

EXAMINATION AND ASSESSMENT REGULATIONS

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INTRODUCTION

1. Commencement and Purpose

- 1.1 These regulations were made by the Council under Article 87 of the Institute's Articles of Association and shall come into effect on 1 Jan 2017.
- 1.2 The regulations set out in this document apply to all qualifications offered by the Institute, including joint qualifications.

EXAMINATION REGULATIONS

2. Registration for Module and Examination

2.1 *General Entry Requirements*

All applicants registering as a candidate for any AICB programme must be a current Individual Member of the Institute, unless otherwise stipulated in these regulations.

In addition, the applicant must satisfy the educational, practical experience and such other requirements as may be prescribed for the programme.

2.2 *Programme Schedule*

Candidates can view the examination activity schedules published on AICB's website and the workshop/training schedules for the various qualifications on the Asian Banking School (ABS) website, AICB's premium learning partner in delivering AICB's qualifications. Candidates are required to submit their online application via the AICB website on or before the closing date.

2.3 *Attendance Notice*

Each candidate will receive an Attendance Notice containing information on the examination date, time and venue via e-mail about 10 days before the examination date.

3. Withdrawal from Examination

- 3.1 A candidate may withdraw his registration for a module/examination at any time before the day of the examination by giving a notice in writing to the Head of Assessment at enquiries@aicb.org.my.
- 3.2 Save as provided in regulation 3.3 below, a candidate who has withdrawn or is absent from an examination will not be entitled to any refund of the module fee or examination fee paid or to carry forward the fee to the next examination sitting.
- 3.3 If a candidate is unable to attend an examination due to exceptional circumstances beyond his control, he may submit an application to the Head of Assessment as soon as practicable, and no later than ten (10) working days from the date of the examination concerned, for a transfer of the examination fee paid to the next sitting. The module fee is not transferable.
- 3.4 Applications for a transfer of the examination fee will only be considered under the most extenuating circumstances as set out in regulation 9 below on a case-by-case basis. In this regard, any application for a transfer of the examination fee must be accompanied by a completed Extenuating Circumstances Form together with relevant supporting documents. Where such an application is approved, the full amount of the examination fee paid will be carried forward to the immediate next sitting and the candidate will be regarded as having withdrawn from the current examination so that he is not recorded as absent from the examination.
- 3.5 If the candidate fails to register or is absent from the examination at the immediate next sitting, the examination fee carried forward under regulation 3.4 will be forfeited.
- 3.6 If a candidate fails to notify the Head of Assessment of his withdrawal from an examination in accordance with regulation 3.1 or is not granted a withdrawal under regulation 3.4, he will be deemed as being absent from the examination. This will be considered an attempt in determining whether the candidate has exceeded the maximum number of attempts or the period allowed for completing the examination concerned as prescribed in these regulations.

4. Examination Administration

4.1 Examination Schedule

The annual examination schedule will be published by November of the preceding year on both AICB and ABS websites.

4.2 Examination Centre

Examinations will be held in Kuala Lumpur and selected major towns. Details of the examination centres will be provided in the Attendance Notice which will be e-mailed to candidates at least 10 days before the examination and on AICB's website.

Candidates must bring to the examination centre their identification (containing a photograph) in the form of National Identity Card, driving license or passport.

4.3 Notification of Examination Results

- a) Examination results will be available to candidates via the Student Portal at a pre-determined time. Candidates may log into their Student Portal accessible through AICB's website to view their examination results.
- b) Examination results will not be released by telephone, fax or email.
- c) Examination results will not be released to candidates who owe any fee to AICB and/or ABS.
- d) If your membership has expired, you will be barred from an examination and the Institute will withhold your result and certificate until the overdue is settled in full to AICB.

4.4 Appeals

The decision of the Board of Examiners in regard to a candidate's examination results is final and no appeals will be entertained.

5. Rules for the Conduct of Examinations

5.1 Arrival at the Examination Centre

- a) Candidates will not be allowed entry into the examination room/hall without their identification documents. Identity verification in the form of NRIC/ Driving License/ Passport or other acceptable identification documents with photos will be carried out by invigilators. This is done by checking the candidate's identity on the Attendance Notice against the identification document.
- b) Candidates should arrive at the examination centre at least 15 minutes before the scheduled examination time. Candidates should not enter the examination room until instructed to do so by the invigilator. The candidate seat plan will be posted on the door or wall outside the examination room.

