



# CAIA Candidate Handbook

Your Guide to the CAIA Exam Experience



2024

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## OVERVIEW

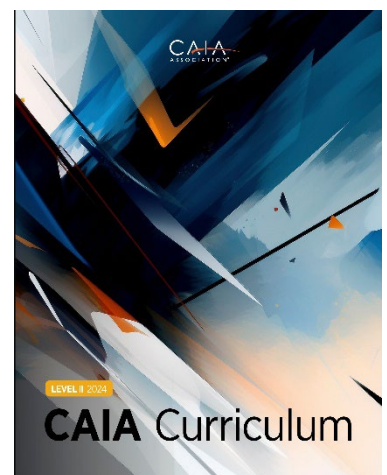
Welcome to the CAIA Charter program. This Candidate Handbook is provided to assist CAIA candidates in navigating through the CAIA Charter program.

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

- ☑ Carefully read and familiarize yourself with the entire Candidate Handbook.
- ☑ Carefully read and familiarize yourself with the entire Candidate Policy Manual.
- ☑ 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.
  - All registered candidates have access to the CAIA digital curriculum.
  - In addition:
    - LI candidates are required to read and familiarize themselves with the [Standards of Practice Handbook](#)
    - LII candidates are required to read and familiarize themselves with the [Emerging Topics](#)
- ☑ Read the Curriculum Companion for the exam level you will be taking. For each topic, the Companion 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 Curriculum Companion, CAIA provides an online sample exam with unlimited access to assist registered candidates in developing their understanding of the CAIA curriculum in preparation for the exam.

## THE CAIA CURRICULUM

The 2024 CAIA curriculum materials and CAIA curriculum companions 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 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 CAIA curriculum materials for the exam cycle in which they will be taking the exam. The correct version of the curriculum materials for the exam cycle may be accessed on our Curriculum and Study Tools page on our website.**

Please note: Exam fees include the access to the 2024 digital curriculum. A print version of the 2024 curriculum is available to purchase for USD \$150 (plus tax and shipping). **The CAIA Association will not allow an exam to be postponed because a Candidate does not obtain the curriculum on a timely basis to allow for sufficient study time.**

### CAIA Curriculum Companions

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

The curriculum companions are integrated in the CAIA Digital Curriculum and are arranged according to the CAIA 2024 curriculum topics. For each reading, the curriculum companion 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 curriculum companions are exam specific, are regularly revised, and only pertain to a particular exam cycle.**

## THE CAIA EXAMS

### Exam Structure

#### Level I

The Level I exam is composed of 200 multiple-choice questions. As described in the Level I curriculum companion, 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%
Private Equity	6 - 10%
Private Debt	8 - 12%
Hedge Funds	11% - 17%
Digital Assets	4% - 8%
Additional Strategies	4% - 8%

#### Level II

The Level II exam is composed of 100 multiple-choice questions and three sets of constructed-response (essay-type) questions. Readings from the curriculum section on Universal Investment Considerations as well as the emerging topics articles are exclusively tested in a constructed-response format. All remaining Level II topics may be tested in multiple-choice format, constructed-response format, or a combination of both. As described in the Level II curriculum companion, the Level II exam covers the following:

Level II Topic	Approximate Exam Weight	
	Multiple-Choice	Constructed-Response
	Question Format	
Emerging Topics	0%	10%
Universal Investment Considerations	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 Managers	8-12%	0-10%
Volatility and Complex Strategies	8-12%	0-10%
<b>Total</b>	<b>70%</b>	<b>30%</b>

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 CAIA Curriculum readings are important to understand. To maximize the probability of success on the exam, candidates should be familiar with all equations.

### Embedded Spreadsheet Functionality

For the September 2024 examination, we will be piloting a spreadsheet tool as an alternative to using a calculator. The feature will be built into the exams and candidates can use it to respond to quantitative questions. Candidates should familiarize themselves with this functionality before their exam appointment by utilizing the **Spreadsheet Tutorial**.

### Calculators

You may also choose to bring a calculator to your CAIA examination. 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 25<sup>th</sup> Anniversary Edition, HP 12C 30<sup>th</sup> Anniversary Edition, and HP 12C Prestige), per the **CAIA Examination Calculator Policy** in the [Candidate Policy Manual](#). 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. 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 2010 to 2020 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 point 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. (i.e., 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.



