



QUESTIONS & ANSWERS

ABFA CERTIFICATE COURSE STUDENT QUESTIONS AND ANSWERS SHEET

The course is the second level of the ABFA's Distance Learning Programme.

1. How many modules are there?

There are 3 modules to the ABFA Certificate Course.

2. How do the assignments work?

We will send 3 assignments to you according to the schedule shown below. Each assignment is based on one of the 3 modules and you are required to learn the material from each module prior to receipt of the relevant assignment.

You have one month to complete each assignment, which is in question and answer format.

When you have submitted and passed all 3 assignments, a mock examination paper and answers will be sent to you to aid your revision for the final examination. *(This will not be marked by the ABFA.)*

3. When do I have to submit my assignments to the ABFA?

Please see schedule below.

Always keep a copy of your assignment before you send it in to the ABFA for marking.

4. How long do I have to wait before my assignments will be marked and sent back to me?

Please see schedule below.

Assignment No.	August - November Registration			February - May Registration		
	Sent to student date	Returned by student no later than	Marked and returned by ABFA by	Sent to student date	Returned by student no later than	Marked and returned by ABFA by
One	1 Feb	28 Feb	4 Apr	1 Aug	31 Aug	4 Oct
Two	1 May	31 May	4 July	1 Nov	30 Nov	4 Jan
Three	1 Aug	31 Aug	4 Oct	1 Feb	28 Feb	4 Apr

5. What happens if I miss a deadline for getting an assignment to the ABFA?

Accepting late assignments for marking is wholly at the discretion of the ABFA, but late assignments will receive a "fail" if an extension has not been requested and agreed with the ABFA. Being "busy at work" will not constitute a suitable reason for an extension as that applies to most people and students have been given a month to complete the work, which should be sufficient. You may at any time defer the course to the next sitting and pay a deferral fee. When an extension is given it will usually be with a maximum grade of a "pass". This will affect your overall grade for the Certificate qualification.

6. What form does the feedback on my assignments take?

You will receive your assignment back with comments, and the assignment will be graded a 'fail', 'pass', 'credit' or 'distinction'.

7. How do the assignments affect my overall grade?

The assignments contribute 40% towards the overall mark and grade of your Certificate qualification. Each assignment will be awarded a percentage mark as follows:

- A "pass" will be awarded 57.5%
- A "credit" will be awarded 72.5%
- A "distinction" will be awarded 90%

cont'd overleaf

ABFA CERTIFICATE COURSE

STUDENT QUESTIONS AND ANSWERS SHEET *(cont)*

Once all three assignments are completed the marks will be averaged and multiplied by 40% to establish the coursework contribution to your overall mark.

Whatever mark you achieve in the examination will then be multiplied by 60% to establish your examination contribution to the overall mark. The combined score will then compute to an overall grade on the same basis as is shown in question 11.

8. When will I sit the examination?

The Certificate is a one-year course, so as long as you have passed all 3 assignments, you will sit the examination one year from when you register, this being in either November or May.

Please note: you cannot sit the examination unless you have passed all 3 assignments

Details of the examination date will be sent to you in the form of a letter a few months in advance and will also be posted on the ABFA website when the date is announced. Assuming that you have passed all 3 assignments, details about the nearest examination centre with a map, timings and all the information for taking the examination will be sent to you in the last assignment feedback communication you receive.

9. Can I choose to take the course in 6 months instead of the full year?

No, the course is designed to take the full year and we will not issue assignments in advance of the dates in the schedule.

10. What happens if I fail an assignment?

If you fail an assignment you can re-submit another attempt up to two weeks following the receipt of your grade. On this attempt, the highest grade you may be awarded for your assignment is a 'pass'.

If your subsequent attempt at the assignment fails, you will be asked to either:

1. cease your studies or
2. pay a deferral fee and re-register on the next in-take of students to start the course again

11. What is the examination pass mark?

The examination pass mark is 50%. For a 'pass' you will need to achieve between 50% and 64%, for a 'credit' between 65% and 79% and for a 'distinction' 80% and above.

12. How long will it take for my examination to be marked and my results to be sent to me?

Examination papers are graded within 3 months and your results will be sent directly to you in the post.

13. Is there a re-marking facility or appeal process if I feel that my result does not reflect what I am expecting?

All examination papers that have borderline results are double marked before the grade is confirmed.

14. When I pass, how long will it take for me to be sent my Certificate?

We aim to issue Certificates for successful candidates 2-3 weeks after the results are made available. They will be sent directly to your company.

15. What do I do if I wish to defer taking my examination?

If you decide to defer taking the ABFA Certificate examination after you have registered for the course the ABFA will require a letter from your Training Manager or Line Manager confirming this. The deferral fee is £100 and your company will be invoiced.

16. How many times can I defer?

You can only defer taking the examination twice. When you defer you can choose to take the examination in either of the next two sittings.

17. What happens if I fail the examination? Can I re-take it?

If you fail the Certificate examination you can re-take the examination at the next sitting at no extra cost.

18. Do I get my examination paper back?

The ABFA do not return examination papers under any condition. If you fail the examination and would like feedback on your paper, you can call the ABFA and ask for the Head of Education to make an appointment for verbal feedback.

19. What can I do once I have successfully completed the Certificate Course?

The Certificate Course is a recognised qualification within the Asset Based Finance industry in its own right, but it also counts towards Diploma qualifications. For example any successful Certificate Course student who completes just one module of the Diploma qualification would gain a Diploma, the lower of three tiers of Diploma qualification.

Good luck!