

## Instructions for Taking the National Licensing Examination Step 1 and 2

### English Version

The instructions stated below have to be strictly followed otherwise the examination will be invalid. In some particular circumstances, the examinee may be asked to leave the exam venue.

1. The examinee(s) will not be allowed to enter the exam venue after 15 minutes from start time except it was caused by a force majeure (unexpected incident) and be approved by the CMA-Central committee at the exam site.
2. The examinee has to bring examinee card and identification card or passport book (foreign examinee) into the exam room. Analog wristwatch is allowed. No need to bring stationary, it is provided on your desk.
3. The examinee card and identification card have to be placed on the exam desk for inspection by the invigilators.
4. On the top of the monitor, check the correctness of your name, last-name, examinee card number, identification card (or passport) number, number of seat. Inform the invigilator if it is incorrect. The current time and the remaining time for taking the examination are also shown on the right corner of the monitor.
5. The examinee will be provided with 1 pencil and 1 sheet of paper containing the normal range of laboratory investigations. Check the correctness of the information on the top of this paper. The information composed of the examinee name, last-name, examinee card number, identification card (or passport) number. Inform the invigilator if it is incorrect. This paper also can be used as jotting paper and **have to be handed-in after the examination is over in a complete sheet of paper**. If there is any part of this paper missing, it will be considered as "cheating in an examination".
6. This exam is composed of 150 multiple choice questions. Check the completeness of the exam before starting.
7. The questions are "one best response" questions and presented as PDF file. On the upper part of the question, there are command buttons: zoom in, zoom out, pen, highlight, find and hide. One click to activate the command button and double clicks to deactivate. The answer for any question (A, B, C, D, or E) can be submitted in the answer sheet which placed on the right side of the monitor. Submitting

the answer by clicking the left-button of the mouse at the chosen answer. After submitting the answer, there will be a green highlight at the number of that question. In order to change the answer, click the left-button of the mouse at the new answer. The answer can be change anytime with no limit of number of change.

8. The examinee can scroll down or up to access any question anytime BUT cannot leave the exam program to use other program in the computer.
9. **The duration for taking examination is 180 minutes.**
10. If there is any problem due to the malfunction of the computer while taking the examination, raise your hand, the invigilator will lead you to the new one. The server will transfer all the answers you had submitted to the new computer as soon as you login. If there has any time-lapse, the server will compensate the remaining time for taking the examination in the new computer to ensure the fairness.
11. There are 3 warning windows pop up to indicate the remaining time left: 45, 15, and 2 minutes left.
12. The answer selected in your answer sheet will be automatically submitted and saved to the server in every few minutes. Therefore, it is recommended to ongoing click the chosen answer in the answer sheet while taking the exam to prevent the loss of your information in case of your computer is down due to any cause.
13. **During the exam, DO NOT SHUT DOWN YOUR COMPUTER**
14. The examinee is not allowed to leave the exam venue except for the emergency needs such as use the toilet. In this case, raise your hand, the invigilator will lead you to the toilet and lead back to your seat. **Before leaving the desk, hide your exam screen by clicking the command button "HIDE" located on the same row of other command buttons.** The exam screen will be empty and the button changed to "SHOW", resumed by clicking the "SHOW" button again. It is not allowed to go to the toilet in the first 15 minutes after start and 15 minutes before the examination ends.
15. If the examinee had finished the exam before the exam time is over (180 minutes duration), (s)he will not be allowed to leave the venue.
16. If there is any problem regarding the computer or need any help, raise your hand, the invigilator will approach you.
17. All the questions in the exam are the intellectual property of CMA, copying or remaking of the question(s) is prohibited and violate the law. The offender will be prosecuted according to the law.
18. Any incident happens during examination will be meticulously considered by the CMA committee and the final verdict will be granted.