## 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 page](#).

### Register for an Exam

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

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

#### Purchase an exam

The program fees consist of a nonrefundable, one-time program enrollment fee and an exam registration fee. Information about exam fees and our refund policy can be found in the [CAIA Fee Schedule](#). You may purchase an exam with a credit card, through the secure VeriSign site. We accept American Express, VISA, Discover, and MasterCard. Candidates with a U.S. based account may choose to pay with eCheck.

#### 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 use the "Schedule Your Exam" link on the [Charter Candidates](#) page at CAIA.org or directly from the "My Exam Info" tab in your CAIA account profile.

#### Exam Availability

Neither the CAIA Association nor Pearson VUE can guarantee availability of appointments for any given exam on any specific date. Appointments have limited capacity, and availability varies widely 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](mailto: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 review 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 the policies below:

**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 candidate to test.

**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. Rescheduling must take place 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.

#### Using your CAIA.org Account:

- Log into your CAIA.org Account.
- Go to the "My Exam Info" from your main profile page and click on the orange Schedule Your Exam button or select "For Candidates" at the top of the screen>Select "Schedule Your Exam" from the white links in the orange banner>On the next page click on "Click here to schedule your exam."
- 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 Pearson VUE confirmation email to verify that the cancellation 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 submit to ensure the appointment is rescheduled.
- You will receive a Pearson VUE confirmation email to verify that the

rescheduling process is complete.

**You may also cancel, or reschedule an appointment by:**

- Contacting CAIA Candidate Relations via email at [candidate@caia.org](mailto:candidate@caia.org) or by phone at +1 (413) 253-7373 option #2 for Candidate Relations, Monday through Friday, 8:30 a.m. to 5:00 p.m. EST.
- Calling the appropriate Pearson VUE call center for your region (regional numbers below). When calling, be sure to have your Candidate ID number.

**Via Phone:**

**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 7397**

**Via Web:**

**Pearson VUE contact: <https://home.pearsonvue.com/caiaa/contact>**

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\$795, 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 start of testing for some 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. For more information, please refer to the [Candidate Policy Manual, Section VIII. Other Applicable Policies](#).

## STUDYING FOR THE EXAM

### Preparation Time

Based on candidate feedback, we estimate that the Level I and Level II exams each require 250-300 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 curriculum companions 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 free study tools, available through CAIA.org.

### Curriculum Companions

Our curriculum companions 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.

### Sample Exam

The [Level I](#) and [Level II](#) online sample exams are intended to help familiarize registered 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 with the topic weights on the actual exam, as published in the study guide.

### Preparation Program Providers

The CAIA curriculum materials and CAIA curriculum companions 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 preparation 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 preparation program provider of CAIA Association-related information, nor does it endorse any pass rates claimed by third-party preparation program providers.

## 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 guidelines may result in an inability to complete the exam and/or cancelation of test results, and a forfeiture of fees.

### What to Bring

You will need to have the following items at your exam appointment.

- Valid identification in accordance with the specific identification requirements below.
- An approved calculator (optional). Note, if you choose not to bring one, 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

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 in the Candidate Policy Manual](#). 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. This is the name you have noted in the "Legal Name" fields of your

CAIA account profile.

- Please ensure no special characters appear in the typed name.
- 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.

### Personal Belongings at the Test Center

In accordance with the [CAIA Examination Personal Belongings Policy in the Candidate Policy Manual](#), 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 curriculum companions 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, video graphic, 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.**

## Test Center 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 note board and a marker (no other writing materials or instruments are allowed). If you fill up your note board during the exam and need another, you must raise your hand and the administrator will collect the note board and provide you with a replacement. Your note board and marker will be collected at the end of the first section of the exam, and you will be provided with a clean note board and a marker at the start of the second section. You may not remove the note board 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.

