



# CFA PROGRAM CANDIDATE CHECKLIST

## COMPUTER-BASED EXAMS

Congratulations on choosing the CFA® Program! This checklist outlines some of the important steps you will need to take in preparation for your computer-based exam. Use it to keep track of the tasks to be completed before your exam day.

### SEVERAL MONTHS PRIOR TO EXAM DAY

- [Scheduled exam appointment.](#)
- Reviewed all [testing policies](#).
- Confirmed valid international travel passport**—the only type of identification accepted. Confirmed that it does not expire before the exam date.
- Confirmed name in CFA Institute account matches name on international travel passport.**

### DURING THE MONTH PRIOR TO EXAM DAY

- Confirmed [exam appointment date, time, and location](#).
- Checked for special instructions regarding my test center (e.g., travel or parking information).
- Planned the best travel route to the test center on exam day.
- Reviewed testing policies
- Reviewed the [Rules of Procedure \(PDF\)](#).

### DURING THE WEEK PRIOR TO EXAM DAY

- Selected layered clothing for exam day.
- Planned where to eat lunch on exam day. Snacks and water are not allowed in the testing room.
- Reviewed the [Typical Exam Day Schedule](#).

### ITEMS TO BRING ON EXAM DAY

- Valid international travel passport**
- Items that may be kept in full view on my desk**
  - Approved calculator. Only two calculator models are authorized for use during CFA Program exams:
    - Texas Instruments BA II Plus (including BA II Plus Professional)
    - Hewlett Packard 12C (including the HP 12C Platinum, 12C Platinum 25th anniversary edition, 12C 30th anniversary edition, and HP 12C Prestige)
  - Calculator cases and keystroke cards
  - Eyeglasses
  - Additional [personal items](#) allowed in the test center (PDF)

You will be provided with a whiteboard or erasable writing tablet for use during the exam. Additionally, some personal items may require inspection as part of the check in process. Certain medically necessary items may be allowed in the testing room with prior approval.

#### No other items are permitted, including:

- Food or drinks
- Wallet (money purse)
- Baggage of any kind, including transparent bags, backpacks, handbags, tote bags, briefcases, luggage, carrying cases, passport covers, or eyeglass cases
- Study materials, including notes, papers, textbooks, or study guides
- Writing utensils, scratch paper, or calculator manuals
- Mobile phones, cameras, headsets, computers, tablets, wearable technology (such as fitness tracking devices), smart watches, or any Bluetooth®-enabled or any remote communication or photographic devices
- Any type of desk clock or timer, including wristwatches
- Weapons of any kind
- Jewelry (other than wedding or engagement rings), ornate hair clips, headbands, combs, barrettes, tie clips, or cufflinks