

www.ITSec.org.za

Your IT Audit and Information Security Partner

CISA Exam Preparation June 2015

Session 14 : 2 June 2015

Starting around 4:45pm



Agenda

- Introductions
 - Facilitator
 - Participants
- Exam day tips & techniques
- Challenges, Questions and answers
- Next Week
- Questions And contacts



Introductions

- **Facilitator**
- Justin Williams B.Com, B.Compt (Hons), CA(SA), MBA, CISSP, CGEIT, CRISC, CISA
- 1st in the World, CISA Dec 2014
- Director at ITSec
- Previously Head of Risk, Security, Governance and Compliance for Transnet Group

- **Participants**
- Name
- A week and a half to go, how you feeling?



Provisional Schedule

- 10-Mar-15 Introduction (Complete)
- 17-Mar-15 Chapter 1 The Process of Auditing Information Systems
- 24-Mar-15 Chapter 1
- 31-Mar-15 Chapter 2 Governance and Management of IT
- 07-Apr-15 Chapter 2
- 14-Apr-15 Chapter 3 Information Systems Acquisition, Development and Implementation
- 21-Apr-15 Chapter 3
- 28-Apr-15 Chapter 4 Information Systems Operations, Maintenance and Support
- 02-May-15 Additional Study revision session : Review of questions from 1st 4 Chapters
- 05-May-15 Chapter 4 (Raniel Misra)
- 12-May-15 Chapter 5 Protection of Information Assets (Raniel Misra)
- 19-May-15 Chapter 5 (Justin)
- 26-May-15 Guests : Brett & Trishee
- 02-Jun-15 Exam day tips & Techniques
- 06-Jun-15 Sample Exam
- 10-Jun-15 Final Polishing
- 13-Jun-15 Exam Date

To discuss options & dates



Sample Exam

- Saturday 6th June

Suggested

- Aim to finish at 11am
- 100 questions : Start 9 am
- 200 questions : Start 7am
- Hour to discuss 11am-12am



Tips for the exam

- Sources of material
 - Personal experience
 - Shirish Deshpande & Rafeq's Tips For CISA Exam (Excellent)
 - CISA Candidate guide 2015
 - <http://www.isaca.org/certification/pages/candidates-guide-for-exams.aspx>
 - George Pajari : Top ten steps to acing the exam
 - Jennifer Boyce (via Craig McGuffin) Exam Day Tips
 - Risk Academy.com's How to pass the CISA Exam
 - Sarah Morgan : Top tips for passing your CISM or CISA exam



Tips for the CISA exam

Before the exam

- Read the Exam Candidate Information Guide 2015 (On ISACA's site)
- Take your friends, family & colleagues into your confidence so that you are able to sacrifice social and optional commitments to focus on the exam
- Motivation is an important aspect, it helps you concentrate and focus. Remember this is a prestigious and globally recognised exam, it can make a difference to your career. Visualise yourself receiving your congrats letter & being congratulated by peers and colleagues.
- The exam isn't technology specific, stick to principles, don't get too engrossed in any one technology
- The exam tests understanding not memory, don't cram other than basic principles
- Try not to stay up late before the exam, be fresh and on top of your game
- Prepare yourself emotionally and physically for the exam
- Don't stress yourself physically before or during the exam
- Try doing a mock exam of 4 hours so it isn't a new experience



Tips for the CISA exam

About the exam

- The exam is objective (multiple choice)
- Exam questions are either fact based (a technology or standard) or analysis based (content and decision orientated)
- Read questions carefully, eliminate known incorrect answers, make the best choice possible.
- ISACA has a glossary of terms available, use it
 - <http://www.isaca.org/Pages/Glossary.aspx>
 - Downloadable CISA specific PDF on the same page
- The exam intends to test understanding of concepts and practices, not the English language. Try not to over-analyse.
- The exam has 200 questions, not in any particular order, don't worry about which domain it "comes from" focus on the correct answer
- Exam scores are a scaled score not an arithmetic or percentage average. The common scale is from 200 to 800, and 450 is the minimum required to pass.



