

KEY DATES

MAY 2018 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
8 January 2018	31 March 2018

- Both annual and examination fee must be paid in full. If part or no payment is received student will still be registered and held liable for all outstanding fees.
- Students can **ONLY** register for one semester at a time. Should we receive a registration form for both May and October, the student will only be registered for the upcoming semester. As such students would have to re-submit a registration form for the following semester. This remains the responsibility of the student to ensure re-registration is done.
- Cancellation must be done in writing or on-line by closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and be liable for all outstanding fees.
- Students may NOT register for CSSA qualifying programme subjects AND Board Examination subjects simultaneously. All three CSSA qualifying programmes will need to be completed in full OR full exemption will need to be obtained, before students can proceed to the Board Examinations.
- Candidates are responsible for their own registration, requesting of documents and any enquiries – no-one else may act on the candidate's behalf, e.g. a tuition provider, relative, friend etc.
- Once a student has registered, the course fee is non-refundable.
- To maximise a student's chance of success, last minute registration is not advised.
- If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Exemptions

OPENING DATE	CLOSING DATE
8 January 2018	31 August 2018

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, student will be liable for all outstanding fees
- **All** supporting certified documents and an administration fee must be received before the exemption process will begin.
- Should exemptions not be paid in full within the year, a student would need to re-apply for exemptions at the new rate.

Exemptions (cont.)

- Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.

Postponements

OPENING DATE	CLOSING DATE
1 April 2018	20 April 2018

- All annual registration and examination fees must be paid in full before a subject can be postponed to the next semester.
- Postponements can be done at an additional cost **ONLY** between 1 April and 20 April 2018.
- If students do not submit their postponement form and pay for their postponement in full by 20 April 2018 students will be de-postponed, charged a penalty fee and required to write the examinations.
- Students are allowed only **one postponement per module, which is valid for 6 months**. Thereafter they must reregister for the subject.
- Late postponements due to work commitments, illness or bereavement of extended family members will not be considered under any circumstances.

May Examinations

MAY EXAM STARTING DATE	MAY EXAM ENDING DATE
28 May 2018	1 June 2018

- All students MUST write at the venue printed on their confirmation letter. As such students must check they are registered for the correct subjects and venue before the official closing dates.
- To be admitted into the examination venue, students will be required to present their:- confirmation/owing letter and ID/Driver's license.
- Students must arrive at the examination venue at least 30 minutes prior to the start time to allow settling and a 15 minute reading period.
- Students must ensure they sign the attendance register at the examination venue and use the correct student number on the examination paper.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
28 May 2018	8 June 2018

- All annual registration and examination fees must be paid in full before a subject can be postponed via the illness and bereavement process to the next semester.

Illness and Bereavement Postponements (cont.)

- Illness and bereavement postponements can be done at an additional cost **ONLY** between 28 May and 8 June 2018.
- An illness and bereavement postponement must be supported by medical certificate(s) and/or relevant documentation. All doctor's certificates must stipulate that the medical practitioner is aware that examinations are taking place.
- Postponements due to work commitments, illness or bereavement of extended family members will not be considered under any circumstances.
- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 8 June 2018 students will **NOT** be postponed to the next semester and will be required to register themselves again.

May Exam Release

OFFICIAL MAY EXAM RELEASE DATE	
13 July 2018	

- Please note that the advertised dates for the release of results are provisional – technical and other unforeseen problems could cause delays. The Institute does not accept any responsibility for possible delays in the release of results.
- A student's result will be withheld until all outstanding fees are settled in full.
- It is the responsibility of the student to ensure that prior to the release of the results, their account with the Institute is settled in full. Results will not be released to any student who has an outstanding amount. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note this will take three to five days to resolve. As such results will be withheld until the query has been cleared.
- All borderline scripts i.e. within 5% of a pass mark are remarked before the results are released. If you do not pass, you can apply for an individual feedback on your script which would point out where you went wrong. You may also apply to review your script in terms of the script review policy.

Script Review

OPENING DATE	CLOSING DATE
13 July 2018	27 July 2018

- Script review sessions make it possible for students to view the examination scripts after the official results have been finalised. The purpose of such access is to create a learning opportunity. It is not the purpose to negotiate the mark allocated.
- A student may apply within 10 working days of the official release of the results for a script review.
- A completed form with proof of payment must be received by 27 July 2018 for a student to qualify for a script review session.

Script Review (cont.)

- The time scale for processing applications is 5 working days from the closing date of the applications (27 July 2018). If, for whatever reason, the Institute is unable to comply with any request within the 5 days, it reserves the right to extend this time to 10 days.

Individual Feedback Report

OPENING DATE	CLOSING DATE
13 July 2018	27 July 2018

- After an examinations sitting, students may apply for an individual feedback report which requires the Institute, using subject matter experts and academic practitioners, to analyse the student's script and to provide detailed feedback to the student in writing.
- A student may apply within 10 working days of the official release of the results for an Individual Feedback Report.
- A completed form with proof of payment must be received by 27 July 2018 for a student to qualify for an individual feedback report.

