Welcome to the IIA Computer Based Testing (CBT)
Exam Tutorial: English

This tutorial is intended for candidates who will be taking one of The IIA's computer-based testing (CBT) exams at a Pearson VUE testing center. The tutorial is optional and provides information to assist you in understanding what your CBT exam will look like, how to navigate through it, and how to use tools – such as the onscreen calculator and the question flag – that can help you to answer questions.

A complete list of topics appears in the navigation pane to your left.

In addition to viewing it online, this tutorial can also be printed. For best results, print in landscape mode on A4 paper.

Using the Tutorial

This tutorial uses standard Adobe® Acrobat® navigation. If you place your cursor near the bottom of a screen, a Navigation toolbar will appear:

- **Next and Previous arrows**: The Next arrow ⬇ takes you to the next page. The Previous arrow ⬆ takes you back to the preceding page.

- **Page Counter**: The Page Counter `1 / 18` shows your current location within the tutorial. It is interactive; you can type a page number in the box and press Enter to go directly to that page.

- **Zoom**: Click on the ➕ button to increase the page magnification, and click on the ➖ button to reduce the page magnification.

- **Hyperlinks**: To proceed directly to a specific topic, click on the applicable link in the navigation pane to the left.

IMPORTANT: Some topics contain multiple pages of information. When this occurs, the topic titles will indicate the number of pages within the topic. For example: Using the Calculator (page 1 of 2). Be sure to click the Next arrow in order to read the complete text.

Accepting the Non-Disclosure Agreement

The IIA requires all exam candidates to read and accept the Non-Disclosure Agreement prior to taking an IIA exam. In the exam, the Non-Disclosure agreement contains the following text:

"All IIA exams are confidential and are protected by law. They are made available to you, the examinee, solely for the purpose of becoming certified. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting IIA exams, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of The Institute of Internal Auditors (IIA).

In the event of any actual or anticipated breach by you of the above, you acknowledge that the IIA will incur significant and irreparable damage for each such breach and that the IIA has no adequate remedy at law for such breach. You further acknowledge that such breach may result in your certification being revoked, disqualification as a candidate for future certification, and suspension or revocation of membership privileges at the IIA's discretion."

You will not be allowed to proceed if you refuse to accept these terms.
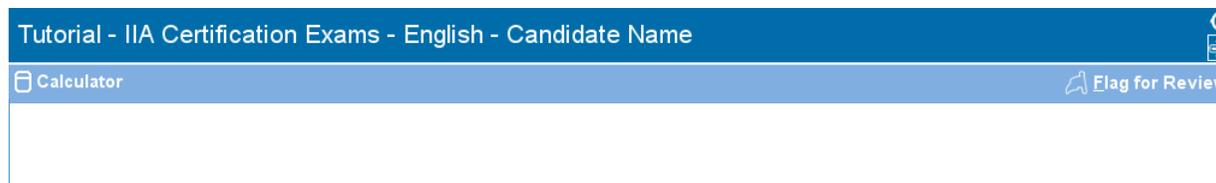
Tracking Your Time and Progress

At any point in the exam, you can see how much time you have remaining by looking in the upper right corner of the screen. Just below the time remaining, you will see an indicator of the total number of screens or questions in the exam, as well as the screen number or question number that you are currently viewing. For example, "1 of 100" indicates that you are viewing the first of 100 questions.

🕐 Time Remaining 80:43
1 of 100

You can minimize the time remaining and the question number reminders by clicking on them. To restore them, click on the 🕐 and 🖥 icons. During the exam, when you have 5 minutes remaining, the time remaining will automatically reappear.

Example: This is the top of an exam page showing time and progress <u>minimized</u>:

Tutorial - IIA Certification Exams - English - Candidate Name

Calculator   Flag for Review

Example: This is the top of an exam page showing time and progress <u>visible</u>:

Tutorial - IIA Certification Exams - English - Candidate Name   🕐 Time Remaining 65:23
31 of 100

Calculator   Flag for Review

Navigating Through an Exam

The **Previous** and **Next** buttons on the bottom of the screens are available throughout the exam.

← Previous | Next →

Next moves you forward from screen to screen.

After the first question, **Previous** moves you back one screen.

The navigation buttons and functions can be selected by:

- clicking the appropriate button with the mouse, or

- using the Tab key to move through the options and pressing the spacebar to select an option.

