



IoDSA CERTIFICATION EXAMINATION POLICY

2018

1) EXAMINATION POLICY AND PROCEDURES

This document serves to set out the policies and procedures governing the Examination written by candidates participating in the Chartered Director (SA) or Certified Director Certification programme.

2) STRUCTURE OF THE EXAM

2.1 Pass mark

- The candidate is required to achieve 50% in order to pass the examination.
- A CD(SA) candidate who achieves less than 50%, but higher than or equal to 45% is eligible to complete an oral supplementary examination.
- However, a CD(SA) candidate who achieves less than 45% and a Cert.Dir candidate who achieves less than 50%, fails the examination and is required to rewrite the examination.
- The IoDSA Examination fee allows the candidate to write the examination twice within a period of 24 months, in the event of failure. A candidate who needs to write the examination a third time (or more) will be required to pay an additional fee.

2.2 Language

The examination is only available in English and will not be translated into another language. Responses should also be in English.

2.3 Time

Candidates should be seated at least 15 minutes before the examination start time. The examination venue will be available 30 minutes before start time.

2.4 Articles allowed into the Exam Room

Candidates are required to provide their own writing tools such as pens and/or computer. Candidates who have chosen to type the examination answers are required to bring their own computer and power supply. The IoDSA will not be held liable for any technical/compatibility challenges with the computer, nor can an uninterrupted electricity supply be guaranteed.

Candidates must have their cell phones switched off and packed away in their bags. No calls, no matter the urgency, may be taken by the candidate. Candidates are welcome to provide the IoDSA reception telephone number, 011 035 3000, if any emergency arises. The IoDSA staff will then convey the message to the candidate.

2.5 Format of the exam

| <i>Chartered Director (SA) examination</i> | <i>Certified Director (Cert.Dir.) examination</i> |
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| The CD(SA) examination is a 4-hour, open book paper and you need to ensure that you are able to complete the examination within the time allowed. The paper consist of 2 – 4 case studies and application of knowledge is tested. | The Certified Director examination is a 3 hour, closed book examination and no additional documentation are allowed in the examination room. It is important to note that candidates are |

| Chartered Director (SA) examination | Certified Director (Cert.Dir.) examination |
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| <p>IoDSA provides answer sheets and additional paper for rough work. Candidates are required to ensure that they have two or three pens in case they run out of ink.</p> <p>Additional resources allowed</p> <p>This is an open book examination. Candidates may bring additional study resources with them and could include the work prepared for the examination.</p> <p>It is important to note that candidates are not allowed internet access during the examination. Resources must therefore be downloaded prior to the examination.</p> <p>Experience has shown that bringing too many documents into the exam room can cause confusion during the examination. Candidates are urged to only bring in that which candidates know are necessary for the examination.</p> <p>Content covered by the examination</p> <p>There is no learning content prescribed for this exam and the case studies will test the application knowledge that is related to the competencies listed in the Director Competency Framework™.</p> | <p>not allowed internet access, or access to any learning material during the examination.</p> <p>The examination is made up of three questions totalling 90 marks:</p> <ul style="list-style-type: none"> • Question 1 – short questions with one word answers • Question 2 – short questions with short answers like definitions and descriptions • Question 3 – longer, essay type question <p>The pass mark for the examination is 50%.</p> <p>The aim of the assessment is to test understanding of the content covered during the seven (7) modules included in Part 1: Training and MCQs of Certified Director.</p> <p>Candidates are not expected to regurgitate definitions verbatim, but rather to demonstrate a clear understanding of definitions using the correct terminology, as required by King IV.</p> <p>Content covered by the examination</p> <p>The examination covers all of the content covered in Part 1: Training and MCQs of the Certified Director programme. These modules include:</p> <ul style="list-style-type: none"> • Being a Director Part 1: An introduction to Corporate Governance • Being a Director Part 2: The governing body's role in ethics, strategy & performance and integrated reporting • Being a Director Part 3: The governing body's role in risk, compliance, technology & information and assurance • Being a Director Part 4: Increasing governing body effectiveness and adding value • Being a Director Part 5: Boardroom theory into practice • Governance of Ethics • Financial insights for non-financial directors |

| <i>Chartered Director (SA) examination</i> | <i>Certified Director (Cert.Dir.) examination</i> |
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3. CANDIDATE REGISTRATION AND SUPPORT

3.1 Registration

Examination registration takes place online through the IoDSA website. Access to the registration is protected via login details of the candidate.

