

## Instructions for SOA Competency Exam- Summer/Fall 2012

Students wishing to register for Intermediate I must successfully complete a competency exam with a pass rate of 70%. Each student will have a maximum of two attempts to pass the competency exam. The exam will consist of 50 multiple choice questions, based on concepts from Principles of Financial Accounting. Students are not eligible to take the competency exam until they have successfully completed ACG 2021.

Students needing to register for the competency exam will contact Denise Gelia, Assistant for the School of Accountancy, at [dgelia@usf.edu](mailto:dgelia@usf.edu) to schedule an appointment. 32 spaces are available for each appointment time. Each student MUST have a USF Net ID in order to register. All exams will be administered in BSN 1204. The exam dates and times for the students wishing to register for Intermediate I in the Summer/Fall 2012 semester are listed below. **If you wish to register for Intermediate I for the Summer/Fall, 2012 semester, the final date to take the competency exam is Monday, April 30th .**

Once a student registers for the exam, an email will be sent to the student confirming the date and time they are scheduled and instructions on testing procedures. The student will also be added to an organization in blackboard entitled "Competency Exam," which will list instructions, tips on how to prepare, and links to review materials.

To prepare for the competency exam, the School of Accountancy strongly recommends students review key concepts from Principles of Financial Accounting. Students can access some review materials at [www.mhhe.com/libby7e](http://www.mhhe.com/libby7e). There will be several live review sessions offered during the fall semester as well, and students do not need to register to attend one of these. While we strongly recommend all students attend a review sessions prior to taking the exam, attendance at a review session is optional. Review session dates and times are also listed below.

A passing score is good for one year after taking the exam. Therefore, students that pass the exam in Fall 2012 will be able to register for Intermediate I as late as Fall 2013 without having to re-take the competency exam. Students must satisfy all other requirements for admission to the College of Business prior to being permitted to take Intermediate I. Once you pass the exam, you must email undergraduate advising at <http://business.usf.edu/student/advising/Permit/permitinfo.html> to request a permit. Once your permit is issued, you should register for Intermediate I immediately to ensure there will be space available for you to take the class.

Should you not pass the exam within two attempts, and you still wish to be an Accounting major, you must retake ACG 2021 at USF, retest and pass the competency exam by the second attempt after completion of ACG 2021. If you do not pass the competency exam at this time, you may not proceed with the Accounting major. Please speak with your academic advisor regarding your options within the College of Business. **Please note: If you wish to take Intermediate I on a different USF campus, you will still be required to take and pass the competency exam here on the Tampa campus. Also, those intending to minor in Accounting must also take and pass the competency exam prior to enrolling in Intermediate I.** Please feel free to contact Denise Gelia at [dgelia@usf.edu](mailto:dgelia@usf.edu) with scheduling questions, or contact Professor Jennifer Cainas at [jmcainas@usf.edu](mailto:jmcainas@usf.edu) with any questions regarding exam content or exam administration.

**All Reviews and Exams will be administered in BSN 1204.** The following dates and times are available through the registration period:

<b>Date</b>	<b>Times</b>	
	<b>Reviews</b>	<b>Exams</b>
9-Feb	2:00PM	4:00PM
16-Feb	12:30PM	2:00PM
20-Feb	3:00PM	4:00PM
27-Feb	8:30AM	
28-Feb		8:30AM
5-March	3:00PM	4:00PM
8-March	12:30PM	2:00PM
21-March	8:00AM	1:00PM
22-March	8:00AM	11:00AM
23-March	4:00PM	
26-March		8:00AM
29-March	8:00AM	10:00AM
3-April	9:00AM	11:00AM
4-April	5:00PM	
5-April		9:00AM
9-April	1:30PM	
11-April		1:00PM
12-April	2:30PM	4:00PM
17-April	12:30PM	2:00PM
18-April	4:30PM	
19-April		4:00PM
20-April	4:00PM	
23-April	8:00AM	
24-April		8:00AM
26-April	3:00PM	4:00PM
30-April	8:30AM	10:00AM