

PREPARING FOR YOUR FIRST CASE STUDY EXAM

YOU HAVE COMPLETED YOUR OBJECTIVE TESTS (OR RECEIVED EXEMPTIONS FOR THEM) AND CAN MOVE ONTO THE CASE STUDY EXAM FOR YOUR LEVEL.

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INTRODUCTION TO THE CASE STUDY EXAMS

Each level within the CIMA Professional Qualification is tested by a three hour case study exam.

You must pass all three objective tests (or receive exemptions for them) within a level before you can take a case study exam. Once you have passed the case study exam you can start studying the next level.

The case study exams combine your knowledge and learning across the three pillars at each level.

FOR EXAMPLE,

- The operational case study exam consolidates what you have learnt when studying for P1, E1 and F1.
- You will be expected to use the knowledge and skills that you have learnt at the operational level to solve problems that a management accountant, at this level, might face in the workplace.
- This also applies to the management and strategic case study exams.

The case study exam is set to mirror a real business environment. It simulates what management accountants do in the workplace. The case relates to a fictionalised organisation, based on real business or industry.

Passing the case study exam will demonstrate that you can apply the technical, business, people and leadership skills from the learning outcomes in the three subjects at a particular level in a business context.

We test a variety of skills in the case study exams including research and analysis, how to present information and communication skills.

KNOWLEDGE REQUIRED FOR THE CASE STUDY EXAMS

There is no new syllabus content for the case study exams. You just need to remember what you've learned from the three objective tests within the level.

You have already demonstrated your competency in the technical content and theory for the three subjects at the level by completing the objective tests.

The case study aims to test the application of this knowledge in real life business scenario and, in so doing, tests the higher level skills of application, analysis and evaluation.

HAVE YOU RECEIVED EXEMPTIONS FROM OBJECTIVE TESTS?

If you have been exempted from one or more subjects at a level please make sure that there are no gaps in your knowledge by looking at the full syllabus for the subject(s) you were exempt from. For information about changes to the syllabus please see the Transition Guides.

[DOWNLOAD THE 2015 CIMA SYLLABUS](#)



THE TRANSITION GUIDES

The transition guide for each subject below 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 the case study exam.

Transition guides by subject are available for download on CIMAconnect.

STRATEGIC LEVEL

E3

P3

F3

MANAGEMENT LEVEL

E2

P2

F2

OPERATIONAL LEVEL

E1

P1

F1



WHAT TO EXPECT IN THE CASE STUDY EXAM

The case study exams are computer based and are three hours long.

- We will publish pre-seen material on CIMAconnect, seven weeks in advance of the case study exam.
- This pre-seen material consists of 1-2 pages of introductory overview information on a fictitious organisation which will feature in all five case variants in the exam window.
- You should download this material and familiarise yourself with it before your exam.

In the exam, you will be given a scenario which will set your role within the fictitious organisation. Your role will reflect the level of the exam.

FOR EXAMPLE at operational level, the role might be a Finance Officer whose job is quite internally focussed and the tasks will reflect that.

TIME MANAGEMENT IN THE EXAM

Each section in the exam has a strict time allowance which you will be advised of before the exam begins.

Time remaining in a section is indicated by a countdown clock on screen in the top right hand corner.

During the time available for a section, you will have to:

- Read the material provided.

- Identify the task or tasks, distinguishing separate components within each task. Note these become less structured in higher level case studies.
- Plan your answer which covers all the required issues.
- Produce your answer.
- Check your answer.



STUDY AND EXAM GUIDES

Our study and exam guides for each case study exam will give you further useful information such as;

- Pre-seen material: purpose, availability and how to use them.

- Time management during the case study exams.
- How to study?

Download your study and exam guides by subject from CIMAconnect.

OPERATIONAL
CASE STUDY

MANAGEMENT
CASE STUDY

STRATEGIC
CASE STUDY

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, except where this is specified in the syllabus content.

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](#)

TRY THE PRACTICE EXAMS

You should familiarise yourself with the format of the case study exams by looking at our practice exam.

Try one of the practice exams below:

OPERATIONAL
CASE STUDY
PRACTICE EXAM

MANAGEMENT
CASE STUDY
PRACTICE EXAM

STRATEGIC
CASE STUDY
PRACTICE EXAM

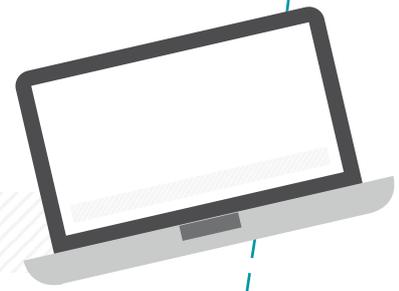
CAN I USE A CALCULATOR?

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.](#)



WHEN CAN I TAKE MY 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 key dates including exam scheduling opening and closing times, and availability of pre-seen material.

HOW DO I SCHEDULE A CASE STUDY EXAM?

First decide when you want to take your case study exam and note the exam entry opening and closing times.

Scheduling your exam is simple.

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.

GOOD LUCK WITH YOUR CASE STUDY EXAMS.