Tips for the CISA exam

Approach to the exam

- Keep an open mind, answer from the perspective of an auditor
- The test is 4 hours, 200 questions, keep to 50 questions per hour.
- Work on roughly 60 seconds per question, leaving a few minutes as emergency time for toilet breaks or for clearing your mind
- Questions are not directly picked from the text book or question database, if questions are similar be careful of not pre-judging them
- CISA is an objective exam and not a reflection of your talent, capabilities, competencies or skills. Don't take it personally if you aren't successful. It doesn't mean you aren't capable, just haven't learned the knack of it.
- Learn to play the CISA game, it isn't just knowledge, but is the ability to have that exam technique to answer the questions. Have an open mind to the answers of questions you get wrong so you don't repeat the incorrect answers based on your views or experience.



Tips for the CISA exam

At the exam

- Don't try and read the paper through before answering, it just wastes time. Take it one question at a time
- Deal with one question at a time. Think, evaluate, decide, answer then move on. Don't carry doubts over to the next question
- If you don't know an answer you can flag it to come back. Don't leave it blank, choose your best answer and move on. You may not have time and leaving lots blank causes doubt
- Coming back and changing answers if you have time is debatable. I don't do it. If you read something elsewhere in the paper that gives you additional insight, then maybe go back and change an answer
- Start where you are comfortable in the paper. Some people like to start at 50 or 100, that's up to you. Just do it in a careful sequence
- Read questions carefully, and even if you know the answer, read all four answers before committing to one, there may be a "more correct" one
- There are no penalties for wrong answers. If you don't know, eliminate what you can and make an educated guess



Tips for the CISA exam

About the exam

- A lot of questions will have one answer framed as a “distractor”. This attracts those with incomplete knowledge or trying to guess using common sense. Eliminate these first where you can
- It is better to record answers directly on the answer sheet rather than recording them on the question and transcribing. This saves time and prevents you losing marks for not having answered on the sheet
- If you modify an answer ensure you erase your previous answer completely using a clean eraser. Smudged marks can be seen as multiple answers and result in a no-score
- Concentration comes and goes. Take short breaks. If you feel uncomfortable take a loo break
- If you are prone to distraction then accept the ear plugs offered by the invigilator. If this is a real problem, bring your own just in case
- When you encounter familiar questions don't be prejudiced by past answers, read the question and answers carefully in case something in the questions has changed.



Tips for the CISA exam

About the exam

- Every single word counts in the questions and proposed answers. The questions creators are skilled at using clever syntax and semantics to create a challenge for you. So you need to ensure that you understand the entire question and all the possible answers in order to make the right selection
- Ensure you mark answers accurately
- Make sure you completely fill in the answer circles
- Cross check regularly so you aren't going out of alignment



Tips for the CISA exam

Exam venue and on the day

- Prepare an exam kit, with an HB pencil (x4), working eraser(x2), admission ticket etc
- Have a valid government issued Identity document (SA Official ID or drivers license)
- Visit the venue in advance and know the route and traffic there
- Come to the venue early and relax there
- Make sure you have your admission ticket, if not get hold of ISACA urgently
- You cannot enter the venue after the chief examiner has started reading instructions, ensure you are there on time
- If in doubt of any of the procedures or completion of exam information in the booklet ask the CE
- The CE can only answer procedural questions and has no technical knowledge of the questions and answers
- You can leave the venue during the exam for nature breaks but will have to notify the CE and may have to hand in your paper



Tips for the CISA exam

Exam venue and on the day

- Generally you may not bring in food or drinks. Some CE's allow a bottle of still water as long as you don't disturb anyone. Don't bring fizzy drinks or noisy crisps
- Have a drink and a snack (energy bar) before the exam
- Try not to drink too much otherwise you will need to go to the bathroom often
- Don't bring any papers or books into the exam venue
- A small bag with your phone (switched off) may be left at the front of the venue or safe place outside
- The exam is closed and you may not discuss any of the questions or answers with anyone, during or after the exam
- After completion of the exam leave silently and don't disturb anyone else. You generally cant leave in the last half hour



