

# KEY DATES

## MAY 2017 SESSION

OPENING DATE	CLOSING DATE
5 January 2017	31 March 2017

### Annual registration and Examination enrolment

- 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.

OPENING DATE	CLOSING DATE
5 January 2017	31 March 2017

### Exemptions

- 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.

OPENING DATE	CLOSING DATE
1 April 2017	21 April 2017

### Postponements

- 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 21 April 2017.
- If students do not submit their postponement form and pay for their postponement in full by 21 April 2017 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.

MAY EXAM STARTING DATE	MAY EXAM ENDING DATE
29 May 2017	2 June 2017

### May Examinations

- 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.

OPENING DATE	CLOSING DATE
29 May 2017	9 June 2017

### Illness and Bereavement Postponements

- 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 29 May and 9 June 2017.
- 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.

**Illness and Bereavement Postponements Cont.**

- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 9 June 2017 students will **NOT** be postponed to the next semester and will be required to register themselves again.

OFFICIAL MAY EXAM RELEASE DATE	
14 July 2017	

**May Exam Release**

- 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.

OPENING DATE	CLOSING DATE
14 July 2017	28 July 2017

**Script Review**

- 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 28 July 2017 for a student to qualify for a script review session.
- The time scale for processing applications is 5 working days from the closing date of the applications (28 July 2017). 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.

OPENING DATE	CLOSING DATE
14 July 2017	28 July 2017

### **Individual Feedback Report**

- 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 28 July 2017 for a student to qualify for an individual feedback report.

# OCTOBER 2017 SESSION

OPENING DATE	CLOSING DATE
17 July 2017	31 August 2017

## Annual registration and Examination enrolment

- 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.

OPENING DATE	CLOSING DATE
17 July 2017	31 August 2017

## Exemptions

- 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.

OPENING DATE	CLOSING DATE
<b>1 September 2017</b>	<b>22 September 2017</b>

### Postponements

- 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 22 September 2017.
- If students do not submit their postponement form and pay for their postponement in full by 22 September 2017 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.

OCTOBER EXAM STARTING DATE	OCTOBER EXAM ENDING DATE
<b>23 October 2017</b>	<b>27 October 2017</b>

### October Examinations

- 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.

OPENING DATE	CLOSING DATE
<b>23 October 2017</b>	<b>3 November 2017</b>

### Illness and Bereavement Postponements

- 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 23 October and 3 November 2017.
- 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.

### Illness and Bereavement Postponements Cont.

- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 9 June 2017 students will **NOT** be postponed to the next semester and will be required to register themselves again.

OFFICIAL OCTOBER EXAM RELEASE DATE	
8 December 2017	

### October Exam Release

- 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.

OPENING DATE	CLOSING DATE
8 December 2017	22 December 2017

### Script Review

- 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 22 December 2017 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 (5 January 2017). 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.

OPENING DATE	CLOSING DATE
8 December 2017	22 December 2017

**Individual Feedback Report**

- 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 28 July 2017 for a student to qualify for an individual feedback report.