CAIA Association 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.
- ☑ Carefully read 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.
- ☑ 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.
  - o Along with the study guide, CAIA provides an online sample exam to assist registered 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 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 CAIAA 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: starting with new test registrations for 2023, exam fees will include the cost of the digital curriculum. Registered candidates will be sent email instructions for accessing the digital curriculum. We strongly recommend that candidates act early to obtain the curriculum to allow sufficient study time. 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 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 the CAIA 2023 digital 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 only pertain 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.

CAIA exams are also administered through Pearson VUE's OnVUE platform, online and remotely proctored. Candidates may opt into this exam modality after they register for their exam. Instructions are provided in the exam registration confirmation email.

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

CAIA is offering two testing options for the exams, Test Center and Online Remote Proctoring.

Once you have purchased your exam, you will receive a confirmation email with a link that will allow you to either:

- Schedule your test center-based exam appointment with our global testing provider, Pearson

VUE, or

- Opt-in to the online, remotely proctored exam, delivered by Pearson VUE's OnVUE platform. Once you opt-in to the online, remotely proctored exam, CAIAA will notify you within 72 hours with instructions to schedule your OnVUE exam.

For both exam modalities 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 at any test center or online for any given exam on any specific date. Both test centers and online appointments 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 review the Candidate Policy Manual.

Religious/cultural items or apparel and items required for medical purposes must be visually inspectedby 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. A reschedule 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 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 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 or by phone at +1 (413) 253-7373 option #3 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
  Pearson VUE OnVUE Chat: https://home.pearsonvue.com/onvuehelp

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 <mark>for the March 2023 exam session is US$450</mark>, 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.

COVID-19 Policy

Please refer to the Candidate Policy Manual for CAIAA's complete COVID-19 policy.

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 free study tools, available through CAIA.org.

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.

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.

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 servicesoffered 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%
Private Securities	12% - 20%
Hedge Funds	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. Readings from the curriculum section on ethics, regulation, and ESG 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 study guide, the Level II exam covers the following:

Level II Topic	Approximate Exam Weight	
	Question Format	
	Multiple Choice	Constructed Response
Emerging Topics	0%	10%
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%
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.

Calculators

You will need to bring a calculator to either CAIA examination, whether in a testing center or an online proctored exam. The CAIA Association allows candidates to bring into the examination the Texas Instruments BA II Plus (including the TI BA II PlusProfessional) 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 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, 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 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. 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 and online proctored (Pearson OnVue) 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. 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 timefor 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 duringunscheduled breaks.

Secure Check-in: Pearson VUE Test Center Based 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 in the Candidate Policy Manual.](#) You will **not** be allowed to check-inwithout 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 preferredprimary 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 youregistered for the exam. This is the name you have noted in the "Legal Name" fields of your CAIA account profile.
  o Please ensure no special characters appear in the typed name.
  o Middle names are **not** considered when matching forms of identification.
  o Hyphens and diacritical marks are **not** considered when matching forms of identification.
  o 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 testintegrity.
- 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

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 aninability to complete the exam and a forfeiture of fees.

When you check in for your OnVUE remotely proctored online exam, the test proctor will ask you to present valid identification, per the CAIA Examination Identification Policy in the Candidate Policy Manual. It is recommended that you begin the check in process 30 minutes prior to your scheduled appointment to allow time for **taking photos of your workspace and ID and uploading them. 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.**

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 lastname fields in your caia.org account profile.
  o Middle names are **not** considered when matching IDs.
  o Hyphens and diacritical marks (e.g., à, ü, é, ç) are **not** considered when matchingIDs.
  o Suffixes (e.g., Sr., Jr., III) are **not** considered when matching IDs.
- The identification must be current, not expired. Expired IDs accompanied by validrenewal papers will be accepted.
- The identification must be an original document. Copies of identification will not beaccepted.

- Primary identification (you must present one [1]):
  - Must be government-issued by the country in which you are testing OR must bea 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 IDas 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 beforethe 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 at the Test Center

In accordance with the [CAIA Examination Personal Belongings Policy in the Candidate Policy Manual](), you will be required to leave yourpersonal 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 testingroom 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 inspectedby 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 feewill not be returned to you.

Personal Belongings and Workspace during the Online Proctored exam

For best results, prepare your testing environment before your appointment. Every OnVUE testing environment must meet these criteria:

- Quiet—background noise may distract proctors monitoring your exam session and could interfere with your session.
- No interruptions—inform any other members of your household that you are taking an exam and cannot be interrupted during your entire appointment time.
- Well lit—proctors must be able to see you and your testing space well; do not sit in front of a window or other bright light—if you are backlit, you are not clearly visible (draw shades or curtains, turn off lights behind you).
- Others cannot see your exam—no one else must be able to view your computer or monitor.
- Nothing in arm's reach that is not specifically allowed—
  - You may bring a CAIA approved calculator.
  - You may bring in water in a clear glass.
- Your exam's sponsor will indicate any equipment specifically approved for use during an OnVUE exam; it must be on the desk during check-in.
- If you plan to use your mobile phone for check-in, be sure to place it out of arm's reach

after you finish using it; otherwise, place it out of arm's reach in one of your environment photos.
- No one else in the room—ideally, you should prevent others from entering; if someone does inadvertently enter, say "Please leave; I'm testing." No other communication is allowed. You must test in an enclosed, private space.

