

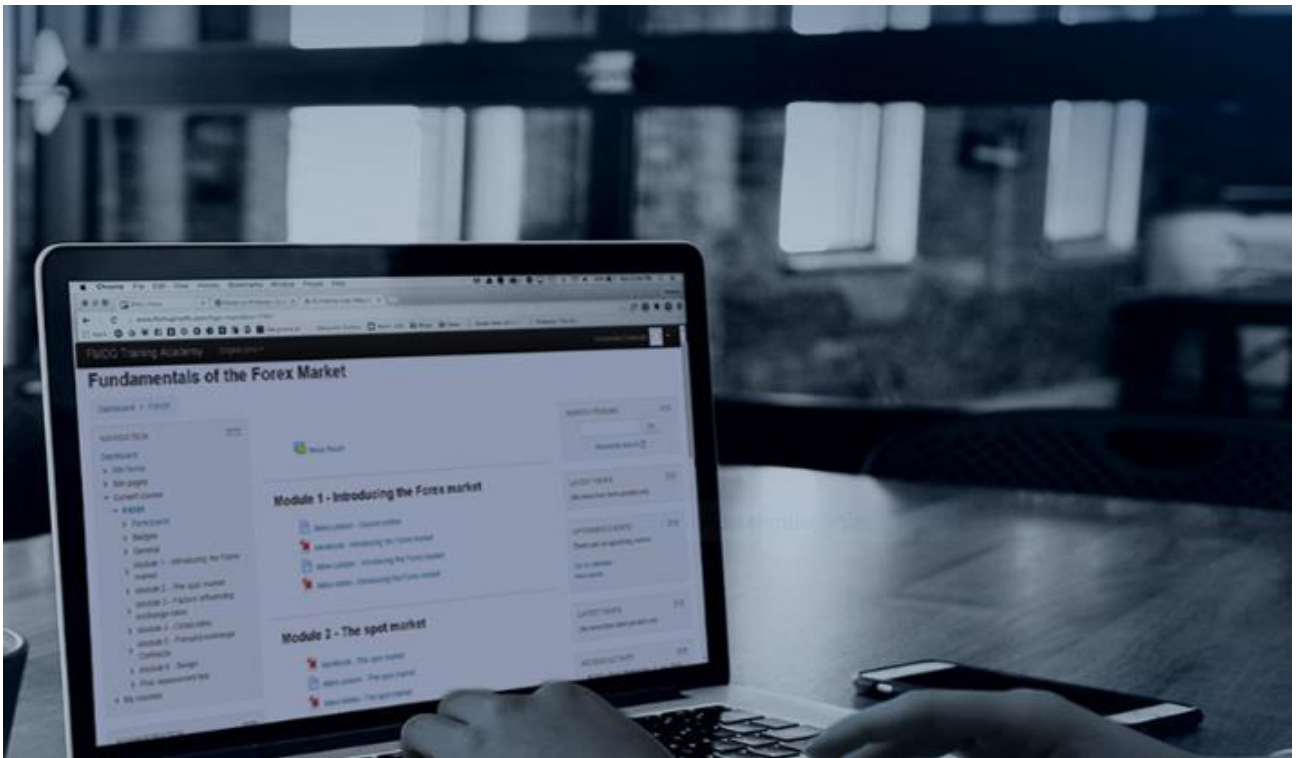
# FMDQ ACADEMY E-LEARNING PLATFORM USER GUIDE



***“Education is the great engine to personal development. It’s through education that a daughter of a peasant can become a doctor, that the son of a mineworker can become the head of a mine and the child of farm workers can become the president of a great nation.”***

