.

9. Students must bring government-authorized photo identification (passport, Canadian driver's licence) for identity verification to take their exam. Health cards are not authorized government identification and will not be accepted. Students without valid government-authorized photo identification will be required to reschedule their exam to another date and time in accordance with the rescheduling policy and applicable fees.
  
10. Food, snacks and beverages may not be consumed or be in the vicinity of candidates during an examination. Students who require food, water, or medication in the examination room for medical reasons must submit a special accommodations request no less than 2 weeks in advance of their exam date. Please contact our office for further details at [iibcmail.com](mailto:iibcmail.com).