

# Exam Briefing



CIC – Commercial Property



# My Primary Objective

To make it possible for each and every one of you to be successful on the Exam!



## Exam Window

- Exam **Start** Date – Monday, September 19, 12:01am CENTRAL
- Exam **End** Date – Thursday, September 22, 11:59pm CENTRAL



# What you need to know about the Exam.

- Total Exam Point: 200
- Passing Grade: 70% (140)
- Pass/Fail System of Grading
- Grades are Never Released
- Exams are Never Released
- Short-answer format
- 18-21 questions
- Most questions have multiple parts
- Agenda order
- Total time: 2 hours
- ZERO tolerance for cheating
- Must be taken with a proctor

# Exam Preparation

## Focus on the Learning Objectives

### Example: LO #1 – Commercial Property Coverage

Using knowledge of the Common Policy Conditions, Commercial Property Declarations, and Commercial Property Conditions, the participant will be able to explain to a client the **rights and duties of the First Named Insured**, how **coinsurance** applies, and who has the **rights of recovery** in the event of a loss.

# Exam Preparation

## Focus on the Learning Objectives

### Example: LO #2 – Time Element

Using knowledge of the Business Income (And Extra Expense) Coverage Form, including:

- Covered Causes Of Loss, Exclusions, and Limitations
- Additional Limitation – Interruption of Computer Operations

The participant will be able to **identify and describe** available endorsements to **provide coverage for causes of loss** that would otherwise be excluded or limited.

# Exam Preparation

## Divide topics into manageable concepts

- Covered Property
- Property Not Covered
- Additional Coverages
- Coverage Extensions
- Optional Coverages
- Covered Causes Of Loss
- Excluded Causes Of Loss

# Exam Preparation

- Study at every opportunity you have – a little every day – starting the day after the Institute ends.
- Look for information that points back to the Learning Objectives.
- You do NOT need to know form numbers – you will need to know endorsement names & what they do.



# Exam Administration

## NEW Proctor Requirements

**Must be a DISINTERESTED third-party APPROVED proctor**

Option #1: You may use MonitorEdu as a virtual proctoring option. With MonitorEDU, an extra device such as a **(fully charged)** smartphone or tablet is required. A proctor will observe you remotely on camera while you complete the exam at home or work. No appointment is necessary, and proctors are always available. First navigate to the MonitorEDU website and pay their \$18 proctoring fee. When you are ready to take the exam during the exam window, return to this site and click “connect to proctor.” May require the use of Google Meet app.

# Exam Administration

## NEW Proctor Requirements

**Must be a DISINTERESTED third-party APPROVED proctor**

Option #2: You may visit a brick-and-mortar testing location. The quickest way to locate a proctor in your area is to conduct a Google search for “approved proctors near me.” Your search results will yield official testing centers at colleges, universities, libraries, and learning centers. Licensee Insurance Associations (PIA, IIA, etc.) are approved in-person testing locations.

# Exam Administration

## NEW Proctor Requirements

**Must be a DISINTERESTED third-party APPROVED proctor**

Option #3: e.g. Someone in a dedicated HR or training department role within your organization may sit with you to proctor your exam.

# Exam Administration

## NEW Proctor Requirements

### **What is a "Disinterested Third Party?"**

- "Someone with no direct business or family relationship to the participant"
- A disinterested party must have no financial interest in your success or failure.
- A disinterested party will be someone who is not concerned with the outcome of your exam.

# Exam Administration

## NEW Proctor Requirements

### **Who is NOT a "Disinterested Third Party?"**

Examples include:

- An agency principal
- A peer/other similar coworker
- A supervisor
- A subordinate
- A friend
- A family member

# Exam Day

## What does a proctor do?

**You should never launch your exam without a proctor present!**

Your proctor should do the following:

- Sign in with their PIN (to be provided by TNA)
- Confirm the student's identity by using a photo ID such as a driver's license.
- Be certain that the student does not receive any outside assistance while taking the exam. No course materials, help from other persons, prepared notes, or access to other websites allowed.
- Allow the student a non-programmable calculator (no cell phones!)
- Remain in the presence of the student the entire duration of the exam.

# Exam Administration

## Selecting a Proctor

You must provide the National Alliance with information about your proctor.

**It must be submitted before the Exam Window opens.**

**(The link disappears at that time!)**

The National Alliance will send exam instructions, including an exam access PIN, to your Proctor's email address. To submit a Proctor to The National Alliance, you will need to log into your account, navigate to your Course History, and click on the button that says Proctor next to your course (blue button).

