CIA® Challenge Exam
Frequently Asked Questions
17 March 2022

The IIA and the CIA Challenge Exam

Who is The IIA?

The Institute of Internal Auditors (The IIA) is the acknowledged worldwide leader of the internal audit profession, its global voice, recognised authority, chief advocate, and principal educator, with more than 200,000 members in over 170 countries around the world. Typically, members provide assurance and advisory services within the broad spectrum of governance, risk, and control, with responsibilities that may include internal and external auditing, risk management, internal control, information technology audit, education, and security.

The Institute of Internal Auditors (IIA) Singapore is the only professional body dedicated to the advancement and development of the internal audit profession in Singapore. For over 45 years, we have been advocating the interests of the profession and remain committed to raising the profile and standing of the internal audit profession and developing the knowledge, skills and expertise of internal auditors. Representing over 2,500 members, we enhance technical excellence through The IIA's International Standards for the Professional Practice of Internal Auditing and Code of Ethics.

What is Certified Internal Auditor (CIA)?

With over 170,000 holders worldwide, the Certified Internal Auditor® (CIA®) is the premier global certification for all those working in internal audit, regardless of background, sector, or region. It provides recognition and status among peers and principal stakeholders, and identifies individuals as committed and competent internal audit professionals. The CIA Challenge Exam is a unique opportunity for professional auditors to earn this distinguished certification through an expedited process based on the candidates' existing member affiliation.

What are the advantages of taking the CIA Challenge Exam?

By earning the CIA designation, you will join an elite group of individuals who have experienced global professional growth and upward mobility. Adding the CIA credential to your resume will elevate you among your peers and demonstrate that you are:

- A credible and trusted internal auditor
- A stronger, more competent professional who is knowledgeable in organizational governance
- Equipped for career-advancing opportunities

Who are eligible for the CIA Challenge Exam?

Candidates must be an active CPA or CA from one of the following qualified accounting bodies; students are ineligible:

- CPA license from any US State Board
- Association of Chartered Certified Accountants (ACCA)
- Chartered Accountants Australia and New Zealand (CA ANZ)
- Chartered Accountants Ireland Institute
- Chartered Professional Accountants Canada (CPA Canada)
- CPA Australia
- Hong Kong Institute of Certified Public Accountants (HKICPA)

- Institute of Certified Public Accountants in Ireland (CPA Ireland)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of India (ICAI)
- Institute of Chartered Accountants of Scotland (ICAS)
- Institute of Singapore Chartered Accountants (ISCA)
- Malaysian Institute of Certified Public Accountants (MICPA)
- Philippine Institute of Certified Public Accountants (PICPA)
- Registro Oficial de Auditores de Cuentas (ROAC)
- Saudi Organization for Certified Public Accountants (SOCPA)
- South African Institute of Chartered Accountants (SAICA)

When can I apply to the CIA Challenge Exam program?
Application to the CIA Challenge Exam program is only one step in the process to earning certification through the expedited CIA Challenge Exam. The chart below outlines the steps necessary to complete the program.

	ACTION
APPLY IIA Singapore Membership (Optional)	Candidates to apply for IIA Singapore's membership to enjoy exam at preferential rates by applying here.
APPLY LETTER of Good Standing from Candidate's Qualified Accounting Body (QAB)	Candidate to request Letter of Good Standing from relevant QAB and submit it in CCMS as required below. For ISCA members: Request via ISCA online via the ISCA member's portal https://eservices.isca.org.sg/signin, or email membership@isca.org.sg For ACCA members: - Login to myACCA - On the left, select Documents and downloads (if using mobile device, select the Menu icon from the top left-hand corner) - Select the letter you want to download if you're downloading a letter of good standing, select the reason for your download - Select Submit - Save letter to desktop For other QABs, CPA Australia: Email to sg@cpaaustralia.com.au ICAEW: Email to southeastasia@icaew.com CA ANZ: Log a support ticket in My Support in My CA
CREATE a Profile in CCMS Starting from 1 June 2022	Access CCMS and follow the instructions to create a profile or to **RESETPASSWORD** for an existing CCMS profile login information or password. Supporting browsers are newest versions of Microsoft Edge, Safari, Chrome, and Firefox.

