

# Chartered Institute Of Credit Management (CICM)

# **EXAM DAY MANUAL**

It is strongly suggested that you conduct a technical verification session with ExamRoom.Al. This will ensure that your PC is compatible with our system and will aid you in having a smooth testing experience. Please reach out to ExamRoom.Al's technical support team by going to <u>https://examroom.ai/</u> and using the chat function on the lower right of the screen. Please do so at least 48 hours before your exam.



<b>Exam Process Flow</b>	01
🔺 Begin Exam	19
🔺 End Exam	28
Support	36

You are allowed to take a small clear bottle of water and a whiteboard with you into your exam. There is a calculator available on screen for you to use, however if you prefer, you can use your own if it is not programmable. The Onboarding Agent and Proctor may ask to see these items and to verify that the whiteboard is clean, and that the calculator is permissible

```
On exam day, login and click the Start exam at least (15 minutes) before your exam is scheduled to begin.
Your login credentials were emailed to you from <u>no-reply@examroom.ai</u>. If you experience any issues logging in,
```

#### Please contact us at :

877-848-EXAM (3926)

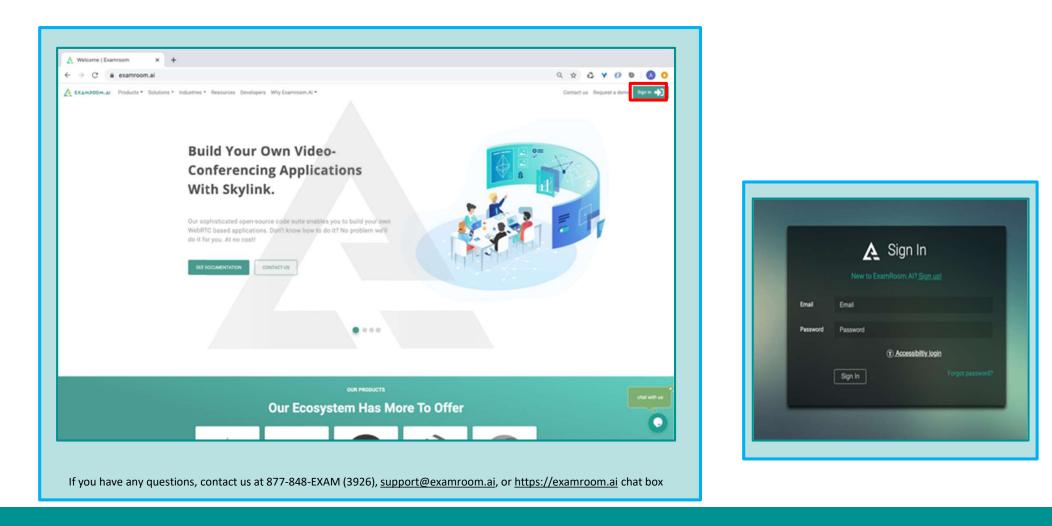
support@examroom.ai

https://www.examroom.ai/chat box





Visit <u>https://www.examroom.ai/</u> and click **Sign In** in the top right corner and login to your account.





#### Now click on Start exam.

My profile 40 %		Authenticate 0 %	System chec 0%	* <b>Q</b>	Scheduled exam 0	Ì
SCHEDULED EX	AM LIST					
Schedule exam	1					
Exam ID	Exam title	Exam date & tim		Exam duration		Connect to p
Exam ID	Exam title	Exam date & ti	ne	Exam duration		Q
15145	demo test	24 Nov 2021 10:	0 PM	02:00		Start exa
EXAMS AVAILA	3LE FOR SCHEDULING					
Exam ID	Exam name	Start date		End date		Act
Exam ID	Exam name	Start date		End date		Q
No data found						





Next, you will be brought to the first System Check.

Please make sure you are not connected to any Bluetooth devices.

Click on the Webcam and Microphone icons to ensure the right one is selected.

If there is a pop-up box for webcam and microphone, you can click the X to close it.

If your bandwidth is low, please disconnect all other devices off the internet/Wi-Fi and make sure to be close to the Wi-Fi router.

