

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 Popups".



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

- 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 <u>secretariat@internationalbiosafety.org</u>







An automated email will be sent from 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"

IFBA Certification Portal - Complete Your Account	
Dear IFBA Certified Professional, We are pleased to announce the launch of our new <u>IFBA's Certification Portal</u> for managing certification candidates and delivery of online exams. Your certification data has been securely migrated into the new Portal and your login email address is <u>Lems@tdvglobal.com</u> .	Create Password Password
Please <u>click here</u> to create a new password and update your candidate profile within the new Portal. You will be asked to read and accept the Statement of Confidentiality and Code of Conduct within the new system.	Password Confirm Password
Please click here to see our new IFBA Certification Portal User's Guide.	Password
If you have any questions, please contact the IFBA Secretariat at <u>secretariat@internationalbiosafety.org</u> .	Create
Thank you, IFBA Certification Portal Administrator	

# 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

IFBA Certification Portal	Candidate Prof	ile		
Te Menu ✓ S Certifications B My Profile	Interr Biosa	ational Federation of fety Associations		
🕆 Alternative Pathway	Name •			
Resources		First Name	Last Name	
Support	Email *	l.ems@tdvglobal.com		
	Phone	<b>I+I +1</b> ▼ 506-234-	5678	
	Address	Address Line 1		
		Address Line 2		
		-		
		City / District	-Select-	
		Postal Code	Country	
	Organization			
	Date of Birth	MM/dd/yyyy		Ê
	Candidate ID *	HIT583165		
(	Click here when	you have completed the e	entire profile. You MUST enter you	r address.
		$\frown$		
	(	Submit Rese	t	





# 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.





![](_page_3_Picture_1.jpeg)

# 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

IFBA Certification Portal		
<sup>™</sup> ∎ Menu ~	International Federation of Biosafety Associations	
Certifications		
图 My Profile	Biorisk Management	
🕆 Alternative Pathway	To register for an online exam, click the green button. You will be taken to the Examity login page and your	
Resources	Examity User ID/password will be emailed to you.	lick here
Support		
	Written paper-based exams are only provided under special circumstances by IFBA.	

IFBA Certification Portal	International Federation of Biosafety Associations	
	Biorisk Management         Date of Initial Certification       09/02/2019         Exam Score       85 / 100         Link to Exam Completion Page at SEI       2/31/2024         Certification Expires       12/31/2024         Recert period will open recertify at that time       10/01/2024	Additional Certification Disciplines Biological Waste Management Biosecurity Biosafety Cabinet Selection, Installation & Safe Use Biocontainment Facility Design, Operations & Maintenance Cick here To register for an online exam, click the green button. You register for an online exam, click the green button. You will be taken to the Stamity login page and your

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

![](_page_3_Picture_9.jpeg)

![](_page_4_Picture_0.jpeg)

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

bitemational Federation of Biosafety Associations	
	Examity <sup>®</sup> is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditin Test-takers enjoy a seamless experience anytime, anywhere with lots of flexibility.
GET PASSWORD	

# 5. Taking an Online Examination

The IFBA's online exams are remotely proctored and securely delivered using *Examity*<sup>®</sup>. This process enables candidates to schedule and take an exam using *Examity*<sup>®</sup> '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<sup>®</sup> account at <u>https://prod.Examity.com/IFBA</u>
- To create your profile, select the "My Profile" option from the Examity<sup>®</sup> dashboard.

termitional Federation of tionativy Associations		
Dashboard Start Exam My Profile Schedule Exam	Reschedule/Cancel Legout	Live Chat [Email Support   Phone Support: 855-EXAMITY
<b>⊡</b> Dashboard	Start Exam	
$\frown$	Begin scheduled exam.	
My Profile	Schedule Exam	Reschedule/Cancel
Enter security questions. Confirm time zone.	Make appointment.	Change appointment.

- 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.

![](_page_5_Picture_0.jpeg)

- 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.

International Federation of Biosafety Associations		
Dashboard Start Exam My Profile	Schedule Exam Reschedule/Cancel Logout	Email Support   Phone Support: 855-EXAMITY
Exam Requirements	Computer Requirement	ents Check Your examiBADGE® status
Ime zone	examiKNOW® examiKEY®	examiBADGE®
Account Information	pdated successfully.	<b>€</b>

Once your profile in Examity<sup>®</sup> 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 Examity<sup>®</sup> to check your computer. Once each element is confirmed, it will be labeled "Ready".

- If any element in labeled "Not Ready", use one of the links at the bottom of the screen to contact *Examity*<sup>®</sup> 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

	Examity will ensure your computer is re	eady.	
۲	<b>.</b>	•	
Webcam Ready	Microphone Ready	Windows 10 Ready	
Browser Chrome 79.0.3946,130 Ready	Internet Speed Proceed. Speed ls acceptable. Your system check is completed please close this window.		