## 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.

## Test Center 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)	<b>30 minutes</b>
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
<b>Total Exam Session Time</b>	<b>5 hours</b>

**\*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 or for comment.

### *Flagging for Later Review*

This function allows the candidate to identify questions to return 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, 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 note board,
- 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, by telephone, or any electronic means, except for with test administrators.**

### *Scheduled Break*

There is an optional 30-minute break in a test center exam. These breaks are scheduled between exam sections 1 and 2. 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 in a test center, 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 items in your locker will be permitted, but you must place all items 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 the test center policies, the administrator may refuse to allow you to reenter the testing room to continue your exam.

### *Unscheduled Breaks*

You may take unscheduled breaks in a test center exam while you are working on an exam section. A Test Proctor may accompany you during an unscheduled break. During these breaks, you will **not** be permitted to access any items 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 note board 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, which may result in revocation of the exam.

Any disruptive, unusual, suspicious, or otherwise questionable behavior will be reported to the CAIA Association. The CAIA Association investigates all reports of testing irregularities and/or suspected candidate misconduct. 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; removal of test content from the testing space in any form; improper communication, including 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 in the Candidate Policy Manual](#) for more information.

### Reporting Candidate Misconduct

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](mailto: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 way the test center or its test proctors administered the exam, please report them to the CAIA Association ([candidate@caia.org](mailto: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 and Results Release

The CAIA Association determines the passing score after the exam window has closed and all candidate results have been collected. Once the passing score has been determined, candidates will be informed as to whether their exam score exceeded the passing score (a pass) or did not (a fail). At the same time candidates will receive a Candidate Performance Report that breaks down their performance by exam section.

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

Level I results are generally released within five weeks of the last examination day of the testing window.

Level II results are generally released within eight weeks of the last examination day of the testing window.

You are encouraged to keep your contact information up to date to ensure the timely receipt of your exam results. When the 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 account 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 “Performance Report.”

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 two 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 ( $\sigma$ ). Five relative levels have been created 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 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](https://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.

**Sample Level I Candidate Performance Report**

Dear [first name last name],

On behalf of the CAIA Association, let me be the first to congratulate you on passing your CAIA examination.

User ID: XXXXXX Level 1 Exam Spring 2024 <b>Result: Pass</b> Percent Who Passed*: XX%
---

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. The reference group is composed of candidates who scored within the bottom quartile of those who passed the exam in this 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 within the *Guide to Interpreting Your CAIA Exam Performance Report*.

\*The percentage of candidates who sat for this exam in this cycle who were successful in passing.

This relative 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. Note that your exam outcome status is determined by your performance on the entire examination rather than by your performance on each topic.

Examination Topic (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%)				✓	
Private Equity (6 - 10%)				✓	
Private Debt (8 -12%)					✓
Hedge Funds (11% - 17%)				✓	
Digital Assets (4% - 8%)			✓		
Additional Strategies (4% - 8%)			✓		

\*\*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.

I encourage you to stay committed to the CAIA program by registering for the upcoming CAIA Level II exam. Please refer to the [Candidate page](#) for all the information you need to register and obtain the current study materials.

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

Sincerely,



Kristaps Licis  
Director of Exams

**Sample Level II Candidate Performance Report**

Dear [first name last name],

On behalf of the CAIA Association, let me be the first to congratulate you on passing your CAIA examination.

User ID: XXXXXX  
Level 2 Exam  
Spring 2024  
**Result: Pass**  
Percent Who Passed\*: XX%

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. The reference group is composed of candidates who scored within the bottom quartile of those who passed the exam in this 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 within the *Guide to Interpreting Your CAIA Exam Performance Report*.

\*The percentage of candidates who sat for this exam in this cycle who were successful in passing.

This relative 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. Note that your exam outcome status is determined by your performance on the entire examination rather than by your performance on each topic.

Examination Topic (Weights)	Relative Performance Level**				
	Weakest	Lower	Borderline	Higher	Strongest
Emerging Topics (10%)				✓	
Universal Investment Considerations (10%)				✓	
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 Managers (8-12%)				✓	
Volatility and Complex Strategies (8-12%)				✓	
Other CRI (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.

Your dedication and hard work have brought you to this significant milestone. You have now earned the exclusive opportunity to belong to an elite group of CAIA Members globally!