THE NATIONAL ALLIANCE  
for Insurance Education & Research

John Bratton ▾ Launch Learning Portal

Dashboard  
Account Information  
My Courses  
State License/NPN  
Purchase History  
Documents/Receipts  
Faculty Content

Course Material			Course History		
Course Name	Event Date(s)	Course Status	State CE Credit	Exam	Action Items
Commercial Property	Dec 08 - 09, 2021	In Progress			<a href="#">Launch Learning Portal</a> <a href="#">Request/Decline CE</a> <a href="#">Request Proctor</a>
Personal Lines	Nov 04 - Dec 02, 2021	In Progress			<a href="#">Launch Learning Portal</a> <a href="#">Evaluation</a>

## Choosing Your Proctor


Log in to your account at [www.scic.com](http://www.scic.com).

Choose “My Courses” from the menu.

Choose Course History from the top menu bar.



Choose this course.



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for Insurance Education & Research

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[Dashboard](#)  
[Account Information](#)  
[My Courses](#)  
[State License/NPN](#)  
[Purchase History](#)  
[Documents/Receipts](#)  
[Faculty Content](#)

Course Material			Course History		
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Choose “Course History” from the menu bar at the top of the page.

From the “Action Items” column click on “Request Proctor” link

# Exam Administration

## Proctor Selection Form

If using MonitorEDU – slide the MonitorEDU button to the right until it turns blue and click “Submit for Approval.”

Using MonitorEDU is easy. On the day you choose to take your exam, logon and pay for your session. <https://scicproctor.com>. Allow yourself approximately 30-40 minutes for MonitorEDU to connect you with a proctor. At that point you can launch your exam and begin.

Please enter your Proctor's information below. Remember, proctors must meet the definition of a disinterested third party.

A **Disinterested Third Party** is someone with no direct business or family relationship to the participant. For example, an agency principal, a supervisor, a subordinate, a friend or family member would NOT qualify as a disinterested third party.

Monitor Edu



Proctor Email\*

Proctor First Name\*

Proctor Last Name\*

Proctor Company\*

Proctor Job Role\*

Proctor Phone\*

Do you have proctor's permission to share their information with us?\*

☒ Yes

☐ No

Submit for Approval

<https://scicproctor.com>

[HOME](#)

[PAY FOR EXAM](#)

[HOW IT WORKS](#)

[ADMIN REPORTS](#)

[LIVE CHAT](#)

[TROUBLE CONNECTING?](#)



**Monitor**EDU



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for Insurance Education & Research

**START YOUR TEST - (NO  
APPOINTMENT IS NEEDED - JUST  
CLICK AND GET STARTED 24/7 WHEN  
EXAM IS OPEN)**

[CONNECT TO PROCTOR](#)

# Exam Administration

## Proctor Selection Form

If choosing your own proctor - complete the form and click “Submit for Approval.”

Once you submit your “Proctor Selection Form” the Proctor link will be removed from the Action column for this course.

You will not receive anything from TNA unless your proctor does not qualify.

If the National Alliance finds that your selected Proctor does not meet the definition of the disinterested third-party, they may contact you about the need to select a new (different) Proctor prior to testing.

Please enter your Proctor's information below. Remember, proctors must meet the definition of a disinterested third party.

A **Disinterested Third Party** is someone with no direct business or family relationship to the participant. For example, an agency principal, a supervisor, a subordinate, a friend or family member would NOT qualify as a disinterested third party.

Monitor Edu



Proctor Email\*

Proctor First Name\*

Proctor Last Name\*

Proctor Company\*

Proctor Job Role\*

Proctor Phone\*

Do you have proctor's permission to share their information with us?\*

☒ Yes

☐ No

Submit for Approval

# Exam Day Step- By-Step

1. Visit the [www.scic.com](http://www.scic.com) website and sign into your account. After logging in, you will be taken to your account's homepage.
2. Click on **Launch Learning Portal** (top right portion of the screen). You are now entering the **Learning Portal**.
3. Click on the **Learning Center** (orange) box in the middle of the page and locate your current course in your course list. **Click Launch**.
4. Find the exam item in the table of contents and open the exam page and follow the prompts on screen.
5. Complete the exam!



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Learning Portal



Course Schedule



Menu ▾



# Transformative Learning Resources

for Risk Management and Insurance Professionals

**150k+**

*Professionals use our  
programs to build  
successful careers*

**97%**

*Of participants that say we  
improved their job  
performance*

**800+**

*Programs every year,  
conducted nationwide*

**50+**

*Years of providing quality  
RMI professional education*

## Course Information

All your course materials can be accessed  
through your account at [www.scic.com](http://www.scic.com)





Dashboard



Account Information



My Courses



State License/NPN



Purchase History

Alliance Member# 965974

**Mr. Jay Williams CIC, CRM**

The National Alliance

[Register Now](#)

