



# Participant Assessment Guide

Company Directors Course

# Contents

<b>Introduction</b> .....	<b>3</b>
<b>Planning for your assessment</b> .....	<b>4</b>
<b>Assessment overview</b> .....	<b>6</b>
<b>Assessment components</b> .....	<b>7</b>
Assignment.....	7
Examination .....	8
Quiz.....	9
Due dates.....	10
<b>Results and grades</b> .....	<b>10</b>
<b>Pass notification and Award</b> .....	<b>12</b>
<b>GAICD Membership status</b> .....	<b>12</b>
<b>Support tools and services</b> .....	<b>12</b>
<b>Additional assessment options</b> .....	<b>13</b>
<b>Special Consideration Policy</b> .....	<b>14</b>
<b>Code of Conduct</b> .....	<b>17</b>
<b>Frequently asked questions</b> .....	<b>22</b>

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# Introduction

The Company Directors Course is the AICD's leading governance course. Since its inception over 45 years ago it has become the preferred course for aspiring and current directors and for those seeking a gateway to both their director career and their affiliation with AICD through membership.

The Company Directors Course is designed to ensure that participants not only understand their roles and responsibilities, but also improve their contributions to board performance. Updated biannually, the course provides current and relevant information and case references. It is informative, thought-provoking and practical. Graduates will have the confidence to meet contemporary governance challenges and opportunities.

The assessment components associated with the Company Directors Course, provides an opportunity for participants to consolidate their learning and to benchmark their understanding against the standard set by the AICD.

This guide provides information relating to the assessable components of the following courses:

- Company Directors Course
- Company Directors Course—Online
- Company Directors Course—Self-paced
- Company Directors Course Update
- Company Directors Course—Preparing for Success
- International Company Directors Course

# Planning for your assessment

Prior to attempting the assessment, it is important to reflect on your learning and plan your approach. Below are some suggested strategies to help with your preparation:

- Read the course notes before and after the course, including the case study examples.
- Familiarise yourself with the MyLearning environment and explore the resources available in the Assessment Preparation Hub on the course homepage.

## Accessing MyLearning:

1. Login to MySite via the AICD website.
  2. Under My Activities, select MyCourses, then select the link to MyLearning.
- Complete the eLearning courses: (no limit applies)
    1. The Director Mindset
    2. Interpreting Financial Statements
  - Note all your assessment submission deadlines and requirements regarding how to upload your assignment, complete your exam and quiz.
  - Familiarise yourself with the assignment case study options.
  - Complete the practice exam and quiz in MyLearning (no limits apply)
  - Access to the practice quiz and practice exam is from Day 1 of the course. For Self-Paced Participants access is from the date of registration.
  - Contact the assessment team at [assessment@aicd.com.au](mailto:assessment@aicd.com.au) if you have any questions.

## During the course

- Reflect at the end of each day on the key learnings from the content, case studies and discussions.
- Dot point key points for the assignment case study so that by the end of the course you have the foundation of your submission.

## Post-course attendance

- Long answer examination (The practice exam is not individually marked; you are provided with suggested responses within the practice exam upon submission to compare your answers)

- Assignment should be submitted 8-9 weeks prior to the assessment end date to allow for a resit attempt if required.
- Long answer examination should be submitted 7-8 weeks prior to the assessment end date to allow for a resit attempt if required.
- Quiz should be submitted 6-7 weeks prior to the assessment end date to allow for a resit attempt if required.

Note: Company Directors Course Self-paced participants are advised to follow the study plan found in MyLearning.



# Assessment overview

Each assessment component must be an individual's own work and be completed as an individual exercise.

There are three assessment components, the assignment, the exam, and the quiz, that each participant must successfully pass to achieve the Company Directors Course Award. These assessments are undertaken/submitted using an electronic examinations platform with appropriate plagiarism engaged as part of the assessment process.




The exam and quiz have been designed considering appropriate timeframes to accommodate for participants typing responses. Typing skills are not assessed nor will any claimed deficiency in typing skill be considered for any special consideration.

The table below outlines the requirements that all Company Directors Course participants must be aware of prior to sitting their assessment components. This includes those who undertake the International Company Directors Course.

## Eligibility requirements

Participants will be assessed on all content from the course.

