

Best tactics to manage your time in CIMA Objective Test examinations

CIMA[®] Objective Test Examinations for each of the individual subjects ensure the acquisition of the breadth of knowledge, skills and techniques that provide the foundation for approaching the case study examination. They are designed to test remembering, understanding, application with some analysis and evaluation in highly structured scenarios.

The ability to manage time effectively so that you answer all questions is very important to pass CIMA Objective Test examinations because they cover all areas of the syllabus and will ensure that learning has taken place across the breadth of the syllabus. Therefore, this short video explains:

- The examination structure and format very briefly
- The best use of tools and functionality in the test driver
- Tactics for effective use of time to answer all questions
- An overview of CIMA Aptitude as the best examination practice tool

The examination structure and format of CIMA Objective Test Examinations [watch from 2:03]

Each Objective Test Examination lasts 90 minutes and comprises 60 questions drawn from across the individual subjects of the syllabus in line with the weightings for each content area as set out in the examination blueprint. All questions are independent and worth equal marks. Partial marks are not available. You may answer questions in any order and can navigate back and forth to any question to change their answer.

The best use of tools and functionality in the test driver [watch from 4:48]

Questions in CIMA Objective Test Examinations are not lined up in the level of difficulty. Therefore, it's important to answer all 'easy' questions first and allocate more time to answer 'difficult' questions. To allow adequate time for each question, you may answer all questions in four rounds. This will enable you to use your time effectively during CIMA Objective Test Examinations.

Tactics for effective use of time to answer all questions [watch from 6:48]

When you are at the review screen, you may begin the second round and you are given four options. For instance, you may 'select an individual question for review' or 'review all 60 questions in sequence', etc.

During the second round, attempt incomplete questions where you know the approach to answering and also know that you would prefer to have less time pressure in answering.

During the third round, use the 'Review Incomplete Items' function again, this time tackling the short questions where you are less confident and will need to give more consideration, more thought or require workings. Also, you may tackle longer questions, with more complex data and you need to consider the approach required to answer the question where you know that you have to think in more detail about the options or workings.

Transcript

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You should aim to complete round 3, 10 minutes before the examination end time. The time remaining will be shown on the top-right corner of the screen. In the fourth round, you must return to the review screen and click "Review Incomplete Items" and ensure that an answer is submitted for every question.

An overview of CIMA aptitude as the best examination practice tool [watch from 13:00]

You can use CIMA Aptitude either in practice mode or in timed assessment mode. The unique feature is that this question bank allows you to build your tests by selecting the number of questions and topic areas you want to cover. Therefore, you can attempt questions at your own pace.

Another important feature is that CIMA Aptitude allows you to focus on specific syllabus areas and practice a number of questions of your choice, after completing syllabus topics. You may practice the questions in the syllabus topic you selected either timed or untimed mode.

