

We at Page Personnel work closely with CIMA candidates at all levels. In fact, many of our consultants have a background in finance, so with exams looming, we understand that this will be a stressful time for many of you. Like any professionally recognised qualification, CIMA exams require a reasonable amount of technical preparation in order to understand and answer the questions set. However, it's often your exam technique (how you cope with the pressure and manage your time during the exam) that makes the difference between pass and fail.

Here are some key pointers to assist with your exam technique:

- **Rehearse the questions** Do as many practice

TECHNIQUE IS EVERYTHING

questions ahead of the exams as you can in order to familiarise yourself with the territory, this will help you to recognise where you need to focus your studies.

- **Manage your time** The exams consist of a lot of written work, so try to get a thorough understanding of how much time you should allow for an average question. One minute for each mark the question is worth is a good rough guide. Time yourself and aim to answer one practice exam question in one hour.

- **Use downtime when you can** We all have downtime, whether on public transport or during work, when we can look over and create study notes. Take your study notes to work with you so you can take advantage of any unexpected quiet periods.

- **Look for support** Try to get your company or employer behind you.

They should be supportive as you work towards betterment and will hopefully be pleased to recognise your

efforts. Many of your employers will also have gone through the CIMA exams, so make sure you make good use of their experience.

- **Plan for success** Set yourself targets of when you need to finish studying for each exam and then focus on practice exam questions.

Remember to be realistic and allow yourself enough time for breaks. You should also ensure you have secured sufficient time off work to sit your exams.

- **Use your experience** Relate your answers to real-life situations wherever possible. Don't be afraid to draw on your current and previous jobs in order to provide relevant examples to back up your arguments.

- **Give CIMA your all** The timeframe for completing all ten CIMA exams is relatively tight so be prepared to sacrifice weekends and days off to exam preparation.

Remember, Page Personnel Finance is here to help you take the next step in your career whatever your results. Visit our website at www.pagepersonnel.co.uk for more information and the latest roles. **PG**

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