IoDSA has the right to cancel any examination registration should the candidate applying for the said exam not meet relevant criteria as required for the specific designation.

The examination fee is payable at the time of registration or before the registration closing date. Registration closes one week prior to the examination and no registrations will be accepted after the closing date.

3.2 Special access arrangements

Candidates who are physically disabled or impaired may request special access arrangements to support them during the examination by applying at certification@iodsa.co.za. Medical evidence from a registered medical practitioner will be required and must be submitted to the IoDSA at least 10 working days prior to the examination. The medical evidence must be current and should explain as clearly as possible the particular difficulties that the candidate may encounter and the arrangements that would help the candidate overcome them. The IoDSA will arrange special invigilators to deal with the special needs. IoDSA allows an additional 15 minutes per hour for special needs candidates and approval is at the discretion of the Director Certification Manager.

3.3 Writing methodology

Candidates are required to indicate their preference of typing or writing the examination before the examination. Provision is then made for those candidates who have chosen to use their computers during the examination to type the answers.

It is important to note that should there be a problem with the candidate's computer during the examination, the IoDSA cannot be held liable. Power plugs are provided at the venue. However, should there be an electrical problem or load shedding, candidates might be required to complete their exam paper on the hard copy answer sheets using handwriting.

3.4 Cancellation

Only written notice of cancellation of exam registration will be considered. Such notification should reach the IoDSA at least 5 working days prior to the exam date. No refunds will be considered for examination cancellations requested by the candidate

3.5 Deferral of registration to the next examination date

In the event where a candidate will not be able to write the exam registered for, the candidate may apply, once off, in writing and not less than 8 working days prior to the exam, to have this registration deferred tot

the next examination opportunity. The candidate will be required to pay any difference in the prescribed fee should the new examination opportunity carry a higher fee. An invoice for the difference will be furnished to the candidate during the registration of the selected exam opportunity.

The registration for this deferred examination will be cancelled and any payments made forfeited if:

- The additional invoice is not paid by the closing date of the deferred exam registration
- The candidate does not write the deferred exam as scheduled, unless a medical certificate is submitted.

3.6 Invigilators

Two invigilators will be appointed for each examination to guide and oversee the examination writing process. They have full authority to manage the exam, including the handling of suspected irregularities actioned by candidates.

Invigilators are required to sign a Service Level Agreement with the IoDSA and are considered an official of the IoDSA as far as the delivery of the exam is concerned. Invigilators must ensure that:

- Examination papers and other stationery are received timeously and in good order prior to the exam;
- Prepare the examination facility according to required standards;
- Prepare the candidate intake procedures, on the day of the exam, according to required standards;
- Distribute the examination stationery and provide candidates with instructions;
- Invigilate the examination according to required standards;
- Collect all examination papers, answer books and other stationery after the examination from candidates;
- Sign a statement indicating adherence to preceding conditions;
- Complete an invigilation report according to required standards; and
- Return examination materials to IoDSA as specified in invigilation instructions.

In the event where a candidate is suspected of misconduct (see point 5 below) during an examination, the following procedures must be followed to ensure a fair and consistent review of the alleged incident:

- If a candidate is suspected of cheating during an examination, the invigilator must make notes regarding the incident;
- The invigilator must collect the examination material from the candidate and any material or devices that may have been used to cheat. The chief invigilator should advise the candidate that IoDSA will be informed of the apparent breach of examination rules;
- The invigilator must complete the "Invigilator's report" within six hours after the completion of the exam. If more than one invigilator was a witness to the alleged incident, each invigilator must complete a separate Invigilator report for submission to the IoDSA.
- The invigilator must notify the candidate that a report will be submitted to the IoDSA and that the candidate has the right to submit a report of his or her account of the incident to the IoDSA.

3.7 Candidate absenteeism

Candidates that are absent from the examination will be allowed to rewrite on the next exam session provided that the IoDSA is given a Doctor's note (if absent because of illness) or copy of the death certificate if the

cause of absenteeism is a death in the family. Work related requirements are not accepted as suitable reasons for not writing the exam on the scheduled time.

Explanations must be provided in writing to the IoDSA team at certification@iodsa.co.za.

3.8 Extra time

The questions need to be answered within the allocated hours that are provided. Candidates who run out of time will not be allowed additional time to complete the paper.

3.9 Inability to complete exam

Candidates that are not able to complete the examination – usually because they do not feel well – must provide a letter signed by a registered medical practitioner, no later than two working days after the Examination. The Director Certification manager will consider the application and make a recommendation about the status of the examination based on the request. The outcome could be that the candidate will be required to rewrite the examination. The outcome is at the discretion of the Director Certification Manager.