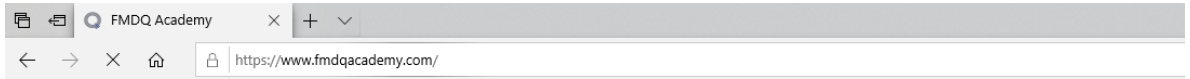
*- Nelson Mandela.*

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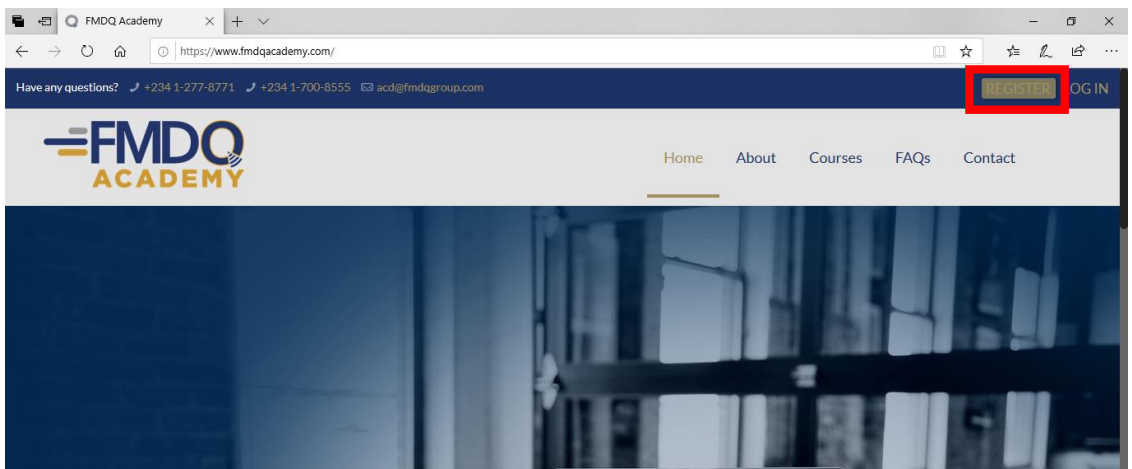
## Accessing the learning platform

In order to access the FMDQ academy, simply click on the link below or type it out in your browser: [www.fmdqacademy.com](https://www.fmdqacademy.com)