OCTOBER 2018 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
13 July 2018	31 August 2018

- Both annual and examination fee must be paid in full. If part or no payment is received student will still be registered and held liable for all outstanding fees.
- Students can **ONLY** register for one semester at a time. Should we receive a registration form for both May and October, the student will only be registered for the upcoming semester. As such students would have to re-submit a registration form for the following semester. This remains the responsibility of the student to ensure re-registration is done.
- Cancellation must be done in writing or on-line by closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and be liable for all outstanding fees.
- Students may NOT register for CSSA qualifying programme subjects AND Board Examination subjects simultaneously. All three CSSA qualifying programmes will need to be completed in full OR full exemption will need to be obtained, before students can proceed to the Board Examinations.
- Candidates are responsible for their own registration, requesting of documents and any enquiries – no-one else may act on the candidate's behalf, e.g. a tuition provider, relative, friend etc.
- Once a student has registered, the course fee is non-refundable.
- To maximise a student's chance of success, last minute registration is not advised.
- If a student cancels his/her examination before closing date a 10% cancellation fee will be charged per examination.

Exemptions

OPENING DATE	CLOSING DATE
8 January 2018	31 August 2018

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, student will be liable for all outstanding fees
- **All** supporting certified documents and an administration fee must be received before the exemption process will begin.
- Should exemptions not be paid in full within the year, a student would need to re-apply for exemptions at the new rate.
- Once exemptions have been granted and paid for in full no refund will be approved should the student no longer want the exemptions.

Postponements

OPENING DATE	CLOSING DATE
1 September 2018	21 September 2018

- All annual registration and examination fees must be paid in full before a subject can be postponed to the next semester.
- Postponements can be done at an additional cost **ONLY** between 1 September and 21 September 2018.
- If students do not submit their postponement form and pay for their postponement in full by 21 September 2018 students will be de-postponed, charged a penalty fee and required to write the examinations.
- Students are allowed only **one postponement per module, which is valid for 6 months**. Thereafter they must reregister for the subject.
- Postponements due to work commitments, illness or bereavement of extended family members will not be considered under any circumstances.

October Examinations

OCTOBER EXAM STARTING DATE	OCTOBER EXAM ENDING DATE
22 October 2018	26 October 2018

- All students MUST write at the venue printed on their confirmation letter. As such students must check they are registered for the correct subjects and venue before the official closing dates.
- To be admitted into the examination venue, students will be required to present their:- confirmation/owing letter and ID/Driver's license.
- Students must arrive at the examination venue at least 30 minutes prior to the start time to allow settling and a 15 minute reading period.
- Students must ensure they sign the attendance register at the examination venue and use the correct student number on the examination paper.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
22 October 2018	2 November 2018

- All annual registration and examination fees must be paid in full before a subject can be postponed via the illness and bereavement process to the next semester.
- Illness and bereavement postponements can be done at an additional cost **ONLY** between 22 October and 2 November 2018.
- An illness and bereavement postponement must be supported by medical certificate(s) and/or relevant documentation. All doctor's certificates must stipulate that the medical practitioner is aware that examinations are taking place.

Illness and Bereavement Postponements (cont.)

- Postponements due to work commitments, illness or bereavement of extended family members will not be considered under any circumstances.
- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 8 June 2018 students will **NOT** be postponed to the next semester and will be required to register themselves again.

October Exam Release

OFFICIAL OCTOBER EXAM RELEASE DATE	
7 December 2018	

- Please note that the advertised dates for the release of results are provisional – technical and other unforeseen problems could cause delays. The Institute does not accept any responsibility for possible delays in the release of results.
- A student's result will be withheld until all outstanding fees are settled in full.
- It is the responsibility of the student to ensure that prior to the release of the results, their account with the Institute is settled in full. Results will not be released to any student who has an outstanding amount. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note this will take three to five days to resolve. As such results will be withheld until the query has been cleared.
- All borderline scripts i.e. within 5% of a pass mark are remarked before the results are released. If you do not pass, you can apply for an individual feedback on your script which would point out where you went wrong. You may also apply to review your script in terms of the script review policy.

Script Review

OPENING DATE	CLOSING DATE
7 December 2018	21 December 2018

- Script review sessions make it possible for students to view the examination scripts after the official results have been finalised. The purpose of such access is to create a learning opportunity. It is not the purpose to negotiate the mark allocated.
- A student may apply within 10 working days of the official release of the results for a script review.
- A completed form with proof of payment must be received by 21 December 2018 for a student to qualify for a script review session.
- As the Institute closes over the festive season, the time scale for processing applications is 10 working days from the opening date of the Institute (8 January 2018). If, for whatever reason, the Institute is unable to comply with any request within the 10 days, it reserves the right to extend this time to 10 days.

Individual Feedback Report

OPENING DATE	CLOSING DATE
7 December 2018	21 December 2018

- After an examinations sitting, students may apply for an individual feedback report which requires the Institute, using subject matter experts and academic practitioners, to analyse the student's script and to provide detailed feedback to the student in writing.
- A student may apply within 10 working days of the official release of the results for an Individual Feedback Report.
- A completed form with proof of payment must be received by 27 July 2018 for a student to qualify for an individual feedback report.
- The Institute is unable to comply with any request within the 10 days, it reserves the right to extend this time to 10 days.