



**Company
Directors**
Course™

Participant Assessment Guide

Contents

Introduction	3
Planning for your assessment	4
Assessment overview	5
Assessment tasks	6
Assignment	6
Exam	7
Quiz	8
Due dates	9
Grades and results	10
Assessment outcomes	11
Support tools and services	12
Additional assessment options	13
Special Consideration Policy	14
Frequently asked questions	16
Participant Code of Conduct	19

Introduction

The *Company Directors Course*™ is the AICD's leading governance course. Since its inception more than 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 participants not only understand their roles and responsibilities as directors, but also improve their contributions to board performance. Updated biannually, the course provides current and relevant information and case studies. It is informative, thought-provoking, and practical. Graduates of the *Company Directors Course*™ will have the confidence to meet contemporary governance challenges and opportunities.

The assessment tasks associated with the *Company Directors Course*™ provide 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 tasks of the following courses:

- *Company Directors Course*™
- *Company Directors Course*™ - Online
- *Company Directors Course*™ - Self-paced
- *Company Directors Course*™ Update

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 MyLearning and explore the resources available in the *Assessment Preparation Hub* on the course homepage.
- Review the Assessment overview (page 5) and consider if you need any accessibility requirements to participate. AICD is committed to providing equitable access to the assessment tasks for all learners. For more information on accessibility, please go to page 12.
- Make use of the practice exam and practice quiz to become familiar with the question types and the online experience so you can perform at your best. The practice quiz and practice exam can be accessed from the first day of the course - no limits to the number of practice attempts apply.
- Complete the eLearning courses: (no limit applies)
 1. The Director Mindset
 2. Interpreting Financial Statements
- Note all your assessment submission due dates, including resits and marking timeframes (see page 10).
- You may engage in group research and discussion regarding the case studies, questions, and related content, however, submitted content for assessment must be your own. Take care to ensure you do not provide your work to another participant or use another participant's work (including co-written content) for your own assessment.
- AICD's reputation is dependent upon the conduct of its members and participants within the programs it offers, and strongly values academic integrity. Submitting any work written or produced by a third party, including artificial intelligence systems (e.g. ChatGPT), as your own work for assessment is considered academic misconduct.

ACCESSING MYLEARNING:

1. Login through the AICD website.
2. Click the dropdown arrow next to your profile icon in the top right-hand corner and select Dashboard.
3. Select MyCourses/webinars, then click **Access MyLearning**.

Contact the assessment team if you have any questions:

Email: assessment@aicd.com.au

Phone: **1300 739 119**

Assessment overview





There are three assessment tasks for the *Company Directors Course™*: the assignment, exam, and quiz. Each participant must successfully pass (65% or greater for each task) to achieve the *Company Directors Course™* Award. These assessment tasks are undertaken and submitted online via MyLearning.

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

The table below outlines the requirements that all *Company Directors Course™* participants must be aware of prior to sitting their assessment tasks.

ELIGIBILITY REQUIREMENTS

Participants will be assessed on all content from the course.

Course formats		
	Face-to-face	Requirement: participants must attend four out of the five days Assessment release date: post completion of the last day of the course
	Self-paced	Requirement: no minimum attendance requirement, virtual classroom recordings are available in MyLearning Assessment release date: beginning of week nine
	Online	Requirement: no minimum attendance requirement, virtual classroom recordings are available in MyLearning Assessment release date: post completion of the last day of the course
	Update	Requirement: participants must attend both days Assessment release date: post completion of the last day of the course

Assessment tasks

ASSIGNMENT

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

The assignment assesses 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 respond to a series of questions. It is suggested to attempt the assignment first, as completion of this helps participants review course materials and enable them to be better prepared for the exam and quiz. Case studies and questions are included in the hard copy course materials and in the *Assessment Preparation Hub* within MyLearning on the course homepage.

Participants must select **one of the two provided case studies** and complete a multipart response of 3,000 words (+/- 10%). If the submitted assignment exceeds this word limit by more than 10%, it will not be marked; it will be considered an unsuccessful attempt.

