

CIA<sup>®</sup> Challenge Exam  
Frequently Asked Questions  
17 March 2023

The IIA and the CIA Challenge Exam



The Institute of  
**Internal Auditors**  
Singapore

## **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 210,000 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 about 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 185,000 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?**

1. Candidates must be an active CPA/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®
- Chartered Professional Accountants of 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 Certified Public Accountants of Uganda (ICPAU)™
- Institute of Singapore Chartered Accountants (ISCA)®
- Koninklijke Nederlandse Beroepsorganisatie van Accountants (NBA)™
- Malaysian Institute of Certified Public Accountants (MICPA)™
- Philippine Institute of Certified Public Accountants (PICPA)™
- Registro Oficial de Auditores de Cuentas (ROAC)™
- Saudi Organization for Chartered and Professional Accountants (SOCPA)™
- South African Institute of Chartered Accountants (SAICA)™
- State of Israel Ministry of Justice-Board of Accountants®

2. Candidates must be an active holder of the Certified Information Systems Auditor (CISA) designation.

### When can I apply to the CIA Challenge Exam programme?

Application to the CIA Challenge Exam programme 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 programme.

	<b>ACTION</b>
<b>APPLY IIA Singapore Membership (Optional)</b>	Candidates to apply for IIA Singapore’s membership to enjoy exam at preferential rates by applying <a href="#">here</a> .
<p><b>CPAs/CAs</b> Apply Letter of Good Standing from candidate’s Qualified Accounting Body (QAB)</p> <p><b>CISA</b> Obtain proof of good standing from the public registry prior to submitting an application.</p> <p><i>CISA™ is a trademark of ISACA</i></p>	<p>Candidate to request document of Good Standing and submit it in <a href="#">CCMS</a> as required below.</p> <p>For ISCA members: Request via ISCA online via the ISCA member's portal <a href="https://eservices.isca.org.sg/signin">https://eservices.isca.org.sg/signin</a>, or email <a href="mailto:membership@isca.org.sg">membership@isca.org.sg</a></p> <p>For ACCA members:</p> <ul style="list-style-type: none"> <li>• Login to <a href="#">myACCA</a></li> <li>• On the left, select Documents and downloads (if using mobile device, select the Menu icon from the top left-hand corner)</li> <li>• Select the letter you want to download if you're downloading a letter of good standing, select the reason for your download</li> <li>• Select Submit</li> <li>• Save letter to desktop</li> </ul> <p>For other QABs: CPA Australia: Email to <a href="mailto:sg@cpaaustralia.com.au">sg@cpaaustralia.com.au</a> ICAEW: Email to <a href="mailto:southeastasia@icaew.com">southeastasia@icaew.com</a> CA ANZ: Log a support ticket in <a href="#">My Support in My CA</a></p>

<p><b>CREATE</b> a Profile in CCMS Starting from 1 April 2023</p>	<p><a href="#">Access CCMS</a> and follow the instructions to create a profile or <a href="#">RESET</a> password for an <a href="#">existing</a> CCMS profile login information or password. Supporting browsers are newest versions of Microsoft Edge, Safari, Chrome, and Firefox.</p>
<p><b>APPLY</b> to the programme 1 April – 30 April 2023 or 1 September – 30 September 2023</p>	<p>Applications are accepted in April 2023 or September 2023. On your CCMS home page.</p> <p><b>CPAs/CAs</b> Select ‘Apply for Certified Internal Auditor’ and select the “CIA Challenge Programme for Qualified Chartered Accountants and Certified Public Accountants”.</p> <p><b>CISA</b> Select ‘Apply for Certified Internal Auditor’ and select “CIA Challenge Programme for Qualified Information Systems Auditors”.</p> <p>Follow the step-by-step instructions to complete your application.</p>
<p><b>SUBMIT</b> documentation in CCMS</p>	<p>Upload copy of National Registration Identity Card (NRIC), Document of Good Standing, and complete the electronic Character Reference form. Candidate’s name on web account profile in CCMS must match the NRIC and in the appointment confirmation email (PearsonVUE) received after scheduling the exam.</p>
<p><b>REGISTER</b> for the exam</p>	<p>After approval of application, candidates can immediately register for the exam.</p>
<p><b>SCHEDULE</b> the exam</p> <p><i>Candidates can choose to take exam at a test centre or via online testing</i></p>	<p>To schedule for the exam in CCMS, select ‘Manage my programme &gt; 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.</p> <p>First Attempt Testing Windows for <b>April:</b> June or August 2023 First Attempt Testing Windows for <b>September:</b> November 2023 or February 2024</p>
<p><b>SIT</b> for the exam</p> <p><b>Applicants approved in April 2023:</b> 1 June – 30 June 2023</p> <p>OR</p> <p>1 August – 31 August 2023</p> <p><b>Applicants approved in September 2023:</b></p>	<p><b>At the Test Centre:</b> Arrive at the Pearson VUE test center on the scheduled date and time. Candidates must sit for the first attempt in the stipulated test windows according to the application window.</p> <p><b>Online Test:</b> To prepare and understand the check-in procedures and system requirements for online testing, visit the <a href="#">Pearson VUE online proctoring page</a> 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 programme will also test your system to determine if</p>

