

Diploma in Company Direction – Exam guidance for candidates

This document is divided into the following eight sections:

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1 Structure of the exams

The Diploma in Company Direction (Developing Board Performance) follows on from the Certificate in Company Direction and forms a stepping stone to the final Chartered Director qualification.

The Diploma has three objectives:

1. To provide the opportunity to apply and integrate learning from the Certificate programme
2. To help delegates become a more effective director and improve their performance of, and contribution to, their boards
3. To prepare for the Diploma examination.

The Diploma is credit-rated under the internationally recognised Scottish Credit and Qualifications Framework (SCQF).

Qualification	SCQF level	Equivalent level in England and Wales	Equivalent higher education level
Diploma in Company Direction	Level 11	Level 7	Masters level

Prerequisites

You can only undertake the Diploma course and exam once you have attended all four Certificate modules and successfully completed at least three of the four Certificate exams. You will not be awarded the Diploma in Company Direction until you have passed the Certificate in Company Direction.

The exam

The Diploma exam is three hours long and is composed of a single question accompanied by a case study in the format of a set of board papers.

The question for the Diploma exam is standard and pre-published by the IoD. The rationale for pre-releasing the question is to provide delegates with a realistic situation that more closely resembles first sight of board papers. The question itself mirrors the approach a new non-executive director might adopt when initially analysing an organisation.

The skill is for delegates to demonstrate their competency in analysing the information in the case study in response to the standard question and then to provide options and recommendations.

Please note that you will **not** have sight of the case study, which will only be made available once you commence the exam. The case study changes at each exam.

The standard question is as follows:

As a newly appointed non-executive director at [DCS]*, prepare a set of notes for the next board meeting that:

- critically evaluate the current position and performance of [DCS];
- critically evaluate the challenges facing [DCS] and formulate possible strategic options; and
- recommend a way forward, paying attention to your identified strategic options. Include how this may impact [DCS] and outline any additional information the board would need to review before making a decision.

*[DCS] = Name of the organisation featured in the Diploma case study.

A proportion of the available marks will be awarded based on how effectively you communicate your answer.

You should ensure that your answers address the following:

Critically evaluate the current position and performance of [DCS] (i.e. where is [DCS] now?)

This is about identifying information from the case study that is key to understanding the current position and performance of the company and present an effective summary through the objective interpretation of the information identified. All aspects should be evaluated, including operational, financial, governance, qualitative and any other relevant information. The evaluation should include appropriate analysis and demonstrate how your interpretation of the information links to the issues and opportunities in the case.

Critically evaluate the challenges facing [DCS] (i.e. where could [DCS] go?)

This is about demonstrating your understanding of the risks and future opportunities facing the company. These should be assessed by considering their impact and the actions required to address them. Based on this assessment, you should identify plausible alternative strategic options and evaluate their impact, demonstrating creativity and lateral thinking that leverage opportunities and address identified risks. The process followed should show an understanding of options in the context of the materials provided in the case.

Recommend a way forward paying attention to your identified strategic options. Include how this may impact [DCS] and outline any additional information the board would need to review before making a decision.

This is about providing a considered way forward that is realistic and pragmatic, based on the strategic options identified. The recommendation or set of recommendations presented should demonstrate the impact these recommendations will have on the company, leveraging opportunities and addressing risks. You should also demonstrate an understanding of any additional information the board will need in order to make an effective decision on the recommendation(s) made.

Marking

The allocation of marks to each part of the question will be clearly stated in the exam paper. Typically, the marks will be evenly split across the three parts of the question, with a proportion allocated for your overall ability to articulate the key messages that need to be considered by the board in a structured, effective, cohesive and clear manner.

2 Booking your exam

Exams are offered throughout the year. The current exam calendar can be found on the Exam Dates & Fees page of our [website](#).

The exam can be started between 12.30 and 14.30 GMT. If you require a time outside of this range due to work commitments or time zone considerations, please notify us at examinations@iod.com and we will do our best to accommodate you.

In order to select a timeslot for your exam, you will need to complete the system check on the TestReach system (see 4. Taking the exam); you will then be given the option to select your exam start time.