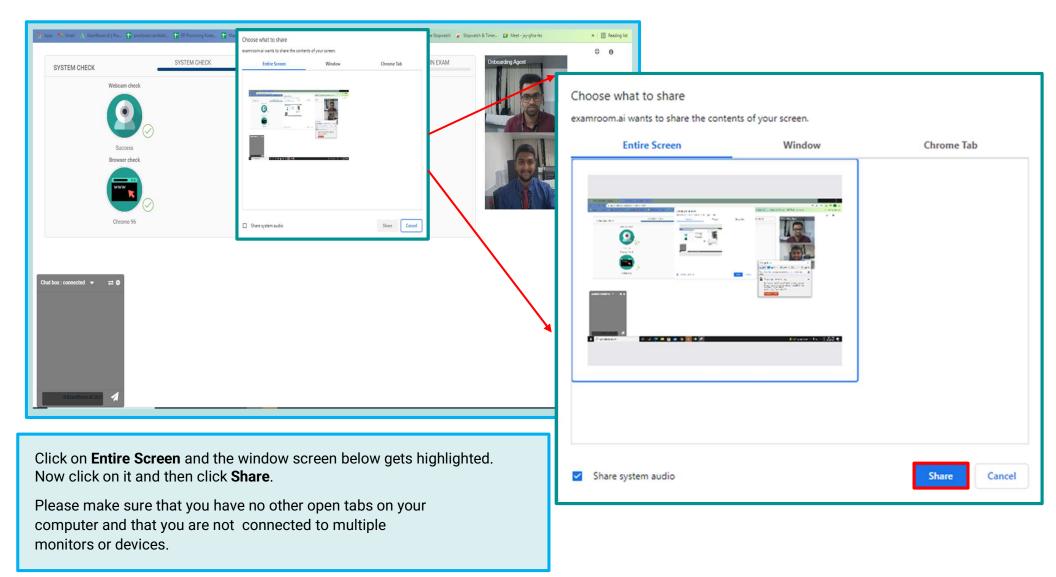


After the first **System Check**, you will be brought to the Terms page. Click the <u>I Agree box</u> and then **Start exam**.

A EXAMROOM.AI =	
My profile     40 %     SCHEDULED EXAM LIST      Schedulezam      Exam 10     Exam title     Exam 10     Exam title     15145     demo test	Fundamental in the standard series in the designed periods of the standard
EXAMS AVAILABLE FOR SCHEDU ON	SCREEN TERMS
No data found © BramRoom AV 2021	ExamRoom AI requests permission to access your camera and microphone for the use of onboarding and proctoring of your scheduled exam. The camera and microphone are used to monitor and record you during the process of onboarding and the exam for the purpose of validation and security. For the entire duration of the exam, ExamRoom AI only records your screen, audio and video feed and does not take any remote access of your computer Once onboarding commences, you are not permitted to navigate from the designated page, and/or the site, unless directed by the Onboarding Agent or the assigned Proctor. You are also not permitted to "go back" to another or previous page You may not access any information through the internet in any manner possible. If you are found to access the internet via any means possible, it will be treated as misconduct, and you will not be allowed to continue with the exam. This incident will be recorded and provided to the IoDSA. Candidates are expected to ensure they have sufficient connectivity to take the exam. If there is an issue with your internet connection, or the browser is closed during onboarding or the exam, you should log back in. If the issue persists, please contact the IoDSA at lulamag@iodsa.co.za or 011 035 3009/46. It is expected that all candidates check their loadshedding schedules and ensure to write the exam at the next available date. If the issue persists, you may defer the exam and write at another scheduled date. It agree to the following Terms & Conditions

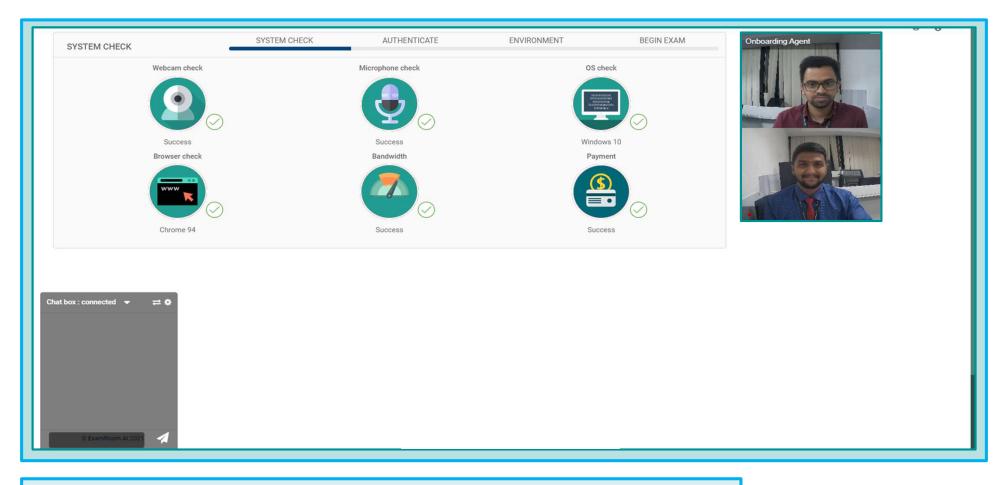


Now you are connected to the Onboarding Agent. They will guide you through the process., you will be asked to share your screen.





First step is agent verifying your SYSTEM CHECK.

