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# TUITION CENTRE REGISTRATION

# APPLICATION PACK



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## **Introduction**

A number of institutions have been running IMIS examination courses for many years, often with notable success. We would like to maintain this success by ensuring new teaching centres have the appropriate levels of staffing, equipment, and procedures that will enable our students to study to the very best of their ability. To do this, IMIS need to be assured that centres will abide by the IMIS Code of Training Practice and confirm their adherence to its conditions.

For this reason the IMIS has introduced a registration procedure, which will decide whether an institution should or should not be accepted to run the IMIS programmes. Registration of a teaching centre is a necessary prerequisite; this booklet describes the procedure and gives further guidance on how to complete these forms.

## **Notes of Guidance**

It is important therefore that the forms are completed fully, accurately, and supported by adequate documentation. Some centres may wish to submit existing institutional documents (e.g. prospectus). These should be cross-referenced and accompany the forms. When these forms are completed a full staff curricula vitae should be enclosed.

### **Section 1 - Institution Details**

This is a straightforward administrative detail, which should be fully completed. Please note that we sometimes despatch important information to centres using a courier service. These couriers are not able to deliver to PO Boxes. We would therefore be grateful if you could take this into consideration. If it is not possible to have an alternative address please ensure that you give area codes for all telephone/ fax numbers.

### **Section 2 - Courses Taught**

For an Institution to teach our programmes, IMIS is looking for a good track record in running other courses at the institution (E.g. City & Guilds). The mode of study is normally either full-time or part-time. Particular importance is placed on institutions being recognised as having external examining bodies (e.g. City & Guilds). Where an Institution is entirely internally conducted, then 'none' should be entered.

### **Section 3 - Course Management**

It is important the course is properly managed from the preparatory stages through the teaching and assessment to the completion for each group of students. This would normally be under the leadership of a Course Director who would be expected to be a full-time member of staff suitably qualified at a level and in an appropriate discipline, and with course management experience.

It is equally important that the team of staff conducting the course work well together and are suitably managed. Details should be given of how staff will be organised, what meetings will be arranged, how part-time staff will be integrated, and so on.

It is particularly important with a new course that its implementation is closely monitored and the success of the course fully and critically reviewed. Details of the procedures for monitoring and review should be given, including the way in which student views will be taken into account. The way in which student progress will be monitored, and student problems dealt with, should also be stated.

While the IMIS has established a student appeals procedure, any appeals will in the first instance normally come through the local institution. Details of any existing or proposed procedure should be given.

### **Section 4 - Staffing**

It is important that full staff curricula vitae, giving qualifications, academic and commercial experience should be appended. In Section 4 of the forms, a list of all staff involved with the courses should be given, stating clearly what responsibilities they have on the course, for example, which module they will be teaching.



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### **Section 5 - Resources**

It will help IMIS to have a brief statement about the premises in which the course will be conducted e.g. is it an out-of-town campus, a town-centre office block, old or purpose-built buildings? In all, is the physical environment conducive to serious study at degree level?

The provision, in terms of number, size and capacity of teaching/lecture rooms should be given along with details of relevant laboratory space. If video equipment or other teaching facilities are available then this should also be stated.

The library provision is of particular importance. It would be expected that an adequate stock of suitable books should be available and that this is kept up-to-date. There should, in addition, be allocated space either in the library or elsewhere on the premises where students can freely study quietly and individually at any time.

While it is of interest to know of all computer hardware and software within the department, it is particularly helpful to know which will be used on the IMIS courses and for what purpose. It is especially important to know how adequate access by students to these resources can be guaranteed.

### **Section 6 - Development**

It is important that a registered centre not only maintains its status as at the time of registration but also develops its resources, including staff, to keep pace with the demands of teaching. Details of this programme of development should be given along with any other planned developments e.g. new courses, which might have an impact on resources.

### **Section 7 - Students**

It is normally expected that an institution to be registered will have a prospect of recruiting sufficient students to run the course economically. As far as possible, realistic estimates of potential enrolments should be given.

### **Section 8 - Code of Training Practice**

The IMIS Code of Training Practice was established as the basis of a system for monitoring teaching centres providing our courses. Please read the code detailed in this section, and, if you agree to abide by its conditions, please complete the declaration.

