



The Institute of
Internal Auditors
Australia

The voice of the profession

IIA-Australia Certifications: Computer-based testing

Sitting for your examinations for:

1. Certified Internal Auditor®
2. Certified in Control Self-Assessment®
3. Certified Financial Services Auditor®
4. Certified Government Auditing Professional®

Dear Exam Candidate

To support the Institute of Internal Auditors' (IIA) vision of being the global voice of the internal audit profession and providing exceptional service to its members, The IIA is now administering its Certified Internal Auditor® (CIA®) and specialty exams using computer-based testing (CBT).

We are continually striving to provide the best possible testing experience for every exam candidate. With the continued worldwide growth of the CIA® and specialty exams, The IIA has determined that using CBT to administer exams will ensure timely delivery of exams and exam results. Additional benefits to exam candidates include greater scheduling capabilities, expanded testing capacity and increased convenience.

The IIA has contracted with Pearson VUE, a global leader in electronic services for certification programs, to provide CBT. Exam candidates will be able to test in a professional, controlled environment at more than 400 test centres worldwide.

The IIA is making every attempt to provide a proactive, solution-oriented approach to exam conversion and delivery.

We believe CBT serves to support this goal.

Yours sincerely

Christopher McRostie
Chief Executive Officer
IIA-Australia

Testing and Candidate Implications: Frequently Asked Questions about CBT

While the FAQs attempt to anticipate and answer the majority of the questions that candidates will have about CBT, there will inevitably be questions not covered here. If you have further questions, please check our Frequently Asked Questions section under "Certification" at www.iaa.org.au. If your question is not addressed in this section, you may email your questions to certification@iaa.org.au

1. What is computer-based testing (CBT)?

CBT allows you to sit CIA examinations on a computer at a pre-determined vendor site. The vendor that The IIA has chosen is Pearson VUE.

2. Who is Pearson VUE and why are they a good partner for The IIA?

Pearson VUE administers 40 million exams a year in 145 countries worldwide in multiple languages. They are a leader in global computer-based test administration. Pearson VUE's technology investments ensure leading-edge security as well as providing improved service to IIA candidates.

3. Where will the exam be administered?

The CIA and specialty exams will be administered through the worldwide network of Pearson VUE Testing Centers. The Pearson VUE network increases the availability of the exam from approximately 250 exam sites to over 400 exam sites. A link to a list of eligible exam sites is available on the Certification section of the IIA-Australia's Web site.

4. May candidates take any of The IIA exams on the Internet?

No. The IIA's high standards for exam security and integrity can only be guaranteed in a secure, supervised environment. Therefore, the CIA and specialty exams will be available only at established Pearson VUE testing centers worldwide.

5. What are the benefits of CBT?

The use of CBT strengthens The IIA’s commitment to serving the internal auditing community through a valid and reliable examination process. It also provides numerous benefits to candidates, including:

- Providing candidates with the convenience of scheduling their tests on the available dates, times and locations most convenient for them.
- Providing candidates with faster scoring and results.
- Providing the candidate with a professional exam environment that allows for maximum concentration on the exam with limited external disturbances.
- Offering candidates a reliable and consistent testing environment, where there is little or no variability between each candidate’s experience.
- Reducing the risk of candidate response errors caused by transferring answers from an exam booklet to an answer sheet.

6. How long does a candidate have to complete the CIA or specialty programs?

Candidates have an initial eligibility period of two years from the first exam date after their application is approved. Additionally, each time the candidate sits for an exam, the candidate’s eligibility period is extended two years from the date of the last exam taken. A candidate’s eligibility expires only if the candidate does not take any exam part within any two-year period. If a candidate’s eligibility expires, the candidate must submit a new application form and pay the appropriate application and exam fees to take any future exams.

7. What is The IIA’s policy for retaking the exam after an unsuccessful attempt?

Candidates may take each part of the CIA exam and each specialty exam once per testing window, with a minimum of 90 days between sittings. Candidates who do not pass the part or specialty exam must wait until the next testing window to retake the part or specialty exam.

8. What computer skills are needed to take exams via CBT?

Candidates are expected to be familiar with the use of a mouse and keyboard. Candidates must also be able to use a four-function online calculator. A short tutorial will be available to each candidate at the testing centre prior to taking the exam. The tutorial will also be available to candidates online for review before the exam.

Candidates will no longer bring calculators to the exam site. A calculator will either be provided at the testing center by Pearson VUE or will be available on the computer.

9. When will the exams be offered?

The exams will be offered five or six days a week, based on local conditions. The CIA and specialty exams will be available on a continuous basis.

10. How much time will candidates have to complete each exam?

CIA exam – Candidates will be allowed 2 hours and 45 minutes of test time. The testing session for the CIA exam will be 3 hours per part. This allows enough time for a tutorial prior to the start of the exam and a survey at the completion of the exam.

IIA Specialty Exams (Certification in Control Self-Assessment, Certified Government Auditing Professional, and Certified Financial Services Auditor) – Candidates will have 3 hours and 15 minutes of test time. The testing session for each specialty exam will be 3 hours and 30 minutes. This allows enough time for a tutorial prior to the start of the exam and a survey at the completion of the exam.

11. What will be the format of the exam?

Exam questions will remain multiple-choice (M/C) with four options from which to choose.

12. How many questions will be contained on each exam?

| Exam | Number of M/C Questions | Test Time |
|--|-------------------------|--------------------|
| Certified Internal Auditor | | |
| • Part I | 100 | 2 hours 45 minutes |
| • Part II | 100 | 2 hours 45 minutes |
| • Part III | 100 | 2 hours 45 minutes |
| • Part IV | 100 | 2 hours 45 minutes |
| IIA Specialty Exams | | |
| • Certification in Control Self-Assessment | 125 | 3 hours 15 minutes |
| • Certified Government Auditing Professional | 125 | 3 hours 15 minutes |
| • Certified Financial Services Auditor | 125 | 3 hours 15 minutes |

13. When taking the computer-based exam, may a candidate return to previous questions to review them or change answers?

Yes. During the time allowed for the exam, candidates may move freely within the exam. Candidates may return to previous questions, change their answers, and mark questions that they would like to review before completing the exam. However, once the candidate completes the exam or the test time is over, the candidate can no longer access any exam questions.

14. How do candidates schedule an exam?

In order to schedule an exam, candidates must have successfully completed all of the necessary application/registration steps and received correspondence from IIA-Australia with instructions on scheduling their exam. Tests will be scheduled on a first-come, first-served basis. The earlier that candidates schedule appointments, the better their chances are of obtaining the location, date, and time of their choice. Walk-in testing is not allowed.

15. Do all four exam parts have to be taken at the same time?

No. All four exam parts can be taken at the same time by choice, but single parts may be taken. However, candidates may not take the same part more than once in the same testing window.