

Foundations of
Directorship™

Participant Assessment Guide



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Introduction

The *Foundations of Directorship™* course is designed for new and aspiring directors, senior executives, and managers wanting to gain a foundational knowledge of the duties and responsibilities of boards and directors.

The course covers all the key areas needed as a board director, including Governance for Directors, Risk and Strategy for Directors, and Finance for Directors.

At the Australian Institute of Company Directors Limited (AICD), assessment is an opportunity for participants to consolidate their learning and to benchmark their understanding against the standard set by the AICD.

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

- *Foundations of Directorship™*
- *Foundations of Directorship™* Online

Planning for the assessment

Before attempting the assessment, participants must reflect on their learning and plan an approach. Below are some suggested strategies to help with preparation:

- Read the course notes before and after the course.
- Become familiar with MyLearning, the assessment platform, and explore the available resources.
- To build familiarity with question formats and the online assessment experience, participants should complete the two practice quiz attempts. These are accessible from the first day of the course.
- Note all assessment due dates (including resit attempt) and requirements regarding completing the quiz.

ACCESSING MYLEARNING

1. Login through the **AICD website**
2. Click **Go to MyLearning**
3. Select relevant course under **My Courses**.

ACCESSING THE ASSESSMENT PLATFORM

1. In MyLearning, click the **Course Materials** icon in the top navigation bar
2. Click **Assessment Hub**
3. Click **My Assessment Dashboard**.

Contact the Assessment Team for any questions:

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

Phone: **1300 739 119**

Assessment overview

The assessment for the Foundations of Directorship™ consists of either three individual quizzes (Single Sessions) or one quiz (Online Course). Each participant must achieve a minimum score of 65% on each assessment task to attain the Foundations of Directorship Certificate. The assessment tasks are undertaken and submitted online via the Assessment Dashboard.

All assessment tasks must be an individual's own work and be completed as an individual exercise. **Artificial Intelligence systems (e.g. ChatGPT, Copilot, etc.,) are not able to be used or consulted during the quiz.** The assessment tasks have been written, reviewed, and tested by our assessment faculty and are delivered in an online format. The assessment structure is different depending on the *Foundations of Directorship™* course format being undertaken.

ELIGIBILITY REQUIREMENTS

The table below outlines the requirements that all *Foundations of Directorship™* participants must be aware of before completing the assessment tasks.

Course formats		
	Single sessions	Requirement: participants must attend all three single sessions Assessment content: participants will be assessed on the content from the session they attend Assessment release date: on completion of each single session Assessment due date: each quiz must be completed within 90 days from the date of attendance of each course
	Online Course	Requirement: has no minimum attendance requirement, virtual classroom recordings are available in MyLearning Assessment content: participants will be assessed on all three topics from the program Assessment release date: post completion of the final day of course delivery (Finance for Directors) Assessment due date: the quiz must be completed within six weeks from the final day of facilitated learning

Assessment tasks

FOUNDATIONS OF DIRECTORSHIP™ - SINGLE SESSIONS

Three individual open-book quizzes consisting of ten multiple-choice questions from each of the single session topics:

- Governance for Directors
- Risk and Strategy for Directors
- Finance for Directors

Time

- The time limit is **30 minutes** (3 minutes per question) for each quiz - including reading time.
- The timer cannot be paused once an attempt has started.

Due dates

- Each quiz must be completed within **90 days** from the date of attendance at each course. This timeframe needs to include any required resits.
- Final due dates are available on the Assessment Dashboard.
- All single sessions and assessment tasks must be completed within **12 months** from the first course date of attendance.

Practice Quiz

- There are two opportunities to sit the practice quiz for each session.
- Each practice quiz is set to 60 minutes (double the quiz duration) to allow participants to read through the feedback, which will be displayed immediately after each question is attempted. Once answers are submitted, they cannot be retrieved.

FOUNDATIONS OF DIRECTORSHIP™ - ONLINE COURSE

A single open-book quiz consisting of 30 multiple-choice questions, ten from each session:

- Governance for Directors
- Risk and Strategy for Directors
- Finance for Directors

Time

- The time limit is **90 minutes** (3 minutes per question) - including reading time.
- The timer cannot be paused once an attempt has started.

