

**Students: Please print this form, have your exam supervisor read and sign prior to your exam, then retain the form in the case of audit.**

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## Virtual Midterm Exam Rules & Regulations

As my examination supervisor, you agree to uphold the following Rules & Regulations:

### IMPORTANT:

- **You must be physically present in** the same room for the **full duration** of the exam, and supervise at ALL times during the examination. If you leave the room for any reason, the student's examination could result in disqualification and they will end up with a grade of zero.  
Please note that if you cannot avoid leaving the room due to unforeseen circumstances, you may arrange an alternate supervisor to continue proctoring the examination while you are gone. You need to ensure that during the changeover, the student always has a supervisor in the room.
- The exam supervisor must be the student's **direct manager**, or an **alternative manager from the student's place of employment**. If the student is unable to secure a manager from their place of employment to proctor their exam, they must make arrangements to write at their local chapter office.

- The supervisor must be physically present in the same room for the full duration of the exam, and supervise the students at ALL times during the examination.
- The exam supervisor must be the student's direct manager, or an alternative manager from the student's place of employment.
- Supervisors must have an accessible view of the computer monitor screen at ALL times for the full duration (90 minutes) of the exam.
- Students must write their examinations in a quiet exam environment.
- Candidates may not use or have in their possession or vicinity any unauthorized or illegitimate materials or information, nor make any attempt to obtain such, during the examination.
- Candidates may not provide any information about an examination that they have written to another candidate who is about to write the same examination at the same exam session.
- Candidates may not hide or place, or arrange to have hidden or placed, any unauthorized or illicit material that may be accessed by themselves or others during the examination.
- Course texts, dictionaries, books, notes, papers or other matter are prohibited from use during the midterm exam and in the designated area, as are cameras, translation devices, telephones, personal digital assistants, MP3 Players, smart phones, mobile devices, iPods, pagers, iPads, tablets, cellular equipment or any other electronic device.
- Students are not permitted to access any other websites, computer programs, files, documents or information for the duration of the examination.
- Calculators are permitted for use in the examinations provided they are math-only, non-programmable, silent and battery operated. The supervisor will rule on a calculator's admissibility.
- Communication of any kind between students, or with anyone other than the supervisor, during the examination is prohibited.
- The supervisor must not assist or guide the student in any manner regarding the examination.
- Students may only leave the designated examination area if accompanied by the supervisor or after they have completed and/or submitted their Online Midterm Examination.
- In the event of a student writing a paper based midterm, exam supervisors are responsible for collecting the exam at time of completion, which is to be kept in a secured area at all times until it is returned to the Insurance Institute.
- All contact with the Learning Technologies Team during the examination must be made by the Examinations Supervisor. This must be strictly enforced.

### ACADEMIC MISCONDUCT

**Please note that if the Rules and Regulations outlined above are not properly observed, or if inadequate or no supervision is arranged by the student, the student's examination will result in disqualification.**

**The Institute will to contact examination supervisors post-examination to ensure that these Rules & Regulations were upheld.**

Student's name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_