

Rogo: Frequently Asked Questions

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What's changing with CIPFA exams?

Over the last year CIPFA has been transitioning our online exams from Calibrand, our current exam system to Rogo, our new e-assessment platform.

For CIPFA students studying towards any of our professional accountancy qualifications, we hope Rogo will offer you a richer and more streamlined e-assessment experience.

The roll out of Rogo is part of a wider transformation programme to modernise our student-facing learning and exams systems, and enhance the experience we offer to our students, and which complements our refreshed and updated Professional Accountancy Qualification.

When do the changes apply?

We chose to launch Rogo in stages over 2022/2023. Starting with Management Accounting and Financial Accounting exams in the December 2022 and March 2023 sittings.

We expect to complete the full roll out by the end of this year.

Will all exams be in Rogo for June 2023 exams?

All CIPFA professional accountancy exams will be in Rogo for the June 2023 sitting, with exception of the Level 7 Project Report, undertaken by our Level 7 apprentices in the UK. Project Report submissions will remain on Calibrand for June 2023.

Will the CIPFA Portfolio be in Rogo?

No. Arrangements for submission of the CIPFA Portfolio are not changing in 2023. You will continue to complete your portfolio and experience log as usual this year.

How does Rogo differ from Calibrand?

Rogo offers CIPFA the opportunity to improve our assessment capabilities, using Rogo's extended range of question types.

Our exams will feature new, intuitive, system-marked question types, moving beyond the traditional radio button list.

Our traditional short and long form essay style questions will now benefit from access to a spreadsheet emulator, ease of copy and paste functions, quick and easy question and paper navigation and more.

Rogo also allows you to drill down into practice test results with greater ease and improved reporting.

Why are there two Rogo websites?

We are now operating two distinct Rogo websites:

Website	Exams/Tests:
Rogo Practice Test website: https://cipfatest.rogoserver.com/	<ul style="list-style-type: none">• Syllabus, Workbook and Learning Outcome tests, subject to CIPFA module.• Progress tests and Mock exams for all modules.
Rogo Exams website: https://cipfaexam.rogoserver.com/	<ul style="list-style-type: none">• Exams• Specimen Tests

As an examining body CIPFA is an end-point assessment organisation (EPAO). Through our CIPFA Education and Training Centre (CETC), we are also a training provider.

Operating two distinct websites allows us to observe a clear separation between our activities as a training organisation and as an examining organisation.

How can I tell the difference between the two Rogo websites?

The two websites have a different web address and we have tried to make things easier by colour-coding the two sites: pink for practice tests and purple for exams.

Rogo practice tests website:

Course	Test	Booked Date	Authorised Date	Time Allowed	
General Knowledge Practice Tests	General Knowledge Syllabus Test LO1	18-Jan-2023	18-Jan-2023	1 hour	Start
General Knowledge Practice Tests	General Knowledge Syllabus Test LO2	18-Jan-2023	18-Jan-2023	1 hour	Start
General Knowledge Progress Tests	General Knowledge Progress Test Manual	18-Jan-2023	18-Jan-2023	1 hour	Start
General Knowledge Progress Tests	General Knowledge Progress Test Unmarked	18-Jan-2023	18-Jan-2023	1 hour	Start
Developing Strategy and Data Analysis Progress and Mock Tests (30/35hr)	Developing Strategy and Data Analysis Mock Exam 2023	07-Feb-2023	07-Feb-2023	10 hours	Start
Developing Strategy and Data Analysis Progress and Mock Tests (35/35hr)	Developing Strategy and Data Analysis Progress Test	07-Feb-2023	07-Feb-2023	10 hours	Start
Developing Strategy and Data Analysis Practice Tests	Developing Strategy and Data Analysis Test Learning Outcome 2	14-Feb-2023	14-Feb-2023	10 hours	Start
Management Accounting Practice Tests	Management Accounting Mock Exam	24-Feb-2023	24-Feb-2023	2 hours	Start
Management Accounting Practice Tests	Management Accounting Test Learning Outcome 2	24-Feb-2023	24-Feb-2023	2 hours	Start

Rogo exams website:

Course/Module	Exam/Test	Start	Deadline	
Financial Accounting Exam (March 2023)	Financial Accounting Exam (March 2023)	07-Mar-2023 12:00 GMT	07-Mar-2023 17:00 GMT	View

