Participant Assessment Information

Company Directors Course™
Participant Assessment Information

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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).
Planning for your Assessment

Prior to attempting the assessment, it is important to plan your approach, by:

- reading the course notes before and after the course, including the case study examples;
- familiarise yourself with the MyLearning environment, where to upload your assignment, where to complete your exam and quiz including practice assessments,
- reading the assessment information making note of submission deadlines and requirements;
- completing practice assessment tasks (quiz and exam);
- familiarise yourself with the assignment case study options;
- completing the eLearning courses: **
  - The Director Mindset;
  - Interpreting Financial Statements;
- viewing the assessment videos in the resources section of MyLearning:
  - The Assessment;
  - Preparing for the Exam;
- Register for the monthly assessment webinar

** The Director Mindset and Interpreting Financial Statements, are not part of the formal assessment.
## Assessment Overview

| 1.1 Prerequisite for sitting assessment tasks | CDC and ICDC participants must attend 4 out of 5 days to be eligible to attempt the assessment. CDC Update and CDC—Preparing for Success participants must attend both days. |
| 1.2 Content covered | Participants will be assessed on content from days 1 to 5 inclusive. |

### Assessment Tasks – Assignment, Exam and Quiz

| 1.3 Assignment | The assignment requires a multipart report of 3,000 words (+/- 10%) based on one of the two provided case studies. |
| | • Case Studies and questions are found in the back of Folder 2 and in MyLearning. |
| | • Assignments should be submitted 8 – 9 weeks prior to the assessment end date to allow for a resit attempt if required. |

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

- Portrait layout is preferred, however if presenting part of the assignment in table format you are able to use landscape;
- File naming convention: `<name>_<case study name>.pdf`;
- Must be uploaded as a PDF file.

The use of sub-headings, tables and bullet points is acceptable.

**Referencing, bibliography or contents pages are not required.**

**Marking Time** three weeks.

All assignments will be processed for plagiarism via Turnitin.
1.4 Exam

The exam is completed online via MyLearning.

Exams should be submitted 7-8 weeks prior to the assessment end date to allow for a resit attempt if required.

The timer is set for 1 hour and 45 minutes. Reading time is included within this time.

The timer cannot be paused once an attempt has started.

Participants can use the course materials whilst completing the examination.

Questions are randomly drawn from a bank of questions each time.

The exam consists of four long answer questions, one from each of the following topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance and the Practice of Directorship</td>
<td>1</td>
</tr>
<tr>
<td>The Legal Environment</td>
<td>1</td>
</tr>
<tr>
<td>Risk and Strategy</td>
<td>1</td>
</tr>
<tr>
<td>Finance and Financial Performance</td>
<td>1</td>
</tr>
</tbody>
</table>

Each of the four questions consist of multiple parts. Each part of each question requires a response. Participants should take into account the associated weighting allocated to each part i.e. parts with a greater weighting require more detail.

Participants must focus on the depth and quality of their answer by demonstrating the application of their knowledge to the scenario and question under consideration.

By way of guidance, it is suggested that participants should provide approximately 15 distinct points/responses for each full question. These points/responses should be broken down by question part based on the weighting associated with each part.

**Marking Time is 3 weeks.**

1.5 Quiz

The quiz is completed online via MyLearning.

The quiz should be submitted 6-7 weeks prior to the assessment end date to allow for a resit attempt if required.

The timer is set for 1 hour. Reading time is included within this time.

The timer cannot be paused once an attempt has started.

Participants can use the course materials whilst completing the quiz.

Questions are randomly drawn from a bank of questions each time.

The quiz consists of 20 multiple choice questions, five from each of the following topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Number of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance and the Practice of Directorship</td>
<td>5</td>
</tr>
<tr>
<td>The Legal Environment</td>
<td>5</td>
</tr>
<tr>
<td>Risk and Strategy</td>
<td>5</td>
</tr>
<tr>
<td>Finance and Financial Performance</td>
<td>5</td>
</tr>
</tbody>
</table>

Each question has a scenario and four options. You are expected to select the most appropriate option that best applies to the question.

**Marking Time**

Grades are available automatically in MyLearning. If you receive a grade of a resit or unsuccessful, within five business days, you will receive feedback via email along with resit options and instructions. Quiz feedback is based on the learning objectives from the course notes. The
### PARTICIPANT ASSESSMENT INFORMATION

| **number of learning objectives is not indicative of how many questions have been answered correctly or incorrectly.**  
The submission is not returned.  
Answers are not provided to questions that have been answered incorrectly. |
|---|

| **1.6 Access to the Practice Assessment**  
Access to the Practice Quiz and Exam is from Day 1 of the course. For Self-Paced Participants access is from the date of registration.  
Assessment tasks (quiz, exam and assignment) are released within two working days from the course end date.  
**Accessing MyLearning**  
1. Login to MySite via the AICD website  
2. Under My Activities, select MyCourses, then select the link to MyLearning. |
|---|