Example: This is the bottom of an exam page showing the location of the Previous and Next buttons:

← Previous | Next →

Using the Scroll Bar

Some exam questions may not fit on the screen. For these questions, a scroll bar will appear along the portion of the screen that can be scrolled (this can be horizontal or vertical). To reveal the rest of the question, either use the mouse to click and drag the scroll bars, or click on the arrows on either end of the scroll bar.

If you attempt to complete an exam question without scrolling through the remainder of the screen, a user prompt will appear to remind you to scroll before completing the question.
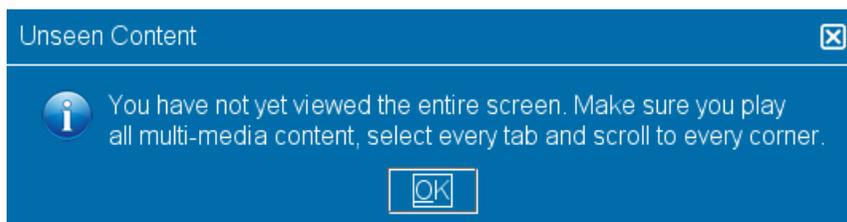
To close the user prompt, click **OK** and then scroll to reveal the remainder of the exam question. Be sure to read all the information carefully before you answer the question.

Example: This is the bottom of an exam page that includes a horizontal scroll bar:

Using the Calculator (page 1 of 2)

For some exam questions, you may wish to use a calculator to compute the answer. An online calculator is available in the upper left corner of the screen.

To use the calculator, click on the **Calculator** button.

The calculator has two viewing modes: standard and scientific.

Standard Mode   **Scientific Mode**

To toggle between modes, click **Modes** near the upper left corner of the calculator, then select **Standard** or **Scientific**.
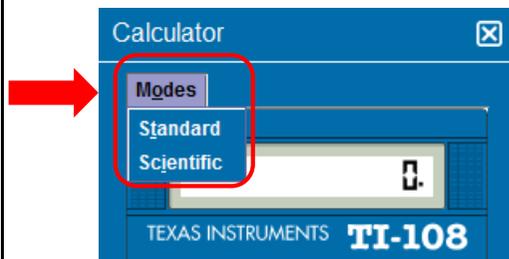
To enter numbers in the calculator, you can use the mouse to click on the calculator's buttons or use the number keypad on your keyboard. When using the number keypad, you must have the Num Lock function activated.

IMPORTANT (For multilingual candidates taking an exam in English): The calculator <u>does not support</u> the use of commas instead of periods in currency and decimal numbers. If your native language would write a decimal number in the format **7,5** you must be careful to enter that number into the calculator as **7.5** or it will calculate incorrectly as **75**.

The calculator window can be moved to another location on the screen. To move the calculator, place the pointer in the blue bar along the top of the calculator window, then click the LEFT mouse button and drag the calculator to the desired location.

When you are finished with the calculator, you can close it by clicking on the **X** in the upper right corner of the calculator.

Flagging a Question for Review

You are allowed to flag exam questions that you want to return to later. To flag a question, click the button in the upper right corner labeled **Flag for Review**.

Tutorial - IIA Certification Exams - English - Candidate Name	
Calculator	Flag for Review

You can select questions for review whether you have answered them or not. If you flag a question for review, a flag will appear next to that question on the review screen. Review of questions must be completed during the allotted exam time.

To flag a question for review:

- use the mouse to move the pointer to the **Flag for Review** button and then click the LEFT mouse button, or

- use the Tab key to move through the options and then press the spacebar to select.

The flag outline will be filled when the question has been flagged for review. If you wish to unflag the question, click on the **Flag for Review** button again and the fill image will disappear.

Not Flagged   **Flagged**

Flag for Review   Flag for Review

Viewing an Example Question

A sample question is provided below.

At the top of every screen, the exam title and candidate's name are both displayed. The four answer options appear below the question. To answer each question, click on the radio button next to the option you wish to select.

Tutorial - IIA Certification Exams - English - Candidate Name

Time Remaining 65:23
31 of 100

Calculator   Flag for Review

1   **2**

In testing for a proper cutoff of purchases of materials, the internal auditor would most likely examine:

3

○ Vendors' invoices.

○ Purchase requisitions.

4

○ Purchase orders.

○ Receiving reports.

← Previous   Next →

1 — Exam Title

2 — Candidate Name

3 — Question

4 — Answer Choices

Using the Review Screen (page 1 of 2)

The review screen is automatically displayed at the end of the exam. You are allowed to review exam questions as long as you have time remaining.

