

POLICY
Certification
Examination

IoDSA

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1. PURPOSE

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

2. STRUCTURE OF THE EXAM

2.1 Pass mark

<i>Chartered Director SA® Examination</i>	<i>Certified Director® Examination</i>
The candidate is required to achieve 50% in order to pass the examination. Percentage achieved marks will be communicated once the relevant governance structure signs off on the results.	The candidate is required to achieve a 40% sub-minimum per case study question and an overall 50% in order to pass the examination. Percentage achieved marks will be communicated once the relevant governance structure signs off on the results.
A CDSA candidate who achieves less than 50%, but higher than or equal to 45% is eligible to complete an oral supplementary examination. If the candidate chooses not to participate in the oral supplementary exam, the exam result will be recorded as a fail result. A CDSA candidate who achieves less than 45%, fails the examination and may apply to rewrite the examination.	A Cert Dir candidate who fails any of the questions with less than 40% and/or achieves less than 50% overall, fails the examination and may apply to rewrite the examination.

The IoDSA examination fee allows the candidate one rewrite opportunity within a period of 18 months, in the event of failure. If the complimentary exam rewrite is not utilised within the 18-month period, it will be forfeited. Any further exam registrations will incur the normal examination fee.

2.2 Language

The examination is only available in English and will not be translated into another language. Examination answers must also be provided in English.

2.3 Writing methodology

Exams may be hosted either in a physical or online format, at the discretion of the IoDSA management. For online exams, candidates are required to adhere to relevant requirements to enable online proctoring of the exam.

For physical exams, answers must be typed in electronic format but special requests to handwrite exams can be arranged prior to the examination. Candidates are required to provide their own computer and power cables. Provision for electrical supply at the exam venue will be made.

It is important to note that should there be a problem with the candidate's computer, either through electrical supply interruption or computer breakdown during the examination, the IoDSA cannot be held liable. In this instance, candidates may be required to either provide a handwritten exam booklet (for physical exams) or register for an upcoming exam at the discretion of the invigilator. In the latter case, there will be no additional fee charged for the registration.

2.4 Time

Candidates must be seated at least 15 minutes before the examination start time. For in-person exams, the examination venue will be available 30 minutes before start time.

2.5 Articles allowed into the Exam Room

For in-person exams, candidates are required to bring their own computer, power cable and calculator. For online exams, the candidate is expected to supply and have access to a reliable computer with stable internet access. The IoDSA will not be held liable for any technical/compatibility challenges with the computer, nor any electricity supply interruptions. IoDSA will, however, endeavour to provide backup power in the event of a power outage at its exam venues for in-person exams.

Candidates must have their communication devices e.g. cell phones and smart watches switched off and packed away.

2.6 Format of Exam

Chartered Director SA® Examination	Certified Director® Examination
The CDSA examination is a 4 hour and 45 minutes, <u>open book</u> examination paper and candidates need to ensure that they are able to complete the	The Certified Director examination is a 3 hour, <u>closed book</u> examination and no additional documentation are allowed in the examination room. It is important to note that candidates are not

Chartered Director SA® Examination	Certified Director® Examination
examination within the time allowed. The examination paper consists of several case studies. <i>Additional resources allowed</i> As this is an open book examination, candidates may utilise additional study resources and this could include any notes compiled in preparation for the examination. Such documents / resources / notes should only be utilised as reference material and may not be included as part of the exam answer booklet. It is important to note that candidates are not allowed internet access for information searching purposes during the examination. Resources must therefore be downloaded or printed prior to the examination.	allowed internet access or access to any other learning material during the examination. The examination paper is made up of three case study type questions of 30 marks each, totalling 90 marks: • ±10 marks – Theory • ±20 marks - Application Candidates must achieve a subminimum of 40% for each of the three case studies, with a 50% overall average, in order to be marked as “passed”. The aim of the assessment is to test understanding of the content covered during the six (6) theoretical modules included in Part 1: Training and MCQs of Certified Director.
Content covered by the examination There is no learning content prescribed for this exam and the case studies will test the applied knowledge that is related to the competencies listed in the Director Competency Framework™. Suggested documents to be reviewed and studied include: • Companies Act • King IV Code • All practice notes uploaded to IoDSA website • Any other material deemed relevant	Content covered by the examination The exam is mainly knowledge based but candidates are not expected to regurgitate definitions and other content verbatim. Candidates are expected to have a firm grasp of the knowledge-based content presented in each of the programme components while also displaying a level of application of knowledge to the case studies. The examination covers all of the content included in <i>Part 1: Training and MCQs of the Certified Director training programme</i>. These modules include: • Being a Director Part 1: An introduction to Corporate Governance

Chartered Director SA® Examination	Certified Director® Examination
	• 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 • Governance of Ethics • Financial insights for non-financial directors

Examination preparation

The IoDSA will provide an exam tutorial session for all registered candidates approximately 4 (four) weeks prior to the exam.

Mock exam paper

A mock exam paper will be made available to all registered candidates.

3. CANDIDATE REGISTRATION AND SUPPORT

3.1 Registration

Examination registration takes place online through the IoDSA website. A candidate will be required to login into their online profile in order to access and submit the registration form.

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. Any exam registration fees paid in this instance will be refundable.

The examination fee is payable at the time of registration. 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 disabled or impaired may request special access arrangements to support them during the examination by applying at certification@iodsa.co.za at least 10 (ten) working days prior to the exam.

Medical evidence from a registered medical practitioner will be required and must be submitted to the IoDSA at the time of applying for special access arrangements. 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 any special needs, the cost of which may be for the candidate's account. Approval is at the discretion of the IoDSA Certification Manager.

