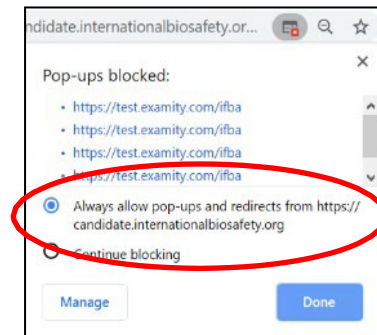


The *IFBA Certification Portal User Guide* is a companion document to the *Certification Candidate Handbook* and will assist candidates through the registration and exam process.

## 1. Logging into the IFBA Certification Portal

Before beginning, ensure you are using Google Chrome and your pop-up blocker is disabled.

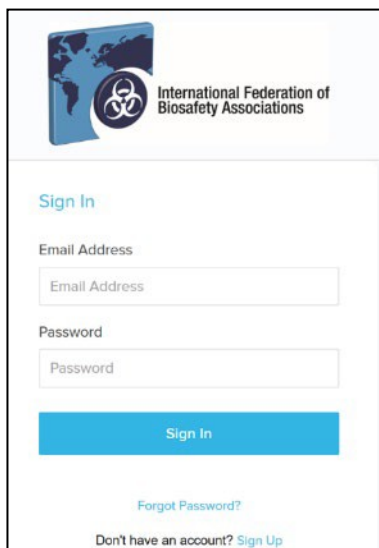
- Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
- When Chrome blocks a pop-up, it displays an icon with a red X in the right corner of the address bar; you can enable pop-ups by clicking on this icon and selecting “Always Allow Pop-ups”.



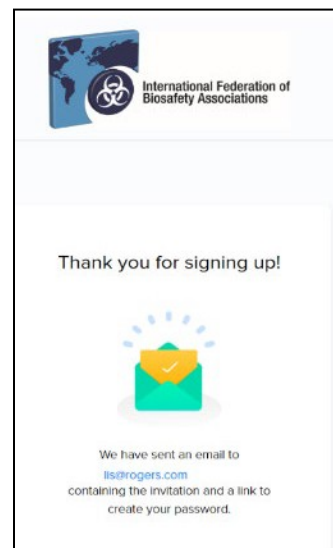
To access the IFBA Certification Portal, open your Chrome browser and navigate to the following page: <https://candidate.internationalbiosafety.org/>

- If you already have an account, enter your email address and password, click on the “Sign In” button
- New users can create their account by clicking on the “Sign Up” button.

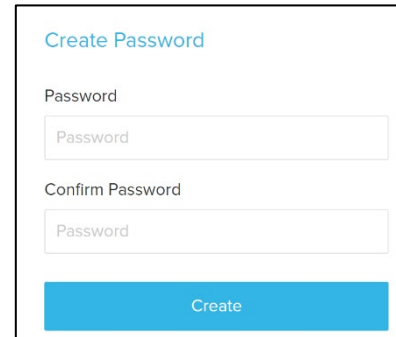
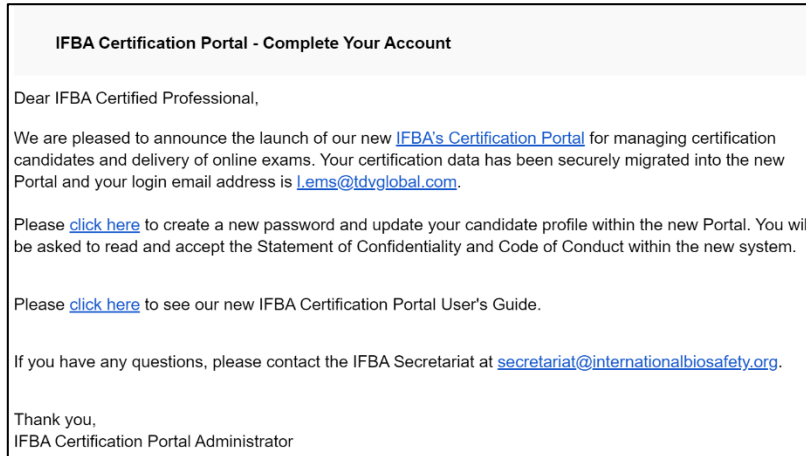
**Individuals must not create duplicate records.** If in doubt or experiencing issues, please contact the IFBA Secretariat at [secretariat@internationalbiosafety.org](mailto:secretariat@internationalbiosafety.org)



The screenshot shows the IFBA Sign In page. At the top left is the IFBA logo (a globe with a biohazard symbol) and the text "International Federation of Biosafety Associations". Below the logo is the heading "Sign In". There are two input fields: "Email Address" and "Password". Below the fields is a blue "Sign In" button. At the bottom, there are two links: "Forgot Password?" and "Don't have an account? Sign Up".



