

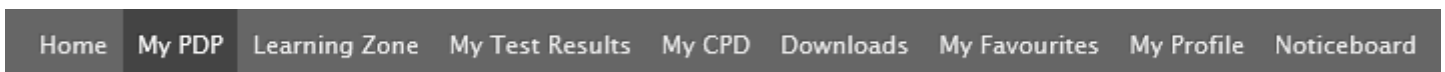


How To Complete Your MiFID II (MANDATORY) PDP

This **How To Guide** will take you through how to complete your MiFID II MANDATORY Personal Development Programme (PDP).

This PDP provides study material and a timed test of 10 questions which must be completed by 28th February 2018.

1. To access the PDP from your Personal Homepage click on 'My PDP' in the black menu bar at the top.



You now have access to the MiFID II PDP available to you within the red box.



2. Select the PDP by clicking on the box.

The PDP will then appear in another red box which shows the number of stages.

MiFID II (MANDATORY) [1 Stages]



3. Click into the box and the study content is split into two areas:
 - **Reading Assignments** (the green area) – the study material is located here
 - **Test Assignments** (the pink area) – the timed test is shown here

Programme:	MiFID II (MANDATORY) [Outstanding]				Passed 0 Module tests out of 1; Completed 0 Reading assignments out of 1				
Stage 1:	MiFID II (MANDATORY) [Outstanding]								
Module (1)	Reading Assignments				Test assignments				
MiFID II (MANDATORY)	Title	CPD activity	Type	Status	Confirm Completed	Test	Pass rate	%	Result
	MiFID II (MANDATORY)	Reading	Sub-section	Outstanding	60 Complete	MiFID II (MANDATORY)	70%	-	-

The **Reading Assignment** may be opened in either PowerPoint or slideshow to obtain the best interactive functionality. Alternatively, it can be opened in PDF format if you don't have access to either of the above. The reading is showing as 60 minutes CPD.

- To access the **Reading Assignment** click on the link in the green area. Here, you have the ability to:
 - Read syllabus material
 - Create a **Print Friendly** of the material and print it out if you prefer
 - Bookmark this section to your **Personal Zone** to read later

Terms:

Print friendly version of all terms in this sub-section

▶ MiFID II (MANDATORY)

Add MiFID II (MANDATORY) to my Bookmarks

- Once you have completed all your study, close down the reading and then click on the back button on your browser. You will then be taken back to the screen where you can access the test assignment and complete the reading.
- If the reading has taken you less time or longer than 60 minutes you should change this to reflect the time you took to complete this reading. You can then click on the orange **'Complete'** button which will automatically add that learning to your CPD log.
- To take the test, click on the **MiFID II (Mandatory)** link.


Test assignments			
Test	Pass rate	%	Result
MiFID II (MANDATORY)	70%	-	-


You will then be taken to the following page:


Examination Name: **MiFID II (MANDATORY)**


You have **10 minutes** to answer **10 questions**.


Important information below. Please read.

 **Please ensure you have enough time to complete the Exam before you start.**
Once you start the exam, you will NOT be able to exit and return to the Exam later.

 **Press 'Start now' to start your Exam and set the clock running.**
You will see a 'Loading Exam' message while your test is being created. A new window will open and the clock will commence. Do not close the window at any point during the Exam, since you will NOT be able to return to the Exam later and your remaining questions will be marked as 'unanswered' (& wrong).

 **Not sure about a question?**
Simply select 'Flag question' to move to the next question. When you have answered all other questions, you will automatically return to questions you marked as 'flagged'.
NB. Any answers you select prior to Flagging a question are NOT stored.

 **Press F5 to refresh a 'white screen'**
If you experience a loss of connectivity during this Exam (possibly a white screen), DO NOT CLOSE THE Exam WINDOW. Instead, PRESS the F5 key to try and refresh your connection. You can also try ringing the Competent Adviser Helpline on 01306 711 956.

Remember: Press  to see whether the connection has been restored.

- Click on the orange **'Start Now'** icon at the bottom right hand side of this page and the timed test will open.

9. Upon completion of the test click on the '[Click here to view results](#)' button.

You have completed the PDP test.

[Click here to view results](#)

Please note:

If you have failed to achieve the required Pass rate, replacement Test(s) will appear automatically within your PDP Programme (until passed)

Remember: You can practice for these tests by using the Learning Zone 'Self-test Quiz' facilities

10. You have the option to post your test results automatically to record in your CPD log by clicking on '[Click here to post results to My CPD](#)' button.

[Click here to post results to My CPD](#)

11. If you fail the test you can click on the word '[Fail](#)' to analyse your results and review any questions.

Test assignments			
Test	Pass rate	%	Result
MiFID II (MANDATORY)	70%	60%	Fail
MiFID II (MANDATORY)	70%	-	-

12. Once you have successfully completed the reading and passed the test the PDP box will turn from red to green as confirmation of full completion.



If you are experiencing any difficulty in terms of how to complete your PDP then please e-mail:
cpd@intrinsicfs.com