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## CBCI EXAM Questions & Answers 100% Correct!

What does the business continuity policy do - ANSWERIt sets out the purpose, scope and governance of the business continuity programme

If an organisation doesn't have any business continuity capacity - ANSWERGet an interim structure and plan in place

The BCP should be what - ANSWERShort, precise and to the point

Business Continuity should include - ANSWERDefinition for use, Objectives and scope  
Roles and responsibilities  
Legals and standards  
Identification of interested parties  
Measurement and review frequency and methods  
Sign off and comms

The definition of scope should be? - ANSWERWhich areas of the organisation are included and which aren't.  
A grasp of the organisation's strategies, objectives and culture and its risk appetite.  
Also list its regulatory constraints

Business continuity governance focuses on - ANSWEROversight and support.  
Monitoring and review.  
Alignment with organisational objectives  
Compliance with legal and regulatory requirements.

Business continuity roles - ANSWERShould be embedded in the job descriptions and performance plans.

Roles - top management - ANSWERLeadership, commitment and resources  
Roles - steering group - ANSWEROversee, advise and manage - making the recommendations to top mgt.

Business continuity plan owner - ANSWERMake sure the plan reflects the business continuity capability.

Business Continuity Programme - ANSWEROngoing mgt and governance process appropriately resourced to implement and maintain business continuity mgt.

Business continuity mgt. programme documentation - ANSWERBusiness Continuity policy  
Business continuity programme of activities  
Project management documentation

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### BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 3	<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>
Topic 4	<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 5	<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>

### BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q23-Q28):

#### NEW QUESTION # 23

A strategic plan:

- A. May contain procedures for coordinating the transportation of personnel to alternate facilities
- B. Should identify viable options to coordinate efforts of the operational teams
- C. **May be supported by a separate crisis communications plan**
- D. Should contain procedures for responding to emergencies, including threats to life, or the environment

#### Answer: C

Explanation:

Strategic plans set the overarching framework and objectives for Business Continuity and are often supported by separate tactical or crisis communication plans tailored to communication needs during disruptions. The CBCI 7.0 course clarifies that while strategic plans guide overall responses, detailed emergency procedures and logistics coordination typically reside in operational or tactical plans, ensuring clarity and focus at different planning levels.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design and Planning, pages 100-103.

#### NEW QUESTION # 24

When preparing to carry out a Business Impact Assessment (BIA), the Business Continuity professional should:

- A. Consult with personnel to determine preferred ways of working in different departments
- B. **Review all relevant organization documents to help assess the appropriate parameters and factors to be applied during the**

**process**

- C. Consider the potential recovery strategies and solutions that may be implemented
- D. Ensure that the process includes an external communications procedure

**Answer: B**

**Explanation:**

The CBCI 7.0 course advises that before conducting a BIA, the Business Continuity professional should review organizational documents such as strategic plans, operational procedures, and risk registers to understand the context and determine appropriate parameters like impact categories and assessment criteria.

This preparation ensures that the BIA is aligned with organizational objectives and risks, enhancing the accuracy and relevance of findings. While consulting personnel, considering recovery strategies, and communication procedures are important, these typically occur later in the BCMS lifecycle. Proper groundwork through document review is essential for a focused and effective BIA process.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 40-43.

**NEW QUESTION # 25**

Which of the following is demonstrated where an organization includes Business Continuity in induction processes and sets Business Continuity objectives for personnel?

- A. The organization's approach to risk assessment
- B. The role of the Business Continuity professional
- **C. The organization's Business Continuity culture**
- D. The use of validation

**Answer: C**

**Explanation:**

Embedding Business Continuity into induction and setting objectives for personnel clearly indicates a mature Business Continuity culture. The CBCI 7.0 course details that a strong culture is characterized by widespread awareness, commitment, and integration of Business Continuity principles into everyday activities. Including continuity in induction familiarizes new staff with the organization's resilience expectations, while individual objectives reinforce personal accountability. This cultural embedding supports sustainable continuity practices and improves the likelihood of effective responses during disruptions. It reflects a proactive organizational mindset rather than isolated activities or roles.

Reference: CBCI 7.0 Study Guide, Module 4: Business Continuity Culture, pages 65-70.

**NEW QUESTION # 26**

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

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

**Answer: A**

**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 # 27**

During a discussion-based exercise, the exercise facilitator is notified of a threat that could compromise participant safety. The facilitator's next step will be:

- A. Use a pre-determined code word to notify all participants of suspension of the exercise
- B. Call a short break to allow time to determine how to proceed
- C. Continue with the exercise unless otherwise notified
- D. Begin gathering more details about the situation

**Answer: A**

Explanation:

Participant safety is paramount during all exercises. The CBCI 7.0 course mandates that facilitators use pre-determined code words or signals to immediately and discreetly communicate the suspension of an exercise if a real threat to safety emerges. This protocol ensures that all participants receive a clear, consistent message to halt activities without causing panic or confusion. Gathering more details or calling a break delays decisive action and risks exposure. Continuing the exercise despite threats is unacceptable and breaches duty of care.

Pre-established emergency communication protocols allow swift, safe responses that prioritize participant well-being above all else. Reference: CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 122-124.

## NEW QUESTION # 28

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