### Course formats

<p><b>Face to face</b></p> 	<p>Requirement: participants must attend 4 out of 5 days</p> <p>Assessment Release date: post completion of the last day of the course</p>	<p><b>Self-paced</b></p> 	<p>Requirement: has no minimum attendance requirement, virtual classroom recordings are available in MyLearning</p> <p>Assessment Release date: beginning of week nine</p>
<p><b>Online</b></p> 	<p>Requirement: has no minimum attendance requirement, virtual classroom recordings are available in MyLearning</p> <p>Assessment Release date: post completion of the last day of the course</p>	<p><b>CDC Update and CDC Preparing for success</b></p>	<p>Requirement: participants must attend both days</p> <p>Assessment Release date: post completion of the last day of the course</p>

# Assessment components

## Assignment

The assignment provides participants an opportunity to apply their learnings in a safe environment to a selected case study. Participants have the option of selecting either a for profit or not for profit organisation.

The assignment allows assessment of a participant's ability to think like a director. The case studies contain organisational materials as well as company board papers, with participants assuming the role of a non-executive director.

Participants are required to undertake an analysis of the information provided and answer a series of questions in relation thereto. Completion of the assignment helps participants review course materials and enable them to be better prepared to attempt other assessment tasks. Case Studies and questions are included in the course materials and in MyLearning.

Participants must select one of the two provided case studies and complete a multipart report of 3,000 words (+/- 10%)

### Format

The assignment should be formatted as below and submitted via MyLearning:

- Portrait layout is preferred, however if presenting part of the assignment in table format you can use landscape.
- File naming convention: <name>\_<case study name>.pdf
- PDF file format only accepted.
- The use of sub-headings, tables and bullet points is acceptable.
- Referencing, bibliography or contents pages are not required.
- Our recommendation is to submit your assignment a minimum of **8 – 9 weeks prior** to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found in MyLearning.

### Marking time

- Marking time is 3 weeks from the date of submission.
- If a pass, your grade will appear under the grades section within MyLearning.
- If a resit is required, you will receive feedback and options on how to resit via email.

### Key details

- Read the two case studies thoroughly before selecting the one that you will respond to.
- Underline the key words of the questions to ensure you understand what is being asked of you.
- Think like a director of the case study board.

### Writing style

- Avoid using narrative style sentences and paragraphs as it is likely to result in too many words.
- Use of dot points and/or numbering is suggested where possible.
- An executive summary is not required.
- Do not repeat information found in other answers.
- Address each question separately.
- Do not write "see previous answer" as no marks will be given for repetition.

### Submitting your assignment

- Login to MyLearning via the AICD website.
- Select the Assessment icon then Assignment.
- Read the information provided.
- Follow the instructions to upload your assignment to the drop box.

**All assignments will be processed for plagiarism via Turnitin®.**

## Examination

The examination is a scenario based assessment, aimed at assessing a participant's ability to apply knowledge acquired during the course to given situations. The examination contains four separate scenarios, with participants required to answer given questions, in relation to each scenario. Each scenario is focused on a different aspect of the course materials. All questions are aligned to course learning objectives.

### Format

- The exam time is in 1 hour and 45 minutes including reading time.
- The timer cannot be paused once an attempt has started.
- Questions are randomly drawn from a bank of questions each time.
- This is an open book exam and consists of **four** long answer questions, **one** from each of the following topics
  - Governance and the Practice of Directorship
  - The Legal Environment
  - Risk and Strategy
  - Finance and Financial Performance
- Each of the four questions consist of multiple parts.
- Each part of each question requires a response.
- Participants should consider the associated weighting allocated to each part i.e. parts with a greater weighting require more detail.
- Participants must focus on the depth and quality of their answer by demonstrating the application of their knowledge to the scenario and question under consideration.
- Submission dates
- Our recommendation is to submit your exam a minimum of **7-8 weeks prior** to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found in MyLearning.

### Marking time

- Marking time is 3 weeks from the date of submission.
- If a pass, your grade will appear under the grades section within MyLearning.
- If a resit is required, you will receive feedback and options on how to resit via email.

### Key details

- Four questions in 1 hour and 45 minutes (or 26 minutes per question).

- Four topic areas of equal weighting; however, each question may have different weightings per Part.
- The questions are scenario based, you need to ensure you provide application based responses, directly linking the scenario provided throughout your answer. Do not rehash theory.
- This is an open book exam so you can have your course notes available for reference should you need them.

To save each response ensure you click the question number as your progress through the examination. DO NOT use the back and forward buttons within the web browser, this will cause issues with saving your responses. Only use the functionality within MyLearning.