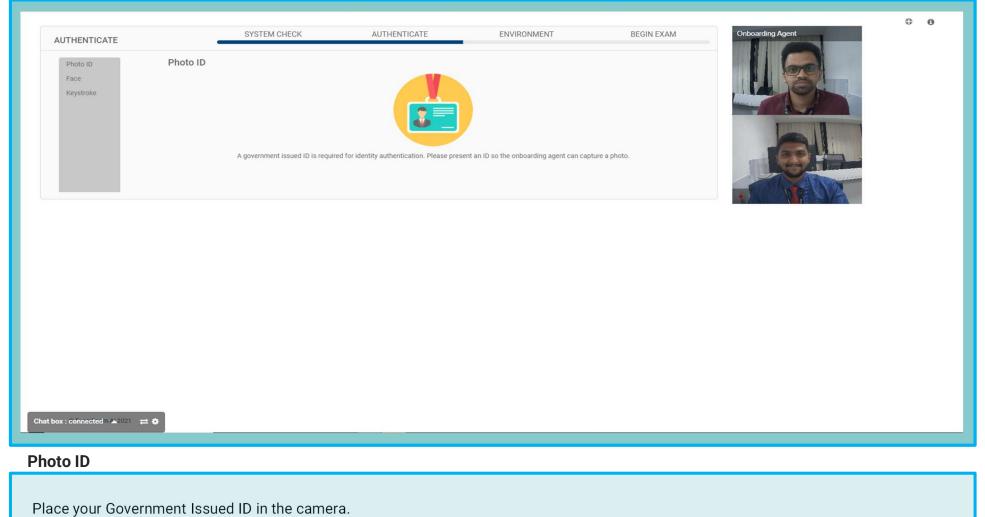


Onboarding Agent will guide you through the steps.

If you get disconnected during onboarding, please log back in.



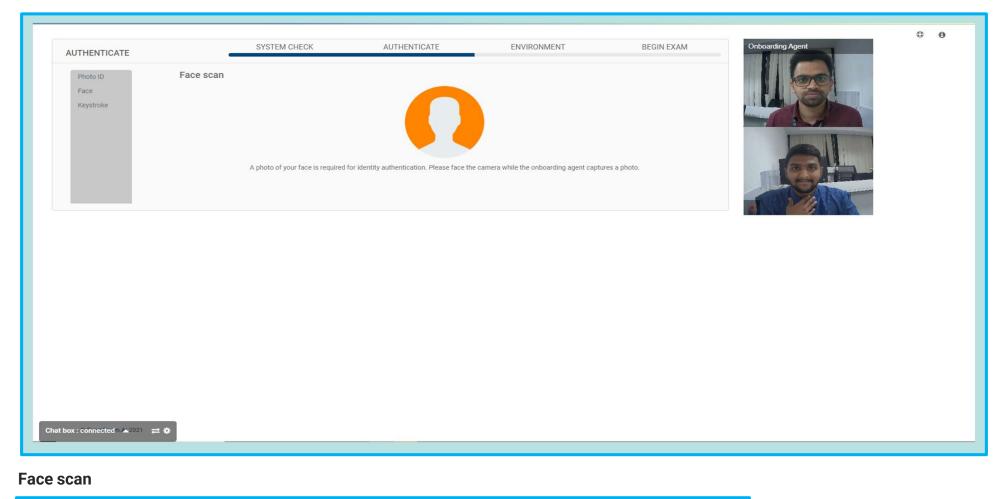
#### Second step is ID verification check.



The Onboarding Agent will click to capture and will then click to the next step.



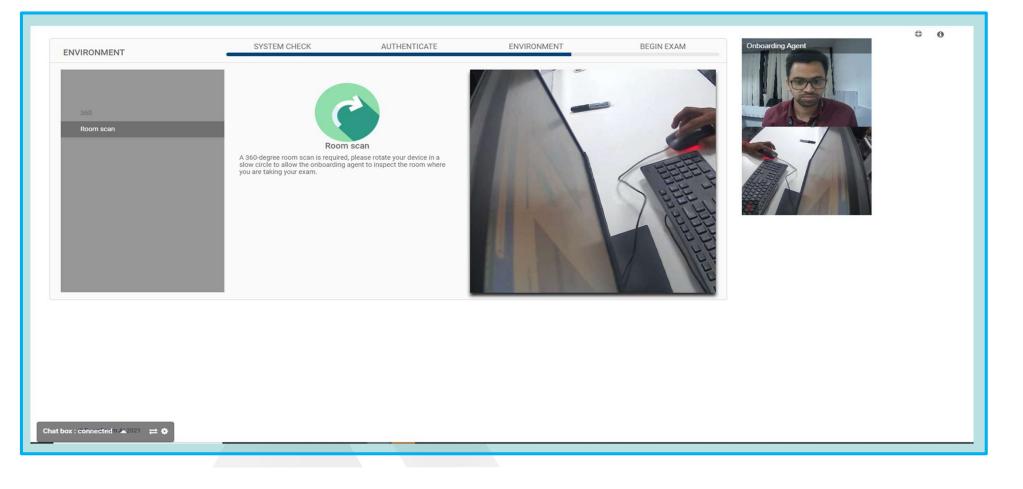
Third step in verification process is Face scan.



Look into the camera and now Onboarding Agent will take your photo and will click you to the next step.



