



INTERNAL REVENUE SERVICE

SPECIAL ENROLLMENT EXAMINATION (SEE)

Study Materials for Enrolled Agent Candidates

CustomStudy® Program

Instruction Manual

WiseGuides™
CustomStudy® Program

SPECIAL ENROLLMENT EXAMINATION
(I.R.S. ENROLLED AGENT EXAM)
Program Instruction Manual



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WiseGuides™ CustomStudy® Program Prepares You to Pass the I.R.S. SEE (Special Enrollment Examination)

*Easy to Use * Various Learning Formats * Value Priced*

Since 1995, WiseGuides™ has successfully prepared thousands of candidates for the I.R.S. Special Enrollment Exam (SEE) and the Certified Public Accountant (CPA) Exam. WiseGuides™ also provides Continuing Professional Education (CPE) courses for IRS Enrolled Agents and CPAs.

WiseGuides™ CustomStudy® Programs are designed and maintained by a team of I.R.S. Enrolled Agents, CPAs, and accounting professors. Whether you consider yourself a seasoned computer and Internet user, a traditional pencil and paper advocate, or somewhere in-between the two, WiseGuides™ study materials are in a format that meets your preferred learning style. Multi-faceted learning tools, exceptional personalized customer service, and value pricing have made WiseGuides™ one of the top international providers of professional exam study materials and CPE courses for accounting, tax, and other financial professionals.

You Choose Study

Format & Content

Build-Your-Own

Test Allows You to

Focus on Your Weak

Spots

Unlimited Testing

Improves Retention

Internet and CD

Q & A Rationales

Over 1,600 Questions

Study Guide Book

Over 700 Pages

Includes Study Tips

WISEGUIDES™ CUSTOMSTUDY® software is the only SEE study software that puts you in complete control of how, when, where, *and what* you choose to study.

YOUR PROGRESS IS TRACKED ON A “REAL TIME” BASIS per topic *and* in summary. Your total score is updated and displayed in a color-coded bar chart after you answer each question.

BUILD-YOUR-OWN TEST OPTION SAVES YOU VALUABLE STUDY TIME. To design your customized practice test, just select a target score and/or specific topic(s) and number of questions to include. There is no limit to the number of practice tests you may take.

INTERNET AND CD FORMATS provide Questions and Answers with complete answer rationales updated each year to include the expanded content. There are over 1,600 Questions and Answers in the software.

STUDY GUIDE BOOK IS OVER 700 PAGES with over 400 Questions and Answers with complete answer rationales.

VALUE PRICING STARTING AT ONLY \$50! You won't find better prices for such a versatile yet comprehensive study program. Quantity discounts are available for five or more packages.

You are the Master of Your Study Efforts with WiseGuides™ CustomStudy® Programs.

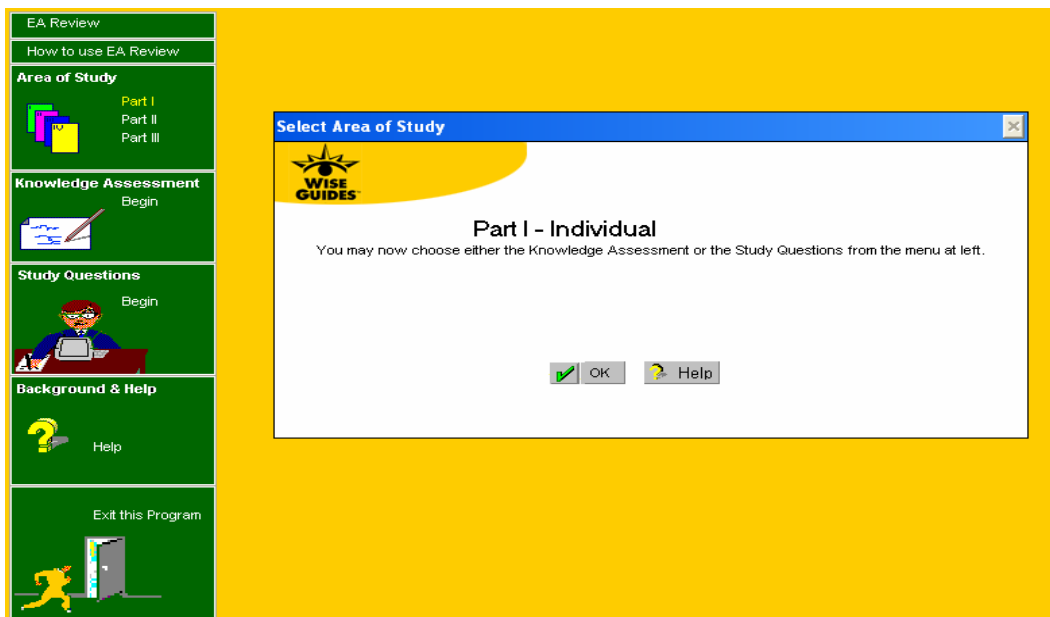
When you decide to take the IRS Special Enrollment Examination (SEE), you make a very important career decision. WiseGuides™ is committed to help you pass the SEE by enabling you to make the very best use of your precious study time. By providing “real time” scoring as you progress through the study topics and a Customized Test option, WiseGuides™ CustomStudy® SEE Program empowers you to zero-in on your weaknesses so you can test and retest (and retest some more, if needed) until your scores are consistently above an 80% (or higher) score. No other SEE study program provides such a personalized package of study materials.