Due dates

- The quiz must be completed within **six weeks** from the final day of facilitated learning. This timeframe needs to include any required resits.
- Final due dates are available on the Assessment Dashboard.
- The assessment task must be completed within **12 months** from the first course date of attendance.

Practice Quiz

- There are two opportunities to sit the practice quiz.
- Each practice quiz is set to 180 minutes (double the quiz duration) to allow participants to read through the feedback, which will be displayed immediately after each question is attempted. Once answers are submitted, they cannot be retrieved.

QUIZ KEY DETAILS

- Each question has a scenario and four options. Participants are expected to select the most appropriate option that best applies to the question from a director's perspective.
- Read the question carefully, eliminating the alternatives or "distractors" before selecting an answer.
- Attempt each question (marks are not deducted for incorrect answers).
- This is an open-book quiz, so participants may have the course notes available for reference.
- Whilst the quiz can be accessed via mobile devices (smartphones and tablets), it is strongly recommended that participants use a laptop or desktop.
- The quiz will auto-save all answers in the background when moving between questions.
- The quiz will auto-submit once the time limit has been reached.
- The quiz resit contains different questions from the first quiz attempt.

MARKING AND FEEDBACK

- Quiz attempts are automatically graded upon completion.
- Grades and scores can be **viewed in the 'Past Tests'** section of the assessment platform.
- If the grade is a **Not Successful**, the resit quiz will become available on the following day.
- The questions in your quiz resit will be different from your first attempt.
- If a participant has not attempted the quiz before the assessment due date or is Not Successful in the resit, refer to 'Additional assessment options' on pages 11-12.
- For integrity reasons, quiz questions and participant answers are not returned.

SUBMISSION DATES

- Final due dates are available on the Assessment Dashboard.

GRADES

Grades

Pass: a minimum of 65% in any assessment task is achieved.

Not Successful: a result of less than 65% is achieved on an attempt.

Appeals

AICD are committed to ensuring fairness and transparency in our assessment processes. If a participant believes that their assessment score does not accurately reflect their performance, they may be eligible to submit an appeal.

Appeals are considered under specific conditions, such as discrepancies in scoring, or technical issues affecting assessment submission on an attempt that was unable to achieve a Pass grade. This process is designed to support participants in raising valid concerns and ensures that all appeals are handled consistently, fairly, and within set timeframes.

GROUNDINGS FOR APPEAL

An appeal can only be submitted for an unsuccessful attempt. It can be submitted if:

- The participant disagrees with the score and can provide a reasonable justification for believing it may be inaccurate.
- The participant believes there was an error in the recorded score, such as:
 - A system malfunction that affected quiz submission or scoring.
 - A discrepancy between the number of questions completed and the score received.

Appeals will not be considered if:

- The appeal is based solely on proximity to a passing grade, without valid justification.
- The participant has received a Pass grade, which removes the option to request a re-mark to improve the grade, or to request feedback.

SUBMITTING AN APPEAL

- Appeals must be submitted in writing to the Assessment Team within **10 business days** of receiving the score.
- The appeal must provide a detailed response that clearly outlines the reasons for requesting a review.

APPEAL PROCESS

- An Assessment Executive will review the appeal, considering the score and reasoning provided by the participant.
- If the appeal meets the required criteria, it will be escalated to a Head Assessor for review.
- The Assessment Executive will notify the participant of the outcome via email, including a detailed explanation and any next steps.
- Participants will be informed of the appeal outcome within **four weeks** of submission.
- If a participant disagrees with the outcome, the appeal may be referred to the Assessment Team Leader for further review.

Assessment outcomes

On successful completion of all required assessment tasks:



Participants will be awarded 5 Continuing Professional Development (CPD) units.



Receive the Foundations of Directorship completion certificate.

Result notification and certificate



Result notification

Foundations of Directorship™ Single Sessions

A result notification email will be sent to participants after each assessment task attempt.