Format

- Portrait layout is preferred, however, if presenting part of the assignment in table format, landscape is acceptable.
- File naming convention: <full name>_<case study name.pdf>
- The word count must be included in the footer. All tables, headers, and footers are included in the total word count.
- .pdf or .docx file format.
- Referencing, bibliography or contents pages are not required.

Submission dates

- The recommendation is to submit your assignment a minimum of **eight to nine weeks** prior to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found via the 'Assessments' icon in MyLearning.

Marking time

- **Marking time is three weeks** from the date of submission.
- If you obtain a pass, your grade will appear on the 'Grades' page within MyLearning.
- If your result is a **resit** or **not successful**, you will receive feedback and next steps via email **three weeks** from the date of submission.

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.
- Use the suggested word count per part as a guide for detail and length.
- An executive summary is not required.
- Do not repeat information found in other parts.
- Address each question separately.
- View the Assessment Preparation Hub for an assignment exemplar.

Submitting your assignment

- Select the 'Assessments' icon then Assignment in MyLearning.
- Follow the instructions to upload your assignment to the dropbox.
- **All assignments will be processed for plagiarism via Turnitin.**

EXAM

The exam is an open-book, timed task, aimed at assessing a participant's ability to apply knowledge acquired during the course to given situations. The exam contains four separate scenarios, with participants required to respond to all questions concerning each scenario. Each scenario is focused on a different aspect of the course materials. All questions are aligned to the course learning objectives. For integrity reasons, exam questions and participant responses are **not returned**.

Format

- The exam time is 1 hour and 45 minutes, including reading time (approx. 26 minutes per question).
- The timer cannot be paused once an attempt has started.
- The exam consists of four questions, one from each topic: Governance and the Practice of Directorship; the Legal Environment; Risk and Strategy; Financial Literacy and Performance. Questions will also require knowledge of Achieving Board Effectiveness.
- The questions can be attempted in your preferred order.
- Each question may have different weightings per part. Consider this when responding (i.e., parts with a greater weighting require more detail).
- Make use of the practice exam to become familiar with the question types and the online experience.

Submission dates

- Our recommendation is to submit your exam a minimum of **seven to eight weeks prior** to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found via the 'Assessments' icon in MyLearning.

Marking time

- **Marking time is three weeks** from the date of submission.
- If you obtain a **pass**, your grade will appear on the 'Grades' page within MyLearning.
- If your result is a **resit** or **not successful**, you will receive feedback and the next steps via email **three weeks** from the date of submission.
- The questions in your exam resit will be different from your first attempt.

Key details

- The questions are scenario-based. Ensure you provide application-based responses, directly linking to the scenario throughout your response.
- **Do not copy and paste. You must use your own words and type into MyLearning.**
- Whilst the exam can be accessed via mobile devices (smartphones and tablets), it is strongly recommended that participants use a laptop or desktop.
- The exam will auto-save your work in the background as you move between pages and when you exit the exam.
- **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.
- Any responses submitted prior to the system timing out will be saved and submitted.
- Typing skills are not assessed, nor will any claimed deficiency in typing skills be considered for any special consideration.

Writing style

- Know your role in the question (perspective) and keep the director mindset.
- Plan your response: plan (3 mins), write (18 mins), review (5 mins).
- Read all parts of the question first, analyse the scenario, note the keywords in the question and take notes as you go.
- Clearly define which part of the question your response refers to by separating it with headings.
- Dot points are recommended.
- Check you have taken a clear position when the question asks you to.

QUIZ

The quiz is a timed, open-book task aimed at assessing the participant's range of knowledge of the course materials. Each question requires participants to apply their course learnings to a short scenario. Participants will need to select the best alternative from a director's perspective. All questions are aligned to the course learning objectives. For integrity reasons, quiz questions and participant answers are **not returned**.

Format

- The quiz time is 1 hour including reading time (3 minutes per question).
- The quiz consists of 20 multiple-choice questions, five from each of the following topics:
 - Governance and the Practice of Directorship
 - The Legal Environment
 - Risk and Strategy
 - Financial Literacy and Performance
 - Questions will also require knowledge of Achieving Board Effectiveness.
- The timer cannot be paused once an attempt has started.
- Each question has a scenario and four options. You are expected to select the most appropriate option that best applies to the question.
- Make use of the practice quiz to become familiar with the question types and the online experience.