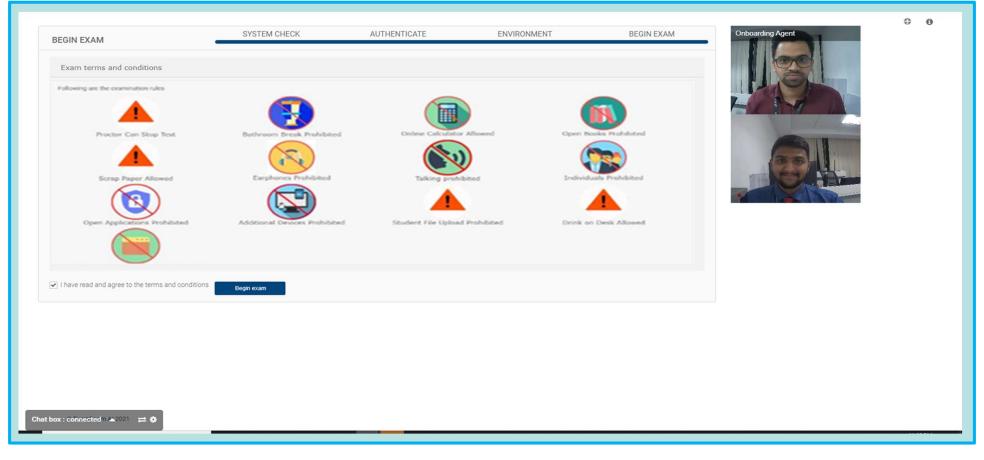
Next step in the verification process is the Room scan.



You will rotate your camera to show your surroundings.



The final step before accessing your exam is acknowledging **Rules** for the exam.



#### **BEGIN EXAM**

The icons display what is allowed and prohibited.

After reviewing, click the **box** that you Agree and then click **Begin Exam**.

Then you will be transferred to the proctor.





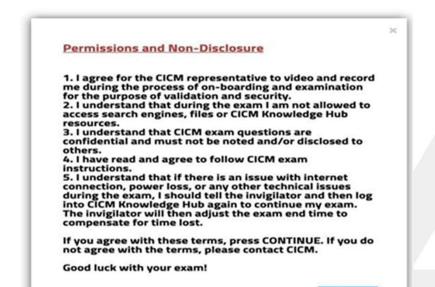
- After clicking, you will be transferred to the proctor. Please allow up to a minute for the screen to change to your test console. Once you are brought to the test console, the proctor will provide you with the credentials in your chat box.
- Enter your access code and candidate ID given to you by the proctor. You will also enter your last name. Click log in

Prov	
	Please enter access code LNKXMI Please Enter Candidate Last Name Cartertester Please Enter Candidate Id 1522262 Login
Chat box : connected  Chat box : connected	Copyright 2021 Prov Inc, USA



# Permissions and Non-Disclosure

Prior to starting your examination, you will be presented with a screen that will provide you with a list of permissions as well as a commitment to not disclose information about this test to others



Continu

The following are the statements that you must agree to in order to proceed with testing.

1. I agree for the CICM representative to video and record me during the process of on- boarding and examination for the purpose of validation and security.

2. I understand that during the exam I am not allowed to access search engines, files or CICM Knowledge Hub resources.

3. I understand that CICM exam questions are confidential and must not be noted and/or disclosed to others.

4. I have read and agree to follow CICM exam instructions.

5. I understand that if there is an issue with internet connection, power loss, or any other technical issues during the exam, I should tell the invigilator and then log into ExamRoom.Al System again to continue my exam. The invigilator will then adjust the exam end time to compensate for time lost.

If you have any question about these policies, please discuss with CICM staff prior to sitting your examination.

In order for you to take the examination, you must press the Continue button. Pressing the Continue button signifies to CICM that you are willing to abide by these permissions and non- disclosure statements.

#### Instructions to candidates:



You will next be presented with a set of instructions. These instructions are as follows:

#### Instructions to Candidates Answer all questions in all sections. All sections carry equal marks. Time allowed 3 hours 30 mins plus 5 mins comfort break Candidates are reminded there are no optional elements in this examination -Ledger accounts must be prepared in continuous running account balance format. -Financial statements must be prepared in vertical format. -FRS terminology should be used in responses wherever possible. -Credit balances should be clearly shown in brackets () or with the suffix 'Cr.' for clarity. -Where recording VAT is required by a task, assume the VAT rate is 20%. The system saves your answer when you click 'Next' or 'Previous' to the right of the screen. Use tables provided. WARNING: Do not edit completed tables because you will lose your work when it resets.

Continu

Answer all questions in all sections. All sections carry equal marks. Time allowed 3 hours 30 mins plus 5 mins comfort break

Candidates are reminded there are no optional elements in this examination

- Ledger accounts must be prepared in continuous running account balance format.
- Financial statements must be prepared in vertical format.
- FRS terminology should be used in responses wherever possible.
- Credit balances should be clearly shown in brackets () or with the suffix 'Cr.' for clarity.
- Where recording VAT is required by a task, assume the VAT rate is 20%.
- The system saves your answer when you click 'Next' or 'Previous' to the right of the screen.