Course/Module	Progress	Status	
Financial Accounting Exam (December 2022)	0% Complete	Financial Accounting Exam (December 2022): Financial Accounting Exam (December 2022) (Full)	View
Financial Accounting Specimen Test (December 2022)	0% Complete	Financial Accounting Specimen Test (December 2022): Financial Accounting Specimen Test (December 2022) (Full)	View
Management Accounting Exam (December 2022)	0% Complete	Management Accounting Exam (December 2022): Management Accounting Exam (December 2022)	View
Management Accounting Specimen Test (December 2022)	0% Complete	Management Accounting Specimen Test (December 2022): Management Accounting Specimen Test (December 2022) (Full)	View
Technical Test (December 2022)	0% Complete	Not Started	View
Financial Accounting Exam (March 2023)	0% Complete	Not Started	View
Management Accounting Exam (March 2023)	0% Complete	Management Accounting Exam (March 2023): Management Accounting Exam (March 2023)	View
Technical Test (March 2023)	47% Complete	Technical Test (March 2023): Technical Test (13 March 2023)	View

We recommend you bookmark the two website addresses in your browser, naming clearly.

How do I access the Rogo Practice Test website?

As a student undertaking either a CETC-led or self-study course with CIPFA, you will gain access to the suite of practice tests associated with your CIPFA course module on our Rogo practice test site. Within 24 hours of your course booking, you will receive notification of your access to Rogo via email.

The website address is: <https://cipfatest.rogoserver.com/>.

How do I access the Rogo Exams website?

As a student undertaking a CIPFA exam, you will gain access to the Rogo exams website. Within 24 hours of your exam booking, you will receive notification of your access to the Rogo exams website via email.

The website address is: <https://cipfaexam.rogoserver.com/>.

Will I need to have two usernames and passwords for the Rogo websites?

Each Rogo website has a separate login.

Your username in both cases will be the email address that you have registered on your MyCIPFA account. This is also the email address to which we will send your Rogo Welcome emails for each website.

You may choose to set up a separate password for the Practice Test and Exams website respectively, or you can decide to use the same password for both websites.

Once you have logged into either site you can also choose to change your email address should you wish.

Can I reset my password in Rogo?

Yes. Visit the Rogo homepage on either website to reset your password. You need to be aware of which site you need and which password you are re-setting.

I have changed my name and/or email address, do I need to amend in Rogo?

Yes, any change of your contact details in MyCIPFA will require a manual update in both Rogo websites at present.

Will I need to undertake a technical test in advance of my exam?

Yes. We want to ensure that you have a smooth and trouble-free exam experience on Rogo, so you will continue to test your computer set up in advance of the exam.

This test is undertaken on the Rogo exams website and helps to detect any technical issues in advance and gives you an opportunity to fix any such issues before the day of your exam.

You will have the opportunity to take three short tests prior to your exam. It is important that you sit a technical test on the same computer/laptop as that on which you will sit your exam.

You do not need to take all three technical tests if you successfully complete the first of the three tests.

If you expect to sit your exam on a different laptop/computer to that on which you sat the technical test, or if you change any settings or software, you are encouraged to take another technical test prior to your exam.

Please note if you fail to undertake the technical test, any application you make for special considerations may be rejected if you cite 'technical' issues.

When do I take my technical test?

One week after our exam booking window closes you will receive an email alerting you to the availability of the tests, with a request to log into the exams website and perform the test.

Can I practice on Rogo before my exams?

Yes. The primary way to practice is on the Rogo practice test website. The table below explains the tests to which you will have access.

Rogo Practice Test website	
Test	Description
Syllabus, Workbook and Learning Outcome tests	<ul style="list-style-type: none"> • These tests are specific to a single syllabus area or learning outcome within a module. • Tests can be attempted multiple times. • Any system-marked questions within tests are automatically marked by Rogo. • Any questions that require a human-marker are not marked. Worked examples are included in test results.
Progress Test	<ul style="list-style-type: none"> • Progress tests assess knowledge against several syllabus areas. • These are typically taken at the mid-point of any training or learning. • Tests can be attempted once, within a set time which emulates exam timing. • System-marked questions within tests are automatically marked by Rogo. • For Spring term 2023 courses, questions that require a human-marker are not marked in Rogo. Worked examples are included in test results. • For Spring term 2023 courses, students of CETC's Web Class and Face-to-Face classes will be able to undertake a progress test in Brightspace (CIPFA's online learning system) including marking by CETC trainers.
Mock Exam	<ul style="list-style-type: none"> • Mock tests assess knowledge against all syllabus areas and are a replica of the live exam. • Mocks are typically taken at towards the end of training and learning. • Tests can be attempted once, within a set time which emulates exam timing. • System-marked questions within tests are automatically marked by Rogo. • For Spring term 2023 courses, questions that require a human-marker are not marked in Rogo. Worked examples are included in test results. • For Spring term 2023 courses students of CETC's Web Class and Face-to-Face classes will be able to undertake a mock test in Brightspace (CIPFA's online learning system) including marking by CETC trainers.