APPLY to the program 1 June – 30 June 2022 or 1 September – 30 September 2022	Applications are accepted in June 2022 or September 2022. On your CCMS home page select 'Apply for Certified Internal Auditor' and select the 'CIA Challenge Program for Qualified Chartered Accountants and Certified Public Accountants.' Follow the step-by-step instructions to complete your application.
SUBMIT documentation in CCMS	Letter of Good Standing from QAB, complete the electronic character reference and National Registration Identity Card (NRIC). The name on your NRIC must match the name on your web account profile in CCMS and in your appointment confirmation email.
REGISTER for the exam	After approval of application, candidates can immediately REGISTER for the exam.
SCHEDULE the exam *Candidates can choose to take exam at a test centre or via online testing*	To schedule for the exam in CCMS, select 'Manage my program > select the examination on the left navigation bar and then select 'Manage appointment'. You may also schedule your examination by selecting 'Access PearsonVUE' on the CCMS homepage. Schedule your exam in the month of August 2022, November 2022 or February 2023 (for applicants approved in September 2022 only).
SIT for the exam 1 August– 31 August 2022 OR 1 November 2022 – 30 November 2022 OR 1 February 2023 – 28 February 2023 (for applicants approved in Sep only)	**At the Test Centre:** Arrive at the Pearson VUE test center on the scheduled date and time. Candidates must sit for the exam from **1 August to 31 August 2022, 1 November 2022 to 30 November 2022 or 1 February 2023 to 28 February 2023 (for applicants approved in September 2022 only).** **Online Test:** To prepare and understand the check-in procedures and system requirements for online testing, visit the Pearson VUE online proctoring page and click "Run system test." Once you download the application and follow the prompts, they are identical to checking in for your upcoming exam. This program will also test your system to determine if you meet the requirements needed to take the exam via online testing. Please take note that candidates assume responsibility for meeting technical requirements prior to scheduling an exam and taking your exam via online testing including stable internet connectivity. Make sure to do the required system test and exam simulation before exam day by running the system test as follows: Pearson VUE System Test • Log into your CCMS account. • Select "Access Pearson VUE" on the CCMS home page.

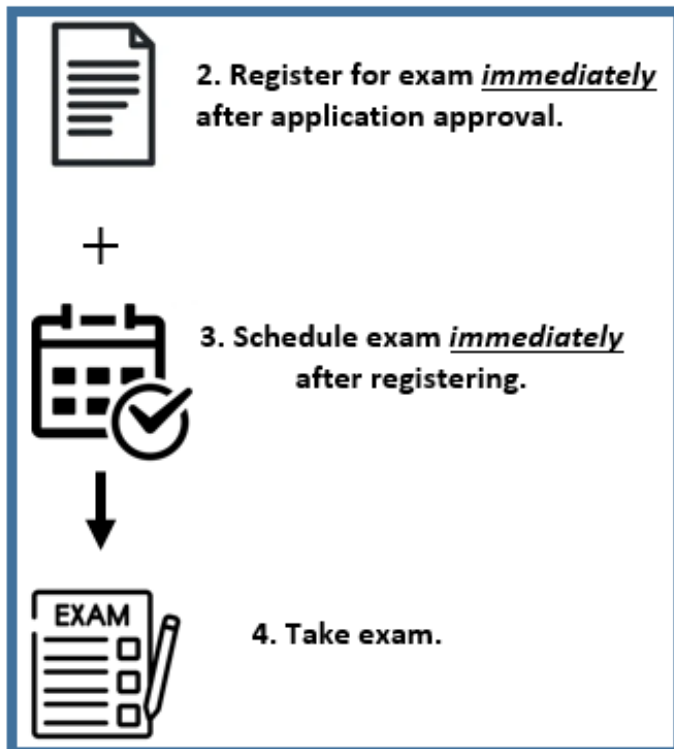| | • Under "Open Online Exams" on your dashboard, click the scheduled examination link. |
	• Select "Begin Exam."
	• You will be asked to download the OnVUE application and run the program.
	Complete the check-in process by following the screen prompts (you may use a mobile phone or your computer webcam). Be sure to have your NRIC ready.

RETAKE Exam
Retake Registration and Schedule Window: All year
Retake testing window: August 2022, November 2022 and February 2023

1. **Apply.**

Application reviewed and approved by The IIA.

2. **Register for exam _immediately_ after application approval.**

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3. **Schedule exam _immediately_ after registering.**

4. **Take exam.**

180 days from application approval to register, schedule, and sit for exam.

