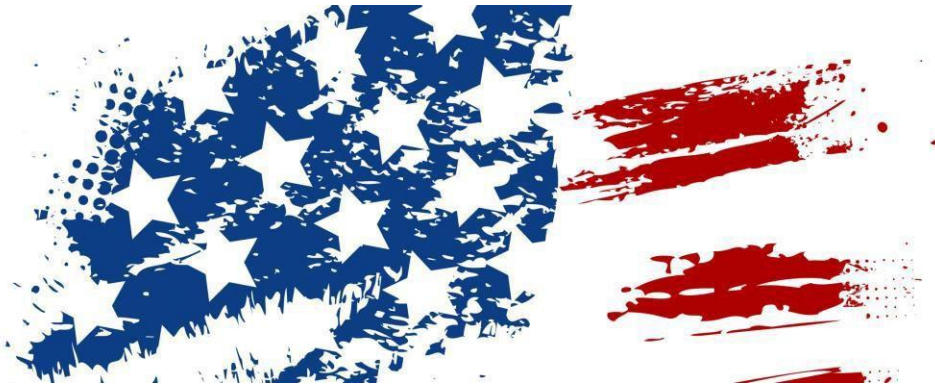


Sarbanes Oxley Compliance Professionals Association (SOXCPA)
1200 G Street NW, Suite 800, Washington DC 20005-6705, USA
Tel: 202-449-9750, Web: www.sarbanes-oxley-association.com



The CSOE Exam

Step 1. When you are ready to sit for the exam, please send an email to Lyn Spooner at: lyn@sarbanes-oxley-association.com

The title of your email: Username and password for the Certified Sarbanes Oxley Expert (CSOE) exam.

Action required: It is necessary to give us some more information. Please let us know, which is:

- a. Your full name, as it will appear on the certificate.
- b. Your email address.
- c. Your mail address, where you will receive your certificate via registered mail.

Step 2. 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>

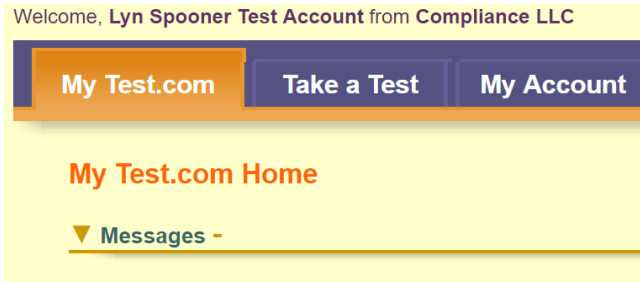
Sign In

Please sign in.

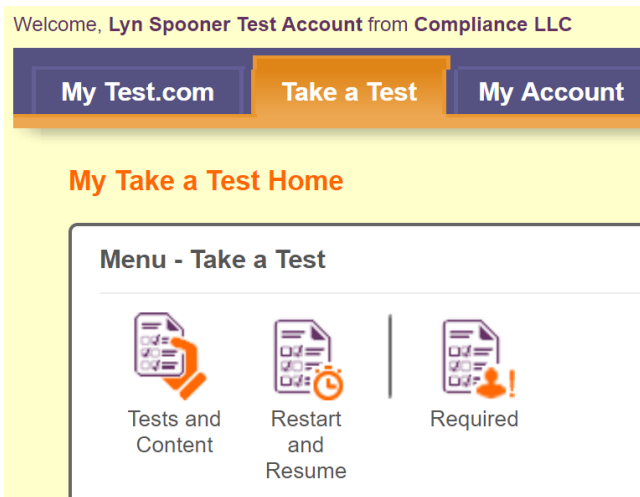
<input type="text" value="Username (or Email)"/>	<input style="background-color: #ccc; border: none; padding: 2px 5px;" type="button" value="Forgot?"/>
<input type="password" value="Password"/>	

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

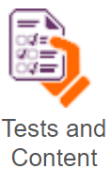
Step 4. You will see the message: “Welcome, Your Name”.




Step 5. Please choose “Take a test”.



Step 6. Please choose “Tests and Content” to have access to the CSOE 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)
	
Questions	35 (number of questions)
Time Limit	90 (minutes)

Step 7. Please choose “Start this Test”. Before that, it is good to read carefully 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 the exam.

Step 8. If you pass the exam:

Congratulations! You are a Certified Sarbanes-Oxley Expert (CSOE). You will receive an email from us in less than 24 hours. Please remember to check your spam folder too.

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

We will send your certificate (priority and registered dispatch, with tracking number to track the shipment and get delivery status online), up to 3 months after the exam.

We sent all certificates from our office in Washington DC (1200 G Street, NW Suite 800, Washington DC, 20005, USA), or from the office of our service provider and strategic partner, Cyber Risk GmbH, (Rebackerstrasse 7, 8810 Horgen, Switzerland - Handelsregister des Kantons Zürich, Firmennummer: CHE-244.099.341).

Step 9. If you do not pass the exam on your first attempt:

You have a second opportunity to sit for 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 sit for the exam, but not immediately. After one year, we will send your new credentials.

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