Submission dates

- The quiz should be submitted **six to seven weeks** prior to the assessment end date to allow for a resit attempt if required.
- Final due dates can be found via the 'Assessments' icon in MyLearning.

Marking time

- The quiz is marked automatically, and you will receive your result instantly upon completion.
- If your result is a **pass**, your grade will appear on the 'Grades' page within MyLearning.
- If your result is a **resit** or **not successful**, you will receive feedback and next steps via email **one week** from the date of submission.

Key details

- 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 quiz so you can have your course notes available for reference should you need them.
- Whilst the quiz can be accessed via mobile devices (smartphones and tablets), it is strongly recommended participants use a laptop or desktop.
- The quiz will auto-save your answers in the background as you move between questions.

Due dates

COMPANY DIRECTORS COURSE™ ONLINE, FACE-TO-FACE, AND UPDATE

For **Face-to-face**, **Online** and **Update**, all assessment tasks must be completed within **three months** from the course end date. Refer to the 'Assessments' icon in MyLearning for due dates and times.

COMPANY DIRECTORS COURSE™ SELF-PACED

For **Self-Paced participants**, the assessment cycle has been built-into the six-month course duration. The exam and quiz will be available within MyLearning at week nine. Prior to week nine, you can commence your assignment as the case studies will already be available and also access the practice exam and practice quiz.

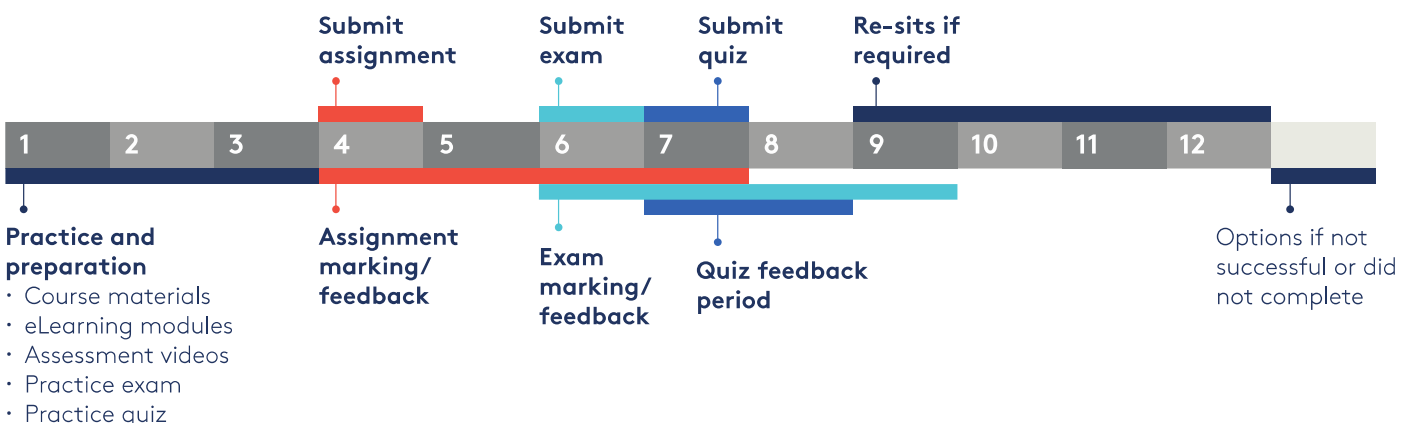
A detailed study guide can be found in MyLearning under Course Materials – Introduction.

RESITTING THE ASSESSMENTS TASKS

Each participant has two opportunities to complete each assessment task within the assessment cycle. The first attempt must take marking timeframes into consideration (three weeks for assignment and exam, one week for quiz) to ensure there is enough time to resit (if required) before the assessment cycle end date.

(Note: if required, the resit attempt does not need to factor marking time)

SUGGESTED THREE-MONTH TIMELINE



Grades and results

All three assessment tasks (assignment, exam, and quiz) must be passed to achieve the *Company Directors Course™* Award. To do this, each participant must achieve a result of 65% or greater in each task.

GRADES

Grades are available in MyLearning under the Grades icon.

