

This 10-point checklist will be helpful to all who are preparing for a CIMA Objective Test (OT) Examination – both Cert BA and Professional Qualification. You may incorporate these 10 checks into your Revision Timetable so that you may maximise your learning and enhance the chance of exam success the first time.

We recommend you book (or reschedule) your exam and work towards the exam date.

Full syllabus coverage

I understand that the OT Exams will cover all areas of the syllabus and will ensure that learning has taken place across the breadth of the syllabus.

1. I have learnt and understand the syllabus topics under all 'component outcomes' of the syllabus.

Retention and recall

I understand that the OT Exams are weighted towards remembering and understanding and application with some analysis and evaluation in highly structured scenarios.

2. I have prepared short notes and/or other memory recall tools such as mindmaps, flash cards, etc.

Familiar with the 'look and feel' of the exam

I understand that OT Exams for each of the individual subjects ensure that learners have acquired the fundamental knowledge, skills and techniques for the role that will be simulated in the culminating CS Exam.

3. I have gone through the [CIMA Question Tutorials](#) and I can describe the exam format, features, time aspects, response requirements and process of the exam.

Revision of reinforcement

I understand what it takes to pass the exam and how it is scored based on the 'task statements' in the Examinations Blueprint.

4. I can demonstrate knowledge and skills under all the 'task statements' in the Examinations Blueprint of the OT Exam I am preparing for.

Practice questions

I understand it's important to have fully studied the syllabus topic(s) before I start my question practice (checkpoint 1). I also understand that question practice is not the main 'learning tool' but the most helpful 'exam preparation technique' to improve my learning as well as final exam results.

5. I have arranged to do practice questions/mock exams to time.
6. I can use the feedback and learning from mock exams to focus on my strengths and improve on my weaknesses.

Exam skills and techniques

I know the specific exam skills, tools, methodologies or techniques needed for exam success.

7. I have developed exam techniques, best practices and time management strategies.
8. I know how to use an on-screen scratch pad, on-screen calculator, tables and formulae and online whiteboard during the exam. (link to the Practice Exams in CIMA Planner)

Exam day

I know what to expect at a test centre and I am familiar with the testing environment.

9. I have the correct (handheld) calculator, proof of identity, water in a clear container, etc.
10. I have rested well; I had a goodnight's sleep and hearty meal. I am peaceful with an exam-ready mindset.