- Blue bars label the different areas of the review screen. Clicking on the plus (+) or minus (-) sign on the left of a blue bar allows you to display or hide the instructions and/or the list of exam questions.

- The number of exam questions unanswered will appear on the right of the response summary section.

- If you checked the Flag for Review button on an exam question, a flag appears beside that question on the review screen. You can select or deselect additional questions to be flagged by clicking on the flag outline to the left of the question number.

- Unanswered questions are identified as "Incomplete."

Exam Review		
⊞ Instructions **1**		
⊟ Tutorial - IIA Certification Exams - English		(3 Unseen/Incomplete) **2**
Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7 **3** Incomplete	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13 **4**	Question 14	Question 15
Question 16	Question 17	Question 18
Question 19	Question 20 Incomplete	Question 21

1 The **Instructions** section has been hidden.

2 On this exam, a total of three questions have not been answered (not all questions are visible in this example).

3 Questions 7 and 20 have not been answered.

4 Questions 14 and 20 have been flagged for review.

From the review screen, you can review questions in a number of ways. The following buttons are available on the review screen:

- **Review All** – Click to review all the questions and answers.

- **Review Incomplete** – Click to review only the questions that were left incomplete.

- **Review Flagged** – Click to review only the questions that are flagged for review.

Tutorial - IIA Certification Exams - English - Candidate Name   ○ Time Remaining 96:03

Exam Review

⊟ Instructions

Below is a summary of your answers. You can review your questions in 3 different ways.

The buttons in the lower right corner correspond to these choices:
  Review All - Click to review all the questions and answers.
  Review Incomplete - Click to review the questions that were left incomplete.
  Review Flagged - Click to review the questions that are flagged for review. (Click the flag icon to change the flag for review status.)

When you have completed your review, click on the End Review button to exit the exam. Important: Once you end your review, you will not be able to return to this or any earlier screen.

⊟ Tutorial - IIA Certification Exams - English		(3 Unseen/Incomplete)
Question 1	Question 2	Question 3
Question 4	Question 5	Question 6
Question 7 Incomplete	Question 8	Question 9
Question 10	Question 11	Question 12
Question 13	Question 14	Question 15

→] End Review   🏛 Review All   ✖ Review Incomplete   🏛 Review Flagged

Viewing a Question in Review Mode

An item in review mode will look similar to the following:
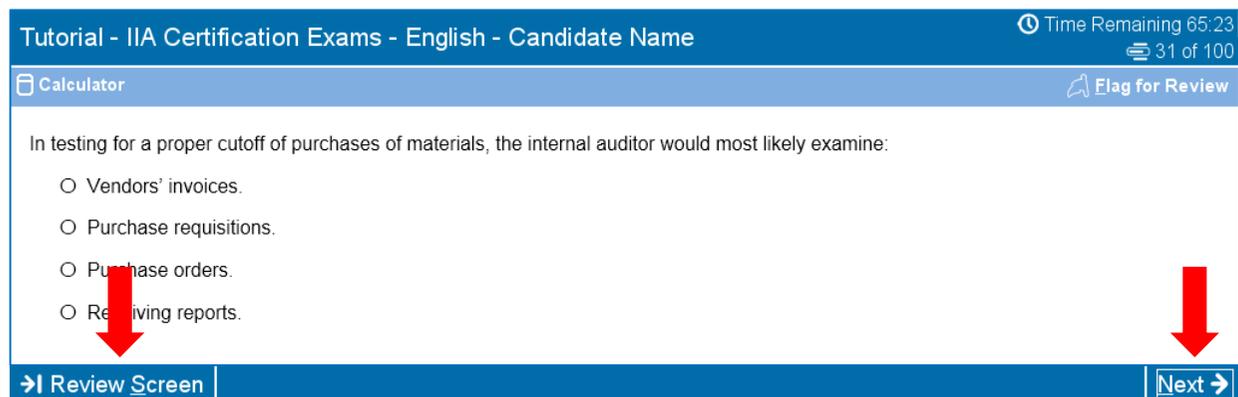
While you are in review mode, a **Review Screen** button will appear in the lower left corner of each screen.

There are two ways to navigate in review mode: by clicking the Review Screen button or by clicking the Next button.

- If you are reviewing **all** questions, clicking Next will take you to the next question. In the example screen above, clicking Next would take you to question 32 of 100.

- If you are reviewing **incomplete** questions, clicking Next will take you to the next unanswered question.

- If you are reviewing **flagged** questions, clicking Next will take you to the next flagged question.

- At any time, clicking Review Screen will return you to the Exam Review screen.