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

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

RESULTS

Results are reported as a grade (pass with order of merit, pass, resit, or not successful) only. Percentage or raw scores are not released.

Existing grades stand for two years from the **course end date** for the *Company Directors Course™ (Face-to-face, Online)* and **course start date** for the *Company Directors Course™ Self-Paced*. Grades **do not** stand for a period of two years after the **Update** course. The Update course does not recommence the two-year eligibility.

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

Grades	
Pass: a minimum of 65% in any assessment task is achieved.	Resit: a result of less than 65% is achieved on the first attempt and a resit is required.
Pass with Order of Merit: a result greater than or equal to 80% in any assessment task. An Order of Merit overall certification grade can only be achieved by receiving 80% or above on the first attempt of every assessment task in the original course .	Not Successful: a result of less than 65% is achieved on the resit (second) attempt.

Assessment outcomes

On successful completion of all three assessment tasks:



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



Receive the *Company Directors Course™* Award.



May be eligible to use the post-nominal of GAICD as a graduate of the AICD.

Pass notification, award, and membership



Pass notification

After successfully passing all three assessment tasks, you will receive an official pass email within **two weeks** of receiving your final task pass grade.



Award

The *Company Directors Course™* award is processed in the first week of each month.

Your award will be posted to you approximately **six weeks** from receiving your final task pass grade.

Reprints of *Company Directors Course™* awards:

Fee: \$105

The Assessment Team can supply transcripts to confirm your successful completion of the course and assessment upon request.



GAICD membership status

The Assessment Team does not administer membership upgrades or the membership certificate that states 'Graduate'.

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 Assessment Team:

ACCESSIBILITY OPTIONS

Accessibility requirements and adjustments are available to learners with disability, illness, or injury. AICD is committed to implementing adjustments to enable everyone to complete the assessment effectively. Types of adjustments may include (but not limited to):

- Additional time
- Information provided in an alternative format
- Adjustments to communications and presentations

Eligibility for adjustments is determined on an individual basis in consultation with the AICD Assessment Office. AICD may ask for supporting documentation to assist the request.

FEEDBACK CALLS

Participants may request additional support via a phone call with an assessment consultant. This offer applies to resit grades only, not successful grades.

Fee: \$315

The assessment consultant will review the participant's assignment, exam, or quiz to assist participants with technique and the best ways to approach the assessment task. The consultation's purpose is to improve understanding and to enable improved performance moving forward. The review will not provide direct access to your submission, nor will it be going through the correct/incorrect responses.

CONTACTING ASSESSMENT TEAM

For any administrative queries, the Assessment Team can be contacted between 9.00 am and 5:00 pm Monday to Friday (AEST/AEDT) via:

Email: **assessment@aicd.com.au**

Phone: **1300 739 119**

Additional assessment options

Participants who do not successfully complete all the assessment tasks within the allocated timeframe still have options available to them should they wish to complete the assessment later. Eligibility requirements apply.

These options have specific timeframes and additional costs. We encourage you to consider each option carefully in line with any upcoming work and personal circumstances prior to making a commitment to enrol.

Option 1 Purchase assessment products

Assessment Product	Quiz	Assignment	Exam
Fee	\$120	\$325	\$315

Participants can purchase an individual or group of assessment products to complete their course. The assessment is the same as your original course and refers to the same set of course notes.

Terms and conditions:

- The purchase(s) must be completed within two years of the original course end date (Self-paced – two years from the course start date).
- Each product comes with a three-month assessment cycle.
- Each purchase includes a resit attempt. The resit attempt must be completed by the due date. The first attempt must take marking timeframes into consideration. The resit attempt does not need to factor in marking time.
- Participants are limited to a maximum of two purchases per assessment product.
- Only need to purchase products for assessment tasks not previously passed. Assessment products may be purchased and undertaken individually.
- Please email assessment@aicd.com.au for the payment link. Once payment is made, you will be notified via email and assessment task/s will be activated within **two business days**.

Option 2 Enrol in the *Company Directors Course*™ Update

If more than two years have passed from the full course end date, you can enrol into the Update. Each of the three tasks, assignment, exam, and quiz, must be submitted (any historical pass grades do not apply).

Assessment products cannot be purchased after the Update. This is a final opportunity to attempt the assessment, therefore, it is important to plan the completion of the assessment tasks effectively.

