

**Company  
Directors**  
Course™

# Participant Assessment Guide

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# 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 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 tasks 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 tasks 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.
- Review the assessment overview and consider if you need any accessibility requirements to participate. AICD are committed to providing equitable access to the assessment activities 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. Access to the practice quiz and practice exam is from the first official 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 deadlines.

## 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 at **assessment@aicd.com.au** or phone 1300 739 119 if you have any questions.

# Assessment overview


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

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

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

## ELIGIBILITY REQUIREMENTS

Participants will be assessed on all content from the course.

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

Participants must select **one of the two provided case studies** and complete a multipart report of 3,000 words (+/- 10%). If the assignment exceeds this word limit by more than 10%, it will not be marked, and you will need to revise and submit within the assessment period.

### Format

- Portrait layout is preferred, however if presenting part of the assignment in table format landscape is acceptable.
- File naming convention: <name>\_<case study name.pdf>
- The word count must be included in the footer.
- **.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 **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 you obtain 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.
- Use the suggested word count per part as a guide for response detail and length.
- An executive summary is not required.
- Do not repeat information found in other answers.
- Address each question separately.
- See the Assessment Preparation Hub for an assignment exemplar.

### Submitting your assignment

- Login to MyLearning via the AICD website.
- Select the Assessment icon then Assignment.
- 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 scenario-based 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 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 1 hour and 45 minutes including reading time (approx. 26 minutes per question).
- The timer cannot be paused once an attempt has started.
- It is an open book exam consisting of four long answer questions, one from each topic: Governance and the Practice of Directorship, the Legal Environment, Risk and Strategy and Financial Literacy and Performance.
- The questions can be attempted in your preferred order.
- Each question may have different weightings per part. Consider the associated weighting allocated to each part (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 **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 you obtain 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.
- The questions in your exam-resit will be different from your first attempt.
- For integrity reasons, exam questions and participant responses are not returned.

### Key details

- The questions are scenario based, you need to ensure you provide application-based responses, directly linking the scenario provided throughout your answer.
- This is an open book exam so you can have your course notes available for reference should you need them.
- Do not copy and paste. You must use your own words.
- Whilst the exam can be accessed via mobile devices (smart phones and tablets), it is strongly recommended that participants use a keyboard and two screens, if possible.
- 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. If the system times out, your responses will be saved.
- Typing skills are not assessed nor will any claimed deficiency in typing skill 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 key words in the question and take notes as you go.
- Dot points are recommended.
- Check that you have taken a clear position when the question asks you to.

## QUIZ

The quiz is a timed open book task, aimed at assessing a participant's broad range of knowledge of 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 1 hour including reading time (3 minutes per question).
- 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
  - Financial Literacy and Performance
- 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 **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.

### 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 under the grades section within MyLearning.
- If your result is a **resit** or **not successful**, you will receive feedback and options on how to resit via email **one week** from the date of submission.
- For integrity reasons, quiz questions and participant responses are not returned.

### 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 (smart phones and tablets) it is strongly recommended that participants use desktop device if possible.
- The quiz will auto-save your responses in the background and when you move between questions.



## DUE DATES

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

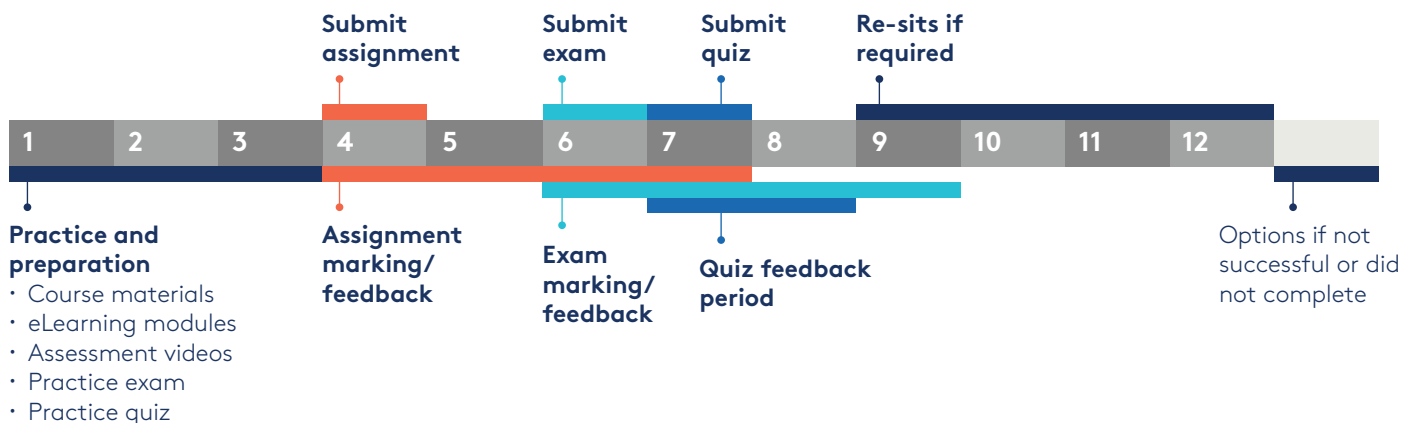
For **CDC Self-Paced** participants, the assessment timeframe has been built-into the six-month course duration. The exam and quiz will become activated within MyLearning at week 9. Prior to week 9, you can commence your assignment as the case studies will already be available and access the practice 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 period. 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 period end date (Note: the resit does not need to factor marking time).

