

# Test-centre exam checklist

## CPA Program exams

## Before your exam

Before using this checklist, make sure you've reviewed the information on the [test-centre exam webpage](#). As you go through the checklist, mark each step as complete.

Step	Description
Step one	<p><b>Read your exam reminder email in detail</b></p> <p>Seven days before your exam you'll receive an 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"><li>• Your contact details</li><li>• Your appointment date and time</li><li>• The location of your exam, so you can plan your commute</li><li>• Any entry requirements for your test centre</li></ul> <p><input type="checkbox"/> I've checked my contact details, and they match the names on both of my IDs my exam date, time and location in my confirmation or reminder email from Pearson VUE.</p> <p><input type="checkbox"/> I've checked my exam date, time and location, so that I can plan to arrive 30 minutes before my exam begins</p> <p><input type="checkbox"/> I've checked that I can comply with any relevant entry requirements</p> <p><b>Prepare your IDs</b></p> <p>You need <b>two forms of ID</b> to sit your test-centre exam.</p> <p><b>Your primary ID must:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> be current, valid and government-issued.</li><li><input type="checkbox"/> be an original, physical copy – digital IDs will not be accepted.</li><li><input type="checkbox"/> contain your name, photograph and signature.</li><li><input type="checkbox"/> spell your name in English.</li></ul> <p><b>Your secondary ID must:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> be current and valid.</li><li><input type="checkbox"/> be an original, physical copy – digital IDs will not be accepted.</li><li><input type="checkbox"/> contain either your photograph or signature.</li><li><input type="checkbox"/> spell your name in English.</li></ul> <p>The name on both IDs must exactly match the full name in your <a href="#">CPA Australia member profile</a>. If these do not match, please <a href="#">contact us</a> as soon as possible to ensure your profile is updated in time. <b>If you've previously taken an online proctored exam, remember that you will need two IDs to sit your test-centre exam.</b></p>

Step	Description
Step three	<p><b>Check your calculator</b></p> <p>You can only bring <b>one</b> calculator to your exam, and it must meet the CPA Program exam requirements.</p> <p><b>Your calculator can be:</b></p> <ul style="list-style-type: none"> <li>• scientific</li> <li>• standard</li> <li>• financial</li> <li>• able to store and recall the last performed calculation only.</li> </ul> <p><b>Your calculator can't be:</b></p> <ul style="list-style-type: none"> <li>• programmable – it must not be able to store and replay a sequence of operations or capable of external programming</li> <li>• capable of text storage</li> <li>• equipped with an alphanumeric keyboard (all letters from A to Z)</li> <li>• a graphing calculator</li> <li>• wired or include wireless communication capabilities</li> <li>• equipped with a camera or video recording functionality</li> <li>• powered by anything other than internal batteries and/or solar power</li> <li>• able to produce a sound which cannot be turned off.</li> </ul> <p><input type="checkbox"/> I have a calculator that satisfies the CPA Program's rules OR I will rely on the online calculator only.</p> <p>You will also have access to an online calculator during your exam – you can test this via the demonstration in <a href="#">My Online Learning</a>. You will continue to have access to an erasable whiteboard at your test centre.</p>
	<p><b>Know what you can and can't bring</b></p> <p>You're only able to bring the below items into your exam room:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> your two forms of ID</li> <li><input type="checkbox"/> your calculator</li> <li><input type="checkbox"/> your study guide and notes.</li> </ul> <p>A supervisor may inspect your permitted items before you enter your exam room.</p>
Step four	<p><b>Earplugs</b></p> <p>If you're sensitive to noise, we recommend bringing earplugs with you. As with all of your permitted items, they may be inspected by your 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><b>Prohibited items</b></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"> <li>• Show your ears</li> <li>• Roll up your sleeves</li> <li>• Turn out any pockets</li> </ul>

Step	Description
	<ul style="list-style-type: none"> <li>• Run your own hands around your waist and down your legs</li> <li>• Take off your glasses for inspection</li> </ul>
Step five	<p><b>Review your exam policies</b></p> <p>Tick the boxes to confirm you've read and understood each policy:</p> <p><input type="checkbox"/> The CPA Program <a href="#">rules and regulations</a></p> <p><input type="checkbox"/> <a href="#">The Exam Scheduling Policy</a></p> <p><input type="checkbox"/> <a href="#">The Non-disclosure Agreement</a></p> <p><input type="checkbox"/> <a href="#">The Pearson VUE Online Proctored Exam Policies</a></p> <p><input type="checkbox"/> <a href="#">The Pearson VUE Terms and Conditions</a></p> <p><input type="checkbox"/> <a href="#">The Pearson VUE Privacy Policy</a></p> <p><input type="checkbox"/> <a href="#">The Academic Misconduct Policy</a></p> <p>While you're free to discuss how you felt about your exam with peers or friends, remember that you <b>cannot</b> discuss exam questions or receive information about exam content, 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>
Step six	<p><b>Read through the CPA Program exam FAQs</b></p> <p>If you have any last-minute questions about your upcoming exam, don't panic. We've developed a set of CPA Program <a href="#">Exam FAQs</a> 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>

## During your exam

Step	Description
Step one	<p><b>Pause exam – your five-minute break</b></p> <p>You're allowed <b>one five-minute unscheduled break during your exam.</b></p> <ul style="list-style-type: none"> <li>• Raise your hand and wait until a staff member advises you that you can leave your seat..</li> <li>• Once you have permission, click the <b>'Pause Exam'</b> button at the top right of your screen, and then click <b>'Pause Exam'</b> again in the pop-up box.</li> <li>• You can then leave the desk.</li> <li>• After five minutes, your exam timer will recommence.</li> <li>• 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.</li> </ul> <p><b>Please note:</b> Additional breaks are permitted for test-centre exams, but your exam timer will not be paused for these. If you need another break, raise your hand and wait for a staff member.</p> <p><input type="checkbox"/> I understand the test-centre break rules.</p>
Step two	<p><b>Your exam tools</b></p> <p>Tick the boxes to confirm you've read and understood each step:</p>

Step	Description
	<p><b>Your exam tutorial</b></p> <ul style="list-style-type: none"> <li>□ 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.</li> </ul> <p><b>Online calculator</b></p> <ul style="list-style-type: none"> <li>□ Access your calculator via the '<b>Calculator</b>' button at the top left of your screen. It's available in both scientific and standard modes.</li> </ul> <p><b>Note-taking</b></p> <ul style="list-style-type: none"> <li>□ 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.</li> <li>□ You'll also have access to an online scratch pad for quick calculations during the exam. Access your online scratchpad via the '<b>Scratchpad</b>' button next to 'Calculator' at the top left of your exam screen.</li> </ul> <p><b>Extended-response questions</b></p> <ul style="list-style-type: none"> <li>□ If your exam has extended-response questions, there will be a split-screen that may require you to <b>scroll down and across</b> 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.</li> <li>□ If your exam includes <b>worksheet items</b>, 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).</li> </ul>