Easy as 1 - 2 - 3

- You are in control of how, when, where, and what you choose to study.
- You may start and stop as often as you like.
- You may jump between SEE Parts and Study Modes.

- 1 **Area of Study:** Select an Exam Part you wish to study (Part I, II, or III).
- 2 **Knowledge Assessment Mode:** Assess your knowledge to determine strengths and weaknesses by taking practice exams. There are 3 prepared exams, each with about 100 questions. Here is where you may elect to customize your efforts by using the Design-Your-Own Test option. You may select any or all topics, and you may also select the total number of questions.
- 3 **Study Questions Mode:** Revisit topics needing your attention by selecting Questions based on your Scores per topic. While in the Study Questions mode, you are given complete answer rationales.

1
2
3



TO BEGIN YOUR STUDY PROCESS, let's assume you want to take a pretest to determine what you know and, more importantly, what you do not know.

- Select the Exam Part (I, II, or III) you wish to study.
- Select **BEGIN** from the **KNOWLEDGE ASSESSMENT** (Test) mode initial screen.
- Select which Test you want to take: Test 1, Test 2, Test 3, or **Custom Test**. We will assume that you will start with Test 1, although you may start with any of the Test options.

In the **KNOWLEDGE ASSESSMENT** (Test) mode, after you answer each question, you will see a Wise Guy at the bottom of the screen giving you either a "THUMBS UP" or a "THUMBS DOWN" signaling a Correct or Incorrect answer. Note that answer explanations are given in the **STUDY QUESTIONS** mode not in the **KNOWLEDGE ASSESMENT** (Test) mode.



Moving from left to right, the other buttons that appear at the bottom of the screen as you answer a question will navigate you through the **KNOWLEDGE ASSESSMENT** mode as follows:

NEXT (SKIP) toggles between **SKIP** (before you answer a question) and **NEXT** (after you answer a question) and advances you to the next question in the selected Test.

? HELP provides a direct EMAIL link to WiseGuides. Use this direct EMAIL link if you have a specific question about the current question. Perhaps you feel the current Question is unclear, or you would like an EA to review the current Question with you. Note that there is a Question identification number in the upper left-hand corner of each Question screen. The **? HELP** button also provides instructions on how to use the other buttons in this area.

PRINT QUESTION prints the current Question and Answer Rationale via your Browser Window. Please note that there are other Print Options that are accessed from the initial screens of the **KNOWLEDGE ASSESSMENT** mode and the **STUDY QUESTIONS** mode.

DO SKIPPED advances you through Questions that you skipped in the current Test.

LIST QUESTIONS provides a sequential listing by Question ID # of all Questions in the current Test. (The Question ID # is in the upper left-hand corner of the Question screen.)

X EXIT exits you from the current Test and automatically displays a **RESULTS** screen with a color-coded bar chart of your Score per Topic. The **RESULTS** screen will also display which Questions were answered correctly, incorrectly, and were skipped.

REAL TIME SCORING: As you move through the CustomStudy® Program, your progress is tracked and may be displayed by selecting a **RESULTS** button on the initial screen of either the **KNOWLEDGE ASSESSMENT** or the **STUDY QUESTIONS** modes. Your **RESULTS** are also displayed automatically each time you **EXIT** a session.