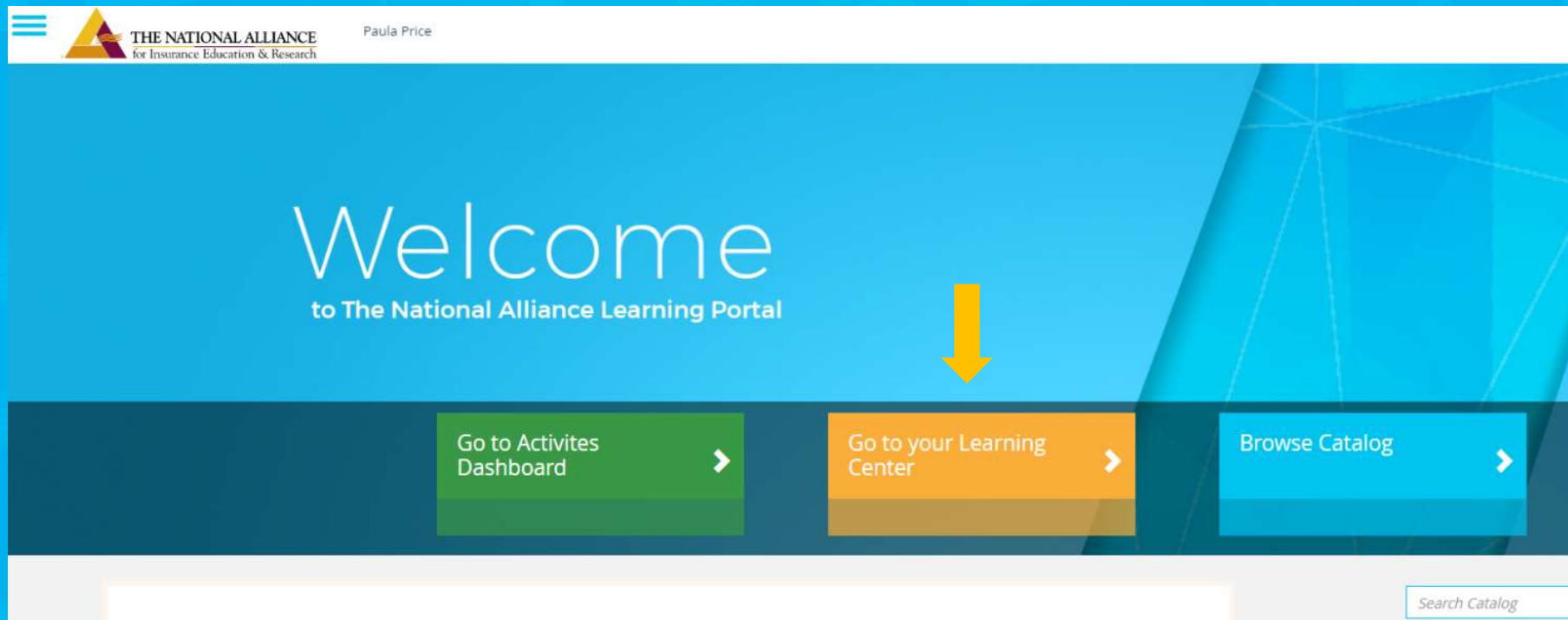
[Pay Dues](#)

[Edit](#)

**Designation Update Status:**  Current

## Course Information

Click “Launch Learning Portal”.



## Course Information

Go to your “Learning Center”.





Learning Center

Current Completed Submissions

Search Learning Items

8 Learning Items

  **Commercial Property** Not Started [Launch](#)

To access the exam in your Learning Center:

# Exam Day Step- By-Step

1. Plan for a quiet environment without distractions.
2. No notebooks, study materials, or cell phones are allowed during the exam.
3. You may have a blank sheet of scratch paper and a simple function calculator during the exam. The sheet of paper needs to be destroyed after testing and **no programmable or financial calculators are allowed.**
4. Leaving the exam room is not allowed, except to use the restroom. No cell phones or other materials may be taken with the test-taker when they leave the room.
5. Question responses will save automatically when the test-taker goes to the next page.

# Exam Day Step- By-Step

1. The **proctor must be able to see the test-taker's screen at all times.**
2. **The digital exam has a time clock to help the proctor enforce the time limit.** All exams will auto submit after time expires. Test-takers finishing the exam before time has expired are permitted to submit their exam.
3. Be sure to review your answers on all exam pages before submitting your exam. **If you have technical difficulties connecting to the exam, please contact [examhelp@scic.com](mailto:examhelp@scic.com). (8:30 to 4:30 CST)**

# Exam Tips

- Read the question carefully, looking for key words
- Answer the questions asked, not the one you wish had been asked
- Answer all questions clearly and concisely.
- Be sure to scroll down to the bottom of all screens so you don't miss a subpart.
- If you don't know the answer, skip it, and come back later
- Check the point assignment – it reflects the importance of the concepts
- You may use a BASIC calculator with no memory – **cannot use your phone!**

# Exam Administration

- Allow 4-6 weeks for grading
- You'll receive an email when results are posted
- Go to your Course Home Page for the results

# Exam Review

If you don't get the results you were hoping for you, completed the entire exam and believe you knew the material, you may request an Exam Review. Send an email to [examreview@scic.com](mailto:examreview@scic.com) with "Exam Review Request" in subject line and include the following information:

- Your name
- Your 7-digit Participant ID number
- Name of the program
- The date you took the exam
- Email address where you want your review sent

# Answering Questions

- **EXAMPLES:**
- **Does coverage apply?**
  - Yes
  - No
- **Explain**
  - The CGL policy excludes losses for expenses to recall a product.