### Writing style

- Know your role in the question (perspective) and keep the director mindset.
- Plan your response:
  - Plan—3 minutes
  - Write—18 minutes
  - Review—5 minutes
- Task words and weighting of each section of the question helps you to understand the depth of the answer expected.
- Dot points are acceptable.
- Check that you have taken a clear position when the question asks you to (don't sit on the fence).

### Exam—resit

If you are required to resit your exam the questions will be different from your first attempt.

Your first and second attempt exam questions and responses are not returned.

Feedback will be provided for each question and each part.

Whilst the quiz and examination can be accessed via mobile devices (smart phones and tablets) it is strongly recommended that participants use a keyboard and two screens if possible, for completing the long answer examination.



## Quiz

The quiz assesses a broad range of participant knowledge from across the course materials. Each question requires participants to apply their course learnings to a short scenario. Participants need to select the best alternative, from a director's perspective. All questions are aligned to course learning objectives.

### Format

- The quiz time is in one hour including reading time.
- This is an open book quiz consisting of 20 multiple choice questions, **five** from each of the following topics:
  - Governance and the Practice of Directorship
  - The Legal Environment
  - Risk and Strategy
  - Finance and Financial Performance
- The timer cannot be paused once an attempt has started.
- Questions are randomly drawn from a bank of questions each time.
- Each question has a scenario and four options. You are expected to select the most appropriate option that best applies to the question.
- Submission dates
- The quiz should be submitted **6-7 weeks prior** to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found in MyLearning

### Key details

- 20 questions in one hour (or three minutes per question).
- You are being asked to select the best or most correct answer.
- Read the question carefully, eliminating the alternatives or "distractors" before selecting your answer.
- Attempt each question (marks are not deducted for incorrect answers).
- This is an open book exam so you can have your course notes available for reference should you need them.

### Marking time

- Feedback time for a resit is 5 business days from the date of submission.
- If a pass, your grade will appear under the grades section within MyLearning.
- If a resit is required, you will receive feedback and options on how to resit via email.

### Quiz - resit

If you are required to resit your quiz the questions will be randomly selected from the same pool of questions.

The quiz questions and your responses will not be returned.

You will receive feedback if a resit is required, the feedback is based on the relevant module Learning Objectives.

## Due dates

All assessment tasks must be completed within **three months** from the course end date. To view the assessment due date, refer to MyLearning for dates and times.

This timeframe includes marking time (three weeks assignment & exam and one-week quiz), and any resits, if required.

For CDC Self-Paced participants, the assessment timeframe has been built-into the six-month course duration. The quiz and exam will become activated within MyLearning at week 9. Prior to week 9 you can commence your assignment and practice the exam and quiz.

## Resitting assessments components

There is one resit per each assessment task within the three-month assessment cycle. No fees apply for this resit. The resit must take into consideration the marking time.

# Results and grades

Grades are available in MyLearning.

The following timeframes apply:

Assessment Component	Marking time & Grade notification
Assignment	3 weeks from submission date
Exam	3 weeks from submission date
Quiz	Automatic upon completion

If you receive a grade of a resit or are unsuccessful in the quiz, within five business days, you will receive feedback via email along with resit options and instructions.

Quiz feedback is based on the learning objectives from the course notes. The number of learning objectives is not indicative of how many questions have been answered correctly or incorrectly.

The submission is not returned.

Answers are not provided to questions that have been answered incorrectly.

To successfully complete the assessment, a result of 65% or above is required for each assessment task.

Results are reported as a grade only:

- **Pass:** minimum of 65% was achieved.
- **Pass with Order of Merit:** a result on or over 80% on each task on the *first attempt* in the original course.
- An Order of Merit cannot be achieved on an assessment product.
- **Resit:** a result of less than 65% was achieved on your first attempt and a resit is required.
- **Not Successful:** a result of less than 65% was achieved on the resit (second) attempt.

Percentage scores of your assessments are not released, only the grade achieved.

Grades are available in MyLearning.

To retain the integrity of the assessment process and due to the rolling nature of the assessment, individual responses are not returned to participants.

Existing grades stand for two years from the end date of the course achieved.

Achieving a pass grade removes the opportunity to submit another attempt or request a remark to improve your grade.

## Feedback calls

Participants may request additional feedback via a phone call with a consultant. This offer applies to resit grades only.

Fee: \$230

The consultant will review the participants quiz, exam or assignment submission, to assist participants with technique and the best ways to approach the assessment task. The purpose being, to improve understanding, to enable improved performance moving forward. Review does not mean providing direct access to your submission, nor does it mean going through the correct/incorrect responses.