Please see the **Candidate Policy Manual** for additional information about your OnVUE exam experience.

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 eachquestion 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 mustreturn them to the administrator after the exam.

During your exam, a test administrator monitors all individuals in the testing room. All areas of the testcenter 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. Youmay **not** bring your own earplugs or headphones into the testing room.

Online Proctored Exam Equipment

Use the best internet connection possible, preferably hard wired.
A connection failure or interruption can interfere with or even end your OnVUE testing session. Take these steps to avoid disconnection.
- You may want to contact your internet provider prior to your exam, to inquire if you are receiving the fastest internet service.
- You may use either a wired internet connection or Wi-Fi.
- If using Wi-Fi, ask that other household members do not use the internet during your exam.
- Disconnect any VPNs if you have them; OnVUE does not work with VPNs.

Make sure you have the right equipment. You provide your own equipment for testing, so make sure it is right.
- Required—a desktop or a laptop; tablets and touch screens cannot be used for your exam.
- Required—a single monitor; extra monitors are not allowed; you need to remove them from the testing room, if possible, or unplug them.

- Required if using an external monitor with a laptop—you must have an external mouse, keyboard, and webcam and the lid of your laptop must be closed.
- Recommended—a personal computer rather than a work computer, which may have additional security that can interfere with your testing session.

Corporate firewalls (including VPNs) or proxies often cause this delivery method to fail. We recommend testing on a personal computer. Work computers generally have more restrictions that may prevent successful delivery. Please take your exam in a setting without a corporate firewall.

Confirm your system meets minimum requirements.
- **Review the minimum system requirements**
- **Test My System**

During the Online Proctored Exam, **no pen/pencil/marker or scratch paper/hard whiteboard is allowed**. Candidates have the use a Digital Whiteboard - an Online Scratchpad, to work out calculations. It is strongly recommended that Candidates practice using the digital whiteboard prior to the exam!

- **Practice with the OnVUE digital white board here**
- **View a tutorial here**

During the exam, a Pearson VUE Proctor will monitor Candidates through the computer webcam throughout the exam. The only time a Candidate may leave the webcam view of the proctor is during the optional 20-minute break in between sections one and two of the exam. The session will be audio and video recorded.

Proctors may interrupt candidates if there is any suspicious behavior or rule violations and take appropriate actions. Sometimes, it's to offer a reminder (no talking) and sometimes it's to investigate something (show me the room, your desk, etc.).

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.
  - o 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.
  - o 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 (remoteonline) proctor. Please refrain from these behaviors to ensure a successful exam

experience.

- o You must stay within webcam view.
- o You cannot get up and walk around.
- o No one can enter your testing environment.
- o You cannot leave your testing environment until the scheduled break.
- o You must be clothed (no hats or hoodies).
- o You may have water in a clear glass during testing however, eating, smoking, and chewing gum are not allowed.
- o You may not wear headphones, earbuds, or a headset.
- o You may not have items that are not allowed where you can see them or reach for them while sitting in front of your computer. This includes watches, phones, and other items not allowed as described in this document.
- o You cannot have in the room or attempt to use study guides, reference materials, or other materials during their exam.

Testing advice for a successful OnVUE testing experience

Preparation is key. We have several areas of advice to help you get the most out of your OnVUE testing experience.

- Take the system test
- Make sure you have the right equipment
- Use the best internet connection possible
- Prepare your testing environment
- How to start the check-in
- Tips for capturing your photos on first try
- Be careful, you're being recorded
- Technical issues
- Creating a support ticket with Pearson VUE

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 returnto 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)	**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**

Online Proctored 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
Break (optional) ***This is the only time you can leave the webcam view**	**20 minutes**
Section 2: In Level I, 100 multiple-choice questions; in Level II, 3 sets of constructed-response questions	120 minutes
Total Exam Session Time	**4.5 hours**

*If you do not agree to the Nondisclosure Agreement within the specified time limit of 5 minutes, you will not bepermitted 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 examtime. 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" locatedin 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, allquestions, or no questions.

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

Flagging for Comment (Not applicable for Online Proctored Exams)
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 cornerof 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 Test Center 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 testsection,
- need assistance for any other reason.

Assistance During the Online Proctored Exam Session

Even with appropriate preparation, some Candidates may experience technical issues on exam day such as connectivity issues, loss of video, or a secure browser violation.

Most issues can be avoided by completing a system test and ensuring that you meet all the system requirements in advance of testing. Common issues include an unreliable internet connection and third-party applications trying to run during your exam. We strongly recommend that candidates confirm that all

applications have been closed and that there is a sufficient and reliable internet connection prior to testing.

The Pearson VUE online chat feature is your best course of immediate action!

If your exam experiences an issue either during the test period or during the launch, and no more than 30% of your exam time has been consumed, your proctor will work with you to either **Try Again Now** or **Give Up, For Now.**

Please note that these options are only available for technical issues, not exams shut down for potential exam security violations.