We advise you take your exam as soon as possible once you have completed the course, so the learning remains fresh in your mind. We also recommend you allow for sufficient revision time before completing the exam. As the course syllabus is updated on a regular basis, the exam must be taken within two years of your course completion date.

Changing your exam date or time

Should you need to defer your exam to a different date or reschedule your sitting to a different time on the same date, please contact the Client Delivery team at examinations@iod.com. We will require a request in writing before we are able to action this change; any changes sent directly to TestReach Customer Support will be passed on to the Client Delivery team for consideration.

You may cancel and receive a full refund or transfer, free of charge, to another session at any point up until 14 calendar days before the exam date.

Deferring your exam within 14 days of your scheduled date will incur a transfer fee. Cancelling your exam within 14 days of your scheduled date will result in you forfeiting your exam fee. You will be required to pay the exam fee before you are able to rebook for a future exam date. Closing dates can be found on the Exam Dates & Fees page of our [website](#).

For deferrals due to illness, bereavement or extenuating circumstances, please contact the Client Delivery team at examinations@iod.com. Further information can also be found in the Regulations & Policies PDF on our [website](#).

Special considerations

We are committed to making reasonable adjustments so that no candidate is disadvantaged because of a disability, specific learning need or medical condition.

If you would like to discuss your personal circumstances regarding exam support, please contact us on examinations@iod.com so that we can make arrangements to suit you. You can also review our Reasonable Adjustments Policy in the Exam Regulations & Policies PDF on our [website](#).

3 Preparing for the exam

The Diploma includes a half-day exam preparation session, where the course leader will take you through an example case study. After completing the course, you will also have access to further revision material on IoD Academy, our dynamic online platform, where you can find a number of previous Diploma case studies and example answers.

The exam preparation material will become available upon completion of the course and can be found under: My Courses > Developing Board Performance > View > Exam preparation.

Please note: Access to the IoD will expire two years after the completion of the course. This can be reinstated for a fee by contacting academysupport@iod.com.

Two weeks prior to the exam you will also be given access to a previous Diploma case study on TestReach, the exam delivery system, which will allow you to both revise and familiarise yourself with the exam interface.

Logging into IoD Academy

To log into the IoD Academy, go to www.iod.com/academy and click on the IoD Academy on the top right-hand corner of the page. **Enter the same username and password that you use to log in to iod.com.**

If you have not set up an iod.com account before or are not sure whether you have one, please email academysupport@iod.com and either a registration link will be forwarded to you or you will be sent your username along with a link to reset your password.

If you have forgotten your username, please email academysupport@iod.com. **Note – please do not set up another account as this could cause access problems.**

If you have **forgotten your password**, please follow these steps:

To check

1. Go to www.iod.com and click the 'Login' button on the right side of the page.
2. The login page will open. Please click 'Forgotten password' (under the 'Login' box).
3. You will need to enter your username to request a new password.
4. You will be emailed a password reset link.
5. If you do not receive this email, please contact academysupport@iod.com.

If you have any issues logging into the IoD Academy or accessing the exam preparation material, please contact academysupport@iod.com.

4 Taking the exam

Delivery method

The Diploma exam is delivered by Remote Invigilation (RI) through our delivery partner TestReach. RI allows you to take your exam on your own laptop or computer in a suitably quiet location. As your exam is invigilated remotely via a webcam, the location could be at work or at home. During the exam you will be able to communicate with your invigilator via microphone or instant messenger.

You can bring the following into the exam:

- A small amount of food and drink
- Two sheets of blank A4 paper
- A non-programmable calculator (a calculator that does not have a function button and formulae programmed into the memory; a scientific calculator or a smartphone cannot be used under any circumstance). Please note that an onscreen calculator is also available within the exam application. This calculator has the additional benefit of tracking your calculation history.

- A printed copy of the IoD Ratios – Formulae and Definitions document. This can be found in the Handout section on the IoD Academy www.iod.com/academy. The ratios will also be available on screen as a resource.

Please note that you will not be able to get a printed copy of the case study as it is a secure exam paper and will only be provided to you once you have entered the RI application and your exam time has started. You are not able to print from this application or copy the content of the exam into any other software or application.

