



CSSA OPEN-BOOK EXAMINATION POLICY

ADDENDUM TO EXAMINATION RULES

Case Law

Examinations will be based on South African (SA) legislation. Where United Kingdom (UK) case law has been quoted in study material and in the marking of assignments, it is purely for example purposes and usually this has been done because it covers the same circumstances that will apply equally in RSA. The examinations are based on current SA case law or on applicable UK case law where it is used in SA (e.g. most meetings case law is based on UK cases).

Candidates should be aware that **they are expected to cite applicable case law** in their examination scripts and omission to do so may affect marks earned.

OPEN BOOK EXAMINATIONS

Applied Governance, Company Secretarial Practice and Corporate Law:

Candidates are permitted to have with them in the examination room (and may refer to) only the following legislation which may **NOT** be **flagged** (i.e. do not have any form of extra indexing other than the original text) and may **NOT** have any **highlighting, hand written or text commentary, added indexing or notations**:

Students may download the pdf versions of:

- the Companies Act, 2008 from [their student login page](#)
- the Companies Regulations 2011 from http://www.dti.gov.za/news2011/companies_regulations_final.pdf and
- the Close Corporations Act from <http://www.justice.gov.za/legislation/acts/1984-069-CCorp.pdf>
- the King IV Report on Corporate Governance from <https://www.iodsa.co.za/page/DownloadKingIVapp>

These must be bound into a lever-arch or other A4 binder or be spiral bound for ease of handling in the examination room.

OR

Students may bring in hardcopies of the above documents published by either Juta or LexisNexis.

Public Sector Governance

Candidates are permitted to have with them in the examination room (and may refer to) only the following documents which may **NOT** be **flagged** (i.e. do not have any form of extra indexing other than the original text) and may **NOT** have any **highlighting, hand written or text commentary, added indexing or notations**:

Students may download the pdf versions of:

- The Public Finance Management Act 1 of 1999 (as amended) plus accompanying Treasury regulations.
- The Municipal Finance Management No 56 of 2003 (as amended) plus accompanying Treasury regulations.
- the King IV Report on Corporate Governance from <https://www.iodsa.co.za/page/DownloadKingIVapp>

OR

Students may bring in hardcopies of the above documents published by either Juta or LexisNexis

NO OTHER READING MATERIAL or TEXT BOOKS or STUDY NOTES WILL BE ALLOWED.

Finance for Decision-Making:

Students will be given a formula sheet for Finance for Decision-Making. This is **NOT** an open book examination.

CAUTION: additional note on open book examinations:

Please be forewarned that taking material into examinations for reference purposes poses a different set of challenges that **MUST NOT** be underestimated. The purpose of these texts is for occasional reference only – improper use will affect the time available to answer comprehensively. Candidates who have **NOT** used reference material in examinations before are urged to formulate their approach very carefully before attempting to complete these examinations. Reference material is **NOT** intended to replace required learning and understanding of the syllabus requirements.

Please note:

The following items are **not allowed** on the candidate's person during the sitting of the examination:

- 1 Cell phones, smart watches or **any** similar communication device;
- 2 Any device, code, notes, comments – or any item or structure that could place a candidate at an advantage – other than what is spelt out above

Contraventions will be dealt with immediately they are detected, and candidates who are found guilty of contravening these regulations will be barred from all further CSSA examinations.