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## BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>Validation: This final module emphasizes testing and verifying the effectiveness of implemented plans through exercises and reviews—ensuring that what was designed and implemented actually performs as intended under real-world conditions.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>Introduction: This section lays the groundwork for newcomers to business continuity by clarifying what business continuity is, why it matters in organizational resilience, and how its fundamental practices interconnect under the Good Practice Guidelines (GPG) framework.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>Implementation: This section covers putting the designed continuity strategies into action, including creating and deploying incident response and business continuity plans, structuring effective response teams, and ensuring operational readiness.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>Policy and Programme Management and Embedding: This part guides users through establishing a Business Continuity Management System (BCMS), including how to craft governance, define a policy, and embed these elements into the fabric of an organization for long-term sustainability.</li></ul>

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## BCI CBCI Practice Tests - Exam CBCI Reference

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## BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions

## (Q30-Q35):

### NEW QUESTION # 30

Which of the following is NOT a way in which an organization can use exercise programs to ensure and validate supply chain continuity?

- A. By including a requirement in Service Level Agreements (SLAs) for suppliers to carry out exercise activities and share the outcomes
- **B. By including key suppliers in an internal exercise**
- C. By requiring suppliers to share evidence that recovery plans and exercise programs have been developed and implemented
- D. By conducting internal exercises to assess the impact of supply chain failures

**Answer: B**

Explanation:

While including key suppliers in internal exercises might seem beneficial, the CBCI 7.0 course highlights that external suppliers should be engaged in their own exercises, separate from the organization's internal exercises. Instead, validation of supply chain continuity is better achieved by requiring suppliers to develop and test their recovery plans independently and sharing outcomes. Contractual obligations such as those embedded in SLAs ensure suppliers maintain their own Business Continuity preparedness, while internal exercises focus on organizational responses to supply chain disruptions. Conducting internal exercises to assess impacts remains essential to understand dependencies and potential vulnerabilities without compromising exercise control.

Reference: CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 130-133.

### NEW QUESTION # 31

Which of the following is a way to ensure that personnel remain committed to Business Continuity and to protecting the organization from the effects of disruption?

- A. Making it a disciplinary offence for personnel to miss relevant Business Continuity meetings and training events
- B. Holding annual assessments of Business Continuity knowledge and understanding and setting minimum pass standards which personnel must meet
- C. Providing updates on Business Continuity activities via the intranet which personnel can find and read if they are interested
- **D. Including Business Continuity as part of the introduction to meetings and events in order to strengthen and maintain the relationship between personnel and the organization**

**Answer: D**

Explanation:

To foster commitment, Business Continuity must be embedded in the daily organizational culture, not merely treated as an administrative requirement or compliance exercise. The CBCI 7.0 course highlights that including Business Continuity topics in the introductions to meetings and events encourages ongoing dialogue and reinforces its importance. This practice nurtures a sense of shared responsibility and engagement, which is more effective than punitive measures or passive communication. Embedding Business Continuity in routine interactions helps personnel internalize its significance, promotes continual awareness, and strengthens their relationship with the organization's resilience goals. This proactive, inclusive approach ensures commitment is sustained over time, improving response effectiveness during disruptions.

Reference: CBCI 7.0 Study Guide, Module 4: Developing a Business Continuity Culture, pages 65-68.

### NEW QUESTION # 32

As part of the process to develop a Business Continuity policy, it is important to ensure that:

- A. Communications specialists take control of the distribution of the policy and the management of any future revisions
- B. Access to the policy is restricted to top management and department heads
- **C. The policy is communicated widely within the organization**
- D. All personnel who are provided with a copy of the policy are required to confirm that they will treat its contents as confidential

**Answer: C**

Explanation:

The CBCI 7.0 course emphasizes that wide communication of the Business Continuity policy is vital to ensure that all personnel

understand the organization's commitment to continuity and their roles within the BCMS. Transparency fosters engagement and accountability, encouraging personnel to embrace continuity practices. Restricting access limits awareness and can hinder implementation. While confidentiality might apply to sensitive procedures, the policy itself should be broadly accessible. Communication specialists may support distribution but ownership of policy dissemination and updates remains a governance responsibility to ensure consistency and reach.

Reference:CBCI 7.0 Study Guide, Module 1: Policy and Communication, pages 16-19.

#### NEW QUESTION # 33

The process that ensures that an organization's Business Continuity arrangements are up to date and ready to respond to incidents and their impacts despite changes to its structure or changes in its operational context is:

- A. Maintenance
- B. Review
- C. Internal audit
- D. Gap analysis

**Answer: A**

Explanation:

Maintenance refers to the ongoing process of keeping Business Continuity arrangements current and effective in light of organizational or contextual changes. The CBCI 7.0 course clarifies that maintenance involves regular reviews, updates, testing, and adjustments to plans and processes, ensuring readiness and relevance.

While review and audit are important, maintenance is the active continuous process that adapts the BCMS to evolving needs.

Reference:CBCI 7.0 Study Guide, Module 6: Maintenance and Continual Improvement, pages 140-143.

#### NEW QUESTION # 34

When setting up any individual exercise, which of the following should be taken into consideration in relation to risks to business as usual?

- A. Pre-existing business as usual commitments should be treated as a secondary consideration to ensure that these commitments do not undermine the exercise activity
- B. Personnel, including senior managers, should be instructed to consider the exercise as a priority and ignore any risks to business as usual that may arise during the exercise
- C. The disruption caused by the exercise and any impact should be planned in advance, monitored and controlled during the exercise and minimised
- D. Any impacts of the exercise on business as usual should be written off in advance as an acceptable cost of carrying out the exercise

**Answer: C**

Explanation:

Exercising business continuity plans involves balancing the need to simulate realistic scenarios while minimizing unintended disruption to normal operations. The CBCI 7.0 course instructs that exercise planners must anticipate and control any business as usual impacts through careful planning, monitoring, and mitigation during the exercise. Ignoring risks or dismissing business as usual commitments undermines organizational operations and can reduce support for continuity activities. Managing disruption effectively ensures exercises achieve their objectives without unnecessary operational costs.

Reference:CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 127-130.

#### NEW QUESTION # 35

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