



Cybersecurity Fundamentals Certificate Exam Guide

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Section 1: About the Cybersecurity Fundamentals Exam

a. About the Cybersecurity Fundamentals Certificate

The Cybersecurity Fundamentals Certificate is a knowledge-based certificate offered by ISACA. As part of ISACA's Cybersecurity Nexus (CSX) program, the certificate is particularly relevant for recent college/university graduates and those looking for a career change to cybersecurity. The certificate is aligned with the National Institute of Standards and Technology (NIST) National Initiative for Cybersecurity Education (NICE), which is compatible with global cybersecurity issues, activities and job roles. The certificate is also aligned with the Skills Framework for the Information Age (SFIA).

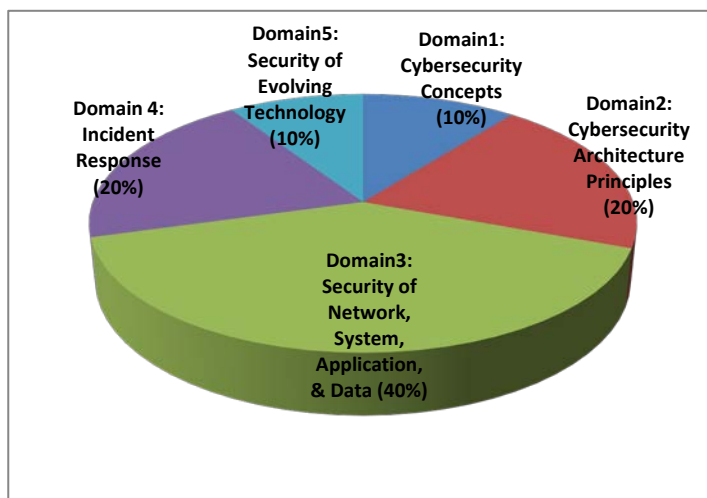
The Cybersecurity Fundamentals Certificate does not have an expiration date.

b. Exam details

The Cybersecurity Fundamentals Certificate exam is an online, closed-book, remotely proctored exam. It covers five domains and includes a total of 75 questions. The number of questions in each domain depends on the weight assigned. The chart on the right displays the domains and the weights assigned to each domain.

Each multiple-choice question has four options with only one correct answer. You will be given 2 hours (120 minutes) to complete the exam. The passing score is 65%.

Individuals holding an ISACA certification (CISA/CISM/CGEIT/CRISC) may claim two CPE credits for each examination hour when a passing score is achieved. No CPE certificates will be provided upon passing the exam.



c. Cost of the Cybersecurity Fundamentals Exam

Each exam is priced at \$150 USD. There is a discount available if you choose to purchase the exam with the Study Guide. Each retake exam is also priced at \$150 USD.

Please note that exam purchases are nonrefundable.

d. Taking the Cybersecurity Fundamentals Exam

To take the Cybersecurity Fundamentals Certificate Exam, you will need to:

- Test the hardware and software
- Purchase the Cybersecurity Fundamentals Certificate Exam from the ISACA website
- Schedule the exam date and time
- Complete the exam
- View/print the results (certificate, badge)

For detailed instructions on each of these steps, please refer to the next three sections in this guide.

Section 2: Before the Cybersecurity Fundamentals Exam

a. Prepare for the exam

There are many ways to prepare for the exam. You will be able to choose a method best suited to your personal learning style and preferences. Options include:

- *Cybersecurity Fundamentals Study Guide*
- Conference workshops & sessions
- Webinars
- Whitepapers, books, & other publications
- Online course
- Training week

You will find all these resources and more on the Cybersecurity Nexus (CSX) page (www.isaca.org/cyber).

b. Ensure you have the proper technology

The list below contains all the hardware and software requirements for the exam.

- Operating system supported: Windows XP, Vista, 7, 8, Mac OS X and above, Linux and Chrome OS
- Web browser: [Google Chrome](http://www.google.com/chrome/) or Chromium version 32 and above
- Browser settings: Your browser must accept 3rd party cookies for the duration of the exam ONLY.
- Webcam/Microphone: Minimum VGA 640 x 480 resolution, enabled built in or external microphone
- Google Chrome Extension: to be installed
- Bandwidth: Minimum 500kb/s download and 256kb/s upload
- Hardware Requirements: 1GB RAM & 2GHz dual core processor, minimum 1280 x 800 resolution

It is recommended that before purchase, you download the Google Chrome web browser and perform the compatibility check on the computer you will be using to take the exam. You might need to install software. Here is the link to the compatibility check: <https://www.examslocal.com/ScheduleExam/Home/CompatibilityCheck>. When you schedule the exam, you can also view these requirements and perform another compatibility check. See **Section 2d** of this guide.

