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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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">• 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.
Topic 4	<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.
Topic 5	<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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q37-Q42):

NEW QUESTION # 37

Which of the following is essential to ensure the ongoing effectiveness and relevance of a Business Continuity Management System (BCMS) and should be built into the initial process to establish a BCMS?

- A. Determining how the BCMS will be monitored, reviewed and continually improved over time
- B. Developing internal and external communications systems to raise the profile of the BCMS and highlight successful steps in the development
- C. Carrying out health and safety risk assessments in all parts of the organization and making a commitment to repeat these assessments every year as part of the BCMS
- D. Ensuring compliance with legal requirements across the company and developing a register of any risks

Answer: A

Explanation:

The CBCI 7.0 course stresses that establishing mechanisms for ongoing monitoring, review, and continual improvement is a foundational element of the BCMS. This ensures the system remains effective, adaptable, and relevant as organizational contexts and risks evolve. Building these processes into the initial BCMS design facilitates proactive management of changes, drives performance enhancement, and aligns with ISO

22301 standards for Business Continuity. While communication systems, safety assessments, and compliance registers are important, they do not substitute for structured continual improvement processes, which embed resilience into organizational culture and operations.

Reference: CBCI 7.0 Study Guide, Module 1: Establishing the BCMS, pages 15-20.

NEW QUESTION # 38

Which of the following explains the value that can be added when personnel embrace Business Continuity rather than seeing it as something embedded in their job role?

- A. Personnel feel committed to Business Continuity and ensure that their tasks are completed promptly and with attention to detail
- B. Personnel view Business Continuity as additional requirements which demand further training
- C. Personnel complete tasks as instructed within the time allocated
- D. Personnel are aware of Business Continuity and attend meetings if required to

Answer: A

Explanation:

Personnel who genuinely embrace Business Continuity demonstrate commitment beyond compliance, proactively ensuring tasks related to continuity are completed promptly and with thoroughness. The CBCI 7.0 course stresses that this attitude leads to better preparedness, reduces risks, and enhances recovery capabilities, driving organizational resilience. Merely attending meetings or completing tasks as instructed reflects minimal engagement, whereas embracing continuity fosters ownership and accountability.

Reference: CBCI 7.0 Study Guide, Module 4: Business Continuity Culture and Engagement, pages 72-74.

NEW QUESTION # 39

Which of the following statements about embracing Business Continuity is correct?

- A. Embracing Business Continuity can be described as a corporate mandate driven by policy
- B. Embracing Business Continuity is relevant only to top management as other personnel are required to comply with tasks in their role description
- C. Embracing Business Continuity is a culture that exists separately from the organization's culture
- D. Embracing Continuity is where personnel commit to Business Continuity because they believe that is necessary to protect the organization and its interested parties

Answer: D

Explanation:

The CBCI 7.0 course defines embracing Business Continuity as a cultural commitment by personnel who recognize the importance

of Business Continuity in protecting organizational interests. It goes beyond policy mandates or role compliance and reflects genuine belief and ownership. Embracing Business Continuity is integrated with the broader organizational culture rather than existing separately. This deep commitment improves resilience and the effectiveness of continuity efforts at all levels.
Reference: CBCI 7.0 Study Guide, Module 4: Business Continuity Culture, pages 65-68.

NEW QUESTION # 40

Where social media is a key element in an organization's communications response strategy, it is important for the organization to:

- A. Ensure all staff who engage with social media are aware of the need to keep a note of their engagement in case valuable contacts are secured through this route
- B. Empower all staff to engage with social media to ensure that information during a disruption can be delivered quickly
- C. Build up followers and establish a social media presence before an incident
- D. Limit social media engagement to one-way communications as only the organization's formal statements and opinions are required

Answer: C

Explanation:

The CBCI 7.0 course highlights that an effective social media strategy requires establishing and nurturing a following before incidents occur. A pre-existing audience ensures messages disseminated during disruptions reach stakeholders promptly and credibly. While empowering staff to engage may lead to inconsistent messaging and risks, centralized management ensures accuracy and control. Recording engagement can be useful but is secondary. Limiting social media to one-way communications may reduce interaction but safeguards message consistency. Building presence early is foundational to effective crisis communications.
Reference: CBCI 7.0 Study Guide, Module 6: Crisis Communications, pages 110-114.

NEW QUESTION # 41

The scope of the Business Continuity Management System (BCMS) should be reviewed if:

- A. A new Business Continuity professional is appointed and they provide a fresh focus on the approach to be taken
- B. There is a change to the internal or external operating context
- C. Personnel are not embracing Business Continuity and a new approach to engage them is required
- D. An exercise activity reveals that changes to operational procedures are needed

Answer: B

Explanation:

The CBCI 7.0 course defines that the BCMS scope must be regularly reviewed and updated in response to significant changes in the organization's internal or external context. Such changes could include shifts in business operations, legal requirements, market conditions, or organizational structure that affect Business Continuity requirements. This ensures that the BCMS remains relevant and effective. While fresh perspectives and personnel engagement are important, scope reviews are driven by contextual changes.
Reference: CBCI 7.0 Study Guide, Module 1: Scope and Context, pages 25-28.

NEW QUESTION # 42

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