

# Certified Documentary Credit Specialist (CDCS)

## Candidate Study Guide

CDCS Examinations – from April 2008



### **ifs** School of Finance

Ifs House, 4–9 Burgate Lane  
Canterbury, Kent, CT1 2XJ, United Kingdom  
Telephone: (+44) (0)1227 818609  
Fax: (+44) (0)1227 784331

International Financial Services Association  
9 Sylvan Way, Suite 130  
Parsippany, New Jersey 07054  
Telephone (973) 656-1900  
Fax (973) 656-1915  
[www.cdc.org](http://www.cdc.org)

For IFSA registered candidates, the 2008 CDCS examination will only be offered electronically within candidate banks and institutions.

For **ifs** School of Finance registered candidates, the 2008 CDCS examination will be offered as paper based via arranged examination venues.

ISBN 978-1-84516-656-4



9 781845 166564

Published by **ifs** School of Finance, a non-profit-making registered educational charity incorporated by Royal Charter.

The **ifs** School of Finance believes that the sources of information upon which the book is based are reliable and has made every effort to ensure the complete accuracy of the text. However, neither **ifs** School of Finance, the author nor any contributor can accept any legal responsibility whatsoever for consequences that may arise from any errors or omissions or any opinion or advice given.

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the prior written permission of the copyright owner except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd. Applications for the copyright owner's written permission to reproduce any part of this publication should be addressed to the publisher at the address below:

**ifs** School of Finance  
IFS House  
4-9 Burgate Lane  
Canterbury  
Kent  
CT1 2XJ

T 01227 818609  
F 01227 784331  
E [customerservices@ifslearning.com](mailto:customerservices@ifslearning.com)

© **ifs** School of Finance 2007, with the exception of North and South America wherein copyright lies with the International Financial Services Association 2007

ISBN: 978-1-84516-656-4



August 2007

Dear CDCS Candidate

Welcome. You made a significant commitment to your career when you registered for the CDCS examination. This Study Guide has been prepared with your success in mind. It will help you make the transition from the CDCS Content Outline and the Study Text; in addition, it will outline a variety of study techniques for your consideration.

The text for the CDCS examination has been updated and revised and published as *The Guide to Documentary Credits: third edition*. There are significant changes to the content outline, including the changes in UCP 600 and other rules, as well as updating to the general text. It is important that you study the third edition as you prepare for the examination.

If it has been a few years since you last studied for an examination, a review of this publication will help you identify the areas you will find helpful as you develop your individual study plan. Experiment to find out what suits you best.

The CDCS examination is based on a Job Analysis Study that identified the knowledge and skills required for competent practice in the field of documentary credits. The Content Outline details the results of the survey and the Study Text is based on the Content Outline. You can build on the information and experience you have, as you are involved with documentary credit practice.

As you can see from the table of contents there are many different areas that will be of assistance to you as you prepare to study for the CDCS examination; not all may apply to you. Your first step will be to identify those sections that you want to include in your study plan.

Section 2 contains the CDCS Content Outline. This document is the basis for the CDCS examination and should be reviewed in depth.

The CDCS examination is an opportunity for you to demonstrate what you know and your skills as a documentary credit specialist. We wish you success in your preparation for the examination.

There are several products that will assist you as you prepare for the CDCS examination:

- the Study Text is the basic reference for the examination; all multiple-choice questions are documented to this text;
- the 2008 examination will be delivered in the US and Canada electronically at bank training sites. For additional information, go to the CDCS website ([www.cdcs.org](http://www.cdcs.org));
- CDCS website ([www.cdcs.org](http://www.cdcs.org)): information will be posted on the website as it becomes available. This will be a source of continuing help to you as you prepare for the examination.

Gavin Shreeve  
Chief Executive  
*ifs* School of Finance

Dan Taylor  
President  
International Financial Services Association

## Table of contents

- Introduction
- Section 1. CDCS study text
- Section 2. CDCS content and examination outline – 2008
- Section 3. Planning your study – study plan
- Section 4. Keys to studying for success
- Section 5. CDCS study groups
- Section 6. Multiple-choice question formats
- Section 7. Analysis, questions, in-basket and simulation exercises
- Section 8. Tips for answering multiple-choice questions
- Section 9. Pre-examination check list
- Section 10. Practice/sample test
- Section 11. CDCS website

## **Introduction**

### **Volunteers associated with the CDCS project**

The Certified Documentary Credit Specialist (CDCS) credential is a peer-review project that includes volunteers in each segment of its development. It is a joint project of the *ifs* School of Finance in the UK and the International Financial Services Association (IFSA) in the US and is endorsed by the International Chamber of Commerce (ICC). There are several volunteer-intensive phases of the project and they include the following.