Knowledge Assessment Results

Back to Test Exit

Part I - Individual Knowledge Assessment - Test 1

Summary of Results

The RED BAR shows percentage incorrect. The GREEN BAR indicates percentage correct.

| | | |
|---------------------------------------|---|--|
| History and Data Gathering | 1 (33%) correct of 3 done. Completed | <div style="width: 33%; background-color: green;"></div> |
| Preliminary Work To Prepare Tax Retu | 1 (20%) correct of 5 done. Completed | <div style="width: 20%; background-color: green;"></div> |
| Tax Returns For Individuals - Taxpaye | 4 (80%) correct of 5 done. Completed | <div style="width: 80%; background-color: green;"></div> |
| Income | 6 (42%) correct of 14 done. Completed | <div style="width: 42%; background-color: green;"></div> |
| Retirement Income | 0 (0%) correct of 1 done. Completed | <div style="width: 0%; background-color: green;"></div> |
| Property, Real and Personal | 0 (0%) correct of 3 done. 22 questions to do. | <div style="width: 0%; background-color: green;"></div> |

Weighted results: 18 out of 118 = 15%

12 questions right - click on the question to view.

1p12m08 History and Data Gathering

1a271d5 Preliminary Work To Prepare Tax Retu

1b211a5 Tax Returns For Individuals - Taxpaye

1b241b5 Tax Returns For Individuals - Taxpaye

1b1s06 Tax Returns For Individuals - Taxpayer

1b2s06 Tax Returns For Individuals - Taxpayer

1c582i5 Income

1c571e0 Income

1c471f5 Income

1c491g5 Income

1c501h0 Income

19 questions wrong - click on the question to view.

In the sample **KNOWLEDGE ASSESSMENT** (Test) **RESULTS** screen above, the student has probably just begun to prepare for the Exam. A quick glance at the color-coded **RESULTS** screen shows a lot of red – a high percent of incorrect answers.

Looking at the details of the **RESULTS** table, you see that only 12 questions have been answered correctly so far out of a total of 31 questions. There are 22 more questions to answer in this Test pertaining to “Property, Real and Personal”, as well as other Topics that have not been started.

Toward the bottom of the sample **RESULTS** screen, a table is automatically generated by the program listing which questions were answered correctly, incorrectly, and skipped. The student may then select any Question ID # (correct, incorrect or skipped) to view the selected question with both the correct answer and a complete answer explanation.

Also note that the **RESULTS** so far indicate a cumulative Score of 18 out of a possible 118 points.

A main function of the **RESULTS** screen is to enable the student to go directly to the questions that the student found problematic. The **PROGRESS** table (discussed next) is another scoring tool that gives a quick color-coded overview of all the Topics in the respective Part (I, II, or III) and the student’s mastery of (or lack thereof) each Topic.

PROGRESS SCREENS differ from the **RESULTS** screens. While the **RESULTS** screens provide a summary of the scores for Topics already covered, the **PROGRESS** screens display all the Topics contained in the selected Exam Part (I, II, or III).

With a quick look at the **PROGRESS** screen, you will see both how many topics you have tackled so far and how many more are waiting.

| | | | T | |
|--------------------------------------|-----------|-----------|------------|--|
| History and Data Gathering | 2 | 1 | 3 | |
| Preliminary Work To Prepare Tax Retu | 4 | 1 | 5 | |
| Tax Returns For Individuals - Taxpay | 1 | 4 | 5 | |
| Income | 8 | 6 | 14 | |
| Retirement Income | 1 | 0 | 1 | |
| Property, Real and Personal | 3 | 0 | 25 | |
| Adjustments To Income | 0 | 0 | 9 | |
| Retirement Deductions - Relating to | 0 | 0 | 1 | |
| Itemized Deductions | 0 | 0 | 21 | |
| Credits | 0 | 0 | 3 | |
| Taxation | 0 | 0 | 6 | |
| Minimization of Taxes Paid | 0 | 0 | 7 | |
| Advising the individual Taxpayer | 0 | 0 | 3 | |
| Specialized Returns - Estate Tax | 0 | 0 | 5 | |
| Gift Tax | 0 | 0 | 5 | |
| Final Return of Decedent | 0 | 0 | 5 | |
| TOTALS | 19 | 12 | 118 | |

In the sample **PROGRESS** screen above, you see that two (see the number 2 under the **red thumbs-down** icon) out of the three Questions dealing with “History and Data Gathering” were answered incorrectly.

The above sample **PROGRESS** screen also indicates that there is a total of 118 Questions in the selected practice Test for Part I. So far, the student has attempted to answer only 31 out of the total 118 Questions.

Based on the above results, the student may decide it is best at this time to **EXIT THE PROGRAM** and come back another time.

