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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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.
Topic 2	<ul style="list-style-type: none">• Analysis This module dives into the analytical stage, focusing on tools such as Business Impact Analysis (BIA) and risk assessment to identify critical functions and vulnerabilities—essential for understanding what the organization must protect and why.
Topic 3	<ul style="list-style-type: none">• Design: Here, learners explore how to translate analysis into strategic plans by developing continuity designs that mitigate identified risks, ensuring critical operations remain functional or can be quickly restored during disruptions.

Topic 4	<ul style="list-style-type: none"> • 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.
Topic 5	<ul style="list-style-type: none"> • 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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q32-Q37):

NEW QUESTION # 32

An example of regularly planned ongoing maintenance of the Business Continuity Management System (BCMS) is:

- **A. Performing a check of backup equipment at the alternate site on a monthly basis**
- B. Examining with department heads the performance of their systems following near misses
- C. Making changes to the evacuation procedures after an emergency building evacuation demonstrates the procedures include unexpected risks
- D. Taking corrective actions to revise the Business Continuity plan after an actual incident

Answer: A

Explanation:

The CBCI 7.0 course highlights that regularly scheduled maintenance activities, such as monthly checks of backup equipment, are essential for ensuring that Business Continuity resources remain operational and ready for use. Such preventative maintenance helps detect failures before incidents occur, supporting system reliability. While corrective actions and reviews following incidents or near misses are important, ongoing, planned maintenance is the proactive foundation of system resilience. Evacuation procedure changes are reactive and part of continual improvement, but routine equipment checks represent essential planned maintenance.

Reference: CBCI 7.0 Study Guide, Module 6: Maintenance and Continual Improvement, pages 140-142.

NEW QUESTION # 33

Which of the following elements would NOT be validated by an exercise?

- A. The availability of key information when required
- B. The reliability of systems and equipment
- C. The effectiveness and usability of relevant procedures
- **D. The design and effectiveness of the business impact analysis process**

Answer: D

Explanation:

Exercises focus on validating the practical elements of Business Continuity arrangements, including the availability of key information, usability of procedures, and reliability of systems and equipment under simulated conditions. The CBCI 7.0 course clearly distinguishes that the business impact analysis (BIA) process itself is a planning and analysis activity, not a response function, and therefore is not subject to validation through exercises. BIAs are validated through reviews and audits rather than operational testing. Exercises are designed to test response and recovery capabilities, communication flows, and system robustness in real-time or simulated disruptions. Validating the BIA design requires analytical review, stakeholder engagement, and continuous improvement.

processes, which occur separately from exercises. This differentiation ensures that exercises focus on operational readiness rather than procedural design.

Reference:CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 115-117.

NEW QUESTION # 34

Which of the following is a factor that should be taken into consideration when developing an exercise program?

- A. It requires a series of events and activities scheduled over a period of time
- B. A single type of exercise should be used for all so that participants become familiar with the structure and approach of the exercise activities
- C. It is necessary to carry out exercises only once as initial tests will provide all of the required information
- D. It is necessary to carry out exercises for only a sample of the plans and recovery teams in place

Answer: A

Explanation:

Developing an effective exercise program involves planning a series of varied events and activities over time to comprehensively test and validate different aspects of Business Continuity. The CBCI 7.0 course underlines that exercises should be progressive, increasing in complexity and scope, to build capability and confidence. Conducting exercises only once or relying on a single type of exercise limits effectiveness and can lead to gaps in readiness. Similarly, sampling plans restricts full organizational preparedness. A systematic, scheduled program ensures continuous improvement and coverage across plans and teams.

Reference:CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 119-121.

NEW QUESTION # 35

When establishing a Business Continuity Management System (BCMS), engagement with stakeholders is important. Which of the following is NOT a reason for engaging with internal stakeholders?

- A. Existing policies and procedures may be relevant to the BCMS so early identification will reduce the risk for duplication of work
- B. Engagement of stakeholders will reduce the potential for conflict at later stages of the programme
- C. Early collaboration with colleagues will engage them in the process and secure support for the ongoing development and implementation of the BCMS
- D. Involving stakeholders will reduce the workload and responsibilities of the Business Continuity Professional as administrative activities can be delegated to other staff

Answer: D

Explanation:

While stakeholder engagement facilitates collaboration, reduces conflict, and helps identify relevant policies, it does not primarily serve to lessen the workload of the Business Continuity Professional by delegating administrative tasks. The CBCI 7.0 course clarifies that stakeholder involvement is about gaining support, expertise, and ownership rather than shifting administrative burdens. The Business Continuity Professional retains core responsibility for managing the BCMS, though collaboration supports efficient and effective program delivery.

Reference:CBCI 7.0 Study Guide, Module 1: Stakeholder Engagement, pages 19-22.

NEW QUESTION # 36

One of the steps in the risk management process is to establish the risk treatment required. The purpose of risk treatment is to:

- A. Calculate a risk score based on the combination of the likelihood of the risk occurring and the consequences of this happening
- B. Ensure that regular updates on the current status of the risk are presented to top management
- C. Mitigate each risk identified by reducing the likelihood of the risk occurring or by lowering the impact of disruption
- D. Ensure that a named person within the organization takes responsibility for the monitoring and management of the risk

Answer: C

Explanation:

Risk treatment is a fundamental phase within the risk management process, focusing on how identified risks will be managed to

reduce their potential impact or likelihood. The CBCI 7.0 course clarifies that risk treatment involves selecting and implementing measures to either prevent risks from occurring or to minimize their adverse effects on the organization. This step is critical to building resilience, as it directly influences the mitigation of unacceptable risks that could disrupt key business activities. While assigning responsibility, scoring risks, and reporting are important supporting actions, the core purpose of risk treatment is to apply controls and strategies that reduce risk exposure effectively, thereby enhancing continuity readiness.

NEW QUESTION # 37

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