NOTE: Text that should be deleted from the outline is displayed with a line through the text. New text is shown with a blue background.

These edits were made to reflect the changes to the CIA exam effective January 1, 2012. See below for a summary of the changes, and then note each area in the Introduction that is affected.

1. The reduction of the amount of pre-test questions for each part from 20 to 10 (which reduces the total amount of questions from 100 to 90)
2. The removal of the Pearson VUE tutorial from the beginning of the exam and the subsequent availability of the tutorial on The IIA’s website
3. The reduction of total seat time for each part from 3 hours (2 hours and 45 minutes for 100 questions plus 15 minutes for tutorial and survey) to 2 hours and 30 minutes (2 hours and 25 minutes for 90 questions plus 5 minutes for survey)

NOTE: There is no change to the total number of scored questions per part (80), nor does the time allocable to each question change.

Introduction – Preparing For and Taking the CIA Exam

Page 2, 2.b.:

2. Scan the Gleim CIA Review: A System for Success booklet and note where to revisit later in your studying process to obtain a deeper understanding of the CIA exam.

a. CIA Review: A System for Success has six study units:
   - Study Unit 1: The CIA Examination: An Overview and Preparation Introduction
   - Study Unit 2: CIA Exam Content Outlines
   - Study Unit 3: Content Preparation, Test Administration, and Performance Grading
   - Study Unit 4: Multiple-Choice Questions
   - Study Unit 5: Preparing to Pass the CIA Exam
   - Study Unit 6: How to Take the CIA Exam

b. If you feel that you need even more details on the test-taking experience, access Pearson VUE’s Testing Tutorial and Practice Exam at www.vue.com/athena or on The IIA’s website.
   1) This tutorial is most useful to candidates who have little or no experience with computerized exams and have anxiety about performing well in unfamiliar circumstances.
   2) International candidates should access the tutorial from The IIA’s website, where it is available in all the languages in which the exam is offered.
Overview of the CIA Examination

The total exam is 11 hours of testing (12 hours total seat time to include tutorials and including 5 minutes per part for a survey). It is divided into four parts, as follows:

Part I – The Internal Audit Activity’s Role in Governance, Risk, and Control
Part II – Conducting the Internal Audit Engagement
Part III – Business Analysis and Information Technology
Part IV – Business Management Skills

Each part consists of 100 questions, and testing lasts 2 hours and 25 minutes with 15 minutes given for tutorials and a survey. The exam is offered continually throughout the year.

The CIA exam is computerized to facilitate easier testing. Pearson VUE, the testing company that The IIA contracts to proctor the exams, has over 400 testing centers worldwide. The Gleim Test Prep Software and Gleim Online provide tutorials and exact exam emulations of the Pearson VUE computer screens and procedures to prepare you to PASS.

Page 17, 1.-2.:

1. **Budget your time.**
   a. We make this point with emphasis. Just as you would fill up your gas tank prior to reaching empty, so too should you finish your exam before time expires.
   b. You have 145 minutes to answer 90 questions, i.e., 1.61 minutes per question. We suggest you attempt to answer eight questions every 10 minutes, which is 1.25 minutes per question. This would result in completing 90 questions in 112.5 minutes to give you almost 30 minutes to review questions that you have flagged.
   c. Use the wipeboard provided by Pearson VUE for your Gleim Time Management System at the exam. List the question numbers for every 20 questions (i.e., 1, 21, 41, etc.) in a column on the left side of the wipeboard. The right side of the wipeboard will have your start time at the top and will be used for you to fill in the time you have remaining at each question checkpoint. Stay consistent with 1.25 minutes per question.

2. **Answer the items in consecutive order.**
   a. Do not agonize over any one item. Stay within your time budget.
   b. Note any items you are unsure of by clicking the “Flag for Review” button in the upper-right corner of your screen, and return to them later if time allows. Plan on going back to all the questions you flagged.
   c. Never leave a question unanswered. Make your best guess in the time allowed. Your score is based on the number of correct responses out of the 80 total scored questions, and you will not be penalized for guessing incorrectly.
Page 18, 4.: 

4. After you have answered all 100 questions, return to the questions that you flagged.

Page 19, Computer-Based Testing (CBT) Preparation:

**Computer-Based Testing (CBT) Preparation**

Your examination will be taken on a computer at the Pearson VUE testing center. You do not need any computer experience or typing skills to take your examination. Before you start the examination, you will be able to take a tutorial on the testing system if you wish. If you have used the Gleim CIA Test Prep Software and Gleim Online, you will be completely familiar and comfortable with the CBT computer-based testing format. You can also access a tutorial/demo on the CBT testing experience at Pearson VUE on their website (www.vue.com/athena) or on The IIA’s website, where it is available in every language in which the exam is offered.

Page 20, 4.-7.: 

4. Read the exam instructions carefully. View the tutorial to ensure that you are familiar with how to navigate through the exam.

5. Answer the 100 questions in chronological order. Flag any questions that you are leaving for later or you wish to review.

6. You have 165 minutes (2 hours 45 minutes) to answer 100 questions. If you allocate 1.25 minutes per question, you will use only 125 minutes, leaving about 40 minutes to complete Step 7. If you use the Gleim Time Management System (see Study Unit 4 of CIA Review: A System for Success) to pace yourself during the exam, you will have adequate time to complete each part.

7. After you worked through all 100 questions, you should return to the questions you flagged and make a final selection, i.e., your best answer.

   a. Review each question carefully. If you made an obvious mistake, e.g., misread the question, make the correction. **Do not,** however, begin changing answers and second-guessing yourself. Your first answer to each question should be based on the systematic question-answering technique that you have practiced throughout your preparation program.

Page 21, 14.: 

14. After you are logged into your exam, proceed through the introductory screens without delay. You will have the opportunity to view a tutorial that shows you how to navigate through the exam. It is recommended that you review the tutorial, but you will have the option to skip it. (There is a time limit on the initial screens, and if that time limit is exceeded, the exam session will automatically begin.)