Please also see **Section 3a** of this guide for additional exam requirements.

Note that exam purchases are nonrefundable, so please check your system requirements *prior* to purchasing the exam.

c. Purchase the exam

1. Go to the ISACA website and click the **MyISACA** tab (www.isaca.org/myisaca).
2. Type your Username and Password and click **Login**.
Note: You must be logged in to complete the following steps.
3. Navigate to the Cybersecurity Nexus landing page (www.isaca.org/cyber).
4. Click the **Cybersecurity Fundamentals Certificate** link, located in the **Credentialing** section.
5. Click to learn more about the exam.
6. Click the button for the exam option of your choice (alone or bundled with the Study Guide), and the exam will be added to your shopping cart.
7. You may choose to pay by check, bank transfer, or credit card. Follow the onscreen instructions to complete your purchase.
8. After you complete the purchase and your payment has been processed, you can schedule your exam via your My ISACA profile (www.isaca.org/myisaca). See instructions below.

d. Schedule the exam

Note: It is recommended that you schedule your exam within six months from the date of purchase.

1. Go to the ISACA website and click the **MyISACA** tab (www.isaca.org/myisaca).
2. Type your Username and Password and click **Login**.
Note: You must be logged in to complete the following steps.
3. On the **MyISACA** tab, click on **myCERTIFICATIONS**. From there, click on **“Certificate Programs”** in the upper right-hand corner. You will find the button under the Cybersecurity Fundamentals Exam header. This will take you to the Innovative Exams website where you can schedule the exam.
Note 1: Innovative Exams, LLC is the third party that manages the online exam and remote proctoring. When you click the **EXAM** button, you will navigate away from the ISACA website.
Note 2: If you have an exam that has not been completed, you will continue to have access to the **EXAM** button. If you have completed the exam, this button will not be displayed.
4. On the PSI website, use the drop-down menu to select the exam and click **Next**.
Note: The exam is labeled as: ISACA: Cybersecurity Fundamentals Certificate (CSX_FUNDCERT). You can select the language you take your exam in at this time (i.e., English, Spanish, Chinese Simplified).
5. On the **Select Desired Date and Time** page, click the calendar icon to choose a date and use the drop-down menu to choose a time. Click **Next**.
Note 1: The reservation system will not allow you to choose a time within 24 hours of the current time.
Note 2: The reservation system will generate a list of open dates and times based on the availability of the remote proctors on the next page; the exact date and time you select on this page may not be available.
Note 3: The reservation system will only allow you to schedule your exam 30 days in advance.
6. On the **Select a Test Site and Time** page, you will see options that most closely match the desired date and times chosen on the previous page. Make your selection by clicking on a date and time and click **Next**.
Note: The times displayed will be based on your current time zone.
7. Read the **Innovative Exams Candidate Agreement** carefully. When finished, and if you choose to accept, select the **I Agree** button.
Note: After reading and accepting the candidate agreement, you will be taken to a compatibility check page to ensure that you have the required software and hardware necessary to complete the exam. Please perform the compatibility check at this time.
Note: You will receive an email from Innovative Exams (Do_Not_Reply@innovativexams.com) at the email address associated with your ISACA account. This email will include details about your exam, along with a confirmation of the date and time you scheduled. You will get reminder emails 48, 24, 12 and 2 hours before your exam date and time. If you do not receive this email, please be sure to check your junk and spam folders, and/or list Innovative Exams as a safe sender.
8. The **My Exams** page will display the details of your exam schedule.

e. Reschedule the exam

1. Go to the **Innovative Exams** website (www.examslocal.com).
2. Click **Sign In**.
3. Click on the **ISACA logo** and enter your ISACA login credentials.
4. Click the **My Exams** link.
5. In the **Pending Exams** section, select the exam. Here you will be able to view exam details, including the scheduled date and time of your exam.
6. Click the **Reschedule** button in order to select a new date and time.
7. Click the **Schedule** button and follow steps 5-8 in **Section 2d** of this guide.
Note: Per exam policy, no cancellations or reschedule requests will be granted within 24 hours of the scheduled exam. See **Section 3a** of this guide.