### **Section 9 - Intent to Offer Courses**

Please indicate, by completing the relevant details, which syllabuses the centre intends to offer. A copy of the syllabus booklet is enclosed.



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### **Section 10 - Additional Information**

Information on membership and student registration, examination regulations and other details can be found on the IMIS website and additional copies downloaded. If however, you do not have access to the Internet, please indicate by completing the details in this section. If you require promotional literature, such as brief IMIS brochures and display posters, please also indicate your requirements in this section.

Should you also wish to be considered as a registered IMIS Examination Centre, please indicate in this section, and the relevant forms will be sent to you for completion and return.



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## **The Next Step**

Please return the completed documentation, retaining a copy for your own records, to:

The Secretariat  
Institute for the Management of Information Systems  
5 Kingfisher House  
New Mill Road  
Orpington  
Kent BR5 3QG  
United Kingdom

Tel: 0700 00 23456  
Fax: 0700 00 23023  
Email: [joan.mcbride@imis.org.uk](mailto:joan.mcbride@imis.org.uk)  
Internet: <http://www.imis.org.uk>



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## 4. Registration Forms

### Section 1. Teaching Centre Details:

|  |                 |
|--|-----------------|
| <b>Centre Name:</b>  |                 |
|  |                 |
| <b>Contact Address:</b>  |                 |
|  |                 |
| <b>Telephone:</b>  | <b>Fax:</b>     |
|  |                 |
| <b>Email:</b>  | <b>Website:</b> |
|  |                 |
| <b>Principal:</b>  |                 |
|  |                 |
| <b>Responsible Department:</b>   |                 |
|  |                 |
| <b>Head of Department:</b>   |                 |
|  |                 |
| <b>Course Director:</b>  |                 |
|  |                 |
| <b>Status of Institution:<br/>(Including Ownership, Relationship with the State and Financial Considerations.)</b> |                 |
|  |                 |



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**Section 2. Courses Currently Taught:**

**2.1 Computing Courses:**

| Mode | Level | Title | Examination Body | Progression Rates | Pass Rates | Student Numbers  |                  |                    |
|------|-------|-------|------------------|-------------------|------------|------------------|------------------|--------------------|
|      |       |       |                  |                   |            | <i>This Year</i> | <i>Last Year</i> | <i>2 Years ago</i> |
|      |       |       |                  |                   |            |                  |                  |                    |

**Section 2. Courses Currently Taught (continued):**

**2.2 Other Courses in Related Disciplines:**

| Mode | Level | Title | Examination Body | Progression Rates | Pass Rates | Student Numbers  |                  |                    |
|------|-------|-------|------------------|-------------------|------------|------------------|------------------|--------------------|
|      |       |       |                  |                   |            | <i>This Year</i> | <i>Last Year</i> | <i>2 Years ago</i> |
|      |       |       |                  |                   |            |                  |                  |                    |



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### **Section 3. Course Management:**

#### **3.1 The Course Director:**

|  |
|--|
|  |
|--|

#### **3.2 Organisation of the Course Team:**

|  |
|--|
|  |
|--|



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**Section 3. Course Management (continued):**

**3.3 Monitoring and Review Procedures:**

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**Section 3. Course Management (continued):**

**3.4 Appeals Procedure:**

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**Section 4. Staffing:**

| <b>4.1 Teaching Staff Full-time:</b>                                      |                       |                                |
|---|-----------------------|--------------------------------|
| <b>Name</b>   | <b>Qualifications</b> | <b>Course Responsibilities</b> |
|   |                       |                                |
| <b>Full Curricula Vitae of all listed staff to be separately appended</b> |                       |                                |

**Section 4. Staffing (continued):**

| <b>4.1 Teaching Staff Part-time:</b>                                      |                       |                                |
|---|-----------------------|--------------------------------|
| <b>Name</b>   | <b>Qualifications</b> | <b>Course Responsibilities</b> |
|   |                       |                                |
| <b>Full Curricula Vitae of all listed staff to be separately appended</b> |                       |                                |



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**Section 4. Staffing (continued):**