5.2 Late Arrival

Candidates will be allowed to enter the examination room up to 30 minutes after the start of the examination. Any candidates arriving any later than that shall not be permitted to enter the examination room. Candidates arriving late will not be given extra time to complete the examination.

5.3 Authorised Stationery

- a) Candidates should bring only stationery (pens, pencils, non-mechanical 2B pencils, erasers, correction fluid, rulers) to be used for the examination.
- b) For multiple choice examinations, candidates should use only non-mechanical 2B pencils and a soft pencil eraser. Candidates are not allowed to use pens and correction fluid on their OMR answer sheet. Marking answers and identification information on the OMR answer sheet using other than a 2B pencil may interfere with the electronic scoring.
- c) For subjective/case study examinations, candidates should use pens to write their answers. Correction fluid may be used.

5.4 *Authorised Calculators*

Only noiseless, cordless and non-programmable calculators are permitted. Candidates are advised to use a 12-digit calculator. Calculators should only have the addition, subtraction, multiplication, division, square and square-root functions. Any calculators that can store text or formulae of any description are not permitted. Such calculators, if brought in, will be confiscated and the invigilators bear no responsibility to replace them with suitable calculators.

5.5. *Items Not Allowed*

- a) Bags, pencil cases, pouches, books, notes, papers or other unauthorised materials are not allowed to be brought to the examination desk (except for examinations which are open book). They must be placed in the designated area as directed by the invigilators.
- b) Watches with alarms, mobile phones, pagers and any beeping devices should be switched off before entering the examination room/hall. Mobile phones, smart watches, cameras and any other electronic/communication devices are not permitted on the examination desk; candidates should leave them in their bag or on the floor beside their desk.
- c) Blank paper for rough work cannot be brought into the examination room. Candidates can do their rough work on the question paper or answer book provided.

5.6. *During the Examination*

- a) Candidates must not begin the examination or attempt to read the examination questions until the Chief Invigilator has finished making the required announcements.
- b) For examinations which require an Attendance Notice upon entry to the examination room/hall, candidates will be instructed to place the Attendance Notice and identification document on the top right-hand corner of the examination desk for inspection.
- c) Candidates are NOT allowed to submit their OMR answer sheet and/or examination answer scripts and leave the examination room

either during the first 45 minutes or during the last 15 minutes of the examination.

- d) Candidates may do their rough workings on the question paper. For subjective/case study examinations they can also do them on the answer book and draw a line across the workings so that the Examination Committee member will not mark them. Candidates are not allowed to tear any page from the answer book.
- e) A candidate who leaves before the examination is over must hand in all their examination materials (question paper, completed OMR answer sheet, case study, reference materials, completed answer book). Invigilators will check that candidates have completed all the required information on these documents.
- f) Candidates are not allowed to communicate with other candidates or any person individual(s) outside the examination room during the examination period.
- g) Candidates who require assistance or need to go to the washroom should raise their hand and invigilators will attend to them.
- h) Any queries from the candidates concerning possible errors, ambiguities or omissions in the examination paper shall be recorded by the candidates on the Candidate Examination Report Form. The form will then be referred by the Assessment Management team to the relevant Examination Committee for further deliberation. Invigilators are not permitted to answer questions other than those concerning examination administration.

5.7 At the End of the Examination

- a) Candidates must immediately stop writing as instructed by the Chief Invigilator at the end of the examination.
- b) Candidates should hand over all their examination materials (question paper, completed OMR answer sheet, case study, reference materials, completed answer book) to the invigilators. All examination materials are the property of AICB which will be collected back after the examination. It is expressly forbidden to take away any examination materials, copy the contents in any manner, or divulge the contents to others in any manner.
- c) Candidates should also hand over the Candidate Examination Report Form to the invigilators if they have filled out one.
- d) Candidates should remain seated and should not communicate with other candidates until all the examination materials are collected and counted. They cannot leave the examination room until instructed by the Chief Invigilator.