## SUGGESTED THREE-MONTH TIMELINE



# Results and 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 participant's performance in assessment tasks. This process includes a moderation of all written assessment tasks to ensure a consistent standard is applied to all participants.

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

Results are reported as a grade only, percentage scores are not released.

Existing grades stand for two years from the **course end date** for the Company Directors Course and Company Directors Course Online, and **course start date** for the Company Directors Course Self-Paced.

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

## Pass grades

- **Pass:** a minimum of 65% in each assessment task is achieved.
- **Pass with Order of Merit:** a result greater than or equal to 80% in each task on the first attempt in the original course is achieved. An Order of Merit cannot be achieved on assessment products.

## Fail grades

- **Resit:** a result of less than 65% is achieved on the first attempt and a resit is required.
- **Not Successful:** a result of less than 65% is achieved on the resit (second) attempt.

# Assessment outcomes

## On successful completion of all three assessments:



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, award, and membership



### Pass notification

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



### Award

Your award will be posted to you within six weeks of receiving your final pass grade. The awards are processed in the first week of each month.

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.

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



### 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:

## ACCESSIBILITY OPTIONS

Accessibility requirements and adjustments are available to learners with disability, illness or injury. AICD are committed to implementing adjustments to enable everyone to complete the assessments 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 feedback via a phone call with an assessment consultant. This offer applies to resit grades only.

Fee: \$230

The assessment consultant will review the participant's 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. 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 National Assessment Team can be contacted between 9.00am and 5:00 pm Monday to Friday, Australian Eastern Standard Time (AEST) via:

Phone: **1300 739 119**

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

# Additional assessment options

Participants who do not successfully complete all the assessment tasks within the allocated timeframe still have options available should they wish to complete the assessment later at a time.

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.

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## Option 1 Purchase an individual or group of assessment products to complete your course

Assessment Product	Fees	Effective from 1 October 2022
Quiz	\$80	\$100
Assignment	\$230	\$250
Examination	\$230	\$250

When purchasing the Assessment Products, you are attempting the same assessment as your original course and referring to the same set of course notes.

Terms and conditions:

- The purchase(s) must be completed within 2 years of the original course end date (CDC Self-paced – 2 years from course start date).
- All attempts of the assessment task/s purchased must be completed within the three-month period.
- Each purchase includes a resit attempt. The resit attempt must be completed by the due date, marking timeframes apply.
- Participants are limited to a **maximum of two purchases** per assessment product.
- Assessment Products may be purchased and undertaken individually.
- Please email [assessment@aicd.com.au](mailto:assessment@aicd.com.au) for payment link. Once payment is made, you will be notified via email and assessment task/s activated within 2 business days.

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## Option 2 Attend Company Directors Course—Preparing for Assessment

Within **three months to two years** from the full course end date you can attend.

This course does not recommence the two-year eligibility period. You will be using the set of course notes and assignment case studies applicable to that course. Depending on when you attended, this may be different to the case studies provided to you in your initial course.

Please refer to the website for course schedule and cost.

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## Option 3 Enrol in Company Directors Course Update

**More than two years** from the full course end date you can enrol into the CDC 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 CDC 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 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.

## 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.

### 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 and facilitate a participant completing the assessment within the due dates.

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

### 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's study period.

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

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

## REQUIRED DOCUMENTATION

Category	Documentation
<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>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>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>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 medically or disability related 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 assessment deadlines or other published timelines

## OUTCOME

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 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 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 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](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.

[chathamhouse.org/about-us/chatham-house-rule](https://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

## GENERAL

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

**A:** If you are completing the Company Directors Course face-to-face, Online, or Update the assessments will be available after the final day of your course. For Self-paced participants, assessments 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 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 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 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: 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: 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 an acceptable reason 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. Any grades achieved on your individual assessment tasks will stand for a period of 2 years from your original course.

### **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 3-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: What is the pass rate for the assessments?**

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

**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.

Your Award will be posted to you the month following your overall successful completion of the assessments. You must ensure your postal address is up to date in MySite to prevent any delays.

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 'Assessments', then 'Quizzes & Exam'.

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

**A:** The practice exam/ quiz is not individually marked by an assessor. 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 practise 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 quiz and exam format consist of questions from Governance and the Practice of Directorship, The Legal Environment, Risk and Strategy and Financial Literacy and Performance.

**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 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) and attach screenshots of 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 answer for the assignment?**

A: AICD do not provide a model answer 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 under the Grades section.

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 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 5 business days to re-sit my quiz?**

A: Your quiz submission is automatically graded upon completion. However, if you receive a resit grade, it takes 5 business days for your quiz feedback to be prepared and your resit to be setup 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 a feedback or the setup 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 fail 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.

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