## Assessment outcomes and Awards

On successful completion of the assessment:



Participants will be awarded 10 Director Professional Development (DPD) units.



Receive the Company Directors Course or International Company Directors Course Award.



May be eligible to use the post nominal of GAICD as a graduate of the AICD. (see [AICD Membership classes](#))

# Pass notification and Award

After successfully passing the three assessment tasks, within two weeks you will receive an official pass email.



Your award will be posted to you within six weeks of receiving your final pass.

Reprints of Company Directors Course Awards will attract a fee of \$80 + GST. Payment is by BPay only.

# GAICD Membership status



Assessment do not administer membership upgrades. Please contact your Member Partner for further information.

# Support tools and services

The AICD believes that all participants should have the opportunity to complete the assessment tasks. The following support services are provided by the National Assessment Team:

- Options for participants who need assistance in completing assessment tasks due to a disability or impairment.
- Support for administrative queries such as organising resits.
- Coordination of assessment feedback services to provide detailed feedback on assessment performance and key areas for improvement.
- The National Assessment Team can be contacted between 8.30am and 5:00 pm Monday to Friday, Australian Eastern Standard Time (AEST) via:

Phone: 1300 739 119 Email: [assessment@aicd.com.au](mailto:assessment@aicd.com.au)

# Additional assessment options

Participants who do not successfully complete all the assessment components within the allocated timeframe and attempts provided with their course still have options available should they wish to complete the assessment later at a time that suits their personal circumstances.

Eligibility requirements still apply. These options have specific timeframes and additional costs attached so we encourage you to consider each option carefully in line with any upcoming work and personal circumstances prior to making a commitment to enrol.

<b>Option 1</b>	<p>Purchase an individual or group of assessment products to complete your course.</p> <table border="1" data-bbox="373 696 1366 931"> <thead> <tr> <th style="background-color: #002060; color: white;">Assessment Product</th> <th style="background-color: #002060; color: white;">Fees</th> </tr> </thead> <tbody> <tr> <td><b>Quiz:</b></td> <td>\$80</td> </tr> <tr> <td><b>Assignment:</b></td> <td>\$230</td> </tr> <tr> <td><b>Examination:</b></td> <td>\$230</td> </tr> </tbody> </table> <p>When purchasing the Assessment Products, you are attempting the same assessment as your original course and referring to the same set of course notes.</p> <p>Terms and conditions:</p> <ol style="list-style-type: none"> <li>The purchase(s) must be completed within <b>2 years</b> of the original course end date.</li> <li>All attempts per assessment task purchased must be completed within <b>three months</b> of the purchase date.</li> <li>Each purchase includes a complimentary resit attempt. The resit attempt must be submitted within <b>three months</b> of the date of purchase and marking time must be taken into consideration.</li> <li>Participants are limited to a <b>maximum of two purchases</b> per assessment product per task.</li> </ol>	Assessment Product	Fees	<b>Quiz:</b>	\$80	<b>Assignment:</b>	\$230	<b>Examination:</b>	\$230
Assessment Product	Fees								
<b>Quiz:</b>	\$80								
<b>Assignment:</b>	\$230								
<b>Examination:</b>	\$230								
<b>Option 2</b>	<p>Attend Company Directors Course—Preparing for Success.</p> <p>Within <b>three months to two years</b> from the full course end date you can attend Company Directors Course—Preparing for Success.</p> <p>Please refer to the website for course schedule and cost.</p> <p>This course does not recommence the two-year eligibility period. When attending Preparing for Success you will be using the set of course notes and assignment case studies applicable to that course. This may be different to the case studies provided to you in your initial course, depending on when you attended.</p>								
<b>Option 3</b>	<p>Enrol in Company Directors Course Update</p> <p><b>More than two years</b> from the full course end date you can enrol in the Company Directors Course Update. Each of the three tasks (Quiz, Exam and Assignment) must be submitted (any historical pass grades do not apply).</p> <p>Assessment Products can not be purchased after the Company Directors Course Update. This is a final opportunity to attempt the assessment, therefore it is important to plan the completion of the assessment tasks effectively.</p> <p>Please refer to the website for course schedule and cost.</p>								

# Special Consideration Policy

## Purpose and scope

This policy outlines the circumstances and eligibility criteria under which the Australian Institute of Company Directors (AICD) may determine an application for Special Consideration from a course participant undertaking formal assessment.