5.8 Misconduct in the Examination

- a) It is expected that candidates uphold the highest standards of honesty and integrity in the examinations. Examples of improper conduct in an examination (these are some examples, not an exhaustive list):
 - Looking at or copying from another candidate's paper;
 - Allowing a candidate to copy from you;
 - Copying any part of the examination questions/contents in any manner and taking them out of the examination room;
 - Divulging the contents of the examination to others in any manner;
 - Obtaining unauthorised access to or information about the examination;

- Bringing in unauthorised materials in any manner;
 - Using unauthorised notes or materials in any manner;
 - Exchanging notes with other candidates in the examination;
 - Taking an examination on behalf of another candidate;
 - Arranging for another person to take an examination on your behalf;
 - Accessing or using a communication device (mobile phone, smart watch, tablet, etc) during the examination or other periods as informed by the invigilator;
 - Disturbing other candidates during the examination;
 - Threatening or verbally abusing invigilators carrying out their duties; and
 - Failing to follow examination instructions or regulations given by invigilators or as specified in any examination materials.
- b) The Chief Invigilator is authorised to confiscate unauthorised materials and to stop a candidate from continuing the examination if the candidate is suspected of misconduct in an examination.
- c) AICB takes an extremely serious view of any form of misconduct or contravention of examination instructions or regulations. Any candidate found guilty of misconduct or contravening any examination instructions or regulations will be subject to appropriate disciplinary action. The candidate may be disqualified from future examination sittings and removed from AICB's membership register for life. The candidate's employer will also be notified of his/her misconduct or contravention of examination instructions or regulations.

ASSESSMENT REGULATIONS

6. AICB Qualifications

6.1 Chartered Banker Qualifications

6.1.1 Executive Banker

(a) **Examination Format**

For each module:

Question Format	Multiple choice questions
No. of Questions	100
Duration of Exam	2 hours
Pass Mark	60%
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	90% and above
Pass with Credit	80-89%
Pass	60-79%
Fail	59% and below

(c) **Time Limit**

A candidate must pass all three modules within 3 years of enrolment for the qualification, failing which any module passes gained will be nullified.

(d) **Award Requirements**

To be awarded the Executive Banker, candidates are required to complete all three compulsory modules within the stipulated time limit. Upon achieving the award, candidates may progress to the Professional Banker level of the Chartered Banker suite of qualifications.

6.1.2 Professional Banker

(a) Examination Format

Question Format	Independent and case-based multiple choice questions
No. of Questions	Part A: 60 questions; Part B: 20 questions (2-4 caselets)
Duration of Exam	3 hours
Pass Mark	60% of the total mark allocation Part A : 60%; Part B : 40%
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) Grade Bands

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	80% and above
Pass	60-79%
Fail	59% and below

(c) Time Limit

A candidate must pass all three selected modules within 3 years of enrolment for the qualification, failing which any module passes gained will be nullified.

(d) **Award Requirements**

To be awarded the Professional Banker, candidates are required to complete the three selected modules within the time limit. Upon achieving the award, candidates may progress to the Chartered Banker level of the Chartered Banker suite of qualifications.

6.1.3 **Chartered Banker (Level 3)**

(a) **Assessment Structure**

Each module is assessed by a compulsory continuous assessment element, through the submission of an assignment, and a final examination. Guidelines for the assignment component are provided in the study guide provided to candidates upon first registration for a module.

(b) **Examination Format**

For each module:

Question Format	Written assessment using free response questions such as essays and case studies.
Duration of Exam	3 hours 15 minutes
Pass Mark	Overall pass mark is 55%. Assignment contributes up to a maximum of 30% of the final examination mark; final examination is worth a maximum of 70% of the overall mark & a minimum of 50% must be scored in the examination itself.
Examination Type	Closed book

(c) **Grade Bands**

Results will be expressed as follows:

Grade Band	Marks
Distinction	Combined assignment and examination mark of 80% or above
Pass	Combined assignment and examination mark of 55% or above
Fail	Combined assignment and examination mark of 54% or less. Candidate must re-sit the examination. Score of 49% or less in final examination. Candidate must re-sit the examination.

(d) **Time Limit**

A candidate must pass the compulsory module and the two selected modules within 5 years of enrolment for the qualification, failing which any module passes gained will be nullified.

(e) **Award Requirements**

To be awarded Chartered Banker qualification, candidates are required to complete the two compulsory modules and one elective module within the time limit.