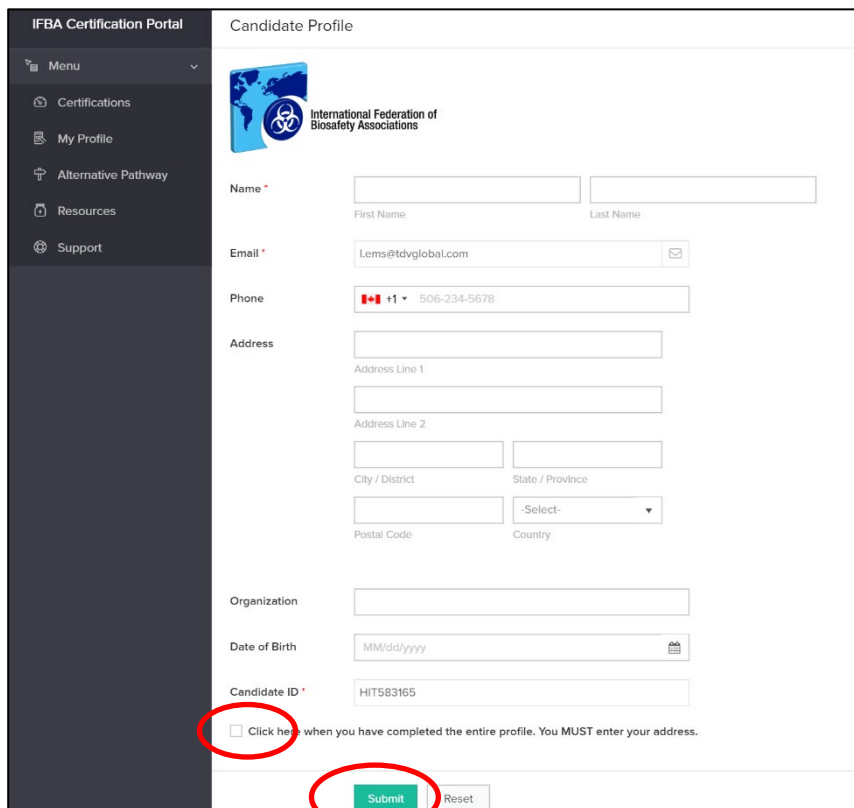
- An automated email will be sent from [certification@internationalbiosafety.org](mailto:certification@internationalbiosafety.org) to the email address provided with your invitation to join the Portal and create a new password;
- If you do not receive the email, **remember to check your spam account for an email “IFBA Certification Portal – Complete your Account”**



## 2. Completing Your Candidate Profile

When you first log into the Portal, you will be promoted to complete your Candidate Profile.

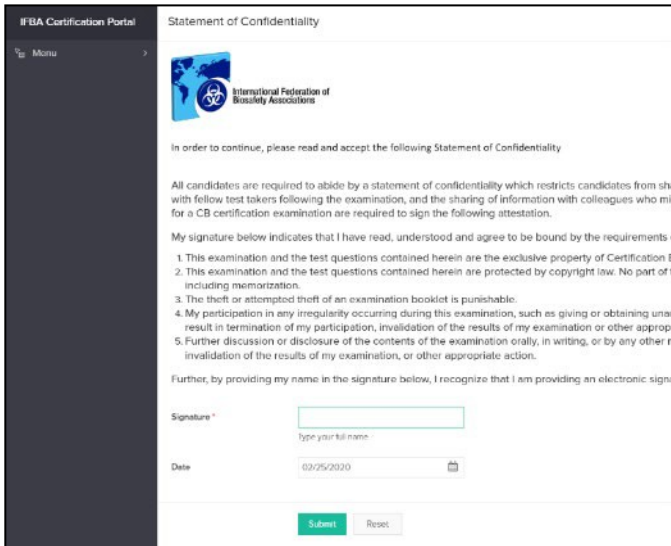
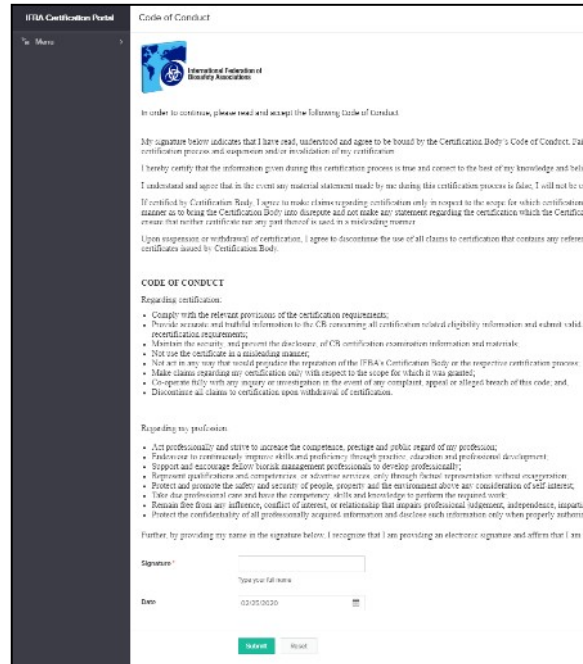
- You must enter your first and last name exactly how it is to appear on your certificate.
- You must also enter a complete mailing address which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin.
- To confirm you have finished entering your profile, click on the small box (circled in red below) and then click on the green Submit button



### 3. Code of Conduct & Statement of Confidentiality

All candidates must agree to abide by the IFBA’s *Statement of Confidentiality* and *Code of Conduct* before they are eligible to register for an examination.

- Read and accept the both these documents by entering your name and today’s date and clicking on the “Submit” button.

