

# FAQs

## Excel Applications for Valuation Professionals—Diagnostic Test 11/19/19

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[Take the free diagnostic test today](#) ▶

**Q. Why must I pass the diagnostic test before I can register for an MAI designation education course?**

A. To successfully complete courses in the MAI designation education curriculum, it is important that you have advanced Excel spreadsheet skills. Therefore, before enrolling in an MAI designation education course, you are required to pass a challenging diagnostic test in which you demonstrate mastery of creating and working with Excel spreadsheets. **If you have difficulty with the diagnostic test, you will struggle in the MAI courses.** The test is free and can be taken at any time on your personal computer. After you successfully pass the test, you may register for any of the MAI designation courses.

**Q. When should I take the Diagnostic Test?**

A. You may take the test at any time. However, keep in mind that you must receive your “pass” grade confirmation at least 4 days before the classroom session begins. We recommend that **you take the test at least 7 days before the classroom session of the course begins. This allows you at least a week to complete the online session of the course.**

**Q. What can I expect to see on the diagnostic test and how can I prepare?**

A. You should be familiar with Excel functions such as copy/paste, data and cell formatting and mathematical formula creation. In addition, You must be able to solve basic statistical equations (e.g., sum, average, median, stdev, COV, etc.), know how to solve day-to-day appraisal problems involving adjustments and rounding, and be able to solve financial appraisal problems (e.g., PV, PMT, FV, IRR, etc.). You should also be able to project income and expenses as part of a discounted cash flow analysis. Also, be familiar with the use of absolute “\$” and relative cell references in formulas.

During the exam, you may use online resources for help if you get stuck, but you may **NOT** copy and paste formulas from the internet directly into the spreadsheet; doing so will automatically result in your answer being marked incorrect

In addition to brushing up on your Excel skills, be sure to review basic appraisal principles, procedures, and income course materials. Become familiar with Excel’s Search and Help functions.

If you do not have a strong foundation in Excel, you will not be successful in the MAI courses.

**Q. How long will it take me to complete the test?**

A. The test will take approximately one hour, depending on your skill level.

**Q. How and where do I take the test?**

A. Click [here](#) to register for the test. Then, log in to your account on the Appraisal Institute website. On your profile page, click on Education and Events on the right side of the page and scroll down to find the AI Excel Diagnostic Exam.

**Q. How will I receive my result for the Diagnostic Test?**

A. A pass/fail score will appear on your screen immediately after you submit the diagnostic test.

**Q. If I do not pass the test, may I retake it?**

A. Yes, you may retake the test up to 10 times. Before reattempting the test, we highly recommend self-study through Excel tutorials available via Google, YouTube, [Lynda.com](#), etc. This diagnostic test was intentionally designed to be challenging and ensure you have mastered above-average Excel skills. If you did not pass, you require further study and mastery of Excel.

**Q. Does each MAI designation education course have its own diagnostic test?**

A. No. There is only one diagnostic test for all four courses. As soon as you have passed this test, you'll be allowed to register for the MAI designation courses.

**Q. If I want to challenge all of the MAI designation education courses, do I need to pass the Diagnostic Test?**

A. No. If you wish to challenge ALL FOUR of the MAI designation education courses, you do not have to take the test.