



Advancing Global Business

9 Newport Drive, Suite 200, Forest Hill, MD 21050
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Certified Global Business Professional (CGBP) Exam-Takers Guide

This guide is designed to assist you with navigation of the CGBP Exam platform, and familiarize you with some of the functionality of the CGBP Exam site prior to taking your exam. It is the desire of NASBITE International that your exam-taking experience be as free of stress and/or surprises as possible. NASBITE International uses a third-party online testing platform administered by TesTrac, to make the CGBP exam available to you.

Please Note: The functionality and navigation of the CGBP Practice Exam and the CGBP Exam Forms mirror each other, so familiarity with the CGBP practice exam will prepare you well for the format and functionality of the actual exam.

Once you have registered for the exam with NASBITE International (click the “REGISTER NOW” link at <http://www.nasbite.org/?page=CGBPindiv>), you will receive an email from scheduler@onlineproctornow.com that provides you with step-by-step directions to schedule your exam.

[Click here to view a sample of the exam scheduling email](#)

Once you have scheduled your exam, you will receive a confirmation email from scheduler@onlineproctornow.com that verifies your exam appointment details (exam, date and time), and provides guidelines:

1. To test/configure your computer system prior to taking the exam
2. For actions to take on the day of your exam – i) prior to connecting to your exam, and ii) to connect to your proctor

This email also contains a listing of Frequently Asked Questions about the CGBP Exam. Please hold on to this email so that you have ready access to review it on the day of your exam.

[Click here to view a sample of the exam scheduling confirmation email](#)

On the Day of Your Assigned Exam Appointment: Follow the steps prescribed in the confirmation email (described above) to prepare your workspace for the exam, and then to connect to your proctor.

Exam Format:

- 165 multiple choice questions - 150 of these questions as “testable” questions and count toward your final exam score; 15 questions are pre-test questions that NASBITE International is testing at this time. The pre-test questions do not count towards your exam score. Pretest questions are randomly distributed throughout the exam.
- All questions are multiple choice questions, that feature four choices, and only one correct answer.
- You have 3-hours (180 minutes) available to take the exam
- A running time-clock appears in the upper right-hand corner of the exam screen, so you can easily monitor the time available to you.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT NASBITE HEADQUARTERS
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- Please note that you will NOT be permitted to have any scratch paper with you during the exam.

The textbox below appears above every question on the exam, and provides some exam form navigation tips:

Welcome to the CGBP Exam - Your questions are presented below.

All exam questions are **multiple choice questions**, that feature four choices. **Only one choice is the correct answer.** You are **required to select an answer for each question before moving on to the next question.**

Exam Navigation Tips:

- **Mark item for later review** – this box appears at the end of each question. Check this box (once you have an answer selected) if you would like to come back and review this question at the end of the exam. You may change the originally selected answer to the question at this time.
- **Next** – once you have an answer selected, checking this box allows you to advance to the next question
- **Previous** – allows you to move back through the exam question by question
- **Review and complete** – When you have answered ALL questions, click this button to review your exam before submitting it for scoring. All of the exam questions will appear – each question is listed on a single line, scroll through the list to view each question. A check mark in the “Marked by You” column, highlights a question that you marked for later review. Clicking on the question number will open up that question so you can view the complete text.
- **Complete the Exam** – click this exam when you are ready to submit your exam for scoring

Exam Form Navigation – Additional Details:

Mark item for later review

As described in the textbox guidelines above (and can be seen in the sample question below), the **“Mark item for later review” feature appears below each exam question.** If you are unsure about the answer to a question, or would like to mark a question so that you can review it prior to submitting/completing your exam, you can place a check mark in this box.

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This is an example of a single answer multiple choice question.

Select the word that rhymes with "Orange". Select a single answer.

- Porridge
- Knowledge
- Morange
- There is no word that rhymes with "Orange"

Mark item for later review

Review and Complete

The sample screen shot below highlights the listing of questions you will see when you click on the "Review and Complete" button at the end of your exam. Please note the layout of this list. Each of the 165 questions contained in the CGBP exam will be listed. Each question will be listed on a single line. You have the ability to scroll down through all 165 questions.

- **To open a question** so that you can review the question in detail, **click on the question number** i.e. 1, or 42
- A check mark will appear in the "Marked by You" column, for all questions that you activated the "Mark item for later review" feature during the exam
- You can change the answer to any question in the exam from this "Review" screen.

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Complete the Exam

Once you have completed whatever final review of your exam questions that you would like to do (and as long as time remains), the final step is to click on the "Complete the Exam" button; and then click "Yes".

Note: In the language contained in this text box, please do not let the reference to "electing to score your exam" distract you. You will NOT receive automatic notification of your exam results upon completing your exam. NASBITE International follows a testing protocol whereby a review is made of all the exam results for that window, prior to releasing individual exam results to candidates.

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When you click “Yes” to complete your exam, you will receive the following note from NASBITE International –
“NASBITE congratulates you on taking the initiative to pursue the Certified Global Business Professional credential. Your exam will be submitted for grading, and you will receive test results within three weeks of the close of this exam window.”

Exam Results:

A “Notice of Test Results” will be emailed to you from NASBITE International within 2-3 weeks of the close of the exam window. The notice received will provide you with details on your exam performance (pass or fail), along with details of the scaled score that you received overall, and for each of the four CGBP domains (Global Business Management, Global Marketing, Supply Chain Management and Trade Finance).

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