Which will it be? The Wise Guy is waiting to see if the student will fight ...



*or
fight
and
Exit
this
Program!*



STUDY QUESTIONS mode is intended as a remedial learning tool. Now that you have identified a baseline score by taking at least one practice Test in the **KNOWLEDGE ASSESSMENT** (Test) mode, let's move on to the **STUDY QUESTIONS** mode to help you review the Topics identified as weak points in your **RESULTS** or **PROGRESS** tables.

Select the Exam Part (I, II, or III) you wish to study.

Select **BEGIN** from the **STUDY QUESTIONS** mode initial screen. Then select which Topic you want to study. Note that while in the **STUDY QUESTIONS** mode, you work with one specified Topic at a time within each Exam Part.

In the **STUDY QUESTIONS** mode, after you answer a question, you will see a Wise Guy at the bottom of the screen giving you either a "THUMBS UP" or a "THUMBS DOWN" signaling a Correct or Incorrect answer. In the **STUDY QUESTIONS** mode, you are also given a complete answer explanation because you are in a learning (study) mode and not a test (assessment) mode.

The screenshot shows a text-based interface for a study question. At the top, it says "INCORRECT - the correct answer is c." Below that, it provides the correct answer: "The correct answer is (c) \$31,000 (\$25,000 regular wages + \$5,000 cash bonus + \$1,000 value of trip)." A partial explanation follows: "Qualified parking is parking provided to an employee at or near the employer's place of business. It also includes parking provided on or near a location from which the employee commutes to work in a". At the bottom of the screen is a red navigation bar with several buttons: "Next" (with a blue arrow), "Help" (with a question mark), "Print Question" (with a printer icon), a "Wise Guy" character icon, "Do Skipped" (with a trash can icon), "List Questions" (with a list icon), and "Exit" (with a red X icon).

Moving from left to right, the other buttons that appear at the bottom of the screen as you answer a question will navigate you through the **STUDY QUESTIONS** mode as follows:

NEXT (SKIP) toggles between **SKIP** (before you answer a question) and **NEXT** (after you answer a question) and advances you to the next question in the selected Topic.

? HELP provides a direct EMAIL link to WiseGuides. Use this direct EMAIL link if you would like clarification on a specific question. Perhaps you feel the question is unclear, or you would like an EA to review the question with you. Note that there is a Question Identification Number in the upper left-hand corner of each question screen. The **? Help** button also provides instructions on how to use the other buttons in this area.

PRINT QUESTION prints the current question and answer rationale via your Browser Window. Please note that there are other Print Options that are accessed from the initial screens of both the **KNOWLEDGE ASSESSMENT** and **STUDY QUESTIONS** modes.


DO SKIPPED advances you through questions that you skipped in the current Topic while in the **STUDY QUESTIONS** mode.

LIST QUESTIONS provides a sequential listing of questions in the current selected Study Topic. The Question ID # is in the upper left-hand corner of each question screen. As you encounter a question that you may want to revisit, make a note of the Question ID # so you can go directly to that question from the Question List.

DESIGN-YOUR-OWN (CUSTOM) TEST FEATURE IS A POWERFUL LEARNING TOOL.

Enabling a student to be in complete control of how, when, where, and what to study truly sets the WiseGuides™ CustomStudy® Programs apart from all other e-learning providers. While in the **CUSTOM TEST feature**, you may choose either a **SELF-SELECT CUSTOM TEST** or an **AUTO-SELECT CUSTOM TEST**.

Part I - Individual - Design Your Custom Test



Note: This unique feature of the Wiseguides System lets you design a custom test that concentrates on your weak areas. You can select the topics in which you feel you are weak, or have the system automatically select areas in which you scored less than a certain percentage on the Knowledge Assessment and Q&A questions you've answered so far.

