



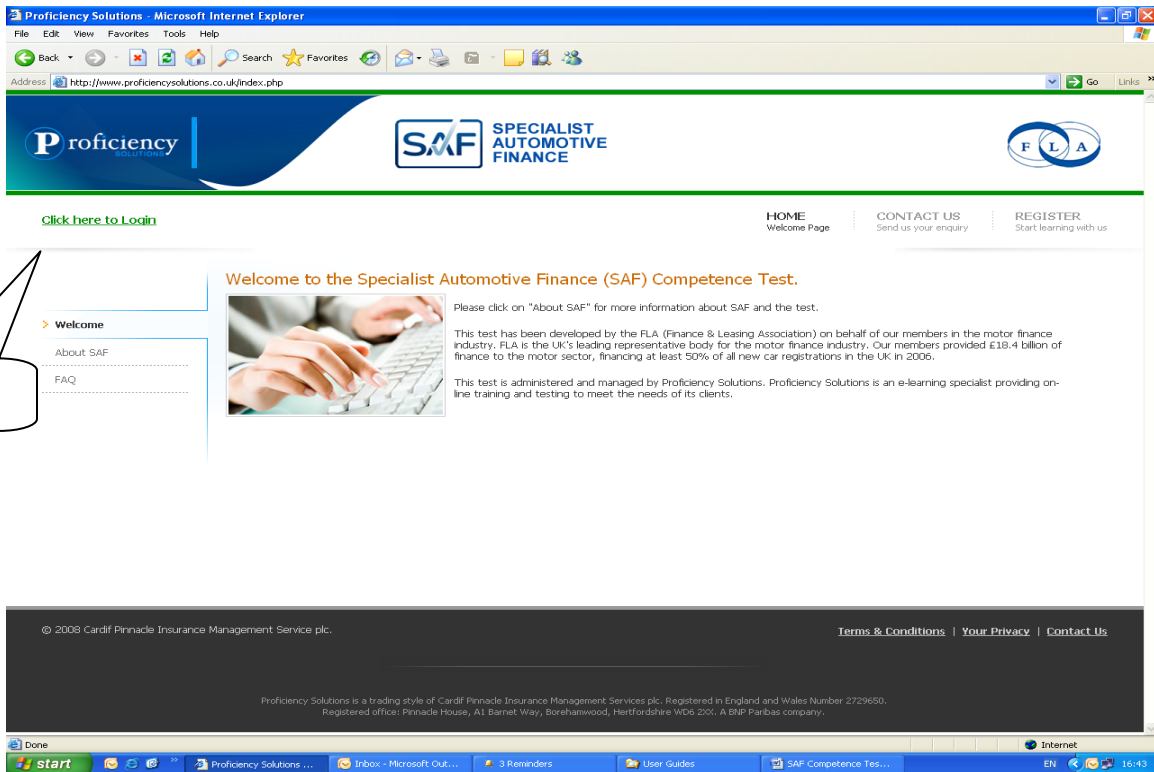
SAF Competence Test  
**User Guide**

This guide aims to help users navigate the SAF test site.

**Preperation:**

Before taking the SAF Competence Test you should make yourself familiar with the SAF reference material which will give you a clear understanding of topics covered within the test. To access the reference material go to: [www.specialistautomotivefinance.co.uk](http://www.specialistautomotivefinance.co.uk) and click on the “knowledge” tab at the top of the screen.