Technical requirements

For RI, you will need to download an application to the laptop or computer you plan to sit the exam on. Two weeks prior to your exam you will be sent an email from customersupport@testreach.com. This email will provide you with your login details and a link to download the TestReach application. Please follow the instructions in this email and spend some time familiarising yourself with the TestReach software prior to your exam/s.

You will also be asked to complete a system check to ensure that your computer meets the required software and hardware specifications. You need to complete these checks on the laptop or computer you plan to use, in the location you intend to take your exam, at least five days before your exam. You will not be able to select your exam start time until you have completed these checks.

The laptop or computer should have the following system requirements:

1. A large screen. We advise that you use a screen size of 21" upwards to better manage the functionalities of TestReach and so that you can read comfortably. This will also allow you to have all the necessary onscreen items open at the same time (such as the notepad and ratio sheet). You can dock a laptop and use an external monitor to allow for a larger screen, but you will need to ensure that the external monitor is set to be used as a single screen and the laptop screen is turned off.
2. Mac 10.8+ or Windows 7+ operating system. Please note that tablets and notebooks are not compatible with the application, but Surface Pros that run a supported version of Windows OS can be used.
3. 4GB RAM
4. Any Dual Core processor (Intel Core i3 or equivalent)
5. A working webcam, microphone and speakers
6. Continuous internet speed of a minimum of 512kbps

Please note that the exam application does not support tablets. However, Surface Pros running Windows 10+ are supported. If using a Surface Pro:

- Ensure you have Windows 10+ operating system installed
- Ensure the front-facing camera is enabled (i.e. your face is visible when running the system check)
- Use a mouse and keyboard instead of the touchscreen controls

In addition, we would recommend the following as good practice:

- Ensure that your machine has sufficient memory. Machines where the hard drive is full or close to full should not be used.
- Close down all other applications before launching TestReach.
- Ensure that your operating system, hardware and other peripheral applications are up to date with the latest versions.

- Ensure that your machine is virus-free.
- Ensure that you use a LAN connection or have a good connection to your WIFI router. If using a WIFI connection, it is recommended that you locate yourself in close proximity to your router.
- Delete cookies and temporary internet files