Warning. The current custom test will be erased when you define a new test.

| SELF-SELECT CUSTOM TEST | AUTO-SELECT CUSTOM TEST |
|---|---|
| 1. Self-select the Topics you want the Custom Test to include. Using the table on the left, highlight all the Topics you want the SELF-SELECT Test to include. | 1. Select the percentage score to determine which Topics the AUTO-SELECT Test will include. If you want all the Topics in which you scored less than 75%, enter "75" in the box. |
| 2. Select the NUMBER OF QUESTIONS to include in the Test. For a good test sampling, it is recommended that the number of questions selected not exceed a multiple of 10 per Topic. | 2. Select whether or not you want the Test to INCLUDE TOPICS YOU HAVEN'T STARTED YET. (This is not pertinent in the SELF-SELECT option and since it will substantially increase the number of Questions, it is not recommended that you check this box..) |
| 3. Select the GENERATE TEST button. | 3. Select AUTO SELECT and the Topics that meet your specified score criteria will be automatically highlighted in the Topic table on the left side of the screen. At this point, you may either delete topics or add more topics. |
| 4. A CUSTOM TEST screen will appear listing all the Topics you Self-Selected and the number of questions per Topic that are in your Custom Test. | 4. Select the NUMBER OF QUESTIONS to include in the Test. For a good test sampling, it is recommended that the number of questions selected not exceed a multiple of 10 per Topic |
| 5. To begin the Test, select TAKE THE TEST. | 5. Select the GENERATE TEST button. A CUSTOM TEST screen will appear listing all the Topics in the Test and the number of questions per Topic. To begin the Test, select TAKE THE TEST. |
| 6. If you EXIT a Test, you may return to your Test and continue where you left off or start over. | |

In the sample above, the following criteria were selected to generate an **AUTO SELECT CUSTOM TEST**:

- Topics in which the student maintained less than a 75% score
- Topics that had not been started were also to be included
- Number of questions to be included in the test was 50

AUTO SELECT OPTION will design the **CUSTOM TEST** based on all the questions that were answered in the **KNOWLEDGE ASSESSMENT** test mode, the **STUDY QUESTIONS** mode, and the prior **CUSTOM TEST** that meet the above criteria.

AUTO SELECT OPTION will identify the student's weak areas based on the selected percentage score. For example, if a 75% score criteria is selected, all Topics in which the student scored less than the selected 75% score will be selected.

INCLUDE THE TOPICS I HAVEN'T STARTED YET will result in all Topics with a 0% score (Topics not studied yet) to be included in the Test in addition to all the Topics in which the student scored less than the designated percentage score. (Recommended not to check this box)

You must select a **NUMBER OF QUESTIONS**. For a good test sampling, it is recommended that the number of questions selected not exceed a multiple of 10 per selected Topic.