## Success

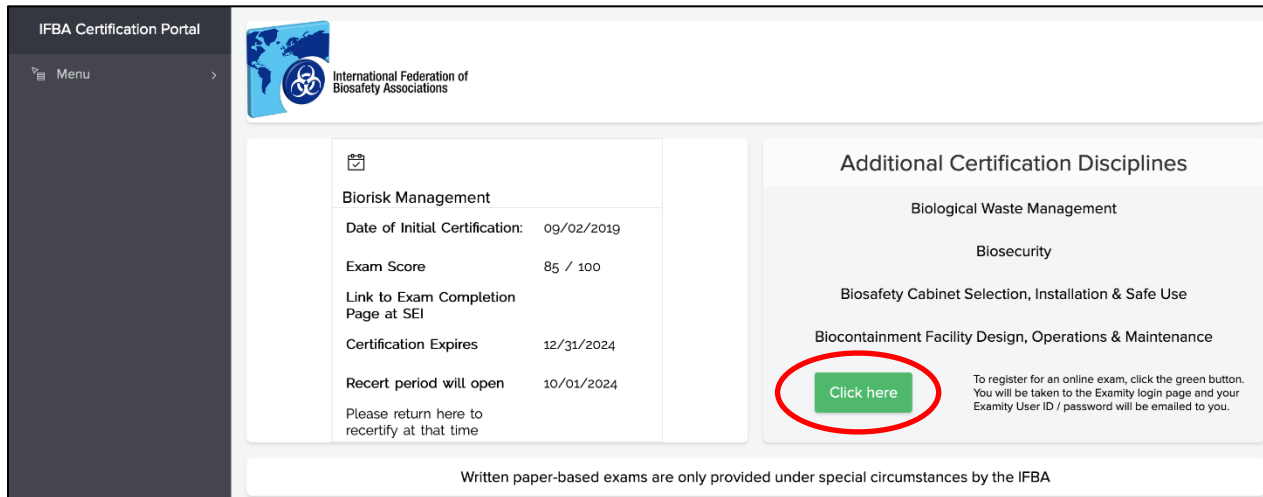
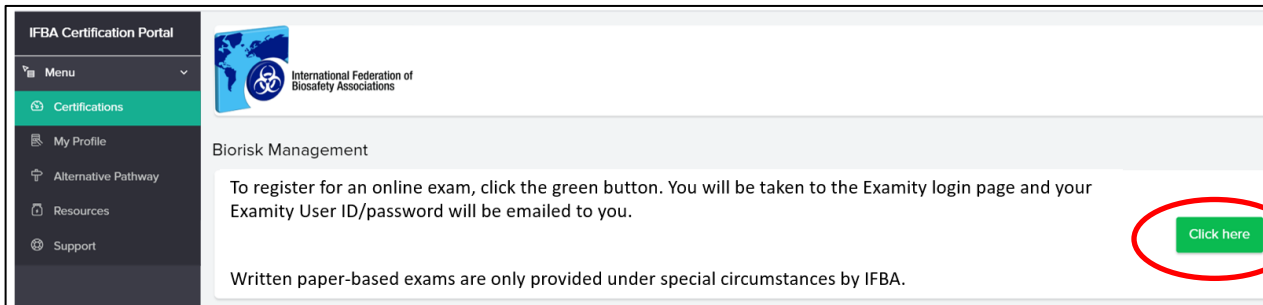
Your IFBA Certification Portal Account has been Created. You may now register for examinations

NEXT

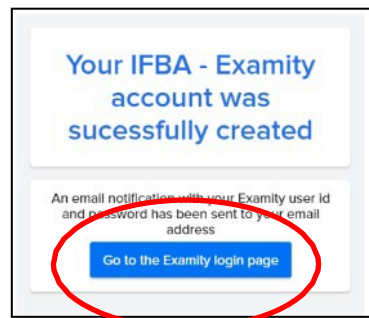
## 4. Your Certifications

By clicking on the “Certifications” tab in the left navigation dropdown menu, candidates can register for an examination and follow their progress towards obtaining IFBA professional certifications. Biorisk Management is a pre-requisite certification and must be completed before candidates are eligible to sit for additional certifications.

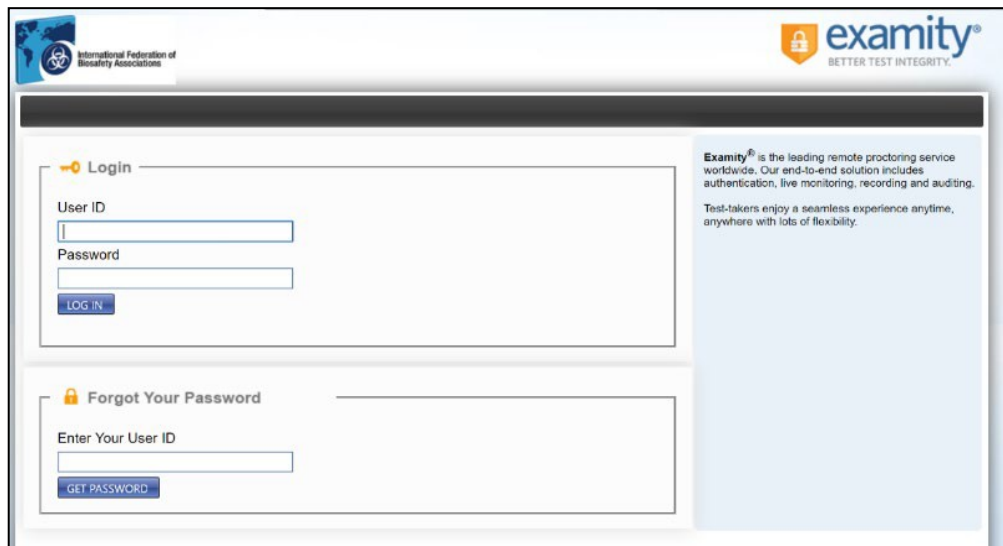
- To register for an Online examination, select the green “Click here” button.
- Written paper-based examinations are only offered by the IFBA under special circumstances; to register for a written paper-based examination, please contact the IFBA Secretariat at [secretariat@internationalbiosafety.org](mailto:secretariat@internationalbiosafety.org)



For the online examination, you will now be prompted to click on the blue “Go to the *Examity*<sup>®</sup> login page” button (remember to ensure your pop-up blocker is disabled). An email notification with your Examity<sup>®</sup> User ID and temporary password will be automatically sent to the email address provided.



