



CAIA[®] Candidate Handbook

Your Guide to
the CAIA Exam
Experience



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OVERVIEW

Welcome to the CAIA Charter program. This Candidate Handbook is provided to assist CAIA candidates in navigating through the CAIA Charter program.

Once you have decided that you are interested in participating in the CAIA Charter program, you should take the following steps:

- Carefully read this entire Candidate Handbook.
- Register for and purchase an exam from the CAIA Association; review the confirmation email upon receipt and click on the scheduling instructions link. Then follow the instructions to schedule your exam appointment through Pearson VUE, our global test administration provider.
- Obtain the curriculum readings for the exam level you will be taking.
- Read the study guide for the exam level you will be taking. For each topic, the study guide contains learning objectives and keywords that define the curriculum content that is eligible for inclusion on the exam.
- Study for the exam.
 - Along with the study guide, CAIA provides a workbook and an online sample exam to assist candidates in developing their understanding of the CAIA curriculum in preparation for the exam.

THE CAIA CURRICULUM

The CAIA curriculum materials and CAIA study guides are the only preparation materials endorsed by the CAIA Association and are the candidate's best source of information regarding content eligible for testing on the CAIA exams. All of the content on the CAIA exams comes directly from the CAIA curriculum readings.

CAIA Curriculum Readings

The CAIA [Level I](#) and [Level II](#) curricula comprise readings that are chosen for their clarity, depth, and synthesis of industry insights. The curriculum is revised regularly to incorporate relevant industry developments and the latest academic research. **The CAIA Association strongly encourages candidates to ensure that they use the correct curriculum materials for the exam cycle in which they will be taking the exam.**

Please note that exam fees do **not** include the cost of the textbooks, which must be purchased from outside vendors. We strongly recommend that candidates act early to obtain textbooks in order to allow sufficient study time. The CAIA Association will **not** allow an exam to be postponed due to late receipt of books.

CAIA Study Guides

The CAIA Charter program is designed to facilitate self-directed learning for today's busy professional. The CAIA [Level I](#) and [Level II](#) study guides provide an essential link between the curriculum and the exams, and they are organized to facilitate quick learning and easy retention.

The study guides are arranged according to CAIA curriculum topics. For each reading, the study guide provides learning objectives and keywords that define the content that is eligible to be measured on the exam. The learning objectives and keywords are an important way for candidates to organize their study, as they form the basis for examination questions. All learning objectives reflect content in the CAIA curriculum, and all exam questions are written to directly address the learning objectives. A candidate who can meet all learning objectives in the study guide should be well prepared for the exam. **Candidates should be aware that the study guides are exam specific, are regularly revised, and pertain only to a particular exam cycle.**

REGISTERING FOR AN EXAM

Determine Local Exam Availability

The CAIA exams are administered via computer exclusively at proctored Pearson VUE test centers around the world. Review the current list of exam locations to learn where the CAIA exams are being offered. If a particular location does not appear on this list, the CAIA exams are not currently being delivered there. For more information and to view a list of current sites offering the CAIA exams, visit Pearson VUE's [Exam Locations](#) page.

Register for an Exam

1. **Complete an exam registration form, and sign the [CAIA Candidate and Member Agreement](#).**

To protect the integrity of the CAIA exams, candidates are asked for identity verification and affirmation of professional conduct by providing a digital signature during the registration process.

2. **Purchase an exam.**

The program fees comprise a nonrefundable, one-time program enrollment fee and an exam registration fee (refundable only within the first 30 days after purchase). Information about exam fees can be found in the [CAIA Fee Schedule](#). You may purchase an exam with a credit card via the secure VeriSign site. We accept American Express, VISA, Discover, and MasterCard.

3. **Schedule an exam appointment.**

Once you have purchased your exam, you will receive a confirmation email with a link that will allow you to schedule your exam appointment with our global testing provider, Pearson VUE. You may also use the "Schedule Your Exam" button on the [Candidate Overview](#) page at CAIA.org.

Neither the CAIA Association nor Pearson VUE can guarantee availability of appointments at any test center for any given exam on any specific date. Test centers have limited capacity, and appointment availability varies widely.

Appointments are on a first-come, first-served basis. If a candidate's preferred location, time, and/or date is not available, it is solely the candidate's responsibility to locate, and arrange for transportation to, an alternate test center. Deferments will not be granted to candidates who are unable to sit for the exam due to lack of preferred site availability or failure to schedule an appointment.

Testing Accommodations

All requests for an exception to standard testing procedures must be submitted via email to accommodations@caia.org at least six (6) weeks prior to your exam appointment. The request should be made after registering and before scheduling an exam appointment with the testing provider. For more information about how to request testing accommodations, see [Candidate FAQs](#) at CAIA.org and/or review page six of the [Candidate Policy Manual](#).

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the test administrator before being allowed into the testing room.

Accommodations for medical conditions will be considered upon presentation of a supporting doctor's note to the CAIA Association at least six (6) weeks prior to your exam appointment.

Canceling or Rescheduling an Exam Appointment

Should something unexpected come up that requires you to cancel or reschedule your exam, please note this important information:

Cancellation Policy: Cancellation of your exam is required to be completed more than 24 hours before your scheduled exam date/time. Your advance notice makes an exam seat available for another potential examinee.

Rescheduling Policy: Appointments can be rescheduled to take place **only within the same examination window**. Appointments cannot be rescheduled or postponed to any future exam cycle. Reschedule at least 72 hours before your original exam appointment. Rescheduling is subject to exam appointment availability.

You may modify your appointment using one of the following methods:

1. Through your CAIA.org account:

- Log into your [CAIA Account](#).
- Hover over "Programs" near the top of the page and click on "Charter Candidates" from the drop-down menu.
- Click on "Schedule Your Exam" from the white links to the right.
- On the next page, scroll down and click on "Schedule your exam now" button.
- This will bring you to the Pearson VUE scheduling page; click on the exam name in blue.

If canceling an appointment:

- Click on "cancel" on the right.

- Follow the rest of the blue prompts in the lower right corner all the way to the end-summary to ensure the appointment is canceled.
- You will receive a confirmation email to verify that the cancelation process is complete.

If rescheduling an appointment:

- Click on “reschedule” on the right.
 - Review the calendar as you did when you initially scheduled your appointment.
 - Pick the date and time that works best for you.
 - Follow the rest of the blue prompts in the lower right corner all the way to the end-summary to ensure the appointment is rescheduled.
 - You will receive a confirmation email to verify that the rescheduling process is complete.
2. By contacting CAIA Candidate Services via email at candidate@CAIA.org or by phone at +1 (413) 253-7373, Monday through Friday, 8:30 a.m. to 5:00 p.m. EST.
 3. By calling the appropriate Pearson VUE call center for your region (regional numbers below). When calling, be sure to have your Candidate ID number.

Pearson VUE Americas: +1 800-655-9469

Pearson VUE Asia Pacific Region (Toll): +852 3077 4923

Pearson VUE Europe, Middle East, Africa (Toll): + 44 161 855 7455

Keep in mind that appointments fill up quickly, and a reschedule can only be completed if there is an appointment available at your requested time/date/location.

Appointments cannot be rescheduled within 72 hours before the original appointment. If you cannot keep your original appointment and have not rescheduled more than 72 hours in advance, you will forfeit your enrollment and exam registration fees.

Candidates cannot reschedule to a future exam cycle. If you are unable to sit for the exam for which you registered, you will need to register to retake the exam during a future exam cycle. The fee for retaking an exam is US\$450, whether you sat for the exam and did not pass, or if you do not attend your exam appointment.

Test Center Closings and Delayed Starting Times

Adverse conditions—such as extreme weather or a power failure—may make it necessary to cancel the administration of a test or to delay the beginning of testing for some time period.

- Do not call CAIA or the Pearson VUE test center to determine whether testing has been canceled or delayed. If a test center has a cancellation or delay, Pearson VUE will contact candidates directly via email to notify them of the cancellation or delay and reschedule their appointments if necessary.