**4.2 Level of Technical Support:**

**4.3 Level of Administrative Support:**

**Section 5. Resources:**

**5.1 Brief Statement on Buildings and Locations:**

**5.2 Teaching Rooms:**

**Section 5. Resources (continued):**

**5.3 Laboratories:**

**5.4 Audio-Visual and Other Teaching/Learning Resources:**

**5.5 Library and Private Study Facilities**

**Section 5. Resources (continued):**

**5.6 Computer Hardware:**

**5.7 Computer Software:**



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**Section 5. Resources (continued):**

**5.8 A statement on the degree to which the facilities in 5.6 and 5.7 are shared, and access to these facilities by students:**

A large, empty rectangular box with a black border, intended for a student to provide a statement on the degree to which facilities are shared and access to these facilities by students.

**Section 6. Developments:**

**6.1 Staff Development and Training:**

**6.2 Resource Development and Replacement Programme:**



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**Section 6. Developments (continued):**

**6.3 Planned Development of the Department (e.g. New Courses):**

A large, empty rectangular box with a black border, intended for the user to write or type the planned development of the department, such as new courses.



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**Section 7. Students:**

| <b>Number of Students Expected to Enrol on the IMIS Courses from Feeder Courses:</b> |                     |               |               |
|--|---------------------|---------------|---------------|
|  | <b>Current Year</b> | <b>Year 2</b> | <b>Year 3</b> |
| <b>In-house Courses:</b>   |                     |               |               |
|  |                     |               |               |

## **Section 8 Code of Training Practice**

### **Professionalism with compliance to the Code**

The following details the Code of Training Practice to which the Teaching Centre should adhere:

#### **IMIS Code of Training Practice**

##### **1. Acknowledgement**

In issuing this Code of Practice, IMIS gratefully acknowledges the work done by the Information Technology Training Accreditation Council (ITTAC) from which this is derived.

##### **2. Definition**

In this code of practice

- 2.1 IMIS means the Institute for the Management of Information Systems, which controls and administers IMIS Examination Syllabuses and conducts regular examinations in those Syllabuses
- 2.2 "client" means any student or person or organisation that enters into a contract with any subscriber for training for IMIS Syllabuses
- 2.3 "course" means any programme of training for IMIS Syllabuses, however conducted, which purports to be complete in itself
- 2.4 "student" means any person taking a course, and
- 2.5 "subscriber" means any person, institution, organisation or body which provides training for IMIS Examination Syllabuses.

##### **3. Publicity**

- 3.1 In advertisements, subscribers shall express themselves clearly and without ambiguity so that the reader may know exactly what is being offered and to what he is committing himself by responding.
- 3.2 Subscribers shall not give false or misleading indications, whether by words, illustrations or by any other means, in relation to an offer or in relation to offers made by other training organisations.
- 3.3 Subscribers shall not make any statements, which cannot readily be substantiated.
- 3.4 Subscribers shall not publish any advertisement, which may be confused with that of any other training organisation.
- 3.5 Subscribers shall not issue any publicity material containing tests (to be returned or not), likely to encourage students to enrol on impulse.
- 3.6 Advertisements or publicity material may make reference to this code of practice only in such form as IMIS may approve.
- 3.7 Subscribers shall not use the IMIS logo in any publicity material without first having received written permission to do so from the Institute.

##### **4. Response to Enquiries**

- 4.1 All offers shall be in writing and shall include a short, clear statement of the essential points of the offer for the prospective client to keep.
- 4.2 Where an offer provides for payment by instalments, the amount, the number of instalments and the schedule of payment shall be clearly stated; as well as the total instalment price if this differs from the cash price.
- 4.3 Fictitious testimonials shall not be used.
- 4.4 Testimonials from subscribers' own staff, from relatives of their staff or from their agencies, shall not be used unless their interest is explicitly declared.
- 4.5 No testimonial shall be used more than three years after the date on which it was first written.