- Job Analysis Study: volunteers identified the major responsibilities of a Documentary Credit Specialist. They also detailed the knowledge and experience required to meet these responsibilities competently. The Job Analysis Study serves as the basis of the CDCS Content Outline and the CDCS Examination Specifications.
- Study Text: *The Guide to Documentary Credits: third edition* is the reference text for the CDCS examination. It is based on the Content Outline and was reviewed by volunteers who served as topic experts.
- Item writing and test volunteers write, review and revise the questions on the CDCS examination. This is a very intensive responsibility and the Test Committee meets annually to prepare for each examination administration.

### **CDCS test committee**

- Maria Adamczyk, CDCS – JPMorgan Chase Bank, N.A.
- Lowell Campbell, CDCS – co-chair – JPMorgan Chase Bank, N.A.
- Samuel Hodges, CDCS – Square 1 Bank
- Steve Cooke, CDCS – Standard Chartered Bank
- David Morrish, CDCS – co-chair – Lloyds TSB Bank plc
- Tineke Overvliet, CDCS – DHB Bank
- Victor Pena, CDCS – Citicorp
- Steve Thompson, CDCS – Standard Chartered Bank
- Paul Williamson, CDCS – JPMorgan Chase Bank

### **Item writing task force**

- Gary Bishop, CDCS – British Arab Commercial Bank Limited
- Anh Chau, CDCS – Bank of America
- Ilene Crook, CDCS – JPMorgan Chase Bank
- Wilson Ng, CDCS – Bank of Nova Scotia, Canada
- Laura Pedersen, CDCS – Bank of Nova Scotia, Canada
- Rita Ricci, CDCS – BNP Paribas Canada
- Otto Ruff, CDCS – Bayerische Landesbank International SA
- Martin Stocks, CDCS – The Royal Bank of Scotland
- Elizabeth Williams, CDCS

## **1 CDCS study text**

The Study Text for the CDCS examination is *The Guide to Documentary Credits: third edition*.

The text was reviewed by *ifs* School of Finance and IFSA volunteers and produced by the *ifs* School of Finance and IFSA. The Study Text is intended to assist CDCS candidates prepare for the examination. The text is based on the CDCS Content Outline (see Section 2); the Content Outline details the knowledge and skills identified through a Job Analysis Study as necessary to fulfil the major responsibilities of a documentary credit practitioner. A thorough understanding of the topics covered in the CDCS Content Outline should result in success in the CDCS examination.

Examination questions in the first section of the examination are referenced to the Study Text. Questions in the Simulation portion of the examination are based on the analysis and application of the information in the Study Text to actual situations.

## **2 CDCS content and examination outline – 2008**

### **Examinations**

IFSA – US, Canada, Mexico, Latin America – April 2008 Testing Window

Registration Deadline – 28 February 2008

*ifs* School of Finance – outside the US, Canada, Mexico, Latin America – 10 April 2008

Registration Deadline – First-time registration – 31 January 2008

Resit registration – 28 February 2008

### **Multiple-choice questions**

The CDCS examination has a total of 120 questions and is in two parts.

- Part A contains 83 multiple-choice knowledge (KN) and application (AP) questions based on the Study Text – approximately 1.5 hours of the examination.
- Part B contains 37 analysis, in-baskets and simulation questions.
- Effective from 2007, the 120 questions within the CDCS examination will include 15 pre-testing questions. These 15 questions are for pre-testing purposes only and do not contribute towards the candidate's final grade. The grade awarded to candidates will be based upon their performance on the remaining 105 questions.
- The 15 pre-testing questions will be distributed throughout the examination paper and will not be identifiable by candidates. Candidates should therefore answer all of the 120 questions on the examination paper.