Tips for the CISA exam

Final revision push

Using the CD database or online questions database

1. Configure the system to only ask you questions you haven't been asked
2. Do 50-100 questions at a time
3. Try answer the question as best you can but don't spend more than the allotted time on it
4. Read the answers and explanations for ones you get wrong
5. Do 3 – 4 batches
6. Configure the system to ask you questions you answered wrong last time
7. Configure it back to asking only new questions

Repeat steps 1 – 7 until you have answered all the questions

Review your notes and the glossary



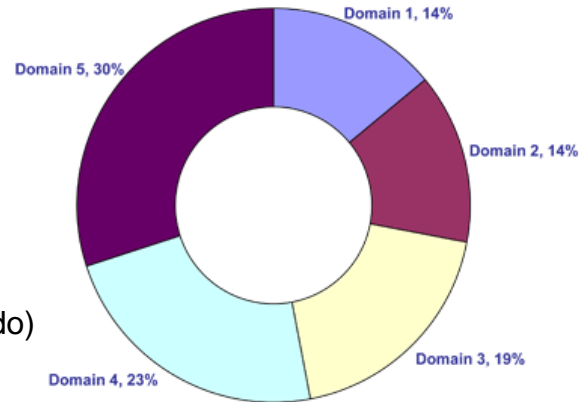
CISA Exam

- CISA
- Certified Information Systems Auditor

- What is the exam all about?
 - 13 June 2015
 - Four hour exam
 - 200 multiple choice questions
 - Five practice domains
 - Task statements (what you need to know how to do)
 - Knowledge statements (things you need to know)

- The five job practice domains:
 - Domain 1—The Process of Auditing Information Systems
 - Domain 2—Governance and Management of IT
 - Domain 3—Information Systems Acquisition, Development and Implementation
 - Domain 4—Information Systems Operations, Maintenance and Support
 - Domain 5—Protection of Information Assets

CISA Certification Job Practice Areas by Domain



Ten steps to acing the exam

1. Read up on learning styles and figure out what works best for you. Study how to study.
2. View your studies as part of your wider professional development. CISM is a way point, not an endpoint.
3. Don't try to do it alone—become a member of ISACA and join your local chapter. Take advantage of the resources available. Find a mentor.
4. Read the ISACA CISM Review Manual but realise it is not a comprehensive body of knowledge. More (much more) reading will be required.
5. Build your own glossary—whenever you come across a concept that you are not completely familiar with and that is not fully explained in the manual, jot it down, Google for information and write your own definition.
6. Use the ISACA sample exam questions—study the questions you get wrong and use those to guide further review.
7. Prepare a plan and stick to it, lest you risk spending your last week cramming and walking into the exam a nervous wreck. After reading the first few sections of the Review Manual and doing related reading (plan on four hours of outside reading for every hour spent reading the manual), estimate the total hours needed to complete the manual; add twenty hours for practice questions and then map it out on a calendar.
8. Reduce stress by stopping studying two days before the exam. Get plenty of sleep for several nights before the exam. Eat regularly in the days before and have a healthy, moderately-sized breakfast on the morning of the exam.



Ten steps to acing the exam

9. Write the exam in four passes:
 - Go through and answer every tenth question (maximum one minute per question) — this is to avoid off-by-one transcription errors
 - Try to answer all remaining questions, one minute per question at most
 - Go through and answer all questions you skipped or marked for review in the first two passes (maximum two minutes)
 - Spend whatever time is left reviewing questions you were not sure about; guess if necessary

10. Attack each question methodically:
 - Read the question and all the answers very carefully
 - Eliminate the obviously wrong answers
 - Pick the most general, correct answer from a management perspective (or the least worst answer)
Making the commitment to become a Certified Information Security Manager is worthy and laudatory for many reasons. It forces you to study your known unknowns.
 - It helps you discover your unknown unknowns. It brings discipline and completeness to your work. And it lends you credibility.