- If you select "**Try Again Now**" the greeter will enable you to try again right away if the Check-In option is still available.
- If you choose "**Give Up, For Now,**" the greeter will complete a revocation of your exam authorization, canceling this exam appointment and you will be allowed to re-schedule.

If you lose connection and more than 30% of the overall exam appoint time has been used the exam will be considered delivered and the candidate will need to contact CAIA at candidate@caia.org to determine if they are eligible to re-schedule another appointment.

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 and an optional 20-minute break for online proctored 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 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.

During the 20-minute optional scheduled break during the online proctored exam, you can leave the view of the webcam and the workspace. If you exceed the time allowed for the optional break, the extra time will be deducted from your time for section 2 OR your exam may be revoked.

Unscheduled Break – Test center only

You may take unscheduled breaks while you are working on an exam section. You may be accompanied by a Test Proctor during an unscheduled break. During these breaks, youwill **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 yourerasable 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 expectto 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. For online proctored exams, misconduct 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 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 in the Candidate Policy Manual 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 way 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 upwith you if needed. Please allow two to three weeks from the receipt of your email for any response.

Exam Scoring

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 score report that breaks down their performance by exam section.

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

Exam Results

Level I results are usually released within five weeks of the last examination day. Level II results are generally released within eight 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 "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 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 for candidates to compare their performance to the average performance of the lowest quartile of passing candidates:

Weakest	$CS \leq \underline{x} - 1.5 \times \sigma$
Lower	$\underline{x} - 1.5 \times \sigma < CS \leq \underline{x} - 0.5 \times \sigma$
Borderline	$\underline{x} - 0.5 \times \sigma < CS \leq \underline{x} + 0.5 \times \sigma$
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.

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%)				✓	
Private Securities (12%–20%)			✓		
Hedge Funds (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.

Kristaps Licis, 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.

Candidate Performance Report
Jane Doe
jdoe@doe.com
CAIA Level II Examination
[Most Recent] Administration
Overall Result: **PASS**

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.

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%)				✓	
Emerging 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.

Kristaps Licis, 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%)			✓		
Private Securities (12%–20%)					✓
Hedge Funds (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%)		✓			
Private Securities (12%–20%)	✓				
Hedge Funds (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%)		✓			
Private Securities (12%–20%)		✓			
Hedge Funds (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%)			✓		
Emerging 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%)		✓			
Emerging 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%)			✓		
Emerging 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 and (2) becoming a member of the CAIA Association. To qualify for membership in theCAIA 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 on to abide by the Candidate and 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 Agreement

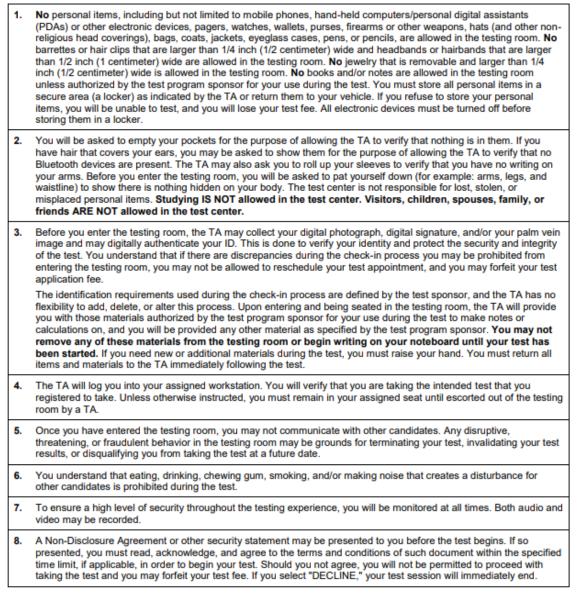**Link to the [CAIA Candidate and Member Agreement](#)**

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.

1. **No** 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. **No** 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. **No** jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. **No** 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.

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. **Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.**

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.

   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. **You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.** 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.

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.

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.

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.

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.

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.

NCS Pearson processing number 40036
Professional & Regulatory Candidate Rules Agreement

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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 **unscheduled break** 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 **not** 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.

10. If you are taking **any break, you MUST receive permission from the TA PRIOR to accessing personal items that have been stored** (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 **any break** include but are not limited to mobile phones, test notes, and study guides.

11. You must leave the testing room for all breaks. **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.**

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.

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.

14. After you finish the test, you may be asked to complete an optional on-screen evaluation.

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.

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.

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 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

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.
- 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 room, including a physical test center location or the space for an online proctored exam.
- 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 Pearson VUE test center based exam.*
- Use a cellular (mobile) phone, a laptop, a small computer, a PDA, a camera, a USB storage device, or any other device for the purpose of transmitting, or storing information for the purpose of future transmission *during any online proctored exam..*
- Remove or attempt to remove examination content from the test room, including a physical test center location or the space for an online proctored exam, 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 at the test center 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 Pearson VUE test center and OnVUE 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.

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 he or she is 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, his or her exam appointment will be terminated and he or she 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 also 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 Study Guides (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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