**CDCS content outline – summary**

- A. Documentary Credit Groups
  - A.1 Types and Uses of Documentary Credits
  - A.2 Parties to the Credit: Roles, Responsibilities and Risks
  - A.3 Types of Payment
- B. Characteristics of Documentary Credits
  - B.1 Primary Characteristics
  - B.2 Specialty Characteristics
- C. Operations
  - C.1 Processes
  - C.2 Related Products/Terms
- D. Financial and Commercial Documents
- E. Rules

**CDCS content outline**

- A. Documentary Credit Groups
  - A.1 Types and Uses of Documentary Credits
    - A.1a Commercial
    - A.1b Standby
  - A.2 Parties to the Credit: Roles, Responsibilities and Risks
    - A.2a Required Parties
      - 1) Issuing Bank
      - 2) Beneficiary
    - A.2b Applicant
    - A.2c Banks' Roles and Obligations
      - 1) Issuing Bank
      - 2) Confirming Bank
      - 3) Advising Bank
      - 4) Negotiating Bank
      - 5) Paying Bank
      - 6) Accepting Bank
      - 7) Reimbursing Bank
    - A.2d Types of Risk
      - 1) Operational/UCP500
      - 2) Credit
      - 3) Foreign Exchange
      - 4) Fraud
      - 5) Legal
      - 6) Political

- A.3 Types of Payment
  - A.3a Sight
  - A.3b Deferred
  - A.3c Negotiation
  - A.3d Acceptance
- B. Characteristics of Documentary Credits
  - B.1 Primary Characteristics
  - B.2 Specialty Characteristics
    - B.2a Revolving Credits
      - 1) Cumulative vs. Non-Cumulative
      - 2) Automatic vs. Controlled
    - B.2b Instalment
    - B.2c Advance Payments
    - B.2d Transferable
    - B.2e Evergreen
    - B.2f Clean
    - B.2g Direct Pay
- C. Operation
  - C.1 Processes
    - C.1a Issue
    - C.1b Pre-advise
    - C.1c Advise
    - C.1d Confirm
    - C.1e Amend
    - C.1f Transfer
    - C.1g Present
    - C.1h Examine
    - C.1i Pay/Reject
    - C.1j Claim
    - C.1k Reimburse Funds
    - C.1l Cancel
  - C.2 Related Products/Terms
    - C.2a Letter of Indemnity
    - C.2b Air Way Release
    - C.2c Steamship Guarantee
    - C.2d Assignment of Proceeds
    - C.2e Participation and Syndication
    - C.2f Trade-related Incoterms

- D. Financial and Commercial Documents
  - D.1 Draft/Bill of Exchange
  - D.2 Commercial Invoice
  - D.3 Non-negotiable Seaway Bill
  - D.4 Charter Party Bill of Lading
  - D.5 Multimodal Transport Document
  - D.6 Air Transport Document
  - D.7 Road, Rail or Inland Waterway Transport Document
  - D.8 Forwarder's Cargo Receipt, Mate's Receipt and Consolidator's Receipt
  - D.9 Post Receipt or Certificate of Posting
  - D.10 Courier or Expedited Delivery Service Document
  - D.11 Insurance Document
  - D.12 Weight Certificate
  - D.13 Certificate of Origin
  - D.14 Packing Lists
  - D.15 Inspection Certificate
  - D.16 Other Documents
- E. Rules
  - E.1 UCP600 – Uniform Customs and Practice for Documentary Credits
  - E.2 ISP98 – International Standby Practices
  - E.3 URR 525 – Uniform Rules for Bank-to-Bank Reimbursements Under Documentary Credits
  - E.4 ICC Decision on Original Documents (Appendix to ICC Publication 681–ISBP)
  - E.6 ISBP 681
  - E.7 eUCP

**General information**

- Candidates will have THREE hours to complete the examination.
- Candidates are responsible for timing themselves to ensure there is sufficient time to complete both sections of the examination in three hours.
- The multiple-choice questions test your knowledge and how to apply that knowledge to specific situations outlined in the simulation exercises.
- Each question qualifies for one point/mark; incorrect answers/points are not deducted from the number of correct answers.
- Types of questions – there are three basic levels of multiple-choice questions:
  - knowledge questions are recall questions;
  - application questions apply knowledge;
  - analysis questions require both knowledge and application skills.