When you first login to *Examity*®, you will be asked to set a new password.



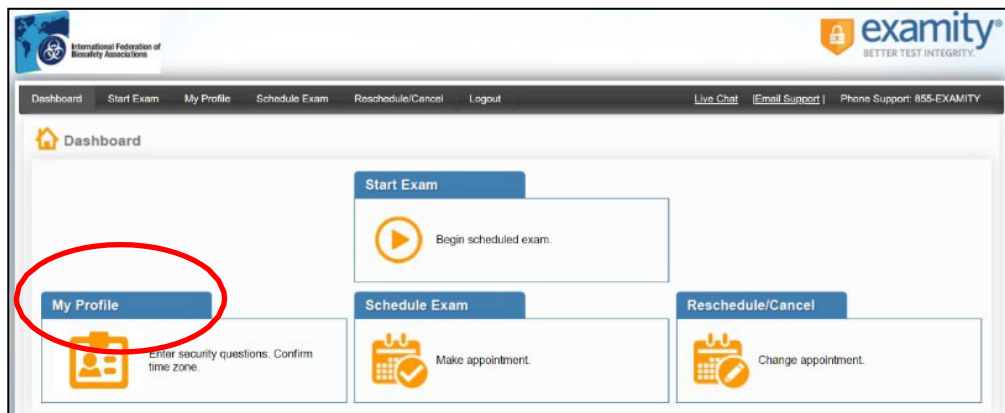
## 5. Taking an Online Examination

The IFBA’s online exams are remotely proctored and securely delivered using *Examity*®. This process enables candidates to schedule and take an exam using *Examity*®’s live proctoring of the exam from start to finish. On the scheduled exam day and time, your identification will be authenticated by the proctor; **a valid government issued ID (with full name and visible photo) must be shown to the proctor in order to complete the validation process and begin taking the online exam.**

### Completing your Examity® Profile

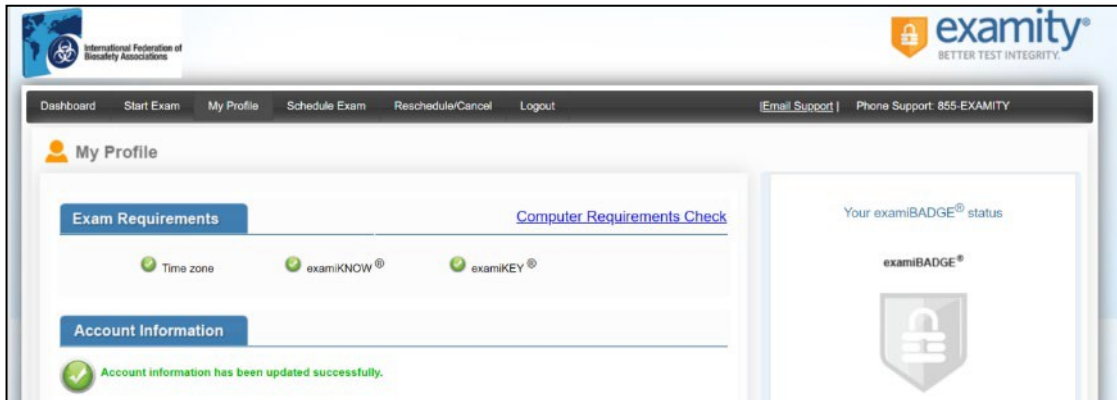
Prior to scheduling an exam, all candidates must first complete their Examity® profile.

- Log into your Examity® account at <https://prod.Examity.com/IFBA>
- To create your profile, select the “My Profile” option from the Examity® dashboard.



- All sections of the user profile must be completed.
- When choosing your time zone, ensure that the time zone reflects the location in which you plan on taking your online exam.

- You will be asked to answer 3 unique security questions. **On the day of your exam, you will be asked to answer one of these questions during the authentication process.**
- Enter your biometric keystroke signature as instructed (i.e. no capital letters, no spaces). **On the day of your exam, you will be asked to enter this same biometric keystroke signature.**

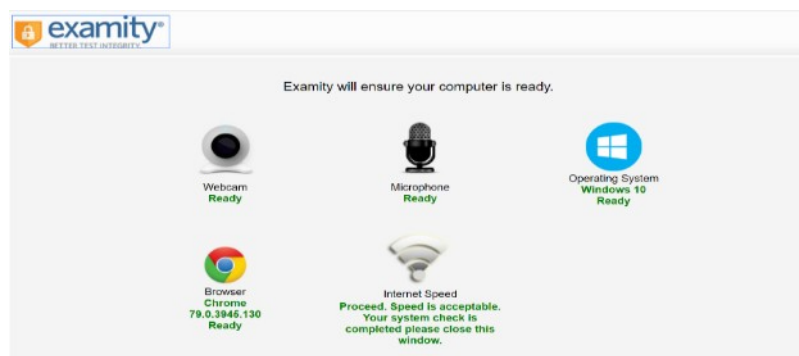


Once your profile in Examiy® is completed, it is recommended that you run a computer requirement check to verify the computer you will be using on the exam day meets system requirements.

- To complete the check, click on “My Profile” and “Computer Requirements Check”.
- Wait a few moments for Examiy® to check your computer. Once each element is confirmed, it will be labeled “Ready”.
- If any element is labeled “Not Ready”, use one of the links at the bottom of the screen to contact *Examiy*® support.

