

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>

International Federation of Biosafety Associations	International Federation of Biosafety Associations
Sign In	
Email Address	Thank you for signing up!
Password	510
Password Sign In	
Forgot Password? Don't have an account? Sign Up	We have sent an email to goyalion@gmx.com containing the invitation and a link to create your password.



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"





🕄 🔒 candidate.internationalbios	afety.org/portal/cma/confirmPassword
	Create Password
	Password
	Password Confirm Password
	Password
	Create



## 2. Completing Your Candidate Profile

When you first log into the Portal, you will be prompted 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 Update button (circled in red below)

IFBA Certification Portal	Candidate Profi	ile		
<sup>9</sup> ⊟ Menu →	Intern Biosat	ational Federation of lety Associations		
	Name *	First Name	Last Name	
	Email *			
	Phone	<b>+1 •</b> 201-555		
	Address	Please enter the comp	ete address to where you would like us	to send your Certificate Package.
		Address Line 1		
		Address Line 2		
		City / District	State / Province	
		Postal Code	-Select-	e -
		Postal Code	Country	
	Organization			
	Date of Birth	MM/dd/yyyy		
	Candidate ID *			
	Click here when y	you have completed the	entire profile. You MUST enter your	address.
		Update	Cancel	

# 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 both these documents by entering your name and today's date and clicking on the "Submit" button.

IFBA Certification Portal	Statement of Co	onfidentiality				
	Interna	itional Federation of ty Associations				
	In order to continu	ue, please read and accept th	te following Statemen	of Confidentiality		
	discussions with f	ellow test takers following the	e examination, and the		gues who might be planning to	e examination with other individuals, inclu- take the examination in the near future. A
	My signature belo	w indicates that I have read, i	understood and agree	to be bound by the requirements	of the following Statement of C	onfidentiality:
	<ol> <li>This examination whatsoever, inc.</li> <li>The theft or att</li> <li>My participation analysis, may re- 5. Further discussed</li> </ol>	on and the test questions con cluding memorization. empted theft of an examination n in any irregularity occurring esult in termination of my part	tained herein are prot on booklet is punishat during this examination ticipation, invalidation ents of the examination	le. n, such as giving or obtaining unau of the results of my examination or orally, in writing, or by any other n	this exam may be copied or rep uthorized information or aid, as r other appropriate action.	oroduced in part or whole by any means evidenced by observation or subsequen comply can result in termination of my
	Further, by provid	ing my name in the signature	below, I recognize the	I am providing an electronic signa	ature and affirm that I am indee	d the person whose name I am providing
	Signature *					
		Type your full name				
	Date	10/20/2020	<b></b>			
		Submit Reset				







Welcome to the IFBA's Certification Portal	Fullscreen 😭
SFrom: (certification@internationalbiosafety.org	10/20/2020 at 3:19 PM 🚺
Dear Mike5,	
You have successfully created your account in the IFBA's Certification Portal where you may registe exam and keep track of your certification status.	r for an IFBA certification
We encourage you to read the <i>Certification Candidate Handbook</i> which details the program requirement how to register and sit for an examination is detailed in the accompanying <i>Certification Portal User Guid</i>	
If you have any questions, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org	J.
Thank you, IFBA Certification Portal Administrator	



# 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	International Federation of Biosafety Associations	
	Biorisk Management	
	To register for an online exam, click the green button. You will be taken to the will be take	e Examity login page and your Examity User ID / password will be emailed to you.
IFBA Certification Portal	International Federation of Biosafety Associations	
	۲.	Additional Certification Disciplines
	Biorisk Management	Biological Waste Management
	Date of Initial Certification:     02/20/2019       Exam Score     71 / 100	Biosecurity
	Link to Exam Completion Page at SEI	Biosafety Cabinet Selection, Installation & Safe Use Biocontainment Facility Design, Operations & Maintenance
	Certification Expires 12/31/2024 Recert period will open 10/01/2024 Please return here to recertify at that time	Click here You will be taken to the Examity login page and your Examity User ID / password will be emailed to you.
	Written paper-based exams are only	r provided under special circumstances by the IFBA

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.

- Please check your email inbox and spam folder for this email from Examity®



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

Biosefity Associations	examity BETTER TEST INTEGRITY.
- Cogin User ID I Password I IOG IN Forgot Your Password Enter Your User ID I GET PASSWORD	Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication. Inve monitoring, recording and auditing. Test-takers enjoy a seamless experience anytime, anywhere with lots of flexibility.



### 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. Please note that during the process, you will be invited to click on a link and connect with your proctor through a video conferencing platform (e.g. GoToMeeting, Zoom). 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.

#### **Running a Computer Systems Test in Advance**

As a first step in the process before scheduling to take an online examination, we recommend that candidates run a systems test using the same internet network and computer they will be using on exam day. Before beginning the computer systems test, ensure you are using Google Chrome and your pop-up blocker is disabled.