See Section 6 for additional explanations on the three cognitive levels for multiple-choice questions.

**3 Planning your study****Tips from successful certification examination candidates**

- Your objective should be to arrive at the examination secure in the knowledge that, through a well-planned course of study and your practical experience, you are in as strong a position as possible to be successful.
- Draft a study schedule/timeframe based on your objectives and a realistic view of your time available for study and preparation.
- Review the CDCS Content Outline (Section 2) and identify the areas with which you are familiar and require review and the areas that are new and will require in-depth study.
- Discuss your objectives and study plan with a colleague or mentor who is willing to discuss the examination materials with you and assist you during your study phase.

**Study techniques**

Using your experience, think about study techniques that have helped you in the past and any others you may have come across. How do you learn something new on the job?

Some ideas you may want to consider include:

- Summarise the main ideas in the text.
- Write study questions for self-testing based on materials in the text.
- Use the key terms to identify not only definitions but use them for review.
- Identify/flag key words, terms and concepts you do not understand or that are new to you.
- Prepare 'flash cards' to capture key terms, definitions, exhibits and other material that you have identified for additional study.
- Work with a partner or study group to teach and test each other.
- Test yourself frequently. What do I know? Do not spend time studying what you know. Use what you know for review at the end of the study process.
- What is troublesome? Identify someone to help you understand sections you do not know and find difficult.
- Use the resources available through *ifs* School of Finance and IFSA: Check the website ([www.cdc.org](http://www.cdc.org)) for the CDCS Forum, a listing of review/revision courses and other examination-related information.
- Note questions to ask others with more experience or members of your study group.

### **Develop a study plan**

Once you have considered the different study options available to you, it is still important to draft a study schedule/timeframe based on your objectives and a realistic view of your time for study and preparation. Your study plan should reflect your individual preferences and methods of working. It is important to remember that a study plan is a flexible document and is both an indicator of where you are and where you want to be.

The first step you should take is to determine your personal study objectives based on the Content Outline and Study Text.

- You may find it helpful to write out your objectives and post them in a visible location.
- Advance planning will provide multiple benefits as you prepare for the CDCS examination. It will not require much time to develop a study plan, but doing so will establish your priorities. The most important part of a study plan is to identify how, when and where you want to study.

- By reviewing the CDCS Content Outline (Section 2), you will be able to identify the areas with which you are familiar; those you wish to review in detail; and those that are new to you and need in-depth study.
- You will now be in a position to develop an overall study plan with specific timelines. In drawing up your plan, you may find the following useful.
  - Prepare a study schedule – be realistic. Space your studying and allow ample time for review.
  - Keep a copy of the CDCS Content Outline in a prominent place as you will refer to it often.
  - Make the best of your environment. Some individuals prefer to study in a quiet place, while others prefer working with the radio or television on in the background. Whatever your preference, you can usually create the environment you want for your study session.
  - Be prepared to study in free moments, whenever you can. This means identifying times that are available to you for study, such as travel time, standing in lines and queues, waiting for a meeting to start, etc.

### **Summary**

Relax while studying. The CDCS examination is an opportunity for you to learn and to demonstrate your knowledge and ability. Maintain a positive attitude that you will be successful in the examination and will allocate the resources required to ensure success.

Do not worry about how much time is left before the examination. You have planned adequately to allow for the maximum use of your time.

Take breaks, exercise. Keep your body and mind relaxed.

A sample Study Plan is shown on the next page – you may wish to reproduce it to assist you in your preparation for the examination.



## **4 Keys to studying for success**

As adults we know that we learn in a variety of ways that differ significantly from the ways we learned as children. As you read the Study Text you will be able to compare the information with your own experience and knowledge. You can use the information you are studying in several ways.

