CERTIFIED PROFESSIONAL IN EXCEL FOR FINANCE

(with specialisations in Modelling, Analysis, Dashboards, Macros)

Personal user guide for qualification

1. How to access the qualification page of your AbleOwl account
   a) After payment has been processed, you will receive an email titled *Detail of order information*. The email has your username and password for your AbleOwl account.
   b) Go to www.ableowl.com and log into your account with your username and password.
   c) Once logged in to your account, scroll down to *My current products* and click *Go to personal qualification* page. A screen as below appears. (see Figure 1)

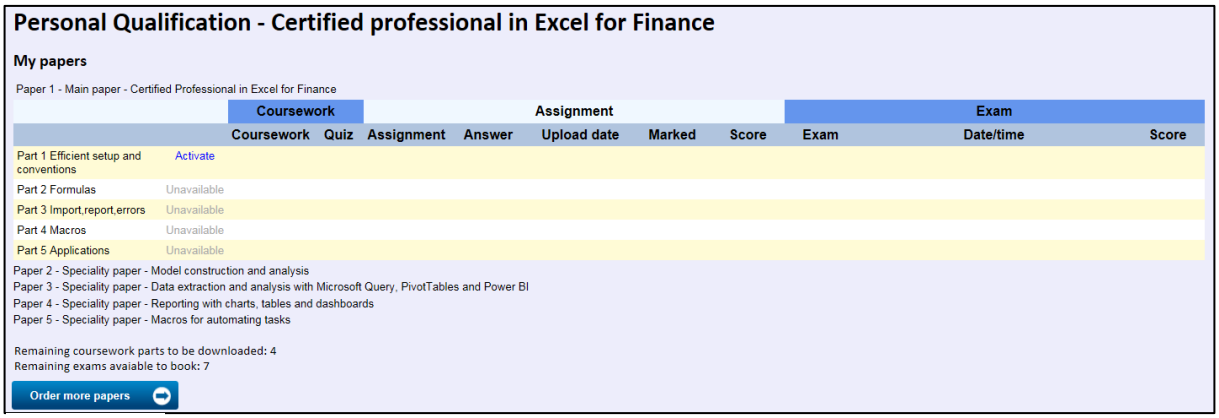

Figure 1

2. How to access coursework for a part
   a) Access the personal qualification pages of your AbleOwl account as covered in step 1.
   b) For the part you want to access, click the *Activate* link. A dialog box such as shown in Figure 2 appears.

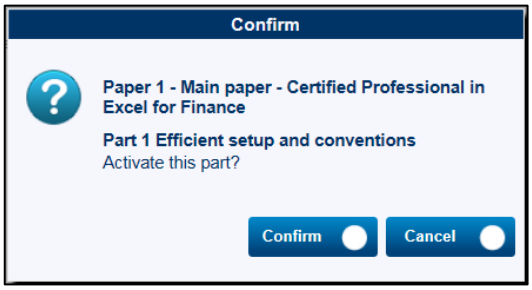

Figure 2

   c) Click the *Confirm* button. The display updates to show other links as in Figure 3.