Please note that exam purchases are nonrefundable, so please make sure that you reschedule your exam more than 24 hours before your scheduled exam time.

Section 3: During the Cybersecurity Fundamentals Exam

a. Exam requirements

Please read the following requirements before you sit for your exam. Failure to comply will result in your exam being voided with no refund given.

1. Choose a **quiet area** to take the exam. Avoid choosing an area that may contain loud noises (i.e., TV, family, music, pets, visitors, etc.) and public places (i.e., coffee shops, restaurants, parks, etc.).
2. You will need a **valid photo ID**. If your ID has expired, the proctor will ask that you reschedule the exam so you can provide a valid photo ID. Types of photo IDs allowed are: government issued IDs, driver's licenses, and passports. Your photo on the ID should be made clearly visible to the camera when prompted by the proctor. **The name on the ID must be the same as the name that appears in the candidate's MyISACA profile.**
3. You will need a **web cam**.
4. You will need to have a **clean work area** with **no reference materials** available.
5. You may access the online exam environment **15 minutes prior** to the scheduled start time. It is recommended you do so in order to connect with the remote proctor and launch the exam properly.
6. Be sure your computer has **sufficient battery life** and/or is plugged into a power source for the duration of the exam.
7. You must have **stable Internet connectivity** for the duration of the exam. If you lose Internet connectivity during the exam, your session will be ended automatically and results voided.
8. You must take the exam in **full screen mode**.
9. There will be **no cancellations or reschedule requests** granted within 24 hours of the scheduled exam.

b. Exam rules

The exam is an online, closed-book, remotely proctored exam. Cheating will not be tolerated. The proctor will stop the exam immediately if he/she observes any of these rules being broken. Failure to comply will result in your exam being voided with no refund given.

The following are **NOT** allowed during testing:

- Using a phone or cell phone
- Reading the questions out loud
- Using an instant messenger tool/system
- Using a camera

- Taking screen captures of the computer screen/exam items
- Papers, books, notes, etc. in the work area
- Eating or drinking
- Walking around the room
- Other people standing in or walking through your work area
- Unscheduled breaks (without approval from the proctor)
- Note taking
- Loading other programs on your system (this includes viewing documents, web browsing, email access, etc.)

c. Taking the Cybersecurity Fundamentals Exam

Note: You must have scheduled a date and time to sit the exam before you can take it. See **Section 2d** of this guide for instructions on how to schedule.

1. Go to the **Innovative Exams** website (www.examslocal.com).
2. Click **Sign In**.
3. Click on the **ISACA logo** and enter your ISACA login credentials.
4. Click the **My Exams** link and select the exam in the **Pending Exams** section.
5. Click **Launch**.

Note 1: The **Launch** button will be available 15 minutes prior to the start of the exam; please refer to **Section 3a(5)** of this guide.

Note 2: Before launching the exam, be sure you have read and understand the exam rules, please refer to **Section 3b** of this guide.

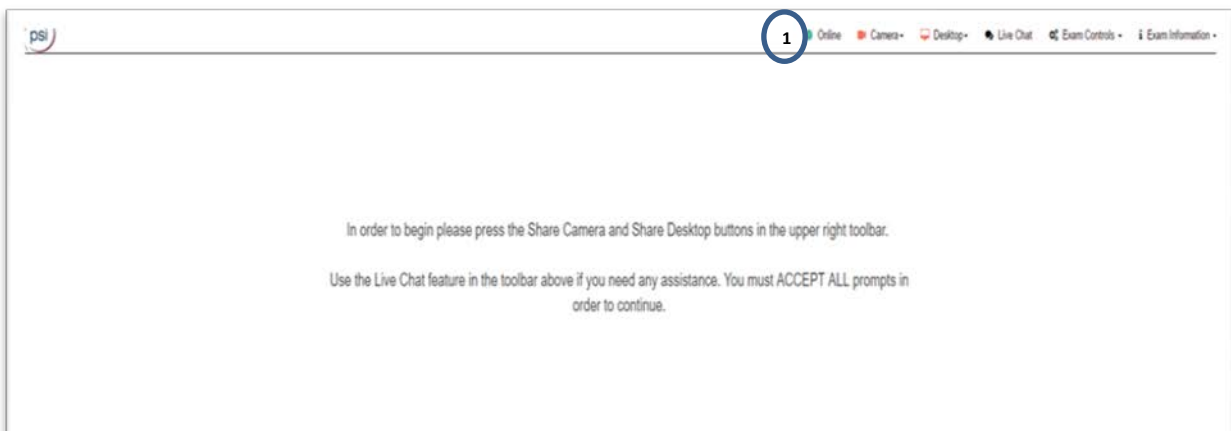
Note 3: Be aware that your exam proctor can see you through your web cam; however, you will not be able to see the proctor. You can communicate with the proctor via the Live Chat.

