

**GUIDELINES FOR CANDIDATES SITTING THE EXAMINATION FOR PROVISIONAL
REGISTRATION (EPR) (THEORY) VIA ONLINE PLATFORM**

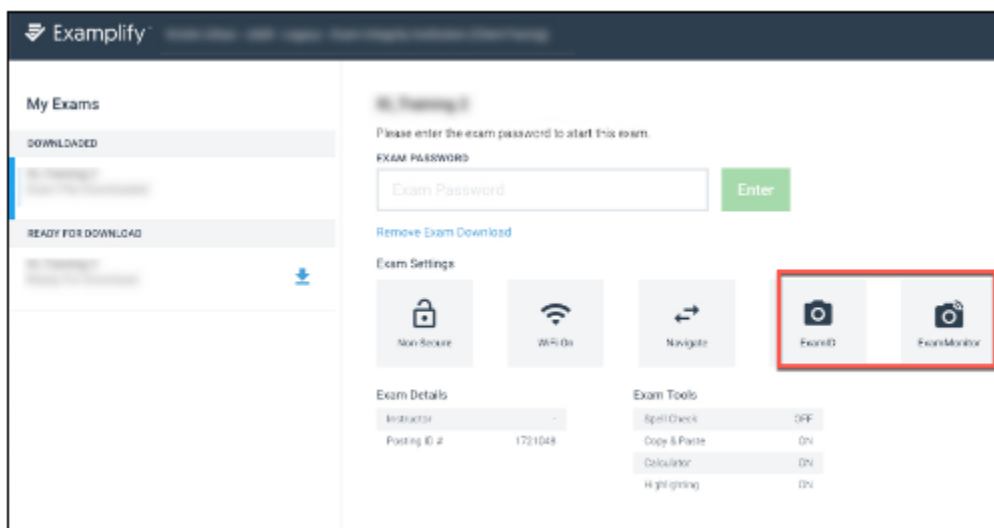
1. The Examination for Provisional Registration will be conducted fully via an online through the Exemplify application by ExamSoft.
2. Before starting the examination, you must comply with the minimum system requirements for the device you will be using. (At this moment, only Mac, Windows and iPad systems are supported).
3. You are required to have a camera and microphone ready for the examinations (either built-in with your device or externally if it is not integrated into your device).
4. It is important to note that once Exemplify has been installed, you must use the same device when taking your examination.
5. Please make sure that you have a good internet connection for logging in.
6. The examination will be conducted in a secure environment and will be equipped with ExamID and ExamMonitor, whereby you will be recorded and monitored throughout your examination.
7. There will be two (02) papers consisting of Medical and Surgical based papers. You are required to sit for both papers and submit them accordingly when you have completed the examination within the stipulated time.
8. Kindly take note of the date and timing of your examinations. The duration of each paper is 90 minutes, with a 30-minute break in between papers.
9. You will be notified via email about 24 hours before the examination starts to download the relevant examination questions.
10. You will be given an access password via email that was registered with ExamSoft, 10 minutes before the examination begins.
11. Once you have entered the password, **PLEASE DO NOT NAVIGATE BACKWARD**, as this will block you from sitting the examination.
12. During the examination, Exemplify will secure your device and close any other open applications. You will only have access to the Exemplify application.
13. You are not allowed to view any external devices (e.g., mobile phone) or view any other unauthorized materials.
14. You are reminded to avoid any suspicious movements as you are being recorded and monitored.
15. Please be reminded that you will not be allowed to leave your device or leave the camera's view when the examination is in progress.
16. Your recordings will be reviewed. If there is any suspicion of cheating, the Malaysian Medical Council reserves the right to take any action necessary, including disqualifying you for the examinations. If you are being disqualified, that will be considered as one (01) attempt.
17. It is crucial for you to watch the video listed at the end of these guidelines.
18. If you have further enquiries, kindly contact us at epr.mmc@gmail.com

Registering on ExamSoft

1. Before registering, you will receive an email from ExamSoft.
2. If you are a returning user, you may use your existing ExamSoft ID to complete the registration (if you have received or registered to sit for EPR with the MMC previously).
3. Upon successful registration and login, you will need to download and install Exemplify.
4. Upon successful downloading and launching of Exemplify, you will need to agree to the software license agreement.
5. Then, you will be prompted to choose the Institution ID, which is Malaysian Medical Council or MMCMY.
6. You are required to sign in using the email address which you have registered.

Downloading the examination questions

1. You will be receiving another notification via email to download the examination questions. It will be available to download about 24 to 2 hours before the examination begins. The examination questions will appear on the left side of the panel.
2. Kindly make sure that you are downloading the correct examination questions.
3. Please ensure that ExamID and ExamMonitor icons are visible under the exam settings as shown below:



Sitting for the examination

1. On the day of the examination, you should have already downloaded the examination questions.
2. You are required to enter the password to access the examination questions that will be given to you via your registered email about 10 minutes before the examination begins.
3. After the password is entered, you will be prompted to the next step to take a baseline photograph which will be captured in real-time.
4. Kindly ensure that you are seated in a well-lighted area and your face is clearly visible.

5. Kindly follow the instructions and **PLEASE DO NOT NAVIGATE BACKWARD**.
6. You will be directed to the next page to start your examination.
7. Kindly make sure to answer all the questions and click on the correct area. If the question has been answered, a **small blue tick** will appear at the right end of the answer.

Submitting the examination

1. Once you have completed the examination, please make sure that you submit it and wait for it to be completely uploaded.
2. Once uploaded, you may go back to the dashboard and that completes the examination process.

KINDLY VIEW THESE VIDEO TUTORIALS FOR YOU TO FAMILIARISE YOURSELF WITH THE EXAMINATION:

[Registering, Downloading Exam and Completing an Exam short videos](#) - ignore the "Registration - Legacy Portal" video
[Downloading an Exam article](#)
[Minimum System Requirements for devices](#)
[Disabling antivirus before every exam](#)
Review [ExamID and ExamMonitor exams](#)
[ExamID and ExamMonitor Troubleshooting guide](#)

For iPad users:

[Downloading Exemplify App](#)
[Downloading an Exam article](#)
Student iPad [best practices](#)

**EPR COMMITTEE
MALAYSIAN MEDICAL COUNCIL
23rd March 2021**