Even when a test center is operating, technical problems or other circumstances beyond the test administrator's control occasionally require a delayed start or rescheduling of your exam.

- If such circumstances arise causing you to wait more than 30 minutes after your scheduled appointment time, or a restart delay lasts longer than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment without an additional fee.
- If such circumstances result in the cancellation of your exam appointment, you will be offered the opportunity to either schedule another exam appointment free of charge or receive a refund of the original exam registration fee.

COVID-19 Policy

The novel coronavirus, or COVID-19, is an extremely contagious disease that can lead to severe illness and death. Hundreds of thousands of people across the world have been infected with COVID-19 and many have died. The long-term health effects of a COVID-19 infection are not yet known. There is no known vaccine or cure for COVID-19. Like some other viruses, COVID-19 appears to be transmitted between people by physical contact or even close proximity. Prolonged exposure to an individual infected with COVID-19 in an enclosed setting is likely to significantly increase the chances of contracting the disease and may cause a resulting case of COVID-19 to be more severe. As a result, sitting for an exam with others is an unusually dangerous activity.

By coming to a testing facility and sitting for an exam, you voluntarily assume all risks related to exposure to COVID-19.

No Candidate may come to a testing facility or sit for an exam if they have tested positive for or had a suspected, diagnosed, or confirmed active infection with any communicable disease, including COVID19, in the last 14 days.

In addition, no Candidate may come to a testing facility or sit for an exam if they had any of the following symptoms in the past 72 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CAIA Association contracts with Pearson VUE for the administration of our exams at testing centers owned and/or operated Pearson VUE. We have been assured by Pearson VUE that they are enacting enhanced health and safety measures to respond to the Covid-19 pandemic. The CAIA Association has no control over the administration of these exams or the operation of the testing centers, and accepts no liability relating thereto. Any questions or concerns you have regarding the facility at which your test is administered or the health and safety procedures that have been enacted should be directed to Pearson VUE.

STUDYING FOR THE EXAM

Preparation Time

Based on candidate feedback, we estimate that the Level I and Level II exams each require 200 hours or more of study. However, individual study needs can vary significantly based on a candidate's background. In addition, because the number of learning objectives and keywords in the study guides differ across topics, the amount of study time you will need to spend per topic will vary widely. You may wish to use the [study calculator](#) provided at CAIA.org to help you determine a study timetable.

Study Tools

Although candidates set their own course of study, the CAIA Association provides candidates with some free study tools, available through CAIA.org.

Workbook

The [Level I](#) and [Level II](#) workbooks contain exercises designed to help candidates enhance their understanding of the curriculum materials.

Sample Exam

The [Level I](#) and [Level II](#) online sample exams are intended to help familiarize candidates with the structure and format of questions on the CAIA exam. For each level, the sample questions are representative of those on the actual exam, and the relative distribution of questions by topic is consistent with the topic weights on the actual exam, as published in the study guide.

Study Guides

Our study guides are organized to facilitate quick learning and easy retention. Each topic is structured around learning objectives and keywords that define the content that is eligible to be measured on the exam. The learning objectives and keywords are an important way for candidates to organize their study, as they form the basis for examination questions. All learning objectives reflect content in the CAIA curriculum, and all exam questions are written to directly address the learning objectives.

Correction notes appear in the study guides to address known errors existing curriculum. Occasionally, additional errors are brought to our attention and we will then post the errata on the Curriculum and Study Materials page of the [CAIA website](#).

It is the responsibility of the candidate to review these errata prior to taking the examination. Please report suspected errata to curriculum@caia.org.

Preparatory Program Providers

The CAIA curriculum materials and CAIA study guides are the only preparation materials endorsed by the CAIA Association and are the candidate's best source of information regarding what content is eligible to be tested on the CAIA exams. Some candidates also find it useful to augment their study of the CAIA curriculum materials with [third-party preparatory programs](#). The CAIA Association does not endorse, promote, review, or warrant the accuracy of the courses, products, materials, and/or services offered by any third-party preparatory program provider of CAIA Association–related information, nor does it endorse any pass rates claimed by third-party preparatory program providers.

THE CAIA EXAMS

Exam Structure

Level I

The Level I exam is composed of 200 multiple-choice questions. As described in the Level I study guide, the Level I exam covers the following:

Level I Topic	Approximate Exam Weight
Professional Standards and Ethics	15% - 25%
Introduction to Alternative Investments	20% - 28%
Real Assets	11% - 17%
Hedge Funds	12% - 20%
Private Equity	11% - 17%
Structured Products	10% - 14%

Level II

The Level II exam is composed of 100 multiple-choice questions and three sets of constructed-response (essay-type) questions. All Level II topics may be tested in multiple-choice format, constructed-response format, or a combination of both. As described in the Level II study guide, the Level II exam covers the following:

Level II Topic	Approximate Exam Weight	
	Question Format	
	Multiple Choice	Constructed Response
Ethics, Regulation, and ESG	0%	10%
Models	8-12%	0-10%
Institutional Asset Owners and Investment Policies	8-12%	0-10%
Risk and Risk Management	8-12%	0-10%
Methods for Alternative Investing	8-12%	0-10%
Accessing Alternative Investments	8-12%	0-10%
Due Diligence and Selecting Strategies	8-12%	0-10%
Volatility and Complex Strategies	8-12%	0-10%
Current and Integrated Topics	0%	10%
Total	70%	30%

Every multiple-choice question within each Level of the CAIA exams has the same weight. The different topic weightings are achieved by including more questions for the topics that have more weight, and fewer questions for the topics that have less weight.

Equations

An equation list is **not** provided on the CAIA exams. Candidates should be aware that all equations in the readings are important to understand. To maximize the probability of success on the exam, candidates should be familiar with all equations.

Fewer than 30% of the questions on both the Level I and Level II exams require calculations.

Calculators

You will need to bring a calculator to both of the CAIA examinations. The CAIA Association allows candidates to bring into the examination the Texas Instruments BA II Plus (including the TI BA II Plus Professional) Hewlett Packard 12C (including the HP 12C Platinum, HP 12C 25th Anniversary Edition, HP 12C 30th Anniversary Edition, and HP 12C Prestige), per the [CAIA Examination Calculator Policy](#). These authorized models are widely available through retail stores and online. Candidates are encouraged to obtain an approved calculator early, to allow time to practice using it.

No other calculators or any other electronic devices will be allowed in the test center, and calculators will **not** be provided at the test center. You may bring a second approved calculator to the test center in case the first ceases to function, but you must leave it in your locker. Test center staff will permit you to retrieve it if needed.

Multiple-Choice Questions

- Multiple-choice questions have three or four answer choices and ask for the BEST answer to the question.
- Some questions are presented in *item sets*. In an item set, a scenario or vignette is presented, followed by several questions related to that scenario or vignette.
- Multiple-choice questions for each exam topic may appear in one or both sections of the exam. Within each section, all questions for a topic are grouped together.
- Candidates are advised not to leave any answer blank, as there is no penalty for guessing, and a question left blank will automatically be counted as incorrect.
- Candidates are **not** expected to memorize specific performance data (e.g., that the return to REITs from 2000 to 2010 was x%, with an annualized standard deviation of y%). However, it is important to know the general characteristics of returns, such as whether skewness is positive or negative or whether excess kurtosis is high or low, as well as the ranking of risk and return across strategies.

Constructed-Response (Essay-Type) Questions (Level II only)

- Constructed-response questions may cover any of the exam topics.
- Constructed-response questions will be presented in several parts, with each part having a stated points value.
- Any one part of a constructed-response question can usually be answered in one or two paragraphs. Responses to constructed-response questions need **not** be full sentences.
- Since the CAIA exams are administered on a computer, candidates must type their responses to constructed-response questions.
- Candidates will **not** be asked to draw pictures or tables as part of their responses to constructed-response questions.
- Candidates will **not** be penalized for incorrect grammar and spelling.
- When a constructed-response question asks for a specific number of examples, candidates will be scored on only that number of examples. Thus, if a constructed-response question asks for a list of three examples, candidates will be scored on only the first three examples they provide. Any examples provided beyond the first three will not be scored.
- Constructed-response questions ask for specific types of responses, such as descriptions, calculations, or arguments. Candidates should tailor their responses to meet the requirements of the question.
- Each part of each constructed-response question indicates the maximum points that a candidate can earn for that part. If a candidate provides an incomplete or a partially correct answer, he or she will receive less than the maximum points for that part.
- Your responses to constructed-response questions must be your own work and not copied or adapted from any other source.