Foundations of Directorship™ Online

A result notification email will be sent to participants after each assessment task attempt.



Completion certificate

The *Foundations of Directorship™* completion certificate is processed in the first week of each month. The completion certificate will be posted six weeks from receiving the final task pass grade.

Digital credential emails are sent within 5 business days from receiving the final task pass grade.

The completion certificate will be posted **six weeks** from receiving the final task pass grade.

Foundations of Directorship™ completion certificate reprint fee: **\$110**.

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

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 who have been unsuccessful in their first attempt at an assessment task may request additional support via a phone call with an assessment consultant.

Fee: \$320

The assessment consultant will review the participant's quiz attempt, with a focus on the questions where the participant has selected an incorrect alternative. The purpose is to improve understanding and to enable improved performance moving forward. The review does not mean providing direct access to the participant's submission, nor will it be going through the correct/incorrect answers.

CONTACTING THE 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 pass the assessment task(s) within the allocated assessment cycle still have options available to them. Eligibility requirements apply.

These options have specific timeframes and additional costs. We encourage participants to consider each option carefully in line with any upcoming work and personal circumstances before committing to enrol.

Single sessions Purchase the required assessment product/s to complete the course.

Assessment Product	Fees
Governance for Directors quiz	\$90
Risk and Strategy for Directors quiz	\$90
Finance for Directors quiz	\$90

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

Terms and conditions:

- Purchases of individual assessment products can be made once two unsuccessful attempts have been made for a topic, or if the 90-day assessment cycle has ended. All purchases must be made within **12 months** from the first-course attendance date.
- Each product comes with a 90-day assessment cycle. Assessment products must only be purchased when a participant is ready to undertake the quiz; once the 90-day assessment cycle has been set up, it cannot be deferred or revised.
- Each assessment product purchase includes two attempts. The resit attempt, if required, must be completed by the assessment due date.
- Participants are limited to a **maximum of one purchase** per assessment product.
- Email assessment@aicd.com.au to request an invoice and indicate the product(s) you'd like to purchase (Governance, Risk and Strategy, and/or Finance). Once the invoice has been issued, payment must be made within 14 days.

Online

Purchase the assessment product to complete the course.

Assessment Product	Fees
Foundations of Directorship™ Online Assessment Product	\$125

Participants purchasing the assessment product will attempt the same assessment format as their original course, which will also refer to the same set of course notes.

Terms and conditions:

- Purchases can be made once two unsuccessful attempts have been made at the quiz, or if the six-week assessment cycle has ended. The purchase must be made within **12 months** from the first-course attendance date.
 - The purchased assessment product comes with a six-week assessment cycle. Assessment products must only be purchased when a participant is ready to undertake the task; once the six-week assessment cycle has been set up, it cannot be deferred or revised.
 - The assessment product includes two attempts. The resit attempt, if required, must be completed by the assessment due date.
 - Participants are limited to a **maximum of one** assessment product purchase.
 - Email **assessment@aicd.com.au** to request an invoice. Once the invoice has been issued, payment must be made within 14 days.
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Special Consideration Policy

PURPOSE AND SCOPE

This policy outlines the circumstances and eligibility criteria under which 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. If your circumstances are not listed below, please provide details, and your request will be assessed in accordance with AICD's policies.

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 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.

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.

Mandatory Commitment

- Jury duty.

Disability

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	The 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	The medical certificate from the treating physician, clearly stating: • 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

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

Frequently asked questions

GENERAL

Q: When can I attempt my assessment?

A: Single session – the quiz will become available on completion of each single session.

Online – the quiz will become available post completion of the final day of the course delivery.

Q: What topics are assessed?

A: All content from Governance for Directors, Risk and Strategy for Directors, and Finance for Directors.

Q: Do I get my actual marks back?

A: Yes, you receive an overall score and a grade.

Q: Is my assessment task returned to me?

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

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: What happens if the page freezes during the quiz attempt?

A: Refresh the browser. If the issue persists, take screenshots of the entire screen, and contact the Assessment team at assessment@aicd.com.au.

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 grounds for an extension.