Pass

Do Not Pass

CIA
Certified
Internal Auditor®

Register to retake exam.*
Candidate has 3 years to complete program.

See additional testing windows.
Requires separate fee.

Applying for the CIA Challenge Exam

Do I have to be a member of IIA Singapore to take the CIA Challenge Exam?
With an IIA Singapore membership, you enjoy signification savings when you apply for the CIA Challenge Exam and IIA training courses and conferences. If you are not an IIA member, you will be paying non-member price to take the exam.

How do I become a member of IIA Singapore if I am not a member?
Please visit IIA Singapore website here to submit an online application under '**Join Us**'.
To avoid any delay in processing, please ensure that all documents required for membership application are submitted at application. Membership period is valid from 1 July 2022 to 30 June 2023. One-time non-refundable application fee and full-year membership fee apply.

New Members		Documents List (in PDF format)
Individual Member	1. Complete IIA Singapore online Membership Application Form 2. Upload supporting documents in the IIA Singapore portal 3. Complete payment 4. Identity verification*	• Updated copy of resume including current and previous job scope • Certified true copy of academic certificate, duly signed by HR, HOD or bring the original certificate to IIA Singapore office* • Letter of employment printed on company's letterhead, including employment date and current designation. Validity of the letter should not be more than 3 months prior to application. • NRIC consent form (downloaded from online application page, duly verified by IIA Singapore) **Apply here**
Corporate nominee (the employer is a corporate member)	**Please approach your corporate administrator to join the membership**	• Updated copy of resume including current and previous job scope • Certified true copy of academic certificate, duly signed by HR, HOD or bring the original certificate to IIA Singapore office* • NRIC consent form (duly verified by IIA Singapore staff)

* Due to Covid-19, we have made alternative arrangements for online verification of the documents via face-time.

What happens if I apply for the CIA Challenge Exam but do not meet the eligibility requirements?

If it is determined during the validation process that the candidate does not meet the eligibility requirements, the application will be denied. No refunds, in part or whole, will be provided to candidates once the application is submitted.

How do I apply for the CIA Challenge Exam program?

Exam candidates are required to create a profile record in The IIA's Certification Candidate Management System (CCMS). If the candidate has previously taken an IIA exam or attended IIA's International Conference, the candidate already has a record in CCMS. **DO NOT** create a second record, instead, go to RESETPASSWORD to recover your account. Candidates requiring assistance may open a new case in your CCMS profile by selecting "Help" on the CCMS home page.

1. Create a profile or log in to the Certification Candidate Management System (CCMS).

2. Select "Apply for Certified Internal Auditor."

3. Select "CIA Challenge Program for Qualified Chartered Accountants and Certified Public Accountants."

4. After the payment screen, you must upload a letter of good standing from the qualified accounting body and a government-issued ID. You must also complete the electronic character reference. Once approved into the program, you may register and schedule your examination.

5. To register and schedule your exam, select "Manage my program > CIA > Register."

I am a member of the IIA but my membership is not reflected in my CCMS profile?

If you are a current IIA member, please select 'Help' and open a new case as you may have two CCMS profiles that need to be merged. Please do not purchase the CIA Challenge exam application unless the correct pricing for IIA members is reflected as no refunds or price adjustments will be made once they process your payment.

Where can I access my score report?

Please review the Certification handbook for additional details on scoring. If you passed the exam, your score report will indicate just that — no numeric score will be provided. Score reports for a failed exam will include a numeric score and a list of the syllabus domain areas where improvement is needed. Score reports can be found by selecting 'Access PearsonVUE' then 'View Score Reports' 24 hours after the examination is taken.

How do I register and schedule for the CIA Challenge Exam?

Access your CCMS profile. Once approved into the program, you may select "Manage my program," then select the examination on the left navigation bar and then select "Register" and/or "Schedule."

Schedule your examination for the month of August 2022, November 2022 or February 2023. You will have the option to take your exam via online testing or at a testing

center. To find the nearest testing center, visit the [Pearson VUE page](#) and select "Find a test center."

What if I do not receive the Letter of Good Standing from my QAB?
If a candidate is unsure of qualifying, the candidate should contact the relevant Accounting Body's Membership Services before applying for the CIA Challenge Exam. Under no circumstances will a refund (in part or whole) be issued after the application has been submitted.

