

Company Directors Course

Participant Assessment Information



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Table of contents

Introduction	3
Assessment tasks overview.....	4
Preparation tips and tools	6
Support tools and services	9
Navigating My Learning	10
Frequently asked questions	11

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Introduction

At the Australian Institute of Company Directors (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 courses:

- Company Directors Course (CDC);
- International Company Directors Course (ICDC);
- Company Directors Course – Self-paced (CDC Self-paced);
- Company Directors Course Update (CDC Update);
- Company Directors Course – Preparing for Success (CDC – Preparing for Success).

It is strongly recommended that prior to attempting any assessment task, participants plan their approach, by:

- reading the assessment information making note of submission deadlines and requirements;
- reading the course notes before and after the course;
- considering the case study examples;
- reviewing questions in the course materials and suggested responses;
- completing practice assessment tasks (quiz and examination);
- completing the eLearning courses:
 - The Director Mindset;
 - Interpreting Financial Statements;
- reading the resources available in the Assessment Resources section of My Learning.

Assessment tasks overview

Applicable assessment tasks are as follows:

Task	Requirement
Prerequisite for sitting assessment tasks	CDC and ICDC participants must attend a minimum of eight out of the ten modules. CDC Update and CDC — Preparing for Success participants must attend both days.
Content covered	Participants will be assessed on content from modules one to nine inclusive.
Assignment	<p>The assignment requires a multipart report of 3,000 words (+/- 10%) based on one of two case studies which are provided.</p> <p>The report must be formatted as per below and submitted via My Learning:</p> <ul style="list-style-type: none"> • portrait layout; • size 12 Arial font; and • file naming convention: <name>_<case study name.pdf>. <p>The use of sub-headings, tables and bullet points is acceptable. Referencing, bibliography or contents pages are not required.</p> <p>The marking time is three weeks and all assignments will be processed for plagiarism via Turnitin.</p>
Long answer examination	<p>The long answer examination includes four questions requiring a 200–300 word response each and is completed online via My Learning.</p> <p>The time limit is 105 minutes — including reading time. Please note that the timer cannot be paused once an attempt has started.</p> <p>Participants are able to use the course materials whilst completing the examination.</p> <p>Questions are randomly drawn from a bank of questions each time.</p> <p>The marking time is three weeks.</p>
Multiple choice quiz	<p>The quiz includes 20 questions and is completed online via My Learning.</p> <p>The time limit is 60 minutes — including reading time. Please note that the timer cannot be paused once an attempt has started.</p> <p>Participants are able to use the course materials whilst completing the quiz.</p> <p>Questions are randomly drawn from a bank of questions each time.</p> <p>Grades are available automatically in My Learning.</p>

Due date	<p>All assessment tasks must be completed within three months from the course attendance date. This timeframe includes any resit requirements.</p> <p>Please note that for CDC Self-paced participants the assessment timeframe has been built-into the six-month course duration.</p>
Grades	<p>To successfully complete the assessment, a result of 65% or above is required for each task.</p> <p>Results are reported as a grade (i.e. a percentage will not be reported):</p> <ul style="list-style-type: none"> • Pass: minimum of 65% was achieved. • Pass with Order of Merit: a result on or over 80% on each task on the <i>first</i> attempt. • Resit: a result of less than 65% was achieved and a resit is required. • Not Successful: a result of less than 65% was achieved on the resit attempt.
Resit conditions	<p>One resit is available per task.</p> <p>Fees for additional resits are:</p> <ul style="list-style-type: none"> • Quiz — no fee • Examination — \$200 • Assignment — \$200
Extensions	<p>Please refer to the AICD Assessment Policy > Special consideration for guidance on circumstances where an extension may be approved.</p>
Assessment outcome	<p>On successful completion of the assessment graduates will be awarded 10 Director Professional Development (DPD) units; receive the Company Directors Course or International Company Directors Course award; and may be eligible to use the post nominal of GAICD as a graduate of the AICD.</p>
Participants who do not successfully complete the assessment tasks within the allocated timeframe	<p>Each of the following options have a three month assessment period:</p> <ol style="list-style-type: none"> 1. Within three to six months from course attendance you can purchase another attempt. The fees are: <ul style="list-style-type: none"> • Quiz — \$50 • Exam — \$200 • Assignment — \$200 2. Within six months to two years from course attendance you can purchase new notes and assessment. The fee is \$555. 3. Within three months to two years from course attendance you can attend the CDC — Preparing for Success course. Please refer to the website for course schedule and cost. 4. More than two years from course attendance you can enrol into the CDC Update. Please refer to the website for course schedule and cost.