Good luck!

George Pajari, CISM, CISSP, CCSK



Approach to studies

- **What you need**
 - CISA 2014 / 2015 Study guide
 - Extra questions (Lots of them, preferably the on-line database)
- **Timing**
 - Weekly sessions, same time and place?
 - How much time?
 - Estimated 16 hours per week
- **Commitment**
 - Read the chapters
 - Do the sample questions in the study guide and
 - Do the extra Q&A questions
 - Get through as much as you can
 - Even if you don't get through it all, come to the study session



Approach to studies

<i>Dom</i>	<i>Description</i>	<i>%</i>	<i>Start</i>	<i>End</i>	<i>Pages</i>	<i>Marks/Page</i>
1	The Process of Auditing Information Systems	14%	29	62	33	0,42
2	Governance and Management of IT	14%	78	124	46	0,30
3	Information Systems Acquisition, Development and Implementation	19%	141	219	78	0,24
4	Information Systems Operations, Maintenance and Support	23%	234	290	56	0,41
5	Protection of Information Assets	30%	306	375	69	0,43



Questions and Answers

- Which questions did the participants cover in the week?
- Which ones did you get wrong, lets discuss



Questions and Contacts

Questions ?

Justin Williams

jwilliams@itsec.org.za or Justin.j.Williams@gmail.com

+27 82 772 9881 or +27 83 279 0998

@itsecza @jjza

Copies of slides :

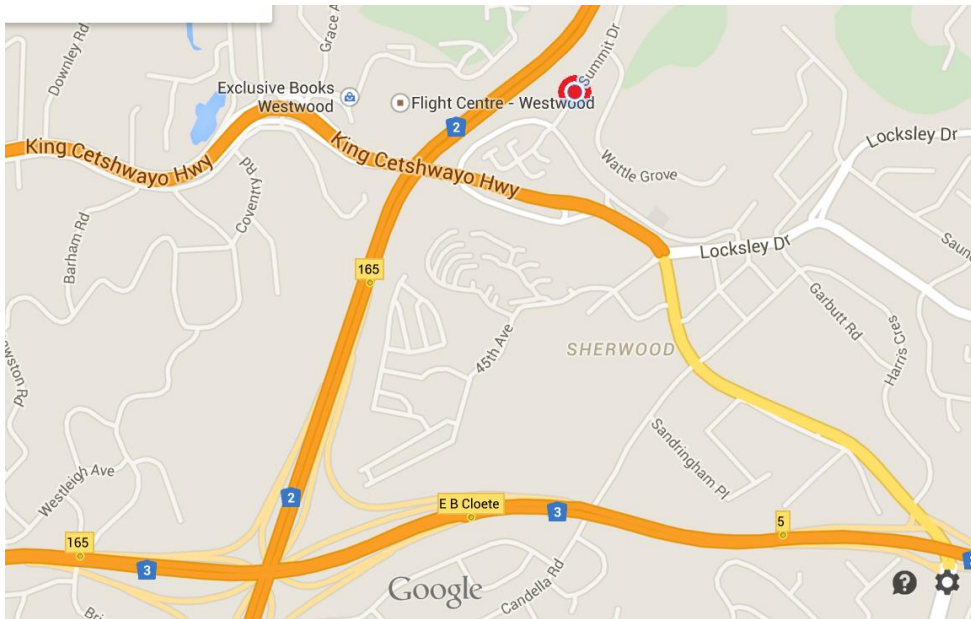
www.j-j.co.za

www.itsec.org.za



Location of ITSec

Forest Office 6
15 Summit Drive
Sherwood
Durban



Extra material

Study Materials

ISACA has prepared a variety of study resources in various languages to fully prepare for your CISA Exam. These include primary references, publications, articles, the ISACA Journal and other links.

Online Learning

ISACA eLearning Campus offers a variety of online learning courses for certification exam preparation and continuing professional education.