I uploaded my letter of good standing and government issued ID, and submitted my character reference but my application is still in applied status.
The applications will be reviewed once supporting documents are uploaded and the character reference is Approved. If the character reference has not been processed or not received after 7 calendar days you may re-enter and submit the reference. We recommend it is sent to a personal emails address for your supervisor as they may get stuck in spam or security filters

CIA Challenge Exam Pricing and Payment

How much will the CIA Challenge Exam cost?
The exam bundle, priced at US$1,195 for IIA members and US$1,545 for non-IIA members, includes:
- CIA Challenge Exam application fee
- CIA Challenge Exam registration fee
- CIA Challenge Exam Study Guide for Qualified CAs / CPAs and practice questions included within the customized CIA Learning System
- Access to the [Standards](#) to help you prepare for the exam

The prices for the CIA Challenge Exam are not inclusive of GST. Singapore's 7% GST is payable by the candidates.

Can I just pay for the application and exam registration without purchasing the review materials and membership?
No. The CIA Challenge Exam is only being offered as a bundle. Candidates may choose to take the exam by completing the standard three (3) part examination process if they wish to only pay for the exam application and registration fees.

How do I pay for the exam?
Payment for the CIA Challenge Exam must be submitted at the time of application. Applications will not be reviewed for approval until required documents (Letter of Good Standing, electronic Character Reference and NRIC) and payment are received. Payment must be submitted in the form of a credit card only.

How long is my programme window?
Once approved into the CIA Challenge exam you have 3 years to pass the CIA Challenge exam. If you are unsuccessful you will have other opportunities and may test in one of the testing windows as listed above.

What if I do not pass the CIA Challenge Exam? Can I retake it?

Candidates have a three-year program window and may continue to re-take the examination for a fee during any of the testing windows. There is no maximum number of times candidates may retake the examination within the three-year program window. The price for the retake exam is US$795 for IIA members and US$945 for non-IIA members.

The prices for the CIA Challenge Exam are not inclusive of GST. Singapore's 7% GST is payable by the candidates.

Timeline for retake:
Retake Registration and Schedule Window: All year
Retake testing window: August 2022, November 2022 and February 2023

Can I extend my exam window?

For additional assistance, please open a new case in your CCMS profile by selecting "Help" on the CCMS home page.

Preparing for the CIA Challenge Exam

Where can I find the Certification Handbook?
The handbook can be found by going to your CCMS profile and select "Resources". All candidates are required to read and agree they have read and understood the policies and procedures.

What language will the CIA Challenge Exam be offered in?
The CIA Challenge Exam is offered in English only.

How long does it take to complete the exam?
The CIA Challenge Exam contains 150 multiple choice questions. Candidates will have 3 hours to complete the exam.

Is this an open book exam?
No, this is not an open book exam.

What does the customised CIA Learning System compose of?
The CIA learning system has been updated to version 7 and include 1,000 practice questions. Please note these practice questions are developed independently of the IIA Global Certifications department and based on the publicly listed syllabi.

All CIA challenge exam candidates will enjoy:
- A fully online learning experience allows them to study whenever they have a few spare minutes.
- Comprehensive online reading materials and downloadable e-reader files.
- 1,000 practice exam questions to test their comprehension and ability to apply concepts. *Please note these practice questions are developed independently of the IIA Global Certifications department and based on the publically listed syllabi.
- A glossary of terms.
- A video tutorial providing an overview of the IPPF components.
- Access to these online study tools for one year.

Is the material in the package specially tailored for the Challenge Exam? Can it be used for the normal CIA Exam route?
The study material in the package is specially customised for the Challenge Exam. Standard CIA pathway (3 parts exam) will use the standard CIA Learning System (3 parts).

When will I receive the customised CIA Learning System?
Once approved into the program, candidates will receive the email invitation for the CIA Learning System within 7 days from The IIA's CIA Distribution Center with the subject line, "Action Required - Your IIA Online Access". Candidates will need to activate the CIA Learning System separately. For questions or assistance with the CIA Learning System please reach out to customercare@learncia.com to inquire further. Access the IPPF.

Where can I get more assistance to prepare for the CIA Challenge Exam?
IIA Singapore will hold two virtual 2-days CIA Challenge Exam preparatory courses in October and December 2022. The courses are conducted by experienced local IIA trainers. Please visit our website to check the terms and conditions.