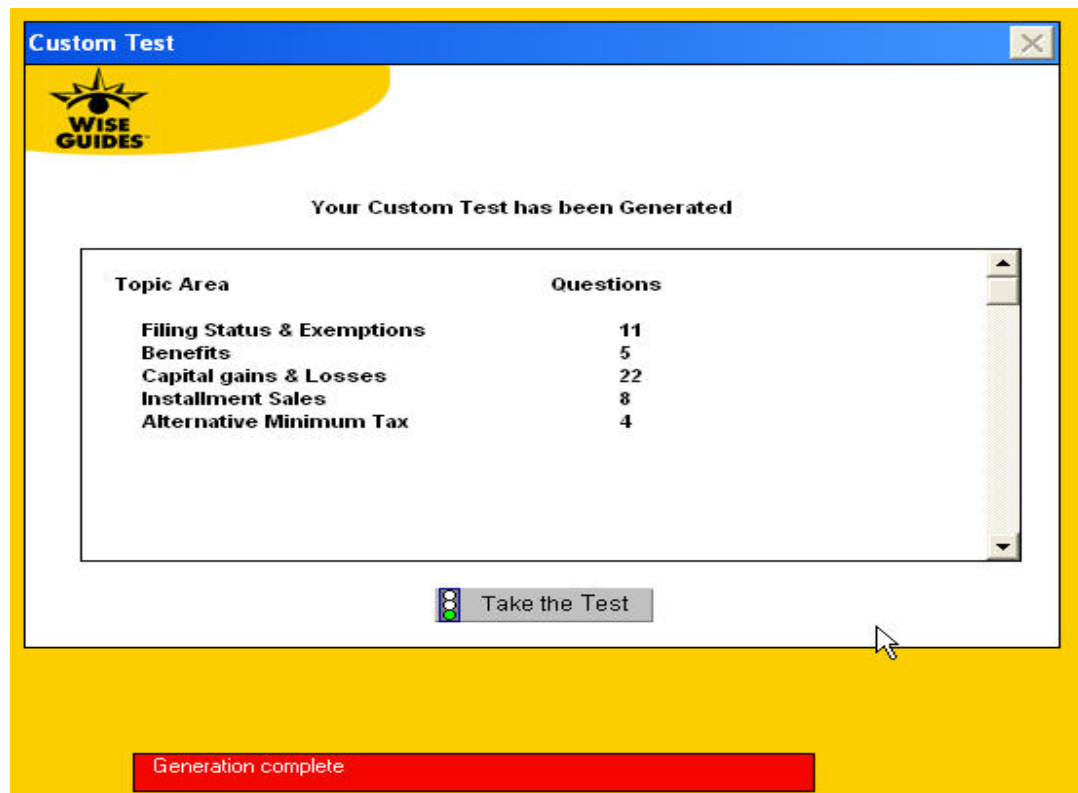
MORE CUSTOM TEST FEATURES AND FUNCTIONS

After you designate your Test criteria (either through the **SELF-SELECT OPTION** or the **AUTO-SELECT OPTION**) and the resultant Topics appear on the left side of the **DESIGN YOUR CUSTOM TEST** screen, you may manually deselect (delete) or add new Topics *before* you select the **GENERATE TEST** button.

A **CUSTOM TEST** screen will then appear telling you that **Your Custom Test has been Generated**. This screen will list the test Topics and the number of questions per Topic included in your **CUSTOM TEST**. See the sample screen below.

If you **EXIT** a **CUSTOM TEST**, you may return to that Test and continue where you left off. You may generate an unlimited number of random **CUSTOM TESTS** for each Exam Part. However, only one **CUSTOM TEST** progress and scoring is maintained by the program at a time.

Once you select the **GENERATE TEST** button to generate a second (or third or fourth...) **CUSTOM TEST**, the prior **CUSTOM TEST** status and score are erased, and you start over in your new **CUSTOM TEST**.

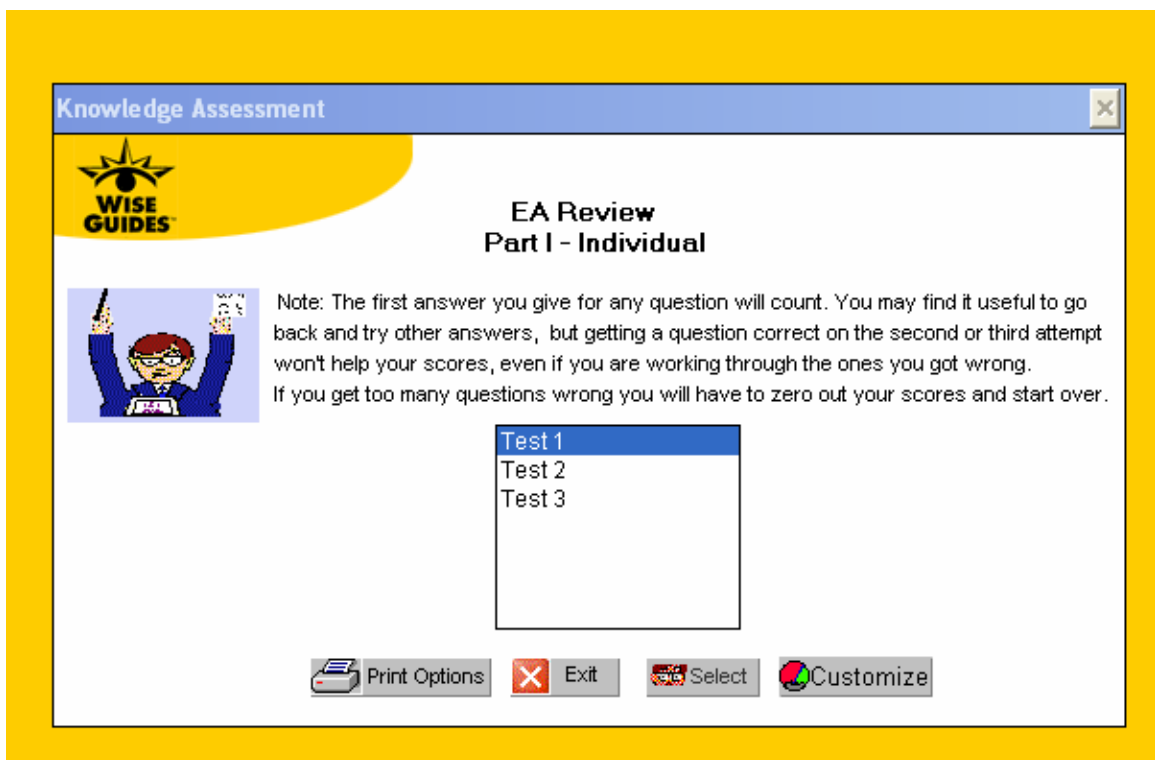


Above, the **CUSTOM TEST** screen indicates that a **CUSTOM TEST** has been generated. To begin the Test, select the **TAKE THE TEST** button.