Please refer to the website for course schedule and cost.

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 equity 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.

GROUNDINGS FOR APPLICATION

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 affecting an immediate family member, partner, or close relative where the participant is the primary caregiver.
- A natural disaster or communicable disease.
- Substantive, unexpected event such as a car accident.

Disability

- Disability includes physical, intellectual, psychiatric, sensory, neurological, learning disability, physical disfigurement and immunological (definition from the Disability Discrimination Act).
- Examples of disability include hearing, speech or visual impairments, mental illness, arthritis, asthma, cancers, diabetes, dyslexia, or epilepsy.
- Notification at the beginning of the course is encouraged to enable AICD to implement any required adjustments.

Mandatory commitment

- Jury duty

APPLICATION PROCEDURE

All applicants must email the Assessment Team clearly outlining the assessment(s) they would like considered and the grounds on which the application is made.

Completed applications must be received **prior** to the assessment due dates to **assessment@aicd.com.au**

All supporting documentation must be submitted at the time of application and demonstrate that substantial disruption has been caused to a participant's assessment.

The signatory must not have a conflict of interest with the participant (e.g., a family member, friend).

REQUIRED DOCUMENTATION

Category	Documentation
Medical	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 assessment.
Disability	Medical certificate from the treating physician, clearly stating: <ul style="list-style-type: none">• the disability or chronic medical problem,• limitations to the participant study,• clear provisions of specific accommodations and/or assistance required.
Compassionate	Death notice or certificate, or statutory declaration stating the relationship to the participant or medical certificate from the related parties treating physician.
Mandatory Commitment	Notice of jury selection or statutory declaration stating the Jury term.

CIRCUMSTANCES THAT DO NOT CONSTITUTE GROUNDS FOR SPECIAL CONSIDERATION

The following circumstances are not considered 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 medically or disability related 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 assessment due dates or other published timelines
- Late enrolment into the course

OUTCOME

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

Frequently asked questions

GENERAL

Q: When can I submit my assessment?

A: If you are completing the *Company Directors Course™* Face-to-face, Online, or Update, the assessment will be available after the final day of your course. For Self-Paced participants, assessment tasks will be available at the beginning of week nine. No assessment submissions will be accepted prior to this.

Q: Is there a specific order to complete/submit the assessment tasks?

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

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: Is my submitted assessment task returned to me?

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

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

A: The assessment is written against all the course learning objectives. The questions are scenario-based, not purely theory-based.

Q: Can I use AI in any of my assessment tasks?

A: No, you cannot submit any work written or produced by a third party, including artificial intelligence systems (e.g. ChatGPT), as your own work for assessment is considered academic misconduct.

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

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

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 *Company Directors Course*.

Q: Can I have an extension?

A: Extensions are granted for extenuating circumstances only and must be supported by relevant documentation. Work-related and travel reasons are not considered acceptable reasons for granting an extension. Please refer to the Special Consideration Policy within this guide for what does/does not constitute grounds for an extension.

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

A: Please refer to page 13 – Additional assessment options.

Q: If I need to purchase assessment products, do I need to notify the Assessment team in advance?

A: No. You will only need to reach out to the Assessment team when you are ready to make the purchase and recommence your three-month assessment cycle.

Time limits apply.

Q: Do you offer tutoring for assessment tasks?

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

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

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

The *Company Directors Course*™ award is processed in the first week of each month.

You should receive your award approximately six weeks from receiving your final task pass grade.

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

PRACTICE QUIZ AND EXAM

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

A: Within your MyLearning, select the 'Assessments' icon, then 'Quiz & Exam'.

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

A: The practice exam is not marked by an assessor. The practice quiz will be automatically graded. Once you submit the practice exam/quiz, you are provided with detailed suggested solutions or feedback for each of the questions, so you can compare your responses.

Q: How many times can I do the practice exam/quiz? Will I get the same questions each time?

A: The practice exam/quiz is provided to demonstrate the format and type of questions you may encounter in your actual assessment. It also provides an opportunity for you to practice in a timed scenario as part of your preparation. You have unlimited attempts, and the questions are randomly selected from a pool of questions. Please note you may eventually start to see a repeat of the same questions.

