

Exam Checklist

Test-centre exam

Before your exam

Before using this checklist, make sure you've reviewed the information on the [test-centre exam webpage](#) and completed the 'Preparing for a Test-Centre Exam' e-learning module in [My Online Learning](#). We suggest you complete these steps **one week** before your exam.

Step	Description	Tasks – tick the box as you complete each step
Step one	<p>Read your exam reminder email in detail</p> <p>Seven days before your exam, you'll receive a reminder email from Pearson VUE. It's crucial you read this reminder thoroughly before the day of your exam. Pay close attention to:</p> <ul style="list-style-type: none">• Your personal details• Your appointment date and time• The location of your exam, so you can plan your commute• Any entry requirements for your test centre	<ul style="list-style-type: none"><input type="checkbox"/> I've checked my personal details, and confirm they are correct and match my member profile with CPA Australia.<input type="checkbox"/> I've checked my exam date, time and location, and I'm planning to arrive 30 minutes before my exam begins.<input type="checkbox"/> I've checked that I can comply with any relevant entry requirements.
Step two	<p>Prepare your ID</p> <p>You need one form of ID to sit your test-centre exam.</p> <p>The full name on your ID must exactly match the first and last name in your CPA Australia member profile. If it does not match, please contact us as soon as possible to ensure your profile is updated in time.</p> <p>Candidates in India should be aware of specific requirements in relation to acceptance of the Aadhaar ID for CPA Program exams, in line with Pearson Vue requirements. If you would like any further information regarding your ID requirements you can view them here.</p>	<p>Your ID must:</p> <ul style="list-style-type: none"><input type="checkbox"/> be current, valid and government-issued.<input type="checkbox"/> be an original, physical copy – digital IDs will not be accepted.*contain your full name, photograph and signature.<input type="checkbox"/> spell your name in English.

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Step three	<p>Check your calculator You can only bring one calculator to your exam, and it must meet the CPA Program exam requirements.</p> <p>Your calculator can be:</p> <ul style="list-style-type: none"> • scientific • standard • financial • able to store and recall the last performed calculation only. <p>You will also have access to an online calculator during your exam – you can test this via the demonstration in My Online Learning. You will continue to have access to an erasable whiteboard at your test centre.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> I have a calculator that satisfies the CPA Program’s rules OR I will rely on the online calculator. <input type="checkbox"/> I have checked that my calculator is NOT: <ul style="list-style-type: none"> • programmable – it must not be able to store and replay a sequence of operations or capable of external programming. • capable of text storage. • equipped with an alphanumeric keyboard (all letters from A to Z). • a graphing calculator. • wired or include wireless communication capabilities. • equipped with a camera or video recording functionality. • powered by anything other than internal batteries and/or solar power.
	<p>Know what you can and can’t bring You’re only able to bring the below items into your exam room:</p> <ul style="list-style-type: none"> • your one form of ID • your calculator • your study guide and notes. <p>You can also bring a physical dictionary if you wish. Please note, a supervisor may inspect your permitted items before you enter your exam room.</p> <p>Earplugs There will likely be other candidates at your test centre, sitting different exams at different times. This means you may notice movement in and out of your exam room. If you’re sensitive to noise, we recommend bringing earplugs with you.</p> <p>Your earplugs must be:</p> <ul style="list-style-type: none"> • made of foam or silicone. • disposable, and • sealed in an unopened package. <p>Personal headphones or electronic earplugs (not including hearing aids) are not allowed. As with all of your permitted items, they may be inspected by your</p>	<ul style="list-style-type: none"> <input type="checkbox"/> I understand which items I am permitted to bring with me.