YOUR EXAM APPOINTMENT

Overview

In preparation for your exam appointment, it is essential that you understand and are prepared to comply with the guidelines about identification, personal belongings, allotted time, breaks, and acceptable behavior. Failure to follow CAIA and/or Pearson VUE test center guidelines may result in an inability to complete the exam and a forfeiture of fees.

What to Bring

You will need to bring the following items with you to your exam appointment.

- Two valid forms of [identification](#). See below for specific identification requirements.
- An [approved calculator](#). Test centers do **not** have approved calculators available.

Arrival

Make sure you know how to get to the test center, including parking facilities, prior to exam day. You should arrive at the test center at least 30 minutes prior to your scheduled appointment to allow time for check-in procedures. If you arrive more than 15 minutes after your scheduled exam time, you may not be permitted to sit for the exam, and you may forfeit your exam registration fee.

Friends, relatives, or other individuals who accompany you to the test center will not be permitted to wait inside the test center and cannot interact with you during your exam appointment, including during unscheduled breaks.

Secure Check-in: In-person Exam

The secure check-in process protects the integrity of the CAIA exams. All CAIA candidates are subject to security procedures at the test center. If you refuse to participate in any part of the check-in process, you will not be permitted to sit for the exam, and you will forfeit your exam registration fee.

Identification

When you check in at the test center, the test administrator will ask you to present valid identification, per the [CAIA Examination Identification Policy](#). You will **not** be allowed to check in without meeting the identification requirements as presented below, **without exception**. The requirements are two valid forms of identification with the following stipulations:

- Both must contain your signature.
- At least one must contain a recognizable photograph of you. The CAIA Association's preferred primary form of identification is a valid passport or driver's license.
- The second form of identification may or may not include a photo but must include a signature (e.g., a signed credit or debit card will be acceptable).
- Your name on both forms of identification must EXACTLY match the name under which you registered for the exam.
 - Middle names are **not** considered when matching forms of identification.
 - Hyphens and diacritical marks are **not** considered when matching forms of identification.
 - Suffixes are **not** considered when matching forms of identification.
- Both must be current, not expired.
- Both must be original documents. Copies of identification will not be accepted.

Security Procedures

- The test administrator will perform a digital security check using your fingerprint, signature, palm vein pattern, and/or photograph. The digital security check ensures that each candidate has a single CAIA record, preventing people from taking the test for others and maintaining test integrity.
- You will be directed to read the Pearson VUE Candidate Rules Agreement (shown in Appendix B) and provide an electronic signature, agreeing to the terms and conditions contained in the agreement.
- You may also be asked to show that you have nothing in your pockets, and any visible tattoos, glasses, or other aids may be visually inspected.

Secure Check-in: Online Proctored Exam

Identification

- You are required to present one current government-issued ID.
- Your first and last name on your identification must EXACTLY match the Legal first and last name fields in your caia.org account profile.
 - Middle names are **not** considered when matching IDs.
 - Hyphens and diacritical marks (e.g., à, ü, é, ç) are **not** considered when matching IDs.
 - Suffixes (e.g., Sr., Jr., III) are **not** considered when matching IDs.
- The identification must be current, not expired. Expired IDs accompanied by valid renewal papers will be accepted.
- The identification must be an original document. Copies of identification will not be accepted.
- Primary identification (you must present one [1]):
 - Must be government-issued by the country in which you are testing OR must be a passport from your country of citizenship.
 - Must contain your name, a recognizable photograph of yourself, and a signature.
- CAIAA's preferred primary form of identification is a valid passport or driver's license. Any government-issued ID that does not contain a visible signature or that has an embedded signature must be supplemented with an original, unexpired ID that has at least a matching name and signature.
- Acceptable forms of identification include: driver's license, passport, military ID, identification card (national/state/province identity card), alien registration card (green card, permanent resident, visa), and government-issued local language ID (not in roman characters and accepted only if issued by the country in which you are testing).
- Minors who are under the age of 18 are permitted to present a valid student ID as a form of identification. A minor's guardian must also present a valid ID and provide verbal consent during the check-in process.

Any exceptions to the ID policy must be preapproved by CAIAA at least five (5) business days before the scheduled exam appointment.

Failure by test administrators to detect an invalid ID does not imply that the ID is valid or that your results will ultimately be reported.

Personal Belongings

In accordance with the [CAIA Examination Personal Belongings Policy](#), you will be required to leave your personal belongings outside the testing room. You are strongly encouraged to leave personal belongings at home or in your car. **Please note that study materials such as notes or study guides are not allowed in the testing center.** As a courtesy, a small secure locker will be provided inside the test center to store your personal belongings. Storage space is limited, and you should plan accordingly. You will be provided with the key to your locker, and you are permitted to bring that key into the testing room with you. Test centers assume no responsibility for candidates' personal belongings.

Items permitted in the testing room are limited to the following:

- Your identification
- One approved calculator (i.e., TI BA II Plus [including the Professional model] or HP 12C [including the Platinum edition])
- Your test center locker key

Items NOT permitted in the testing room include but are not limited to the following:

- Cellular (mobile) phones and pagers
- Personal data assistants (PDAs)
- USB storage devices
- Cameras
- Stereos and radios
- Translators
- Watches, clocks, and stopwatches
- Activity trackers
- Headphones and earbuds
- Any electronic, photographic, videographic, or transmitting devices or potential aids
- Coats and jackets
- Ties and scarves
- Hats and hair bands
- Calculators other than those listed above
- Spare approved calculators
- Calculator covers, keystroke cards, instruction manuals, and extra batteries
- Rulers, pencils, and pens, other than the marker provided by test center personnel
- Books, dictionaries, and thesauri
- Notes, either electronic or on paper
- Blank sheets of paper
- Food, drink (including water bottles), and tobacco
- Inhalers, contact lens solution, eye drops, earplugs, and lip balm

Religious/cultural items or apparel and items required for medical purposes must be visually inspected by the test administrator before being allowed into the testing room.

If, during a visual inspection upon check-in and upon return from any breaks, you are found to be in possession of any technology or devices capable of recording audio video, photo, or any other data, you will not be permitted to test and/or your exam will be stopped and voided. Your registration fee will not be returned to you.

Testing Room and Equipment

The test administrator will direct you to a testing room with private computer workstations. Testing must begin once you are seated at the computer. You must complete your analysis and review of each question within the allotted section time.

The test administrator will provide you with one erasable noteboard and a marker (no other writing materials or instruments are allowed). If you fill up your noteboard during the exam and need another, you must raise your hand and the administrator will collect the noteboard and provide you with a replacement. Your noteboard and marker will be collected at the end of the first section of the exam, and you will be provided with a clean noteboard and a marker at the start of the second section. You may not remove the noteboard or marker from the testing room during or after the exam, and you must return them to the administrator after the exam.

During your exam, a test administrator monitors all individuals in the testing room. All areas of the test center are subject to audio and video recording.

Test centers administer exams for exam sponsors other than CAIA, including some that require typed responses. Test centers have no control over typing sounds made by candidates during their exams. If you are easily distracted by noise, earplugs are available from the test administrator upon request. You may **not** bring your own earplugs or headphones into the testing room.

