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BCI CBCI Exam Syllabus Topics:

| Topic | Details |
|---------|--|
| Торіс 1 | 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. |
| Торіс 2 | 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 3 | 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 4 | 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 5 | 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. |

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q13-Q18):

NEW QUESTION #13

As part of the preparation for responding to an incident, plans should be in place to enable the response team to meet. Which of the following is NOT correct in relation to arrangements for meeting facilities?

- . A. At least two meeting locations should be stated with the team leader deciding which to use at the time of the incident
- B. A continuously available and stable power supply should be available to meeting locations
- C. Meetings must always take place in a physical rather than virtual location
- D. Meeting arrangements should be stated in plans that are made available to all team members

Answer: C

Explanation:

The CBCI 7.0 course explains that flexibility in meeting arrangements is critical for effective response.

Requiring meetings to always occur physically is impractical, especially in disruptions impacting facilities or when personnel are remote. Virtual meeting capabilities have become essential, allowing teams to convene despite physical constraints. Plans should specify multiple meeting options (physical and virtual) and include contingencies like stable power and connectivity. Stating arrangements and empowering leaders to select locations supports responsiveness and operational continuity. Reference:CBCI 7.0 Study Guide, Module 2: Response Planning, pages 79-81.

NEW QUESTION # 14

The purpose of an external audit of the Business Continuity Management System (BCMS) is to:

- A. Provide independent assurance on a set of Business Continuity processes and controls
- B. Make recommendations on alternative ways of meeting recovery time objectives (RTOs)
- C. Assess the performance of the members of top management team in relation to Business Continuity
- D. Confirm that the organization is fully prepared to respond to incidents

Answer: A

Explanation:

External audits provide independent verification that the BCMS complies with relevant standards, policies, and regulatory requirements. The CBCI 7.0 course clarifies that audits assess the design, implementation, and effectiveness of Business Continuity processes and controls to assure stakeholders that the system functions as intended. The audit does not specifically test operational

readiness or management performance but focuses on conformance and control integrity, enabling informed decision-making about system improvements.

Reference: CBCI 7.0 Study Guide, Module 6: Audit and Review, pages 135-138.

NEW QUESTION #15

Which of the following is NOT an outcome that will result from an organization embracing Business Continuity?

- A. A reduction in the need to carry out maintenance activities and regular plan reviews and updates
- B. Business Continuity tasks being given greater priority and completed on time
- C. A Business Continuity programme that is fit for purpose and adequately sized for the organization
- D. Recognition by interested parties of areas where Business Continuity adds value to their operation

Answer: A

Explanation:

Embracing Business Continuity increases commitment to ongoing maintenance, including regular plan reviews and updates, to ensure plans remain effective and relevant. The CBCI 7.0 course highlights that a strong Business Continuity culture does not reduce maintenance needs; rather, it ensures such activities are prioritized and valued. Reduction in maintenance requirements would signal neglect, risking preparedness.

 $Other \ outcomes \ include \ prioritization \ of \ tasks \ and \ external \ recognition \ of \ Business \ Continuity's \ value.$

Reference: CBCI 7.0 Study Guide, Module 4: Developing a Business Continuity Culture, pages 67-70.

NEW QUESTION #16

Which of the following is NOT correct in relation to Business Continuity plans?

- A. They should be kept up to date
- B. They may include scenario-specific plans that are designed to address a particular threat
- C. They should contain detailed step-by-step instructions on what to do for every eventuality that could occur
- D. They should be validated before being deemed operational

Answer: C

Explanation:

The CBCI 7.0 course explains that Business Continuity plansshould not contain detailed step-by-step instructions for every possible eventuality, as this is impractical and can lead to overly complex, difficult-to-maintain plans. Instead, plans should provide clear, actionable guidance and procedures that focus on managing the most likely or impactful scenarios. Scenario-specific plans targeting particular threats can complement overarching plans to address specific risks more thoroughly. Validation through exercises and reviews is essential to confirm operational readiness, and plans must be regularly updated to reflect changes in organizational context, resources, and threats. Over-detailing can hinder flexibility and rapid decision-making during actual incidents. Reference:CBCI 7.0 Study Guide, Module 5: Plans and Procedures, pages 80-82.

NEW QUESTION #17

Which of the following would be the most effective and motivating way to share information that is intended to influence personnel to embrace Business Continuity?

- A. Use language that is clear and easily accessible to all when producing documents, presentations or training materials
- B. Send all information via email or the intranet on the assumption that this will be everyone's preferred, and most convenient, form of communication
- C. Ensure that attendance at meetings is recorded and reflected in the staff performance appraisals
- D. Provide detailed explanations on all of the organization and set regular tests to ensure that personnel are taking sufficient interest

Answer: A

Explanation:

The CBCI 7.0 course highlights that themost effective way to motivate personnelis through clear, accessible, and engaging communication. Materials should be understandable regardless of role or background, avoiding jargon and complexity. This clarity facilitates comprehension and fosters genuine interest in Business Continuity. Detailed explanations and testing may overwhelm or

alienate, while relying solely on email or intranet assumes preferences that may not be universal. Recording attendance links to compliance rather than motivation. Tailoring communication style and delivery to audience needs maximizes engagement and encourages embracement.

Reference: CBCI 7.0 Study Guide, Module 4: Communication and Engagement, pages 71-74.

NEW QUESTION #18

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