

— **Proctored Exam/Demonstration Report Requirement** —

The CBA Proctored Exam

The CBA exam will be taken on paper using scantron forms. Number two pencils will be provided.

The exam can begin as early as 7:00 a.m., but you must begin the exam by 8:00 a.m. in order to finish by the 1:00 p.m. deadline.

You may not have any books, resources (including I-Pods, Blackberry, Palm Pilots), cliff notes, briefcases/purses, etc. during the exam. You can use a basic calculator for the exam. Please bring one with you. You cannot use a graphing calculator.

You are allowed the full 5 hours to complete the exam but you do not have to use the full 5 hours. It will not directly affect your score if it takes you 3 hours or 5 hours.

Continental breakfast and break/beverage service will be available throughout the exam.

Demonstration Report Requirement

You may use one of the Case Studies available at the workshop as one of your two demonstration reports. However, you will need to follow all the report writing requirements in the IBA Applicant Handbook before submitting your two reports. Please refer to the BVTC Confirmation details for a link to download the IBA Applicant Handbook.

Please direct all questions to me, Lindsey Nielson, IBA's Support Representative, at lnielson@go-iba.org or (800) 299-4130.

If you have any questions at all about the Proctored Exam or demonstration reports, please give me a call or drop me an email, I am here to help!

Warmest regards,

Lindsey Nielson
IBA's Support Representative
E-mail: lnielson@go-iba.org
Phone: (800) 299-4130