Causes of Unsuccessful Exam Experience and Delivery: Online Proctored Exams

There are two main reasons your online proctored exam could be unsuccessfully delivered:

- Your exam cannot be launched—if technical problems with your computer or internet connection prevent the exam from launching correctly.
 - Please note, you are responsible for running the system test prior to making your online exam appointment through Pearson Vue. Should you not run the test or proceed with the online appointment although your system test was unsuccessful, you may not be able to complete your exam. CAIAA is not responsible for your inability to complete your exam successfully due to your system not meeting technical requirements. CAIAA will not issue any refunds for unsuccessful exam delivery due your insufficient system capabilities.
 - If your setup does not pass the system test, it is your responsibility to schedule your exam at a testing center instead.
- During an examination the following behavior may result in a revoked exam by the OnVUE (remote online) proctor. Please refrain from these behaviors to ensure a successful exam experience.
 - You must stay within webcam view.
 - You cannot get up and walk around.
 - No one can enter your testing environment.
 - You cannot leave your testing environment, until the scheduled break.
 - You must be clothed (no hats or hoodies).
 - You may have water in a clear glass during testing; however, eating, smoking, and chewing gum are prohibited.
 - You may not wear headphones, earbuds or a headset.
 - You may not have prohibited items where you can see them or reach for them while sitting in front of your computer. This includes watches, phones, and other prohibited items as described in this document.
 - You cannot have in the room or attempt to use study guides, reference materials or other materials during their exam.

Exam Session

The exam session is divided into several parts, as described below. Testing must begin once you are seated at the computer. Each session begins with an administration period, during which you will be presented with a Nondisclosure Agreement and instructions explaining how to navigate the exam. To preview the Nondisclosure Agreement and exam instructions, see Appendix A of this handbook.

Each exam is divided into two 2-hour sections, separated by an optional break. During each section, the allotted time for the section will appear in the upper right portion of your exam screen and will count down to zero by seconds. Once the allotted time for a section has expired, you will **not** be able to return to that section to change or submit answers. After you complete each section, you will have time to provide comments about the exam.

Nondisclosure Agreement (must be completed within 5 minutes)*	5 minutes
Exam Instructions	5 minutes
Section 1: In both Level I and Level II, 100 multiple-choice questions	120 minutes
Comment Period (optional)	10 minutes
Break (optional)	30 minutes
Section 2: In Level I, 100 multiple-choice questions; in Level II, 3 sets of constructed-response questions	120 minutes
Comment Period (optional)	10 minutes
Total Exam Session Time	5 hours

*If you do **not** agree to the Nondisclosure Agreement within the specified time limit of 5 minutes, you will not be permitted to take the test, and you will forfeit your exam registration fee.

Candidates may pace themselves as they wish within each section, and they may answer questions within a section in any order they choose. Candidates have different strategies for managing their exam time. One strategy is to work quickly through a section, targeting questions that the candidate is confident on and flagging others for later review. The candidate can then go back and work through flagged questions with remaining time. You may have other strategies with which you are comfortable; use the strategy that works best for you.

Flagging Questions for Review or Comment

The exam software provides candidates with the option of flagging exam questions for two different purposes: for later review and for comment.

Flagging for Later Review

This function allows the candidate to identify questions to return to in order to verify or change his or her response. To flag a question for later review, check the box next to “Flag for Review” located in the upper right corner of the screen. At the end of the section, you will see a list showing the questions you flagged for review. You may review the flagged questions, unanswered questions, all questions, or no questions.

Your review of questions must be completed during the allotted section time. Once you have closed the section or the allotted time expires, no more revisions can be made to any answers in that section.

Flagging for Comment

After the close of each section of the exam, candidates will be given 10 minutes during which they have the option of commenting on any of the test questions in that section of the exam. To flag a question for comment, check the box next to “Flag for Comment” located in the upper right corner of the screen. After you have completed each section, including your review of flagged questions, you will see a list showing the questions you flagged for comment. You may comment on flagged questions, all questions, or no questions.

You will be able to view each question while making your comment, but you will not be able to change your answers, nor can answers provided in the comments section be considered in scoring. Comments will **not** affect the scoring of your exam.

This comment period occurs outside the allotted testing time and therefore is not counted against the candidate’s exam time. You must complete your comments within the allowed comment time of 10 minutes per section.

The CAIA Association uses this feedback to improve its exams.

Assistance During the Exam Session

You must remain in your seat during your exam session unless authorized to leave by a test administrator. Raise your hand to notify the test administrator if you:

- have a problem with your computer,
- need a clean notepad,
- need earplugs,
- have inadvertently brought any personal belongings into the testing room,
- need to leave the testing room for any reason, including for breaks and at the end of a test section,
- need assistance for any other reason.

Breaks

You must obtain the test administrator's permission to leave the testing room for any reason. A security check will be performed every time you leave or enter the testing room.

During all breaks (scheduled or unscheduled), you may not communicate about the exam or its contents with any other person, either in person or by telephone or electronic means, except for test administrators.

Scheduled Break

An optional 30-minute break is scheduled between sections 1 and 2 of the exam. If you exceed the time allowed for the optional break, the extra time will be deducted from your time for section 2.

During the scheduled break, you are generally permitted to leave the test center building, though this policy may vary among test centers. It is your responsibility to ask the test administrator where to find approved restrooms, food and drink vending areas, or smoking areas. Access to materials in your locker will be permitted, but you must place all materials back in your locker prior to reentering the testing room and you will undergo a visual inspection upon return. Please note that notes and other study materials are not permitted in the test center. If you violate test center policy, the administrator may refuse to allow you to reenter the testing room to continue your exam.

Unscheduled Break

You may take unscheduled breaks while you are working on an exam section. During these breaks, you will **not** be permitted to access any materials in your locker, nor are you permitted to leave the test center building. You will undergo a visual inspection upon return. You forfeit all the exam time you spend on an unscheduled break.

Check-out

When you have completed your exam, raise your hand to notify the test administrator, who will collect your erasable noteboard and marker, ensure that your exam has ended, and dismiss you from the testing room.

Upon exiting the testing room, you will be given a receipt that verifies that you sat for and submitted an exam on the day of your appointment. The receipt will provide information about when you should expect to receive exam results.

MISCONDUCT AND CAUSES FOR DISMISSAL

Misconduct and disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior and may intervene to stop any disruptive, unusual, suspicious, or otherwise questionable behavior.

Any disruptive, unusual, suspicious, or otherwise questionable behavior will be reported to the CAIA Association. The CAIA Association investigates all irregularity reports. In addition, the CAIA Association performs data analysis to identify potential test fraud, including cheating and theft of intellectual property.

The test administrator is authorized to dismiss you from a test session for various reasons, including but not limited to providing false information; attempting to take the test for someone else; failing to provide acceptable identification; possessing unauthorized personal items, study materials, or testing aids; refusing to comply with an administrator's reasonable requests; giving or receiving unauthorized help; attempting to tamper with the operation of the computer; improper communication, including removal of test content from the test center in any form; refusing to follow directions; or failing to adhere to any other CAIA or Pearson VUE procedure, policy, or rule. See the [CAIA Examination Misconduct and Confidentiality Policy](#) for more information.

Reporting Misconduct at a Test Center

The CAIA exams are administered under strict supervision and security measures. However, some candidates may disregard the rules to gain an unfair advantage. You must report any questionable behavior, such as another candidate receiving assistance or copying from another candidate, taking an exam for someone else, using notes or unauthorized aids, or attempting to record or otherwise capture exam questions, to the test administrator or Pearson VUE.

If you witness misconduct, either inside or outside a test center, you may report it by sending an email to misconduct@CAIA.org or by using our anonymous-tip voicemail system at 413-549-3377.

AFTER EXAM DAY

Test Administration Concerns

If you have any concerns or questions about the manner in which the test center or its test proctors administered the exam, please report them to the CAIA Association (candidate@CAIA.org) as soon as possible. Your report should include a thorough description of the incident, including date, test center, type of incident, names of individuals involved, and your contact information, so that we can follow up with you if needed. Please allow two to three weeks from the receipt of your email for any response.

Exam Scoring

The CAIA Association benchmarks candidate scores using all candidates who sat for the exam in the current exam cycle; therefore, scoring cannot begin until the exam window is closed.

