BUSINESS CONTINUITY
FOUNDATION

Sample Exam

General Information

The SECO-Institute issues its official Business Continuity courseware to accredited training centres where students are trained by accredited instructors. Exam candidates can take their exams at one of the accredited exam centres or directly with the SECO-Institute.

Attending a course is not a prerequisite for taking an exam.

Upon successful completion of a Foundation exam (with a passing score of 60%), candidates can request a digital badge from the SECO-Institute.

This Sample Exam allows candidates to familiarise themselves with the structure and topic areas of the current Business Continuity Foundation certification exam. It is recommended to take the Sample Exam before registering for the certification exam. The results of the Sample Exam do not count towards the certification assessment.

Examination type

- Computer-based
- 40 multiple choice questions (2.5 points per question)

Time allotted for examination

- 60 minutes

Examination details

- Pass mark: 60% (out of 100)
- Open book/notes: no
- Electronic equipment permitted: no
- Rules to be observed by candidates: Rules and Regulations for SECO-Institute examinations (https://www.seco-institute.org/html/filesystem/storeFolder/10/Rules-and-Regulations-for-SECO-Institute-Examinations-2017-11.pdf)

Questions

Question 1

What is the main goal of business continuity management?

A. To identify an organisation's key processes, identify the threats that can disrupt those processes, and provide a plan to maintain or restore critical processes in the event of a disruption.
B. To provide a plan to communicate with key stakeholders during a crisis.
C. To manage financial and IT risks.
D. To determine the costs of preventive measures for natural disasters.

Question 2

"Occupant emergency planning" is part of…

A. Crisis communications
B. Occupational health and safety
C. Incident response
D. Disaster recovery

Question 3

What major change did the 1990s bring in business continuity?

A. Business continuity started focusing on protecting IT assets.
B. Business continuity became a primary business process.
C. Business continuity became a whole-of-enterprise issue.
D. Business continuity was separated from occupational safety and health.

Question 4

According to the BCM Institute, which BCM plan is closely linked to IT Service Management?

A. Business Continuity Plan (BCP)
B. Continuity of Operations Plan (COOP)
C. Continuity of Support Plan (CSP)
D. Incident Response Plan (IRP)

Question 5

Which statement about business continuity planning is true?

A. Business continuity planning should prevent all adverse events that may cause disruption to an organisation.
B. Business continuity planning can improve an organisation's profitability because improved risk practices are likely to result in lower insurance premiums.
C. Business continuity planning and recovery planning are the same.
D. Organisations with a business continuity insurance need not have a business continuity plan.

Question 6

Which ISO standard can be used to implement and maintain a business impact analysis (BIA) process?

A. ISO 31000
B. ISO 22301
C. ISO 22317
D. ISO 27001

Question 7

What is an advantage of implementing a BCM standard?

A. BCM standards facilitate the continual improvement of a business continuity management process.
B. BCM standards contain detailed lists of specific BCM requirements.
C. BCM standards provide a solution to all BCM issues.
D. BCM standards describe in detail how to comply with national safety regulations.

Question 8

ISO 22398:2013 is an international standard that "recommends good practice and guidelines for an organisation to plan, conduct and improve its exercise projects". How is this standard relevant for business continuity management?

A. It can help the organisation to organise activities that relate to the testing of the business continuity plan.
B. It can help the organisation to perform business impact analyses.
C. It can help the organisation to perform threat and vulnerability analyses.
D. It can help the organisation to organise audits.

Question 9

Primary business processes are operational processes that constitute the core business of a firm. Which is a typical example of a primary business process?

A.   Facility management
B.   Finance
C.   Business continuity
D.   Manufacturing

Question 10

What laws have a direct influence on Occupant Emergency Planning (OEP)?

A.   Environmental laws
B.   Business license laws
C.   Safety and health laws
D.   Privacy laws

Question 11

The development and implementation of a BCM program consists of several stages. At which stage do we identify the stakeholders who should be considered in the organisation's business continuity planning?

A.   Preliminary research stage
B.   Establishment of the BCM organisation
C.   Policy development
D.   Cost-benefit analysis

Question 12

Based on a threat and vulnerability analysis, we can identify preventive measures the organisation can take to reduce the likelihood of threat manifestation. Which statement about preventive measures is true?

A.   All preventive measures are implemented directly after performing the threat and vulnerability analysis.
B.   Appropriate preventive measures are selected based on a cost-benefit analysis.
C.   Preventive measures are only implemented in the most critical areas.
D.   All preventive measures must be implemented if approved by the business continuity manager.

Question 13

Which function is NOT part of the BCM organisation?

A. Chief Continuity Officer
B. Chief Information Officer
C. Procurement Recovery Coordinator
D. IT Recovery Specialist

Question 14

Which BCM document lists the guiding principles that determine an organisation's overall BCM priorities?

A. Standard
B. Stakeholder analysis
C. Procedure
D. Policy

Question 15

Which is one of the main aspects an auditor assesses during a business continuity policy audit?

A. Whether the policy has been made available to all interested parties.
B. Whether the policy implements a complete code of practice.
C. Whether the policy is adjusted at least on an annual basis.
D. Whether the policy contains relevant work instructions.

Question 16

What step should follow after policy implementation?

A. Adoption
B. Formulation
C. Evaluation
D. Modification

Question 17

Audit findings are often presented in a so-called ' traffic light' template (red, orange, yellow and green). How should the following finding be classified?

"The business continuity plan outlines procedures for business disruptions caused by information security incidents, but does not document instructions for natural disasters."

A. Red
B. Orange
C. Yellow
D. Green

Question 18

What is the main goal of a business impact analysis (BIA)?

