



# **IIBA<sup>®</sup> EXAM CANDIDATE GUIDE**

**Quick Reference to Your  
Onsite Group Proctored Testing Event**

**JUNE 2023**

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## 1.0 Get Started with the Pre-Requisites

Welcome to your IIBA-ECBA exam! Your exam is scheduled as an **Onsite Proctored Group Testing Event** and will take place at your academic institution. Review this Guide so that you know how to register for your exam and prepare for exam day.

The Guide provides you with information on how to self-register for the exam, confirm your exam date, time and location and what identification to bring with you. It also outlines your pre-requisites, and the steps you should have already completed or be in progress for as you read this guide.

### 1. Review this Checklist to Know What You Should Have in Progress

You should already have:

- Activated your IIBA Membership and created your IIBA profile on [iiba.org](https://iiba.org)
- Received an email with access to ECBA Accelerator and started your self-study program
- Received an email with your Exam Discount Code and purchased your exam

### 2. How to Purchase Your Exam If You Have Not Yet Done So

If you have not yet created your IIBA profile and obtained your exam, follow these steps:

- [Login](#) with your IIBA credentials or [create an account](#). If this is your first-time logging in, you will receive an email to activate your IIBA profile
- The first name and last name you register with must be the exact first and last name as on the identification you will use to check-in on exam day
- If your name and identification do not match, you will not be able to take your exam as scheduled
- From the menu bar at the top of the page, select **Certification** and from the drop-down menu select **My Certifications**
- Select your certification exam and “Get Started”. Use the [Exam Discount Code](#) provided by your instructor to waive the exam fee and complete the transaction.

### 3. Agree to Your Professional Attestations

After you purchase the exam, you will be asked to:

- Agree to abide by the Professional Code of Ethical Conduct, and the Certification Terms and Conditions

**NOTE:** You DO NOT have to read the Certification Handbook or the IIBA Guide to Online Proctored Exams as you will be testing in the **Onsite Proctored Group Testing Event** at your academic institution. You will have to check the boxes on the Attestation Form to complete this step.

## 2.0 Register for Your Exam

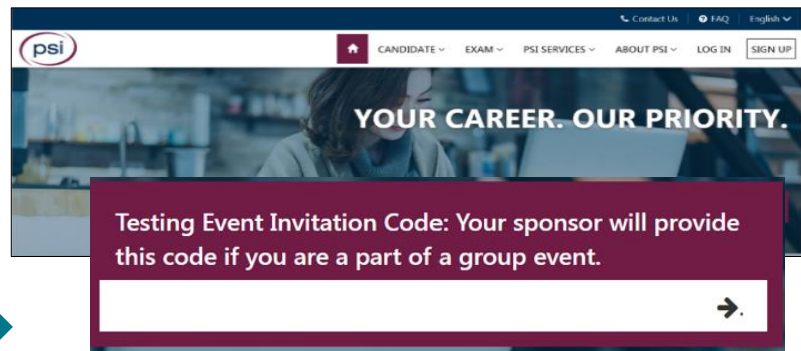
### 1. Use the Testing Event Invitation Code to Register for your Exam

When the Exam Registration Window opens, your instructor will send you the **Testing Event Invitation Code**. Use this code to register for your **Onsite Proctored Group Testing Event**. Do this well in advance of exam day so that you are registered to sit the exam.

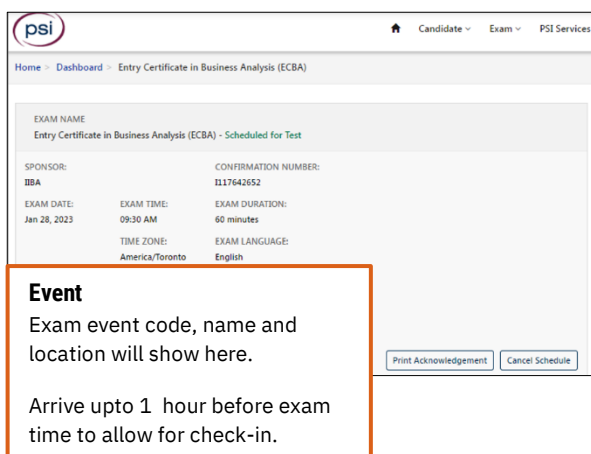
Follow these steps:

- Login** to IIBA using your IIBA credentials and from the menu bar at the top of the page, select **Certification** and from the drop-down menu select **My Certifications**
- Select your certification exam and “Get Started” to Schedule and Pass Exam

- When you land on the PSI dashboard, enter your **Testing Event Invitation Code** and click the arrow to continue.