6.2 Professional Credit Certification
6.2.1 Certified Credit Executive
(a) Examination Format

	CCE 1, CCE2 & CCE 3	CCE 4
Question Format	Multiple-choice questions	Multiple-choice questions & 2 descriptive questions (1 business credit case + 1 consumer credit case)
No. of Questions	60	20 MCQs + 2 descriptive questions
Duration of Exam	1.5 hours	2.5 hours
Pass Mark	75%	60%
Examination Type	Closed book. Question paper is collected and returned after the examination.	Closed book. Question paper is collected and returned after the examination.

b) **Grade Bands**

Results will be expressed in grade bands as follows:

CCE 1, CCE 2, CCE 3		CCE 4	
Grade Band	Marks	Grade Band	Marks
Pass	75% and above	Pass	60% and above
Fail 1	65% - 74%	Fail 1	50% - 59%
Fail 2	50% - 64%	Fail 2	40% - 49%
Fail 3	30% - 49%	Fail 3	30% - 39%
Fail 4	29% and below	Fail 4	29% and below

(c) **Time Limit**

A candidate must successfully complete all the four modules in CCE within 3 years of enrolment for the qualification failing which any module passes gained will be nullified.

(d) **Award Requirements**

Candidates must pass all four modules within 3 years to be awarded the Certified Credit Executive award. Upon achieving the award, candidates may progress to enrol for either the Retail Credit Professional qualification or the Business Credit Professional qualification.

6.2.2 **Retail Credit Professional and Business Credit Professional**

(a) **Examination Format**

Question Format	Independent and case-based/ caselet - based multiple-choice questions
No. of Questions	Part A: 60 independent multiple-choice questions; Part B: 20 case-based/caselet-based multiple choice questions
Duration of Exam	3 hours
Pass Mark	60% of the total mark allocation
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	80% and above
Pass	60-79%
Fail	59% and below

(c) **Time Limit**

A candidate must successfully complete all the four modules in RCP or BCP within 3 years of enrolment for the respective qualification failing which any module passes gained will be nullified.

(d) **Award Requirements**

Candidates must pass all four modules in RCP or BCP within the time limit to be awarded the Retail Credit Professional or Business Credit Professional qualifications.

6.3 Certificate in Internal Auditing for Financial Institutions

(a) **Examination Format**

Question Format	Multiple-choice questions
No. of Questions	100
Duration of Exam	2.5 hours
Pass Mark	75%
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) **Grade Bands**

Grade Band	Marks
Distinction	85% and above
Pass	75% -84%
Fail 1	65% - 74%
Fail 2	50% -64%
Fail 3	30% - 49%
Fail 4	29% and below

c) **Award Requirements**

Candidates must pass the examination to be awarded the Certificate in Internal Auditing for Financial Institutions qualification.

6.4 **Bank Risk Management**

(a) **Examination Format**

Question Format	Independent and case-based/caselet-based multiple-choice questions
No. of Questions	Module 1 : 100 independent multiple-choice questions Module 2 : Part 1: 60 independent multiple-choice questions; Part 2: 20 case-based/caselet-based multiple choice questions
Duration of Exam	Module 1: 2 hours Module 2: 3 hours
Pass Mark	60% of the total mark allocation. Part 1: 60%; Part 2 : 40%
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	80% and above
Pass	60-79%
Fail	59% and below

(c) **Time Limit**

A candidate must successfully complete both the modules in BRM within 3 years of enrolment for the respective qualification failing which any module passes gained will be nullified.

(d) **Award Requirements**

Candidates must pass both modules in BRM within the time limit to be awarded the Bank Risk Management qualification.

7. AICB – ICA Joint Qualifications

7.1 *Certification in Anti-Money Laundering and Counter Financing of Terrorism (Cert. AML/CFT) / Certification in Regulatory Compliance (Cert. RC)*

(a) **Assessment Structure**

Type of Assignment	Weightage
1 assignment approximately 2500 words	50%
1 examination : 1 hour 45 minutes (15 minutes reading time), open book format	50%

(b) **Assignment**

- Referencing and Plagiarism

- (i) Failure to properly reference and plagiarism are taken extremely seriously. Referencing methods are set out in Appendix 3 to the ICA Study Handbook.
- (ii) Any candidate found guilty of plagiarism will be subject to appropriate disciplinary procedures and sanctions.