<p>1 November – 30 November 2023</p> <p>OR</p> <p>1 February – 29 February 2024</p>	<p>you meet the requirements needed to take the exam via online testing.</p> <p>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:</p> <p><a href="#">Pearson VUE System Test</a></p> <ul style="list-style-type: none"> <li>• Log into your <a href="#">CCMS</a> account.</li> <li>• Select “Access Pearson VUE” on the CCMS home page.</li> <li>• Under “Open Online Exams” on your dashboard, click the scheduled examination link.</li> <li>• Select “Begin Exam.”</li> <li>• You will be asked to download the OnVUE application and run the programme.</li> </ul> <p>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.</p>
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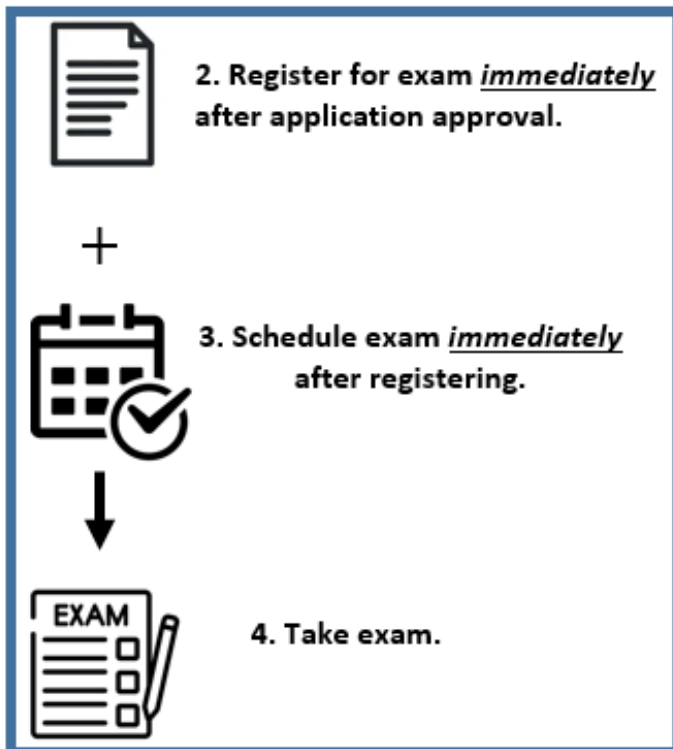
<p><b>RETAKE Exam</b></p>
<p><b>Retake Registration and Schedule Window:</b> All year</p>
<p><b>Retake testing window:</b> June 2023, August 2023, November 2023 and February 2024</p>



1. Apply.



Application reviewed and approved by The IIA.



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

Pass



Do Not Pass



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 significant 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-members' rates to take the exam.

### How do I become a member of IIA Singapore if I am not a member?

Please visit IIA Singapore website > Membership > [Become a Member](#) to submit an online application under '[Individual Member](#)'.