The intention of Special Consideration is to provide academic equality for participants whose performance in an assessment task may be adversely affected by illness, disability, misadventure or other extenuating circumstances beyond the control of the participant.

Special Consideration is not applied automatically and will only be determined based on the merits of the individual case and in accordance with this policy.

A successful application will not result in any adjustment of assessment results.

## Grounds

An application for Special Consideration of circumstances must meet one of the following criteria to be considered:

### Medical

- Acute illness or injury requiring hospitalisation or treatment from a medical practitioner. This includes pregnancy related complications and mental health
- Serious physical injury resulting in temporary or permanent disability

### Compassionate

- Death of an immediate family member or partner
- Serious illness directly effecting an immediate family member, partner or close relative where the participant is the primary care giver

- A natural disaster or communicable disease
- Substantive, unexpected event such as a car accident

### Disability

- Permanent disability or chronic impairment of a physical, mental, sensory, or neurological nature (Prompt notification at the beginning of the course is important to ensure that the AICD can provide any required accommodations to facilitate a participant completing the assessment within the due dates.

### Mandatory Commitment

- Jury Duty

## Application procedure

All applications must have an accompanying letter of application to the Assessment Team, clearly outlining the assessment(s) the participant would like considered and the grounds on which the application is made.

All supporting documentation must be submitted at the time of application and demonstrate that substantial disruption has been caused to a participant effective study period.

The signatory must not have a conflict of interest with the participant. E.g. Be a family member, friend etc

Completed applications must be received **prior** to the due dates to [assessment@aicd.com.au](mailto:assessment@aicd.com.au)

## Required documentation

Category	ITEM 1
<b>Medical</b>	Medical Certificate from the treating physician, clearly stating the date(s) that the participant sought treatment and confirmation of the length, severity, and nature of the illness and the impact on the study period and assessment.
<b>Compassionate</b>	Death notice or Certificate or Statutory declaration stating the relationship to the participant or Medical Certificate from the related parties treating Physician
<b>Disability</b>	Medical Certificate from the treating physician, clearly stating: <ul style="list-style-type: none"> <li>• the disability or chronic medical problem,</li> <li>• limitations to the participant study,</li> <li>• clear provisions of specific accommodations and/or assistance required.</li> </ul>
<b>Mandatory Commitment</b>	Notice of Jury selection or Statutory declaration stating the Jury term

## Circumstances that do not constitute grounds for Special Consideration

The following circumstances do not consider grounds for Special Consideration:

- Unexpected or additional work commitments
- Travel plans associated with work commitments
- Minor illness
- English as a second language
- Typing skills (unless medical indicated with supporting documentation)
- Stress or anxiety related to assessment preparation
- Attempting an assessment without adequate preparation
- Personal reasons or commitments such as holiday travel
- Ignorance of published timelines

## Outcomes

Applicant will be provided with a written outcome within two weeks of the application.





# Code of Conduct

This policy outlines the rights and responsibilities of all participants within programs offered by the Australian Institute of Company Directors (AICD) whilst enrolled as a course participant.

All course participants are expected to have read and understood this policy.

This policy applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.
- This policy should be read in conjunction with the AICD Participant Code of Conduct.

## AICD expectations of participant conduct

AICD's reputation is dependent upon the conduct of its members and participants within the programs it offers. AICD expects that participants within its programs will at all times conduct themselves in a manner than is consistent with the core values of AICD and its members.

This involves treating all other participants and AICD representatives with respect and understanding at all times.

## Communication

AICD will communicate with course participants using contact details (primarily, email and telephone), provided by participants. Should a participant's contact details change, the participant is responsible for notifying AICD of the change. Should a participant fail to notify AICD of any change in details, then the participant is responsible for the consequences due to this failure.

Participants are required to regularly check emails sent by AICD to the email address as per their contact details.

## Academic honesty and integrity

Participants are expected to:

- Conduct themselves honestly and in compliance with AICD's rules, regulations and policy.
- Not engage in academic misconduct, including plagiarism, the falsification of materials, or cheating.
- Actively participate in the learning process, taking into consideration the needs and expectations of your fellow participants.
- Be aware of assessment deadlines, and implications of not meeting those deadlines.
- Behave ethically, avoiding actions or behaviours that would unfairly impact either themselves or another participant.
- Ensure the proper use of copyright material, including AICD material.

