

## Definitions

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| <b>Qualification</b> | An official record of achievement on completion of a course of study and passing an examination.   |
| <b>Syllabus</b>      | An overview of the structure, learning outcomes and topics covered in a programme of study.  |
| <b>Module</b>        | One of the four components of the Certificate in Company Direction. Each module is a separate qualification in its own right.                        |
| <b>Award</b>         | The qualification achieved on passing an individual module of the Certificate in Company Direction.  |
| <b>Certificate</b>   | The qualification achieved on passing all four modules of the Certificate in Company Direction.  |
| <b>Diploma</b>       | The qualification achieved following attendance on the Developing Board Performance course and passing the Diploma in Company Direction examination. |

## 1 Purpose

- 1.1 The purpose of this document is to outline the regulations the IoD has in place to enable candidates to progress through its qualifications and to ensure these are administered in a way that is valid, fair and consistent for all candidates.

## 2 Certificate in Company Direction

### Modular examinations

- 2.1 Unless an exemption has been granted candidates will not be permitted to sit an exam without having attended the corresponding course.
- 2.2 Candidates must take the exam which corresponds to the syllabus they have studied and the course they have attended.
- 2.3 Candidates attending the Roles of the Director and the Board course should be made aware by the IoD that there are two different syllabuses for this course (UK and International) and should be told by the IoD which syllabus they are taking. Candidates will not normally be permitted to sit the examination for the syllabus that they did not study.
- 2.4 Exceptions to 2.3 would normally only be considered if the candidate was unaware of the available versions of the qualification and they had not been informed by the IoD prior to taking the course. Such an exception would be subject to discussion with the Professional Standards department who would provide options to enable the candidate to study for the alternative syllabus. This would be confirmed in writing. (Note this does not apply in the case of a syllabus change – see 2.9).



- 2.5 Candidates must normally take the exam within two years of having attended the course. There are two reasons for this:
- 2.5.1 The candidate should still be able to remember, understand and apply the knowledge and skills they gained on the programme to ensure they have an equal opportunity in their assessment.
- 2.5.2 The learning achieved on the course should still be current and relevant.
- 2.6 Candidates who wish to take an examination for a course attended more than two years earlier should discuss their situation with the Professional Standards team ([assessment@iod.com](mailto:assessment@iod.com)), who will make a decision on a case-by-case basis.
- 2.7 If there has been a syllabus change since the candidate attended a course, the candidate must ensure they sit the correct examination for the course they attended. The examination for the previous syllabus will normally continue to be available for 12 months following a syllabus change.
- 2.8 Although the IoD will endeavour to inform all candidates of any forthcoming changes to the syllabus, it is the responsibility of the candidate to ensure they are aware of examination content and to book their exam in a timely manner. All examination information is available on the IoD website.
- 2.9 If more than 12 months have passed since the candidate attended the course and the examination for that course is no longer available, the candidate will be offered the opportunity to attend the new course at a discounted price or attempt the examination.

#### **Results and re-sits**

- 2.10 Candidates sitting any of the Certificate examinations will receive their grade, but not a numerical mark. The grade will be either a fail, a pass or a distinction.
- 2.11 Each module of the Certificate in Company Direction is a qualification in its own right and is referred to as an Award. Candidates who achieve a pass or a distinction in any one module will be entitled to receive an electronically produced certificate with details of this qualification.
- 2.12 Candidates are permitted to re-take their examination in order to obtain a pass or to improve their grade. There is no limit on the number of times a candidate may re-take the examination. Unless otherwise agreed, for example following the outcome of an application for special considerations, there will be a fee for each examination attempt.
- 2.13 Feedback is available to all candidates who have taken any of the Certificate exams. This feedback will take the form of a list of the assessment criteria in which they did not achieve any marks in the examination.
- 2.14 This feedback is automatically provided to all candidates who have failed and will be included in their result letter. All other candidates are able to obtain this feedback on request by emailing [assessment@iod.com](mailto:assessment@iod.com).



### **Obtaining the Certificate in Company Direction qualification**

- 2.15 Candidates may take the modules of the Certificate qualification in any order, as long as they have attended the course before they sit the corresponding examination.
- 2.16 Learners with an existing qualification which matches the learning outcomes and academic level of an IoD qualification may be entitled to an exemption from the course but not the examination for the modules Finance for Non-Financial Directors, Leadership for Directors and Strategy for Directors. Exemptions are not available from the Roles of the Director and the Board course and examination. Please see the exemptions process PDF on the IoD website for further information.
- 2.17 Exemptions will be recorded as a pass.
- 2.18 Candidates must achieve a pass in all four modules of the Certificate in Company Direction in order to obtain the qualification.
- 2.19 Candidates must obtain a distinction in at least three of the four modules in order to achieve an overall distinction in the Certificate in Company Direction.

## **3 Diploma in Company Direction**

### **Developing Board Performance course attendance and examination**

- 3.1 Candidates are normally required to undertake the course within two years of obtaining the Certificate in Company Direction.
- 3.2 Exceptions to the above may be granted in certain cases. This would be subject to the agreement of the Professional Standards department and confirmation given in writing.
- 3.3 Under no circumstances will a candidate be permitted to sit the Diploma examination until they have passed all four Certificate modules.
- 3.4 Candidates must normally take the Diploma exam within two years of having attended the course.
- 3.5 Exceptions to 3.4 may be considered by the IoD. Candidates should discuss their situation with the Assessment Team ([assessment@iod.com](mailto:assessment@iod.com)), who will make a decision on a case-by-case basis.
- 3.6 No exemptions are available for the Developing Board Performance course or examination.

### **Results and resits**

- 3.7 Candidates sitting the Developing Board Performance examination will receive their grade and their numerical mark. Grades are awarded as follows:
  - 3.7.1 Pass: a mark of 50 or above
  - 3.7.2 Distinction: a mark of 70 or above
- 3.8 Candidates are permitted to re-take their examination in order to obtain a pass or to improve their grade. There is no limit on the number of times a candidate may re-take the exam. Unless otherwise agreed, there will be a fee for each examination attempt.
- 3.9 Feedback is available to all candidates who have taken the Developing Board Performance examination. This feedback will take the form of the marker's notes which were written during the marking process.



- 3.10 This feedback is automatically provided to all candidates who have failed and will be included in their result letter. All other candidates are able to obtain this feedback on request by emailing [assessment@iod.com](mailto:assessment@iod.com).
- 3.11 More detailed and personalised feedback to candidates on their exam performance is available via the assessment feedback process. Further information about this process are available on the IoD website.

## **4 Chartered Director**

- 4.1 Candidates interested in becoming Chartered Directors must have achieved both the Certificate in Company Direction and the Diploma in Company Direction qualifications.
- 4.2 Further eligibility criteria must also be met before candidates can progress their application to become Chartered. Details of these criteria are available on the IoD website or from [chartered.director@iod.com](mailto:chartered.director@iod.com).
- 4.3 Candidates must have passed their Diploma in Company Direction qualification within the past ten years for the IoD to be able to consider their application. This is because it is important that their knowledge is current, particularly in relation to the corporate governance code.
- 4.4 Candidates who obtained their Diploma more than ten years before applying to become Chartered will be required to pass the Roles of the Director and the Board examination again before making their application.

## **5 Supporting documents**

- Exemptions process
- Assessment feedback process