



Objective Response

Exams guidance



Level 2 Certificate in Procurement and Supply Operations

Level 3 Advanced Certificate in Procurement and Supply Operations

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Objective Response questions (OR)

Level 2 – Certificate in Procurement and Supply Operations

Level 3 – Advanced Certificate in Procurement and Supply Operations

Studying for Objective Response (OR) questions requires a special method of preparation distinctly different from an essay question. OR questions ask a student to recognise a correct answer amongst a set of options, rather than asking a student to produce a correct answer entirely. This guide provides you with useful techniques when answering OR questions and guidance on the types of OR questions there will be in the Level 2 and Level 3 exams.

What should I expect in the exam?

Level 2

| Certificate in Procurement and Supply Operations | | |
|---|------------------|----------------|
| Five CORE modules make up the required 18 credits | | |
| CORE Introducing Procurement and Supply (L2M1) | 6 CREDITS | 2 HOURS |
| CORE Procurement and Supply Operations (L2M2) | 3 CREDITS | 1 HOUR |
| CORE Stakeholder Relationships (L2M3) | 3 CREDITS | 1 HOUR |
| CORE Systems Technology (L2M4) | 3 CREDITS | 1 HOUR |
| CORE Inventory, Logistics and Expediting (L2M5) | 3 CREDITS | 1 HOUR |

Level 3

| Advanced Certificate in Procurement and Supply Operations | | |
|--|------------------|----------------|
| Four CORE modules make up 24 of required credits | | |
| CORE Procurement and Supply Environments (L3M1) | 6 CREDITS | 2 HOURS |
| CORE Ethical Procurement and Supply (L3M2) | 6 CREDITS | 2 HOURS |
| CORE Contract Administration (L3M3) | 6 CREDITS | 2 HOURS |
| CORE Team Dynamics and Change (L3M4) | 6 CREDITS | 2 HOURS |
| Choose one ELECTIVE module to make up the final six required credits | | |
| ELECTIVE Socially Responsible Procurement (L3M5) | 6 CREDITS | 2 HOURS |
| ELECTIVE Socially Responsible Warehousing and Distribution (L3M6) | 6 CREDITS | 2 HOURS |

OR questions are used in all modules for Level 2 Certificate in Procurement and supply operations and the Level 3 Advanced Certificate in Procurement Supply Operations.

There are 5 core modules in Level 2. In Level 3 you need to complete 4 core modules and choose 1 elective module.

OR questions on a computer-based exam (CBE) will be sat under exam conditions at a CIPS CBE approved centre.

Structure of Objective Response (OR) exams

There are MCQs, which allow you to select an answer from a list of possible options

Another type of OR question would be to fill in the blanks by choosing the answer from a drop down menu or dropping the answer into a response box

Multiple-Choice questions



Which of the following are direct supplies?

- Spare parts for maintenance and repair
- Office supplies and equipment
- Materials for use in manufacturing
- Goods not for resale

Drop-down



Select the correct option from the drop down list.

A manufacturing organisation is unhappy with the service it has received from its outsourced logistics supplier. Its is now bringing the function back in-house. This is known as

- In-sourcing
- Reverse engineering
- Subcontracting
- Direct marketing

Drag and drop



Drag and drop the correct option into the blank space.

Organisational reputation may be negatively affected by

- low return on investment
- poor communication
- an ethical supplier
- an unethical supplier

There will only be ONE correct answer for each question so you should try to eliminate the other options using your knowledge of the topic area. The process of elimination is very important in terms of OR so you must apply logic and sense along with your knowledge of the subject.

Preparing for an exam using Objective Response (OR) questions:

Do not assume that Objective Response (OR) questions are easier than other formats. Whilst it is true that the correct answer is guaranteed to be among the options (so it is possible to gain marks from a lucky guess), nevertheless, OR exams can be very difficult.

- OR exams contain many questions, so they require you to be familiar with a very broad range of material
- OR exams expect you to be familiar with facts, definitions and details: it is not easy to “bluff” in an OR exam.

To prepare for an OR exam try the following:

- Pay particular attention to fundamental terms and concepts. These are the items that more commonly appear in OR questions
- If the CIPS syllabus highlights specific vocabulary or key definitions, be sure that you understand them. Do not simply memorise definitions. Most assessors will rephrase things to their own words as they write OR questions, so you must be sure that you really know what the definitions mean
- If you can, brainstorm possible questions with several other candidates who are also taking the course

Objective Response (OR) questions

Tips and hints for answering:

Navigate through the exam, answering the questions you know first.

Go over the exam a second time and answer any questions you may have flagged first time round.

Watch your timing. If you feel you are spending too long on a question, flag the question and come back to it later. Spending too long on a few questions could throw you off track in terms of time.

Do not try to find a pattern of answers throughout the paper – this will not help, and you can be sure that our examiners will not have set a question where (for example) 'b' is the correct answer all the way through, or where the correct answers follow any pattern.