I can't find where to re-attempt a practice test, where can I do this?

From the homepage of your Rogo Practice Test website, scroll down to the **Courses** section of your page, as below.

CIPFA The Chartered Institute of Public Finance & Accountancy

Home My Profile My Results Logout Sherlock

Welcome Sherlock

Current Exercises

Course	Test	Booked Date	Authorised Date	Time Allowed	
Business Planning and Financial Management Practice Tests	Business Planning and Financial Management Test Learning Outcome 1	28-Feb-2023	28-Feb-2023	10 hours	Start

Courses

Active Expired

Course	Progress	Status	
Business Planning and Financial Management Practice Tests	0% Complete	Business Planning and Financial Management Practice Tests: Business Planning and Financial Management Test Learning Outcome 1 (Fail)	View
Business Planning and Financial Management Progress and Mock Tests (Web/F2F)	0% Complete	Business Planning and Financial Management Progress and Mock Tests (Web/F2F): Business Planning and Financial Management Progress Test (Web/F2F) (Fail)	View
Business Planning and Financial Management Progress and Mock Tests (SS/SS+)	0% Complete	Not Started	View

Locate the module within which the test sits and click on **View**. The following page will load:

CIPFA The Chartered Institute of Public Finance & Accountancy







Home My Profile My Results Logout Sherlock

Home > Business Planning and Financial Management Practice Tests

Business Planning and Financial Management Practice Tests

Business Planning and Financial Management Practice Tests

Business Planning and Financial Management Practice Tests

	Business Planning and Financial Management Test Learning Outcome 1	Take now
	Business Planning and Financial Management Test Learning Outcome 2	Take now
	Business Planning and Financial Management Test Learning Outcome 3	Take now
	Business Planning and Financial Management Test Learning Outcome 4	Take now
	Business Planning and Financial Management Test Learning Outcome 5	Take now
	Business Planning and Financial Management Test Learning Outcome 6	Take now

Click on **Take now** to re-attempt any test that you have previously attempted. Please note, this applies only to Syllabus, Workbook and Learning Outcome tests as illustrated in the table above.

I'm struggling to use Rogo, what help is available?

Our website has several guidance documents to help you. These help guides can be found here: www.cipfa.org/qualifications/exams/online-exams

For students of CIPFA's Education and Training Centre (CETC), our trainers are available to support with the transition.

For our first two Rogo sittings (in December 2022 and March 2023), most students found that using Rogo was straight forward and intuitive.

We want to ensure that your experience of using Rogo is both trouble-free and positive.

If there are specific aspects with which you are struggling, please let us know using the CIPFA contact channels below. We are here to help.

Why do I have a Specimen test in my Rogo exams website?

Each CIPFA exam booking is accompanied by a complementary Specimen Test.

The Specimen Test will give you an opportunity to experience the Rogo exams website prior to exams week. The test includes a sample of exam-style questions from the module in which you are to be examined.

Even if you are familiar with the Rogo practice test website, we encourage you to trial the Rogo exams website prior to your live exam.

This will support you in becoming familiar with the Rogo exam system and ensure that you have the smoothest experience on the day of your exam.

Why am I being asked to set my time zone in the Rogo exams website?

CIPFA has students based all over the world. Our policy is that no student should be disadvantaged and have to sit an exam at an unsocial hour of the day or night, due to living outside of the UK.

As such, in line with our exam calendar, you can sit your exam in a morning or afternoon session in your local time zone, a time to suit you.

Adding your local time zone to your Rogo exams website, ensures that this is the case.

I'm not receiving my Rogo emails. What should I do?

All Rogo automated emails are issued by the Rogo website from the email address:

no-reply@rogo.email.

