

Dear Sir/Madam,

Thank you for agreeing to supervise this Mobius Institute Board of Certification (MIBoC) 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.

Depending on the technology of the exam, the exam envelope can contain items according to the following:

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/she completes the exam, you must feel the envelope and make sure that it contains the multi-page exam document. He/She must not take the exam booklet, scratch sheet or any other notes away from the exam center.**
4. He/She 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.

**To maintain the security and integrity of the examination, it is a requirement that the exam process be video recorded. Please refer to the attached document ED141 for detailed instructions on how to record the exam and where to upload the resulting files. Please note that failure to record the examination according to the instructions may invalidate the exam and can result in the candidate not being eligible for certification.**

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/She should also read and complete the Code of Ethics Agreement. Please allow up to 15 minutes to complete this task. Please ensure that he/she does not read the exam during this time.

Once the student begins the exam, he/she has a maximum duration to complete it as indicated in the following table:

Technology	Category	Duration of Exam
Asset Reliability	I	2 hours
	II	3 hours
	III	3 hours
Infrared Technology	I	2 hours
Ultrasound	I	2 hours
Vibration Analysis	I	2 hours
	II	3 hours
	III	4 hours
	IV	5 hours
	III-IV Delta	1 hour

Once he/she 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/her)
  - 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 and place the supplied red tamper-proof sticker over the seal.
3. Sign over the red tamper-proof sticker.
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  
1525 Frankston-Flinders Road  
Tyabb, Victoria, 3913  
Australia  
Tel: +61 3 5989 7285

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,



Bree-anna Dennis  
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: \_\_\_\_\_