![](_page_6_Picture_0.jpeg)

#### 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 Examity<sup>®</sup> dashboard.

![](_page_6_Picture_5.jpeg)

- 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.

terrational Fodoration of Biosafety Associations		examity*
Dashboard Start Exam My Profile Schedu	e Exam Rescheduke/Cancel Logout	[Email Support   Phone Support: 855-EXAMITY
Schedule/Reschedule Exam		
To SCHEDULE an Exam: Select Program and Exam. Select Date and Time. Click "Schedule."	To RESCHEDULE an Exam: Click "Reschedule Exam." Select new Date and Time. Click "Reschedule."	To CANCEL an Exam: • Click "Cancel Appointment." • Yes in pop-up message.
Proprix Name Biorak Management	•-Select exam- Select exam Biorisk Managemen	Exam Name Exam Duration

- 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.

tandicus forcition of examity				
ałboard Start Exam My Profile Schedule Exam Schedule/Reschedule Exam Avalable Unavalable Scheduled	Reschedde/Cercel Logout	(Emell Saccod ) Phone Support & On-demand sch	55-EXAMITY	
o SCHEDULE an Exam: • Select Program and Exam. • Select Date and Time. • Click "Schedule."	UN To RESCHEDULE an Exam: • Click 'Reschedule Exam.' • Select new Data and Time. • Click 'Reschedule.'	Se the on-demand scheduling option to tai To CANCEL an Exam: • Click "Cancel Apportment." • Yes in pop-up message.	ke test within 24 hour	
Program Name - Biorisk Management	Biorisk Management	lame	Exam Duration 120 Minutes	
44         4         February 2000           Siz         Mo         Tu         We         Th           26         27         28         29         30         3           2         3         4         5         6	10     12:00 AM 12:30 AM 01:00 AM     0     10 AM     04:00 AM     04:00 AM     06:00 A     00	Select Time           1.90 AM         02:00 AM         02:30 AM         03:30 AM           6:30 AM         06:00 AM         07:30 AM         07:30 AM           5:00 AM         10:30 AM         10:30 AM         10:30 AM           5:00 AM         06:30 AM         07:30 AM         10:30 AM	1 03:30 AM 1 07:30 AM 1 11:30 AM 1 03:30 PM	

![](_page_7_Picture_0.jpeg)

# 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) 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.

bearing Association of		
Dashboard Start Exam My Profile S	hedde Exam Reschedule/Canoel Logout	IEmail Support   Phone Support 855-EXAMITY
	Exem Details Payment information Confirmation	
Total Amount :	\$ 200.00	
Candidate Name	Alana Dore	Appy
Program Name	Biorisk Management	
Exam Name	Biorisk Management	
Exam Date	02-28-2020	
Exam Time	11.00.0001	
	Back Nont	

BETTER TEST INTEGRI	Y			Norton Sticuses second by Backet
				Canadian Dollar
Your Cart Conte	nts			
Product Name	Delivery	Unit Price	Quantity	
Examity	electronic	278.42 CAD	1	278,4
				Total: 278.42
Billing Informati	on		Payment Informat	tion
* Emsil:			Credit Card	Norten
* First Name:	* Last Name:			Sowerd by Sport

## **Rescheduling an Exam**

time.

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

kiternational Federat Biosafety Association	ion of 15					_	BETTER TEST INTEGRITY.
Dashboard Start Ex	kam My Profile	Schedule Exam	Reschedule/Cancel	Logout	Live Chat	(Email Support	Phone Support: 855-EXAMITY
Dashboard							
			Start Exam				
			Beg	jin scheduled exam.			
My Profile			Schedule Exa	im and a second s	Resche	dule/Cancel	2
	Enter security ques time zone.	tions. Confirm	Mał	se appointment.		Change	itment.

![](_page_8_Picture_1.jpeg)

### 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 Examity<sup>®</sup> 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 Examity<sup>®</sup> Dashboard.

International Federation of Biosafety Associations			ETTER TEST INTEGRITY.
Dashboard Start Exam	My Profile Schedule Exam	Reschedule/Cancel Logout	Live Chat  Email Support   Phone Support: 855-EXAMITY
Dashboard		Start Exam	
	(	Begin schedule exam.	
My Profile		Schedule Exam	Reschedule/Cancel
Ente	er security questions. Confirm zone.	Make appointment.	Change appointment.

![](_page_9_Picture_0.jpeg)

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.

Bitsallety Asso	ciations					BETTER TEST INTEGRITY.
hboard Sta	art Exam My Profile S	ichedule Exam Reschedule/Cance	l Logout		[Email Support ]	Phone Support: 855-EXAMITY
Start Ex	am					
		Please turn OFF	pop-up blocker o	n your browser before yo	u start exam.	
			Computer Re	quirements Check	10-50 100 p.c.	
Exam ID	Course Name	Exam N	ame	Exam Date	Exam Time	Connect to Proctoring
19310000015	Biorisk Managem	ent Biorisk Man	agement	02/25/2020	10:30 AM	