Firstly, you should check your spam folder, and release any Rogo emails within.

You may need to ensure the email address above is added to your safe senders list, or to your address book in your email application.

In some cases, if your organisation operates a spam filtering software, you will need to flag the address to your IT department who will enable the delivery of all emails from the Rogo email server.

I can't access Rogo. Why not?

If you cannot access Rogo, it is likely to be for one of the following three reasons:

- Your course or exam booking has not yet been received by the Rogo website. Bookings are sent from our website/booking system to Rogo every 24 hours.
- You are using the incorrect password. Passwords can be reset from your Rogo homepage.
- You are logging into the incorrect Rogo website. The practice test website instead of the exam website, and vice versa.

Are there any changes to the date of my exam?

No, there are no changes to the date of CIPFA exams. Exam dates can be found on our [website](#).

What time can I start my exam on the day of my exam?

As referenced above, there are no changes to CIPFA's exam calendar as we move from Calibrand to Rogo. Exam week runs in the usual way, with each exam timetabled in a morning or afternoon session, as listed on our [website](#).

You will sit your exam in your local time zone. You will be offered the opportunity to book the start time of your exam at half-hourly start points subject to whether the exam runs in the morning or afternoon session, allowing you to schedule the most convenient time in that range.

Morning exam session start times:	Afternoon exam session start times:
08:00 08:30	12:00 12:30
09:00 09:30	13:00 13:30
10:00 10:30	14:00 14:30
11:00 11:30	15:00 15:30
12:00	16:00

How do I arrange the start time of my exam?

Within 24 hours of booking your exam, you will receive an email from Rogo inviting you to log into Rogo and schedule the start time of your exam. Scheduling your exam start time is quick and easy in Rogo.

Can I change the start time of my exam after I have booked it in Rogo?

Yes. If you need to change the start time of your exam after you have initially scheduled it in Rogo, you can log into Rogo and do so.

You can amend your exam start time as many times as you wish in Rogo, up until five working days prior to the start of exam week. For the June 2023 sitting the cut of date to update your start time in Rogo is 24:00 hours (midnight) on Sunday 28 May 2023.

Can I still sit my exam with local invigilation or remote invigilation?

Yes. Sitting exams on Rogo is no different to Calibrand in this way. When you log into Rogo to book the start time of your exam, you will be asked to confirm your preferred invigilation type; '**Remote**', with an online invigilator, or '**Local**' with a local invigilator. You can change your exam invigilation modality up to five working days prior to exam week.

Can I switch my invigilation from local to remote, and vice versa?

Yes. Up until five working days prior to exam week you may log into Rogo to switch your invigilation modality.

Why do I need to add my local invigilator contact details in my 'MyCIPFA' account and in Rogo?

The launch of Rogo was phased over stages and as such, exams were running in parallel on both systems. For this sitting, if you are sitting your exam with local invigilation, you will need to add your local invigilator's contact details to both MyCIPFA and Rogo. In future exam sittings this will be required once only in Rogo.

Can I cancel my exam if I need to?

Yes. There is no change to our [policy](#) on deferrals and cancellations. Cancellations and deferrals are not managed in your Rogo account, and continue to be handled via CIPFA's usual support channels. These are listed at the foot of this document.

Can I still take four blank sheets of paper into my exam?

Yes. You may still take four blank sheets of paper into the examination if you wish. There is no change to this policy.

Can I still take my advanced materials into my exam?

Yes. For the Strategic Case study and the Developing Strategy and Data Analysis exams, you can still take a clean copy of these into your examination with you.

You can also access these during your examination on Rogo using the exhibit buttons in Rogo. Please read the Rogo Welcome instructions before you start your exam to find out how.

Are there any changes to CIPFA's reasonable adjustments and special considerations applications or practice?

No. There are no changes to either the application process or operational aspects of reasonable adjustments or special considerations. Please apply in line with our standard [policies](#). You can expect the same reasonable adjustment to be applied to your examinations in Rogo as with Calibrand.

Need to get in touch with us?

If you need help, please get in touch with us, using the following contact details:

Email: studentsupport@cipfa.org

Telephone: +44 (0)20 7543 5600

Webchat: Please click the web chat icon on the CIPFA website homepage.

Our office hours are Monday to Friday, 09:00 to 17:00 GMT excluding UK Bank Holidays.