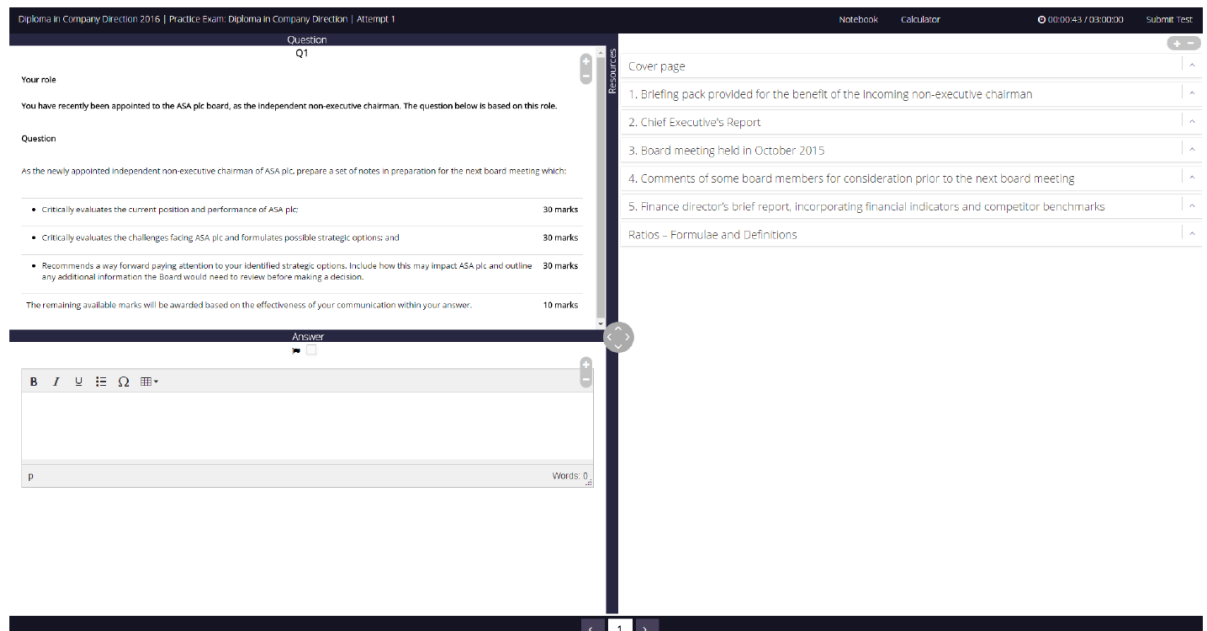
The exam

Once you enter the TestReach system via the Desktop App, you will be brought to your exam dashboard. Click 'Enter' on the exam and you will be asked to complete a final system check. Once this process has been completed, you will be able to connect to the invigilator by clicking on the 'Connect to Supervisor' button. Once connected, voice communication is established with the invigilator.

Please note you will not be able to start your exam before the stated time. Every effort is made to start exams at the scheduled time; however, you may be alerted to a short waiting time when trying to connect. As invigilators give each candidate their individual attention during the on-boarding for each exam, there may be a slight delay. You will always get the full allocated exam time and your exam will only commence once you have connected with your invigilator and clicked on the 'start exam' button.

You will need to have your **passport** or **other approved photographic identity document** to hand. Approved photographic IDs are: driving license, Garda card or public services card. You will need to hold this up to the screen to be checked by the invigilator. You will also need to hold up your blank sheets of A4 paper and the IoD financial ratios document to the screen before your exam begins.

The Diploma exam will be laid out on screen as in the image below, and the three areas can be resized to suit.



As well as typing your answers into the text box, there are some formatting options available. You can copy text from the resources or the question if you find it helpful, and then expand that area to give yourself a larger writing area. Adding notes, highlighting text and resizing text is also possible. There is also an on-screen notepad and calculator. This calculator has the additional benefit of tracking your calculation history.

The application has a clock so you can easily see how much time is remaining. You will be sent a notification 30 minutes and five minutes before the end of the exam. At the end of the allotted exam time, your exam will be automatically submitted. Alternatively, you have the option to submit your exam at any stage before the end of the exam time. Once your exam has been submitted, you will not be able to return to it.

Once your exam has been submitted (either manually or automatically), you must show your A4 sheets of paper and financial ratios document to the invigilator, or your exam may not be marked.

Infringements

For the duration of the exam you will be monitored by an invigilator via the webcam on your laptop or computer. You will not be able to see the invigilator, but you will be able to contact them via audio or instant messenger. Once the exam has started the invigilator will not contact you unless they note any infringements.

Minor infringements

A minor infringement is one that is deemed a low-level exception, does not compromise the exam security and is rectified immediately with the candidate during the exam. Minor infringement actions include:

- Leaning out of view of the camera for a moment
- Hand movements as if gesturing to another individual
- Excessive writing on the notes pages

Major infringements

A major infringement is one that is deemed a high-level exception that potentially compromises the security of the exam and will be dealt with by the IoD once the exam is finished. Major infringement actions include:

- Picking up a cell/mobile phone during the test to look at it and or answer a call
- Referring to/glancing at any material at all (that is not one of the resources allowed)
- Studying an area in a deliberate fashion that the supervisor is unable to view. The supervisor will again ask the candidate to pan the room with the webcam in this instance
- Trying to access another site
- Not removing interactive devices such as a smart watch when requested to do so
- Any attempt to deliberately block the camera
- Any form of human interruption – audibly or visually. The candidate will have been warned to be alone. If an unusual circumstance occurs (i.e. room service arriving at a hotel bedroom, manager entering a room unannounced etc.) these will be taken into account by the supervisor
- Leaving the computer/test area when the exam is in progress without explanation
- Returning to the exam after a considerable absence without explanation
- Behaving in an unsuitable manner to the supervisor and not following instructions – behaviour that would be deemed unacceptable for company directors.

Technical support

For any issues experienced on the exam day, contact the TestReach customer support team on customersupport@testreach.com or +353 (0) 1 513 4898 / +44 (0)20 3475 8685. You can also check the exam service status of the platform on the TestReach [status update page](#).

