



EXAM GUIDE

# **DUCO CERTIFIED SYSTEM ADMINISTRATOR**

Congratulations on taking the next step to prepare for your Duco Certified System Administrator credential. This exam guide has the information you need to help you study and prepare for your exam. Let's get started!

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## PURPOSE OF THIS EXAM GUIDE

This exam guide is designed to help you evaluate if you are ready to successfully complete the Duco Certified System Administrator exam. The guide additionally provides information about the target audience for the exam, the recommended training and documentation, and a complete list of exam

objectives—all with the intent of helping you achieve a passing score. We highly recommend a combination of on-the-job experience, Duco Academy attendance, and self-study to maximize your chances of passing the exam.

## ABOUT THE DUCO CERTIFIED SYSTEM ADMINISTRATOR EXAM AND PROGRAM

The Duco Certified System Administrator credential is designed for individuals who have experience with Duco and will be responsible for administering the Duco platform for their

organisation. These responsibilities include user creation, audit and governance implementation. The exam covers the core suite of features available to a System Administrator.

## AUDIENCE DESCRIPTION: DUCO CERTIFIED SYSTEM ADMINISTRATOR

Duco Certified System Administrator candidates should have a good knowledge of the functionality available to a System Administrator. Candidates should be able to create users and groups, feel comfortable with the configurations that can be made in the Administration screen, and understand

auditing and governance in Duco. High-level understanding of API capabilities is also desirable.

Additionally, candidates should have 3 months or more experience as a Duco Administrator and should be able to successfully perform the tasks listed in the exam outline section of this guide.

## ABOUT THE EXAM

**Content:** Online exam, with a mix of multiple-choice and open answer questions

**Time allotted to complete the exam:** 60 minutes

**Passing score:** 70%

**Delivery:** Exam delivered via email using Survey Monkey  
[Click here for information on scheduling an exam](#)

**Restrictions:** No hard-copy or online materials may be referenced during the exam. User should not access Duco during the exam

**Prerequisite Certification:** None required; Duco Academy attendance highly recommended

## RECOMMENDED TRAINING AND REFERENCES

We recommend a combination of hands-on experience, training course completion, Duco Academy attendance, and self-study in the areas listed in the Exam Outline section of this guide.

The self-study materials recommended for this exam include:

- **Documentation: Duco Help Centre – Governance Best Practice Guide**
- **Duco Training Packs: Governance**

To enroll in expert-led courses, launch Duco, click on the Help icon in the upper right corner of the screen (requires login), and search for the desired courses under the Duco Academy section.

The expert-led courses recommended for this exam include:

- **Duco Governance**
- **Duco 101**

## EXAM OUTLINE

The Duco Certified System Administrator exam measures a candidate's knowledge and competence related to the functionalities listed.

A candidate should have prior hands-on experience as a Duco Administrator and demonstrated experience with each of the features/functions outlined on the right.

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**Global Settings**

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**Users**

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**Groups**

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**Submissions**

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**Labels**

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**Audit Log**

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**Dashboards**

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**Process Permissions**

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**Roles**

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**API**

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## MAINTAINING YOUR DUCO CERTIFIED SYSTEM ADMINISTRATOR CERTIFICATION

As a dynamic fast-evolving product, Duco's functionality is expanding on a regular basis. One of the benefits of an individual holding a Duco credential is the assurance that the user is up-to-date with regards to new product releases. As such, you will be required to complete a Duco certification maintenance module annually.

Don't let your hard-earned credential expire! If you do not complete a maintenance module by the due date, your credential will expire.

Bookmark these useful resources for maintaining your credentials:

- **Overall Maintenance Requirements**
- **Maintenance Exam Due Dates**
- **Verify Your Certification Status**
- **Certification Expiration Details**



## About Duco

Duco is a machine learning software and services company that specializes in providing data quality and reconciliation solutions. Its award-winning, cloud native Duco platform is changing the game as to how financial firms approach their most challenging data quality issues. Duco is the only modern, enterprise-grade alternative to costly and inefficient reconciliation legacy systems. Its self-service technology allows operations professionals to build and manage reconciliation processes from scratch – without

any sort of infrastructure project. The platform can be live for a customer within 24 hours with tangible business results in the first week and ROI within the first 30 days. Headquartered in London, with offices in New York, Luxembourg, Edinburgh, Wroclaw and Singapore, Duco's customers include global banks, brokers, asset managers, exchanges and middle and back office outsourcers.

**For more information visit [www.du.co](http://www.du.co)**

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