



CMP Computer-Based Testing - FAQs

What is Computer-Based Testing (CBT)?

Computer Based Testing is a method of administering tests in which the responses are electronically recorded, assessed, or both. Exam items will remain multiple choice/single response. Beginning in July 2012, the CMP exam will transition to a computer-based format.

Where do I take a Computer-Based Test?

The CMP examination must be taken in a secure testing environment. Prometric, CIC's testing agency, offers more than 450 testing centers around the world. The presence of an authorized proctor - known as a test site administrator - is necessary to launch the examination and monitor the examination process. The examination cannot be taken from home.

How often will CIC offer CBT in 2012?

CBT examinations for Certified Meeting Professional will be administered from July 12 - July 21, 2012 and November 1 - November 10, 2012.

Will paper and pencil testing still be an option?

No, the final North American paper and pencil administration of the examination will be administered January 7, 2012.

Do I have to be experienced and proficient with computers?

The examination is in a format that is very easy to use. At the test center you will be given an interactive tutorial prior to starting your actual examination. You may also view a brief demonstration of the exam software ahead of time on the CIC website: <http://www.conventionindustry.org/cmp/cbtdemo/>

Where is the nearest testing center?

You can take the examination at hundreds of locations throughout the world through the Prometric network of testing centers. Find your nearest location on the Prometric website at www.prometric.com/CIC

What are typical hours of operation for a testing center?

The testing centers will be open from 8am to 5pm. Candidates are required to schedule an appointment with Prometric for their exam. The length of the appointment is four hours.



How do I register to take the computer based examination?

Once your application has been accepted, you will be notified when the examination registration opens. First, you will register and pay the examination fees to CIC. Then you will receive a letter from CIC that provides information needed to schedule an exam appointment with Prometric.

How do I make and appointment for my exam with Prometric?

Appointments are recommended to be made online. Once you have successfully scheduled your examination online, a confirmation will be emailed directly to you from Prometric. It is important to note that the earlier you make your appointment with Prometric the better the chances you have of selecting the preferred time and date to take the examination. Cancellation and rescheduling fees will apply.

What do I need to bring to the testing center?

You must present one form of non-expired, government-issued, photo-and signature bearing ID in order to test. Examples include drivers license, passport, etc. Please refer to the CMP Handbook for more detailed information on ID requirements. A brief explanation of the Prometric Check in Process can be viewed at <http://www.youtube.com/watch?v=vifaluKa80s>

How much time is allowed for the examination?

The examination will remain three and a half hours, the same amount of time allowed for the paper and pencil exam. {If your first language is not English you may request an additional thirty minutes to take the exam, and submit the required proof}. You will have thirty minutes to complete the tutorial. The timer begins once you complete the tutorial. There will be a timer on every screen once the exam begins.

Am I allowed to take a break during the examination?

Yes, **but only to** use the restroom during the exam. Please note you will not be permitted to make up time lost while away from the computer.

During the exam, can I skip questions and return to them later?

Yes, questions can be marked and returned to at a later point in the exam. Be sure to answer all questions, as only answered questions are scored. In addition, you are also able to strikeout answers that are incorrect and highlight text in an exam question.

Can I review or change previous questions?

Yes, questions can be marked for review and an answer can be changed, with time permitting.

Can I use scratch paper?

Yes, each candidate will receive a dry erase board and markers at the testing center for taking notes during the exam.



Can I use a calculator during the exam?

Yes, a basic calculator will still be permitted for use during the exam. Candidates will have access during each question to use the 'Calculator' on-screen function.

Are individuals with disabilities accommodated in the testing center?

Yes, all US testing centers are fully accessible, and compliant with the Americans with Disabilities Act (ADA). You must submit your request for special accommodations, along with documentation, at the time of exam registration with CIC for consideration.

When will I receive my test results for the July 12-21 Exams?

Because a new version of the test is being administered beginning July 2012, the scores for that testing period will be sent via U.S.P.S six-eight weeks after the exam date.

When will I receive my test results for the November Exams?

Beginning in November of 2012 you will receive your "unofficial" score results immediately following completion of the exam at the testing center. These results will indicate whether you have passed or failed the exam; however, this is an unofficial exam result and should be treated as such. Your score will become official thirty days from the examination, unless you are contacted directly by the CIC.

When will the 2012 CMP Application Handbook be published?

The 2012 handbook will be available in December of 2011.

Will the application eligibility length change with CBT?

Beginning October 1, 2011 any applications submitted to CIC will have one (1) year from the time they are eligible to sit for the examination.

Candidates whose applications were accepted prior to August 2011 will have an exception to their eligibility length and will still have (2) two years to successfully take and pass the examination.

###