If you have not already done so, please provide your preferred contact number to the examinations team at examinations@iod.com so that we can ensure your exam experience is as smooth as possible.

5 Results

Following the exam sitting your result will be emailed to you a maximum of four weeks from the exam date. All result dates can be found on the Exam Dates & Fees page of our [website](#).

You will receive your overall achievement and your numerical score. To achieve a pass in the exam, you must score at least 50 percent; to achieve a distinction, you must score 70 percent or above. All unsuccessful candidates will be provided with the markers' notes on their exam performance.

An additional feedback service is available for a fee. The service involves one of our Diploma marking team or the lead examiner reviewing your examination script and providing a detailed report of the areas where your answer met the requirements and the areas where it fell short. The report will be sent to you and a date and time arranged to have a phone call of up to 90 minutes with the reviewer, during which they will discuss the report with you, answer any questions and provide advice.

Once you have passed the exam, you will receive a hard copy certificate. Diploma certificates are printed every 4-6 weeks and will be posted to you. Please ensure you have provided up-to-date address details.

6 Re-sitting the exam

To re-sit the exam, please email the examinations team at examinations@iod.com with your exam booking form, stating that you will be re-sitting the examination. You will receive provisional confirmation of your booking and an invoice for the re-sit fee. Once this invoice has been paid, you will receive an official confirmation email.

7 Further support

You can find further information and guidance on our website:

- [Exams overview](#)
- [Exam dates and fees](#)
- [Exam registration](#)
- [Exam guides, regulations and policies](#)
- [Terms and conditions](#)

If you have any questions regarding the exam procedure, exam regulations or require more information, please contact the Client Delivery team.

IoD Client Delivery Team

Tel: +44 (0)20 8078 4024

Email: examinations@iod.com

Website: www.iod.com/exams

8 Frequently asked questions (FAQs)

Structure of the exams

How long is the Diploma exam?

The Diploma exam is 3 hours 15 minutes long.

What is the format of the Diploma exam?

The question for the Diploma in Company Direction exam is standard and pre-published by the IoD. This means that you will know the question you need to answer prior to taking the exam. However, you will NOT have sight of the case study, which you will only see when you commence the exam.

The exam question remains the same, while the case study will change at each exam.

What is the standard question for the Diploma exam?

The standard question is as follows:

As a newly appointed non-executive director at [DCS]*, prepare a set of notes for the next board meeting that:

- critically evaluate the current position and performance of [DCS];
- critically evaluate the challenges facing [DCS] and formulate possible strategic options; and
- recommend a way forward, paying attention to your identified strategic options. Include how this may impact [DCS] and outline any additional information the board would need to review before making a decision.

*[DCS] = Name of the organisation featured in the Diploma Case Study.

A proportion of the available marks will be awarded based on how effectively you communicate your answer.

How are marks allocated in the Diploma exam?

The allocation of marks to each part of the question will be clearly stated in the exam paper. Typically, the marks will be evenly split across the three parts of the question, with a proportion allocated for your overall ability to articulate the key messages that need to be considered by the board in a structured, effective, cohesive and clear manner.

What level is the IoD Diploma in Company Direction exam?

IoD qualifications are credit-rated under the internationally recognised Scottish Credit and Qualifications Framework (SCQF).

Qualification	SCQF level	Equivalent level in England and Wales	Equivalent higher education level
Diploma in Company Direction	Level 11	Level 7	Masters level

Booking your exam***When is the Diploma exam offered?***

We offer exam dates throughout the year. Further information can be found on the Exam Dates & Fees page of our [website](#).

Are all exam dates available worldwide?

Yes. IoD exams are conducted via remote invigilation and are available anywhere in the world, provided the technical specifications are met. Please see Section 4: Taking the exam for the full technical specifications.

When should I take my exam?

We recommend you take your exam as soon as possible once you have completed the course, so the learning remains fresh in your mind. We also recommend you allow for sufficient revision time before completing the exam. As the course syllabuses are updated on a regular basis, the exam must be taken within two years of your course completion date.

How do I book my exam?

If you wish to book your exam, please complete the examination booking form available from the Exam Registration page on our [website](#) and email it to examinations@iod.com. Once processed, the team will send through an email confirmation for your exam.