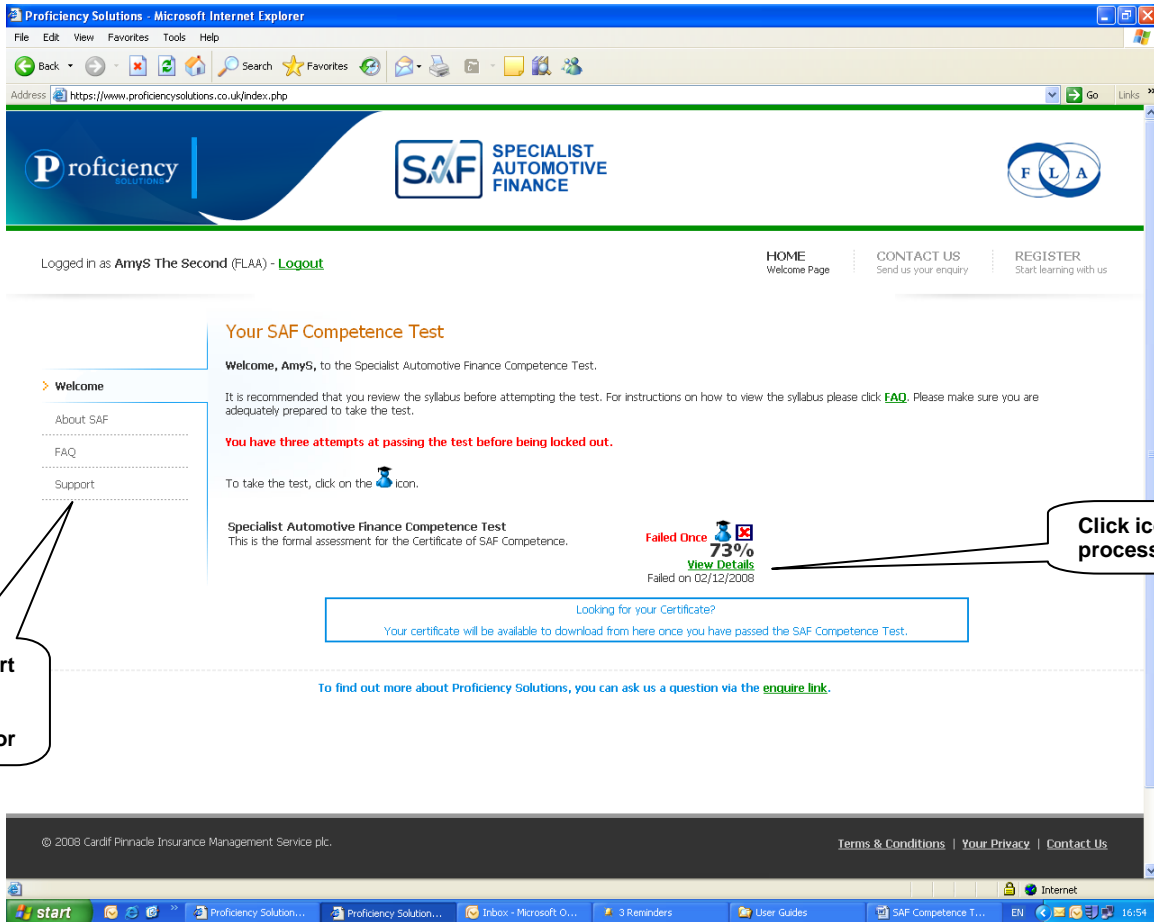
To log on to SAF go to: [www.SpecialistAutomotiveFinance.org.uk/test](http://www.SpecialistAutomotiveFinance.org.uk/test) where you will be directed to the welcome screen.



**Figure 1: SAF Welcome Screen**

You will find the log on screen in the top left hand corner. Underneath this you will find the menu options (Welcome, About SAF and FAQ). On the bottom of the screen you will find contact details for Proficiency Solutions, the system provider, should you require any assistance.

To begin the test click “Login”. You will then be directed to the Login screen. Here you input your User ID and Password - given to you by the SAF administrator within your Company.



**Figure 2: SAF Competence test screen**

You have 40 minutes to answer 40 challenging multiple-choice questions. You will have three attempts to pass the test, if you fail on your third and final attempt then you will be unable to retake the test and an email alert will be sent to the SAF Administrator within your Company.

If you have any questions before taking the test, are experiencing technical difficulties or have been locked out of the test, click "Support" on the side menu to show the contact details for your SAF Administrator.

Please ensure you are adequately prepared and are away from distractions before clicking the screen icon to start the test process. You will pass through a Data Protection and Instruction screen before entering the formal assessment. Please read the information on these screens carefully.