### Technical Requirements

- Only a desktop or laptop computer may be used (tablets, notebooks and cell phones are not supported)
- Computer must be equipped with a working built-in or external webcam, microphone and speakers
- Internet access with speed of at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended.
- Chrome web browser with pop-up blocker disabled

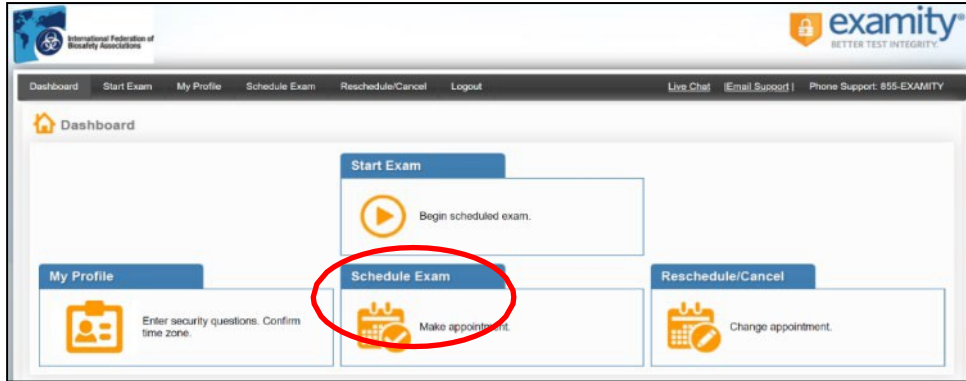




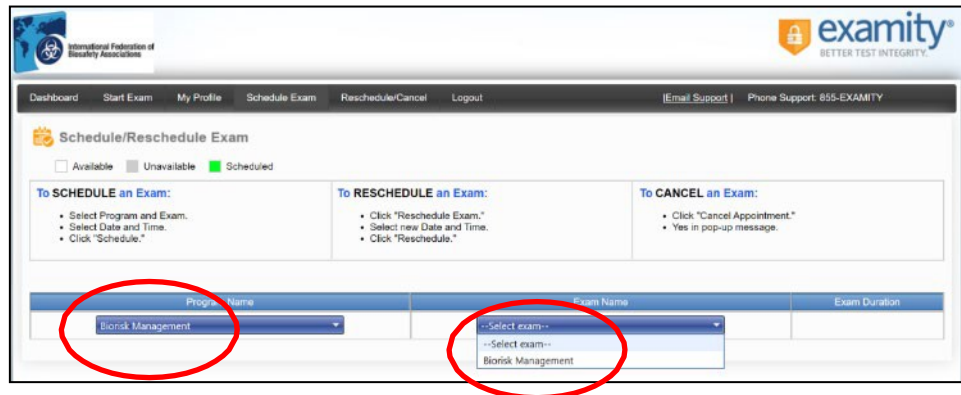
### Scheduling your Online Exam

Online exams **must be scheduled at least 24 hours prior** to taking the exam.

- To schedule an exam, select the “Schedule Exam” option from the Examyty® dashboard.

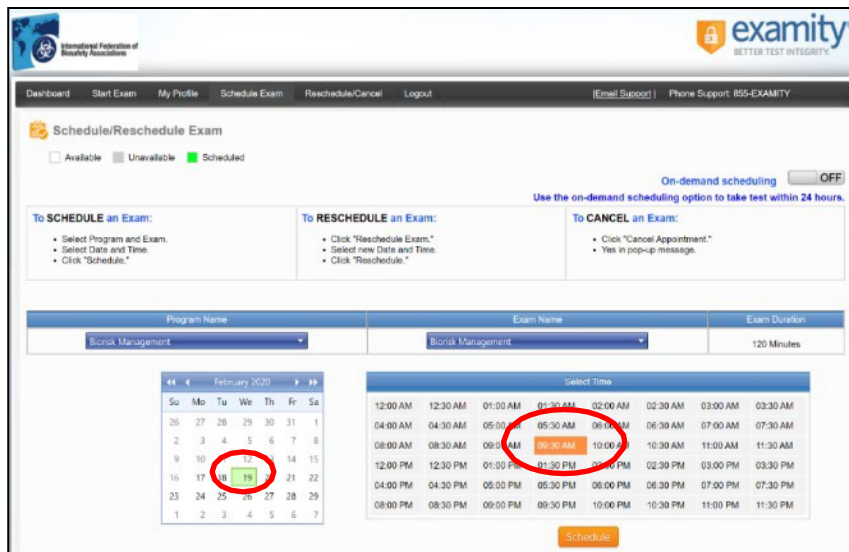


- **Locate your certification and exam name from the dropdown menu** and select a date and time for the exam; you will not be able to schedule your exam less than 24 hours in advance.



- The times which appear in the calendar will be the time you are choosing to write your exam in your time zone.

- Click on the “Schedule” button.