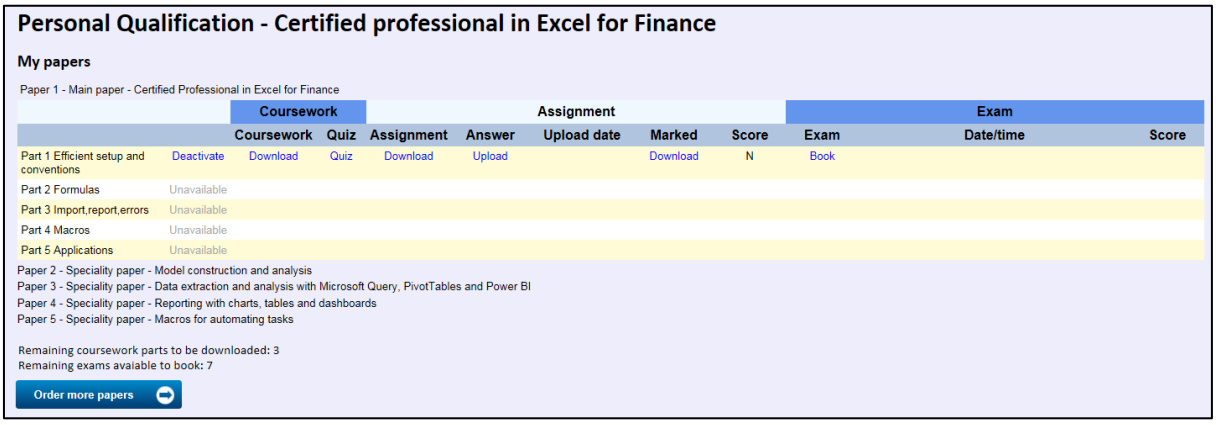

Figure 3

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d) In the *Coursework* column, click *Download.* A dialog box appears. (see Figure 4)

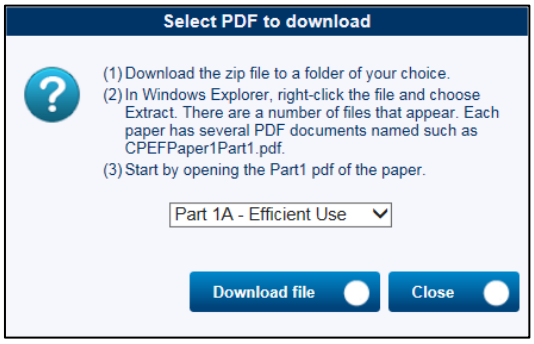

Figure 4

e) Some parts have multiple sub-parts. Choose the sub-part to download and click the *Download file* button. A zip file containing a manual (PDF) and Excel files downloads.

f) Save the zip file to a folder of your choice.

g) Unzip the files to the folder. You can do that by right-clicking the file in Windows or File Explorer and choosing *Extract*.

3. How to access an assignment

An assignment and exam are part of the same order item, which is different from the coursework order item.

a) After payment has been processed, you will receive an email as covered in step 1a.

b) Access the qualification pages of your AbleOwl account as covered in step 1.

c) Click the *Download* link in the Assignment column and for the relevant part. (See Figure 5)

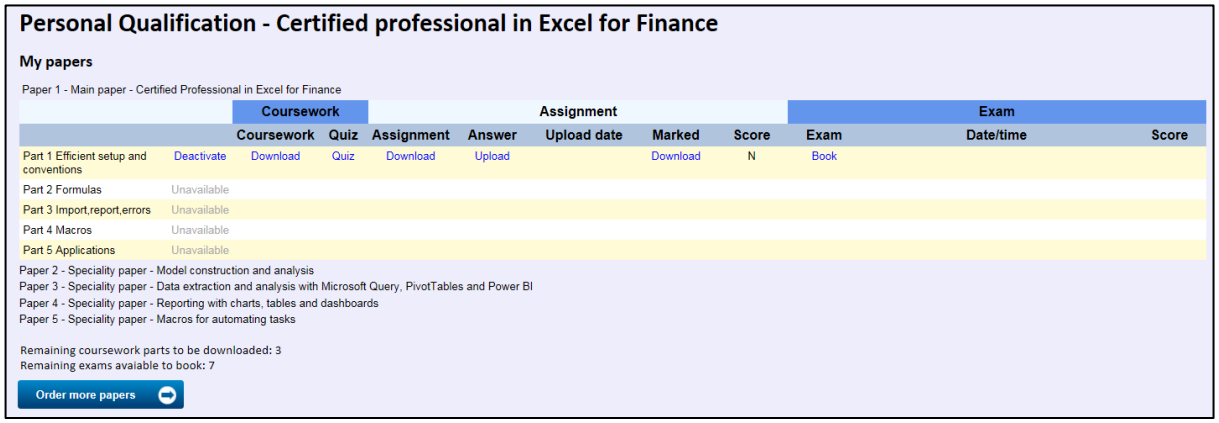

Figure 5

d) Copy the downloaded file from your Downloads folder to a folder of your choice. (See Figure 6)