## 5. **Technical Prospects**

Prior to a client contracting for training services, the subscriber shall make information available on

- 5.1 the title of the course or group of courses
- 5.2 the training performance objectives to be achieved
- 5.3 the award of IMIS Examination Certificates, for which the courses are designed to prepare students and the name of the awarding body, i.e. IMIS
- 5.4 the method of evaluation, i.e. IMIS Examinations, and the condition for the awards or the withholding of completion certificates
- 5.5 the Syllabuses of the courses indicating the emphasis placed on each section, including practical work
- 5.6 the duration, total hours and contact hours of the courses
- 5.7 the training methods used and an indication of class size
- 5.8 a profile of the student for whom the course is designed, including prerequisite and/or desirable experience
- 5.9 the practical work that students carry out, including a statement of equipment available, and
- 5.10 a list of information available on request, such information to include details of the qualifications and experience of lecturers and/or tutors.

The subscriber shall, on request, make available to the client a full IMIS Syllabus.

The prospective client shall, at his own expense, be given the opportunity to inspect the training facilities if he so wishes.

## 6. Commercial Prospectus

Each subscriber shall state

- 6.1 the total cost and payment schedule if payment is by instalments
- 6.2 the items of cost included in the course fees
- 6.3 any reserved rights to change the content, timetable, location, date and fee in respect of any course
- 6.4 the rights of the client and the subscriber if for any reason the course is not completed
- 6.5 the refund policy, if any
- 6.6 the responsibility for payment of fees and the associated liabilities of the client, and
- 6.7 if the course documentation is subject to copyright law.

## 7. Client Prospectus

For any course involving regular attendance at the subscriber's premises, a document shall be shown to, and agreed by, a prospective client before that prospective client signs an application or a contract. The document shall include

- 7.1 starting and finishing times
- 7.2 expected standards of appearance for students
- 7.3 rules governing student conduct while attending the course, and
- 7.4 the consequences of any lapse from the standards and rules.

Subscribers shall accept and retain as students only those applicants whom they reasonably believe will be able successfully to complete the course.

Any aptitude test used in the selection process shall be administered with care and interpreted with caution.

Aptitude tests shall be used only as directed by the supplier of the test.

Aptitude tests shall only be used if they are contemporary and if they and their pass marks are recognised by, and acceptable to, the local professional computer community.

Students should display a good command of the language of instruction and, in marginal cases, should be given an approved oral and/or written test.

Subscribers shall provide every client with a copy of this document at the time of enrolment.

Any contract or application signed by a prospective student shall be subject to a 48-hour delay to allow for reconsideration.

## 8. **Course Controls**

Subscribers shall

- 8.1 ensure that lecturers and/or tutors possess the necessary technical expertise to present a course and are fully competent in the appropriate techniques of instruction
- 8.2 ensure that lecturers and/or tutors keep abreast of current developments and problems and be prepared to describe how this is achieved
- 8.3 ensure that all course materials and documentation are reasonably accurate and up-to-date, and
- 8.4 assume full responsibility for any training conducted by employees of the subscriber.

## 9. **Job Placement and counselling**

Where subscribers offer placement assistance, details of this assistance shall be made clear. The details given to clients and/or students shall include the number of students from recent courses who used the service and the number placed in suitable employment. The subscriber shall make a disclaimer of guarantee for securing job placement for students on the completion of their training.

## 10. **External Controls**

- 10.1 Subscribers shall make available to IMIS such statistical and other information as the Institute may reasonably require to be assured that the Code of Practice is being observed.
- 10.2 IMIS's decision on whether a subscriber is observing the Code of Practice shall be final and such decision shall not be unreasonably delayed.

## 11. **Complaints Procedure**

A statement of the procedures for making and responding to complaints shall routinely be made available by subscribers to clients with whom they have contracted. The statement of procedures shall also be available from IMIS. Complaints by clients shall be made direct to IMIS within 100 days of the scheduled end of the course for which they contracted.

If IMIS is satisfied that a complaint against a subscriber is justified, the subscriber shall be bound by IMIS's decision on the matter.

## **Complaints Procedure**

### **1. Preliminary**

This procedure is established in conjunction with the Code of Practice of IMIS. It provides a mechanism for making, receiving and examining complaints by clients/students against subscribers in respect of any matter covered by the Code of Practice.

### **2. Complaints Procedure**

2.1 The Council of IMIS shall establish a committee from amongst its members and that committee shall manage the detailed operation of this procedure.

