



Dear CIA Part 2 Candidate,

Studying for and passing the CIA Exams is a mission that requires dedication and hard work. From our experience at HOCK with thousands of candidates, we know that planning makes this process much easier. Because the exam is available on an ongoing basis and there is no date by which you need to be prepared, studying can seem endless without a proper plan. We know it is easy to “put things off until tomorrow.”

We believe that you will find studying easier and less time consuming if you have a solid plan that targets passing the Part 2 exam within two months after you begin studying. Set out below is an 8-week plan, studying 8 to 10 hours per week. This is a guide based on the expected amount of study time for a person with some auditing background and who is familiar with the basic exam concepts.

As you go through your schedule, you may find yourself getting ahead or somewhat behind due to changes in your work or personal commitments. This does not matter. Each person should study at his or her own pace and feel comfortable with the study process and time required to prepare for the exams.

While studying, there are sure to be topics that are not clear to you and perhaps some that you find incredibly difficult. When encountering these topics, you can always contact HOCK and we will help you as much as possible. Also, keep in mind that you do not need to have 100% knowledge of 100% of the exam content in order to pass. Sometimes, you will need to decide whether the extra time spent learning a specific concept is worth the extra knowledge gained. When in doubt about what to do, contact us and we will guide you.

I wish you great success in your studies and I look forward to helping you pass the exams.

Sincerely,

A handwritten signature in black ink that reads "Brian J. Hock". The signature is written in a cursive, slightly slanted style.

Brian Hock, CIA, CMA
President and CEO

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The CIA Part 2 exam, **Practice of Internal Auditing**, covers four main topics:

- 1) Managing the Internal Audit Activity (20%)
- 2) Planning the Engagement (20%)
- 3) Conducting Internal Audit Engagements (40%)
- 4) Communicating Results and Monitoring Progress (20%)

It should take approximately eight weeks to study for Part 2, including six weeks of study and two weeks of review.

Our basic study methodology is the same for each unit:

- 1) Carefully read through the textbook to learn and understand the concepts.
- 2) If you have the videos, watch the corresponding videos for each topic after completing the reading.
- 3) After reading/watching each topic, you should answer **all** of the study questions in ExamSuccess for that topic. At first, it will take you longer than it should for each question, but for the exam you should take no more than a minute and fifteen seconds on each question. Continued practice will improve your test-taking skills and you will get faster as you become more familiar with the process and how questions are asked. We include detailed explanations so you can understand why each answer is right or wrong.
- 4) Develop an 80%+ proficiency level within each Section. Your goal is to improve your knowledge, not just memorization. You should have enough understanding of the subject matter to be able to explain it to someone else.

How to Use the HOCK Textbook

Your textbook is the core of the HOCK study program. You will find a pdf version of the textbook in My Studies, which you may print as you wish. If your purchase included a printed copy of the textbook, you also have online access in My Studies to the same book and to all future updates to it in pdf format.

If an update to the textbook you purchased is published, the revised textbook will be posted in My Studies for you to download.

How to Use the HOCK Flash Cards

The flash cards are available to download in My Studies. How you choose to use the flash cards is entirely up to you. They are not included in the assignments in this Study Plan. The flash cards cannot replace the textbook because they contain abbreviated information from the textbook. However, you might use them, for example, to drill on formulas you need to memorize or to review concepts.

The flash cards can be used on-screen using any PowerPoint-compatible software.

How to Use the HOCK Videos

If your purchase included the videos, you will find links to the videos as well as to the associated audios in My Studies for each exam part you purchased. The audios are the soundtracks from the videos. The videos must be used online because they are supplied as streaming videos, but the audios are in mp3 format and you can download them and listen to them on a computer or mobile device.

The videos and audios are intended for use as a supplement to the textbook. **Not all topics covered on the exam are covered in the videos and audios, so they cannot take the place of reading and studying your textbook.**

The videos/audios should be used following the reading.

How to Use ExamSuccess

ExamSuccess Online, found in My Studies, can be used online from virtually any computer or mobile device that accesses the Internet, without needing to install anything. After completing the reading and the questions in the book for each assigned topic, answer the questions on that topic in ExamSuccess.

Note: It is very important to use ExamSuccess **as you are progressing** through the book. Do not wait until you have read the whole book to start answering questions in ExamSuccess. ExamSuccess gives you an opportunity to put into practice the concepts you have been reading about. Practice is very important for learning, and you should answer the pertinent questions as soon as you complete each block of assigned reading.

Create and complete a Study Session consisting of **all** the questions available on the topic you are studying.