Use tables provided. WARNING: Do not edit completed tables because you will lose your work when it resets.

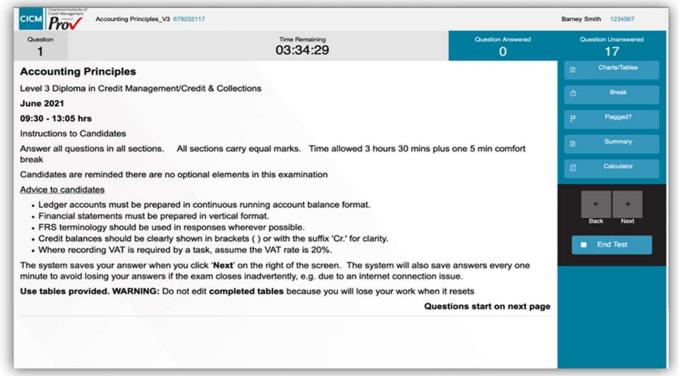
When you have read the Instructions to Candidates, select the Continue button to begin your examination.



# **Opening Page**

The opening screen for the test includes the testing rules and looks as

#### follows:



# Moving between exam questions

To move between exam questions, you may use your computer mouse to select the Next

or Back buttons, which are positioned below the testing aids.

You may also use the left or right arrow keys (ß or  $\rightarrow$ ) on your keyboard to navigate to the next or  $\,$  previous test question

# Tracking test progress

The top ribbon of the testing screen provides the candidate with information about the test progress.

Question	Time Remaining 02:44:42	Question Answered	Question Unanswered

On the left is the current question number. Note: there are only 17 questions that require responses during the test. However, for this test, the Question number reflects the "page" number during the test. All pages will be numbered 1 through 29. The questions requiring a response for each section are identified by the section notifiers that will be described below. For Exam Version 3 (for example), the section question (page) numbers are as follows: Section 1: Questions 3-5

Section 2: Questions 8-11

Section 3: Questions 14-16

Section 4: Questions 19-21

Section 5: Questions 24-27

In the middle of the test tracking section is the time remaining. You will have 3 hours and 35 minutes to complete the test. Once testing time starts, it will run continuously until time runs out. The right-hand side of the test tracking section is to identify the Questions Answered and Questions Unanswered. The candidate should use this information to aid in keeping track of their progress during the test.



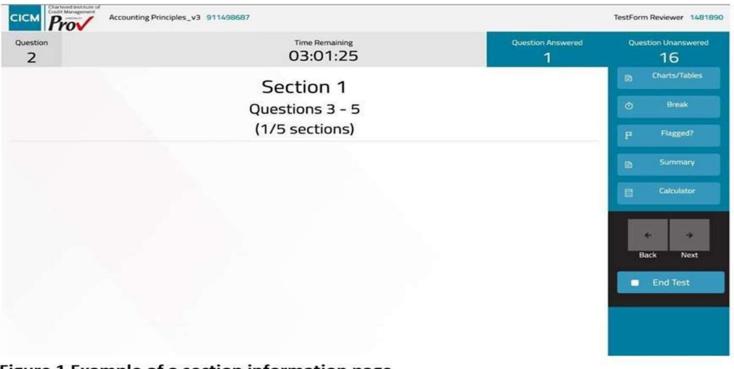


### Section information pages



When moving to a new section, and when completing a section, the test console will display a screen indicating the following:

When starting a new section, the testing screen will identify the section as well as the question numbers for that section.



#### Figure 1 Example of a section information page



When completing a section, the section information page will advise the number of possible marks for the section which has been completed

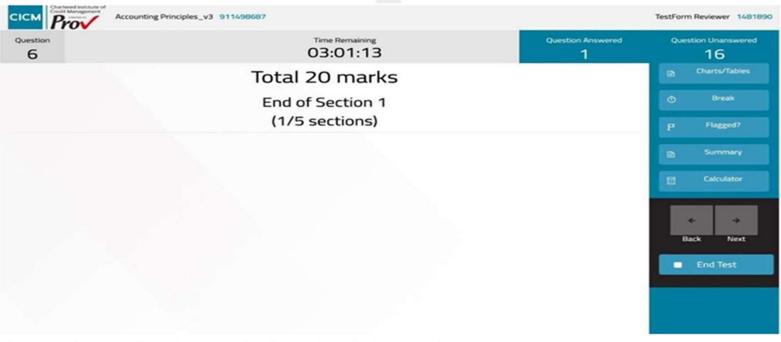
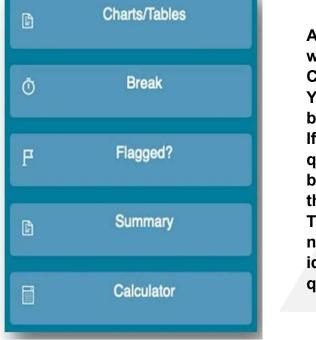


Figure 2 Example of an end-of-section information page



# Testing Aids:

There are several testing aids that you will use throughout the test. These aids are shown <u>on the right-hand side of the testing</u> screen and are described below.