| **1.7 Due Date**  
All assessment tasks must be completed within three months from the course end date. To view the assessment due date, refer to MyLearning for dates and times.  
This timeframe includes marking time (three weeks assignment & exam and one week quiz) and any resits, if required  
For CDC Self-Paced participants, the assessment timeframe has been built-into the six-month course duration. |
|---|

| **1.8 Grades**  
To successfully complete the assessment, a result of 65% or above is required for each assessment task.  
Results are reported as a grade only:  
- **Pass**: minimum of 65% was achieved.  
- **Pass with Order of Merit**: a result on or over 80% on each task on the first attempt, i.e. attached to your original course, not an assessment product.  
- **Resit**: a result of less than 65% was achieved on your first attempt and a resit is required.  
- **Not Successful**: a result of less than 65% was achieved on the resit (second) attempt.  
Percentage scores of your assessments are not released, only the grade achieved.  
Grades are available in MyLearning.  
In order to retain the integrity of the assessment process and due to the online rolling nature of the assessment, individual responses are not returned to participants.  
Existing grades stand for two years from the end date of the course achieved.  
Achieving a pass grade removes the opportunity to submit another attempt or request a remark to improve your grade. |
|---|
### 1.9 Feedback Call

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

**Fee:** $230

The consultant will review the participants quiz or exam submission, with a focus on the questions where participants have selected an incorrect alternative. The purpose being, to improve understanding, to enable improved performance moving forward. Review does not mean providing direct access.

### 1.10 Resitting Assessment Tasks

There is one resit per each assessment task within the three month assessment cycle. No fees apply for this resit.

The resit must take into consideration the marking time. (Refer to sections 1.3, 1.4 & 1.5)

If unsuccessful or past the three month assessment period due date, refer to Section 1.13.

### 1.11 Extensions

Please refer to the [AICD Assessment Policy](#) for special consideration and guidance on circumstances where an extension may be approved.

### 1.12 Assessment outcome and Awards

On successful completion of the assessment:

- Participants will be awarded 10 Director Professional Development (DPD) units;
- Receive the Company Directors Course or International Company Directors Course award; and
- May be eligible to use the post nominal of GAICD as a graduate of the AICD. (see [AICD Membership classes](#))

See further detail below under Support Tools and Services.
### 1.13 Assessment Product Purchases

Participants who do not successfully complete the assessment tasks within the allocated timeframe.

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<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Participants with incomplete assessment tasks are eligible to purchase additional attempts of the relevant task(s).</td>
</tr>
<tr>
<td>a)</td>
<td>The purchase(s) must be completed within <strong>2 years</strong> of the original course end date.</td>
</tr>
<tr>
<td>b)</td>
<td>Participants are limited to a <strong>maximum of two purchases</strong> per assessment product per task.</td>
</tr>
<tr>
<td>c)</td>
<td>All attempts per assessment task purchased must be completed within <strong>three months</strong> of the purchase date.</td>
</tr>
<tr>
<td>d)</td>
<td>Each purchase includes a complimentary resit attempt. The resit attempt must be submitted within <strong>three months</strong> of the date of purchase and marking time must be taken into consideration (refer to Sections 1.3, 1.4 and 1.5).</td>
</tr>
<tr>
<td>e)</td>
<td>When purchasing the Assessment Products, you are attempting the same assessment as your course and referring to the same set of course notes. Refer below for Assignment Case Study and Questions.</td>
</tr>
</tbody>
</table>

**Assessment Product Fees:**

- Quiz: $80
- Examination: $230
- Assignment: $230

*If you are eligible to purchase an assessment product, instructions on how to do so will be included in your feedback emails. All payments for these products are made online. If you do not have your payment link, please contact Assessment via email.*

**Recommendation**

Products can be purchased one at a time or together and we encourage you to consider your upcoming work and personal circumstances prior to making the commitment to enrol.

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<tr>
<td>2.</td>
<td>Attend CDC—Preparing for Success.</td>
</tr>
<tr>
<td></td>
<td>Within <strong>three months to two years</strong> from the full course end date you can attend CDC—Preparing for Success.</td>
</tr>
<tr>
<td></td>
<td>Please refer to the website for course schedule and cost.</td>
</tr>
<tr>
<td></td>
<td>This course does not recommence the two year eligibility period.</td>
</tr>
<tr>
<td></td>
<td><strong>When attending Preparing for Success you will be using the set of course notes and assignment case studies applicable to that course. This may be different to the case studies provided to you in your initial course, depending on when you attended.</strong></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>3.</td>
<td>Enrol in CDC Update</td>
</tr>
<tr>
<td></td>
<td><strong>More than two years</strong> from the full course end date you can enrol in the CDC Update.</td>
</tr>
<tr>
<td></td>
<td>Please refer to the website for course schedule and cost.</td>
</tr>
</tbody>
</table>

**CDC Self-Paced**

For Self-paced participants the three-month window to purchase assessment products begins from the final date of your course.