- Click on the following link to run the systems test which will take you though several steps to a mock exam page

https://scorpion.caveon.com/launchpad/olearybox004/ifba-system-check

Page 1 of 1 Tools		OLEARYBOX004
	1	
	K BAGK FLAG NEXT >	SUBMIT EXAM
	<ol> <li>This is a system check exam. It is not a real exam. If you can see this text you can successfully log into your upcoming IFBA exam. The network and computer you are using will work for taking your actual IFBA exam. Please click 'Submit Exam' button in the upper left hand corner.</li> </ol>	

- Next check your computer's audio settings to ensure your microphone is turned on and you can hear yourself speaking; check your computer's camera app to ensure it working properly and frontfacing

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Master volume d) 15		\$ ^
Troubleshoot Manage sound devices		<b>—</b>
Input Choose your input device	ଜ୍ମ ବ୍	
Microphone Array (Realtek High De V Certain apps may be set up to use different sound devices than the one selected here. Customize app volumes and devices in advanced sound		
options. Device properties Test your microphone		



### **Completing your Examity® Profile**

Prior to scheduling an exam, all candidates must first complete their Examity<sup>®</sup> 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.

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Dashboard Start Exam My Profile	Schedule Exam Reschedule/Cancel Legout	Live Chat  Email Support   Phone Support: 855-EXAMITY
Dashboard	Start Exam	
	Begin scheduled exam.	
My Profile	Schedule Exam	Reschedule/Cancel

- 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.

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Dashboard Start Exam My Profile	Schedule Exam Reschedule/Cancel Logout	Emel Support   Phone Support: 855-EXAMITY
Exam Requirements	Computer Requirements Check	Your examiBADGE® status examiBADGE®
Account Information	examine y ~	A
Account information has been up	dated successfully.	

Once your profile in Examity<sup>®</sup> is completed, it is recommended that you run another computer requirement check to verify the computer you will be using on the exam day meets the system requirements.



- To complete the requirement check, click on "My Profile" and "Computer Requirements Check".

#### **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



- 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.

#### 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.

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Dashboard	Start Exam	My Profile	Schedule Exam	Reschedule/Cancel Logout	Live Chet Email Support I	Phone Support: 855-EXAMITY
Dasi	hboard					
				Start Exam Begin scheduled exam.		
My Pro	ofile			Schedule Exam	Reschedule/Cancel	í
	Ente	r security ques zone.	dions. Confirm	Make appointment.	Change appoint	iment.

- 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.

shboard Start Exam My Pr	ofie Schedule Exam	Reschedule/Cancel Logout	[Email Support   Phone Support: 855-EXAMITY
Schedule/Reschedule	Exam		
Available Unavailable	Scheduled		
<ul> <li>Schedule an Exam;</li> <li>Select Program and Exam,</li> <li>Select Date and Time,</li> <li>Click "Schedule."</li> </ul>		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.



- 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.

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#### **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 you provided.

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

International Federation of Beautinty Associations		
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Exam Deta		
Total Amount :	\$ 200.00	
Voucher Code	Apply	
Candidate Name	Alana Dore	
Program Name	Bionsk Management	
Exam Name	Biorisk Management	
Exam Date	02-28-2020	
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Product Name	Delivery	Unit Price	Quantity	
Examity	rectional	278.42 CAD	1	278.42
				Total: 278.42 0
Billing Informati	ion		Payment Informat	ion
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	Last Name:			



#### **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.

	Schedule Exam	Reschedule/Cancel	Legout	Live Chat	Email Support	Phone Support: 855-EXAMITY
Dashboard						
		Start Exam				
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My Profile		Schedule Exa			ule/Cancel	
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#### 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.

Live Chat (Email Support) Phone Support 855-EXAMITY
Reschedule/Cancel
Change appointment.

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

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#### 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 arerunning
- 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

samiSHOW <sup>®</sup> examiRNOW <sup>®</sup> examiREV <sup>®</sup> User Agreements	examiSHOW @ examiKNOW @ examiKEY @	User Agreements
Question : In what city did you meet your spouse/significant other?	Enter First Name	
	(NO CAPS)	
You have three attempts to answer the above guestion.	Enter Last Name	
	(NO CAPS)	
Note that answers are not case-sensitive.	(NO CAPS, NO SPACES)	
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rules. You understand and acknowledge that all exam rules will be supplied by the applicabl thereto. You agree to participate in the disciplinary process supported by the test sanctionin	In let autorize groups, and the company, will have no experimetry of the body should any score party make such results of a point increation with the letter of the second seco	pect * Freques © Dosago 2019 * Freques © Disago the * Freques © Disago illes * Freques © Disago
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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.

Instructions		
You are about to take the following exam:		
Bioriak Management		Maur
There are (10) questions total.		
You have 2:00:00 to complete this test. Use the S timer in the u	upper right	t corner to keep track of your remaining time. pr
You are free to skip questions and return to them later. Use the	FLAG	button to mark a page to revisit.
Instructional Notes:		_
For the purposes of this exam, the term biorisk management ad institutional traditions the role of biorisk management advisor n biosafety officer, biosecurity officer, biosafety advisor, biorisk m	nay be difi	ferently named (e.g. biological safety officer,
The examination consists of 100 multiple-choice questions. For and D). Only one answer is designated as the correct or best ch selecting an incorrect answer.		
BEG	IN	

- 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 100	Θ	1:59:3	6 Rema	ining	Dools																		Bio	risk Ma	inageme
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- 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.

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- 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.

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### **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 top right of your screen.



### **Receiving your Exam Results**

Examination results will be emailed directly to you within 7 business days 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 of the Certification Body. Candidates who fail an examination may reapply and will be required to submit the application fees.