CAIA examination staff members review all questions before and after each exam, looking for irregularities. There have been cases in which examination staff, after finding what was believed to be sufficient ambiguity, removed a particular question from the scoring of the exam.

The CAIA Association does not have a target rate for success. Setting the minimum passing score is one of the most difficult decisions to make. We are well aware of the fine line that exists between being fair to those who invest time in preparing for these exams on the one hand and ensuring the program's integrity on the other. Candidates who earn 70% or more of the total points are assured of passing the exam. However, because we compare each candidate's score against the average exam score, there is the potential for a curve, which would effectively move the passing score below 70%.

The CAIA Association does NOT release information regarding the passing score.

Exam Results

Level I results are usually released within three weeks of the last examination day. Level II results are generally released within six weeks of the last examination day.

You are encouraged to keep your contact information up to date to ensure the timely receipt of your exam results. When results are released, you will receive an email instructing you to log in to CAIA.org. To obtain your exam results, go to your CAIA.org profile and click on the "My Exam Info" link to the right on the main profile page. Under Exam History in this tab, general exam results (Passed, Failed, or No Show) are listed in the Status column for each exam for which you have registered. To view your detailed results or Candidate Performance Report for a particular exam, click on the exam title.

Information regarding candidates' exam performance is strictly confidential. **The CAIA Association does NOT release candidates' actual scores to anyone, including the candidates themselves.**

Although we make a distinction between passing and failing scores, the CAIA Association does not attach meaning to the relative ranking of candidate scores. The performance of each candidate is measured against a specific standard of performance. Candidates who meet or exceed that standard pass the exam, and those who do not meet that standard fail the exam. There is no such thing as a high pass, a low pass, or a high failure. Releasing individual candidate scores would wrongly lead to such a ranking.

Candidate Performance Report

Candidates will receive their results in the form of a Candidate Performance Report (*sample Candidate Performance Reports can be found on the next six pages*). The CAIA Candidate Performance Report aids in self-assessment by indicating a candidate's areas of relative strength and weakness among the topics in the exam compared to a reference group.

The reference group is composed of all candidates whose total test scores were within the bottom quartile of those who passed the exam during the exam cycle in which you sat.

For each topic, your relative performance is determined by comparing your performance (Candidate Score, or CS) to the average score of the reference group (\bar{x}) and the standard deviation of the scores of the reference group (σ). Five relative levels have been created in order for candidates to compare their performance to the average performance of the lowest quartile of passing candidates:

Weakest	$CS \leq \bar{x} - 1.5 \times \sigma$
Lower	$\bar{x} - 1.5 \times \sigma < CS \leq \bar{x} - 0.5 \times \sigma$
Borderline	$\bar{x} - 0.5 \times \sigma < CS \leq \bar{x} + 0.5 \times \sigma$
Higher	$\bar{x} + 0.5 \times \sigma < CS \leq \bar{x} + 1.5 \times \sigma$
Strongest	$CS > \bar{x} + 1.5 \times \sigma$

For example, if your relative performance in the topic of Private Equity was "Lower," it means that your score in that topic was between one-half of one standard deviation and one and one-half standard deviations below the reference group's average score in that topic.

The performance categorizations in the Candidate Performance Report provide you with indicators of your exam performance in each topic relative to the reference group. If you did not pass, the comparison of your performance to candidates who performed in the lower end of the passing range provides you with information regarding approximately how far you were from passing. In planning your studies for retaking the exam, you may want to pay special attention to topics in which your performance was categorized as "Weakest" or "Lower."

Remember that each category represents a range of scores. A check mark could indicate performance in any part of the range. In addition, the relative weights of each topic vary, so some topics contribute more to the total score than do others. The examination weights listed in the first column of the table provide information regarding the proportional representation of each topic on the CAIA exams.

You have the option of printing a copy of your Candidate Performance Report directly from your caia.org profile. To print your Candidate Performance Report, click on “Performance Report” and when the report opens, click on the printer icon in the upper right corner. If you would like to receive a copy of your Candidate Performance Report by mail, you must make the request to candidate@CAIA.org and provide (1) the correct mailing address, and (2) the name under which you registered. **Do not request a hard copy of your results to be mailed until you have viewed your Candidate Performance Report via your CAIA.org profile.**

Sample Level I Candidate Performance Report

Dear Jane Doe,

On behalf of the CAIA Association, let me be the first to congratulate you on passing the CAIA Level I examination. Passing this CAIA exam is the first step toward earning the CAIA Charter. Of those who sat for the exam in [the most recent administration], [X%] were successful in passing.

Below is a performance profile developed for you to aid in self-assessment by indicating your areas of relative strength and weakness compared to a reference group. This reference group is composed of candidates who scored within the bottom quartile of those who passed the exam in [the most recent administration]. To create your profile, your performance by topic was compared to the reference group and was categorized into relative performance levels to reflect the distance between your performance and that of candidates in the reference group. More information on how to interpret this Candidate Performance Report is available in the CAIA Candidate Handbook.

Note that your pass status is determined by your performance on the entire examination rather than by your performance on each topic.

Candidate Performance Report

Jane Doe
jdoe@doe.com

CAIA Level I Examination
[Most Recent] Administration

Overall Result: **PASS**

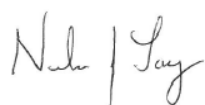
Level I Examination Topic (Exam Weights)	Relative Performance Level*				
	Weakest	Lower	Borderline	Higher	Strongest
Professional Standards and Ethics (15%–25%)				✓	
Introduction to Alternative Investments (20%–28%)			✓		
Real Assets (11%–17%)				✓	
Hedge Funds (12%–20%)			✓		
Private Equity (11%–17%)				✓	
Structured Products (10%–14%)				✓	

*Relative performance levels are based on the average score and the standard deviation of the scores of the reference group described above. For example, “Borderline” means that your score in that topic was within 0.5 standard deviations of the average score of the reference group. For more information on the determination of these performance levels, see the CAIA Candidate Handbook.

This detailed performance profile is provided for your reference only. Examinations are analyzed by candidate number only, and all results are kept confidential. Candidates’ actual scores are not released.

I hope that you will take the next step and register to sit for the Level II exam. Please refer to www.CAIA.org for all the information you need to register and obtain the study materials.

Again, my congratulations, and I look forward to your future participation in the CAIA Charter program.



Nelson Lacey, Director of Examinations

Sample Level II Candidate Performance Report

Dear Jane Doe,

On behalf of the CAIA Association, let me be the first to congratulate you on passing the CAIA Level II examination. The Level II examination represents the final assessment phase of the program. Of those who sat for the exam in [the most recent administration], [X%] were successful in passing.

Below is a performance profile developed for you to aid in self-assessment by indicating your areas of relative strength and weakness compared to a reference group. This reference group is composed of candidates who scored within the bottom quartile of those who passed the exam in [the most recent administration]. To create your profile, your performance by topic was compared to the reference group and was categorized into relative performance levels to reflect the distance between your performance and that of candidates in the reference group. More information on how to interpret this Candidate Performance Report is available in the CAIA Candidate Handbook.

Note that your pass status is determined by your performance on the entire examination rather than by your performance on each topic.

Candidate Performance Report

Jane Doe
jdoe@doe.com

CAIA Level II Examination
[Most Recent] Administration

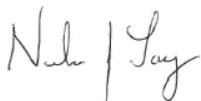
Overall Result: **PASS**

Level II Examination Topic (Exam Weights)	Relative Performance Level*				
	Weakest	Lower	Borderline	Higher	Strongest
Models (8%-12%)				✓	
Institutional Asset Owners and Investment Policies (8%-12%)				✓	
Risk and Risk Management (8%-12%)				✓	
Methods for Alternative Investing (8%-12%)			✓		
Accessing Alternative Investments (8%-12%)				✓	
Due Diligence and Selecting Strategies (8%-12%)			✓		
Volatility and Complex Strategies (8%-12%)				✓	
Current and Integrated Topics Constructed Response Question (10%)				✓	
Ethics, Regulation, and ESG Constructed Response Question (10%)			✓		
Other Constructed Response Question (10%)				✓	

*Relative performance levels are based on the average score and the standard deviation of the scores of the reference group described above. For example, "Borderline" means that your score in that topic was within 0.5 standard deviations of the average score of the reference group. For more information on the determination of these performance levels, see the CAIA Candidate Handbook.