When you have finished reviewing all the questions according to the review mode selected, you will automatically return to the Exam Review screen.

Ending the Review

After you have completed your review and returned to the Exam Review screen, you can click on the **End Review** button.

Example: This is the bottom of the Exam Review page, showing the location of the End Review button:

When you click on this button, a message will appear asking you if you want to end the review. The message will warn you if your exam still contains unanswered questions.
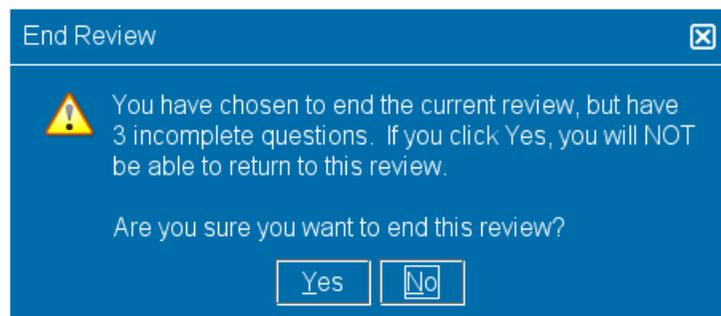
To end your review, click **Yes**. A second message will appear, confirming that you want to end the review. Once you end your review, you will not be able to return to your exam.

**Be sure to read all screen instructions carefully!**

Ending the Exam

After you end your review, the End Exam screen will appear, advising you to see the Test Administrator for a copy of your unofficial exam results. To end your exam, click the **End Exam** button.

Example: This is the bottom of the final exam screen, showing the location of the End Exam button:

When you click on this button, a message will appear asking you if you want to end the exam.
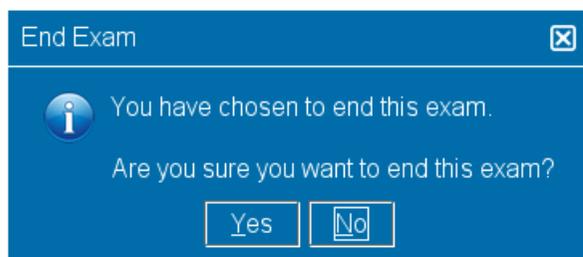
To end your exam, click **Yes**. A second message will appear, confirming that you want to end the exam.

Receiving Your Results

Upon exiting your exam, the Test Administrator will provide you with a copy of your **unofficial** results.

- If you pass the exam, your report will confirm that you passed.

- If you fail the exam, your report will provide a score and identify the topic areas where you need improvement.

Score Report: Pass

Page 1 of 1

The Institute of Internal Auditors

Score Report

Candidate: Candidate Name
Candidate ID: 54321   Date: 10/18/13
Registration Number: 2147483647   Site: 8675309

Exam: Certified Internal Auditor - Part 3, Internal Audit Knowledge Elements

Exam Number: 000-000

Unofficial Examination Results
Your Result: Pass

This is not an official grade report.

Thank you for choosing Pearson VUE!

Score Report: Fail

Page 1 of 1

The Institute of Internal Auditors

Score Report

Candidate: Candidate Name
Candidate ID: 54321   Date: 10/18/13
Registration Number: 2147483647   Site: 8675309

Exam: Certified Internal Auditor - Part 3, Internal Audit Knowledge Elements

Exam Number: 000-000

Unofficial Examination Results
Your Score: 595
Your Result: Fail

Performance Assessment
I. Governance / Business Ethics (5-15%): You performed competently in this area but review is still recommended before retaking this exam part.

II. Risk Management (10-20%): You performed competently in this area but review is still recommended before retaking this exam part.

III. Organizational Structure / Business Processes and Risks (15-25%): You need moderate improvement in this area.

IV. Communication (5-10%): You need significant improvement in this area.

V. Management / Leadership Principles (10-20%): You performed competently in this area but review is still recommended before retaking this exam part.

VI. IT / Business Continuity (15-25%): You need moderate improvement in this area.

VII. Financial Management (13-23%): You performed competently in this area but review is still recommended before retaking this exam part.

VIII. Global Business Environment (0-10%): You need significant improvement in this area.

This is not an official grade report.
Thank you for choosing Pearson VUE!

The Institute of Internal Auditors

Ending this Tutorial

Thank you for completing this tutorial.

If there are any topics you'd like to view again, click the appropriate link in the navigation pane to the left of this text.

Click to close this tutorial.

NOTE: You can repeat this tutorial as often as you would like.