- Ensure course activities are conducted safely and do not place others at risk of harm.
- Be familiar with resources available to assist in their professional development, including resources to help avoid plagiarism.
- Be familiar with the misconduct procedures and the potential penalties should a participant be found guilty of misconduct.
- Breaching of any rules and regulations, associated with courses offered by AICD,
- Conduct that is in any way detrimental to AICD,
- Abuse of other participants or AICD representatives, either verbal, written or electronic,
- Any action that may cause an individual to be concerned for their personal safety,

## Plagiarism

Plagiarism occurs when a person or persons represent their work/ idea as being original, when it is in fact the work/idea of another person or persons, without appropriately recognising/acknowledging the source of that work/ idea.

Collusion is the representation by a person or persons that a piece of work/idea is their own, when in fact it is the result (either in whole or in part) of unauthorised collaboration with another person or persons. In this circumstance both the participant(s) presenting the work and the person or persons involved in the unauthorised collaboration will be considered as contributors in academic misconduct.

Where a person or persons is found to have committed plagiarism, they will also be found to have committed academic misconduct.

## Turnitin®

AICD requires all participants to lodge written assessment tasks using Turnitin®. Turnitin® is used by AICD to help ensure that work submitted by participants is their own work.

Where Turnitin® indicates that work submitted by a participant (excluding references) may be sourced from other works, AICD representatives will review the participant's work in detail to determine if plagiarism has occurred.

Participants may be contacted to explain matters highlighted by Turnitin®.

## Penalties

Where a participant is found to have committed academic misconduct (including plagiarism), AICD may impose a range of penalties, including, but not limited to:

- Warnings for breach
- Removal of participant(s) from the enrolled course (at the participant's cost)
- Withholding of certificates or awards
- Exclusion from future courses
- Exclusion from membership

In determining the level of penalty, AICD will take into account the seriousness of the breach and any previous breaches by the participant.

## Application of this code

This Code of Conduct outlines the expectations of all participants within programs offered by the Australian Institute of Company Directors (AICD) regarding their conduct whilst enrolled as a course participant.

All course participants are expected to have read and abide by this code of conduct.

This code applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.
- In circumstances not covered by this Code, the principles of the Code will be applied.

## Participant obligations

Participants have an obligation to have read and understood all course rules, regulations and policies affecting them.

Participants must ensure that their contact details held by AICD are up to date, and to advise AICD of any changes.

Participants will regularly check emails sent by AICD to the email address as per their contact details.

## Personal conduct

All participants must:

1. Treat all representatives (employees, contractors, consultants etc) of AICD and other participants with respect, dignity, courtesy, and sensitivity.
2. Always maintain a cooperative and collaborative approach.
3. Act with honesty and integrity.
4. Respect the privacy of all AICD representatives and other participants.
5. Not act in a way that unnecessarily or unreasonably impedes other participants.
6. Not become involved in or encourage discrimination against or harassment or bullying of AICD representatives or other participants.

## Penalties for breach of this code

Where a participant is suspected to have breached this code of conduct, AICD will investigate the matter.

If the suspected breach is found to be proven, then AICD reserves the right to apply appropriate penalties, including: warnings of breaches, removal of participants from the enrolled course (at the participant's cost), with holding of certificates and awards and exclusion from membership.

## Participant assistance

Where a participant requires assistance in relation to their participation within any course offered by AICD, they should lodge their request for assistance in writing with [assessment@AICD.com.au](mailto:assessment@AICD.com.au) at the earliest possible date.

Assistance may be relevant to workshop attendance, access to resources or undertaking assessment tasks. In order to allow AICD to appropriately assess a participant's requirements, participants should provide all relevant details in their request, including independent medical or other professional evidence.

## Grievances

Where a participant believes that they have been treated unfairly and as a result their academic progression/ achievement is below what would have occurred if they had not been treated in such a way, they may lodge a written grievance with the General Manager, Education.

The General Manager, Education will investigate the participant's grievance and advise the participant of their findings and the determination in relation to their grievance.

Participants are required to lodge any grievance within a reasonable time frame, in order to allow a full and proper investigation of their grievance. In a majority of circumstances, the participant will receive some advice in relation to their grievance within four weeks.

## Appeals

If a participant wishes to appeal the grade achieved in an assessment task, they should contact [assessment@AICD.com.au](mailto:assessment@AICD.com.au).

Contact should be made in writing within 10 working days of the formal notification of the grade. The participant's notification should include all details relevant to their appeal.