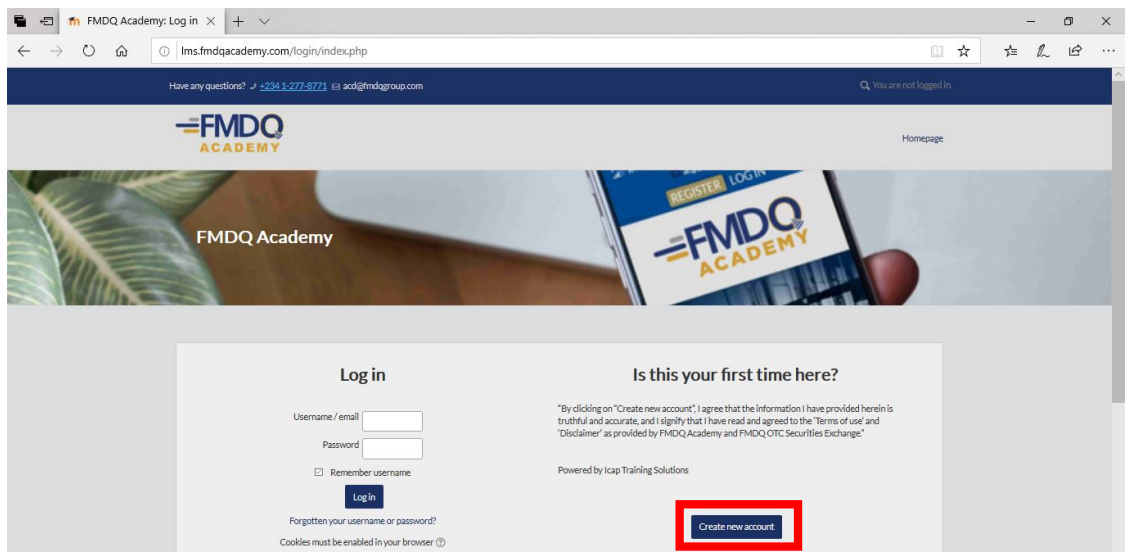


## 1 Creating an Account

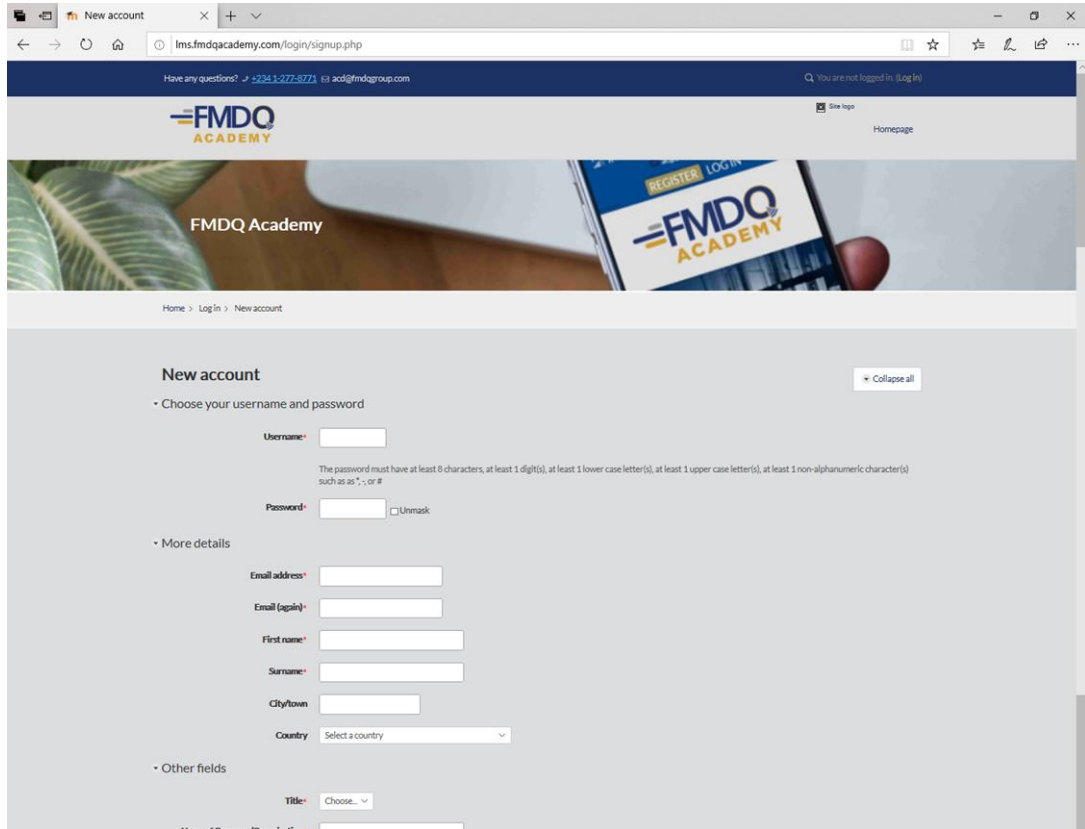
- Click the labelled menu **Register** on top right corner of the page



- Click on **Create new account**



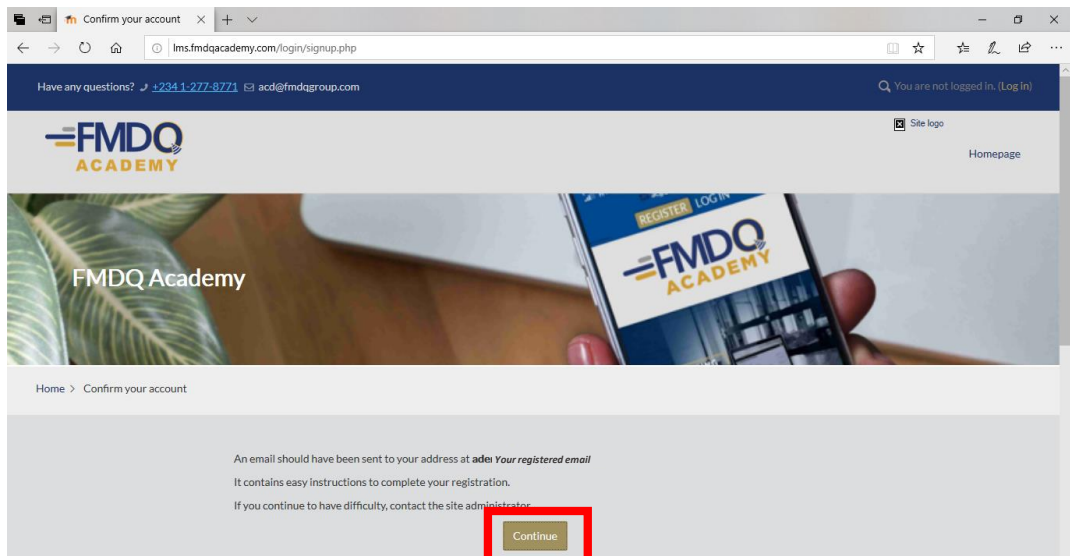
- Complete all required fields then click **Create my account** at bottom of page.