All charts, pictures, graphs, or tables will be accessed by selecting the Charts/Tables button. You will select the Break button to begin your 5-minute rest period. If you wish to return to a specific question, you may select the Flagged button which creates a flag to identify that question. The Summary button is used to navigate quickly through the test and identifies answered/unanswered questions.

The on-screen Calculator may be used during the examination. Each of these testing aids is described in greater detail below.



# **Charts/Tables**

For the CICM test, Charts/Tables button will be used to access the financial information for the various cases or scenarios presented during the examination. You select the Charts/Tables button to open the chart or table, and you likewise use the button to close the chart or table. You may also close the chart or table by selecting the X in the upper right-hand corner of the Chart/Table box.

Accounting Principles_V3 678032117	Smithfield Brothers Ltd.	c o o	Barney Smith 1234567
Question 4	Smithfield Brothers Ltd.		Question Unanswered
<ul> <li>See the information found on the Charts/Tables button for :</li> <li>Prepare a current cost of inventory.</li> <li>The XYZ company wishes to purchase all existing widg the Smithfield Brothers. It is expected that the cost of p additional widgets will cost 10% more than the last bat from Smithfield's suppliers. Assuming that the Smithfiel wishes to replace its existing inventory with exactly the units, and assuming that the markup for widgets is a m. 25%, estimate the cost at which Smithfield should sell i inventory to XYZ company. Show all of your work.</li> </ul>	The Smithfield Brothers Ltd comanufacturers of gadgets. Gawhich has led to a sharp increated that are required from all suppSmithfield has been asked to oreplacement cost of widget imfor each widget will need to beto each gadget manufacturer.The table below illustrates theeach of the last four (4) batchpurchased from Smithfield's sitDateUnits Purchased15 Jan2,37504 Feb1,92427 Feb6,500	ase in the number of widgets pliers. The accountant at setimate the current ventory, assuming that prices e factored into bids provided e current cost of goods for es of widgets that have been	Charts/Tables
			*

Figure 3 Chart/Table box displaying information for the item. Note: All data is for illustration purposes only and is not reflective of an actual test question.

The Chart/Table box can be moved anywhere on the screen while it is in use. Simply place the cursor on the chart, and while holding down the left-mouse button, move the Chart/Table box The data inside the Chart/Table box can be increased in size by using the + button (upper right).

### Taking a rest break

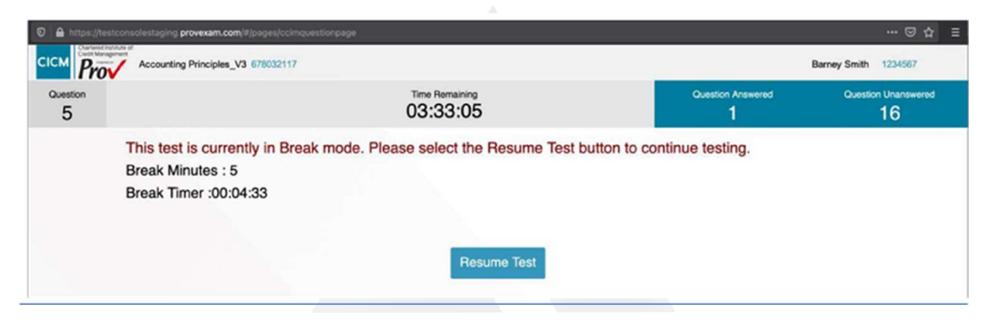
During the examination you are permitted to take one (1) rest break of a maximum five (5) minute duration. To take a break, select the Break button from the testing aids region. The following screen will appear. The proctor will be notified that you will be taking a break



A https://test	iconsolestaging provexam.com/#/pages/ccimquestionpage		♡☆ ≡
CICM Pro	Accounting Principles_V3 678032117		Barney Smith 1234567
Question	Time Remaining 03:33:25	Question Answered	Question Unanswered
	You have requested to take a break. Your break will begin after you answer the viewing.	question you are current	tly
	Rules :		
	1. You will have 5 minutes for your break		
	Continue with Break Resume Te	est	

To cancel the break request, select Resume Test. To proceed with the Break, select Continue with Break. The testing screen will appear once more, and the Break will begin after you navigate from the current test question that you are currently viewing. If you have not yet entered any data in the response section of the screen, you will need to type in at least 1 character. Then, when you press the Next button, the system will begin break mode.