This detailed performance profile is provided for your reference only. Examinations are analyzed by candidate number only, and all results are kept confidential. Candidates' actual scores are not released.

Again, my congratulations, and I look forward to your future participation in the CAIA Association.



Nelson Lacey, Director of Examinations

Interpreting Your Candidate Performance Report

A candidate's pass/fail status is determined by the candidate's overall exam score. Candidates do not pass or fail individual topics. See the sample interpretations below for more information on how to interpret the CAIA Candidate Performance Report. Please note that these samples are based on the most current version of the Candidate Performance Report.

Interpretation of Sample Level I Candidate Performance Reports

Level I Performance Profile 1

This profile represents a candidate who passed the Level I examination. Note that strong performance in one area can offset weaker performance in other areas. Note also that the Hedge Funds and Professional Standards and Ethics topics comprise higher relative weights and thus count more toward the overall decision. This profile illustrates that an overall test result of "Pass" does not necessarily indicate that a candidate was strong in all topics.

Level I Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Professional Standards and Ethics (15%–25%)			✓		
Introduction to Alternative Investments (20%–28%)				✓	
Real Assets (11%–17%)			✓		
Hedge Funds (12%–20%)					✓
Private Equity (11%–17%)		✓			
Structured Products (10%–14%)			✓		

Level I Performance Profile 2

This profile represents a candidate who failed the Level I examination. The candidate's stronger relative performance in the Introduction to Alternative Investments topic was not enough to overcome relatively weaker performance in other areas. Note that the Hedge Funds and Professional Standards and Ethics topics comprise higher relative weights and thus count more toward the overall decision. This profile illustrates that an overall test result of "Fail" does not necessarily indicate that a candidate was weak in all topics.

Level I Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Professional Standards and Ethics (15%–25%)			✓		
Introduction to Alternative Investments (20%–28%)				✓	
Real Assets (11%–17%)		✓			
Hedge Funds (12%–20%)	✓				
Private Equity (11%–17%)		✓			
Structured Products (10%–14%)		✓			

Level I Performance Profile 3

This profile represents a candidate who was close to passing but failed the Level I examination. Note that the Hedge Funds and Professional Standards and Ethics topics comprise higher relative weights and thus count more toward the overall decision. This profile illustrates that an overall test result of "Fail" does not necessarily indicate that a candidate was weak in all topics.

Level I Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Professional Standards and Ethics (15%–25%)			✓		
Introduction to Alternative Investments (20%–28%)			✓		
Real Assets (11%–17%)		✓			
Hedge Funds (12%–20%)		✓			
Private Equity (11%–17%)			✓		
Structured Products (10%–14%)		✓			

Interpretation of Sample Level II Candidate Performance Reports

Level II Performance Profile 1

This profile represents a candidate who passed the Level II examination. Note that strong performance in one area can offset weaker performance in other areas. This profile illustrates that an overall test result of “Pass” does not necessarily indicate that a candidate was strong in all topics.

Level II Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Models (8%-12%)		✓			
Institutional Asset Owners and Investment Policies (8%-12%)				✓	
Risk and Risk Management (8%-12%)			✓		
Methods for Alternative Investing (8%-12%)				✓	
Accessing Alternative Investments (8%-12%)			✓		
Due Diligence and Selecting Strategies (8%-12%)					✓
Volatility and Complex Strategies (8%-12%)			✓		
Current and Integrated Topics Constructed Response Question (10%)				✓	
Ethics, Regulation, and ESG Constructed Response Question (10%)					✓
Other Constructed Response Question (10%)			✓		

Level II Performance Profile 2

This profile represents a candidate who failed the Level II examination. The candidate's stronger relative performance in the Institutional Asset Owners and Investment Policies topic was not enough to overcome relatively weaker performance in other areas. This profile illustrates that an overall test result of "Fail" does not necessarily indicate that a candidate was weak in all topics.

Level II Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Models (8%-12%)		✓			
Institutional Asset Owners and Investment Policies (8%-12%)				✓	
Risk and Risk Management (8%-12%)		✓			
Methods for Alternative Investing (8%-12%)			✓		
Accessing Alternative Investments (8%-12%)		✓			
Due Diligence and Selecting Strategies (8%-12%)			✓		
Volatility and Complex Strategies (8%-12%)		✓			
Current and Integrated Topics Constructed Response Question (10%)		✓			
Ethics, Regulation, and ESG Constructed Response Question (10%)		✓			
Other Constructed Response Question (10%)			✓		

Level II Performance Profile 3

This profile represents a candidate who was close to passing but failed the Level II examination. This profile illustrates that an overall test result of “Fail” does not necessarily indicate that a candidate was weak in all topics.

Level II Examination Topic (Exam Weights)	Relative Performance Level				
	Weakest	Lower	Borderline	Higher	Strongest
Models (8%-12%)			✓		
Institutional Asset Owners and Investment Policies (8%-12%)			✓		
Risk and Risk Management (8%-12%)			✓		
Methods for Alternative Investing (8%-12%)		✓			
Accessing Alternative Investments (8%-12%)			✓		
Due Diligence and Selecting Strategies (8%-12%)		✓			
Volatility and Complex Strategies (8%-12%)			✓		
Current and Integrated Topics Constructed Response Question (10%)			✓		
Ethics, Regulation, and ESG Constructed Response Question (10%)				✓	
Other Constructed Response Question (10%)		✓			

Score Review

Candidates with questions about the scoring of their exams can request a score review after receiving their Candidate Performance Report. This means that the points earned in each part of the exam will be manually checked and matched against the reported score; it does **not** mean that the questions will be graded again. The fee for the score review option is US\$100. Requests for a score review must be submitted to candidate@CAIA.org within 30 days of receiving the Candidate Performance Report. Please note that all exam materials are the property of the CAIA Association and will not be released.

Exam Retakes

Those not successful in passing Level I or Level II, or those who do not attend a scheduled exam appointment, may retake the exam for a reduced fee of USD\$450. After passing Level I, CAIA candidates have unlimited time to pass the Level II exam to qualify for the CAIA Charter.

BECOMING A CAIA CHARTER HOLDER

The CAIA Charter is earned by (1) successfully completing the CAIA Charter program (passing both Level I and Level II exams), and (2) becoming a member of the CAIA Association. To qualify for membership in the CAIA Association, which includes the right to use the CAIA designation, you must fulfill the following CAIA membership requirements:

- Pass both CAIA Level I and CAIA Level II exams.
- Hold a bachelor's degree or the equivalent, and have more than one year of professional experience; alternatively, have at least four years of professional experience. Professional experience is defined as full-time employment in a professional capacity within the regulatory, banking, financial, or related field.
- Agree on an annual basis to abide by the Candidate and Member Agreement.
- Provide two professional references.
- Submit payment for the annual CAIA Association membership fee.

Membership is the final requirement for individuals who wish to use the CAIA designation.

Appendix A—CAIA Candidate and Member Agreement

The individual identified as completing this Candidate and Member Agreement (the “Individual”) wishes to take advantage of certain opportunities and other benefits offered by the Chartered Alternative Investment Analyst Association, Inc. (“CAIAA”). CAIAA is willing to grant such opportunities and other benefits to the Individual, subject to the Individual’s acceptance of the following terms and conditions (collectively, the “Terms”). The Individual’s acceptance of the Terms, indicated by clicking the “I Agree” button at the end of the Terms, shall create a binding agreement between CAIAA and the Individual (the “Agreement”).