The screenshot shows the 'New account' registration page. The form is titled 'New account' and includes a 'Collapse all' button. It is divided into several sections:

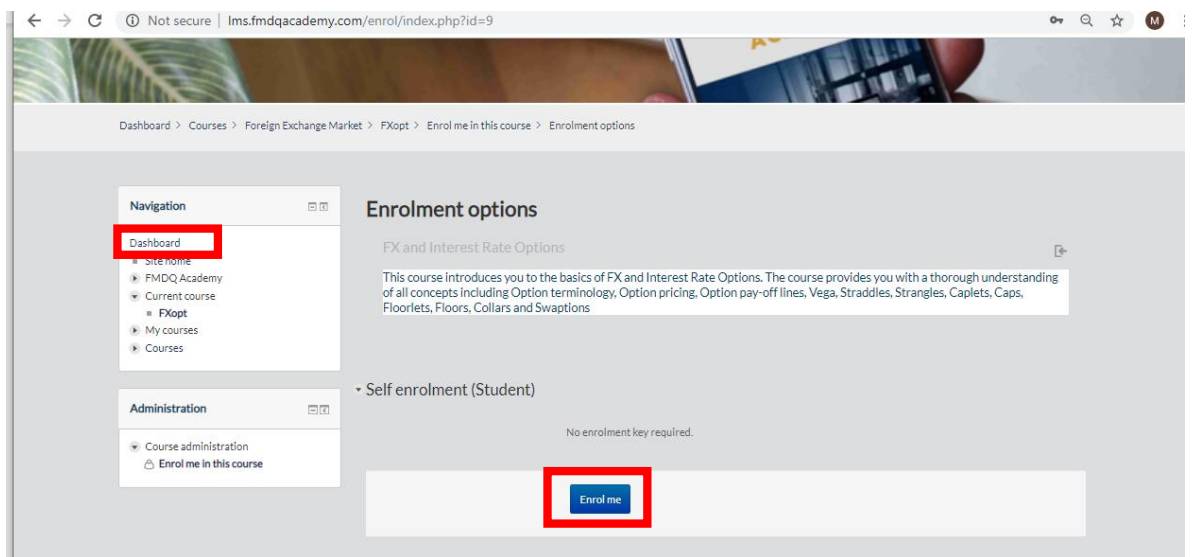
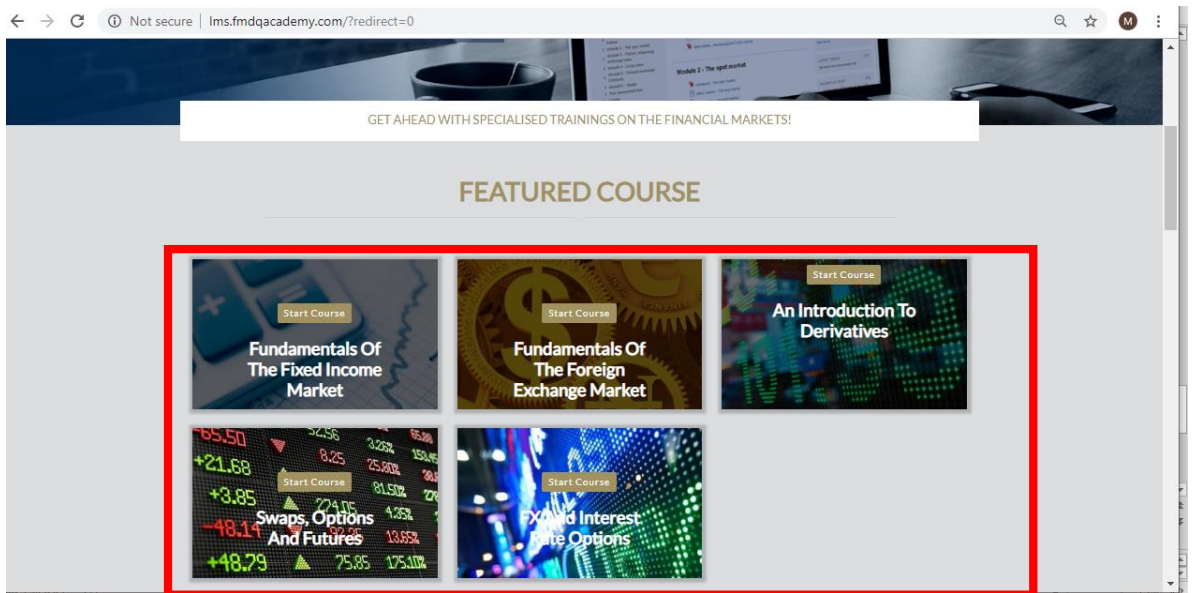
- Choose your username and password:** Includes a 'Username' field and a 'Password' field. A note states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as !, -, or #'. There is an 'Unmask' checkbox next to the password field.
- More details:** Includes fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and a 'Country' dropdown menu.
- Other fields:** Includes a 'Title' dropdown menu.

