

## Certified Payroll Manager Exam Format

The exam is closed book, three hours in length:

### Exam (100 percent)

Exam will consist of **two** scenarios, each worth 50 marks out of 100. Each scenario addresses **three** topics from the course. The student selects **one** of the three topics provided for each scenario and writes a maximum response of five pages (paper exam) or 1,000 words (electronic or online exam) on the topic, answering specific questions based on the Decision Making Process (IPM Chapter 4):

1. Identification of the major issue(s)
2. Analysis of the situation
3. Evaluation of alternatives
4. Recommendation for an action plan

### Summary

	Choice	Number to be completed	Marks for each	Total
Exam	Select 1 out of 3 topics for each scenario	Two scenarios	50%	100%