The Individual represents and warrants that:

- (1) The Individual has read the [Fee Schedule](#) and shall pay such fees thereon as may from time to time be applicable.
- (2) The Individual has read and shall abide by the [Examination Misconduct and Confidentiality Policy](#) as such may from time to time be applicable.
- (3) The Individual has read and shall abide by the [Examinations Identification Policy](#), [Examinations Calculator Policy](#), and [Examinations Personal Belongings Policy](#), contained in the [Candidate Policy Manual](#), as such may from time to time be applicable.
- (4) The Individual has read and shall abide by the [Code of Ethics](#).
- (5) The Individual has read the [Membership Requirements](#) and meets such requirements therein as are applicable to Membership Level that the Individual is seeking.
- (6) The Individual has read and shall abide by the [Privacy Policy](#).
- (7) The Individual has read and shall abide by the [Anti-trust Policy](#).
- (8) The Individual has read and shall abide by the [Intellectual Property Policy](#).
- (9) The Individual has read and shall abide by the [Volunteer Policy](#) as such may from time to time be applicable.
- (10) The Individual has read and fully acknowledges that the Individual shall be subject to the [Discipline Procedure](#).

The Individual acknowledges that the provisions of each of the documents referenced above, as the same may be modified by CAIAA from time to time in its sole discretion and without notice, are incorporated by reference into these Terms. The Individual further acknowledges that the Individual is solely responsible for periodically accessing the CAIAA website (www.CAIA.org), or otherwise obtaining copies of such documents (such as by calling (413) 253-7373 or emailing candidate@CAIA.org or member@CAIA.org and requesting copies of the same), to ensure the Individual’s continued compliance with such provisions as they may be so modified.

If the Individual is physically unable to accept the Terms by clicking the “I Agree” button for any reason, the Individual may direct a third party to click the “I Agree” button on the Individual’s behalf; provided, however, that the decision to click the “I Agree” button shall be that of the Individual and further provided that CAIAA has no obligation or responsibility to confirm that the Individual authorized a third party to click the “I Agree” button on the Individual’s behalf.

Any violation by the Individual of these Terms, including those documents incorporated herein by reference, may result in the termination of any and all rights granted to the Individual hereunder, as set forth above.

This Agreement is governed by and to be construed in accordance with the substantive laws of the Commonwealth of Massachusetts, without giving effect to the conflicts or choice of law provisions thereof or of any other jurisdiction. Any action or proceeding seeking to enforce any provision or based on any right arising out of this Agreement may be brought in the courts of the Commonwealth of Massachusetts or in the United States District Court for the District of Massachusetts, if such United States District Court has or can acquire jurisdiction, and each of the parties consents to the jurisdiction of such courts and of the appropriate appellate courts in any such action or proceeding and waive any objection to venue laid therein. Process in any action or proceeding referred to in the preceding sentence may be served on any party anywhere in the world. The Individual waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought. Nothing in this provision shall affect the right of any party to serve legal process in any other manner permitted by law or at equity.

These Terms are intended by the parties to be the final expression of their agreement with respect to the subject matter hereof and may not be contradicted by evidence of any prior or contemporaneous agreement.

The invalidity or unenforceability of any of these Terms, including those documents incorporated herein by reference, shall not affect the validity or enforceability of any other Terms hereof, which shall remain in full force and effect.

Updated September 22, 2014

Appendix B—Pearson VUE Candidate Rules Agreement

This is a sample Pearson VUE Candidate Rules Agreement. The actual agreement may be different on the day of your exam.

Pearson VUE Candidate Rules Agreement



Please review and sign the following exam rules, and ask the administrator if you have questions.

- ☐ I will not take the following types of personal items into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes. Studying is not allowed in the test center.
- ☐ I will store these items in a secure area indicated by the administrator. Cellular phones, pagers, and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen or misplaced personal items.
- ☐ If I am given an erasable notepad or exam-specific materials, I will not use them until after the exam has started. I will not remove these items from the testing room at any time during the exam, and I will return them to the administrator immediately after the exam.
- ☐ The administrator will log me in to my assigned workstation, verify that I am taking the intended exam and start the exam. I will sit in my assigned seat until escorted out by a Test Administrator. I understand that eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- ☐ The administrator will monitor me continuously while I take my exam. The session may be videotaped or otherwise recorded for security or other purposes.
- ☐ If I experience problems that affect my ability to take the exam, I will notify the administrator immediately.
- ☐ The administrator cannot answer questions related to exam content. If I have questions of this nature, I will contact the exam sponsor after I leave the testing center.
- ☐ Break policies are established by the exam sponsor. Some exams may include scheduled breaks, and instructions will appear on the computer screen at the appropriate time; whether or not the exam timer stops depends on the sponsor's policy. If I take an unscheduled break at any other time, the exam timer will not be stopped. The administrator will set my workstation to the break mode, and I will take my ID with me when I leave the room. The administrator will check my ID before I return to my seat and will then restart my exam.
- ☐ While I am taking a scheduled break, I am permitted to access personal items that I stored during the exam. While I am taking an unscheduled break, I am NOT allowed access to personal items other than medication required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the exam sponsor.
- ☐ I will not try to remove copies of exam questions and answers from the testing center, and I will not share or discuss the questions or answers seen in my exam with other candidates.
- ☐ After the exam ends, the administrator will come to my workstation and ensure my exam has ended properly. The exam sponsors may display my score on the screen after the exam or may provide a printed score report. If a printed score report is provided, I will receive it after returning the erasable notepad and other materials to the administrator.

Your Privacy – Your exam results will be encrypted and transmitted to Pearson VUE and to the exam sponsor. The testing center does not keep any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this; you can obtain this by visiting the Pearson VUE Web site (www.pearsonvue.com) or by contacting a Pearson VUE Call Center.

Candidate Statement: *By signing below or providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow the Rules. If I do not follow the Rules, or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.*

Name (Please print): _____ Date: _____

Signature _____ Exam: _____

Appendix C—Nondisclosure Agreement and Exam Instructions

Below is the Nondisclosure Agreement to which you must agree before you will be allowed to begin your exam.

**NONDISCLOSURE AGREEMENT AND GENERAL TERM OF USE
FOR EXAMS DEVELOPED FOR THE
CHARTERED ALTERNATIVE INVESTMENT ANALYST ASSOCIATION, INC.**

Before you begin the CAIA exam, you must respond to the following. Electronic confirmation of your agreement is required. **If you do not agree to the statement in the specified time limit of five minutes, you will not be permitted to take the test, and you will forfeit your exam registration fee.**

As a candidate in the CAIA Charter program, I am obligated to follow the testing policies as outlined by the CAIA Association. I understand that I must not engage in any conduct that compromises the reputation or integrity of the CAIA Association or the integrity, validity, or security of the CAIA exam.

Specifically, I affirm that I have previously agreed to the following:

- a. Prior to this exam, I have not given or received information regarding the content of this exam.
- b. During this exam, I will not give or receive any information regarding the content of this exam.
- c. After this exam, I will not disclose any portion of this exam and will not remove any exam materials from the testing room in original or copied form. I understand that all exam materials, including my answers, are the property of the CAIA Association and will not be returned to me in any form.
- d. I will follow all rules and policies of the CAIA Association as stated in the CAIA Candidate and Member Agreement. Violation of any rules of the CAIA program will result in the CAIA Association voiding my exam results and may lead to suspension or termination of my candidacy in the CAIA program.

Please choose one of the following:

Y. Yes, I have read and agree to the terms of the above statement.

N. No, I do not agree.

Below are the instructions presented to candidates at the beginning of the first section of each CAIA examination (Level I and Level II).

CAIA Exam Instructions

The test questions will be shown one at a time. Each question will have **three (3) or four (4) possible answers**. You should select the answer you think is **BEST**.

There is no penalty for guessing, so it is to your advantage to answer every question even if you are not completely certain of the answer. Unanswered questions will be scored as incorrect.

Select your answer for each question by doing one of the following:

- Clicking in the circle to the left of your answer choice
- Clicking on the answer itself
- Clicking on the option letter (A, B, C, or, **if available**, D)
- Typing the option letter using the keyboard

You can change your answer to any question at any time during the allocated section time:

- Click on a different answer choice to change your selection to that answer
- Click on an answer you have already selected to remove the choice and leave the question unanswered

Each question can have only one selected answer. The last selection you make will be your recorded answer.