QUIZ AND EXAM

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

A: Both the exam and quiz format consist of questions from Governance and the Practice of Directorship, The Legal Environment, Risk and Strategy, Financial Literacy and Performance, and Achieving Board Effectiveness.

Q: If unsuccessful in the quiz, what type of feedback do I receive?

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 I receive?

A: Exam feedback is based on the feedback from the assessor and marking 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 and attach screenshots of the error.

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.

Time pressure within the actual quiz can give the impression that the actual quiz is more difficult.

ASSIGNMENT

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: 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: 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: Is there a model response for the assignment?

A: AICD does not provide a model response for the assignment. An assignment exemplar can be found in the Assessment Hub in MyLearning.

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.

Q: Do I need to 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: 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.

RESITTING ASSESSMENTS

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

A: You will receive a notification in MyLearning confirming your result has been released on the 'Grades' page.

If you received a Resit grade, an email will be sent within the advised marking timeframe with your feedback and resit option.

Q: Can you explain the marking timeframes to be eligible for a resit?

A: There is one resit opportunity per each assessment task within the assessment cycle. The first attempt must take into consideration the marking timeframes (three weeks for assignment and exam results and feedback, one week for feedback for the quiz) as all attempts, including resits, must be completed by the assessment cycle end date.

Q: Do I need to take into consideration the marking timeframe for a resit attempt?

A: No. If you are sitting the resit (second) attempt within the original course, you can submit by the assessment end date, and it will still be marked. Your results will be released based on the marking timeframes.

This also applies if you are sitting a resit attempt within an assessment product.

Q: Why do I need to wait one week to resit my quiz?

A: Your quiz submission is automatically graded upon completion. However, if you receive a resit grade, it takes one week for your quiz feedback to be prepared and your resit to be set up in MyLearning.

Q: Can I resit my quiz and/or exam which expires tonight?

A: You are not eligible for a resit attempt if you have not taken into consideration the marking timeframes. We cannot fast-track the release of feedback or the set up of a resit in MyLearning.

Q: If I need to resit the exam and/or quiz, do I only need to resit the section I 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 I need to resit the assignment, do I only need to resit the section I failed?

A: If a resit for the assignment is required, feedback from your assessor will be provided. It will outline which part of the assignment needs to be revised. Your assignment must be resubmitted as a whole complete assignment and not only the part(s) you were required to update.

Q: What happens if I am not successful in my resit submission (quiz, exam and/or assignment)?

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

Participant 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 conduct themselves in a manner that 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 the 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 due dates and the implications of not meeting those due dates.
- 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®. AICD uses Turnitin® to help ensure that the 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:

- Treat all representatives (employees, contractors, consultants etc.) of AICD and other participants with respect, dignity, courtesy, and sensitivity.
- Always maintain a cooperative and collaborative approach.
- Act with honesty and integrity.
- Respect the privacy of all AICD representatives and other participants.
- Not act in a way that unnecessarily or unreasonably impedes other participants.
- 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), withholding of certificates and awards and exclusion from membership.

PARTICIPANT ASSISTANCE

Where a participant requires assistance in relation to their participation in any course offered by AICD, they should lodge their request for assistance in writing with **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 Assessment Manager.

The Assessment Manager 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**.

Contact should be made in writing within ten

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** will advise the participant of the result of their appeal within four weeks.

REVIEW OF RESULTS

AICD has a robust process for assessing participants' performance in assessment tasks. This process includes a moderation of all written assessment tasks 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 in writing and include the signature of the participant.

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.'

**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 others.

The Australian Institute of Company Directors developed this program.

This course material is for general information only and is not intended as advice on any of the matters discussed in the materials. No reader should rely on this material as a basis for a decision as to whether to act or not act in relation to a specific matter affecting them but should consult their professional adviser.

The copyright in this material is vested in Australian Institute of Company Directors.

While publicly available financial data and industry issues have been used to ensure marketplace accuracy, fictional situations and characters have been created to involve program participants in case-study learning exercises. The issues described do not reflect on any actual company or individual.

No part of this course material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval systems except as permitted under the Copyright Act 1968 or with prior written permission from the copyright owner.
