**PREPARING FOR YOUR FIRST OBJECTIVE TEST**

At each level of CIMA’s 2015 Professional Qualification (Operational, Management and Strategic) there will be three objective tests followed by a case study exam.

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INTRODUCTION TO THE OBJECTIVE TESTS

The objective tests are 90 minutes long and will be marked by computer. They are available ‘on demand’ which means that you can enter for an objective test at any time of the year. Along with your results, you will receive feedback that will be useful in planning and preparing for future exams.

DOWNLOAD THE 2015 CIMA SYLLABUS

DO I NEED TO RE-SIT A SUBJECT AS AN OBJECTIVE TEST?

If you were unsuccessful in an exam under the 2010 syllabus and now need to re-sit the equivalent subject under the 2015 syllabus you will need to know what the differences are between the two subjects.

The transition guide for each subject tells you the differences between the 2010 and 2015 syllabi. The guides will help you identify any new topics which you will need to study before attempting your objective test.

Transition guides by subject are available to download on CIMAconnect.

STRATEGIC LEVEL

- E3
- P3
- F3

MANAGEMENT LEVEL

- E2
- P2
- F2

OPERATIONAL LEVEL

- E1
- P1
- F1

SITTING A NEW SUBJECT FOR THE FIRST TIME?

Think about how you will study – do some research and make sure the option you choose will suit you and the way you learn best.

- Follow a taught course with a tuition provider.
- Distance learning with CIMAstudy.com.
- Self study with official CIMA text books.

FIND OUT MORE ABOUT YOUR STUDY OPTIONS
1. Study and Exam Guide
Our study and exam guides for each subject will give you further useful advice such as:
- How to understand the syllabus
- Exam technique
- How to study

Download your study and exam guides by subject from CIMAconnect.

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2. Practice questions
Question practice is the best exam preparation tactic, as it will enable you to understand how the theory you have learnt is likely to be tested. Question practice will also highlight any syllabus topics that you are finding challenging so you will know to allocate more time and resources to these topics.

Objective tests are time-pressured, so when you practice questions make sure that you do some under timed exam conditions.

3. Try the practice exams
You should familiarise yourself with the format of the objective test exams by looking at our practice exams.

Try one of the practice exams below:

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IT SKILLS

You don’t need high levels of IT skills. The computerised assessments are not intended to be a test in computing and no experience of specific accounting or office software applications is required.

The basic IT skills you have acquired using computers in your education, work or social life will usually be more than adequate.

STILL WORRIED? READ OUR COMPUTER LITERACY GUIDE FOR STUDENTS

CAN I USE A CALCULATOR?

You may use the on-screen calculator during the exam. You can find the computer based calculator within the Pearson VUE practice exam tutorial. Simply download the tutorial (installable MSI version) today and start practicing.

Alternatively, you can use a hand-held scientific calculator.

READ THE GUIDANCE NOTE ON HAND-HELD CALCULATORS

HOW TO SCHEDULE AN OBJECTIVE TEST

You can take your objective test at your convenience. Exams are open for scheduling from 9am (UK time) Friday 19 December 2014. The process is simple. Just follow these steps:

1 Log into MY CIMA
   Log in with your CIMA contact ID and password, which you receive when you register with CIMA. If you don’t know your Contact ID or password, just get in touch and provide us with your full name, date of birth and postcode
   • Email us at: cima.contact@cimaglobal.com
   • Call your local CIMA office
   • Call our main customer contact centre (+44 (0)20 8849 2251)

2 Confirm your details and settle any outstanding payments (if applicable)
   Make sure your details are up-to-date on your MY CIMA account. You won’t be able to schedule an exam if you have any outstanding payments yet to be made. You can tell us whether you would like to pay for your exam now, or choose to pay for it later.

3 Select ‘Schedule your exam’
   You’ll be transferred to the Pearson VUE website – you won’t need to log on again.

4 Schedule your exam(s)
   You’ll choose the exam you want to sit and go through the payment process (unless you have chosen to pay later). Once this has been processed you’ll be transferred back to MY CIMA.

   You can also schedule an exam over the phone:
   • Call Pearson VUE directly on +44 (0)161 855 7516, or
   • Call the CIMA contact centre on +44 (0)20 8849 2251 and they’ll request your details then transfer you to Pearson VUE who will schedule your exam and take your payment (unless you have chosen to pay later).

5 Confirmation
   Once you have scheduled your exam – whether online or by phone – you will receive a confirmation email from Pearson VUE.
Once you have completed your objective tests for a level you will want to start thinking about your case study exam. There are four windows a year when you can sit the case study exams. Within each window you will be able to sit your case study exam during a five day period from Tuesday to Saturday.

The case study exams will be held in:
- February/March 2015
- May 2015
- August 2015
- November 2015

Check out the exam timetable for more key dates including exam scheduling opening and closing times, availability of pre-seen material.

### FOR YOUR REFERENCE: CASE STUDY EXAMS TIMETABLE

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<th>Exam Dates</th>
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<td>Operational case study exam</td>
<td>Tuesday 24 February to Saturday 28 February</td>
<td>Friday 19 December</td>
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<tr>
<td>Management case study exam</td>
<td>Tuesday 3 March to Saturday 7 March</td>
<td>Friday 19 December</td>
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<tr>
<td>Strategic case study exam</td>
<td>Tuesday 10 March to Saturday 14 March</td>
<td>Friday 19 December</td>
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**Good luck with your objective tests.**