Upon investigation of the participant's appeal, [assessment@AICD.com.au](mailto:assessment@AICD.com.au) will advise the participant of the result of their appeal within four weeks.

## Review of results

AICD has a robust process for assessing participant's performance in assessment tasks. This process includes a moderation of all written assessment components to ensure a consistent standard is applied to all participants.

## Privacy

AICD is committed to the protection of the privacy of its participants, including compliance with relevant privacy legislation.

Participant's details (including assessment results) will only be discussed (either verbally or in writing) directly with the participant, unless the participant has provided authorisation for AICD to release details to another individual. Such authorisation needs to be writing and include the signature of the participant.

<https://aicd.companydirectors.com.au/global/privacy>

## Chatham House Rules

To ensure frank discussion and confidentiality of individuals during programs, participants are required to adhere to the Chatham House Rule.

'When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

<https://www.chathamhouse.org/about-us/chatham-house-rule>

## Resources

Resources include course material, workshops, online environments, and other items that participants are granted access to via their enrolment as a participant in an AICD course.

Participants are expected to:

1. Use and care for all AICD resources, in a lawful and ethical manner, mindful of the need for resources to be shared between participants.
2. Ensure their actions or inactions do not harm, or bring into disrepute, AICD's reputation or good standing.
3. Not participate in any AICD course activity, while under the influence of alcohol or any prohibited drugs.
4. Not use, possess or supply any prohibited drug, substance or weapon at an AICD event.
5. Not misuse facilities in a manner which is unlawful, or which could be detrimental to the rights and properties of others.

6. Not use AICD's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
7. Not use AICD course material and resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.

## Online Delivery

Participants should NOT:

1. Post messages containing defamatory or other inappropriate material.
2. Collude on assessable individual work, including exams and assignments.
3. Upload files or post messages that contain material protected by copyright, intellectual property or privacy laws.
4. Share login details with another person or ask other participants or AICD representatives to provide their login details.
5. Reveal personal information about another person without prior written permission.
6. Discriminate against or harass other participants.
7. Conduct themselves in a manner which may have a detrimental impact on other.

# Frequently asked questions

**Q: When can I submit my assessment?**

A: The assessment opens within 48 hours after the final day of your course. NO assessment submission will be accepted prior to this.

**Q: Do I get my actual marks back for the quiz, exam and/or assignment?**

A: No. Raw marks and/or the percentage are not provided. Results are shown as grades only.

**Q: How will I know if I need to resit an assessment task?**

A: An email will be sent advising you of the outcome within the advised marking timeframe. In addition to this, the grade section of MyLearning will also have a record of the grade outcome.

**Q: Is my assessment task returned to me?**

A: No. To retain the integrity of the assessment process, individual responses are not returned to participants.

**Q: What resources am I allowed to access during the assessment tasks?**

A: All tasks are open book. Participants can use all course materials.

**Q: Can I have an extension?**

A: Extensions are granted only for extenuating circumstances and must be supported by relevant documentation. Work-related and travel reasons are not considered an acceptable reason for granting an extension. Serious illness or misadventure, or extreme and unpredictable circumstances may constitute grounds for an extension. Please refer to the Special Consideration Policy within this guide.

**Q: If unsuccessful in the Quiz, what type of feedback do you get?**

A: Quiz feedback is based on the learning objectives from the course notes. The number of learning objectives is not indicative of how many questions have been answered correctly or incorrectly. Answers are not provided to questions that have been answered incorrectly.

**Q: If unsuccessful in the Exam, what type of feedback do you get?**

A: Exam feedback is based on the feedback from the assessors and rubric.

**Q: What happens if the page freezes during the quiz or exam?**

A: Refresh the browser. If the issue persists, please contact the Assessment Team at [assessment@aicd.com.au](mailto:assessment@aicd.com.au)

**Q: Are the eLearning courses The Director Mindset and Interpreting Financial Statements part of my assessment?**

A: No, though they are a valuable resource that should be completed prior to attending the course and as revision for your assessment. No limit applies to how many times you review these courses whilst enrolled in the CDC.

**Q: I have passed all assessment components, what are the next steps?**

A: Your Award will be posted to you the month following your pass.

For membership Upgrades please contact your member partner. Eligible upgrades can take up-to two weeks to process.

**Q: Do I need to stay within the word count for each of the parts of the assignment?**

A: The word count for Parts 1, 2 and 3 are guidelines only. You only need to ensure the overall assignment word count is 3000 +/- 10%. All tables, headers, footers are included in the total.

