

Institute for the Management of Information Systems
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EXAMINATION REGULATIONS

The following regulations apply to all IMIS Examinations. It is the responsibility of students wishing to sit an IMIS Examination to read and comply with these regulations. Please refer any questions to the IMIS Secretariat *before* completing the Examination Application Form.

1. Registration for Examinations:

(a) Member in good standing:

A candidate must be a fully registered member of IMIS from the date their application form is received by the Secretariat. Application forms from candidates whose membership is not paid-up will not be accepted, and IMIS reserves the right to withhold results from any candidate whose membership is allowed to lapse prior to result release.

(b) Examination Centres:

A complete list of examination centres within a candidate's area can be obtained on request from the Secretariat. A selection is available on the IMIS website.

(c) Closing Dates:

Examinations for all levels of the IMIS Syllabus are held in June and December of each year. The following are the *latest dates for receipt of applications for all syllabuses*:

	Closing Date
June session	<i>1st April</i>
December session	<i>1st October</i>

***There will be no exceptions to these closing dates.
We do not operate a late entry facility.***

(d) Progression:

Candidates will not be allowed to progress to a new course until the previous level is completed. Notwithstanding, the Institute may allow a candidate to begin a higher level if not more than one module of the previous level is outstanding, or on receipt of a letter of attestation from their college of study.

Each re-sit of a failed examination will be subject to the same examination fees and regulations.

All pass marks are final. A candidate who has received a pass mark will not be allowed to re-sit the examination at a future date in order to improve a mark.

(e) Withdrawal or Transfer of Entry

A candidate may withdraw prior to commencement of the examination, and will receive a full refund. Withdrawal after the examination, unless substantiated with a medical certificate, will result in a forfeit of the full examination fees.

A candidate may elect to transfer an entry to the subsequent examination session free of charge if the request is received before the first examination date. If such a request is received during the examination period a payment of £10.00 will be required to process this request. The number of transfers for any subject is limited to two consecutive examinations sessions.

2. Assessment and Examinations

(a) Identification

Candidates may be asked for proof of identity by the invigilator before the examination is timed to commence. Identification documents may include candidate's name and a recent photograph. Candidates should contact their local examination centre before the date of the examination to verify that their identification documents will be acceptable.

Candidates who are unable to produce acceptable identification documents for inspection at the examination centre may not be permitted to sit the examination and will not be entitled to a refund of the examination fee.

(b) Absence

A candidate who fails to appear at an examination will be marked as absent and will forfeit the examination entry fee unless a medical certificate covering examination dates is received at the IMIS Secretariat before release of results.

(c) Permitted Examination Materials

Candidates should bring their own pens/pencils, erasers, rulers, protractors, compasses and sharpeners to the examination. Graph paper is incorporated into the examination answer booklet supplied by the Institute. Each candidate is permitted to bring one non-programmable calculator, the make and model number of which must be written on the Examination Answer Booklet.

All other briefcases, bags, books, revision notes, paper, mobile phones and other personal belongings must be left in a cloakroom or other area specified by the invigilator. The Institute accepts no responsibility for the loss of any valuables.

(d) Examination Offences

Students found to have breached any of the following examination regulations regarding cheating, infringement of copyright, plagiarism or unprofessional conduct will have the results of their examination withheld, will be excluded from any further IMIS examinations, and will be disqualified as a member of IMIS:

- It is an examination offence to introduce into, or use in the examination room, any unauthorised materials or aids for the purpose of gaining an advantage in the examination. Any unauthorised materials found by the invigilator will be confiscated and the candidate will be asked to leave the examination immediately.
- Candidates must not communicate with other candidates at any time during the examination session, either by voice, sign or written message. Any attempt at such communication without the express permission of the invigilator will be deemed a breach of the examination regulations and result in the immediate removal of the candidate from the examination room.
- Candidates must refrain from copying the work of other candidates in the room, and make every effort to ensure that their own work is not visible to or copied by others.
- All work submitted as part of the requirements for any IMIS examination must be expressed in the student's own words and incorporate his or her own ideas and judgements. Unless expressly permitted in the examination regulations for a specific module, no collaboration or assistance is permitted on any written work submitted for appraisal.
- Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. Equally, if another person's ideas or judgements are summarised, the student must refer to that person in the text and give details of the work to which reference is made.
- Candidates must not attempt to copy or remove any examination papers from the examination room, and are expressly prohibited from disclosing any part of the content of the examination to any person either verbally, in writing or by electronic or other means of communication before said examination is posted on the IMIS website.