While on break, the timer for the examination will continue. Five minutes were added to the total test time to account for the break time. The count-down timer will let you, as the test taker, know when to resume testing. Also, if you have completed your break early, you may click the Resume Test button to re-enter your examination



#### Flagging a test question

During the examination you may encounter a test question that you wish to return to at a later point in the examination. To quickly flag this type of question, select the 'Flagged?' button. Selecting this button will place a flag adjacent to the test question number (upper left).



**Note:** Flagging a test question has no impact on scoring. It is therefore not necessary to 'unflag' each test question before test completion. However, if you wish to unflag the question, simply press the same button (now labeled 'Unflag'), and the flag will be removed.



#### <u>Summary</u>

The summary button is used to aid in easily identifying questions that are unanswered as well as to quickly navigate to Flagged questions. To view the summary screen, select the Summary button. The display shows the various test questions as well as their answer status as shown below.

No	Question	Answered?	Flagged?
1	Describe the <b>three</b> ma	<ul> <li>✓</li> </ul>	
2	Based on the balance	<	
3	Calculate the retained	<ul> <li>✓</li> </ul>	
4	Use the information fo	<ul> <li>✓</li> </ul>	F
5	List four characteristi	-	F
6	Prepare an income stat	<ul> <li>✓</li> </ul>	
7	Describe how the cred	-1	

Figure 4 Question Summary table. Note: All question statements are not reflective of actual test questions but are for illustrative purposes only.

The table provides the test taker with information to help them identify the question's that are unanswered, or which have been flagged. The green check mark indicates that the item has been attempted or answered. Please note adding a word or character into the response field will indicate that you have attempted the question.

The empty blue field illustrates that the question has not been attempted. The blue flag indicates the items that have been flagged.

To navigate to a specific question, use the cursor and select one of the colored fields in the Answered column. The testing system will automatically navigate to that specific test question



#### **Calculator**

During the examination you may use the on-screen calculator. Simply press the Calculator button to open the tool. Note that the calculator will keep a list of prior calculation totals which may aid you during testing. The calculated values are not stored, however, nor are they submitted as part of the grading process. You will only be graded based upon the information you enter in the response region.

	Calcul	ator				>
(	)					
	мс	MR	M+	M-	MS	
	7	8	9	÷	DEL	
	4	5	6	x	с	II.
	1	2	3	-	$\checkmark$	
		0		+		



#### Responding to questions

- All the test questions require the candidate to enter their own responses to the questions or tasks which are presented. The region for answering the questions is found beneath the question or task statement (highlighted by a red square below).
- Note: All question statements are not reflective of actual test questions but are for illustrative purposes only
- Responses can be entered and changed as necessary. Once a candidate has begun to

enter any comment in the response section, that question will be categorized as an answered question. The testing system will automatically save all answers every 1 minute. The answers will also be saved every time the candidate navigates to a new test question (using the Next or Back buttons).

Question 4	Time Remaining 03:34:13	Question Answered	Question Unanswered
Prepare a currer The XYZ compa the Smithfield & additional widge from Smithfield's wishes to replac units, and assum 25%, estimate th inventory to XYZ	found on the Charts/Tables button for Smithfield Int cost of inventory. any wishes to purchase all existing widget inventory of rothers. It is expected that the cost of purchasing ts will cost 10% more than the last batch of widgets s suppliers. Assuming that the Smithfield Brothers Ltd ce its existing inventory with exactly the same number of ming that the markup for widgets is a market-standard he cost at which Smithfield should sell its existing widget Z company. Show all of your work.	X & 2 # # M·	Charts/Tables  Charts/Tables  Break  p: Plagged?  Calculator  Calculator
			e ⇒ Back Next

To increase the size of the response window, place the computer cursor over the triangle found in the lower right-hand region of the response window. With the cursor on top of the triangle, hold down the left mouse button, and then pull down or push up to change the size of the response window.





The example below is of a resized response section or window.

CICM Prove that are a second to a second t	1498687			TestForm Reviewer 1481890
Question	Time Rema 03:33		Question Answered	Question Unanswered
Use the information found on the Charts/Tab	les button for Smithfield			Charts/Tables
<ul> <li>a) Prepare a current cost of inventory.</li> <li>b) The XYZ company wishes to purchase a the Smithfield Brothers. It is expected th additional widgets will cost 10% more thi</li> </ul>	at the cost of purchasing			⊘ Break
from Smithfield's suppliers. Assuming th wishes to replace its existing inventory w	at the Smithfield Brothers Ltd vith exactly the same number of			FI Flagged?
units, and assuming that the markup for 25%, estimate the cost at which Smithfie inventory to XYZ company. Show all of	Id should sell its existing widget			Summary
<u>○ @ @ @   ~ ~ ]</u> ♥•] B I U]	Styles   Format  Font  Font	Size · A· X R S I R	•	Calculator
				← → Back Next ■ End Test
		1	4	

•When entering responses to open-ended questions, the candidate types in the response in the region provided.



•When there are prepared tables in the response section, the candidate is to use the prepared tables. Please do not add or modify these tables.