6. Click the **Enter Full Screen** button.
Note: You are required to take the exam in full screen mode; please refer to **Section 3a** of this guide.
7. Click the **Connect** button(s) to connect the web cam and your computer with the proctor.
8. Click the **Entire Screen** button.
9. Click the **Share** button.

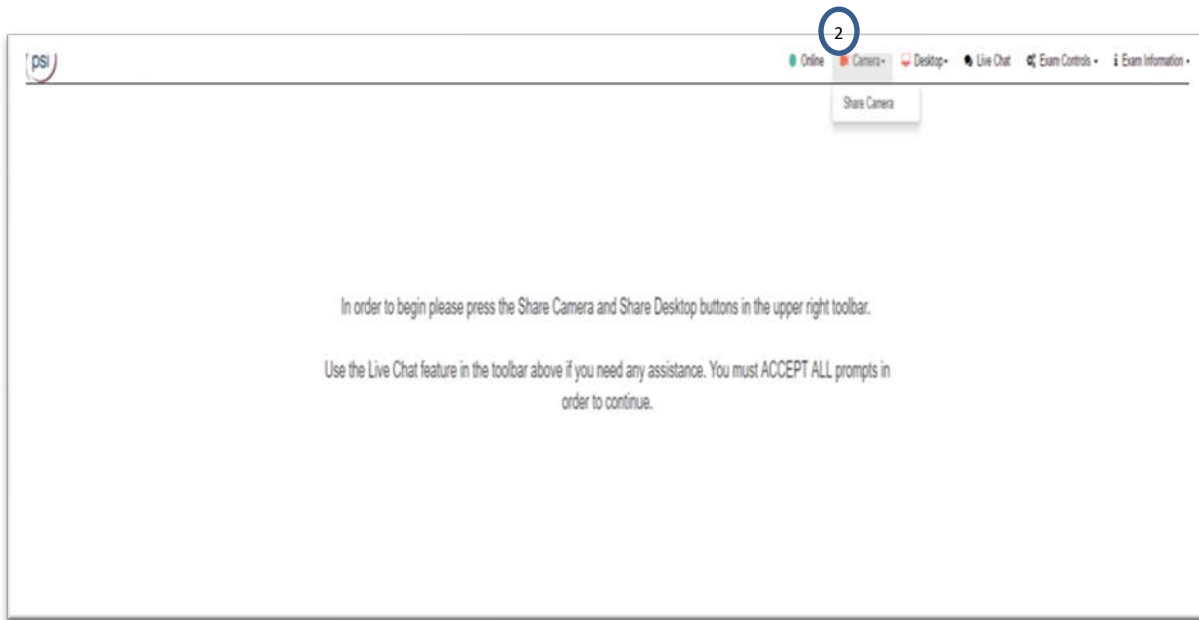
d. Online exam environment

Preview the online exam environment to familiarize yourself with the tools and functionalities available during the exam