2.2 The Chief Executive of IMIS shall be ex-officio Secretary of the Complaints Committee.

### **3. Notification of complaints**

3.1 Complaints shall be in writing.

3.2 Complaints shall be addressed to the Chief Executive of IMIS and shall be made within 100 days of the scheduled end of the course contracted for.

### **4. Procedure After Receipt of a Complaint**

4.1 The Chief Executive shall take such steps as are necessary to clarify and define the complaint.

4.2 The Chief Executive shall therefore refer the complaint to the subscriber.

4.3 The Chief Executive shall refer any response made by the subscriber to the client.

4.4 The Chief Executive shall exercise discretion in assessing responses.

4.5 If the Client is not satisfied with the subscriber's response, the Chief Executive shall refer the matter to the Complaints Committee.

4.6 The Complaints Committee shall consider the complaint and shall, if necessary, request further information.

4.7 The Complaints Committee shall notify the client and the subscriber of its findings.

4.8 Either party may, within 50 days of being notified of the findings of the Complaints Committee, appeal to the Council of IMIS.

4.9 The Chief Executive shall keep the Council of IMIS informed of all complaints received and actions taken on such complaints and shall also keep the parties involved in a complaint informed at all stages.



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## 5. Appeals Procedure

- 5.1 The Chief Executive shall submit to the Council of IMIS all appeals together with all relevant material considered by the Complaints Committee.
- 5.2 The decision of the Council shall be final.

## ***AGREEMENT TO COMPLY WITH THE CODE OF TRAINING PRACTICE***

**We agree to abide by IMIS Code of Training Practice. In so doing, we confirm that we are obliged to make available to Students a copy of the Code upon request. In conforming to the Code we understand that we are permitted to advertise our association with the Institute.**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position in Company \_\_\_\_\_

For and on behalf of \_\_\_\_\_  
(Full name of Tuition Centre)

Date \_\_\_\_\_

### **Please note:**

**It is essential that all Colleges / Tuition centres applying for IMIS Tuition Centre registration must now submit a copy of their country's relevant Qualifications Authority Certificate of Registration. (In the UK, a copy of a letter issued by the Department for Education & Skills is required giving the relevant reference allocated).**

**No application will be considered without such a Certificate/copy letter(s).**

**On receipt of above, along with completed and signed Application forms contained herein, IMIS will proceed to process your registration to offer their courses. A Certificate of Registration will then be sent to your college along with other relevant material. Under no circumstances can a college offer the IMIS courses until this certificate is received by them.**

### Section 9 Intent to Offer Courses

We wish to offer the following examination Syllabuses (\* please tick where appropriate):

|                |                          |                                    |                                      |
|----------------|--------------------------|------------------------------------|--------------------------------------|
| Foundation     | <input type="checkbox"/> | Full-Time <input type="checkbox"/> | Part-Time <input type="checkbox"/> * |
| Diploma        | <input type="checkbox"/> | Full-Time <input type="checkbox"/> | Part-Time <input type="checkbox"/> * |
| Higher Diploma | <input type="checkbox"/> | Full-Time <input type="checkbox"/> | Part-Time <input type="checkbox"/> * |

Signed: \_\_\_\_\_

For and on behalf of \_\_\_\_\_  
(Full name of Tuition Centre)

Date \_\_\_\_\_



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## **Section 10 Further Information**

Syllabuses, registration and examination forms and other information such as closing dates and regulations can be downloaded from the IMIS website at <http://www.imis.org.uk>.

If, however, you do not have access to the Internet, please tick the following box and we will mail further copies to you:

Please tick the following box if you would like to receive general literature for promotional purposes:

Should you wish to be considered as an IMIS Examination Centre, please tick this box, and the relevant forms will be sent to you.

Signed: \_\_\_\_\_

For and on behalf of \_\_\_\_\_  
(Full name of Tuition Centre)

Date \_\_\_\_\_

**Please submit all completed and signed documents to IMIS, retaining a copy for your records.**

## 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     | 1 <sup>st</sup> April   |
| December session | 1 <sup>st</sup> October |

***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 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, up to two weeks prior to commencement of the examination, to transfer entry to the subsequent examination session. If 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 must 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 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 mailed to the address specified by the candidate. 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.