

# Social media and network groups

## Misconduct guidance

Social media and online forums can be helpful for revision, exam preparation and connecting with teachers and subject experts. We encourage you to use these online tools as part of your learning and exam preparation. However engagement in social media platforms also raises the risk of contravening CIMA's Exam Terms and Conditions or CIMA's Code of Conduct. Whilst we all like to share our experiences when taking examinations, it is important to consider what you say or what others are saying. Your comments or exposure to the comments of others may lead to an investigation for misconduct and result in your exam result being voided and further disciplinary action being taken.

### Exam results

There are rules about what you can share about your exams online. Take care when talking about exams on social networking sites including Facebook and Twitter, or group chat apps such as WhatsApp.

### Examples of social media activities that could lead to a misconduct investigation include:

- ▶ posting the exam questions, exam topics or exam answers online for live exams
- ▶ allowing others to sit your exam, or helping others with theirs
- ▶ sharing information if you've sat your exam earlier than other students
- ▶ passing on rumours from others about exam content
- ▶ accepting or being exposed to exam-related information without reporting it to CIMA
- ▶ being in possession of confidential material in advance of the examination
- ▶ exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to)
- ▶ encouraging or persuading others to share exam content or breach the Code of Conduct.

**This list is not exhaustive**



## CIMA's code of conduct

As a CIMA student you are expected to uphold the highest standards of integrity and professional behaviour. These are defined by the Code of Conduct:

The principle of integrity imposes an obligation on all professional accountants to be straightforward and honest in all professional and business relationships. Integrity also implies fair dealing and truthfulness.

The principle of professional behaviour imposes an obligation on all professional accountants to comply with relevant laws and regulations and avoid any action that the professional accountant knows or should know may discredit the profession.

The principle of confidentiality – to respect the confidentiality of information acquired as a result of professional and business relationships and, therefore, not disclose any such information to third parties without proper and specific authority.

All examining bodies monitor social media and websites and ensure that concerned students can confidentially report contraventions. CIMA do not wish to see candidates jeopardise their studies and journey to become a Chartered Global Management Accountant (CGMA) member as there are significant consequences for anyone caught breaching the exam rules and CIMA's Code of Conduct.

## Possible sanctions

If you are found guilty of breaching any of the examination rules or Code of Conduct you could find yourself facing:

- ▶ a formal warning
- ▶ your exam results temporarily or permanently withheld
- ▶ a ban from sitting exams for a set period of time or indefinitely
- ▶ disqualification from all CIMA qualifications
- ▶ a misconduct complaint raised against you and subject to the CIMA conduct process resulting in sanctions and monetary fines
- ▶ an abrupt end to a finance career as a professional Management Accountant.

Conduct cases can also result in a disciplinary committee hearing to which the public and press may attend and findings are made public.

## Make sure you're not caught out: read the following important documents

- ▶ [Exam Terms and Conditions](#)
- ▶ [How to get ahead in exams and your career](#)
- ▶ [Cheating in exams - the consequences.](#)

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July 2017