

## Guidance notes for CIMA CertBA level candidates

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The following notes are provided to assist candidates in preparing for CIMA's CertiBA level computer based assessments

### Exam rules

Any personal belongings such as briefcases, mobile phones, books, dictionaries, revision notes or written material of any kind must be left in the area designated by the invigilators. They should NOT, under any circumstances, be left on or near your desk or be on your person. If you are in possession of any of these items, please give these to the invigilator prior to starting this assessment.

You must switch off all mobile phones, which should not be in your personal possession, but kept with your belongings in the designated area.

An onscreen calculator is provided as part of the assessment, which is based on a standard scientific calculator, and contains all the standard functions you need to take the assessment. You must not use your own calculator during this assessment.

Wipe clean boards will be provided for workings during the assessment and must be returned to the invigilator at the end of the assessment. You may not remove wipe clean boards from the assessment room.

If you contravene exam rules by, for example, cheating, helping another candidate to cheat or by having materials or items with you that could give you an unfair advantage, you will be reported to Appeals Panel on behalf of CGMA Examination Board. This is likely to result in your assessment result being voided. It may also result in CIMA taking disciplinary action against you. The following are deemed to be examples of contravention of exam rules:

- Having any book, notes or documents on you at any time during the assessment
- Having any book, notes or documents in a situation which suggests you could have used them during the assessment
- Talking to, copying from, or in any way communicating with, another candidate
- Using a mobile phone, including the calculator function
- Leaving the exam room without the permission of an invigilator
- Removing note paper or wipe clean boards provided for workings from the exam room, during or after the assessment.

This list is not exhaustive, please refer to the full exam terms and conditions which is available on the CIMA website, [Exam Ethics and policies](#)

## Tutorial

There will be a short tutorial lasting 15 minutes for you to complete before you start your computer based assessment. During the tutorial you will be able to practice submitting answers to all question types you might encounter in the assessment as well as familiarise yourself with the test navigation etc.

[Exam Tutorials](#) for all Cert BA Test is available on the CIMA website

## Question types

You may be asked the following types of questions:

- select the single best response (also known as multiple choice questions)
- select multiple best responses (you will be normally be advised as to how many responses to select)
- “Fill in the blank” data entry
- Hot Spot Questions
- Drag and Drop Questions

You will see examples of all these types of questions in the Question tutorial.

[Question Tutorials](#) for all Certificate level subjects are available on the CIMA website.

## Fill in the blank – number entry

For number entry questions, you do not need to include currency symbols or other characters or symbols such as the percentage sign, as these will have been completed for you.

You may use the decimal point but must not use any other characters when entering your answer (except numbers) so, for example, £10,500.80 should be input as 10500.80

When expressing a decimal, for example a probability or a correlation coefficient, you should include the leading zero (*i.e.* you should input 0.5 not .5).

Negative numbers should be input using the minus sign, for example -1000

You will receive an error message if you try to enter a character or symbol that is not permitted (for example a „£” or „%” sign).

A small range of answers will normally be accepted, taking into account sensible rounding.

### Fill in the blank – formulae

For some GAPFILL questions you will be required to enter formulae. There are no restrictions on the characters you may enter in these types of questions, so ensure you type your response carefully.

Instructions on how to enter the formula will normally be included in the question, for example:

“Use the symbol “\*” for multiplication and do not use brackets in your answer.” You should not include any spaces in your formula

There will normally be a small range of answers which will be accepted as correct for these types of questions as there may be several different ways to express the required formula.

### Rounding

Guidance will normally be given on the number of decimal places (d.p.) or significant figures (s.f.) that you should give in your answer.

*Where no guidance is provided, give your answer to the nearest whole number. You will receive an error message if you attempt to give an answer to, for example, 2 decimal places, when a whole number is required.*

You are advised not to round until you have completed your calculations.

### Maths tables and formulae

Maths tables and/or formulae are provided for reference during the BA1 and BA2 assessments. You may access these on screen at any time during the test. You will be instructed on how to access this information during the tutorial.

### Calculator

An onscreen scientific calculator is available for you to use during the assessment. You can take your own calculator into the testing room. **A list of calculators that are permitted can be found on the CIMAGlobal website.** You will be able to practice accessing and using the calculator during the tutorial.

[Calculator Guidance](#) is available on the CIMA global website

## **Progress Indicator**

As you navigate through an exam, you can pace yourself by referring to the progress indicator in the upper right hand corner of the screen.

The progress indicator includes the current item number and the total number of items in the assessment. It will also advise you of how much time is left to complete the assessment.

## **Flag for Review**

During the course of the assessment, you may flag questions that you wish to return to later. If you flag a question, a flag will appear next to the question on the review screen at the end of your assessment.

You must review any items you have flagged during the time allowed for your assessment. No extra time will be given for reviewing your answers. You can select questions for review whether you have answered them or not.

You will also have the opportunity to review any questions for which you have not submitted answers before your time runs out.

## **Results**

Provisional outcome of your exam will be printed outside the examination room when you end the test (or are timed out). You may collect this from the test centre administrator once you have exited the testing room.