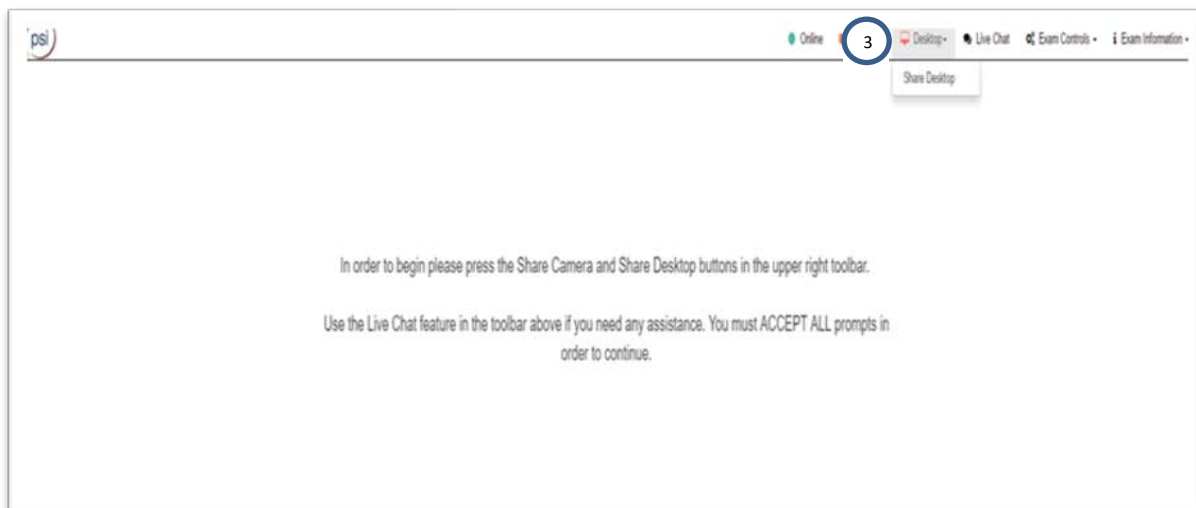
This is the screen you will see when you first launch your exam:



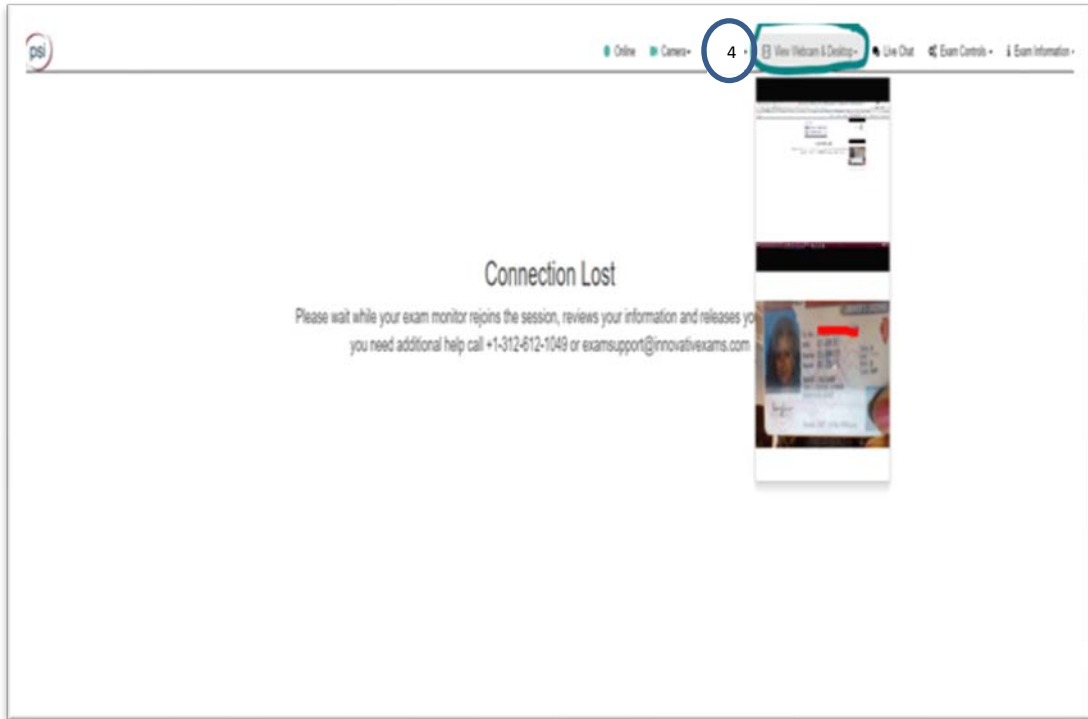
1: This icon indicates that you are online.