- Email verification:** An email verification will be sent to the email address used to create the account. Please verify this email address by clicking on the link embedded in the email. Once verified, click **continue** to proceed to the platform.



## 2 Enrolling in courses

Within the homepage of the Learning platform you can enroll in any of the courses by clicking on each of the courses

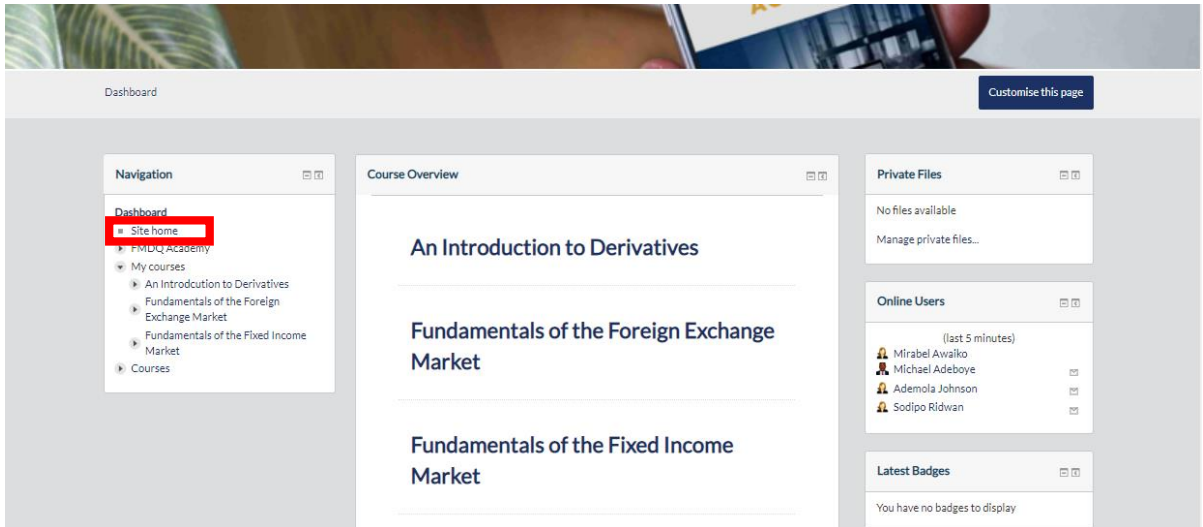


Once you have clicked on **Enrol me** you will be redirected to the actual course and its content.

You can always toggle between courses by using the navigation and clicking on **Dashboard** this will be your personal dashboard and will show you which courses you have enrolled in.



In order to enroll in other courses, simply click on **Site Home** under Navigation and then select which course you would like to enroll in.