Candidates who do not provide the necessary paper work, will be marked as “fail” for the examination.

3.10 Confidentiality and security of IoDSA property

The exam paper remains the property of the IoDSA and must be handed back after the examination. Receipt of candidate examination answer sheet is signed for by an invigilator. Candidates are only identified by their ID or IoDSA membership number. No names may be appended to the examination paper.

4. ASSESSMENT OF EXAMINATION PAPERS

4.1 Marking and Moderation

The assessment of the examination is managed by the IoDSA Certification Committee who may delegate this responsibility to the Director Certification team. Assessors and moderators are appointed prior to the exam. Assessors have three weeks to complete marking and candidates can expect their results within five weeks from writing of the exam.

The decision of the IoDSA Certification Committee is final and no discussion or correspondence will be entered into.

4.2 Re-assessment process

Candidates may request a re-assessment of their scripts at a predetermined fee in the event they failed the exam and is of the opinion that they should have passed. The application for the re-assessment must be done within five working days of the release of the exam results. The results of the re-assessment will be final. Should the candidate be dissatisfied with the re-assessed result, (s)he may lodge an appeal.

4.3 Complaints and Appeal process

Complaints

Any invigilator, assessor, moderator or candidate can lay a complaint, ask a question about or provide evidence pertaining to the implementation of the IoDSA examination policy, without fear of disciplinary or unfair practices.

A complaint could relate to:

- The examination (paper) itself
- Administration of the examination
- Assessment of the examination
- Adherence to processes and procedures
- Equality and impartiality of the examination process; and
- The standard of service provided by IoDSA or its contractors during the examination process

A complaint must be lodged with the IoDSA Certification team (email to certification@iodsa.co.za) within 5 working days of the examination date. The complaint must be made in writing to the Senior Manager: Director Certification at IoDSA. Besides personal and contact information, the complaint must include the reasons for the complaint and must be signed and dated by the complainant.

The IoDSA Certification department must investigate the complaint and forward the complaint within two working days from the receipt of the complaint to the relevant official and provide deadlines for response to the complaint. When responding, within 5 working days of distribution of the complaint, the official must include written summary of all aspects of the case, a brief description of their response and an explanation of the findings. The IoDSA Certification department will formally respond to the complainant. Should any dispute arise from this process, the candidate can lodge an appeal to the Executive Director: Centre for Corporate Governance within 5 working days of receipt of original response to complaint.