If I book my exam now, can I change it at a later date?

You may cancel and receive a full refund or transfer, free of charge, to another session at any point up until 14 calendar days before the exam date. You will not be entitled to a refund if you cancel or transfer your exam after this time. Closing dates can be found on the Exam Dates & Fees page of our [website](#).

Please refer to the Exam Terms & Conditions page of our [website](#) for further information.

Can I take the Diploma exam before I have successfully completed my Certificate exams?

Yes, but only if you have attended all four Certificate modules and have no more than one Certificate module exam outstanding. Please note that you will not be awarded the Diploma in Company Direction until you have passed the Certificate in Company Direction.

If I have a medical condition or specific learning requirements, can the IoD cater for my needs?

The IoD is committed to making reasonable adjustments so that no candidate is disadvantaged because of a disability, specific learning need or medical condition. Please contact us on examinations@iod.com so that we can make arrangements to suit you.

You can also review our Reasonable Adjustments Policy on the Exam Regulations & Policies page of our [website](#).

Preparing for the exam***Are previous Diploma exam papers available for revision purposes?***

Yes. A number of previous Diploma case studies and example answers are available in the exam preparation section on the IoD Academy, which will become available upon completion of the course. Two weeks prior to the exam you will also be given access to a previous Diploma case study on TestReach, the exam delivery system, which will allow you to both revise and familiarise yourself with the exam interface.

How do I log in to the IoD Academy?

- Go to www.iod.com/academy and click 'login' on the top right-hand corner of the page.
- Enter the same username and password that you use to log in to iod.com.
- If you have not set up an iod.com account before or are not sure whether you have one, please email academysupport@iod.com and either a registration link will be forwarded to you or you will be sent your username along with a link to reset your password.

What should I do if I have forgotten my username for the IoD Academy?

If you have forgotten your username, please email academysupport@iod.com. Note – please do not set up another account as this could cause access problems.

What should I do if I have forgotten my password for the IoD Academy?

- Go to www.iod.com and click the 'Login' button on the right side of the page.
- The login page will open. Please click 'Forgotten password' (under the 'Login' box).
- You will need to enter your username to request a new password.
- You will be emailed a password reset link.
- If you do not receive this email, please contact academysupport@iod.com.

How do I access the exam preparation material on the IoD Academy?

The exam preparation material will become available upon completion of the course and can be found under: My Courses > Developing Board Performance > View > Exam preparation.

If you have any issues logging into the IoD Academy or accessing the exam preparation material, please contact academysupport@iod.com.

I am being asked to run a system check and select the exam start time beforehand. Can my PA/EA do this?

We would advise that you do this yourself as the system check must be completed on the same device and in the same location that you will be taking the exam; otherwise you may experience technical difficulties on the day of your exam.

It is also very important that you familiarise yourself with the TestReach system yourself prior to your exam. Once you have downloaded the TestReach software, you will have access to a familiarisation tool. Lack of familiarity with the TestReach system will not be considered for mitigating circumstances or extra time.

Taking the exam***How will I take my exam?***

All IoD exams are taken by remote invigilation (RI).

What is remote invigilation (RI)?

RI exams are conducted through our delivery partner TestReach. RI allows you to take your exam on your own laptop or computer in a suitably quiet location. As your exam is invigilated remotely via a webcam, the location could be at work or at home.

Your invigilator will ensure the security of your exam via the webcam and will be able to see you and your screen at all times. You will be able to communicate with the invigilator via instant message or audio.

What equipment do I need for RI?

For RI, you will need to download an application to the laptop or computer you plan to sit the exam on. The laptop or computer should have the following system requirements:

- A large screen. We advise that you use a screen size of 21" upwards to better manage the functionalities of TestReach
- Mac 10.8+ or Windows 7+ operating system. Please note that tablets and notebooks are not compatible with the application, but Surface Pros that run a supported version of Windows OS can be used
- 4GB RAM
- Any Dual Core processor (Intel Core i3 or equivalent)
- A working webcam, microphone and speakers
- Continuous internet speed of a minimum of 512kbps

If using a Surface Pro:

- Ensure you have Windows 10+ operating system installed
- Ensure the front-facing camera is enabled (i.e. your face is visible when running the system check)
- Use a mouse and keyboard instead of the touchscreen controls

See p. 5 'Technical requirements' for more details.