(e) Entering and Leaving the Examination Session

Candidates must be seated in the examination centre no later than 15 minutes before the scheduled start of the examination. Once the examination papers have been distributed, no candidate will be permitted to leave the room until the examination has been completed and handed in to the invigilator, without the express permission of the invigilator. At the end of the examination, candidates must remain seated at their desks until all answer sheets, question papers and any other materials provided have been collected by the examination invigilator.

3. Candidates with Particular Assessment Requirements

It is the policy of the Institute for the Management of Information Systems to ensure that there are no unnecessary barriers to assessment that prevent candidates from effectively demonstrating their competence. At the same time, the Institute has to ensure that candidates requiring special examination arrangements are not given any unfair advantages over other candidates.

Any candidate requiring special examination arrangements or assistance is advised to contact the IMIS Secretariat prior to application to discuss their assessment requirements.

4. Examination Results and Appeals

(a) Examination results will be published as follows:

	<i>Publication Date</i>
December session	end of February
June session	end of August

These publication dates apply to all results, except where the examination papers have been delayed in transit. Results will be available on the website. IMIS reserves the right to release results to the candidate's place of study without prior permission.

(b) Marking

Papers will be marked with one of the following four levels of assessment:

- Fail
- Pass
- Merit
- Distinction

(c) Appeals

An appeal facility is available should a candidate consider a result given to be incorrect. Appeals must be made in writing to the Institute no later than SIX weeks from despatch of examination results, and must be accompanied by the relevant fee.

Should a candidate have been disadvantaged on the day of the examination as a consequence of illness, accident or recent bereavement, full written details, supported by relevant evidence, must be submitted to the Secretariat before release of results.

5. Examination and Invigilation Fees

(a) Examination fees

The following examination fees should accompany each application:

Foundation Diploma	£11.00 per module
Diploma	£23.00 per module
Higher Diploma	£30.00 per module

(b) Invigilation fees

Invigilation fees for students sitting in Kenya, Zambia and Trinidad & Tobago must be collected by IMIS. Students from these countries should submit an additional fee of £21.00 with the regular examination fees. Failure to do so will result in them not sitting the examinations.

Examination centres in other countries may also charge additional fees to cover invigilation costs; please contact your local centre prior to the examination for further information.

(c) Appeal fees

A fee of £100.00 is levied for appeals. This fee must accompany the candidate's written request for each appeal lodged with IMIS. In the event that the examination result is amended following assessment of the application, a full refund will be given.

Please refer to the IMIS privacy policy documented in our Membership Pack.

APPLICATION FOR EXAMINATION ENTRY

SECTION A. Please complete ALL of this Section.

Membership No

Exam Session

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y
<input type="text"/>	<input type="text"/>

Family Name _____

Given Name(s) _____

Please state your corresponding address (this will update your computer record with the Institute)

_____ Postal Code _____

E-mail _____

Please indicate at which centre you are taking the exam and which College you are studying for the examinations (*Please note that this must be completed*)

Full Name of Centre where you wish to sit your exams

Full Name of your College where you are studying

I have read and understood the Examination Regulations and undertake to comply therewith:

Signature _____

Date: _____

When you have completed this Application Form please send it to IMIS Head Office together with relevant examination fees. **Please note, applications cannot be accepted without payment in full.** Payment can be by Cheque/Postal Order or by completing the slip below to pay by Credit/Debit Card.

Please debit my MasterCard/Visa/Switch account by the amount shown:

£ _____ Signature _____

Card No. _____

Expiry Date _____

Valid From Date _____

Please refer to the IMIS privacy policy documented in our Membership Pack.

SECTION B.

Place a cross (X) against the module for which you wish to be entered.

Please read the accompanying Examination Regulations carefully.

Foundation Diploma

- F01 Communications Skills
- F02 Arithmetic
- F03 Computing Awareness
- F04 Use of Packages
- F05 Book-Keeping
- F06 Office Practice

Diploma

- D21 Information Systems Practice
- D22 Business Fundamentals
- D23 Communications & Business Technology
- D24 Programming & Web Applications
- D25 Business Information Systems
- D26 Information Systems Building

Higher Diploma

- H31 Management Information Systems
- H32 Information Systems Strategy
- H33 Contemporary IS Development
- H34 Database Development
- H35 Project Management
- H36 Business IS Project

NOTE:

The closing dates for receipt of applications are as follows:

June Session = 1st April

December Session = 1st October

Please also remember if you are taking your examinations in Kenya, Zambia or Trinidad & Tobago you must submit the invigilation fee of £21.00 with this application.