



CGIA
INSTITUTE

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

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 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.
5. You may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during your exams.
6. You are required to adhere at all times to the Instructions to Candidates, which you receive with your Examination Attendance Docket.
7. You may not engage in any other unprofessional conduct designed to assist you in your exam attempt.

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*

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

EXAM STRUCTURE

CCBE – CGIA Computer Based Exam

Beginning January 2021, all CGIA exams will be conducted via the CCBE, (CGIA Computer Based Exam): Exam will be held four times in a year: in January, April, July & October.

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.

LEVEL II

STRUCTURE: The **Level II** exam consists of **100 multiple choice questions** which are all compulsory.

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

LEVEL III

STRUCTURE: The **Level III** exam consists of **140 multiple choice questions** which are all compulsory

DURATION: The duration for the Level III exam is 3 hours & 15 minutes.

RESULTS RELEASE

Candidates sitting for the CBE will receive instant results after submitting their answers. However, the official results will be issued by CGIA via **MyCGIA**.

***347 Fifth Avenue
Suite 1402-374
New York City, NY 10016, USA
info@cgiainstitute.org
www.cgiainstitute.org***