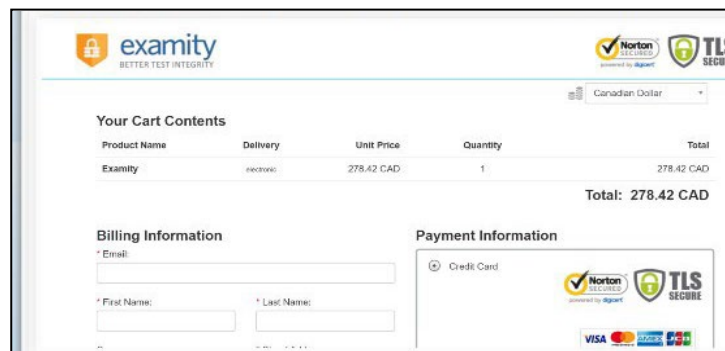
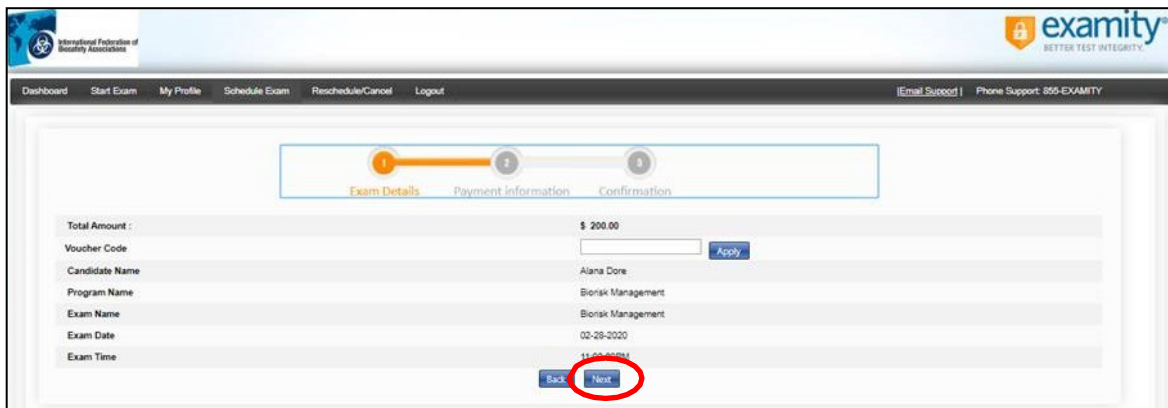


### Paying for your Online Exam

The certification application fee in each technical discipline is \$200.00 USD. Candidates who currently reside and have responsibility for biorisk management in scholarship eligible countries may apply to the IFBA Secretariat ([secretariat@internationalbiosafety.org](mailto:secretariat@internationalbiosafety.org)) to receive a voucher code for the discounted fee pricing of \$100.00USD.

- Exams may be paid for directly on the *Examity*<sup>®</sup> payment page by credit card or by using a voucher code (for scholarship eligible countries).
- Once payment has been completed, an email notification confirming your scheduled exam appointment will be sent to the email address provided.

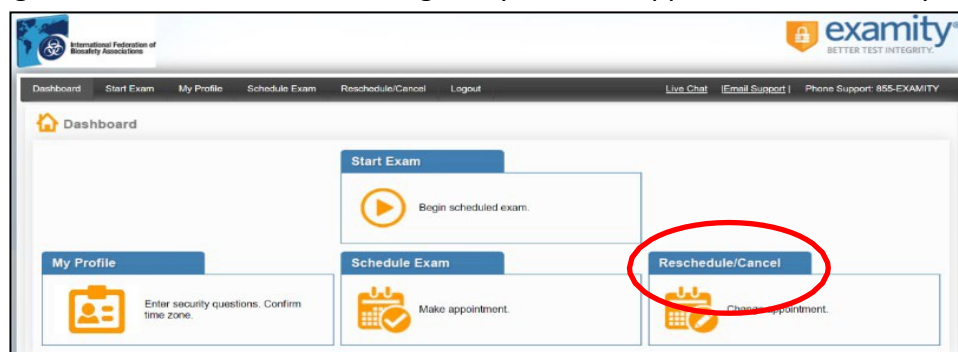
If you are not using a voucher code, click on “Next” to access the payment page.



### Rescheduling an Exam

If you need to reschedule or cancel your exam, you may do so **up to 24 hours prior to the start of your scheduled exam time** by selecting the “Reschedule/Cancel” option from the Examity<sup>®</sup> dashboard.

- A rescheduling fee of \$30.00 USD will be charged if you reschedule your exam less than 24 hours prior to the start of your exam time.
- A rescheduling fee of \$50.00USD will be charged if you fail to appear at the start of your exam time.





## Starting on your Exam

On the day and time of your exam, you will need to ensure that your exam room is set up properly and that you have a valid government issued photo ID to show to the proctor via your webcam. The proctor will perform an authentication of your identity and verify your exam room environment before you may start your exam. Your computer must be portable enough to scan the room and must be connected to a power source while taking the exam.

Any violations will be recorded by the proctor and reported to the IFBA. Suspicious activity which may compromise the exam integrity will be reviewed by the IFBA's Certification Body and exam results will not be released.

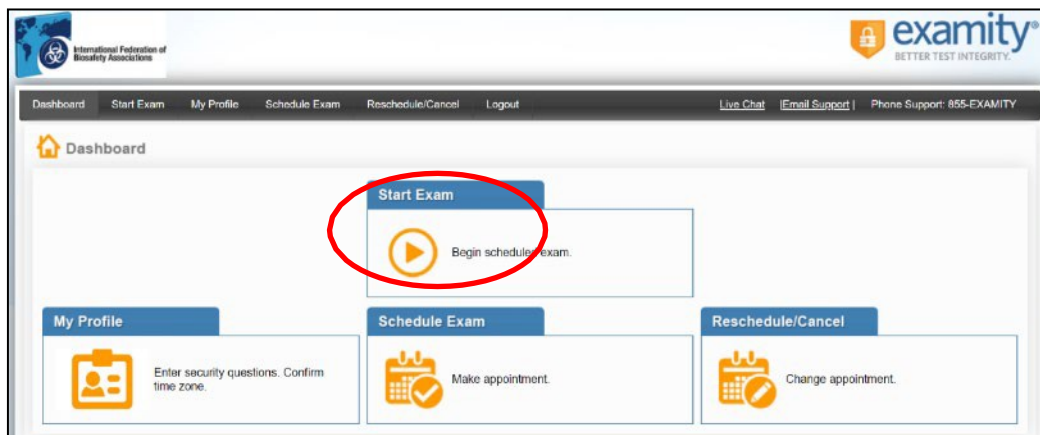
### Exam Room Requirements

Using your computer's camera, you will be required to show the proctor a 360-degree view of your exam room (i.e. the area behind/beside the computer, on the desk in front of the computer screen, the ceiling above the desk, and on the floor).