By joining [CAIA Membership](#), you not only access the distinguished privilege of using the CAIA designation, but you'll gain a global network and many other Membership benefits. Keep an eye on your inbox for a separate email outlining the steps to apply for CAIA Membership. *It's important to note that you will need to officially join the CAIA Association before you can proudly display the CAIA designation.*

Again, congratulations on your accomplishment and welcome to the remarkable journey ahead!

Sincerely,



Kristaps Licis  
Director of Exams

### 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 **USD\$100**. Requests for a score review must be submitted to [candidate@caia.org](mailto: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\$795**. 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 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 CAIA Level II exam.
- 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, or is a CFA Charterholder in good standing.
- Agree to abide by the Member Agreement, upon joining and upon renewal.
- 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 Policies and the Candidate and Member Agreement

CAIA Candidates and Members are required to adhere to the conditions, requirements, policies, and procedures, which are published on <https://caia.org/policy> and updated as needed. During the registration process, candidates must specifically agree to the terms and associated policies as presented in the Candidate and Member Agreement, below.

### 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 shall create a binding agreement between CAIAA and the Individual (the “Agreement”).

The Individual represents and warrants that:

BY CLICKING ON THE “I ACCEPT” BUTTON, THE INDIVIDUAL IS UNCONDITIONALLY CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO THIS AGREEMENT. THE INDIVIDUAL’S ACCESS OR USE OF ANY MATERIALS SUPPLIED BY CAIAA, TAKING ANY EXAM OFFERED BY CAIAA OR OTHERWISE TAKING ADVANTAGE OF ANY OPPORTUNITIES OR BENEFITS PROVIDED BY CAIAA (COLLECTIVELY, CAIAA BENEFITS”) ALSO SHALL CONSTITUTE ASSENT TO THE TERMS OF THIS AGREEMENT. IF THE INDIVIDUAL DOES NOT UNCONDITIONALLY AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, THE INDIVIDUAL WILL NOT BE AFFORDED ACCESS TO ANY CAIAA BENEFITS. IF THESE TERMS ARE CONSIDERED AN OFFER, ACCEPTANCE IS EXPRESSLY LIMITED TO THESE TERMS.

In furtherance of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged:

The Individual represents, warrants and covenants that:

(1) If the Individual is a Candidate to take an exam offered by CAIAA, the Individual has received, read, fully understands, and agrees to comply at all times with the rules and regulations set forth in CAIAA’s “Candidate Policy Manual,” a copy of which may be accessed, downloaded and printed from the following link: [Candidate Policy Manual](#).

(2) If the Individual is a Member of CAIAA, the Individual has received, read, fully understands, and, agrees to comply at all times with the rules and regulations set forth in CAIAA’s “Member Policy Manual,” a copy of which may be accessed, downloaded and printed from the following link: [Member Policy Manual](#). If the Individual is not currently a Member of CAIAA, the Individual agrees that the Member Policy Manual will become binding upon the Individual if and when they become a Member, and further agrees to thereafter comply at all times with the rules and regulations set forth in such Member Policy Manual.

(3) The Individual has received, read, fully understands, and agrees to comply at all times with the rules and regulations set forth in the following policies, which apply to both Candidates and Members:

(a) The Fee Schedule, a copy of which may be accessed, downloaded and printed from the following link: [Fee Schedule](#).

(b) The Code of Ethics, a copy of which may be accessed, downloaded and printed from the following link: [Code of Ethics](#).

(c) The Privacy Policy, a copy of which may be accessed, downloaded and printed from the following link: [Privacy Policy](#).

(d) The Intellectual Property Policy, a copy of which may be accessed, downloaded and printed from the following link: [Intellectual Property Policy](#).

(e) The Discipline Procedure, a copy of which may be accessed, downloaded and printed from the following link: [Discipline Procedure](#).