- If this is information you already know, the materials will reinforce your knowledge.
- If the information is new to you, you can relate it to your own experience and consider how the information can be used in your job.
- Each chapter has objectives and study questions that will assist you as you focus on the key elements within a chapter.
- Use your memory effectively:
  - **frequent recall and use:** build regular reviews into your study sessions. Be selective about what you need to recall – use key terms and facts;
  - **indicate significance:** make the information you need to recall stand out by emphasising it; link the information to your experience; use mnemonics;
  - **link to other items:** link information to your own experience; look for patterns and relationships among the items; compare and contrast information.
- Regular review: plan regular review of key points; end a session by summarising what you have studied.
- Getting started can be difficult: starting a session with a brief review of the previous session may be helpful.
- If you are not feeling motivated, consider why you started this study in the first place and think about what the CDCS credential will enable you to do.
- Build in rewards – at the end of study sessions; at the completion of a predetermined number of study sessions; and when you have completed your study.
- It is important to think positively during your preparation period. If you do not feel comfortable about your memory, monitor your progress. You will be pleased at how much you can recall.
- There are no trick questions. As you take and study the sample test, you will see how straightforward the questions are.
- The answers to all multiple-choice questions have been documented to the Study Text.

**Successful students offer the following advice on planning your study and preparation for the CDCS examination.**

- To develop my study plan, I reviewed the syllabus and study materials. Then I divided the study text and the study topics into the number of weeks before the exam, allowing time for review.
- Design your plan with short study sessions (about 45 minutes) on a regular basis. This builds a study habit and makes it easier to stick to your plan.
- When planning your schedule or timetable of study, always build in extra time for contingencies, time off and relaxation and fun. There is nothing worse than feeling like a prisoner of the examination preparation process. If you build in extra study sessions, you can afford to be flexible and remain in control of your time.
- Plan to revise your study schedule as you go along.
- Tell your family, friends and colleagues what you are doing. They will then know what to expect of your schedule and be more supportive.
- Take charge of your own studies. Spend time getting to know the structure and layout of the materials. Monitor your study progress against your plan and make adjustments as needed. Expect success – if you put the effort in, you will pass.

**At the examination site**

1. Plan to arrive at least 30 minutes early, as identification will be checked prior to your being allowed into the examination room.
2. The examination will start promptly.
3. You will be allowed a full three hours to take the examination.
4. Read all instructions carefully.
5. Pace yourself: the examination has been written to allow approximately 1½ hours for each section of the CDCS examination.

## **5 CDCS study groups**

There is a great deal of benefit to studying with others. Conference calls, email and the Internet provide access to your colleagues preparing for the CDCS examination. Usually two types of information are shared in study groups:

- topic information from the Study Text;
- informal study tips, support and general assistance.

There are several ways to form study groups; most candidates preparing for other certification examinations prefer the following two.

- Local study group: if there are others in your bank or city preparing for the examination that is your first and probably best option.
- Electronic study group: identify others preparing for the examination who are willing to share ideas, information and provide support by phone, fax and/or email.

All questions on the examination are referenced to the Study Text; it is very important to use the Study Text as the sole reference. It should be supplemented by the Rules outlined in Section E of the Content Outline.

### **Study groups tips**

1. Select the format that meets the schedules within your group:
  - Weekly usually meets for 1–1.5 hours per session;
  - Semi-monthly usually meets twice a month for 3-hour sessions;
  - Monthly usually meets for 3 or 4 hours per session;
  - Two Days often 4–6 hours per day;
  - Three Days often 4–6 hours per day.
2. Determine the number and length of sessions.
3. Determine the topic schedule: number of sessions on topic material and number of sessions focused on study tips, etc.
4. Determine how presentations will be made to the group.
  - Will leadership rotate and each individual assume responsibility for certain sections of the Study Text, which they will prepare for the rest of the group?
  - Will you have experienced managers, supervisors or CDCSs from the banks discuss the chapters in the Study Text?
5. Supplement the sessions with review of the Self-Study Guide.

6. After individual or group review of a chapter, answer the questions at the end of each chapter. They are not in the examination format but highlight the important information in each chapter.
7. Prepare test questions for other members of the group.
8. Prepare glossary cards based on key terms identified from the Study Text.

## **6 Multiple-choice question formats**

### **Levels of multiple-choice questions**

Section A of the CDCS examination is entirely multiple-choice questions. There are three levels of questions based on the cognitive or thinking levels required to correctly answer a question.

- Knowledge (KN) questions are recall questions.
- Application (AP) questions apply knowledge.
- Analysis (AN), also called higher-level-thinking, questions require both knowledge and application skills.