- **Marking**

- (i) Assignments are forwarded to the first marker for detailed review and comment. Assignments are marked out of 100.
- (ii) All assignments graded more than 70% or less than 50%, together with a percentage of all assignments initially graded between 51 - 69% are automatically independently re-marked by a second marker.
- (iii) All assignments achieving more than 70% and less than 50% at the second marking are then examined by a third marker, prior to the final marking agreed by the internal marking team.

(c) **Examination Format**

Question Format	Essay
No. of Questions	5 (Candidates to choose 2)
Duration of Exam	1 hour 45 minutes (The first 15 minutes for reading only; candidates may write notes on the question paper only but cannot commence answering questions)
Pass Mark	50%
Examination Type	Open book. Question papers are collected back after the examination.

(d) **Pass Criteria**

The pass mark is 50% of the total mark allocation for assignment and examination. The examination mark is added to the assignment mark and averaged to determine the final assessment result. The pass mark is 50; however, if either the assignment or the examination mark is below 40, this will be deemed as a fail, and this element must be taken again.

(e) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	70% and above
Merit	60-69%
Pass	50-59%
Marginal Pass	40-49%
Fail	39% and below

(f) **Supplementary Award**

In addition to the AICB/ICA Certification in AML/CFT award, candidates will obtain the international award, Advanced Certificate in Anti- Money Laundering and Counter Terrorist Financing, awarded by ICA in association with University of Manchester, Manchester Business School.

7.2 *Advanced Certification in Anti-Money Laundering and Counter Financing of Terrorism (Adv. Cert. AML/CFT) / Advanced Certification in Regulatory Compliance (Adv. RC)*

(a) **Assessment Structure**

Type of Assessment	Weightage
2 assignments: approximately 3,000 words each	50%
1 examination: 3 hours 15 minutes, open book format	50%

(b) **Assignment**

- Referencing and Plagiarism
 - (i) Failure to properly reference and plagiarism are taken extremely seriously. Referencing methods are set out in Appendix 3 to the ICA Study Handbook.
 - (ii) Any candidate found guilty of plagiarism will be subject to appropriate disciplinary procedures and sanctions.
- Marking
 - (i) Assignments are forwarded to the first marker for detailed review and comment. Assignments are marked out of 100.

- (ii) All assignments graded more than 70% or less than 50%, together with a percentage of all assignments initially graded between 51-69% are automatically independently re-marked by a second marker.
- (iii) All assignments achieving more than 70% and less than 50% at the second marking are then examined by a third marker, prior to the final marking agreed by the internal marking team.

(d) **Examination Format**

Question Format	Essay
No. of Questions	5 (Candidates to choose 2)
Duration of Exam	1 hour 45 minutes (The first 15 minutes is for reading only; candidates may write notes on the question paper only but cannot commence answering questions)
Pass Mark	50%
Examination Type	Open book. Questions papers are collected back after the examination.

(d) **Pass Criteria**

The pass mark is 50% of the total mark allocation for assignment and examination. The examination mark is added to the assignment mark and averaged to determine the final assessment result. The pass mark is 50; however, if either the assignment or the examination mark is below 40, this will be deemed as a fail, and this element must be taken again.

(e) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Distinction	70% and above
Merit	60-69%
Pass	50-59%
Marginal Fail	40-49%
Fail	39% and below

(f) **Supplementary Award**

In addition to the Advanced Certification in AML/CFT award, candidates will obtain the international award, International Diploma in Anti-Money Laundering and Counter Terrorist Financing, awarded by ICA in association with University of Manchester, Manchester Business School.

7.3 *Certified Professional in Anti-Money Laundering and Counter Financing of Terrorism [CP (AML/CFT)]*

(a) **Assessment Structure**

Face-to-face interview assessment, approximately three hours, mapping candidate skills against the competencies for the programme.

- Interview Assessment Committee
The interviewers are senior assessors from ICA. Guidelines on the interview are from ICA.

- **Notification of Interview Assessment.**
Candidates will be informed of the interview date, time, and venue three weeks before the interview.
- **Interview Format.**
Face-to-face oral interview, approximately 3 hours.
- **Interview Schedule.**
The interview will be scheduled upon successful completion of the six masterclasses.
- **Interview Venue.**
The interview assessment will be held in Kuala Lumpur.