A. To reduce threat likelihood.
B. To identify and quantify vulnerabilities.
C. To determine and evaluate the potential effects of an interruption to critical business operations.
D. To identify the organisation's strengths and weaknesses.

Question 19

A BCM heatmap can help us to identify the areas where preventive BCM measures are necessary. What information does the heatmap contain?

A. The potential consequences of threat manifestation.
B. The probability that a threat event will occur and the foreseeable downtime.
C. The probability that a threat event will occur and the degree to which the organisation is vulnerable to the threat.
D. The critical business processes and the most cost-effective continuity measures.

Question 20

How do we calculate expected annual loss?

A. By correlating threat likelihood and expected recovery costs
B. By correlating expected damage and foreseeable duration
C. By correlating threat likelihood and the degree of vulnerability
D. By correlating expected material and non-material damage

Question 21

What are the four components of a threat and vulnerability collection chart?

A. Threat, degree of vulnerability, likelihood of occurrence and potential effects.
B. Threat, likelihood of occurrence, expected damage and foreseeable duration.
C. Threat, threat actor, likelihood of occurrence and potential effects.
D. Threat, net asset value, degree of vulnerability and potential effects.

Question 22

Which statement about qualitative risk analysis methods is FALSE?

A. Qualitative methods use a relative rating scale (low, medium, high) to measure likelihood and impact.
B. In qualitative methods, the classification of risks is subjective, often based on intuition or the judgment of specialists and experts.
C. Qualitative methods are intended to calculate risk value based on the expected financial loss and probability.
D. Qualitative methods may be biased, both in terms of probability and impact definition.

Question 23

What measures reduce the likelihood of threat manifestation?

A. Preventive
B. Repressive
C. Detective
D. Corrective

Question 24

What is the best way to ensure the smooth running of a cutover test?

A. Including relevant instructions in the BCM policy
B. Describing the desired outcomes of the test
C. Drawing up a test calendar
D. Performing a preparedness test

Question 25

What is the main benefit of establishing a crisis communication team?

A. Compliance with laws and regulations
B. Ability to prevent or reduce reputational damage
C. Ability to guarantee the safety of visitors and employees
D. Ability to improve preventive continuity measures

Question 26

Which is a direct cost?

A. Utilities
B. Administration
C. Advertising
D. Equipment

Question 27

External ISO 22301 auditors visit organisations multiple times. At which stage of the audit process does the auditor verify that the organisation's BCM documents address all the necessary requirements?

A. Certification step 2
B. Reassessment
C. Surveillance
D. Certification step 1

Question 28

Which item is NOT a component of the business continuity plan?

A. Resource capacity plan
B. Safety and health plan
C. Crisis management plan
D. IT recovery plan

Question 29

Which team is required to track events and analyse warning signs?

A. Communication team
B. Damage assessment team
C. Crisis team
D. Recovery team

Question 30

Which abbreviation refers to the targeted duration of time within which a business process must be restored after a disaster?

A. MTPD
B. RPO
C. MTBSI
D. RTO

Question 31

An organisation's recovery point objective (RPO) is 12 hours. What does this mean?

A. The maximum amount of data the organisation can afford to lose is 12 hours of data.
B. Critical operations must be recovered within 12 hours.
C. The maximum acceptable system downtime is 12 hours.
D. The crisis team must react to an adverse event within 12 hours.

Question 32

What activity should be performed directly after the performance of a business continuity test?

A. Test evaluation
B. Allocation of resources
C. Follow-up exercise
D. Notification of all stakeholders

Question 33

Which exercise is a type of a preparedness test?

A. Cutover test
B. Crisis simulation
C. Business continuity plan walkthrough
D. Document review

Question 34

Which test type involves shutting down the organisation's primary systems?

A. Call tree test
B. Emergency communications test
C. Cutover test
D. Parallel test

Question 35

Which stage is aimed at verifying the efficiency of the BCM process?

A. Process maintenance
B. Process implementation
C. Process control

Question 36

What is the correct order of steps in an audit process?

A. Planning, fact finding, desk research, analysis, audit report, follow-up
B. Planning, desk research, fact finding, analysis, audit report, follow-up
C. Planning, analysis, desk research, fact finding, audit report, follow-up

Question 37

An audit client is any person or organisation that requests an audit. In an internal BCM audit, who plays the role of the audit client?

A. The BCM process owner
B. The crisis manager
C. The program manager
D. The service continuity manager

Question 38

Who clarifies the organisation's business continuity objectives and outcome expectations in preparation for a BCM audit?

A. The auditor
B. The audit client
C. Top management
D. The BCM organisation

Question 39

Ideally, how often should an organisation review its business continuity plan?

A. Whenever an audit is announced.
B. At least annually or whenever significant changes occur.
C. After an incident has occurred.
D. Whenever the regulatory environment changes.

Question 40

Maximum tolerable period of disruption (MTPD) is the maximum allowable time that an organisation's products and services can be unavailable without resulting in unacceptable consequences. What is the relationship between MTPD and recovery costs?

A. The longer the MTPD, the higher the costs.
B. There is no relationship between MTPD and recovery costs.
C. The shorter the MTPD, the higher the costs.
D. MTPD only influences direct costs.

Answers

Question	Answer	Question	Answer
1	A	21	A
2	B	22	C
3	C	23	A
4	D	24	C
5	B	25	B
6	C	26	D
7	A	27	D
8	A	28	A
9	D	29	C
10	C	30	D
11	A	31	A
12	B	32	A
13	B	33	B
14	D	34	C
15	A	35	C
16	C	36	B
17	A	37	A
18	C	38	B
19	C	39	B
20	B	40	C

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Check the examination rules at https://www.seco-institute.org/html/filesystem/storeFolder/10/Rules-and-Regulations-for-SECO-Institute-Examinations-2017-11.pdf

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