Select the Section, then click on the link "Study Session" under that Section. On the next page, you will see two choices of Study Sessions to create:

- 1) Select your own mix of questions from the topics in Section [*section letter and name*].
- 2) Select questions from Section [*section letter and name*] containing any of the following terms.

The default is no. 1, "Select your own mix of questions from the topics in Section [*section letter and name*]." HOCK recommends the use of the default initially, because that choice enables you to narrow the selection of questions to the single topic that you have been reading and studying.

To request questions from a specific topic or topics, fill in the number of questions you want to see from one (or more) topics. HOCK recommends when you create a Study Session that you request the maximum number of questions available, because that ensures you will see all the questions in the question database for that topic. Scroll down to the "Start Session" button and click it.

You do not need to answer all of the questions in the Study Session at one sitting. You can click "Save" to close a session without grading it. Later, clicking on the Section link will re-open the session so you can work on it some more. You can have only one Study Session per Section saved and in progress at a time.

As you answer each question in a Study Session, you can receive immediate feedback for your answer by clicking the "See Answer" button below the question. If you answered the question correctly, you will see a green checkmark and the answer explanation for the correct answer. If you answered the question incorrectly, you will see a red "x" and answer explanations for both your incorrect answer choice and the correct answer choice.

To close out and grade a Study Session, click the "End Session" button. You will see your score and a review of all the questions in the Study Session along with answer explanations. You can create another Study Session from the same Section and topic after you have ended your current Study Session.

You should review the answer explanations for any questions you answered incorrectly and make sure you understand why your incorrect answers were wrong. Look up any concepts that you do not understand and review the books and/or videos to re-study the weak topics.

Note: When you use the option to select your own mix of questions (the first option), questions are selected and shown in the following order: 1) unseen questions, 2) questions not yet answered correctly, and finally 3) questions answered correctly.

The number of questions answered correctly and the total number of questions in the topic is shown to the right of the topic, for example "12 correct out of 20."

Therefore, after you have answered **all** the questions in a given topic (thus you have seen them all) and have ended the session, you can create a new Study Session from questions not answered correctly by requesting another Study Session on the same topic consisting of the number of questions not answered correctly. Using the example of "12 correct out of 20," a Study Session created consisting of 8 questions will present you with questions you have not yet answered correctly.

Make sure you complete **all** of the questions for each topic before moving on to study the next topic.

As you complete each full Section (A, B, and so forth), a review in ExamSuccess should be part of your overall review of the Section. Review Sessions are available for each Section and for multiple Sections cumulatively.

Final Review

When you have completed your preparation, take several practice exams in ExamSuccess as part of your overall review:

- If you are using ExamSuccess Online, use the CIA Part 2 Practice Exam that you will find at the end of the Section listings on the ExamSuccess Online home page.
- If you are using the HOCK CIA Prep mobile app by Appitur[®], choose Exam on the setup screen.

In both formats, the Exam will consist of 100 multiple-choice questions drawn from the same question database as the Study Sessions are drawn from, and you will be timed for 120 minutes (2 hours).¹ The question topics will be in the same proportion as the actual exam questions will be. You may create and complete as many Exams as you wish, and the questions will be different each time, though always selected randomly from the database of questions.²

How to Use the Mock Exams

The mock exams contain new questions not used elsewhere in the study materials and provide a measure for your exam readiness and are a solid last review before taking the real exam.

After you have completed your mock exams, look up and re-study the topics on which you missed questions and then answer those questions again.

¹ If you are using the HOCK CIA Prep App by Appitur[®], you can choose to take a shorter exam with questions drawn from all the Sections.

² If you have the HOCK "You Pass or We Pay" Guarantee, to be eligible you must 1) Watch 95% of the videos, 2) Answer 90% of the MCQs correctly, and 3) Pass one mock exam with a 70% score (first attempt only) *or* two whole-Part review sessions with an 80% score (multiple attempts allowed). You must use ExamSuccess Online for the question requirements.

Unit 1: Section I

During the first two weeks of studying, you should read and, if you have the Videos, watch all of Section I. This section is tested mostly at the **basic level** and covers four main topics:

- 1) **The operational role of internal auditing.** This topic looks at how, from an operational standpoint, internal auditing must be properly managed on a day-to-day basis.
- 2) **The establishment of a risk-based internal audit plan.** The CAE prioritizes engagements by determining which processes pose the greatest risk to the organization.
- 3) **The types of internal audit engagements:**
 - **Assurance engagements** are those activities in which the auditor examines evidence in order to provide an independent assessment of risk management, control, and governance processes.
 - **Consulting services** are advisory in nature and related to client service activities that are intended to add value and improve the organization's governance, risk management, and control processes.
- 4) **Communicating and Reporting to Senior Management and the Board.**

Note: The types of internal audit engagements are tested at the **proficiency** level. Questions on the types of engagements are likely to make up a majority of the questions from this Section, which is 20% of the exam.