PRINT OPTIONS are available throughout the CustomStudy® Program.

- Select the **PRINT QUESTION** button while in either the **KNOWLEDGE ASSESSMENT** mode or the **STUDY QUESTIONS** mode. This will print the current Question and Answer Rationale via your Browser Window.
- Select the **PRINT OPTIONS** button while in the initial screen of either the **KNOWLEDGE ASSESSMENT** mode or the **STUDY QUESTIONS** mode. This will provide you with three print format options as illustrated below and on the next page.

ACCESS PRINT OPTIONS from the initial screen of the KNOWLEDGE ASSESSMENT or STUDY QUESTIONS modes. The sample screen below is the initial screen of the **KNOWLEDGE ASSESSMENT** mode. Press the **PRINT OPTIONS** button to display the Print Options screen.



PRINT OPTIONS while in the **KNOWLEDGE ASSESSMENT** mode - You may print the three preconfigured Tests (Test 1, Test 2, or Test 3) or the Custom Test. Select which Test you want to print.

After selecting which Test to print, a list of the question Topics and the number of questions per Topic will appear. You may select any or all of the Topics to print.

In the example below, **TEST 1** was first selected and then three specific Topics were selected that represent 38 questions to be printed. Remember, you have the option to **SELECT ALL** the Topics included in the selected Test or just the Topics on which you need to focus.

Please note that if you select the printing option **PRINT QUESTIONS & ANSWERS** (the 2nd Option listed on the right side), first all the questions (or the selected Topics questions) will print followed by all the respective answers. This print format does not include answer explanations.

The third print format, **PRINT ALL THE MATERIAL**, will print each question immediately followed by the respective answer and answer explanation.

BROWSER PRINTING – Note that all three print outputs are generated to print to your Browser.

Knowledge Assessment Print Options

Part I - Individual - Knowledge Assessment

Test Details and Print Options

Test 1 | Test 2 | Test 3 | Custom Test

| Select All | Test 1 | Clear All |
|------------|---|-----------|
| 3 | History and Data Gathering | |
| 5 | Preliminary Work To Prepare Tax Returns | |
| 5 | Tax Returns For Individuals - Taxpayer Data | |
| 14 | Income | |
| 1 | Retirement Income | |
| 25 | Property, Real and Personal | |
| 9 | Adjustments To Income | |
| 1 | Retirement Deductions - Relating to IRAs | |
| 21 | Itemized Deductions | |
| 3 | Credits | |
| 6 | Taxation | |
| 7 | Minimization of Taxes Paid | |
| 3 | Advising the individual Taxpayer | |
| 5 | Specialized Returns - Estate Tax | |
| 5 | Gift Tax | |
| 5 | Final Return of Decedent | |

Total Questions : 38

Print Options

Print The Questions Only
This option will print all the questions included in the topics, but will not include the answers.
This output will take approximately 12 pages.

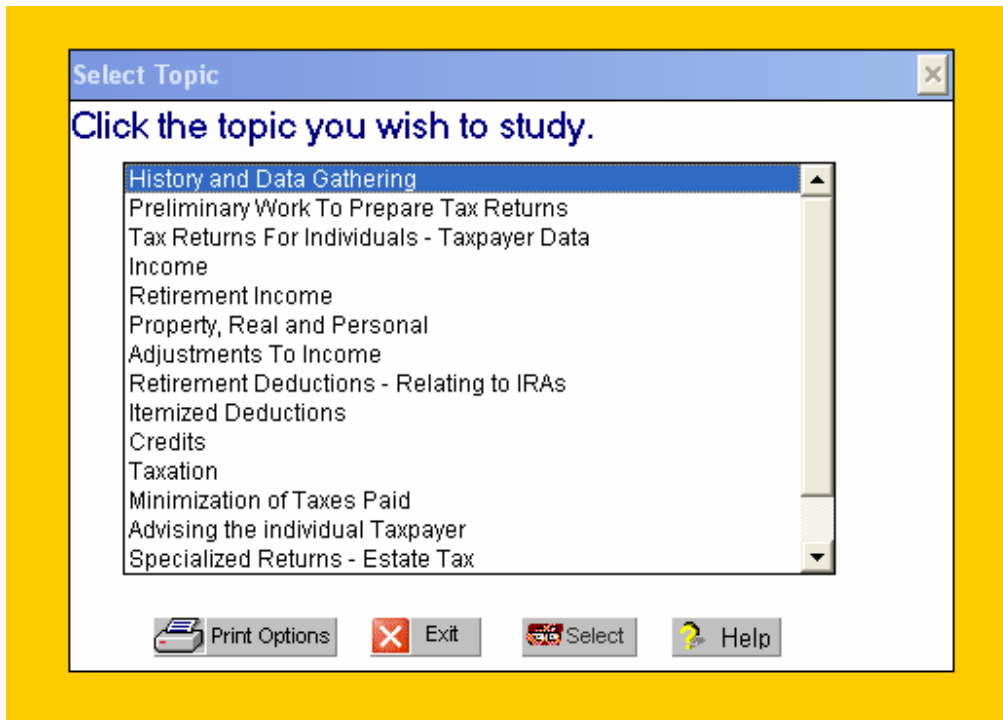
Print Questions & Answers
This option will print all the questions followed by a separate answer sheet for lookup. The rationale for the answers will not be included.
This output will take approximately 17 pages.