Review Courses

ISACA chapters in numerous countries offer CISA Review courses. View the Review Course list to determine if there is a course in your area, or contact your local chapter for additional courses. There will be courses in Durban, CapeTown & Jhb if demand exists.

Exam Preparation Community

ISACA created the CISA exam preparation community as a place for current CISA exam registrants to collaborate and study with other registrants within the ISACA environment.

Free online CISA Course

Cybrary has just launched a CISA online course, its free <http://www.cybrary.it/>



Extra material : FAQ IT Audit

→ www.isect.com/html/ca_faq.html
Web Slice Gallery Watch Live Cric... EBSCO Publishi... ezproxy.ukzn.ac... Cricket TV: Cha... Other bookmark

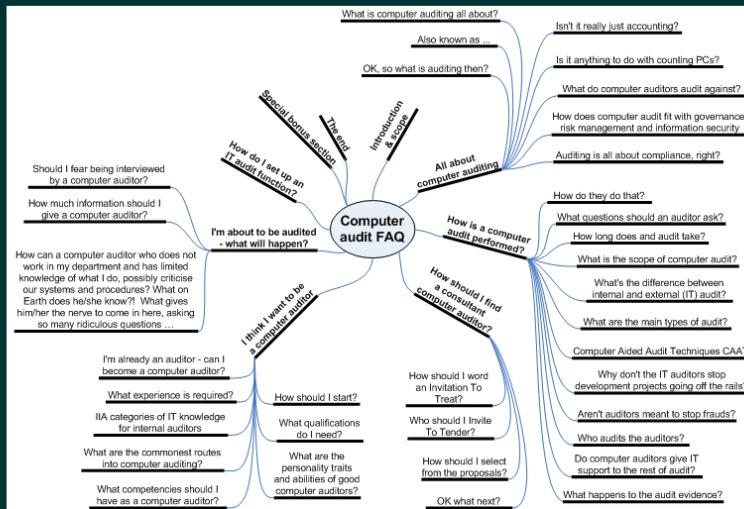
- Home
- Consulting
- Customers
- IT audit FAQ**
- About us
- Contact us

Hot
[IT Audit FAQ](#)
[Metrics FAQ](#)
[ISO27k FAQ](#)

Frequently Asked Questions about IT auditing

Last avoided in March 2014

Clickable contents mind map



Introduction

This document is published on the DubDubDub as a public resource. Our purpose is twofold: to inform and entertain. Please forgive the British humour, spelling, InCorrect CapitalisatioN and distinctly cynical style ... but do experience the passion. We sincerely hope that it answers all

A comprehensive, honest, fresh and rather amusing overview of IT Audit

Worth a read

http://www.isect.com/html/ca_faq.html



CISA Practice Tests (free)

One of the free resources that we make available at AuditScripts.com is a database of free ISACA CISA exam questions. Many auditors use the CISA as a way to validate their information systems audit skills. Many consider the CISA certification an entry point or requirement for anyone in the IS audit field. Because so many people in the AuditScripts community value this certification we created a database of 900 exam questions to help students prepare for the exam. We hope that these questions will help students properly prepare for the exam.

CISA Exam Prep Questions – Chapter #1 (100 Questions Available)

CISA Exam Prep Questions – Chapter #2 (150 Questions Available)

CISA Exam Prep Questions – Chapter #3 (250 Questions Available)

CISA Exam Prep Questions – Chapter #4 (150 Questions Available)

CISA Exam Prep Questions – Chapter #5 (250 Questions Available)

CISA Exam Prep Questions – Complete Exam (900 Questions Available)

<http://www.auditscripts.com/free-resources/cisa-practice-tests/>

Caution : These are not official ISACA practice questions, use them for additional practice when you have exhausted all of the official ISACA questions you have access to



Extra material : OSI Model

How Packets Travel in Network (3D Animation)

www.youtube.com/watch?v=xluBmOufbls

Living in an OSI World – OSI Explained

www.youtube.com/watch?v=-aBgyi5YUbU