ExamSuccess

After completing the reading/videos for each topic, create and complete a Study Session in ExamSuccess for the same topic in *Section I – Managing the Internal Audit Activity*. It will be easier if you do the questions topic by topic as you proceed through the text-book/videos rather than wait to do them all at the end.

Review of Section I

If you have had particular difficulty with a topic or topics in these Sections, begin your review by completing a Study Session in ExamSuccess consisting of questions from just that topic or those topics. Use the questions you missed as a learning tool and review those topics.³

HOCK recommends that you create a study sheet consisting of the items you will need to memorize for the exam. You can wait until you are finished studying and do that as part of your overall review, or you can create it Section by Section as part of your Section reviews. If you have chosen to create it Section by Section, now is the time to create it for Section I. Creating the study sheet is in itself a learning experience, and for that reason we do not do it for you. It will be much more meaningful to you if you make the study sheet yourself and then review it than it would be to review one that has been made for you.

³ Remember that if you have the HOCK "You Pass or We Pay" Guarantee, to be eligible to claim your exam re-registration fee in the event you fail the exam, one of the requirements is that you must answer 90% of the MCQs correctly. **ExamSuccess Online must be used to fulfill this requirement.**

Unit 2: Section II

Section II is 20% of the Part 2 exam and is tested almost entirely at the **proficiency level**, which means you must know the terms and concepts and how to use and apply them. It should take about one week to study Section II.

Proper planning is the critical first step to a successful engagement. The planning process starts with identifying the objectives and the scope of the engagement and the associated risks. The planning stage also includes the development of the work program and the determination of the steps that will be performed as part of the engagement.

Note: Because there are many possible engagement procedures, there are a lot of questions in ExamSuccess covering different engagement procedures. We recommend answering some questions from Topic D every day while you are studying rather than doing them all at once. Look at both the correct and incorrect answer choices and determine why each choice is correct or incorrect.

ExamSuccess

After completing the reading/videos for each topic, create and complete a Study Session in ExamSuccess for the same topic in *Section II – Planning the Engagement*. It will be easier if you do the questions topic by topic as you proceed through the textbook/videos rather than wait to do them all at the end.

Review of Section II

If you have had particular difficulty with a topic or topics in Section II, begin your review by completing a Study Session in ExamSuccess consisting of questions from just that topic or those topics. Use the questions you missed as a learning tool and review those topics.⁴

If you have chosen to create a study sheet Section by Section, now is the time to add to the sheet the items you want to memorize for Section II.

Additional Periodic Review

HOCK recommends that you periodically review all of the topics you have studied to date by using the Random MCQs from Sections I-II Review Session in ExamSuccess Online.

⁴ Remember that if you have the HOCK “You Pass or We Pay” Guarantee, to be eligible to claim your exam re-registration fee in the event you fail the exam, one of the requirements is that you must answer 90% of the MCQs correctly. **ExamSuccess Online must be used to fulfill this requirement.**

Unit 3: Section III

Section III is 40% of the Part 2 exam and is tested almost entirely at the **proficiency level**, which means you must know the terms and concepts and how to use and apply them. Plan to study Section III for about two weeks. The three main topics in this section are:

- 1) **Information Gathering.** The methods and techniques auditors use to gather information will vary. Before beginning the engagement, auditors will conduct a preliminary survey to become familiar with the activities to be audited. Additionally, auditors need to gather enough information so that key risks and controls can be identified and assessed. Sampling fundamentals are also covered here.
- 2) **Analysis and Evaluation.** Any information gathered by the auditor has to be analyzed and interpreted. Subsequently, the auditor can come to some conclusion about the results and form an opinion about its significance. Conclusions and opinions culminate in a recommendation for a course of action.
- 3) **Engagement Supervision.** Throughout the engagement proper supervision must be maintained to ensure that the conclusions are supported by evidence.

Note: The two topics within Section III that are tested at the **basic** level are *Analytical Review Techniques* and *Key Activities in Supervising Engagements*. Even though *Analytical Review Techniques* is almost 20 pages in the textbook, you only need to familiarize yourself with the vocabulary and concepts; do not get bogged down in the details.

ExamSuccess

After completing the reading/videos for each topic, create and complete a Study Session in ExamSuccess for the same topic in *Section III – Performing the Engagement*. It will be easier if you do the questions topic by topic as you proceed through the textbook/videos.