### Authentication Process by Examity<sup>®</sup> 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

examiSHOW ®	examiKNOW examiKEY User Agreements	examiSHOW <sup>(0)</sup> examiKNOW <sup>(0)</sup>	examiKEY <sup>®</sup> User Agreement
	Question : In what city did you meet your spouse/significant other?	Enter (1	r First Name NO CAPS)
		Enter	r Last Name
	You have three attempts to answer the above question	()	NO CAPS)
	Tou have since aucinpla to analysis the appresident.	Enter First Name and	Last Name
		(NO CAPS, NO	SPACES)
	Note that answers are not case-sensitive		Submit
	Submit		
	examiSHOW      examiSHOW      examiNNOW      examiNNOW      examiNNOW     examiNNOW	INCY User Agreements Begin be exem taken who is responsible for any valuation of exam is and the company with the properties of the other optim that can any second of the is conducted with response of the taken and the second of the is conducted with the pro-	Exam * Ingres © Desgree
	<ol><li>You agree that you will be held accountable for any and all infractions associated with identity misrepresor supported by the test sanctioning body should any such party make any request of you.</li></ol>	ntation and agree to participate in the disciplinary process	🛞 Lagree 🔘 Disagree
	3. You understand that by using any of the features of the examity web set and services, you act at your cent candidate with a maintained to them the applicable axis and (to the definition provided and the service) as violate of these terms of use and will be reported to the appropriate test sent completions.	n risk, and you represent and warrant that (a) you are the accurate and you fully understand that any fabilication will be	🐨 Legree 🗇 Disagree
	6. You advisedge that your each and an end an end of the second result and a second model and addited and addited of the you and appear on your andown or computer section. You understand advancedge that such data are and shared with the section and shared with the section according body, in our discretion to onsure the integrity of the course.	to ensure the integrity of the source. You agree that no one ig with your test answers, will be stored, retrieved, analyzed	❀ Lagree <sup>©</sup> Disagree
	Standard Rules		
	Alone in room		
	Geer Desk and Area		
	Corrected to a powersource		
	Connected to a powersource No choras or headshoras		
	Connected to a provenume No phones or headphones for dual monitors		* Larren
	Connected to a processource No phones or leadphones No dual monitors No local monitors		# Lagree
	Concepted to a powerscore No phones or headpointe No dual monitors No learing set		® Lagree
	Connected to a posersource No phone's of handphones No deal monitors No teaining soft No teaining		® Lagree
	Consistent is a parameterane No plannes of headphones No durit reactions No learing set No learing set Welcare, speaker, and microgeneer musi sensition of throughout the bed. These sets		₩ Lagree

![](_page_10_Picture_0.jpeg)

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.

![](_page_10_Figure_3.jpeg)

Carefully read all the instructional notes and select the "Begin" button.

Instructions	
You are about to take the following exam:	
Biorlak Management	Maun
There are 100 questions total.	
You have 2:00:00 to complete this test. Use the S timer in the upper right corner to keep track of your remaining time	a pr
You are free to skip questions and return to them later. Use the FLAG button to mark a page to revisit.	Ľ
Instructional Notes:	_
For the purposes of this exam, the term biorisk management advisor is used. Depending on national guidelines and institutional traditions the role of biorisk management advisor may be differently named (e.g. biological safety office biosafety officer, biosecurity officer, biosafety advisor, biorisk manager or biorisk management officer).	r,
The examination consists of 100 multiple-choice questions. Four possible answers are provided for each question (/ and D). Only one answer is designated as the correct or best choice. Select the BEST answer choice. There is no pen selecting an incorrect answer.	s, B, C, alty for
BEGIN	

- 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

Page	1 of 10	0	1:59:3	6 Rema	aining	Tools																		Bio	risk M	anageme
1	2	3	4	5	0	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
											BAC		FLAG	(	NEXT	>									SUBN	IIT EXAM
			1.	X Char Sen	XXXXX XX XX XX XX XX XX XX	XXXXX XXXXX XXXXX XXXXX XXXXX Doption.	XXXX XXXX XXXXX XXXXX XXXXX XXXXX XXXXX XXXX	XXXX XXXXX XXXXX XXXXX XXXXX Questic		xx xx xx xx xx xx					5											

![](_page_11_Picture_0.jpeg)

- 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.

Page	1 of 100	0	1:59:3	6 Rema	aining	Tools																		Bio	orisk N	lanageme
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
											( ВАС		FLA		NE	хт >									SUBI	MIT EXAM
Page 5	5 of 100	0	1:58:5	8 Rema	ining	Tools						_	_					_						Biori	sk Mai	nagement
1	2	3	6			7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27 *
28	29	30	31		33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
										<	BACK		UNFLA	2	NEX	т >									SUBMI	T EXAM

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

![](_page_11_Picture_5.jpeg)

- 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 *Examity*<sup>®</sup>; do not disconnect from your proctor until you have submitted your exam and been instructed to do so.

Page	1 of 10	0 0	1:59:3	l6 Rema	aining	Tools																		Bio	risk Ma	anagemei
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	52	54
													FLAG		NEX	т >							(		SUBN	IIT EXAM

#### **Technical Support**

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

![](_page_11_Picture_11.jpeg)

## **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.