(b) **Results**

Results will be expressed as Competent or Not Competent for each competency. The award is only granted if a candidate is declared as Competent in all 6 competencies.

(c) **Reassessment**

Candidates can be re-assessed in individual competencies.

(d) **Award Requirements**

Candidates must be declared as competent in all six competencies to be granted the award.

(e) **Supplementary Award**

In addition to the CP (AML/CFT) award, candidates will obtain the international award, International Post-Graduate Diploma in Anti-Money Laundering, awarded by ICA in association with University of Manchester, Manchester Business School.

8. AICB – ACI-FMAM Joint Qualifications

8.1 *Pasaran Kewangan Malaysia Certificate*

(a) **Assessment Structure**

Module I	One 1-½ hour examination paper consisting of 80 multiple-choice questions	Module I must be attempted at the first sitting. If a candidate fails to pass Module I at the first sitting, Module I must be included as one of the papers to be examined in the subsequent examination sitting(s).
Module II-IV	For each module, one 2-hour examination paper consisting of 40 multiple-choice questions + 3 compulsory essay questions	

(b) **Examination Format**

Module I

Part A: The Code of Conduct and Market Practices

Part B: Investor Protection, Law and Regulations

Part C: The Malaysian Financial System and Conduct of Monetary Policy

Question Format	Multiple-choice questions with four options per item
No. of Questions	80
Duration of Exam	1.5 hours
Pass Mark	75%

Examination Type	Closed book. Question paper is collected and returned to AICB after the examination.
Condition	Module I must be attempted at the first sitting. If a candidate fails to pass Module I at the first sitting, Module I must be included as one of the papers to be examined in the subsequent examination sitting(s).

Module II - IV

Question Format	Multiple-choice questions (MCQs) with four options per item + short-answer questions
No. of Questions	40 MCQs + 3 short-answer questions
Duration of Exam	2 hours
Pass Mark	75%
Examination Type	Closed book. Question paper is collected and returned to AICB after the examination.

(b) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Pass	75% and above
Fail 1	65-74%
Fail 2	50-64%
Fail 3	30-49%
Fail 4	29% and below

(d) **Time Limit**

A candidate must pass all four modules within six consecutive examination sittings (1 exam cycle) failing which the passes gained in the exam cycle will be nullified. The candidate will then

be required to immediately start a new exam cycle without any lapse.

(e) **Award Requirements**

Candidates must pass all four module examinations within the time limit of six consecutive sittings to be awarded the Pasaran Kewangan Malaysia Certificate.

(f) **Award Categories**

(i) A **Certificate with Distinction** will be awarded to any candidate who passes all four modules at the first attempt of the examinations (within the first validity cycle) with a minimum score of 85% for each module.

(ii) A **Certificate with Pass** will be awarded to any candidate who passes all four modules and falls outside the Distinction category.

(g) **Prizes for Outstanding Performance**

(i) In each year, a prize will be awarded for each module to the candidate who achieves the highest mark in the module at his/her first examination attempt and the mark must be 90% or above. If more than one candidate achieves the same mark, each candidate is eligible for the prize.

(ii) In each year, a prize will be awarded to the candidate who completes the PKMC examinations in one and the first attempt and achieves the highest aggregate mark for all the modules with a minimum of 90% for each of the modules. If more than one candidate achieves the same mark, each candidate is eligible for the prize.

(iii) The prizes are sponsored by ACI-FMAM. The monetary value of the prizes is:

Module prize	RM2,000
Best overall performance prize	RM2,000

8.2 *Investor Protection Professional Certification*

(a) **Examination Format**

Question Format	Multiple-choice questions with four options per item
No. of Questions	80
Duration of Exam	2 hours
Pass Mark	70%
Examination Type	Closed book. Question paper is collected and returned after the examination.

(b) **Grade Bands**

Results will be expressed in grade bands as follows:

Grade Band	Marks
Pass	70% and above
Fail 1	60% - 69%
Fail 2	40% - 59%
Fail 3	20% - 39%
Fail 4	19% and below

(c) **Award Requirements**

Candidates must pass the IPPC examination to be awarded the Investor Protection Professional Certification.

