

The CSOE Exam

You can take the exam online from your home or office, in all countries.

It is an open book exam. Risk and compliance management is something you must understand and learn, not memorize. You must acquire knowledge and skills, not commit something to memory.

You will be given **90 minutes** to complete a **35-question exam**. You must score **70% or higher**.

The exam contains only questions that have been clearly answered in the official presentations.

All exam questions are multiple-choice, composed of two parts:

1. A stem (a question asked, or an incomplete statement to be completed).
2. Four possible responses.

In multiple-choice questions, you must not look for a correct answer, you must look for the *best* answer. Cross out all the answers you know are incorrect, then focus on the remaining ones. Which is the best answer? With this approach, you save time, and you greatly increase the likelihood of selecting the correct answer.

TIME LIMIT - This exam has a 90-minute time limit. You *must complete* this exam within this time limit, otherwise the result will be marked as an unsuccessful attempt.

BACK BUTTON - When taking this exam you are **NOT** permitted to move backwards to review/change prior answers. Your browser back button will refresh the current page instead of moving backward.

RESTART/RESUME – You **CANNOT** stop and then resume the exam. If you stop taking this exam by closing your browser, your answers will be lost, and the result will be marked as an unsuccessful attempt.

SKIP - You CANNOT skip answering questions while taking this exam. You must answer all the questions *in the order* the questions are presented.

We do not send sample questions or past exams. If you study the presentations, you can score 100%.

Are you ready to take the CSOE exam?

Step 1. We must have your correct full name, as it will appear on the certificate, and your email address. When you are ready to take the exam, please **send an email** to Lyn Spooner at lyn@sarbanes-oxley-association.com

In the **subject** of the email, please write: "Please send me the username and the password for the exam".

In the **body** of the email, please let us know:

- Which is your full name, as it will appear on the certificate?
- Which is your email address?

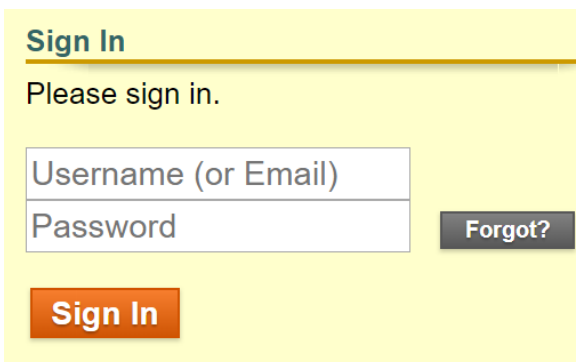
Step 2. We will **respond** to your email in 1-2 business days (days in which normal business operations are conducted, excluding weekends and public holidays), and we will give you access to the testing application.

You will receive an email with your:

- A. Username.
- B. Password.
- C. Account information.

Step 3. Please **visit** the following URL:
<https://www.mytestcom.net/app/myTestcom.cfm>

Please sign in, using your username and password (and account information, if you are asked for that), given to you according to Step 2.

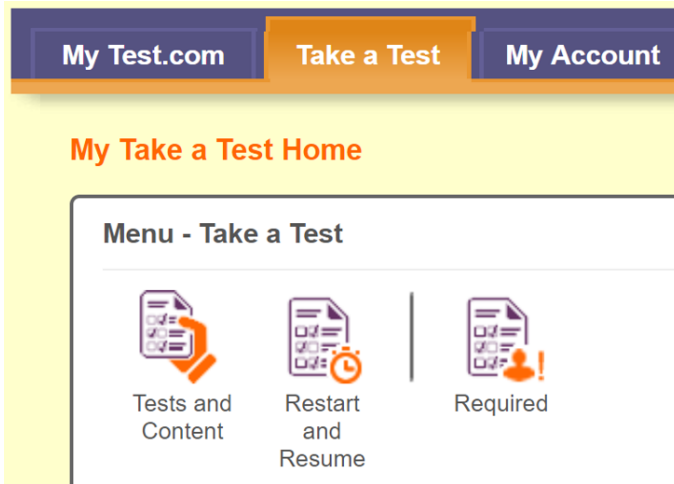


The screenshot shows a sign-in interface on a yellow background. At the top left, the text "Sign In" is displayed in a dark blue font. Below this, the instruction "Please sign in." is centered. There are two input fields: the first is labeled "Username (or Email)" and the second is labeled "Password". To the right of the password field is a dark grey button with the text "Forgot?". At the bottom left of the form is a prominent orange button with the text "Sign In".

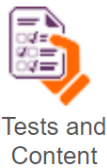
Step 4. You will see the message: "Welcome, Your Name".



Step 5. Please choose “Take a test”.



Step 6. Please choose “Tests and Content” to have access to the exam.



You have chosen to take the following test.

Name	Certified Sarbanes Oxley Expert (CSOE)
Description	Certified Sarbanes Oxley Expert (CSOE) Sarbanes Oxley Compliance Professionals Association (SOXCPA)

Step 7. Please choose “Start this Test”. Before that, it is good to carefully read the terms (time limit, back button, restart/resume, skip) below.

TIME LIMIT - This test has a 90 minute time limit. You must complete this test within this time limit or the result will not be counted and will be marked as an unsuccessful attempt.

BACK BUTTON - When taking this test you are NOT permitted to move backwards to review/change prior answers. Your browser back button will refresh the current page instead of moving backward.

RESTART/RESUME - When taking this test you CANNOT stop taking this test. If you stop taking this test by closing your browser your answers will be lost, the test result will not be counted, and it will be marked as an unsuccessful attempt to take this test.

SKIP - When taking this test you CANNOT skip answering questions while taking this test. You must answer all the questions in the order the questions are presented.

Start this Test

Cancel

When you finish, the results will be displayed on the computer screen, indicating whether you've passed or failed.

Step 8. If you pass the exam: Congratulations! You are a Certified Sarbanes-Oxley Expert (CSOE).

You will **receive an email** from us after **1-2 business days** (days in which normal business operations are conducted, excluding weekends and public holidays) with the next steps.

You will **receive your certificate** after **7 business days**.

The association will develop a web page dedicated to you (https://www.sarbanes-oxley-association.com/Your_Name.html).

In your dedicated web page we will add your full name, all the certificates you have received from the association, and the pictures of your certificates.

When third parties scan the QR code on your certificate, they will visit your dedicated web page, and they will be able to verify that you are a certified professional, and your certificates are valid and legitimate.

You can print your certificate that you will receive in Adobe Acrobat format (pdf). With the scannable QR code, all third parties can verify the authenticity of each certificate in a matter of seconds.

Professional certificates are some of the most frequently falsified documents. Employers and third parties need an easy, effective, and efficient way to check the authenticity of each certificate. QR code verification is a good response to this demand.

For security reasons, the exam itself and individual exam questions will not be available for review after the exam.

Step 9. If you do not pass the exam:

You have a second opportunity to take the exam. You can use the same username, password, and account information.

If you do not pass the exam on your second attempt, you must study more. You have a third opportunity, and you can use the same username, password, and account information.

If you do not pass the exam on your third attempt, a waiting period will apply. You will have (at no extra cost) 3 more opportunities to take the exam, but not immediately. One year after the day you took the first exam, you can send an email to Lyn Spooner (Step 1) and start the process again.

The exam contains only questions that have been clearly answered in the official presentations. If you study the presentations, you can score 100%.

If you have any questions, you may contact Lyn Spooner at: lyn@sarbanes-oxley-association.com