

Exam FAQs

Exam venues

Do I need to book my exam venue when I enrol?

No, we will write to you 10 weeks before your exam asking you to select your exam venue.

Where can I take my exam?

Students are automatically registered to sit the exam in London. If this is where you intend to sit your exam, no further communication with us is necessary.

We currently have exam venues in:

- Edinburgh (United Kingdom)
- Dublin (Ireland)
- Edinburgh (United Kingdom)
- Hong Kong (People's Republic of China)
- Singapore
- Dubai (UAE)
- Lusaka (Zambia)
- Doha, (Qatar)
- Rotterdam (Netherlands)
- Moscow (Russia)
- Johannesburg, Cape Town and Durban (South Africa)

Other overseas venues – If you cannot take your exams at one of the above venues and you live outside of the UK mainland, you can request to take your exams at a venue local to you. It will be your responsibility to contact a suitable venue. The first point of contact is the British Council, although Universities and Colleges of Higher Education are also acceptable venues.

Do I need to pay a fee for the exam venue?

For students sitting exams at any other venue, an administration fee will be payable directly to your chosen local exam venue.

Exam Venue Fees – there is no additional fee if you are sitting your exam in London, Dublin, Edinburgh, Johannesburg, Cape Town or Durban.

Exam dates, format & pass rates

When do the exams run?

The exams are held in April & October of each year.

When you complete your enrolment form you need to indicate the exam sitting you have chosen. Confirmation of the exam date will be sent with your enrolment confirmation letter. Exam dates and times are published a year in advance and will be available to you when you become a student.

What is the duration and format of your exams?

The Certificate in Financial Fundamentals for Business is assessed by four written examinations held over one day:

CertFin

Module 1 Financial and Management Accounting: 2 hour written examination

Module 2 Economics and Statistical Analysis: 1 hour written examination

Module 3 Corporate Taxation: 1 hour written examination

Module 4 Business Law: 1 hour written examination with an additional 10 minutes of reading time at the start of the exam.

The four CertFin examinations are held on the same day.

Note: If you are exempt from or have passed a CertFin module, you will not be entered to sit the examination for that module.

CertITM: 3-hour written multiple-choice examination

CertCFF, CertRM and CertFMM: 3-hour written examination

CertCFF FastTrack: 1.5 hour written examination

CertICM: 3-hour written examination with an additional 15 minutes of reading time at the start of the exam.

Our exams are held twice a year in April and October.

Do the exams have reading time?

- The CertFin Business Law exam has 10 minutes reading time.
- The International Cash Management exam has 15 minutes reading time.
- The MCT general and case exams each have 30 minutes reading time.

Can I write the exam in a different language?

Yes, the exam question paper is only available in English, but you can write your script in a language other than English. Further details will be available when you are a student.

Pass mark and pass rates

The mark you need to achieve a pass in all papers apart from CertITM is 50%. The pass mark for CertITM will vary from one examination sitting to another according to the difficulty grade of the multiple choice paper. As a guide a student achieving 70% or over will have passed CertITM.



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