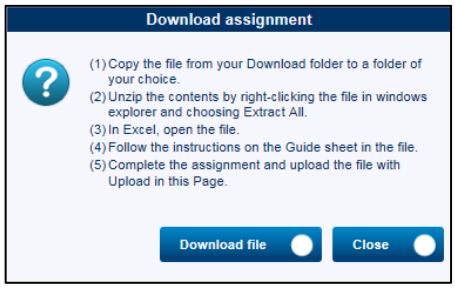

Figure 6

e) Follow the instructions of the Guide sheet and complete the assignment.

f) Upload the assignment from the *Upload* link. If you wish you can re-upload the assignment at any time within 3 days of your first upload. The marked assignment will be available for download within one week after upload.

g) To access the marked assignment and comments, click the *Download* link in the Marked column.

4. How to book an exam

You must upload the assignment for the part before you can book an exam.

a) Access the qualification pages of your AbleOwl account as covered in step 1.

b) Click the *Book* link in the Exam column and for the relevant part. (See Figure 7)

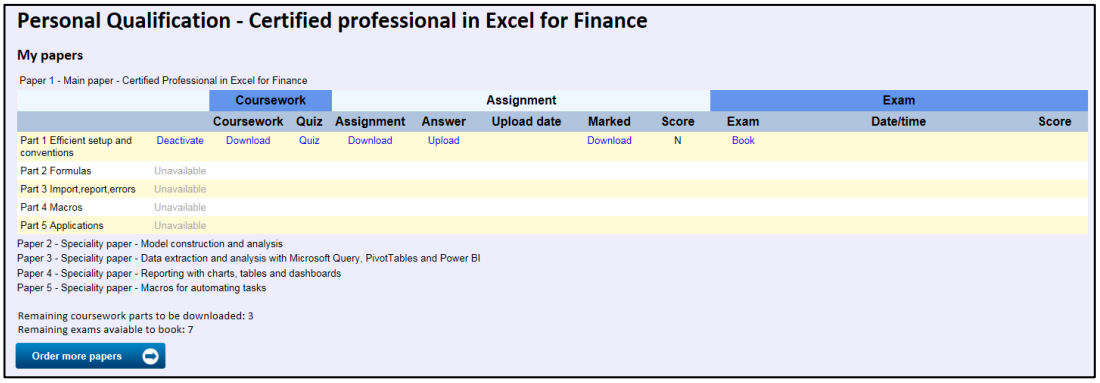

Figure 7

c) A dialog box appears. (see Figure 8)

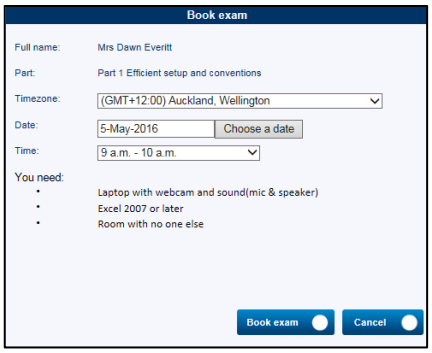

Figure 8

d) Ensure you have the correct TimeZone. Choose a Date and Time and, click the *Book exam* button.