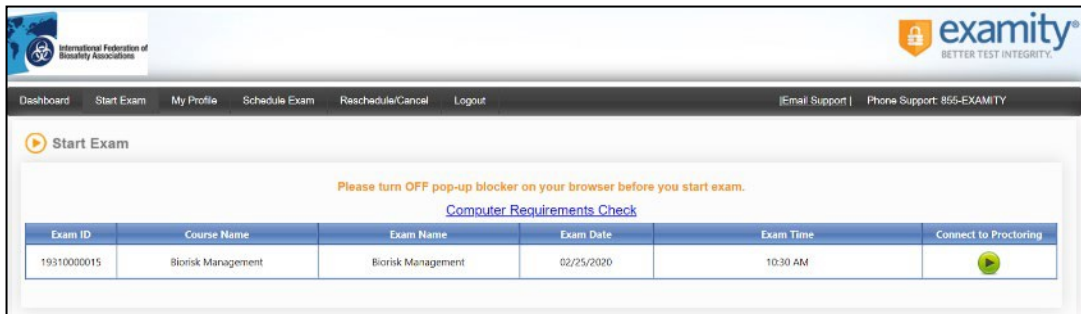
- There must be no visible writing on the desk, walls, floors and ceiling.
- Other than the testing computer, your exam desk and room must be cleared of all materials (e.g. books, papers, notebooks, cellphones, notepads).
- All other applications and programs on your testing computer must be closed.
- Any distractions such as the television or any music playing must be turned off.
- Wearing a headset or earphones is not permitted.
- Using a cell phone is not permitted.
- You must be alone in the room and may not speak to anyone throughout the exam.
- You are not permitted to leave the room at any time during the exam and you must not take the computer into another room to complete the exam.

Sign into your Examinity® account at least 15 minutes prior to the exam start time. This will allow enough time to complete the authentication process and assist with any technical issues.

- Select the "Start Exam" option on the Examinity® Dashboard.



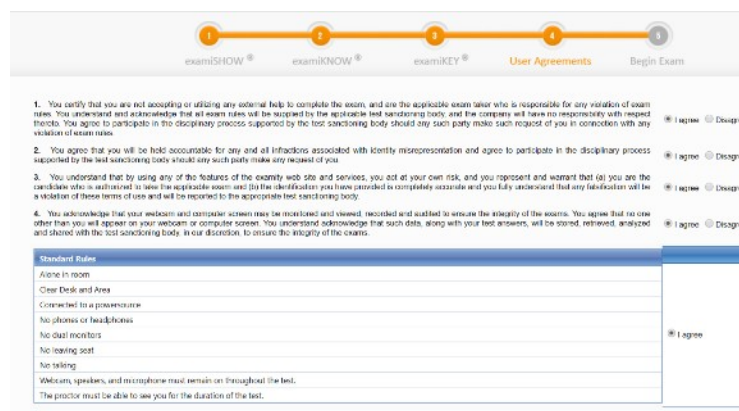
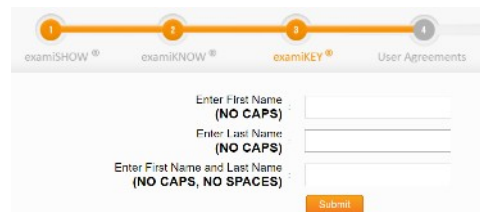
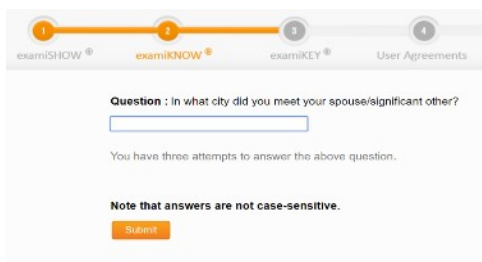
To continue, click on the “Connect to Proctoring” green button to begin the verification process and take your exam. Follow the instructions provided by the proctor.



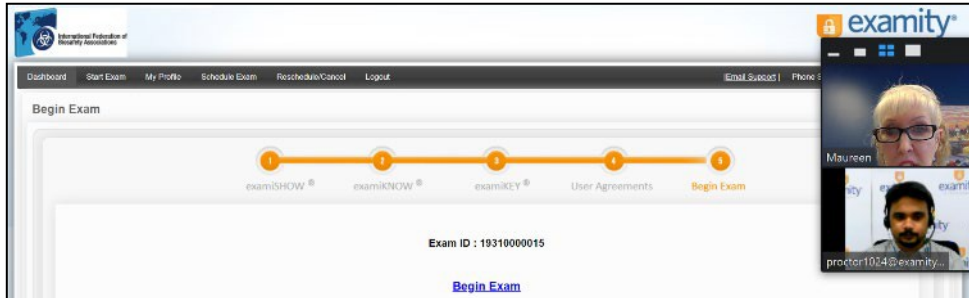
## Authentication Process by Examity® Proctor

Before starting your exam, the proctor will guide you through the authentication process.

