



eurex clearing *circular 143/14*

Date: 13 October 2014
Recipients: All Clearing Members of Eurex Clearing AG and Vendors
Authorized by: Heike Eckert

Qualified Clearing Staff: In-house online clearer tests available

Related Eurex Clearing Circulares: 038/13, 148/13, 087/14

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Content may be most important for:

Ü Middle + Backoffice

Attachments:

Form1: Nomination of the exam supervisor for in-house online clearer tests
Form 2: Confirmation of the orderly execution for the in-house online clearer test

Summary:

As of **8 October 2014**, all clearer tests necessary to qualify as a Qualified Clearing Staff (QCS) member are available via an online exam tool. Clearing Members will be able to arrange for the tests to be taken on their own premises. Please note that exams can only take place after nomination of an exam supervisor of the Clearing Member and prior agreement with the Capital Markets Academy team.

Qualified Clearing Staff: In-house online clearer tests available

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Requirements

Clearing Members wishing to conduct clearer tests on their own premises are required to nominate at least one person acting as exam supervisor (see form 1 "Nomination of the exam supervisor for in-house online clearer tests"). The named person should be employed in the compliance department of the company. Up to four deputies of the exam supervisor can be appointed by each company.

The exam supervisor must ensure the following:

- 1) **Registration:** The exam supervisor is required to register all examinees with the Capital Markets Academy team at least one week prior to the desired exam date. The registration must be submitted via e-mail and contain the following information:
 - First and last name as well as e-mail address of all examinees
 - Exact name of the clearer tests to be conducted (e.g. Clearer Test Basic Module)
 - Invoice recipient and address
 - Address of the exam location.

The desired exam dates must be scheduled within the service hours of Capital Markets Academy, i.e. 09:00 - 18:00 CET.

- 2) **Execution:** After the registration has been confirmed by Capital Markets Academy, the exam supervisor will receive the online exam login details for each participant as well as the official participants list. This list has to be signed by the participants and to be returned to the Capital Markets Academy by the exam supervisor.

In the exams the following execution rules must be observed:

- The exam supervisor must ensure that the exam is conducted in a separate room and that each examinee has access to a designated PC.
- The PCs require a stable internet connection.
- The online exam will be unlocked only at the pre-arranged date and must be executed during this time. Participants will not have access to the exam outside of the pre-arranged date.
- Online exam login details may only be used for the respective registered examinee.
- The exam supervisor is responsible to ensure that examinees sit the exam without utilizing any further resources such as handbooks, the internet or the help of third persons.
- Exam supervisors are required to confirm that only registered examinees attend the Clearer Test to become a Qualified Clearing Staff (QCS) or Qualified Back Office (QBO) member and that the exam was conducted according to the specified rules (see form 2 "Confirmation of the orderly execution for the in-house online clearer test").

Should you have any questions or require further information, please contact the Capital Markets Academy team at tel. +49-69-211-1 37 67, or e-mail academy@deutsche-boerse.com.

e u r e x c l e a r i n g *circular 143/14*

The preparation material for the clearer tests can be found under the following link:

www.deutsche-boerse.com/qcs_qbo

Free slots for the preparation courses are still available under the following link:

www.deutsche-boerse.com/ccs

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