4				Time Remain 03:28:		Question Answered		Que	stion Unanswered 16
Prepare a c The XYZ co the Smithfle additional w from Smithfl wishes to re units, and a 25%, estima inventory to	tion found on the Charts/Ta urrent cost of inventory, mpany wishes to purchase Id Brothers. It is expected idgets will cost 10% more t ield's suppliers. Assuming place its existing inventory ssuming that the markup fo te the cost at which Smithf XYZ company. Show all o	all existing wid that the cost of han the last bat that the Smithfi with exactly the r widgets is a n ield should sell f your work.	get inventory of purchasing ch of widgets old Brothers L same numbe arket-standan its existing wid	td rof	Smithfield Brothers Ltd.           The Smithfield Brothers Ltd company is manufacturers of gadgets. Gadgets an which has led to a sharp increase in the that are required from all suppliers. The Smithfield has been asked to estimate replacement cost of widget inventory, for each widget will need to be factore to each gadget manufacturer.           The table below illustrates the current each of the last four (4) batches of widget nuchased from Smithfield's suppliers.           Date         Units Purchased         Unit 5.6	e in short supply e number of widgets he accountant at the current assuming that prices id into bids provided cost of goods for gets that have been		6) (*) (*) (*) (*) (*) (*) (*) (*) (*) (*	Charts/Tables Break Flagged? Summary Calculator
Date	Units Purchased	Unit Cost	Units On Hand	Total Cos	04 Feb 1,924 14.25 27 Feb 6,500 15.19	1,435			Jack Next
15 Jan	2,375	13.56	113				1.1		End Test
04 Feb	1,924	14.25	1,435						
	3,600	15.18	3,800						
27 Feb									

Figure 5 Example of completed response section using Charts/Tables. Note: Information is for illustrative purposes and is not reflective of the types of items and responses required during the test

Note: When tables are provided, there are usually more tables provided than are needed. These can be accessed by using the scroll bar on the right-hand side of the response region. Do not infer that every table is required when responding. Use your own judgment and accounting best practice to determine how to use the tables when providing your responses.





The test ends when either the time runs out or the candidate selects the End Test button (lower right).



When ending the test before time runs out, the testing system will notify you if there are any unanswered questions (as shown below). Select 'Yes' if you wish to continue and end the test or select 'No' if you wish to return to the test and answer the unanswered question(s).

			×
You have 1 una endtest ? Barn	nswered question( ey Smith	s) Are you sure y	ou want to
	Yes	No	

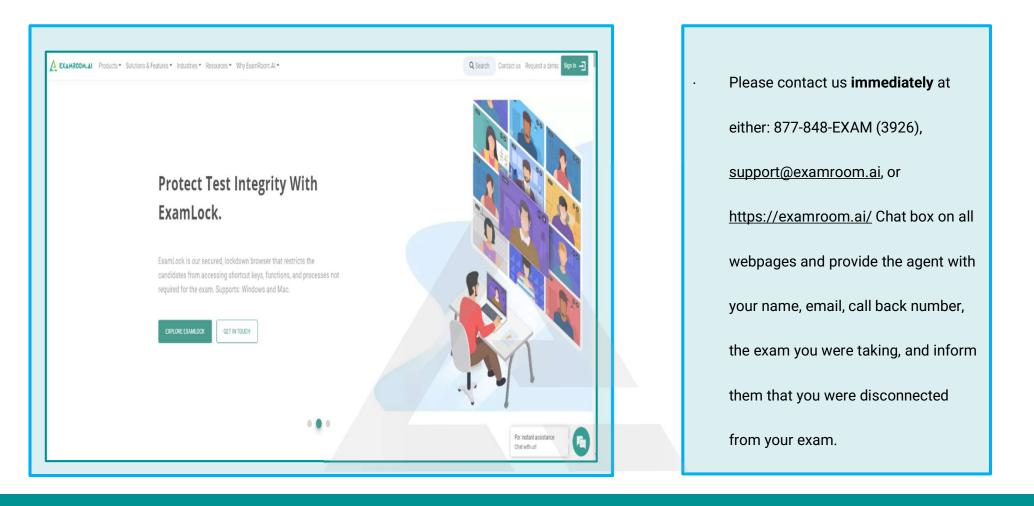
Verbally inform your proctor that you have completed your test so they can assist you in successfully disconnecting from your exam session. Follow the prompts, once complete you will be directed back to your candidate dashboard, where you can log out:

	DUMBOOM AT 5475	
EXAMROOM AI SAYS	You have completed your exam successfully. Share your review.	EXAMROOM.AI SAYS 🛒
Are you sure you want to complete the exam? Please confirm with your proctor before exiting the page.	Contrains Examines Is see the best experience with Experificant.N	You will be redirected to dashboard Okay





□ If during your exam you get disconnected (due to internet, power, laptop battery drained, etc.)





# **Chat Support**

Chat with us now!
Enter your name
Your email address
Phone number
Type your message and hit Enter

