



EXAM FORMAT AND NAVIGATION

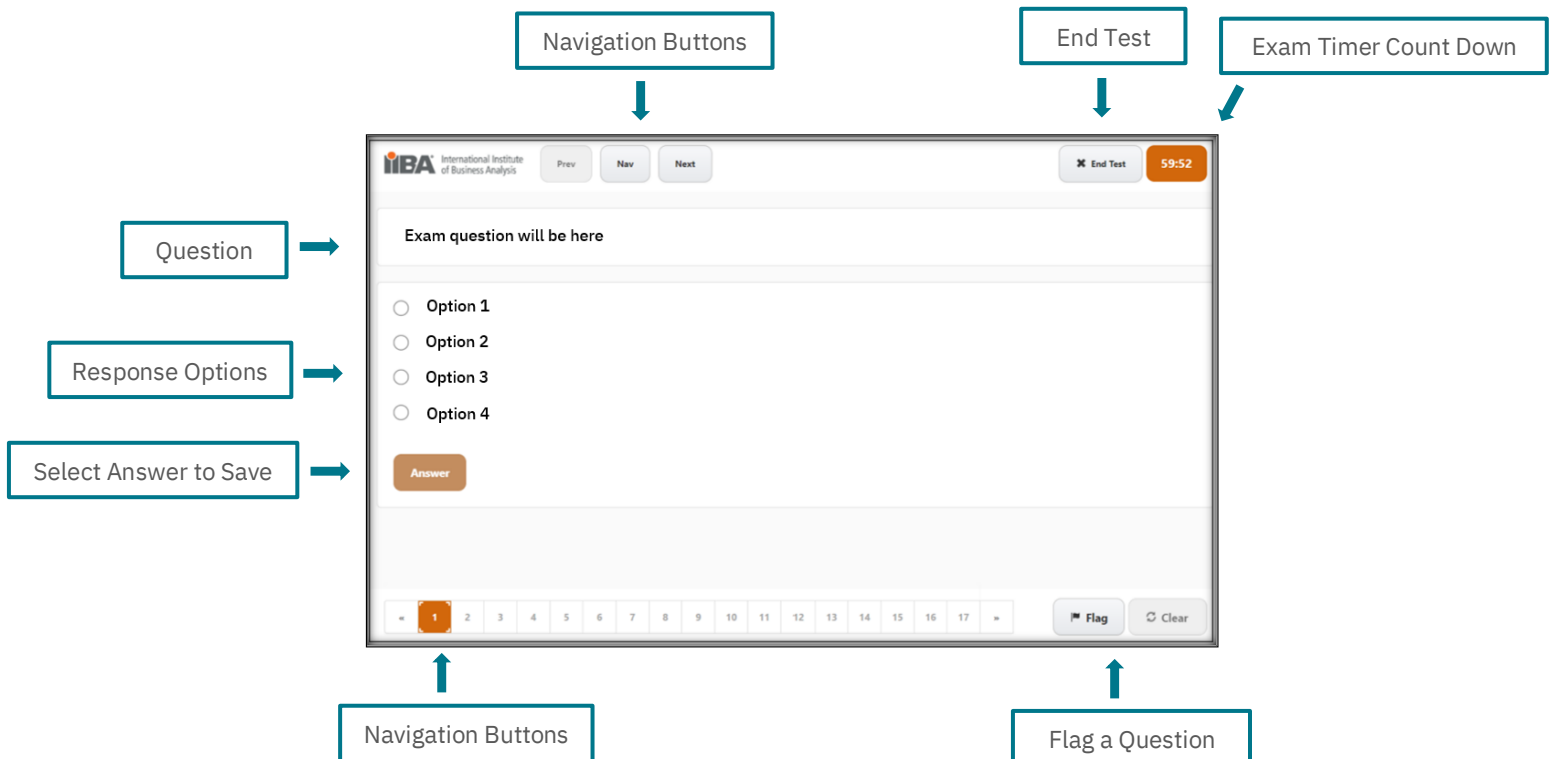
APRIL 2024

For IIBA® Certification Exams

The Format of the Exam Questions and Page

Each exam question is on a separate screen page, as shown below in the example of a multiple-choice question.

CBAP has case studies, and they will also show on the page. An online calculator will show for CBAP, CCBA and CBDA.



If you are **taking the exam in a language other than English**, you have the option to switch each question to English and then back to your selected language as shown in this example.