You may also refer to a supplemental OnDemand course from IIA Global.
Review the topics covered by The IIA's CIA Challenge Exam for Qualified CPAs and CAs with a customized course that provides an overview of the standards of internal audit. The course is available in English only and delivered through on-demand video segments that are broken into three modules totaling approximately 14 hours of time, allowing candidates the flexibility to study on their own personal schedules.

Taking the CIA Challenge Exam

What are the Test Centres available in Singapore?

Pearson Professional Centers-Singapore
PEARSON
51 Cuppage Road
#05-02/03/04
Singapore 229469
Phone: +65 6225 2027

NTUC LearningHub Pte Ltd
NTUC Trade Union House
73 Bras Basah Road
Level 3, Room 3J
Singapore 189556
Phone: +65 68378356/57

What is Online Testing?
Online testing allows candidates to test using their own computer in their home, their office, or remotely in other acceptable locations. Visit the Pearson VUE online proctoring page for system requirements and additional information. Click Online Testing to watch a short video to learn more.

Do I meet system requirements for online testing?
To prepare and understand the check-in procedures and system requirements for online testing, visit the Pearson VUE online proctoring page and click "Run system test." Once you download the application and follow the prompts, they are identical to checking in for your upcoming exam. This program will also test your system to determine if you meet the requirements needed to take the exam via online testing.

Online testing is no longer supported on Internet Explorer therefore candidates should plan to use newest versions of Microsoft Edge, Safari, Chrome, and Firefox to take your exam.

Our vendor, Pearson VUE, has been made aware of issues with Mac devices when attempting to take the test online. While Pearson VUE works to resolve the issue, candidates are encouraged to use non-Mac devices to complete your test online. If that is not an option, consider taking your exam at a Pearson Vue test centre.

Please take note that candidates assume responsibility for meeting technical requirements prior to scheduling an exam and taking your exam via online testing including stable internet connectivity.

Pearson VUE System Test

- Log into your CCMS account.
- Select "Access Pearson VUE" on the CCMS home page.
- Under "Open Online Exams" on your dashboard, click the scheduled examination link.

- Select "Begin Exam."
- You will be asked to download the OnVUE application and run the program.

Is my workspace okay for online testing?
During the check-in process, you will be asked to take photos of your work area, which will be checked by a proctor prior to exam launch. Please ensure that your desktop is clean and that you are not within arms' reach of books, notepads, sticky notes, papers, pens, pencils, and other writing instruments/objects. Additional monitors and computers must be unplugged and turned off. Items on the wall with writing on them such as whiteboards, will be inspected. If your workspace does not pass a room scan, you are not permitted to proceed with taking the examination via online testing.

Is there more than one exam date?
Candidates have to schedule one appointment date in August 2022, November 2022 or February 2023 to sit for the exam.

Can I eat, drink, or take a break during the online exam?
The exam does not include scheduled breaks; breaks are not allowed during the exam for any reason. If you leave your computer during your exam, the proctor will end your session and you will be unable to continue testing. Water in a clear glass is allowed during testing; however, eating, smoking, ear plugs and chewing gum are not permitted.

What if I encounter an issue during my online examination?
Please reach out to PearsonVUE directly to open a case. If the examination is stopped you must appeal to PearsonVUE directly. Please be sure to read the administration policy when scheduling online testing.

When will I receive my score?
You can access your score report approximately 24 hours after your exam by going to your CCMS profile and clicking Access PearsonVUE > view score reports.

How can I contact IIA Singapore with regards to queries on the exam or assistance?
Please feel free to contact the Certification Team at certification@iia.org.sg or 6324 9029 for queries.

Continued Professional Education (CPE) Requirements

What are the CPE reporting requirements for the CIA professional certification when a candidate successfully completes the CIA Challenge Exam?
Certified Internal Auditors are required to report CPE hours on an annual basis, by 31 December.

Candidates who successfully complete the CIA Challenge Exam will need to report their CPE credit hours for the first time no later than 31 December 2023. Once in a certified status, the expiration dates are provided on your CCMS home page. To learn more about maintaining certification, refer to the CPE Requirements webpage.

Who do I contact if I have a question regarding my certification or CPE requirements?
Please open a new case in your CCMS profile by selecting "Help" on the CCMS home page.