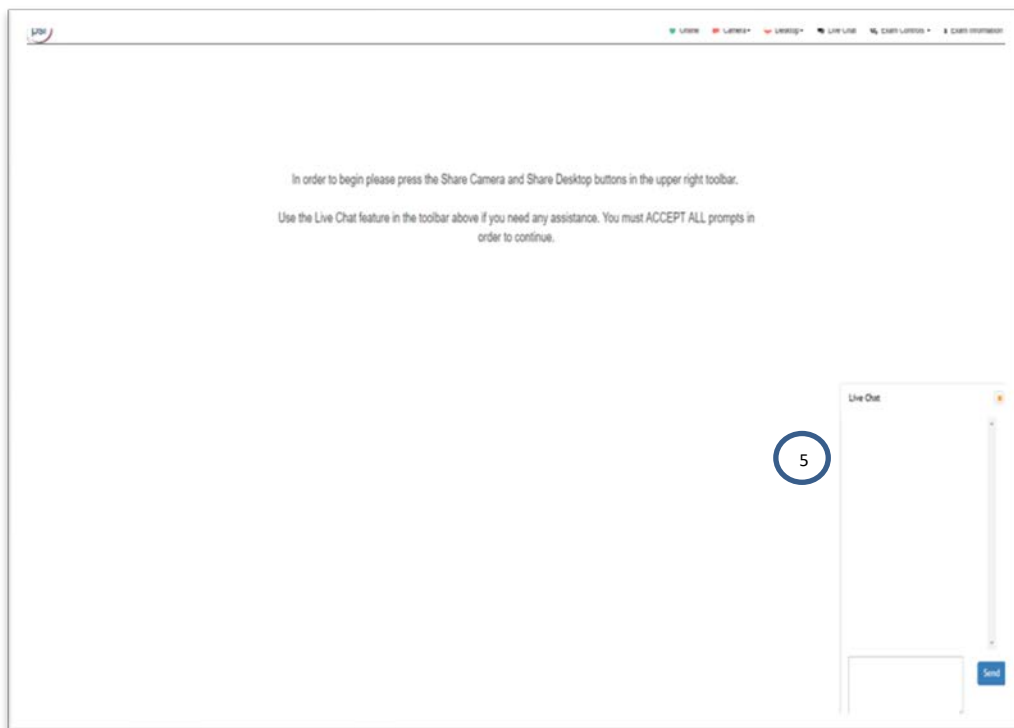
2. This allows you to share the camera. (Once shared, you will have the option to unshare for troubleshooting purposes. Should you unshare by accident while their exam is In progress, it will pause the exam, and you desktop must be reshared in order to resume.)



3. This button will allow you to share your desktop. (Once shared, you will also have the option to unshare for troubleshooting purposes. If you unshare by accident while the exam is progress, the exam will pause, and the desktop must be reshared in order to resume.)



4. The “View Webcam & Desktop” can allow you to see your own screen share and webcam stream.



5. The live chat panel is resizable and can be moved. The box can be closed if needed but will pop back up if you receive a message.

e. Issues During the Exam

If you experience technical difficulties during your exam, please alert your proctor using the live chat feature to create a record of the issue should you need to reschedule the exam. They will also be able to assist you directly to resolve the issue. You can also call technical support at:

