# BUSINESS CONTINUITY
## FOUNDATION

Sample Exam

SECO
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# Sample Exam Privacy & Data Protection Foundation

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This document provides a sample exam for you to familiarise yourself with the structure and topic areas of the current Business Continuity Foundation examination. We strongly recommend you to test your knowledge before taking the actual assessment. The results of this test do not count towards your certification assessment.

**Examination type**

- Computer-based
- 40 Multiple choice: 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
- The Rules and Regulations for SECO-Institute examinations apply to this exam

# Questions

**Question 1**

What is the goal of a Business Continuity Management Program?

A.  To implement and maintain a planned series of future organisational competences and performances with regard to Business continuity.
B.  To identify threats that can disrupt a business and find ways to reduce or remove the risk and impact of those threats.
C.  To reduce risks to an acceptable level and plan for the recovery of Business Processes, should a disruption to the Business occur.

**Question 2**

Which of the following is NOT a Business Continuity Management plan?

A.  Continuity of Operations Plan (COOP)
B.  Process Improvement Plan (PIP)
C.  Business Resumption Plan (BRP)
D.  Continuity of Support Plan (CSP)

**Question 3**

During what era was it realised that the entire enterprise was in need of protection, not just the data centres?

A.  1980s
B.  2000s
C.  1990s
D.  1970s

**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 of the following is NOT an added value of BCM for the organisation?

A.  The ability to comply with increased regulatory requirements
B.  Better in- and external IT services
C.  The building of stronger customer loyalty
D.  A stronger supply chain

**Question 6**

Which of the following is the  standard for Business Impact Analysis?

A.  ISO 31000
B.  ISO 22301
C.  ISO 22317
D.  ISO 22398

**Question 7**

What is an advantage of using a standard to establish the BCM process?

A.  It provides structure and makes things measurable
B.  It provides an out-of -the-box solution for BCM
C.  It provides many details that can be applied to the BCM process
D.  It provides a clear recipe for the implementation of BCM

**Question 8**

What type of standard provides guidelines for fair dealing between you and your customers?

A.  Code of practice
B.  Good practice guideline
C.  Governance framework
D.  Safety and health standard

**Question 9**

Which type of business process is in direct contact with customers?

A.  Supporting
B.  Management
C.  Business continuity
D.  Primary

**Question 10**

Which of the following regulations (or legislation) does directly affect the way we develop the Occupant Emergency Planning (OEP)?

A. Environment
B. Business permits
C. Health and safety
D. Privacy

**Question 11**

During what stage of the BCM program do we find out what stakeholders should be involved in the BCM program?

A. Preliminary stage
B. Design and establishment
C. Policy development
D. Cost-benefit analysis

**Question 12**

What can be described in terms of people, resources, functions, and tasks and skills?

A. Instruction
B. Process
C. Standard
D. Regulation

**Question 13**

Which of the following functions 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 contains a set of principles?

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

**Question 15**

What is a plan of action setting out clear rules and expectations?

A. A policy
B. A policy statement
C. A rationale
D. A communications plan

**Question 16**

In what order is a policy created?

A. Adoption, formulation, evaluation, implementation
B. Implementation, adoption, evaluation, modification
C. Formulation, adoption, implementation, evaluation

**Question 17**

Which part of the policy implementation process provides focus?

A. Strategic (why, what)
B. Tactical (how)
C. Operational (who, what, when)

**Question 18**

What is the goal of a Business Impact Analysis (BIA)?

A. To identify vulnerabilities and maintain the current picture of threats
B. To combine threats, scenarios and vulnerabilities, and rate of the impact of loss.
C. To identify the consequences of the untimely delivery of products/services

**Question 19**

Which type of analysis involves the determination of possible scenarios?

A. Vulnerability assessment
B. Threat assessment
C. Risk assessment
D. Stakeholder analysis

**Question 20**

How is an expected anual loss predicted?

A.  By the correlation of vulnerability and damage
B.  By the correlation of damage and duration
C.  By the correlation of risk and duration


**Question 21**

What are the four components of a TVA collection chart?

A.  Threat, vulnerability, likelihood, effect
B.  Threat, likelihood, damage, duration
C.  Threat, risk, likelihood, effect


**Question 22**

Which risk analysis method makes use of a comparison between threats?

A.  Quantitative
B.  Mixed
C.  Qualitative


**Question 23**

Which type of measure reduces the likelihood of threat manifestation?

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


**Question 24**

What type of tool can demonstrate where preventive measures are necessary?

A.  TVA collection chart
B.  Risk matrix
C.  Heatmap
D.  BIA questionnaire

**Question 25**

What type of measures can help to ensure the safety of visitors and employees?

A. Preventive
B. Repressive
C. Corrective

**Question 26**

Which of the following types of costs is NOT related to occupational safety and health?"

A. Organisation
B. Resources
C. Crisis centre
D. Education

**Question 27**

To what category of asset do work areas belong?

A. Current assets
B. Growth assets
C. Intangible assets
D. Business assets

**Question 28**

What is NOT a component of the Business Continuity Plan?

A. IT contingency plan
B. Safety and health plan
C. Crisis management plan
D. Recovery plan

**Question 29**

What team is required to analyse warning signs?

A. Communication team
B. Health and safety team
C. Overall crisis team
D. Recovery team

**Question 30**

Which BCM concept describes the targeted recovery time?

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

**Question 31**

During what stage of the business continuity lifecycle do we need to test the business continuity plan?

A. BCP development stage
B. Analysis stage
C. Initiation stage

**Question 32**

What tool facilitates the timely allocation of people and resources to be able to conduct BCM tests?

A. BCM test calendar
B. BCM program plan
C. Crisis management plan

**Question 33**

Which type of test involves a Business Continuity Plan walkthrough?

A. Call tree test
B. Orientation test
C. Functional test
D. Communication test

**Question 34**

Which test level may involve the complete business?

A. Parallel Preparedness
B. BCP walkthrough
C. Cutover

**Question 35**

Which stage of the BCM program helps verify the efficiency of the BCM process?

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

**Question 36**

Which factor can potentially influence the way BCM process documents are maintained?

A.  New employees
B.  Changed standards
C.  New products
D.  Amended contracts

**Question 37**

Which BCM role plays the role of the audit client?

A.  Process owner
B.  Crisis manager
C.  Program manager
D.  Service continuity manager

**Question 38**

Which BCM role draws up improvement proposals?

A.  Auditor
B.  Auditee
C.  Audit client

**Question 39**

Which type of audit checks whether there are clear commitments in relation to the applicable requirements?

A.  Process audit
B.  Policy audit
C.  Compliance audit
D.  Improvement audit

**Question 40**

Audit results are often marked using 'traffic light' colours. What needs to be done when an audit result is ORANGE?"

A.   Immediate action needs to be taken
B.   Attention is needed
C.   The issue needs to be solved in time
D.   No action needs to be taken

# 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 | B | 39 | B |
| 20 | B | 40 | C |

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