Review of Section III

If you have had particular difficulty with a topic or topics in Section III, begin your review by completing a Study Session in ExamSuccess consisting of questions from just that topic or those topics. Use the questions you missed as a learning tool and review those topics.⁵ **In addition, you should review all the topics in Section III by completing the Review Session available in ExamSuccess Online.** Given the number of topics covered here, we recommend at least two such review sessions, or more if you find you still have some weak areas.

If you have chosen to create a study sheet Section by Section, now is the time to add to the sheet the items you want to memorize for Section III.

Additional Periodic Review

HOCK recommends that you periodically review all of the topics you have studied to date by using the Random MCQs from Sections I-III Review Session in ExamSuccess Online.

⁵ Remember that if you have the HOCK “You Pass or We Pay” Guarantee, to be eligible to claim your exam re-registration fee in the event you fail the exam, one of the requirements is that you must answer 90% of the MCQs correctly. **ExamSuccess Online must be used to fulfill this requirement.**

Communicating Engagement Results and Monitoring Progress

Unit 4: Section IV

Section IV is 20% of the Part 2 exam and is tested at a mix of the basic and proficiency levels. Congratulations, this is your final week of study before starting the comprehensive review!

The internal auditor must communicate engagement results properly, and there are certain steps that must be followed in order for communications to be clearly understood by all interested parties. These interim and final products provide observations, conclusions, and recommendations that should be useful to the auditee. These products are an important basis for the evaluation of the IAA by senior management and the board, and these reports can also be useful to external auditors, regulatory agencies, and judicial authorities.

ExamSuccess

After completing the reading/videos for each topic, create and complete a Study Session in ExamSuccess for the same topic in *Section IV – Communicating Engagement Results and Monitoring Progress*. It will be easier if you do the questions topic by topic as you proceed through the textbook/videos rather than wait to do them all at the end.

Review of Section IV

If you have had particular difficulty with a topic or topics in Section IV, begin your review by completing a Study Session in ExamSuccess consisting of questions from just that topic or those topics. Use the questions you missed as a learning tool and review those topics.⁶

If you have chosen to create a study sheet Section by Section, now is the time to add to the sheet the items you want to memorize for Section IV.

Additional Periodic Review

HOCK recommends that you periodically review all of the topics you have studied to date by using the Random MCQs from Sections I-IV Review Session in ExamSuccess Online.

⁶ Remember that if you have the HOCK “You Pass or We Pay” Guarantee, to be eligible to claim your exam re-registration fee in the event you fail the exam, one of the requirements is that you must answer 90% of the MCQs correctly. **ExamSuccess Online must be used to fulfill this requirement.**

Unit 5: Comprehensive Review

For weeks seven and eight, prior to your exam and after you have completed studying, you will want to skim through the entire material at least one more time. Do not focus on any individual idea or topic or try to memorize the formulas. Instead, make certain that you are familiar with all of the topics, both large and small, and refresh your memory of key terms and ideas.

If you have the flash cards and have not been using them up to this point, now is a good time to use them. The flash cards do not cover every detail in the materials, but they do address the main topics, definitions and formulas that are most likely to be tested. Use the flash cards whenever you can, even if it is for only a few minutes.

During the final week or two before your exam, create several Part 2 Practice Exams in ExamSuccess Online.⁷ Each of these practice exams will contain 100 questions selected randomly from the entire question base in approximately the same distribution as the questions will be on the real exam. For example, if a particular section accounts for 25% of questions on the real exam, 25% of the questions on the simulation exam will also come from that section. The simulation exams will be timed for 2 hours, so set aside this much time for taking each test. You need to become accustomed to sitting for 2 hours in one place and answering questions on the computer.

You also have access to two mock exams with new questions in ExamSuccess Online, which you can take after you have completed your review. Like the real exam, the mock exams contain 100 multiple-choice questions, and you will not get immediate feedback about whether your answer is correct or not. Set aside 2 hours without interruption to complete each mock exam so you can become accustomed to sitting for 2 hours in one place. When you have completed the mock exams, use them as another study tool. Look up in your book the topics where missed questions, and then try answering those questions again.

After you have completed the two mock exams, you can use the Part 2 Practice Exam to continue reviewing questions from all of the topics in Part 2. Keep in mind that you don't need to do this too many times, and eventually the questions will become familiar because the questions are drawn randomly from the whole question database.

As always, if you have any questions at all, contact the HOCK team and we will be happy to help you.

⁷ Remember that if you have the HOCK "You Pass or We Pay" Guarantee, to be eligible to claim your exam re-registration fee in the event you fail the exam, one of the requirements is that you pass one mock exam with a 70% score (first attempt only) or two whole-Part review sessions with an 80% score (multiple attempts allowed). **ExamSuccess Online must be used to fulfill this requirement.**