You will receive an email to confirm the booking. Your personal qualification page also displays the date and time booked. (see Figure 9)

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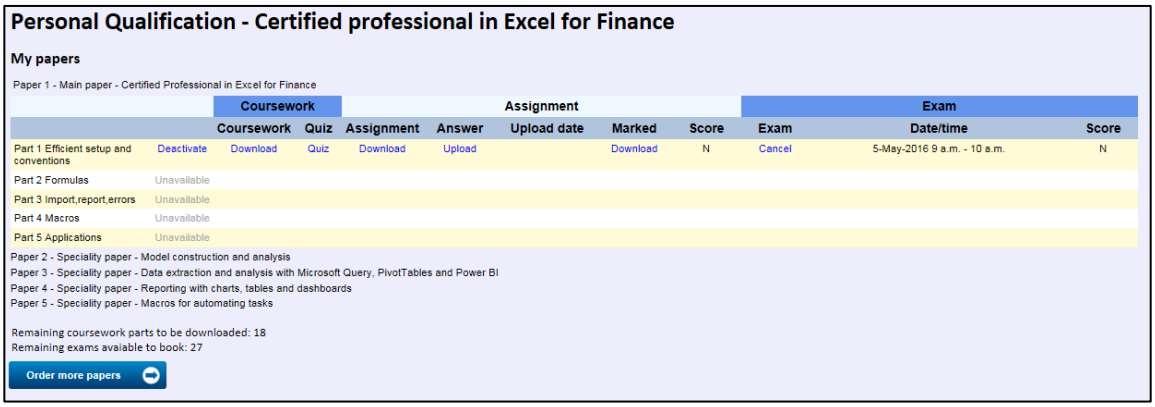

Personal Qualification - Certified professional in Excel for Finance

My papers

Paper 1 - Main paper - Certified Professional in Excel for Finance

		Coursework		Assignment					Exam		
		Coursework	Quiz	Assignment	Answer	Upload date	Marked	Score	Exam	Date/time	Score
Part 1 Efficient setup and conventions	Deactivate	Download	Quiz	Download	Upload		Download	N	Cancel	5-May-2016 9 a.m. - 10 a.m.	N
Part 2 Formulas	Unavailable										
Part 3 Import,report,errors	Unavailable										
Part 4 Macros	Unavailable										
Part 5 Applications	Unavailable										

Paper 2 - Speciality paper - Model construction and analysis
Paper 3 - Speciality paper - Data extraction and analysis with Microsoft Query, PivotTables and Power BI
Paper 4 - Speciality paper - Reporting with charts, tables and dashboards
Paper 5 - Speciality paper - Macros for automating tasks

Remaining coursework parts to be downloaded: 18
Remaining exams avaiable to book: 27

Order more papers

Figure 9

You will receive your exam results within one week. You will be emailed notification. You can cancel an exam up to 1 working day before the exam.

If you fail an exam, to book another, you need to use another exam order unit. You must set the date at least 1 month after the exam taken. If you fail a second time, you cannot resit until 3 months after the previous exam for the part. If you fail a third or (god forbid) subsequent time, you cannot resit until 6 months after the previous exam for the part.

You will be emailed a PDF certificate for each part passed and a certificate of passing the qualification when you have passed all five parts. If you enhance your qualification with other papers, a certificate detailing all the papers passed will be emailed to you.

You can also provide temporary access to an online display that lists your passes by part and paper. This feature will be released shortly.

5. Exam procedure

a) Within one working day of booking your exam, we will email exam instructions.

b) 1 Day before your exam: you will be emailed files needed for the exam.
You need the following:

-A room that you are alone in for the duration of the exam.
-Photo ID. This can be: Driver's license, Passport, Student ID. If you do not have a currently valid version of
any of these photo IDs, contact the AbleOwl office to discuss what alternatives you can provide.
-A laptop with webcam and sound.
-A current version of Excel for Windows, that is, Excel 2007, 2010, 2013 or 2016.
-Internet and email access.

Permitted items are:

-The computer used for the practical part of the exam, drink and a watch that has no capability to

connect to the internet.

Non-Permitted items are include but are not limited to:

-Mobile phones, cameras, calculators, electronic devices except those permitted, paper, booklets and books. You are permitted to have a drink bottle during the exam. No food and beverage. Visits to the toilet are not allowed at any time during the exam.

c) Exam day:

Exams are scheduled on the hour at various times. This allows for time to log in, 40 minutes to complete the exam, and email your answers.

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