Preparation tips and tools

Past assessment results indicate that participants with the highest success rates follow the below suggested approach:

Timeframe	Focus areas
Pre-course attendance	<ul style="list-style-type: none"> • Read the course notes • Complete the eLearning modules: <ul style="list-style-type: none"> – The Directors Mindset – Introduction to Financial Statements • Read and select which case study you will use for the assignment
During the course	<ul style="list-style-type: none"> • Reflect at the end of each day on the key learnings from the content, case studies and discussions • Dot point key points for the assignment case study so that by the end of the course you have the foundation of your submission
Post-course attendance	<ul style="list-style-type: none"> • Review your course materials • Complete the practice assessments available in My Learning (which provide automated feedback upon completion): <ul style="list-style-type: none"> – Multiple choice quiz – Long answer examination • Suggested submission approach (put due dates in your calendar): <ul style="list-style-type: none"> – Assignment within 4–6 weeks – Long answer examination within 6–7 weeks – Multiple choice quiz within 7–8 weeks

Please note that CDC Self-paced participants are advised to follow the study plan found in My Learning.

Tips and techniques – the assignment

In addition to the details provided in the Assessment Task Overview table on page 4; the below tips are provided to assist in completion of the assignment:

- 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 non-executive director of the case study board.

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

Tips and techniques — the long answer examination

In addition to the details provided in the Assessment Task Overview table on page 4; the below tips are provided to assist in completion of the examination:

- Key details:
 - four questions in 105 minutes (or 26 minutes per question);
 - four topic areas of equal weighting:
 - governance
 - director’s duties
 - finance
 - strategy & risk;
 - the questions are scenario based so your answers need to apply to the scenario;
 - this is an open book exam so you can have your course notes available for reference should you need them;
 - make sure you click **Save** as your progress through the examination.

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

Tips and techniques — the multiple choice quiz

In addition to the details provided in the Assessment Task Overview table on page 4; the below tips are provided to assist in completion of the multiple choice quiz:

- Key details:
 - 20 questions in 60 minutes (or 3 minutes per question);
 - you are being asked to select the **best** or most correct answer;
 - read the question carefully, eliminating the alternatives or “distractors” before selecting your answer;
 - attempt each question (marks are not deducted for incorrect answers);
 - this is an open book exam so you can have your course notes available for reference should you need them.

Support tools and services

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

- options for participants who need assistance in completing assessment tasks due to a disability or impairment;
- support for administrative queries such as organising resits; and
- coordination of assessment feedback services to provide detailed feedback on assessment performance and key areas for improvement. Please note that fee of \$200 applies for this service.

The National Assessment Team can be contacted between 9:00 am and 5:30 pm Monday to Friday, Australian Eastern Standard Time (AEST) via:

- Phone: +612 8248 6600
- Email: assessment@aicd.com.au

Navigating My Learning

The assessment tasks are completed online in My Learning. Access to My Learning is via the AICD website.

To access My Learning

1. Access the [AICD website](#).
2. Click on the **Login** button on the top right-hand side of the website.
3. Enter your email address and password.

Note: If unsure of your password, select the **Forgotten Password?** A link for a new password to be emailed to you.

Unfortunately, the National Assessment Team are not able to reset your password for you.

4. Click on the **My Site** button on the top right-hand side of the website.
5. Select **My courses & events** from the panel on the left-hand side.
6. Click on the **My Learning** link.
7. Select the specific course:

Note: Assessment tasks are released within two working days after completing the course.

A shortcut to the practice assessment tasks can be found by selecting **Quizzes** from the top right-hand navigation pane within **My Learning**.

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

To access assessment results

1. Log onto **My Learning** using the steps above.
2. Select **Grades** from the top right of the navigation bar.

Frequently asked questions

Q: Do I get a reminder email that I haven't completed any or all of my assessment tasks?

A: No. It is the responsibility of each participant to complete assessment tasks within the due date.

Q: Do I get my actual marks back?

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

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

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

Q: Is my assessment task returned to me?

A: No. In order 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 are able to use all course materials.

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

A: Refresh the browser. If the issue persists, please contact the National Assessment Team using the contact details provided under *Support tools and services*.