



# CSSA OPEN-BOOK EXAMINATION POLICY

## ADDENDUM TO EXAMINATION RULES

### Case Law

Examinations will be based on SA legislation. Where 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 is the same circumstances that will apply equally in RSA. The examinations are based on current SA case law or on applicable English case law where it is used in SA (e.g. most meetings case law is based on English cases).

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

### OPEN BOOK EXAMINATIONS

#### **BE-3 Corporate Governance, BE-4 Corporate Secretaryship and CIS3-1 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 do **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](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>

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 use the following books:

- Companies Act 2008 and regulations Pocket Series: published by Juta
- The Company Legislation Handbook: published by LexisNexis

#### **BE-5 Public Sector Governance**

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 do **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](http://www.dti.gov.za/news2011/companies_regulations_final.pdf) and
- The Public Finance Management Act No 1 of 1999 (as amended) plus accompanying regulations

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

**BE-2 Corporate Financial Management:**

Students will be given a formula sheet for Corporate Financial Management. This is **NOT** an open book examination.

**BE-1 Corporate Administration:**

It should be noted that this examination is **NOT** an open book examination.

**CSSA2-4 Taxation**

**ACCEPTABLE PUBLICATIONS FOR THE OPEN BOOK EXAMINATIONS:**

- Loose-Leaf (ring binder) version of the Income Tax Act published by either “Lex Patria” or “Butterworths”.
- The Professional Tax Handbook published by Lexis Nexis.
- PDF copy of the Act available from: <http://www.gov.za/documents/income-tax-act-29-may-1962-0000>

A good website for a free download of the legislation is <http://www.sars.gov.za/LNB/MyLNB.asp>. (Note: This is quite a laborious task as you have to download section by section).

The May and October examinations each year are based on the Income Tax Act published in the previous year, that is legislation relevant to the year ending 28 February of the year of the assessment, e.g. May and October 2017 examinations are based upon legislation applicable to the tax year ending 28 February 2017.

**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 or **any** similar communication device;

- 2 No device, code, notes, comments – or any item or structure that could place a candidate at an advantage – other than what is spelt out above, is permitted.

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.