Appeals

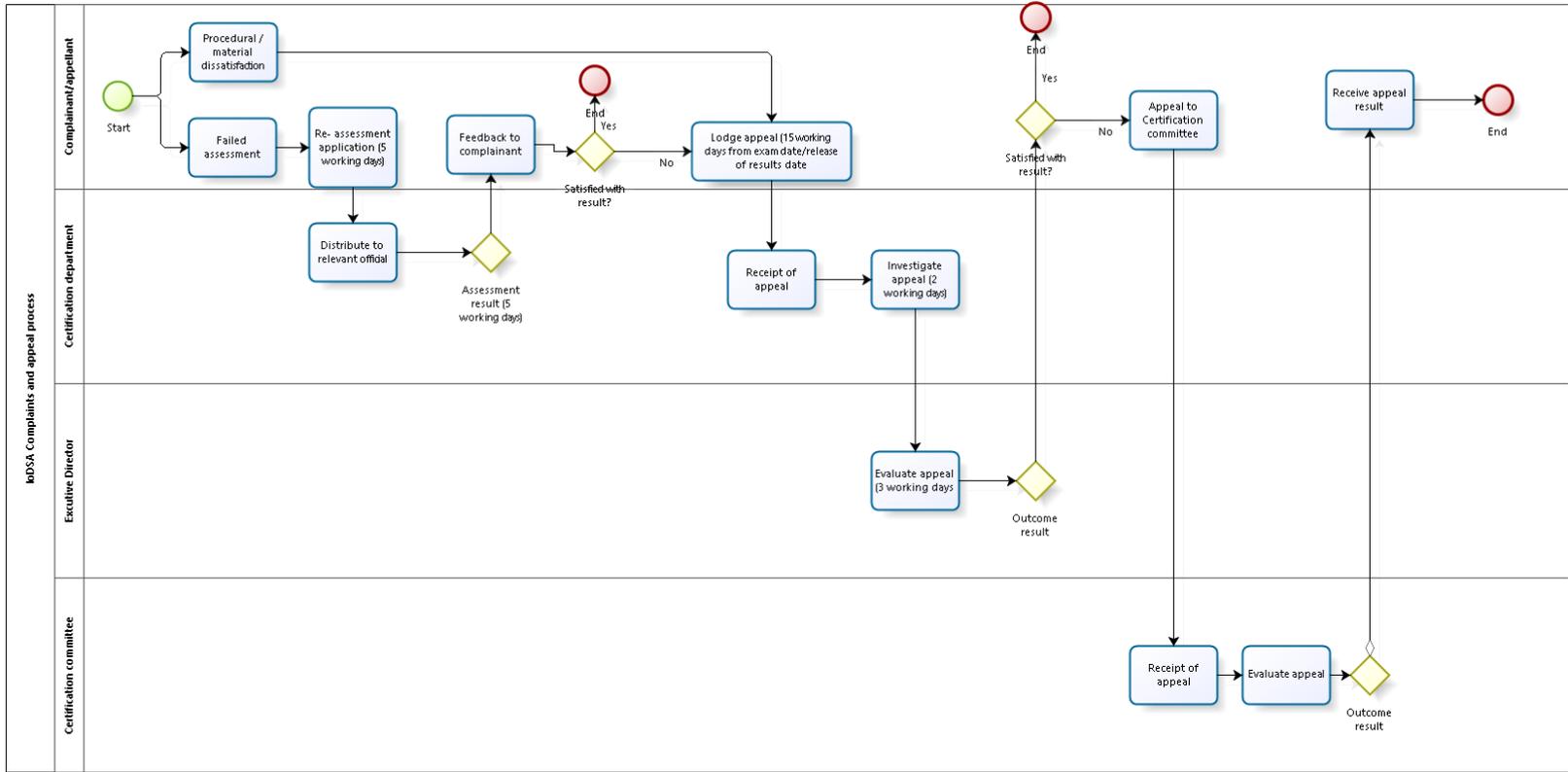
Candidates may appeal an original or re-assessment decision if:

- Material circumstances related to the conduct of the examination existed that the examiners were unaware of;
- Candidates that have requested a re-assessment and who are not satisfied with the re-assessed results;
- Procedural irregularities occurred during the exam process, which were of such a nature causing reasonable doubt as to whether the examiner would have reached the same conclusions had the irregularities not occurred; or
- There is evidence of prejudice, bias or inadequate assessment during the assessment process.

Candidates must provide the IoDSA Certification manager with a full written statement of appeal and the grounds upon which it is based. Appeals must be made within 15 working days of the examination date.

The IoDSA Certification department must investigate the appeal and forward the appeal within two working days from the receipt of the appeal to the Executive Director: Centre for Corporate Governance. When responding, within 5 working days of distribution of the appeal, the Executive Director must include written summary of all aspects of the case, a brief description of their response and an explanation of the findings.

The IoDSA Certification department will formally respond to the appellant. Should the appellant be dissatisfied with the outcome of the appeal, the appeal can be escalated to the IoDSA Certification Committee, whose decision on the matter will be final.



5. CANDIDATE MISCONDUCT

Misconduct by a candidate is defined as follows:

5.1 Cheating

- Being in possession of or having used any secure examination materials prior to the examination session;
- Communicating with other candidates during the examination;
- Giving or receiving assistance of any kind in answering an examination question during an examination, including allowing one's paper to be viewed by others or copying answers from another candidate's answer book/examination paper;
- When using a computer/laptop to answer an exam, accessing any wi-fi or cellular network to gain access to the internet;
- Surfing the internet during writing of the exam; and/or
- Copying, plagiarizing or presenting work done by any other person as one's own.

5.2 Other misconduct

- Does anything that causes unnecessary distraction to other candidates or disruption to the examination;
- Fails to follow general rules or instructions of invigilators;
- Removing examination materials from the examination room such as the candidate's script or exam paper;
- Continuing to write after the invigilator instructed candidates to stop writing; and/or
- Pictures of your script/answering sheet or examination paper before handing it to the invigilator.

5.3 Consequences of misconduct

Any candidate deemed to have been guilty of misconduct will be subject to a disciplinary process. If found guilty, the candidate may receive any of the following penalties:

- receive an assessment result of "fail" on the examination;
- may be disqualified from writing the exam, either permanently or for a specific period of time;
- Non-assessment of questions answered after the end of the examination time;
- Any other penalty deemed appropriate by the IoDSA disciplinary panel.

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