

IoD Examinations Regulations

The regulations relating to IoD examinations cover both the Certificate and Diploma in Company Direction.

Invigilation

All IoD exams are invigilated. The role of the invigilator, in both test centres and via remote invigilation, is to ensure that the examination is conducted in accordance with IoD rules and regulations. The invigilator will also assist candidates to access their exam. The invigilator is not permitted to offer any advice or to answer any questions related to the exam itself.

Identification

Candidates are required to produce valid photographic identification in the name in which they are registered before being admitted to their exam.

Admission to the exam and late arrival

Candidates taking their exam at a computer-based test centre should arrive at the centre approximately 20 minutes before the start of the exam. Candidates taking their exam via remote invigilation should be ready at their chosen location 20 minutes in advance of their start time in order to conduct the required security checks.

Candidates who arrive up to 30 minutes late at a test centre will be permitted to take the exam but will not be given time to compensate for late arrival. The invigilator will ask the candidate to submit their exam at the end of the scheduled exam time.

Provided the candidate is available at the start time of the exam, candidates sitting via remote invigilation will always receive the full allocated exam time. It is acknowledged that there may be some variation in the time taken to complete the security checks.

Candidates who arrive more than 30 minutes late will not be able to access the exam. The invigilator has no discretion to allow entry to the exam as the exam interface prevents late admission.

Materials permitted in the exam environment

Candidates taking IoD exams in test centres will be given:

- 2 sheets of A4 for use as rough paper
- A hard copy of the IoD Ratios document

Candidates taking the exam via remote invigilation are responsible for bring the above materials into their exam venue.

Candidates may also bring the following materials if they wish:

- Pen or pencil for rough notes
- A non-programmable calculator
- A bottle of water or drink

Note that notes can be made within the computer-based test interface and a calculator is available.

A dictionary will be permitted provided that permission has been obtained from the IoD in advance.

Prohibited materials

Candidates taking exams at test centres are not permitted to have mobile phones, laptops, tablets, personal organisers or electronic dictionaries.

Candidates taking their exam via remote invigilation are able to use their work or personal laptop or PC to access the test interface only. A mobile phone is permissible but must be switched off and placed under the chair before the exam starts.

Misconduct during an exam

The IoD insists on a high standard of conduct during exams. Any misconduct is regarded as a serious matter and may result in disciplinary action. This includes but is not limited to behaviour deemed to be inappropriate in an exam setting or behaviour that may bring the IoD into disrepute.

Unfair practice

Any candidate found to have attempted to gain an unfair advantage in an examination will be reported to the IoD by the invigilator. The IoD Assessment Committee has the authority to disallow exam results if the committee feels the conduct was in breach of regulations.

Unfair practice during an exam includes:

- Accessing a mobile phone
- Communicating with or seeking assistance from any other candidate
- Communicating with any third party
- Making use of any unauthorised printed materials
- Attempting to navigate away from the exam interface
- Making use of any electronically stored information
- Collusion or collaboration with another candidate or third party
- Offering a bribe or inducement
- Attempting to deceive with regard to identity

Note that during remote invigilation, the invigilator may request that a candidate refrains from certain behaviours, such as constantly looking upwards. Provided the candidate complies with the invigilator's requests, these requests do not themselves constitute unfair practice.

If a candidate attempts or is found to have engaged in unfair practice, the invigilator will report the details to the IoD. The IoD will conduct an investigation; as part of this investigation the candidate will have the opportunity to write a statement.

The IoD will convene an Investigation Panel to establish the facts of the alleged offence. The candidate concerned may be interviewed and may call witnesses. If the Investigation Panel is satisfied that no offence has taken place, the Assessment Committee will consider exam performance in the usual way and will totally disregard the original allegations. If the Investigation Panel is satisfied that an offence has taken place, or if the candidate admits to an offence, the case will be referred to the Assessment Committee, which may disallow the exam result.

The Assessment Committee may also determine whether or not the candidate may be reassessed and the conditions for a re-assessment.

Mitigating Circumstances

If a candidate experiences disruption during the exam due to external factors such as an emergency evacuation, loud and protracted noise or technological issues that disrupt concentration, mitigating circumstances may be applied at the discretion of the Assessment Committee. In such cases the invigilator will be aware of the circumstances and will report these to the IoD. Individual candidates need not contact the IoD.

Where a candidate feels that their exam performance has been negatively affected by illness, bereavement or temporary disability, it is in the candidate's interest to notify the IoD's Professional Standards Department, in writing, within 5 days of the exam. This notification should outline the circumstances and should be supported by medical or other evidence. Candidates should note that only serious circumstances can be considered and that cases will only be passed to the Assessment Committee if the exam result is a borderline fail.

Right of Appeal

Candidates have a right to appeal against the decision of the Assessment Committee. Disagreement with the judgement per se of the Assessment Committee in assessing candidate performance in an exam or assessment cannot in itself constitute grounds for a request for an appeal.

Requests for an appeal against the outcome of an exam or assessment will be considered only on the following grounds:

- (i) Performance in the exam or assessment was adversely affected by illness or other factors which the candidate was unable to or unwilling to divulge as Mitigating Circumstances before the Assessment Committee reached its decision. Medical or other relevant documentation will be required.
- (ii) There has been a material administrative error.
- (iii) The examination or assessment was not conducted in accordance with the current IoD regulations.

If a candidate wishes to appeal against a decision of the Assessment Committee, they should provide their request and reasons for an appeal to the IoD's Professional Standards department within 30 days of receipt of results.

If an independent assessment concludes that there are grounds for appeal, the case will be referred to an Appeals Board for reconsideration. The Appeals Board has delegated authority to reach decisions for and on behalf of the IoD.

If the Appeals Board is satisfied that the examination procedure was breached by a material administrative error, that the proceedings of the Assessment Committee were not conducted in accordance with the regulations, or that some other material irregularity has occurred, the Appeals Board shall require the Assessment Committee to reconvene to reconsider the decision and if necessary, require the original decision to be annulled.

Conditions of Entry for Examinations

Candidates are required to abide by the following conditions in relation to IoD exams:

- The IoD's regulations and any dispute or claim arising from them, or in connection with them, shall be governed by and construed in accordance with the law of England and Wales.
- The courts of England and Wales will retain exclusive jurisdiction over any claim or matter arising under or in connection with this agreement.

Conditions of Entry

In applying for the Diploma examination or the Chartered Director Professional review, the candidate agrees to relinquish rights to their exam script or the recording of the interview. Once the script is submitted by the candidate or the candidate completes the assessment for Chartered Director, the script or recording become the property of the IoD.

Scripts and recordings will not be returned to candidates.

Force Majeure

The IoD shall not be liable to the candidate or be deemed to be in breach of its agreement to provide examinations and/or results to candidates by reason of any delay in performing, or any failure to perform, any of the IoD's obligations, if the delay or failure is due to any cause beyond the IoD's reasonable control. Causes beyond the IoD's reasonable control shall include:

- The non-availability (including due to sickness, injury or death) of any person employed or engaged by the IoD to deliver the services who cannot by the exercise of reasonable endeavours be replaced or substituted;
- Events or circumstances as a result of which any premises where the examinations are to be delivered shall be unavailable if suitable alternative premises cannot by the exercise of reasonable endeavours be found;
- An examination being terminated prior to its scheduled close (e.g. bomb threat, security evacuation, fire evacuation)