**Q: Do I need to reference throughout my assignment and exam?**

A: Referencing, bibliography or contents pages are not required. Responses should be application based, directly related to the case study and exam scenarios provided.

**Q: Is an Executive Summary needed for the assignment?**

No, it will only unnecessarily increase the word count.

**Q: Can you explain the 3 week marking period for the exam and assignment?**

A: Within your initial course you are provided with a 3 month assessment cycle. This 3 month cycle must include marking time (3 weeks exam and assignment, 1 week quiz) and resit submissions, if required. To allow time for a resit of the exam and assignment all submission should be submitted by week 4 and 6, respectively.

**Q: What topics are covered in the quiz and exam?**

A: Both the quiz and exam format consist of questions from Governance, The Legal Environment, Risk & Strategy and Finance.

**Q: If you need to resit the exam and/or quiz do you only need to resit the section you failed?**

A: The exam and quiz need to be submitted and passed as a complete submission. If a resit is required, you need to resit all questions.

**Q: If you need to resit the assignment do you only need to resit the section you failed?**

A: If a resit for the assignment is required, feedback from your assessor will be provided and outline how much of your assignment will need to be resubmitted. This may include the whole or part of the assignment.

**Q: What happens if I fail my resit submission (quiz, exam and/or assignment)?**

A: You will receive feedback via email, within the email it will outline your next options on how you are able to resit the remaining assessment task/s.

**Q: Does my practice quiz and/or exam get marked?**

A: The practice exam is not individually marked by an Assessor. Once you submit the practice exam, you are provided with detailed solutions for each of the questions, so you can compare your responses.

**Q: What is the pass rate for the assessments?**

A: AICD do not release the pass or fail rates.

**Q: My quiz and/or exam expires tonight, I need to attempt my resit?**

A: You are provided with a 3 month cycle, this must include marking time (3 weeks exam and assignment, 1 week quiz) and resit submissions, if required. Resit submissions are unable to be fast-tracked due to having to undergo the plagiarism check and complete marking process

**Q: Is there a model answer for the assignment?**

A: AICD do not provide a model answer for the assignment currently.

**Q: Is all course content covered in the assessment tasks?**

A: The assessment is written against all the course Learning Objectives. The questions are not theoretical, they are scenario based.

**Q: Can I have the assignment financials in excel format?**

A: Excel files of the financials are not supplied as it would not be expected of a board member to undertake this level of analysis.

**Q: Can I submit my assignment to Turnitin prior to submission?**

A: No, assignments are run through the Turnitin program upon submission to the Dropbox. You will not need to do this prior to submission.

**Q: I have received a resit for my quiz, but I passed all the practice attempts. Are the questions at different levels of difficulty?**

A: All assessment questions are written and reviewed against the same learning objectives and level of difficulty.

**Q: Do you offer tutoring for assessment tasks?**

A: No tutoring is not a current service offered by the AICD

**Q: Where can I find the practice quiz/practice exam?**

A: Within your course in MyLearning select 'Assessment', then 'Quizzes & Exam'.



**Q. How many times can I do the practice task? Will I get the same questions each time?**

A: The practise tasks are provided to demonstrate the format and type of question you may encounter in your exam. It also provides an opportunity for you to practise in a timed scenario as part of your exam preparation. You have unlimited attempts at the practice quiz and practice exam. The questions are randomly selected from a pool of questions. You will eventually start to see a repeat of the same questions.

**Q. What happens if I do not complete my tasks in time? Do I need to re-attempt everything/ start again?**

A: Please refer to page 13 – Additional Assessment Options. Any grades achieved on your individual assessment tasks will stand for a period of 2 years from your original course.

**Q. Why do I need to wait 5 business days to re-sit my quiz?**

A: It takes up to 5 business days for your quiz feedback to be prepared. Once received your quiz resit will be activated within MyLearning. Your grade for your quiz is automatically graded.

**Q. Is there a specific order to complete/ submit the tasks?**

A: You can submit the tasks in order of your preference however, it is advised to submit your assignment first, followed by your exam and quiz.

**Q. Do I need to formally select/notify AICD of my chosen assessment case study?**

A: There is no need to notify AICD of your chosen case study.

**Q. Is there somewhere to submit a draft copy of my assignment?**

A: We do not provide feedback based on your draft assignment. Once submitted if a resit is required you will receive feedback and options to resubmit.

