

BDMA Insurance Technician Examination

Notes for Candidates



- The time allowed for the examination is 3 hours
- The examination is split into 2 sections: section 1 consists of 194 multiple choice questions and section 2 consists of 4 questions requiring written answers.
- At the end of section 1, you will see the message 'Congratulations you have finished the exam.' **This refers to the multiple choice questions in section 1 only.** To move through the written answers, please select 'Next Module' at the top right hand of the screen or select the question from the list on the left-hand side of the screen until you have completed all 4 questions.
- The overall pass mark for the examination is 70% (80% of the available marks are allocated to multiple choice questions and the remaining 20% relates to the four written answers, each of which carries a maximum of 5% of the total score).
- If you want to return to one of your written answers make sure you save it before exiting.
- When you have completed your written answer and you are happy with it please select 'Submit Assignment' – if you do not submit your answer it won't be able to be marked. When the answer has been successfully submitted the 'Submit Assignment' button will disappear.
- Each multiple-choice answer is worth **1 point** and there is only one possible answer for each question.

Before the assessment commences

- No reference material or notes may be taken into the room – you may be asked to show your desk area to the invigilator using your device's camera.
- You will be asked to hold your photographic ID towards the camera for the invigilator to verify.
- Ensure you are in a quiet location where you can remain undisturbed for the duration of the exam.
- You will receive an email notification advising that you have been enrolled onto the exam with a link to start.
- The invigilator will let you know when to click on the link to start the exam.

During the assessment period

- Candidates must not speak to anyone, other than the invigilator, during the assessment period. They may ask the invigilator a question by selecting the Zoom chat function or by raising a hand on the Reactions tab.
- You will be reminded half an hour, quarter of an hour and five minutes before the end of the period allowed to complete the examination.
- When you have completed both sections of the examination and select 'Next Module' you will see a final summary screen reminding you to check that everything has been submitted successfully and showing you how to exit the examination.

After the assessment period

- Candidates may leave the room on Zoom when they have finished the examination but may not return.