To avoid any delay in processing, please ensure that all documents required for membership application are submitted at application. Membership end period is [30 June 2023 and candidates will be subject to membership renewal by 1 July to keep their membership status active through 30 Jun 2024](#). One-time non-refundable application fee and pro-rata membership fee apply to new applications\* only.

\*Candidates who apply between Mar – Jun 2023 and do not have an IIA Singapore membership account previously.

New Members		Documents List (in PDF format)
<b>Individual Member</b>	<ol style="list-style-type: none"><li>1. Complete IIA Singapore online Membership Application Form</li><li>2. Upload supporting documents in the IIA Singapore portal</li><li>3. Complete payment</li><li>4. Identity verification*</li></ol>	<ul style="list-style-type: none"><li>• Updated copy of resume including current and previous job scopes.</li><li>• Academic certificate of highest level</li><li>• Certificate 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.</li><li>• <a href="#">NRIC Consent Form</a> (click to download, duly verified by IIA Singapore staff)</li></ul>
<b>Corporate Nominee</b> (the employer is a corporate member)	<b>Please approach your corporate administrator to join the membership</b>	<ul style="list-style-type: none"><li>• Updated copy of resume including current and previous job scope</li><li>• Academic certificate of highest level</li><li>• <a href="#">NRIC Consent Form</a> (click to download, duly verified by IIA Singapore staff)</li></ul>

[Apply here](#)

\* Identity verification of NRIC and academic certificates is performed via zoom.

### **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 in CCMS.

### **How do I apply for the CIA Challenge Exam programme?**

Exam candidates are required to create a profile in The IIA's [Certification Candidate Management System](#) (CCMS). If the candidate had 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 [RESET](#) to recover the account. Candidates who require assistance may open a new case in the CCMS account 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. Depending on the type of qualified designation:  
Select "CIA Challenge Programme for Qualified Chartered Accountants and Certified Public Accountants." **OR**  
Select "CIA Challenge Programme for Qualified Information Systems Auditors"
4. After the payment screen, you must upload the document of good standing and a government-issued ID. You must also complete the electronic character reference. Once approved into the programme, you may register and schedule your examination.
5. To register and schedule your exam, select "Manage my programme > 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 programme, you may select “Manage my programme,” then select the examination on the left navigation bar and then select “Register” and/or “Schedule.”

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 document of Good Standing?**

If a candidate is unsure of qualifying, the candidate should contact the relevant professional 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 document 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 email 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 CPAs/CAs and Qualified Information Systems Auditors (CISA™) and 1,000 practice questions included in 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 prevailing 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 (Document of Good Standing, electronic Character Reference and NRIC) and payment are completed. 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 programme 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 programme 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 prevailing GST is payable by the candidates.

Timeline for retake:

Retake Registration and Schedule Window: All year

Retake testing window: June 2023, August 2023, November 2023 and February 2024

**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.

The Study Guide offers:

- An online learning experience where candidates can study whenever they have a few spare minutes.
- Comprehensive online reading materials and downloadable e-reader files.
- 1,000 practice exam questions to test candidates’ understanding and ability to apply concepts. \*Please note these practice questions are developed independently of the IIA Global Certifications department and based on the publicly 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 from date of invitation.

### Is the material in the package specially tailored for the CIA Challenge Exam? Can it be used for the normal CIA Exam route?

The study material in the package is specially customised for the CIA 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 programme, 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@learnia.com](mailto:customercare@learnia.com) to inquire further. Access to the materials is valid for 12 months from date of invitation. [Extensions are available for a fee.](#) [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 [May](#) 2023 and [December](#) 2023. 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 programme 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 programme.

### **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 who apply in April have to schedule their first exam attempt appointment date in June or August 2023, and those who apply in September to schedule their first exam attempt in November 2023 or February 2024 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 click 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](mailto: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 via CCMS.

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 2024. 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.

Access [NEW CPE POLICY](#) (Effective 1 September 2023)

### **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.