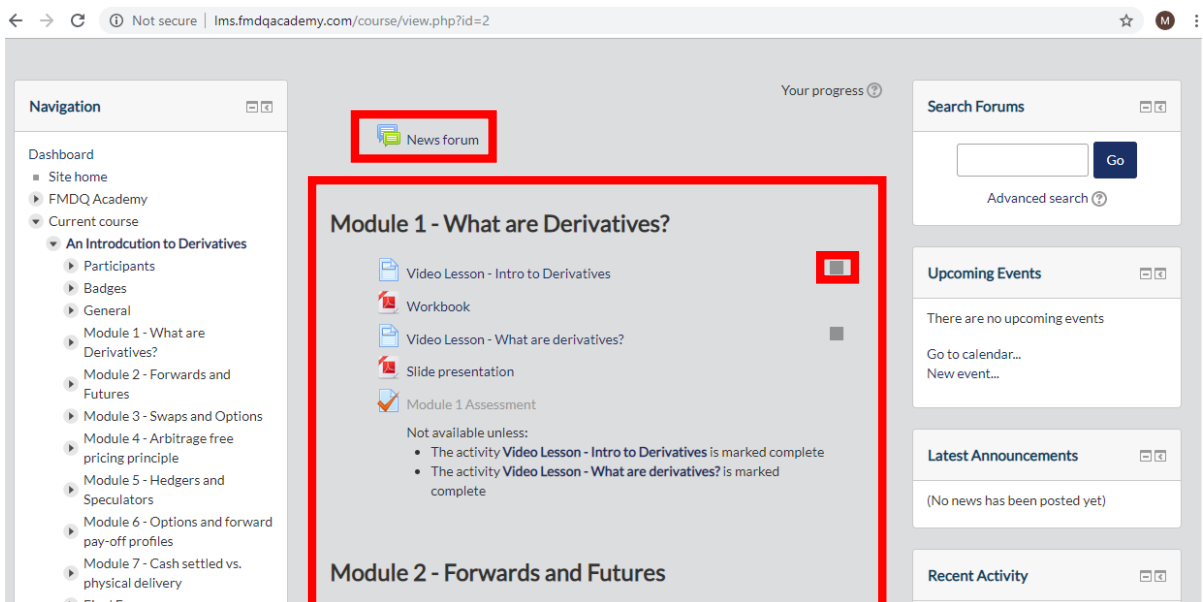


## 2.1 Course Structure

The course structure is similar to the image below. You are required to click on each of the links to the activities embedded in the course.

Ask questions and collaborate with other learners by clicking on the News Forum link on the course page.

Compulsory activities are marked with a check box which shows a blue tick upon completion.



## 3 Course Assessment and Certificate

Test your knowledge by taking the Final exam.

The screenshot displays a quiz interface with three questions. On the left, a 'Quiz Navigation' panel shows a grid of question numbers 1 through 10, with 'Finish attempt...' below it. The main area contains three question cards:

- Question 1:** 'You are quoted the following rates; at which rate can you buy EUR against the JPY?' It lists 'USD / JPY 118.50 / 55' and 'EUR / USD 1.1350 / 55' under 'BID / OFFER' and has an 'Answer:' input field.
- Question 2:** 'If USD/CHF is quoted as 1.24325/32, the price represents:'. It asks to 'Select one:' and provides four radio button options: 'a. The number of Swiss Francs per Dollar', 'b. None of the above', 'c. The number of dollars per Swiss Franc', and 'd. The difference in price between the Dollar and the Swiss Franc'.
- Question 3:** 'Given the following mid-market information, calculate the outright AUD/USD 3 month forward price:'. It lists 'AUD / USD' with 'SPOT 0.9050', 'AUD 3M 1% 5.5% (91 days; day base 365)', and 'USD 3M 1% 2.0% (91 days; day base 360)'. It also has an 'Answer:' input field.

The question database ensures that the delegate does not get the same questions when attempting the quizzes and final exam multiple times. A question database of around 1500 questions is used on a rotational basis.

The pass mark for the assessment is 85%

### 3.1 Certificate of Completion

Download your e-certificate by clicking on the **Certificate of Completion** link on the course page. The link becomes active upon completion of all course activities.

The screenshot shows a course page with a 'Final Exam' section. At the top, a message reads: 'Not available unless: The activity Video Lesson - Cash settles vs. physical delivery is marked complete'. Below this, the 'Final Exam' section contains two links: 'Final exam' and 'Certificate of Completion'. The 'Certificate of Completion' link is highlighted with a red rectangular box.





For any other enquiries, kindly contact us directly on  
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