Print All The Test Material
This will print all the material for the topics including each question followed by the correct answer and the rationale involved.
This output will take approximately 23 pages.

Note: The print selections will send the output to your browser for printing

PRINT OPTIONS while in the **STUDY QUESTIONS mode**. Three **PRINT OPTIONS** are accessed from the initial screen of the **STUDY QUESTIONS mode**.

After you select a Topic to study, press the **PRINT OPTIONS** button to display the **STUDY QUESTIONS PRINT OPTIONS** selection screen. See the initial screen sample below.



PRINTING OPTIONS from the STUDY QUESTIONS mode

While in the **STUDY QUESTIONS** mode, you may print the questions for specific **TOPICS** you select from the Exam Part you are currently studying (Part I, II, or III).

Or, you may print all the questions from the Exam Part you are currently studying by selecting the **SELECT ALL** button.

A table on the left of the screen will list the number of questions per Topic in the current Exam Part you are studying.

While in the **STUDY QUESTIONS** mode, you may select from the following print format options. Note that these are the same print format options available in the **KNOWLEDGE ASSESSMENT** mode. Each print format option is described in the following section.

- Print the Questions Only
- Print Questions & Answers
- Print All the Material

FORMATTING PRINT OUTPUT

In the example below, while in Exam Part I, Study Questions related to the Preliminary Work To Prepare Tax Returns Topic is selected. The table indicates that there are twenty one questions to print.

Remember, you have the option to **SELECT ALL** the Topics included in the Exam Part you are currently studying or just the Topics on which you need to focus.

Please note that if you select the print option **PRINT QUESTIONS & ANSWERS** (the 2nd Option listed), first all the questions (or the selected Topics questions) will print followed by all the respective answers. This option does not print answer explanations.

The third Print format, **PRINT ALL THE MATERIAL**, will print each question immediately followed by the respective answer and answer explanation.

BROWSER PRINTING – Note that all three print outputs are generated to print to your Browser.

Study Questions Print Options

Part I - Individual - Questions & Answers

Question Details and Print Options

| Select All | Topics | Clear All |
|------------|--|-----------|
| 6 | History and Data Gathering | |
| 21 | Preliminary Work To Prepare Tax Returns | |
| 25 | Tax Returns For Individuals - Taxpayer Data | |
| 80 | Income | |
| 31 | Retirement Income | |
| 113 | Property, Real and Personal | |
| 23 | Adjustments To Income | |
| 12 | Retirement Deductions - Relating to IRAs | |
| 81 | Itemized Deductions | |
| 28 | Credits | |
| 28 | Taxation | |
| 17 | Minimization of Taxes Paid | |
| 12 | Advising the individual Taxpayer | |
| 33 | Specialized Returns - Estate Tax | |
| 25 | Gift Tax | |
| 22 | Final Return of Decedent | |

Total Questions : 557

Print Options

Print The Questions Only
 This option will print all the questions included in the topics, but will not include the answers.
 This output will take approximately 7 pages.

Print Questions & Answers
 This option will print all the questions followed by a separate answer sheet for lookup. The rationale for the answers will not be included.
 This output will take approximately 8 pages.

Print All The Material
 This will print all the material for the topics including each question followed by the correct answer and the rationale involved.
 This output will take approximately 11 pages.

Note: The print selections will send the output to your browser for printing