Can I take my exam on a tablet?

No. The exam application does not support tablets. However, Surface Pros running Windows 10+ are supported (see below).

Can I use a Surface Pro to take my exam?

Yes, as long as you are running Windows 10 on your Surface Pro. You will also need to make sure that you have enabled the front-facing camera of your Surface Pro (i.e. your face must be visible when running the system check). We strongly recommend that you use a mouse and keyboard instead of the touchscreen controls.

Can I take my exam at a test centre?

No. Candidates will only be able to sit their exams by remote invigilation.

Can I take the exam on paper and handwrite my response?

No. All IoD exams are now computer-based and taken by RI.

What can I bring into the exam with me?

You can bring the following into the exam:

- A small amount of food and drink
- Two sheets of blank A4 paper
- A non-programmable calculator (a calculator that does not have a function button and formulae programmed into the memory; a scientific calculator or a smartphone cannot be used under any circumstance). Please note that an onscreen calculator is also available within the exam application. This calculator has the additional benefit of tracking your calculation history.
- A printed copy of the IoD Ratios – Formulae and Definitions document (for the Finance for Non- Finance Directors exam only). This can be found in the Handout section on the IoD Academy www.iod.com/academy.

Can I print a copy of the case study?

No. The case study is a secure exam paper and will only be provided to you once you have entered the RI application and your exam time has started. You are not able to print from this application or copy the content of the exam into any other software or application, or onto your note paper.

What happens if I get disconnected while taking my exam?

If you experience any technical difficulties on the exam day, please contact the TestReach customer support team by phone on +353 (0) 1 513 4898 / +44 (0)20 3475 8685. You can also check the exam service status of the platform on the TestReach [status update page](#).

Results***When can I expect to receive my results?***

Results will be delivered four weeks from the exam date. All results dates can be found on the Exam Dates & Fees page of our [website](#).

How will results be sent to me?

Results will be emailed to you. You will be provided with your overall achievement and your numerical score.

Will I receive any feedback if I fail?

Yes. All unsuccessful Diploma candidates are provided with the markers' notes on their exam performance. A more detailed feedback service is available for a fee.

What is the detailed feedback service?

This service is available for an additional fee to candidates who have failed the Diploma exam. The service includes a review of your examination script by a member of our Diploma marking team, who will provide a detailed report of the areas where your answer met the requirements and the areas where it fell short. The report will be sent to you and a date and time arranged to have a phone call of up to 90 minutes with the reviewer, during which they will discuss the report with you, answer any questions and provide advice.

Who else is notified of my exam result?

The IoD does not publish exam results. However, if you have taken your course through an IoD franchise or as part of an in-company programme and have given your consent, your results will be provided to that franchise or company.

If you are unsure whether this applies to you, please contact your Business Development Manager on +44 (0)20 7766 2601.

Can I get a distinction in the Diploma?

Yes. To achieve a distinction in the Diploma in Company Direction, you must achieve 70 percent or above.

Will I receive a physical certificate once I have successfully passed the Diploma exam?

Yes. You will receive a hard copy certificate when you have successfully passed the exam. Certificates are printed every 4-6 weeks and will be posted to you. Please ensure you have provided up-to-date address details.

Once I have completed the Diploma, what are my next steps in continuing my professional development?

The next step in your professional development with the IoD is to become a Chartered Director. Chartered Director is the benchmark of director excellence, providing you with professional recognition, enhanced career prospects and access to an exclusive network of senior professionals recognised for their outstanding leadership and contribution to business.

For more information on our Chartered Director qualification and to confirm if you are eligible to apply, please visit our [website](#).

Re-sitting an exam

I have failed the Diploma exam. What happens next?

To re-sit the exam, please email the examinations team at examinations@iod.com with your exam booking form, stating that you will be re-sitting the examination. You will receive provisional confirmation of your booking and an invoice for the re-sit fee. Once this invoice has been paid, you will receive an official confirmation email.