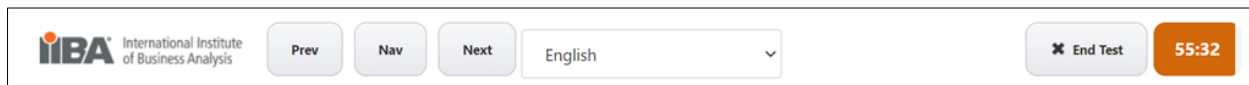
To Answer Exam Questions and Navigate Through the Screens

When you are ready to answer, select your option and then select **Answer**.

- The system will save your answer and move you to the next question
- Navigation buttons are located at the top and bottom of the screen

Top Navigation Buttons:

- Prev** and **Next** are used to move back and forward
- Nav** shows a summary of the questions answered, unanswered and flagged



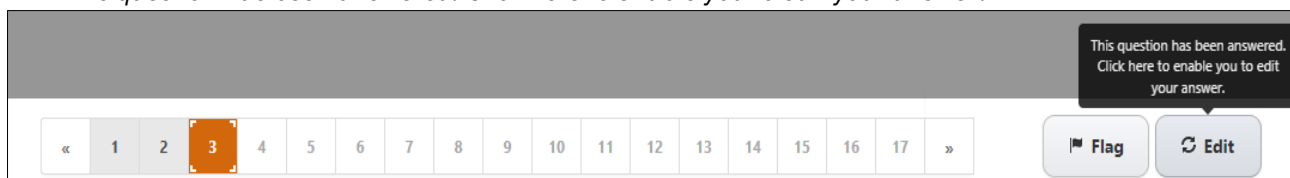
#	State	Flagged	Item text
1	Answered	<input type="checkbox"/>	
2	Answered	<input type="checkbox"/>	
▶ 3	Answered	<input type="checkbox"/>	
4	Unanswered	<input type="checkbox"/>	
5	Unanswered	<input type="checkbox"/>	
6	Unanswered	<input type="checkbox"/>	
7	Unanswered	<input type="checkbox"/>	
8	Unanswered	<input type="checkbox"/>	

Bottom Navigation Buttons:

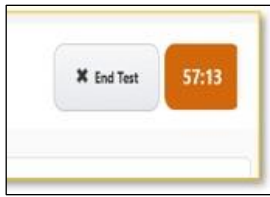
- Are used to move from question to question
- Highlight the question that is currently being answered
- Are used to **flag** questions that you want to go back to later, as long as time permits
- Flags** will remain until you clear them and are used to highlight any questions that you want to review



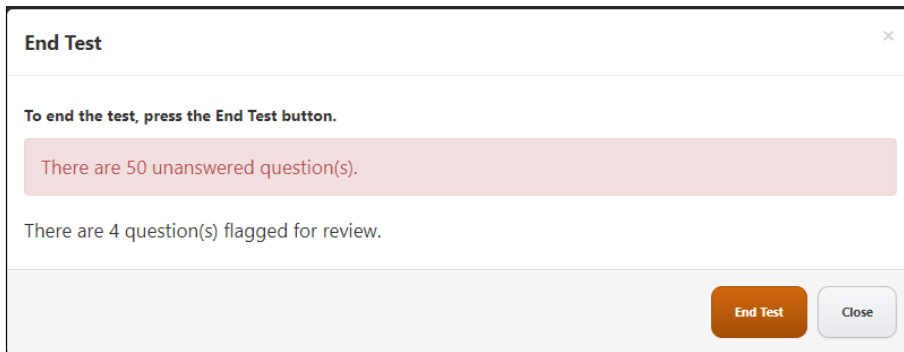
- Show how to **edit** and change an answer
“This question has been answered. Click here to enable you to edit your answer.”



Ending the Exam Correctly



When you have answered all questions and are ready to submit your exam, select the **End Test** button located at the top of the screen.



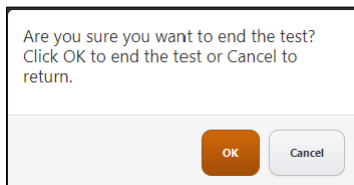
A message will appear to show you any unanswered or flagged questions.

Select **Close** if you want to go back to these questions if time permits.

If you are ready to submit your exam, select **End Test**.

This will take you to a final screen where you will be asked to confirm your option.

Are you sure you want to end the test?



You can:

- Select **Cancel** to return to the questions (if time permits)
- Select **OK** to end the test

NOTE: Do not press the red X in the corner of the screen as it is not the proper way to close the exam and you will not get your result properly.

When you select OK, your test will close, and you will receive a pass or fail result on the screen. IIBA does not provide exam scores.

Within two business days, you will receive an email from IIBA with your exam performance summary and any next steps required.