Step	Description	Tasks – tick the box as you complete each step
Step four	<p>supervisor. If your test centre offers earplugs, you may be asked to use the ones provided, and store your own outside your exam room.</p> <p>Prohibited items</p> <p>Your reminder email includes a list of items you can't have with you during your exam. You'll be able to store any prohibited items before entering your exam room. Your supervisor may also check for any hidden prohibited items each time you enter your exam room. To do so, they may ask you to:</p> <ul style="list-style-type: none"> • Show your ears • Roll up your sleeves • Turn out any pockets • Run your own hands around your waist and down your legs • Take off your glasses for inspection. 	<input type="checkbox"/> I do not have any prohibited items with me and understand the checking process.
Step five	<p>Review your exam policies</p> <p>Read and review the CPA Australia policies to ensure that you understand your obligations.</p> <p>While you're free to discuss how you felt about your exam with peers or friends, remember that you cannot discuss exam questions or participate in discussions relating to exam content. This applies before and after your exam, regardless of whether you're in person, or communicating via social media, through online forums or via messaging apps. Learn more about academic integrity.</p>	<p>Tick the boxes to confirm once you've read and understood each policy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The CPA Program rules and regulations <input type="checkbox"/> The Exam Scheduling Policy <input type="checkbox"/> The Non-disclosure Agreement <input type="checkbox"/> The Pearson VUE Online Proctored Exam Policies <input type="checkbox"/> The Pearson VUE Terms and Conditions <input type="checkbox"/> The Pearson VUE Privacy Policy <input type="checkbox"/> The Academic Misconduct Policy
Step six	<p>Read through the CPA Program exam FAQs</p> <p>If you have any last-minute questions about your upcoming exam, don't panic. We've developed a set of CPA Program Exam FAQs for this exact purpose. We recommend you read through these queries – with a focus on the test-centre exam section – as part of your exam week preparation.</p>	<input type="checkbox"/> I've reviewed the Exam FAQs.

Important information for your exam

Pause exam – your five-minute break

You're allowed **one five-minute unscheduled break during your exam**. To take your break:



- Raise your hand and wait until a staff member advises you that you can leave your seat.
- Once you have permission, click the **'Pause Exam'** button at the top right of your screen, and then click **'Pause Exam'** again in the pop-up box.
- You can then leave the desk.
- After five minutes, your exam timer will recommence.
- You must not access any devices (such as mobile phones or smart watches) during your break, and you may be checked for hidden items upon your return.

Please note: If you choose to take any additional breaks, your exam timer will not be paused. Should you need to take another break, raise your hand and wait for a supervisor.

Your exam tools

Before your exam timer starts, you'll be led through a short tutorial demonstrating the question types you'll see and how to navigate your exam, including your on-screen tools and scrolling. You'll have an additional ten minutes to complete this tutorial.



- **Calculator:** Access your calculator via the 'Calculator' button at the top left of your screen. It's available in both scientific and standard modes.
- **Note taking:** Before entering your exam room, you'll be provided with an erasable whiteboard for any notetaking during your exam. To make sure exam questions and answers are not recorded or shared, this whiteboard will be collected and cleaned after you've finished the exam.
- **Scratchpad:** You'll also have access to an online scratch pad for quick calculations during the exam. Access your online scratchpad via the **'Scratchpad'** button next to 'Calculator' at the top left of your exam screen.
- **Extended-Response Questions:** If your exam has extended-response questions, there will be a split-screen that may require you to scroll down and across to see the full question. If you haven't viewed the full contents before moving to the next question, a pop-up will appear reminding you to scroll. You can adjust the width of the screen by dragging the vertical blue bar to the left or right.
- **Worksheet Items:** If your exam includes **worksheet items**, you'll need to enter numerical responses. You may need to use the scroll bars (across and down) to view the full worksheet. You may also use the 'zoom' function to adjust the size of the worksheet to suit your screen or adjust the width of the screen by clicking on the vertical bar and dragging this to the left (to see the worksheet item) and to the right (to see the case information).

In the event of an incident

Very occasionally, incidents occur at test centres which can impact the exam experience. In the unlikely event that such an incident occurs during your exam, please follow these steps.



1. If you experience an incident, **raise your hand**, and inform a supervisor immediately. This will ensure the event is recorded.
2. **Ask your test-centre administrator for a case number.** You can request it once you've finished your exam. This number will help identify the incident when you contact CPA Australia after your exam.
3. Where possible, your test-centre administrator may take steps to minimise the impact to your exam, in line with CPA Australia's exam policies and procedures. Please note, it is unlikely you will lose exam time, as the timer typically pauses during such issues.
4. **Contact CPA Australia** after your exam to report the incident. Please note, it is your responsibility to contact CPA Australia to discuss the options which may be available to you based on the nature of the incident. Some options may be time-dependent, so it is recommended that you contact CPA Australia within one business day.