



CGIA

CHARTERED GLOBAL
INVESTMENT ANALYST

CGIA[®] EXAMINATION GUIDELINES

These guidelines and regulations are major component of your Examination Attendance Docket – candidates are advised to take time to familiarize themselves with them. In order to be eligible to sit for your exams you must sign your docket confirming your agreement to comply with these regulations.

Taking your CGIA[®] exams is part of your journey towards becoming a Chartered Global Investment Analyst and we therefore expect you to act in a professional manner when taking your exams.

Just Lead



CGIA® EXAMINATION
GUIDELINES
@2018

RULES & REGULATIONS

1. You are required to comply in all respects with any instructions issued by the exam supervisor and invigilators before and during an exam.
2. You are required to comply with the exam supervisor's ruling. Supervisors are obliged to report any cases of irregularity or improper conduct to the CGIA® Executives. The supervisor is empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam hall.
3. You may not attempt to deceive the exam supervisor by giving false or misleading information.
4. You are not permitted to remove either your script booklet or your question paper from the exam hall. All exam scripts remain the property of CGIA®.
5. You are not allowed to take to your exam desk, possess, use or intend to use while at that desk, any books, notes or other materials except those authorized by the exam supervisor. If you are found to have taken to your desk, or possessed while at that desk, unauthorized materials which are relevant to the syllabus being examined, it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, it shall be for you to prove that you did not intend to use the materials to gain an unfair advantage in the exam.
6. You may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during your exams.
7. You are required to adhere at all times to the Instructions to Candidates, which you receive with your Examination Attendance Docket.
8. You may not engage in any other unprofessional conduct designed to assist you in your exam attempt.
9. Once the exam has started, you are not allowed to leave the exam hall permanently until the end of the session and then only when instructed by the supervisor.

MISCONDUCT IN AN EXAMINATION

1. A registered candidate found guilty of contravening an examination regulation may be disqualified from any examinations for which the results have not yet been issued, barred from sitting examinations for a specified period, removed from the student register, and/or be liable to such other penalty as the Disciplinary Committee may determine. A candidate found guilty of a breach of the examination regulations will normally be removed from the register.
2. The Supervisor is empowered to discontinue the examination of a registered candidate suspected of misconduct and require him or her to leave the examination room
3. Publicity will always be given to the Disciplinary Committee's decision and in all but exceptional circumstances the registered student will be named. CGIA® reserves the right to withhold the results of a registered student's examination while a complaint against him or her is under investigation or consideration
4. The Examination Regulations and disciplinary procedures also apply to registered students sitting examinations for internally examined courses.

EXAM DAY IDENTIFICATION

Candidates are required to submit for verification, the following at the exam center before allowed to write the exam.

- *Any national ID that has candidate's photo*
- *Printed CGIA exam ticket issued to candidates ahead of the exam*

Candidate will not be allowed to sit for exam if he/she fails to bring the stated verification document.

EXAM STRUCTURE

LEVEL I

STRUCTURE: The Level I exam consists of 70 multiple choice questions which are all compulsory

DURATION: The duration for the Level I exam is 2 hours

TIPS:

1. ATTEMPT ALL QUESTIONS (70 multiple choice questions)
2. You must use only pencil to complete your answers in your candidate answer booklet(s).
3. You must circle the appropriate answer from the multiple choice provided for each question
4. You must circle only one option per question. Any duplicated answer will be deemed as wrong.
5. Enter all the candidate and examination details required on the front of your answer booklet
6. You have 5 minutes at the start of the examination in which to read the questions. You are strongly encouraged to use this time for reading only, but notes may be made. You can then have 2 and half hours to complete the paper
7. Hand both your answer booklet, with any additional sheets firmly attached, and this question paper to the invigilators before leaving the examination hall.

LEVEL II

STRUCTURE: The Level II exam consists of 6 essay questions. Candidates are required to select and answer four (4) questions for 25 marks, each

DURATION: The duration for the Level II exam is 2 and half hours

TIPS:

1. ATTEMPT 4 QUESTIONS
2. You must use only black or blue ballpoint pen to complete your answers in your candidate answer booklet(s).
3. Enter all the candidate and examination details required on the front of your answer booklet
4. Before the end of the exam you must indicate the question numbers you have attempted on the front cover of the candidate answer booklet(s) and in the space provided at the top of each page within the booklet(s).
5. You must also start each question on a new page and indicate the question number in the space provided at the top of the page.
6. You have 5 minutes at the start of the examination in which to read the questions. You are strongly encouraged to use this time for reading only, but notes may be made. You can then have 2 and half hours to complete the paper
7. You must not start writing your answers in the booklet until instructed to do so by the Supervisor
8. Candidates should show calculations where appropriate
9. Hand both your answer booklet, with any additional sheets firmly attached, and this question paper to the invigilators before leaving the examination hall.

LEVEL III

STRUCTURE: The Level III exam consists of 7 essay questions. Candidates are required to select and answer five (5) questions for 20 marks, each

DURATION: The duration for the Level III exam is 2 and half hours

TIPS:

1. ATTEMPT 5 QUESTIONS
2. You must use only black or blue ballpoint pen to complete your answers in your candidate answer booklet(s).
3. Enter all the candidate and examination details required on the front of your answer booklet
4. Before the end of the exam you must indicate the question numbers you have attempted on the front cover of the candidate answer booklet(s) and in the space provided at the top of each page within the booklet(s).
5. You must also start each question on a new page and indicate the question number in the space provided at the top of the page.
6. You have 5 minutes at the start of the examination in which to read the questions. You are strongly encouraged to use this time for reading only, but notes may be made. You can then have 2 and half hours to complete the paper
7. You must not start writing your answers in the booklet until instructed to do so by the Supervisor
8. Candidates should show calculations where appropriate
9. Hand both your answer booklet, with any additional sheets firmly attached, and this question paper to the invigilators before leaving the examination hall.

RESULTS RELEASE

Examination results will be available on **MyCGIA** and by email and text message. Please check the exam results information page in **MyCGIA** for details of when these will be released. Results are usually released within 21 days of the exam date.

PROCEDURE FOR REMARKING

Any candidate who is dissatisfied with the outcome of the examinations result can apply for remarking by writing to the CGIA® society office or e-mail to exams@cgiaglobal.com. All request will however, be forwarded to the Examination Board that control all examination of the CGIA®.

Upon receipt of the request the candidate will receive the memo requesting the candidate to make a payment of \$95.00 at the CGIA® society office. The confirmation of the payment must be made before the remarking process begins.

After the Payment, the CGIA® Examination Board will contract an external Examiner to mark the script again.

After the marking, if it becomes apparent that there were errors that lead to the failure, there will be 100% refund of the amount paid to the said candidate.

If the candidate fails again after remarking, there will not be any refund; but digital copies of the candidate's script and the marking scheme will be made available to the candidate for personal review.

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