3.3 Cancellation

Cancellations are defined as a cancellation of examination attendance where the candidate does not intend sitting for the exam in the future. Only written notice of cancellation of exam registration will be considered. Such notification should reach the IoDSA at least 8 (eight) working days prior to the exam date. No refunds will be considered for examination cancellations requested by the candidate less than 5 (five) days before the exam.

3.4 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 (eight) working days prior to the exam, to have this registration deferred to the next examination date. The candidate will be required to pay any difference in the prescribed fee should the new examination date carry a higher fee. An invoice for the difference will be furnished to the candidate during the registration of the selected examination date.

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; or
- The candidate does not write the deferred exam as scheduled, unless a medical certificate is submitted.

3.5 Invigilators or online proctors

Depending on the number of exam registrations, one or more invigilators/proctors 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.

External invigilators/proctors are required to sign a Service Level Agreement with the IoDSA and are considered an official of the IoDSA as far as 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.

Proctors must :

- Prepare the candidate intake procedures, on the day of the exam, according to required standards;
- Invigilate the examination according to required standards;
- Sign a statement indicating adherence to prescribed conditions; and
- Complete an invigilation report according to required standards.

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 confiscate the candidate's answer booklet and exam paper. In the event that the candidate is typing the answers, the file must be saved to the memory stick and closed and the memory stick confiscated;
- The invigilator must gather all relevant evidence, including but not limited to exam material, from the candidate and any material or devices that may have been used in the suspected misconduct. The chief invigilator should advise the candidate that IoDSA will be informed of the apparent breach of examination rules;

- The invigilator should provide the candidate with a clean examination paper and clean answer booklet (hardcopy or electronic) and the candidate can continue with the exam by answering questions not answered yet. No additional time will be provided to the candidate;
- The invigilator must complete an invigilator's report providing as much detail as possible, 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 he/she has the right to submit a report of his or her account of the incident to the IoDSA; and
- All reports received of the suspected or alleged misconduct must be provided to the Executive: Certification and Member Services who will determine if a Disciplinary case will be lodged as per the IoDSA Disciplinary Regulations.

3.6 Candidate absenteeism

Candidates that are absent from the written examination or oral supplementary 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 at the scheduled time. Candidates who are unable to participate in the scheduled exam due to work-related reasons will forfeit any payments made and will be required to register and pay for an exam at a future date.

Explanations and supporting documentation related to the absenteeism must be provided in writing within 2 (two) working days from the examination date to the IoDSA team at certification@iodsa.co.za. Where extenuating circumstances exist that prevents a candidate from submitting the necessary information and documentation within the time frame, the Executive has authority to accept it later than the prescribed period.

3.7 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.

3.8 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 2 (two) working days after the

Examination. The IoDSA Certification Manager will consider the application and make a decision 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 IoDSA Certification Manager.

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

3.9 Confidentiality and security of IoDSA property

The exam paper remains the property of the IoDSA and must be handed back after the examination. In face-to-face exams, receipt of candidate examination answer booklet 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 answer sheet.

4. ASSESSMENT OF EXAMINATION PAPERS

4.1 Marking and Moderation

The assessment of the examination is overseen by the IoDSA Certification Committee who may delegate this responsibility to the IoDSA Certification team or CDSA Examination Committee. Assessors and moderators are appointed prior to the exam. Two assessors will blind mark each candidate’s exam script according to the approved memorandum/rubric and where there is a statistically significant variance between assessors marks, the paper, or identified questions, will be remarked. Assessors have three weeks to complete marking and candidates can expect their results within 8 (eight) to 10 (ten) weeks from writing the exam. For an appropriate fee, which will be published in the handbook, unsuccessful candidates may apply for high-level and individual exam feedback. Because of the rigour of the assessment and results approval process, under no circumstances will any discussion or debate relating to a candidate’s answer(s) be entered into.

Where a CDSA candidate is invited to an oral supplementary exam, the candidate will be evaluated by a minimum of three assessors.

4.2 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
- Adherence to processes and procedures during examination, including but not limited to invigilation
- 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 within 48 hours of the examination date. The complaint must be made in writing to the IoDSA Certification Manager. Besides personal and contact information, the complaint must include the reasons for 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 (five) working days of distribution of the complaint, the official must include a 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 within two days of receiving the response from the relevant official. Should any dispute arise from this process, the candidate can escalate the complaint to the Executive: Certification and Member Services within 10 (ten) working days of receipt of original response to the complaint.

Appeals

Candidates may appeal an original decision of which they are unsatisfied. 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 10 (ten) working days of the release date of exam results. Appeals will be managed according to the IoDSA Appeal Policy.

5. CANDIDATE MISCONDUCT

Misconduct by a candidate is defined as follows:

5.1 Cheating

- Being in possession of or having used any secure or unauthorised examination materials prior to or during the examination session;
- Communicating with other candidates, or any other person(s) other than the invigilator 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 other exam candidate(s) or copying answers from another candidate's answer book/examination paper;
- When using a computer/laptop to answer an exam, doing internet-based searches for potential answers or solutions to the exam questions (which includes use of AI platforms such as Chat GPT and CoPilot); 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;
- Photographing or copying of own or other candidate's script/answering sheet or examination paper before handing it to the invigilator; and or
- Candidates using their computers to write the exam, failing to delete their answer script prior to them leaving the examination room, after ensuring the answer script was suitably copied to the memory stick.

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;
- Termination of IoDSA membership;

- Any other penalty deemed appropriate by the Member Conduct and Discipline Committee as guided by the IoDSA Disciplinary Regulations

-End-

Approved by the IoDSA Certification Committee on 12 June 2025; implementation immediately