After you have answered a question, click on the **"Next"** button to move to the next question. Clicking on the **"Previous"** button will return you to the previous question.

Exam Information Provided on the Screen

You have two hours (120 minutes) to complete each section of the exam. You may manage your time as you wish, keeping in mind that responses to and review of all questions in each section must be completed within the two hours.

Displayed in the upper right corner of your screen will be the amount of time remaining for the exam section in which you are working, as well as the number of the question you are viewing and the total number of questions to be completed within the section.

You have the option of ending a section early if you are completely finished before the allocated section time expires. Otherwise, each section will end automatically when the two hours have expired. Once a section has ended, you cannot go back to change any answers in that section.

Navigating the Exam

In the bottom right corner of your screen are the **"Next"** and **"Previous"** buttons, which allow you to navigate through the exam. Most buttons include an underlined letter. This is a shortcut for the button, used by pressing the Alt key plus the letter. For example, the keystroke combination of Alt-N has the same effect as clicking the **"Next"** button.

As another shortcut, you can use the space bar to execute the function of the button that is outlined on your screen.

Selecting Questions for Review

As you proceed through the exam, you have the option of flagging exam questions for later review. To flag a question for later review, check the box next to "Flag for Review" located in the upper right corner of your screen.

Using the Review Screen

After you complete the last question in each section, the Review screen will be displayed. The Review screen allows you to return to questions in that section and change your answers, if you wish to do so.

On this screen, questions you flagged for review will have a checkmark in the box next to their question number. Questions for which you provided an answer are displayed as "Complete"; unanswered questions are displayed as "Incomplete." You may choose to review flagged questions, unanswered questions, all questions, or no questions.

The buttons available on the Review screen are as follows:

- "Review Flagged" to review only those questions that you flagged for review
- "Review Incomplete" to review only those questions you left unanswered,
- "Review All" to review all questions in that section
- "End Review" to end the review period and finalize your answers for that section

You will NOT be able to return to any of the questions in this section after you end the review period. Unanswered questions will be scored as incorrect.

You must complete your review within the allotted section time of two hours.

Exiting the Exam Section

If you have finished answering and reviewing all the questions in an exam section before the allotted section time has expired, you can exit the section by clicking on the "End Review" button.

A prompt will appear to confirm that you want to exit the review. Once you have clicked "Yes" to confirm, you will exit the section and will no longer be able to go back and review or change your responses. At the end of the second exam section, clicking "Yes" ends both the section and the exam.

If you have not already exited the section when the allotted time has expired, the system will exit the section automatically. A prompt will appear to notify you that this has occurred. You will no longer be able to go back and review or change your responses. If it is the second exam section, both the section and the exam will have ended.

Once an exam section is ended, the optional Comment period will begin automatically.

Selecting Questions for Comment

As you proceed through the exam, you have the option of flagging exam questions for later comment. To flag a question for later comment, check the box next to "Flag for Comment," located in the upper right corner of your screen.

Using the Comment Screen

After you exit each section, the Comment screen will be displayed. The Comment screen allows you to provide feedback to the CAIA Association regarding any of the exam questions, if you wish to do so.

On this screen, questions you flagged for comment will have a check mark in the box next to their question number. You can enter comments by clicking directly on the question number. You may choose to comment on flagged questions, all questions, or no questions.

The buttons available on the Comment screen are as follows:

- "Review Flagged" to potentially comment on just those questions that you flagged for comment
- "Review All" to potentially comment on all questions in the section
- "End Review" to end the comment period

You will be able to view each question while making your comment, but you will NOT be able to change your answer. Answers provided on the Comments screen will NOT be considered in scoring. Comments will NOT affect the scoring of your exam.

You must complete your comments within the allowed comment time of 10 minutes per section.

Click the "**NEXT**" button to close these exam instructions and begin your exam.

Below are the instructions presented to candidates at the beginning of the second section of the CAIA Level II examination.

Section 2: Constructed-Response Questions

This section contains three constructed-response (essay-type) question sets worth 10 points each, for a total of 30 points.

- Each part of each constructed-response question indicates the maximum points a candidate can earn for that part.
- Usually, any one part of a constructed-response question can be answered in one or two paragraphs.
- Candidates will **not** be penalized for incomplete sentences, incorrect grammar, or misspellings.
- When a constructed-response question asks for a specific number of examples, candidates will be scored on only that number of examples. Thus, if a constructed-response question asks for a list of three examples, candidates will be scored on only the first three examples they provide. Any examples provided beyond the first three will not be scored.

The counter in the upper right corner of your screen indicates the number of the current question and the total number of questions in the current question set. You may answer the questions in Section 2 in any order. **You may not return to any questions from Section 1.**

Do NOT include any personally-identifying information (e.g., name, contact information) in your response.

Total allotted time for Section 2 is 2 hours (120 minutes).

Appendix D—CAIA Examination Misconduct and Confidentiality Policy

To maintain the integrity of the CAIAA examinations, each Candidate and Member (each, an “Individual”) shall fully comply with this Examination Misconduct and Confidentiality Policy.

Each Individual shall not, directly or indirectly:

- Misrepresent such Individual’s identity to CAIAA—its directors, officers, employees, representatives, or agents.
- Receive or make any unauthorized communication during any exam.
- Bring unauthorized materials (e.g., unapproved calculators, books, papers of any kind, or other aids) into any exam room.
- Use any unauthorized materials (electronic or otherwise) during any exam.
- Use a recording or transmission device (sound, image, or other) during any exam.
- Use a cellular (mobile) phone, a laptop, a small computer, a PDA, a camera, a USB storage device, or any other device that transmits, stores, or can transmit or store information (except an authorized calculator) during any exam.
- Remove or attempt to remove examination content from any exam.
- Reproduce, transmit, or otherwise disclose any examination content to any third party.

Each Individual shall, as applicable:

- Comply with CAIAA policies regarding exam procedures, including but not limited to the CAIA Examinations Identification Policy, CAIA Examinations Calculator Policy, CAIA Examinations Personal Belongings Policy, and Pearson VUE test center policies.
- Report any suspicious activity relating to any exam or exam questions or other potential violations of this Examination Misconduct and Confidentiality Policy by emailing misconduct@CAIA.org or by calling CAIAA’s anonymous-tip voicemail line: 413-549-3377. The names of individuals reporting such information will be kept confidential.
- Immediately notify CAIAA if the Individual obtains access, either intentionally or accidentally, to any examination questions outside of any exam.

Confidentiality of Examination Questions. CAIAA’s examination questions are owned by CAIAA, and any unauthorized dissemination of the questions, in whole or in part, is an infringement on CAIAA’s intellectual property rights. *CAIAA does not make any examination questions public nor has CAIAA authorized the publication or dissemination of any examination questions.* CAIAA considers all past, present, in-development, or future examination questions to be CAIAA’s confidential information and trade secrets (collectively, the “Protected Information”), and CAIAA is only disclosing the Protected Information to the Individual for the purpose of completing each exam.

Each Individual shall not, directly or indirectly, use, publish, disseminate, or otherwise disclose any Protected Information. This includes but is not limited to discussing or disclosing any Protected Information verbally, in writing, or via e-mail, chat room, message board, social or professional networking service, or any other forum. Each Individual will promptly notify CAIAA of any attempt by a third party to legally compel the Individual to disclose Protected Information.

The Individual’s obligations to maintain the confidentiality of the Protected Information shall survive until such Protected Information is no longer considered a trade secret by CAIAA. Each Individual recognizes the irreparable injury that might result to the business of CAIAA if the Individual should breach this Examination Misconduct and Confidentiality Policy. Each Individual further recognizes that monetary damages will be inadequate for such Individual’s breach of this policy. In addition to any legal remedies CAIAA may have, CAIAA shall be entitled to injunctive relief and such other equitable remedies as a court of competent jurisdiction may deem appropriate, without the requirement to post any bond in connection therewith.

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