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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 - ANSWEROn-going 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	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 2	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 3	• 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 4	• 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 5	• 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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q10-Q15):

NEW QUESTION # 10

Which of the following is NOT correct in relation to the purpose of defining the scope of the Business Continuity Management System (BCMS)?

- A. It establishes permanent parameters for the BCMS
- B. It defines the BCMS on the organization's products, services, and activities
- C. It makes the best use of available time and finances
- D. It ensures a clear understanding of the areas of the organization that are, and are not, covered by the BCMS

Answer: A

Explanation:

The CBCI 7.0 course explains that defining the BCMS scope is a dynamic process, which means that the parameters set are not necessarily permanent and may be reviewed and revised as organizational needs, risks, and priorities evolve. While the scope provides clarity on which parts of the organization, products, services, and activities are included, it must remain flexible to adapt to change. Permanent or fixed parameters risk locking the BCMS into outdated or incomplete coverage, reducing effectiveness. Efficient use of time and resources is a benefit of appropriate scoping, but permanence is not a characteristic of good scope definition.

Reference: CBCI 7.0 Study Guide, Module 1: Scope and Context, pages 27-30.

NEW QUESTION # 11

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. Gap analysis
- D. Internal audit

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 # 12

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

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

Answer: C

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 # 13

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

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

Answer: A

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.

Reference: CBCI 7.0 Study Guide, Module 3: Risk Management and Risk Treatment, pages 50-53.

NEW QUESTION # 14

In relation to Solutions Design, a gap analysis is used to determine whether:

- **A. New strategies and solutions are in order to meet Business Continuity requirements**
- B. Personnel are embracing Business Continuity sufficiently well to deliver Business Continuity requirements
- C. The organization is performing at its optimum financial level
- D. The results of an external audit are justified in terms of internal evidence of Business Continuity achievements

Answer: A

Explanation:

A gap analysis is a critical evaluation tool used in the Solutions Design phase to identify differences between existing Business Continuity capabilities and what is required to achieve organizational resilience. The CBCI

7.0 course specifies that this analysis determines if new or revised strategies and solutions are needed to meet Business Continuity requirements effectively. By comparing current states with desired outcomes, the gap analysis highlights areas lacking adequate controls, resources, or processes. It drives decision-making for prioritizing improvements and investments in continuity measures. This systematic assessment ensures that Business Continuity strategies are fit for purpose and aligned with evolving risks and business objectives. It is not focused on financial performance or audit justifications but on actionable capability enhancements. Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design and Gap Analysis, pages 95-99.

NEW QUESTION # 15

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