## What the assessment looks like

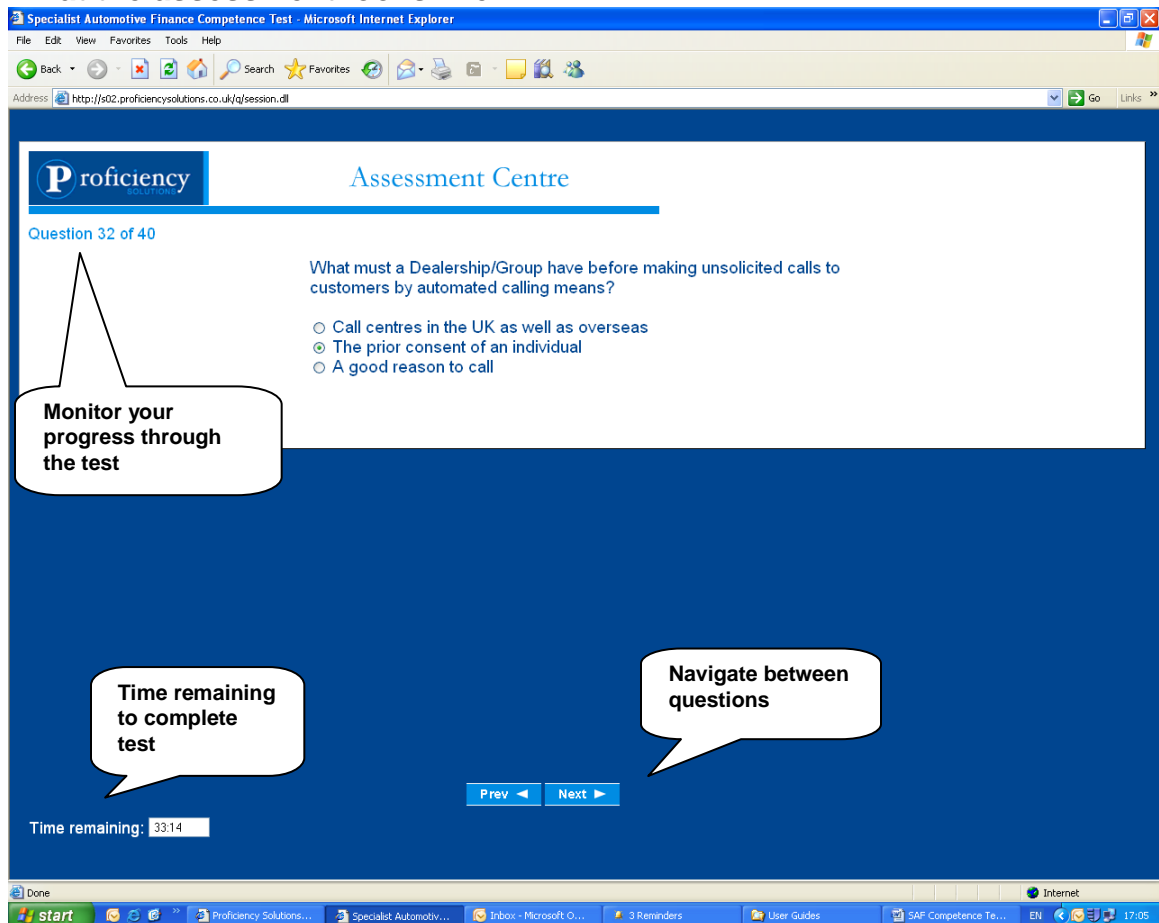


Figure 3: SAF Assessment Screen

When you reach the final question (question 40) you will be given the option to “Submit” your answers. If you do not answer all available questions within 40 minutes then the test automatically finishes and your answers submitted. You will immediately be informed whether you have passed or failed the test.

After completing the test you will be returned to the “Your SAF Competence Test” screen.

The screenshot shows a web browser window titled "Proficiency Solutions - Microsoft Internet Explorer". The address bar shows "https://www.proficiencysolutions.co.uk/index.php". The page header includes the "Proficiency SOLUTIONS" logo, the "SAF SPECIALIST AUTOMOTIVE FINANCE" logo, and the "FLA" logo. A navigation menu contains "HOME Welcome Page", "CONTACT US Send us your enquiry", and "REGISTER Start learning with us".