There are several standard formats for multiple-choice questions. Becoming familiar with the various types will assist candidates as they prepare for the examination.

### **Sample generic questions**

Correct answers are noted by an \*

**Recall/knowledge:** recall or knowledge questions recognise specific information and facts that do not vary by situation. Such questions are predominantly an effort of memory and include the recall of specific facts, generalisations, concepts, theories, formulae and procedures. There will be approximately 46 knowledge or recall questions in the examination.

- Which of the following is a primary colour?
  - A. Orange.
  - B. Purple.
  - C. Green.
  - \* D. Red.

**Application:** application questions require comprehension, interpretation, or manipulation of concepts or data. They primarily test simple interpretations or applications of limited data. Questions may require recognition of more than one element or concept and the ability to apply knowledge to a specific situation. There will be approximately 37 questions in the examination.

- If the time in London, using Greenwich Mean Time, is 7.30 pm, what time will it be in New York, using Eastern Standard Time (EST)?
  - A. 12.30 am.
  - B. 1.30 am.
  - C. 1.30 pm.
  - \* D. 2.30 pm.

**Analysis:** analysis questions require the integration or synthesis of a variety of concepts and/or elements to solve a specific problem situation. Questions test the ability to gather information, evaluate data and make decisions. Analysis questions often require value judgments concerning the effectiveness, appropriateness or best course of action in a given situation. There will be seven analysis questions in the examination.

- If a flight taking off from London at 12.35 pm takes 6.5 hours to reach New York, what time will it land, using Eastern Standard Time (EST)?
  - A. 1.05 pm.
  - \* B. 2.05 pm.
  - C. 12.35 am.
  - D. 1.05 am.

**Direct or closed question:** a complete question followed by four options; there is only one correct answer to direct or closed questions.

- Who was the King of England in 1484?
  - A. Henry V.
  - B. George I.
  - \* C. Richard III.
  - D. Edward IV.

**Open question or incomplete sentence:** an incomplete sentence with four options; there is only one correct answer to incomplete sentence questions.

- Confederate Commander General Robert E. Lee's horse was named:
  - A. Silver.
  - B. Trigger.
  - \* C. Traveler.
  - D. Champion.

**Complete question that includes the phrase ‘which of the following’:** is used when there is more than one correct answer to a question, but ONLY one of the correct answers is offered in the options.

- Which of the following is a prime number?
  - \* A. 7.
  - B. 10.
  - C. 12.
  - D. 15.

**Complex multiple-choice:** there may be more than one correct answer. The response will include options.

- Which of the following cities are capitals of their respective countries?
  1. Paris.
  2. Washington DC.
  3. Chicago.
  4. Sydney.
  - \* A. 4 only
  - B. 1 and 2 only
  - C. 1, 3 and 4 only
  - D. 2,3 and 4 only

**Negatively worded or EXCEPT questions:** three of the four options are correct and only one option is incorrect. There is only one answer for EXCEPT questions.

- All of the following are primary colors EXCEPT:
  - \* A. red.
  - B. blue.
  - C. green.
  - D. orange.

**Key words – LEAST, BEST, MOST:** the question requires evaluation and the selection of the appropriate option.

- MOST colour-blind males inherit the gene from their:
  - A. father.
  - \* B. mother.
  - C. maternal grandmother.
  - D. paternal grandfather.

**Situational set:** there is one answer to each question in situational sets. There may be more than one question for each information set.

- Michael has \$100 to purchase clothes. Costs are: shirts, \$20 each; sweaters \$30 each; slacks \$40 per pair; and socks \$5 per pair.

- 
1. If Michael purchased 1 pair of slacks and 1 sweater, how many shirts can he buy with his remaining money?
    - \* A. 1.
    - B. 2.
    - C. 3.
    - D. 4.
  
  2. If Michael spent 40% of his money on socks, how many pairs did he purchase?
    - A. 4.
    - B. 5.
    - \* C. 8.
    - D. 10.

## **7 Analysis questions, in-basket and simulation Exercises**

Section B of the examination consists of SEVEN analysis questions, THREE in-basket exercises and THREE simulation exercises. The simulations test the information-gathering and decision-making skills of the candidate by requiring them to analyse the information provided and identify the irregularities/discrepancies in the documents for each simulation.

