



KEY DATES

MAY 2021 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
6 January 2021	31 March 2021

- Both annual and examination fees must be paid in full. If part or no payment is received, students will be held liable for all outstanding fees and exam results will be withheld until such fees are paid.
- 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 will need 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 the closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and will be liable for all outstanding fees.
- Students may NOT register for CSSA qualifying programme subjects AND Board Examination subjects simultaneously. The NQF 7 qualifying programme (Governance Practitioner) 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.
- If a student cancels his/her examination before the closing date, a 10% cancellation fee will be charged per examination.
- To maximise a student's chance of success, last minute registration is not advised.
- Students registering for board modules must check whether or not they are required to submit an assignment. Assignments will need to be submitted by the due date unless a formal extension is granted.

Exemptions

OPENING DATE	CLOSING DATE
6 January 2021	30 November 2021

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, students will be liable for all outstanding fees
- **All** supporting certified documents and an administration fee must be received before the exemption process will begin.

Exemptions (cont.)

- *Please note that once an application for exemption is successful, registration and full payment of the prescribed fee will need to be done within the 6 months following the successful application for exemption. Should you not register and/or make payment within the 6 months, you will then need to re-apply for the exemption/s.*
- 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 2021	20 April 2021

- 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 2021.
- If students do not submit their postponement form and pay for their postponement in full by 20 April 2021, students will be de-postponed, charged a penalty fee and registered 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 will not be considered under any circumstances.

May Examinations

MAY EXAM STARTING DATE	MAY EXAM ENDING DATE
17 May 2021	21 May 2021

- All examinations will be written online. As such, students must check that they are registered for the correct subjects before the official closing dates.
- Students will be given 15 minutes reading period.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
17 May 2021	28 May 2021

- 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 17 May and 28 May 2021.

Illness and Bereavement Postponements (cont.)

- 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.
- An illness and bereavement postponement will only be granted for illness or bereavement of immediate family members (parents, grandparents, siblings or children), not for extended family members.
- Postponements due to work commitments 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 28 May 2021, 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
2 July 2021

- Please note that the advertised date for the release of results is 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 results 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. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note that 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 report 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.

Individual Feedback Report

OPENING DATE	CLOSING DATE
2 July 2021	16 July 2021

- After an examination 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 16 July 2021 for a student to qualify for an individual feedback report.

OCTOBER 2021 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
2 July 2021	31 August 2021

- Both annual and examination fees must be paid in full. If part or no payment is received, students will be held liable for all outstanding fees and exam results will be withheld until such fees are paid.
- 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 will need 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 the closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and will be liable for all outstanding fees.
- Students may NOT register for CSSA qualifying programme subjects AND Board Examination subjects simultaneously. The NQF 7 qualifying programme (Governance Practitioner) 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.
- If a student cancels his/her examination before the closing date, a 10% cancellation fee will be charged per examination.
- To maximise a student's chance of success, last minute registration is not advised.
- Students registering for board modules must check whether or not they are required to submit an assignment. Assignments will need to be submitted by the due date unless a formal extension is granted.

Exemptions

OPENING DATE	CLOSING DATE
6 January 2021	30 November 2021

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, students will be liable for all outstanding fees
- **ALL** supporting certified documents and an administration fee must be received before the exemption process will begin.
- *Please note that once an application for exemption is successful, registration and full payment of the prescribed fee will need to be done within the 6 months following the successful application for exemption. Should you not register and/or make payment within the 6 months, you will then need to re-apply for the exemption/s.*

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 September 2021	21 September 2021

- 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 2021.
- If students do not submit their postponement form and pay for their postponement in full by 21 September 2021 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 members will not be considered under any circumstances.

October Examinations

OCTOBER EXAM STARTING DATE	OCTOBER EXAM ENDING DATE
25 October 2021	29 October 2021

- All examinations will be written online. As such, students must check that they are registered for the correct subjects before the official closing dates.
- Students will be given 15 minutes reading period.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
25 October 2021	5 November 2021

- 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 25 October and 5 November 2021.
- 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 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 5 November 2021 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
10 December 2021

- Please note that the advertised date for the release of results is 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 results 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. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note that 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 report 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.

Individual Feedback Report

OPENING DATE	CLOSING DATE
10 December 2021	24 December 2021

- After an examination 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 24 December 2021 for a student to qualify for an individual feedback report.
- 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 (5 January 2022). If, for whatever reason, the Institute is unable to comply with any request within the 10 working days, it reserves the right to extend this time to 10 working days.