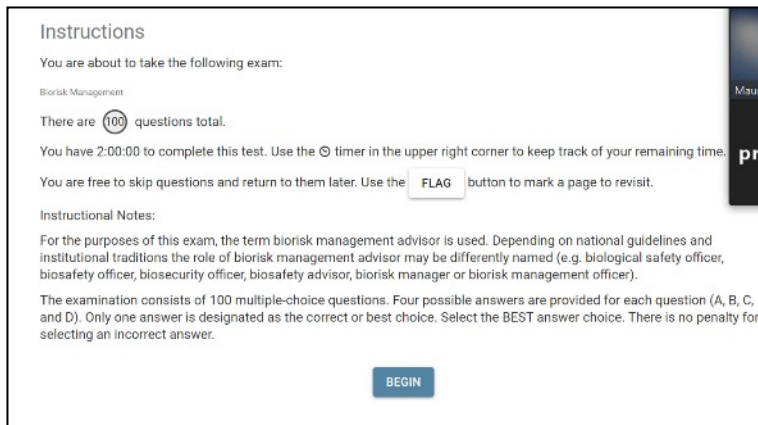
- Show your government issued photo ID to the proctor
- Open the task manager on your computer to verify no other applications are running
- Show the proctor a 360-degree view of your exam room
- Answer a previously provided security question
- Enter your biometric keystroke signature
- Read and accept the User Agreement and exam rules



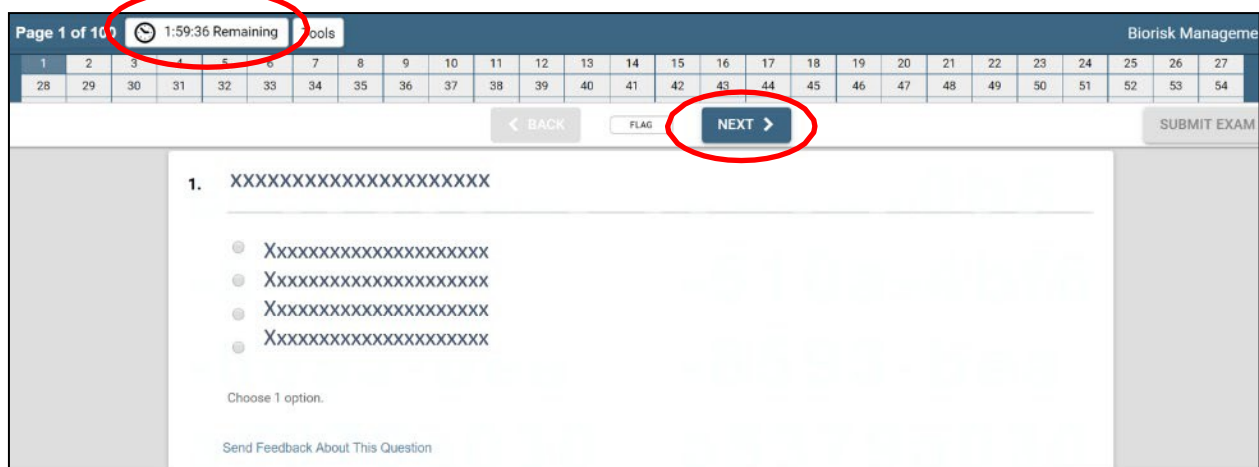
You are now ready to begin the exam by selecting the “Begin Exam” button. **If you have any issues during the exam, speak to your proctor.**



Carefully read all the instructional notes and select the “Begin” button.



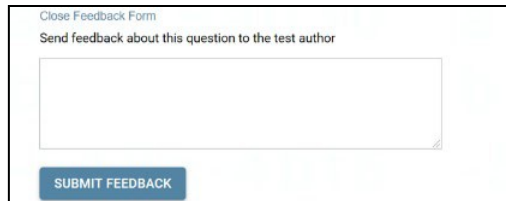
- The exam questions will appear with four possible answers; click only one answer.
- The time left for the exam appears in the upper left-hand corner of your screen.
- To move to the next question, click on the “Next” button



- To keep track of questions that you wish to review before finishing the examination, click on the “Flag” button and the question will appear highlighted in orange.

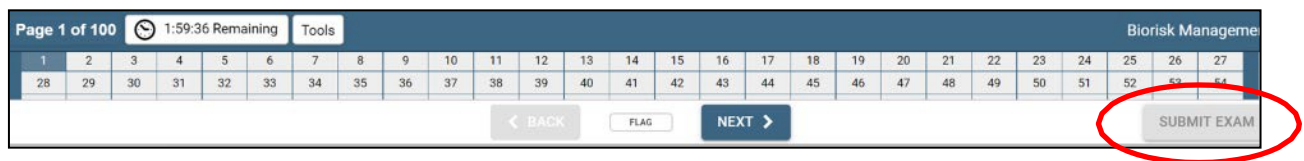


- You may also leave comments for the IFBA Certification Body on any question by clicking on the “Send Feedback” button below each question.



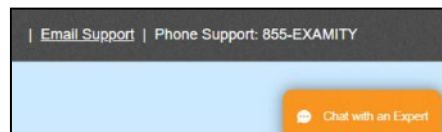
- When you have reached the end of examination and completed answering all 100 questions, click on the “Submit Exam” button on the top right corner of your screen.

- After you have submitted your exam, the proctor will assist you with disconnecting from *Eximity*<sup>®</sup>; do not disconnect from your proctor until you have submitted your exam and been instructed to do so.



### Technical Support

If you encounter any difficulties while taking your online exam, speak to your proctor or contact *Eximity*<sup>®</sup> support using the contact details at the bottom right of your screen



### Receiving your Exam Results

Examination results will be emailed directly to you within 7 business day and will include a summary of the score obtained in each exam content domain. Successful candidates will receive a certificate package, which includes their certificate, lapel pin, wallet card and congratulatory letter from the Chair, Certification Body. Candidates who fail an examination may reapply and will be required to submit the application fees.