



Dear Sir/Madam,

Thank you for agreeing to supervise this Category III Exam.

The exam comes in a sealed envelope. The envelope has a label on the outside: **"This envelope may only be opened by the candidate"**. The envelope also has a label with a unique "ID number". Every item within the envelope contains the same number. We track all exams. All exams must be accounted for and returned to Mobius Institute Board of Certification. The ID number will be the candidate's certification number.

The exam envelope contains the following items:

1. The exam booklet with multiple-choice questions and an appendix with formulas.
2. The exam registration form and answer sheet. This is the form on which they must enter their contact details as well as the answers to the exam questions.
3. A scratch sheet that may be used to write notes or perform calculations.
4. A Code of Ethics Agreement
5. An envelope that will be used to contain all of these items when they have completed the exam.

A number of important points:

1. Please verify the candidate's identity by witnessing his/her photo id.
2. The candidate is allowed to write on the exam. We save their exam document as part of our record-keeping process.
3. **When he completes the exam you must feel the envelope and make sure that it contains the multi-page exam document. He must not take the exam booklet, scratch sheet or any other notes away from the exam center.**
4. He needs a basic non-programmable scientific calculator and a black or blue pen.
5. The presence of cell/mobile phones and any other electronic communication or data storage device is prohibited in the examination room.

The candidate should open the exam and fill in the contact details on the answer sheet– we want this as a backup, and to correctly identify the exam. He should also read and complete the Code of Ethics Agreement. Please allow up to 15 minutes to complete this task. Please ensure that he does not read the exam during this time.

Once he begins the exam, he has 4 hours to complete it.

Once he has completed the exam, the candidate should:

1. Place **all** of the items into the envelope (the empty envelope that was inside the original envelope handed to him)
 - a. The exam booklet
 - b. The answer sheet
 - c. The original envelope
 - d. The scratch sheet
 - e. The completed Code of Ethics Agreement
2. Seal the envelope.
3. Sign over the seal.
4. Hand the envelope to you.

We ask that you feel the thickness and weight of the envelope and make sure it contains the exam booklet.

Attached to these instructions is an Invigilation Declaration. This must be completed and signed by both the candidate and you, the invigilator, and returned to us with the exam.

Please send the completed envelope to the following address, using a traceable shipping method, such as FedEx, DHL, TNT, UPS or Postal Courier:

Certification Administrator
Mobius Institute Board of Certification
280 Myers Road
Merricks North, Victoria, 3926
Australia
Tel: +61 3 5989 7285
Fax: +61 3 5989 7393

Shipping fees for the return of the exam package to our Australian office are the responsibility of the candidate.

Please don't hesitate to contact me if you have any queries or concerns.

Yours sincerely,



Roberta Clark
Certification Manager
Mobius Institute Board of Certification



INVIGILATED EXAM DECLARATION
MOBIUS INSTITUTE BOARD of CERTIFICATION

Please return the completed form together with the exam envelope to Mobius Institute Board of Certification.

CANDIDATE DECLARATION:

I, _____ declare that the attached exam
Candidate's Name

_____ was completed in accordance to instructions on the exam package.
Certification Number

I declare that I did not receive any help from any person and that I did not have access to any reference materials other than what is included in the exam envelope.

Signature: _____ Date: _____

INVIGILATOR DECLARATION:

I, _____ declare that I observed
Invigilator's Name

_____ complete the attached exam in accordance to the
Candidate's Name

Mobius Institute Board of Certification Invigilated Exam Instructions.

I declare that the exam envelope was sealed when I handed it to the candidate at the start of the exam, that he/she did not receive any help from any person and that he/she did not have access to any reference materials other than what is what is included in the exam envelope.

Signature: _____ Date: _____