Q: I have passed all assessment tasks. What are the next steps?

A: The *Foundations of Directorship*™ award is processed in the first week of each month.

Your award will be posted **six weeks** from the date of you receiving your final task pass grade.

Contact the Assessment team at assessment@aicd.com.au if your award has not arrived within this timeframe.

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

A: No, any work produced or assisted by a third party, including artificial intelligence systems (e.g., ChatGPT, Copilot), cannot be submitted for assessment, as this is considered academic misconduct.

PRACTICE QUIZ

Q: Where can I find the practice quiz?

A: The practice quizzes are located on 'My Assessment Dashboard' within the Assessment Hub in MyLearning.

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

A: The practice quiz is provided to demonstrate the format and type of questions that may be encountered in the actual assessment.

Participants have two attempts, and the questions are randomly selected from a pool of questions.

Q: Why is the practice quiz duration different to the actual quiz?

Each practice quiz has been allotted additional time (twice the original quiz duration) to allow participants to read through the feedback, which will be displayed immediately after each question is attempted.

RESITTING ASSESSMENTS

Q: How will I know if I need to resit a quiz?

A: Participants will receive an automatic grade upon completion of the quiz. Scores and feedback can be viewed in the 'Past Tests' section of the assessment platform. If a participant receives a Not Successful grade, the resit quiz will become available the following day.

All attempts, including resits, must be submitted by the assessment cycle due date. Therefore, participants should ensure they take into consideration the overnight marking timeframe to be eligible for a resit if required. Resits cannot be fast-tracked for those who have not left sufficient time.

Q: I have been unsuccessful in my resit attempt; how long do I have to purchase the assessment product (an additional two attempts)?

A: Single Session – the product can be purchased the day after your resit attempt is made. The purchase must be within 12 months from the first-course attendance date.

Online – the product can be purchased the day after your resit attempt is made. The purchase must be within 12 months from the first-course attendance date.

Participants are limited to a maximum of one purchase per assessment product per assessment task.

Q. Can I attempt the resit immediately after my first attempt?

A: Quiz attempts are automatically graded upon completion; feedback and a grade are available immediately, however, the resit quiz will only become available the following day.

Q: Can I speak to someone about my Not Successful grade?

A: To speak with someone about a quiz attempt, the Assessment Team can arrange a feedback call with a consultant. Please refer to page 10 for details and fees.

Q: What happens if I am outside of the 12-month eligibility period to purchase an assessment product?

A: Participants outside of the 12-month eligibility period will need to enrol in the single sessions or online program and complete all assessment task requirements again (any historical pass grades do not apply).

Participant Code of Conduct

This policy outlines the rights and responsibilities of all participants within programs offered by the 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 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.

AI Use

The use of AI is not permitted in any of the assessment tasks.

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.

Investigations into academic misconduct can take up to **four weeks** to complete. Exclusion from membership

- If the investigation delays the result release beyond the marking timeframe and the participant is found to have engaged in misconduct, no compensation extension to the resit attempt will be granted.
- If the attempt was made with sufficient time to

allow for a resit attempt and no misconduct was found, then an extension will be granted to compensate for the delay in the result release.

APPLICATION OF THIS CODE

This Code of Conduct outlines the expectations of all participants within programs offered by the 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. For more information refer to the Appeals section above.

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.

Participants' 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.

<http://www.aicd.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.'

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

RESOURCES

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

Participants are expected to:

1. Use and care for all AICD resources in a lawful and ethical manner, mindful of the need for resources to be shared between participants.
2. Ensure their actions or inactions do not harm, or bring into disrepute, AICD's reputation or good standing.
3. Not participate in any AICD course activity while under the influence of alcohol or any prohibited drugs.
4. Not use, possess or supply any prohibited drug, substance or weapon at an AICD event.
5. Not misuse facilities in a manner which is unlawful, or which could be detrimental to the rights and properties of others.
6. Not use AICD's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
7. Not use AICD course material and resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.

ONLINE DELIVERY

Participants should **not**:

1. Post messages containing defamatory or other inappropriate material.
2. Collude on assessable individual work.
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.

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