- The “**Event Details**” page will show. Save your **confirmation number** and **bring it on exam day**. This will be the personal code you use to start the exam. If you do not have it, request it from the Proctor on exam day.



### 2. Receive Confirmation of Exam Date, Time & Location

You will be asked to read and agree to the exam terms and conditions and a system-generated email will be sent to you confirming your exam date, time and location. If you do not receive this information, please contact [certification@iiba.org](mailto:certification@iiba.org).

## 3.0 Prepare for Exam Day

### 1. Prepare Your Government-Issued Photo Identification

Ensure that your identification is valid and acceptable. To be admitted to the exam, you must provide a piece of government issued photo-identification (ID) that is current, signed and in western characters. It must be the original and not a photocopy.

Your first name and last name on the identification **MUST** match the spelling of the first name and last name you registered with in your IIBA profile. If not, you will not be able to take the exam as scheduled.

To update your name with IIBA, contact [certification@iiba.org](mailto:certification@iiba.org) at **least 1 week before exam day**.

### 2. Acceptable Identification (ID)

- Government-issued Driver's license
- U.S. Department of State Driver's License
- National/State/Country Identification Card
- Government-issued Passport
- Passport cards

### 3. Personal Belongings

For the security of the exam, personal belongs must be placed along a wall or front of the classroom, or a designated space as identified by the exam proctor.

During the exam, you may not access hand-held computers or other electronic devices or wearable technology, pagers, cell/smartphones, watches, smartwatches, wallets, purses, hats (or other non-religious head coverings), bags, coats, food or water, books, notes, or any other materials not specifically approved.

### 4. Exam Rules

Major violations will not be tolerated and will terminate your individual exam session.

- Explicit behavior, profane, abusive language, threats against the proctor or another person
- Screen recording, copy/paste, or saving to computer any of the exam content
- Opening of a notepad, instant messaging, or use of any format to save, copy or paste exam content
- Taking or attempting to take a picture of the screen using phone or other device
- Leaving the exam room without informing the Proctor
- Attempting to access any form of reference material, mobile device, Smartwatch

Warnings will be given for these violations. Several warnings may terminate your individual exam session.

- Talking to someone else in the room
- Talking aloud/reading questions aloud
- Looking around the room, not focusing eyes on the screen
- Moving to another seat without good cause
- Having a mobile device, Smartwatch, watch, earbuds, or other similar prohibited items in the testing area
- Covering your mouth and face
- Chewing gum or eating/drinking

## 4.0 Exam Day

### 1. Arrive Early

Arrive up to 1 hour before the exam starts for check-in. If you arrive late, you will not be able to launch your exam and you will have to reschedule.

### 2. Complete Your 3-Step Exam Check-in with the Proctor

The Proctor will greet you and guide you through the steps and will:

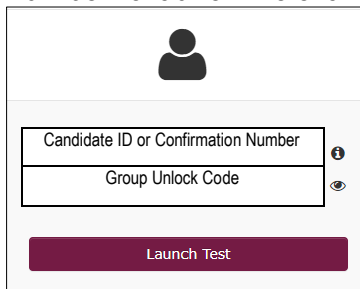
1. Verify your identification
2. Do a security check

The proctor will look for any hidden notes or devices and will:

- Ask you to turn trouser pockets inside out and turn around to show back pockets
  - Roll up sleeves to the elbow or if sleeves are folded – to unfold the sleeves
  - Remove glasses for a quick visual look
3. Do an attendance check-in (and check-out when you finish your exam)
    - The proctor will check that you are registered into the system and provide you with your personal confirmation number/candidate ID if you do not already have it
    - When you finish your exam, check-out with the proctor, and quietly leave the room

### 3. Launch Your Exam When Directed by the Proctor

When the class is checked-in and seated, the Proctor will provide instructions, communicate the exam rules, and provide the Group Event Unlock Code. You will also need your personal Candidate ID or Confirmation Number to launch the exam. If you don't have it, get it from the Proctor.



The screenshot shows a user interface for launching an exam. At the top is a dark grey silhouette of a person's head and shoulders. Below this is a white input field labeled "Candidate ID or Confirmation Number" with an information icon (i) to its right. Underneath is another white input field labeled "Group Unlock Code" with an eye icon to its right. At the bottom is a dark red button with the text "Launch Test" in white.

The information on the screen will also prompt you to agree to the Exam Admission Rules.

### 4. Check-out with the Proctor When you Finish the Exam

When you finish your exam, an exam window will pop-up showing a pass or fail. You will also receive an email from IIBA to confirm your result. Before you leave the classroom, Check-out with the Proctor, gather your belongings and quietly exit the room.