The Individual acknowledges and agrees that the provisions of the Candidate Policy Manual, the Member Policy Manual, and the policies listed in paragraphs (3)(a) – (e) above may be modified by CAIAA from time to time in its sole discretion and without notice. Such policies, as they may be modified from time to time, are hereby incorporated by reference into these Terms and deemed to be a part of this Agreement as if they were fully reproduced herein. The Individual further acknowledges that the Individual is solely responsible for periodically accessing the CAIAA website ([www.caia.org](http://www.caia.org)), or otherwise obtaining copies of such documents (such as by calling (413) 253-7373 or emailing [candidate@caia.org](mailto:candidate@caia.org) or [member@caia.org](mailto: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 ACCEPT" button for any reason, the Individual may direct a third party to click the "I ACCEPT" button on the Individual's behalf, provided, however, that the decision to click the "I ACCEPT" 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 ACCEPT" button on the Individual's behalf.

CAIAA may, in its sole discretion but subject to the terms of any relevant CAIAA policy, terminate any CAIAA Benefits granted to the Individual pursuant to this Agreement or otherwise upon any breach or violation by the Individual of these Terms, including without limitation any provisions of the Candidate Policy Manual and/or the Member Policy Manual. The failure of CAIAA to act with respect to a breach of this Agreement by the Individual does not constitute a waiver and shall not limit CAIAA's rights with respect to such breach or any subsequent breaches.

The Individual agrees that CAIAA shall have no liability whatsoever for any use the Individual makes of any CAIAA Benefits. The Individual shall indemnify and hold harmless CAIAA from any claims, damages, liabilities, costs and fees (including reasonable attorney fees) arising from the Individual's use of any CAIAA Benefits as well as from the Individual's failure to comply with any term of this Agreement.

UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY, INCLUDING, BUT NOT LIMITED TO, TORT, CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHERWISE, SHALL CAIAA BE LIABLE TO THE INDIVIDUAL OR ANY OTHER PERSON FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY CHARACTER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS OR LOSS OF GOODWILL. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION AND EXCLUSION MAY NOT APPLY TO YOU.

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.

This Agreement is personal to the Individual and may not be assigned or transferred for any reason whatsoever (including, without limitation, by operation of law) without CAIAA's consent and any action or conduct in violation of the foregoing shall be void and without effect. CAIAA expressly reserves the right to assign this Agreement and to delegate any of its obligations hereunder.

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. This Agreement may be amended only by a modification to the Candidate Policy Manual and/or the Member Policy Manual by CAIAA, or otherwise by a writing executed by both parties.

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.

By checking the "I ACCEPT" box, I am accepting and agreeing to the above terms. If I do not accept, I understand that I will not be able to proceed with this transaction.

I ACCEPT   
Required

March 2024



## 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.



### Professional & Regulatory Candidate Rules Agreement

Please review the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

<p>1. <b>No</b> personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. <b>No</b> barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. <b>No</b> jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. <b>No</b> books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.</p>
<p>2. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. <b>Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.</b></p>
<p>3. Before you enter the testing room, the TA may collect your digital photograph, digital signature, and/or your palm vein image and may digitally authenticate your ID. This is done to verify your identity and protect the security and integrity of the test. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.</p> <p>The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by the test program sponsor for your use during the test to make notes or calculations on, and you will be provided any other material as specified by the test program sponsor. <b>You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.</b> If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.</p>
<p>4. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.</p>
<p>5. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.</p>
<p>6. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.</p>
<p>7. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.</p>
<p>8. A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.</p>

<p>9. Break policies are established by the test program sponsor. Some tests may include scheduled breaks and, if so allowed, instructions will appear on the computer screen at the appropriate time. It is important to note that whether or not the test time stops depends on the test program sponsor's policy. If you take an <b>unscheduled break</b> at any other time or if you take a break during a test in which the test program sponsor has not scheduled a break, the test time will <b>not</b> stop. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat and will then resume your test.</p>
<p>10. If you are taking <b>any break</b>, you <b>MUST receive permission from the TA PRIOR to accessing personal items that have been stored</b> (with the exception of comfort aids, medication, and food, which you may access without permission). Unless specifically permitted by the test program sponsor, personal items that cannot be accessed during <b>any break</b> include but are not limited to mobile phones, test notes, and study guides.</p>
<p>11. You must leave the testing room for all breaks. <b>If you want to leave the test center building during any breaks, verify with the TA whether your test program sponsor permits you to leave the building.</b></p>
<p>12. You must follow all of the appropriate check-in and check-out processes as defined by your test program sponsor. This may include the need to show identification and/or have your palm vein pattern captured when leaving and re-entering the testing room. Before re-entering, you will be asked to pat yourself down again (for example: arms, legs, and waistline) to show there is nothing hidden on your body. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.</p>
<p>13. If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.</p>
<p>14. After you finish the test, you may be asked to complete an optional on-screen evaluation.</p>
<p>15. Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. Depending on the type of test taken, the test program sponsor may display your test score on the computer screen after you have completed the test; or you may be provided with a printed score report; or you may be provided with a confirmation notice indicating that you have completed the test program sponsor's test. If printed information is to be provided to you, you must present your ID again to the TA and return any and all materials supplied to you prior to the beginning of your test. You must not leave any materials at your testing workstation after you have completed your test.</p>
<p>16. You may not remove copies of test questions or test answers from the testing center, and you may not share or discuss with anyone all or any of the test questions or test answers you saw or viewed during the taking of the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of the test program sponsor taking action against you.</p>