# Answering Questions

- **How much** will the policy pay?

- \$500,000

- **Give a reason for your answer.**

- This CGL's occurrence limit is \$500,000 regardless of the number of claimants.



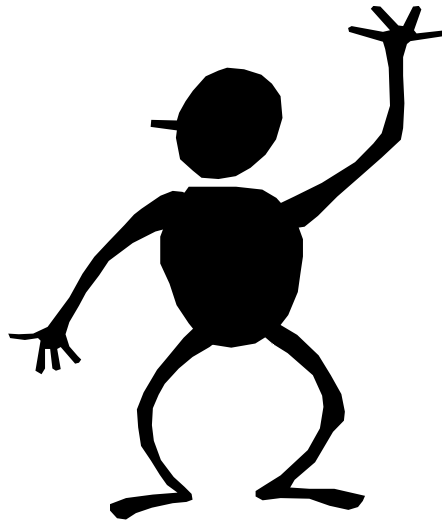
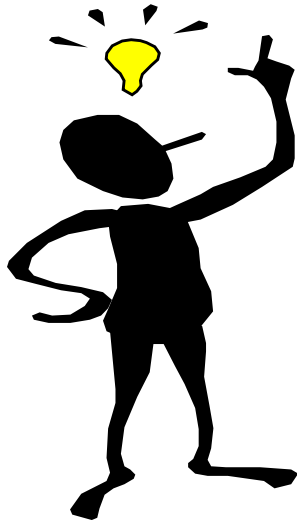
# Answering Questions

- **List four monopolistic states for Workers Compensation.**
  - North Dakota
  - Ohio
  - Washington
  - Wyoming
- **Sample test questions in front of book.**

# Endorsements

- **Need not memorize the form number**
- **Do need to know the form:**
  - **Name**
  - **Purpose**
  - **Coverage**

# Questions or Comments

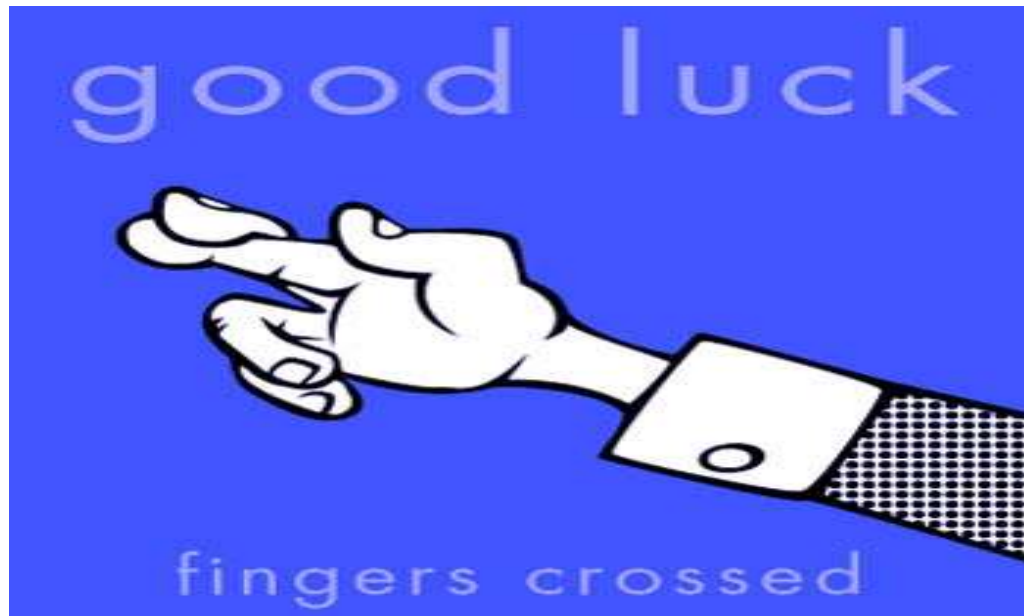


For urgent exam issues, please contact [examhelp@scic.com](mailto:examhelp@scic.com)

My email: [dlawyer11@gmail.com](mailto:dlawyer11@gmail.com)

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Study hard and.....



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