The main content area is titled "Your SAF Competence Test". It includes a welcome message: "Welcome, Helen, to the Specialist Automotive Finance Competence Test." Below this, it states: "It is recommended that you review the syllabus before attempting the test. For instructions on how to view the syllabus please click: [FAQ](#). Please make sure you are adequately prepared to take the test." A red warning message reads: "You have three attempts at passing the test before being locked out." Below this, it says: "To take the test, click on the

## Coaching Report

A breakdown of the results of your test is available by clicking “View Details”. The report will help identify any training needs you may have (see below).

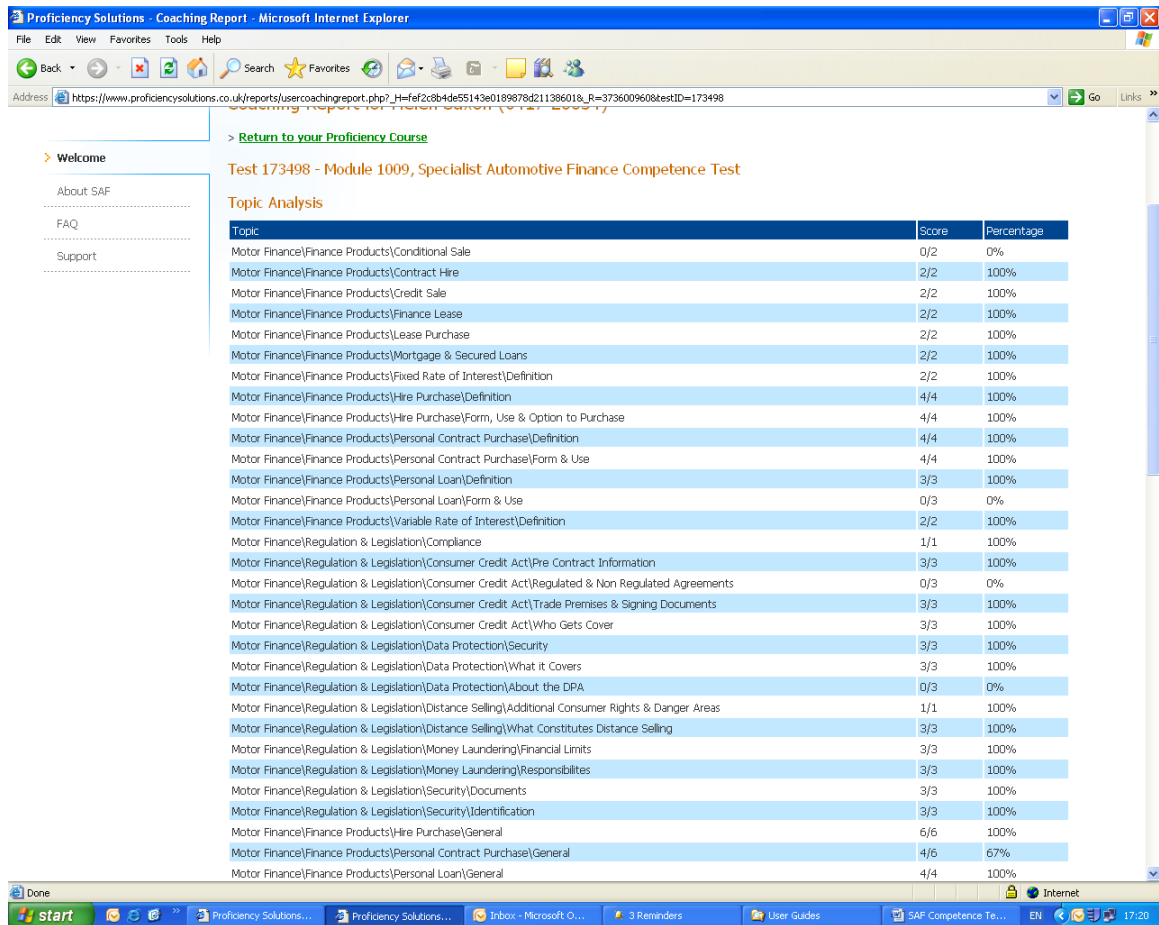


Figure 5: Coaching Report

To exit the system when you have finished click on the log out icon on the top left hand corner.

You will need to renew the test on an annual basis. You will be sent an email reminder before your current certificate expires. When you receive the email you should log in and retake the test in the same way as you have done today.