### **In-baskets**

- The content of in-baskets is designed to reflect real work situations and to be relevant to the responsibilities of documentary credit specialists.
- Each in-basket will comprise samples of documents for review and five related questions.

### **Simulations**

- Each simulation exercise has five responses that equate to FIVE questions per simulation.
- Each simulation will include samples of documents to review.
- There will be a series of documents that the candidate must review prior to answering the questions for each simulation.
- Candidates are required to identify the FIVE correct discrepancies or irregularities from a checklist of a possible ten.

## **8 Tips for answering multiple-choice questions**

- In multiple-choice questions, the answer follows the question. There are four options and only one is correct. The correct answer is called the key and the other options are called distracters. Your task is to identify the correct answer from the plausible, but incorrect, distracter answers.
- Remember that all multiple-choice questions have the same format – four options but only one correct answer.
- The correct answer is the best answer for each question.
- Only correct answers are scored, so it is to your advantage to answer every question on the examination.
- Analyse what the question is asking.
- Try to answer the question before looking at the options. Then decide which option is closest to your answer and is the best option.
- It is best to answer questions as you proceed through the examination.
- The more questions you answer, the better your chances of achieving a passing score. For best results pace yourself, periodically checking your progress.
- If you are near the end of the examination period, make your best guess at the unanswered questions by eliminating the incorrect/wrong options. You could get the answer correct.
- Read all instructions carefully.

## **9 Pre-examination check list**

- The admission ticket/confirmation form should be received two weeks prior to the examination.
- Select the best route to the test centre and identify parking options.
- Plan to arrive at the test centre 30 minutes prior to the examination start.
- Plan on three full hours to complete the examination after instructions by the test centre supervisor.
- Bring your admission ticket/confirmation form and two forms of identification; one must be a picture ID.
- For paper and pencil examinations bring several HB/#2 sharpened pencils and an eraser; most test centres will not have pencil sharpeners.

- Bring a watch as the test centre may not have a clock.
- Do not bring food, beverages, extra paper, books, supplies, etc. into the examination room.
- Do not bring electronic devices into the examination room. You will be disqualified if a pager or phone vibrates or rings.
- Instructions to candidates:
  - paper and pencil tests (*ifs* School of Finance candidates only):
    - become familiar with the answer sheet;
    - use only HB/#2 pencil to complete this form;
    - make sure that you mark your choice with a straight line;
    - to amend an answer, THOROUGHLY erase and mark the appropriate box;
    - mark ONE box only for questions 1–105;
    - mark FIVE boxes for simulations 1–3;
    - answer all 120 questions;
  - electronic or computer-based examinations in US and Canada:
    - candidates in the US and Canada will have an opportunity to take a sample test on the CDCS website prior to the examination in April;
    - complete instructions will be available in January 2008;
    - additional details will be available on the CDCS website ([www.cdcs.org](http://www.cdcs.org)).
  - **registration no.** – your candidate number as advised to you on your admission ticket/confirmation form.
  - **session no.** – as advised on your admission ticket/confirmation form.

## **10 Practice/sample test**

For IFSA registered candidates, the practice test will be posted on the CDCS – ExamSoft Website from 3 January 2008 – April 2008.

For *ifs* School of Finance registered candidates, the practice test will be posted on the CDCS website ([www.cdcs.org](http://www.cdcs.org)) and the *ifs* website ([www.ifslearning.com](http://www.ifslearning.com)) from January 2008.

## **11 CDCS website**

- The CDCS website is available for your use and is a helpful tool as you prepare for the CDCS examination – **[www.cdcs.org](http://www.cdcs.org)**.
- For additional information or if you do not receive your materials, visit either the **ifs** *School of Finance* or IFSA website or contact **ifs** *School of Finance* or IFSA directly.

**ifs** *School of Finance*  
Ifs House, 4–9 Burgate Lane  
Canterbury, Kent, CT1 2XJ, United Kingdom  
**[www.ifslearning.com](http://www.ifslearning.com)**

The International Financial Services Association  
9 Sylvan Way, First Floor  
Parsippany NJ 07054 USA  
**[www.ifsonline.org](http://www.ifsonline.org)**