**Your Privacy:** Your test results will be encrypted and transmitted to Pearson VUE and the test sponsor. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com) or by contacting the Pearson VUE call center.

**By providing a digital signature:**

- I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to the test 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 these rules in addition to any other program rules I may have agreed to during my registration for this test.
- I understand that 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 test sponsor, and I acknowledge and understand that my test may be invalidated, and the sponsor may take other action such as decertifying me, and I will not be refunded my test fee.

## 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—CAIAA Examination Misconduct and Confidentiality Policy

### I. CAIAA EXAMINATION MISCONDUCT AND CONFIDENTIALITY POLICY

To maintain the integrity of the CAIAA examinations, each Candidate (“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.
- Take part in an act of impersonation or any other form of cheating.
- 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 testing area.
- Use any unauthorized materials (electronic or otherwise) during any exam.
- Use a recording or transmission device (sound, image, or other) during any exam.
- Use 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 *during any exam*.
- Remove or attempt to copy or remove examination content, by any means whatsoever, including but not limited to memorization, note-taking, digital capture, or electronic transmission.
- Reproduce, transmit, or otherwise disclose any examination content to any third party.
- Create a disturbance before, during, or after the exam.
- Engage in any other conduct that could be considered by CAIAA, in its sole discretion, to compromise or attempt to compromise the reputation, integrity, validity, or security of the CAIA Exams or the CAIAA.

Each Individual shall, as applicable:

- Comply with CAIAA policies regarding exam procedures, including but not limited to the CAIAA Examinations Identification Policy, CAIAA Examinations Calculator Policy, CAIAA Examinations Personal Belongings Policy, and applicable Pearson testing 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](mailto: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.

In addition to the confidentiality obligations set forth in this Manual, at each exam appointment, each Individual will be required to agree to a Nondisclosure Agreement (NDA) before being able to begin the exam. An Individual will only be permitted to access the exam after agreeing to the NDA. If an Individual does not agree to the NDA, the exam appointment will be terminated, and they will not be eligible for a refund. If you would like to review a copy of this NDA in advance of the exam appointment, a copy is annexed to this Manual as [Appendix A](#) and can be found in Appendix C of the CAIA Candidate Handbook, which may be accessed, downloaded, and printed from the CAIAA website.

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 of 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, ask for, receive, use, publish, disseminate, or otherwise disclose any Protected Information at any time before, during, or after the exam. This includes but is not limited to discussing or disclosing any Protected Information verbally, in writing, or via e-mail, chat room or closed group, 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 compel the Individual to disclose Protected Information.

The Individual's obligation 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.

Ownership and Use of Exam-Related Materials. CAIAA is the copyright owner of CAIA core curriculum materials, CAIA Curriculum Companions (including learning outcome statements), CAIA Workbooks, and CAIA Sample Exams (collectively, the "Exam-Related Materials"). Upon registration for a CAIA Examination, Candidates have a revocable, non-exclusive, non-transferrable license to use these Exam-Related Materials for their own examination preparation only. Candidates may not copy, alter, distribute, display, perform, share, email, or post these Exam-Related Materials without prior written permission from CAIAA. Violators may be subject to legal and/or disciplinary action.

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