**These options are available for participants attending courses from 1 July 2019 only. Please contact Assessment if you attended the Company Directors Course prior to this date for options.**
## Preparation tips and tools

### Timeframe | Focus areas
---|---
2.1 Pre-course attendance | • Read the course notes including:
  - Case studies
  - Review questions and suggested responses
• Complete the eLearning modules:
  - The Directors Mindset
  - Introduction to Financial Statements
• Read and select which case study you will use for the assignment
• View the two assessment videos:
  - The Assessment
  - Preparing for the Exam

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

2.3 Post-course attendance | • Review your course materials
• Complete the practice assessments available in MyLearning (which provide automated feedback upon completion):
  - Multiple choice quiz
  - Long answer examination (*The practice exam is not individually marked, you are provided with suggested responses within MyLearning upon submission in order to compare your answers*)
• Suggested submission approach (put due dates in your calendar):
  - Assignment should be submitted **8-9 weeks prior** to the assessment end date to allow for a resit attempt if required.
  - Long answer examination should be submitted **7-8 weeks prior** to the assessment end date to allow for a resit attempt if required.
  - Quiz should be submitted **6-7 weeks prior** to the assessment end date to allow for a resit attempt if required.
• Review the Assessment videos
• Attend the monthly assessment webinar

*Note: CDC Self-paced participants are advised to follow the study plan found in MyLearning.*
## Tips and techniques – Assignment, Exam and Quiz

### 3.1 Assignment

**Case study question:**
- Case Studies and questions are found in the back of Folder 2 and in MyLearning.

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

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

**Submitting your assignment:**
- Login to MyLearning via the AICD website;
- Select the Assessment icon then Assignment;
- Read the information provided;
- Follow the instructions to upload your assignment to the drop box.
- Your assignment will be submitted to Turnitin.
<table>
<thead>
<tr>
<th>3.2 Exam</th>
<th>Key details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Four questions in 1 hour and 45 minutes (or 26 minutes per question);</td>
</tr>
<tr>
<td></td>
<td>- Four topic areas of equal weighting; however, each question may have different weightings per Part;</td>
</tr>
<tr>
<td></td>
<td>- The questions are scenario based, you need to ensure you provide application based responses, directly linking the scenario provided throughout your answer. Do not rehash theory;</td>
</tr>
<tr>
<td></td>
<td>- This is an open book exam so you can have your course notes available for reference should you need them;</td>
</tr>
<tr>
<td></td>
<td>- To save each response ensure you click the question number as your progress through the examination. DO NOT use the back and forward buttons within the web browser, this will cause issues with saving your responses. Only use the functionality within MyLearning.</td>
</tr>
</tbody>
</table>

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

Exam - resit
- If you are required to resit your exam the questions will be different from your first attempt.
- Your first and second attempt exam questions and responses are not returned.
- Feedback will be provided for each question and each part.

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

<table>
<thead>
<tr>
<th>Key details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 20 questions in one hour (or three minutes per question);</td>
</tr>
<tr>
<td>• You are being asked to select the best or most correct answer;</td>
</tr>
<tr>
<td>• Read the question carefully, eliminating the alternatives or “distractors” before selecting your answer;</td>
</tr>
<tr>
<td>• Attempt each question (marks are not deducted for incorrect answers);</td>
</tr>
<tr>
<td>• This is an open book exam so you can have your course notes available for reference should you need them.</td>
</tr>
</tbody>
</table>

**Quiz - resit**

- If you are required to resit your quiz the questions will be randomly selected from the same pool of questions;
- The quiz questions and your responses will not be returned.
- You will receive feedback if a resit is required, the feedback is based on the relevant module Learning Objectives.
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. Refer to Section 1.9 for further detail.

The National Assessment Team can be contacted between 8.30 am and 5:30 pm Monday to Friday, Australian Eastern Standard Time (AEST) via:

- Phone: 1300 739 119
- Email: assessment@aicd.com.au

Pass Notification

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

Awards

Receipt of your Company Directors Course award is coordinated by your state office.

Membership status

Assessment do not administer membership upgrades. Please contact your state division for further information. (see AICD Membership classes)

Eligible upgrades can take up-to two weeks to process.
Frequently asked questions

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. Refer to section 1.8.

Q: How will I know if I need to resit an assessment task?
A: An email will be sent advising you of the outcome within the advised marking timeframe. In addition to this, the grade section of MyLearning will also have a record of the grade outcome.

Q: Is my assessment task returned to me?
A: No. 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 can 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.

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.

Q: Can I have an extension?
A: Extensions are granted only for extenuating circumstances and must be supported by relevant documentation. Work-related and travel reasons are not considered an acceptable reason for granting an extension. Serious illness or misadventure, or extreme and unpredictable circumstances may constitute grounds for an extension.

Q: Who do I contact about my awards?
A: Please contact your state division.

Q: Who do I contact about my membership?
A: Please contact your state division.