U.S. Toll Free: +1.888.504.9178

Section 4: After the Cybersecurity Fundamentals Exam

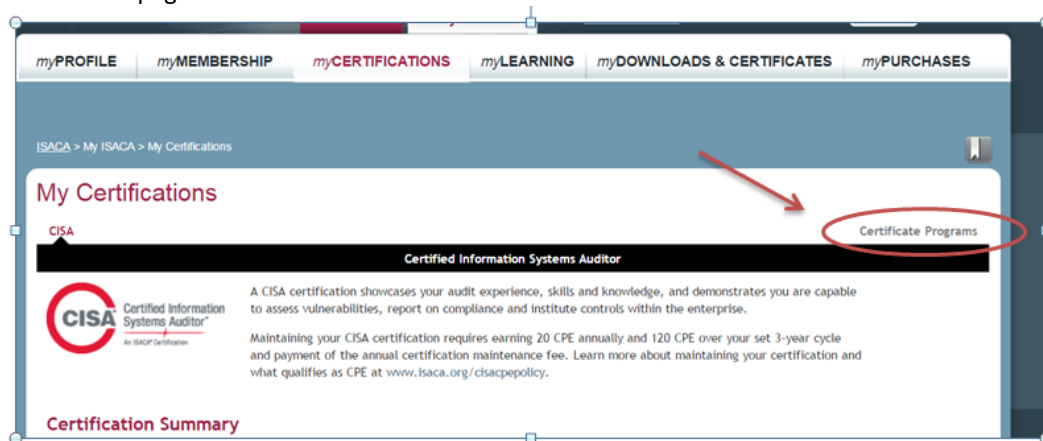
a. Exam results

You will receive your results immediately upon clicking the **Submit** button after completing the exam. You will get a message to confirm submission, noting any unanswered items. Please be sure you are ready to submit the exam, as you will not be able to go back to any previous questions. Your score and pass/fail status will be displayed in the online exam environment. To pass, you must score a 65% or higher on the exam.

You will also be able to access your score and pass/fail status on the **MyISACA** tab. Please see **Section 4b** of this guide for more instructions.

b. Viewing your score

1. Go to **MyISACA** (www.isaca.org/myisaca) and login using your ISACA credentials.
2. Click the **myCERTIFICATIONS** tab. From that page, click on “Certificate Programs” in the upper right hand corner of the page.



3. If you have passed the exam, you will see your score and the status will indicate that you have passed. Click the **VIEW CERTIFICATE** button to view your certificate (see **Section 4c** of this guide for printing instructions).
4. Your digital badge will also be emailed to your email address on record. See **Section 4e** of this guide for information regarding your digital badge.
5. If you have not yet completed the exam, the status will indicate that your exam is still pending. Click the **EXAM** button to schedule and/or take your exam.
6. If you did not pass the exam, you will see your score and the status will indicate that you have failed.

c. Printing your certificate

1. Open **MyISACA** (www.isaca.org/myisaca) and login using your ISACA credentials.
2. Click the **RESULTS** button under the CSX Fundamentals Exam header.
Note 1: the **RESULTS** button will take you directly to the **myCERTIFICATIONS** tab, so you may also choose to navigate there without using the button.
Note 2: see **Section 4a & 4b** of this guide for information on determining if you passed or failed the exam.
3. Click the **VIEW CERTIFICATE** button to view your certificate. This will open up a new browser window that will display the certificate.
4. Right click your mouse and select the **Print** option. Use the toolbar to format as desired (i.e., portrait or landscape, black & white or color, etc.).
5. Click the **Print** button.

d. Saving your certificate

1. Open **MyISACA** (www.isaca.org/myisaca) and login using your ISACA credentials.
2. Click the **RESULTS** button under the CSX Fundamentals Exam header.
Note 1: the **RESULTS** button will take you directly to the **myCERTIFICATIONS** tab, so you may also choose to navigate there without using the button.
Note 2: see **Section 4a & 4b** of this guide for information on determining if you passed or failed the exam.
3. Click the **VIEW CERTIFICATE** button to view your certificate. This will open up a new browser window that will display the certificate.
4. Right click your mouse and select the **Save as** option.
5. Save the certificate to your computer.

e. Viewing & sharing your digital badge

Via email:

1. If you pass the exam, your digital badge with instructions will be emailed to your email on record.

Via social media:

1. Open **MyISACA** (www.isaca.org/myisaca) and login with your ISACA credentials.
2. Click the **myCERTIFICATIONS** tab.
3. Follow onscreen instructions to share your badge on social and professional networking websites.

f. Retaking the exam

You may purchase the exam again if you do not pass on an earlier attempt. There is no limit on the number of times you can take the exam. You can purchase and schedule to retake the exam immediately. See **Section 2c** of this guide for purchasing instructions.

Section 5: Help

a. Technical support

If you are experiencing technical difficulties with your hardware or software, scheduling the exam, and/or taking the exam, please contact the customer service representatives at Innovative Exams at:

U.S. Toll Free: +1.888.504.9178

We also recommend using the live chat feature if you experience any issues once you are in the online exam environment, as your proctor can assist you directly.

b. ISACA customer service

For questions regarding exam rules, purchases & refunds, retaking the exam, the certificate & digital badge, this Guide, and general information regarding the Cybersecurity Fundamental Certificate program, please contact ISACA Support at: <http://support.isaca.org>