

Guideline for ACI Dealing, ACI Operations Certificate and ACI Diploma

Who is responsible for the official ACI exam?

The official ACI exam is held by ACI, or by the company Prometric on behalf of ACI. **You can find all relevant information on ACI International's homepage www.aciforex.com /**

Education / Suite of examinations

One does not have to be an ACI member in order to be able to take ACI exams.

Prometric provides test centers worldwide where you can sit the ACI exam via computer.

Additional costs for ACI exams (subject to change, as per Jan. 2010):

ACI Dealing Certificate:	EUR 250.00 (or equivalent in USD) plus VAT
ACI Operations Certificate:	EUR 250.00 (or equivalent in USD) plus VAT
ACI Diploma:	EUR 350.00 (or equivalent in USD) plus VAT

Where can I sit the ACI exam?

On www.register.prometric.com / "Locate a Test Site" you can locate a Prometric the closest test center:

- ▶ Select country and "ACI – Financial Markets Association"
- ▶ Exam: select exam and language
 - ➔ (Please note that the ACI Diploma is not listed here as it requires a successful DC exam as a prerequisite to admission. However, it is safe to assume that all test centers offering the ACI Dealing Certificate exam also offer the ACI Diploma exam.)
- ▶ A list of all Prometric test centers in the selected country is displayed.

How do I register for the official ACI exam?

For registration for the official ACI exam we recommend the following telephone numbers as published by ACI International:

Country	Toll-free	Direct	Language of call available in
Austria	0800 298 582	+31 320 23 9893	German
Belgium	0800 1 7414	+31 320 23 9892	German, French, English, Dutch
Denmark	802 40 830	+31 320 23 9895	English
Eastern Europe	NONE	+31 320 23 9895	English
Finland	800 93343	+31 320 23 9895	English
France	0800 807790	+31 320 23 9899	French
Germany	0800 1839 708	+31 320 23 9891	German
Ireland	1800 626 104	+31 320 23 9897	English
Israel	180 9242007	+31 320 23 9895	English
Italy	800 878441	+31 320 23 9896	Italian
Netherlands	0800 0227584	+31 320 23 9890	Dutch
Norway	800 30164	+31 320 23 9895	English
Poland	00800 4411321	+31 320 23 9895	English
Portugal	0800 203589	+31 320 23 9985	English
Russia	(+7 495) 580 9456	+31 320 23 9895	English
Spain	900 151210	+31 320 23 9898	Spanish
Sweden	0200 117023	+31 320 23 9895	English
Switzerland	0800 556 966	+31 320 23 9894	German, French, English, Italian, Spanish
Turkey	800 44914073	+31 320 23 9895	English
United Kingdom	0800 592 873	+31 320 23 9895	English
All others		+31 320 23 9800	

Via these telephone numbers you can locate a test center, arrange for an exam appointment and discuss the payment arrangements (usually either voucher or credit card).

Please keep ready the Prometric Code for the particular ACI exam:

ACI Dealing Certificate	310-008
ACI Operations Certificate	310-010
ACI Diploma	310-009

(Note: for registration to the ACI Diploma your personal Prometric-ID of the ACI Dealing Certificate exam is also required. You find this ID on the test statistics copy you have been handed by the test center after the DC exam → so please make sure not to lose it!)

Which items are allowed to bring in to the ACI exam?

You are allowed to bring in some items to the ACI exam. **Please discuss this with the test center prior to your exam in order to avoid problems on the exam day!**

The following documents and objects are allowed at the official ACI exam in a Prometric test center:

- ▶ A handheld calculator, e.g. HP calculator. Generally all handheld calculators that can store formulae but cannot scan complete text passages are allowed. In the exam, an online-calculator will be available, too.
- ▶ The ACI Formula Sheet which you can find at: [www.aciforex.com / education/ Suite of examinations / formulea sheet](http://www.aciforex.com/education/Suite%20of%20examinations/formulea%20sheet)
- ▶ During the exam, an on-screen version will be available.
- ▶ A dictionary, if necessary

Not allowed are blank sheets of paper, all other documents, pens, drinks, food, personal objects such as mobile phones, etc. The test center will provide each candidate with a wipeable white board and a suitable pen.

What can I do if I encounter difficulties during the ACI exam or if I fail the exam?

Should you have problems with the questions during the ACI exam you can state comments to the particular exam questions. The ACI has promised that these comments will be discussed by the ACI Appeals Board within 14 days and that you will be informed as soon as possible. You have to send your appeal via [www.aciforex.com / education / suite of examination / appeal](http://www.aciforex.com/education/suite%20of%20examination/appeal)

After completing the exam at the test center you will be immediately informed about whether you have passed or not. The test center provides you with a statistic as confirmation of your result → make sure not to lose it!

Should you fail the exam you can register and re-sit the examination as soon as you feel competent to do so but you will have to pay the exam fee again.

Tips for the ACI exam

- ▶ Attention: contrary to general market convention, the ACI exam money market interest rates are quoted in the „English“ way, i.e. offer-bid!
- ▶ Attention: contrary to general market convention in the ACI exam repos are quoted bid-offer!
- ▶ In repo calculations the initial cash amount is already given, i.e. you do not have to compute the dirty price first.
- ▶ The ACI Model Code constitutes a substantial part of the questions asked in the ACI Dealing Certificate and Operations (Settlements) exam. For an optimal preparation we recommend to read the original ACI Model Code which you can find at [www.aciforex.com/ Market practices \(CFP\) / The ACI Model Code](http://www.aciforex.com/Market%20practices%20(CFP)%20The%20ACI%20Model%20Code)

- ▶ **Especially for the ACI Dealing Certificate exam:** please make sure that you train all questions in the ACI Dealing Certificate Cyber*School / chapter „Advanced Money Market Calculations“, particularly the repo calculations.

Should you have any additional questions please feel free to contact us anytime.

All the best for your ACI exam!

Your Finance Trainer Team