
COBIT 5[®] FOUNDATION EXAM CANDIDATE GUIDANCE

1 INTRODUCTION

- 1.1 The objective of the examination is to enable you to demonstrate an understanding of the COBIT 5 principles, processes, themes, techniques and roles. The Foundation exam uses objective test questions, which require you to choose a response to a question from a set of choices, for which the correct answer is pre-determined.
- 1.2 The following paragraphs explain the format of the question papers, and the different styles of question asked. Some suggestions on how to approach answering the various styles of question are also included.

2 STRUCTURE OF THE PAPER

The examination paper consists of:

- 2.1 A Question Booklet that contains 50 questions.
- 2.2 Each question covers a different syllabus topic and is worth 1 mark. The pass mark is 25.
- 2.3 The Answer Sheet on which your answers must be given. There will only ever be **one answer** to each question. If more than one answer is given in the answer sheet the response line will be void and will attract no marks. Marks are not subtracted for incorrect answers.

3 QUAL SYLLABUS AREAS ADDRESSED

The exam consists of 50 questions in total that cover all 5 areas of the COBIT 5 Foundation syllabus. The full COBIT 5 Foundation syllabus is available from APMG-International or from your Accredited Training Organisation.

4 STYLES OF QUESTION

There are a number of different test styles used within the paper. All test styles are based on the selection of the correct answer from a choice of 4 options.

The test styles are:

4.1 Standard

Which individual role is ultimately accountable for the project?

- a) Executive
- b) Project Manager
- c) Senior Supplier
- d) Senior User

4.2 Negative

Which is **NOT** one of the key elements to balance when defining management stages?

- a) The availability of the Project Board
- b) How far ahead in the project it is sensible to plan
- c) The amount of risk within a project
- d) How confident the Project Board and Project Manager are in proceeding

4.3 **Missing Word**

Identify the missing words in the following sentence.

The reasons for undertaking the project must drive the [?] and should be used to continually align the project progress to the business objectives.

- a) delivery strategy
- b) decision making
- c) benefits management strategy
- d) tolerance approach

4.5 **Sequence**

In which order should the following steps of the life-cycle to implement a permanent P3O occur?

1. Define the initial Vision Statement
2. Assess the current state of the P3O provision
3. Plan the stages or tranches of delivery
4. Design how the P3O will operate

- a) 1, 2, 3, 4
- b) 1, 2, 4, 3
- c) 2, 1, 3, 4
- d) 2, 1, 4, 3

5 **EDITORIAL NOTES**

5.1 In the COBIT foundation exam, uses of “should”, “will” and “must”:

“should” - is used to express “obligation”: something that is good or important or recommended. It is less strong than must and is used to test whether something should occur because it is consistent with the principles of COBIT 5.

“must” is used when talking about something that is “necessary” or “has” to occur, i.e. something that is mandatory.

“will” and “is” are used to express something definite or indisputable facts about COBIT 5, e.g. to describe generic facts about the five principles or enablers, terms, principles, model types, approaches and roles.

6 **TIME MANAGEMENT**

The exam is 40 minutes in duration. You must manage your time in order to complete all questions. All questions should be attempted. If you wish to write your answers on the question paper first, you must be aware of the additional time needed to transfer the answers to the Answer Sheet. Only answers correctly submitted on the Answer Sheet will contribute to the result.

No support material is permitted. This is a closed book exam.

7 USING THE ANSWER SHEET

- 7.1 The Answer Sheet is read electronically and the results generated by computer. It is therefore essential that you follow the instructions given and mark your answers accordingly. Failure to do so may lead to delay and, in some cases, answers being void.
- 7.2 Record your candidate number in the footer at the bottom of the page and also in the 6 boxes at the top right. Fill in the associated ovals next to the 6 boxes as shown in the example below for candidate 023514.

Candidate Number



0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	+

- 7.3 Select your answers by filling in ovals that relate to your chosen response, e.g.

	A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- 7.4 Fill the oval in **IN PENCIL, NOT PEN**. If a pen is used, the answers may not be marked.

Acceptable ways to complete the answer sheets are either:

 completely filling in the oval or  drawing a line through the centre of the oval, ensuring between 80-100% is filled.

Any other method, including ticks or crosses, is not acceptable and may not be marked.

- 7.5 If you wish to change your answer during the exam, completely erase your original answer and mark your new answer. If there is more than one oval marked for an answer, the question will score zero.