EXTENUATING CIRCUMSTANCES

9. Extenuating Circumstances Policy

9.1 The Institute recognises that during their course of study for the AICB qualifications, candidates may experience difficult personal circumstances. These circumstances may have impaired a candidate's assessment performance, prevented him from attending examinations or caused him to miss assessment submission deadlines.

9.2 For the purposes of these regulations, extenuating circumstances are serious and exceptional factors that:

- are beyond the candidate's control;
- have a significant impact on the candidate's assessment performance or ability to undertake an assessment; and
- the timing of the circumstances must be relevant to the claimed impact.

9.3 The following are examples which would normally be considered as extenuating circumstances:

- Acute illness, a serious or incapacitating injury or hospitalisation
- Serious illness of a close family member (spouse, child, parent, sibling or grandparent)
- Bereavement of a close family member (spouse, child, parent, sibling or grandparent)
- Acute personal/ emotional circumstances (e.g. separation or divorce, conflict with others resulting in stress, depression or anxiety)
- Involvement in an accident
- Victim of crime

9.4 The following are examples which would **NOT** normally be considered as extenuating circumstances:

- On-going or long term conditions or circumstances (e.g. long-term illness or disability in which case a request should be made for special assessment arrangements)
- Minor illness (e.g. common cold, headaches, sore throats, digestive problems)
- Financial difficulties (other than cases of exceptional hardship)
- Relationship difficulties
- Demands of paid employment or voluntary work (other than in the case of paid employment where unforeseen or exceptional work commitments arise, which may be considered as extenuating circumstances on a case-by-case basis)
- Multiple assessments within a short period
- Symptoms associated with examination stress (e.g. anxiety, mild depression, sleeping disturbances)
- Individual transport problems (e.g. car breakdown, delay or cancellation of bus/train service)
- Failure of computer or other equipment being used to produce work for assessment
- Choices in personal life (e.g. holidays, attending a wedding or social event, sporting or recreational commitments)

9.5 The above examples of extenuating circumstances are not exhaustive or definitive, and are intended only as a guide. In all cases, the Board of Examiners shall determine in its absolute discretion whether a claim for extenuating circumstances may be granted, taking into account the full circumstances of a case. The decision of the Board of Examiners is final and no appeal shall lie from such a decision.

10. Application for Extenuating Circumstances

10.1 Candidates who wish to claim extenuating circumstances are required to complete the Extenuating Circumstances Form (Appendix 1), supported by independent, reliable documentary evidence. Generally, the types of evidence required will include:

- in the case of medical grounds, a medical certificate or letter from a registered medical practitioner;
- in the case of non-medical grounds, an independent statement that verifies the impact on the candidate's assessment performance or ability to undertake assessment (e.g. a death certificate, statement from a professional counsellor, police report).

Examples of the types of documentary evidence required for extenuating circumstances are provided in the Extenuating Circumstances Form, which is available at the Institute's website.

10.2 The completed Extenuating Circumstances Form and supporting documents must be submitted together with the relevant application to the Assessment Division via our Customer Services at enquiries@aicb.org.my

- in the case of applications for a transfer of the examination fee, no later than ten (10) working days from the date of the examination concerned;
- in the case of applications for additional attempts or an extension of time to complete a module/examination, no later than ten (10) working days from the release of the related examination results.

10.3 Applications received outside the timeframes specified in regulation 10.2 above will not be considered.

Extenuating Circumstances Form

This form is to be submitted by candidates when applying for a transfer of the examination fee or for an additional attempt or extension of time to complete a module/examination. All details must be completed to ensure appropriate consideration by the Board of Examiners.

If you are completing this form electronically, first save the form to your computer. Print your completed form, sign and send it to the Assessment Division via our Customer Services at enquiries@aicb.org.my. For further queries, you may contact us at 603 2095 6833.

1. DETAILS OF EXAMINATION CANDIDATE

Name	
Registration No.	

2. DETAILS OF MODULE/ EXAMINATION AFFECTED

Title of Qualification	
Title of Module(s)	
Examination Session	

3. PURPOSE FOR CLAIMING EXTENUATING CIRCUMSTANCES

Please indicate the purpose for claiming extenuating circumstances

- Application for a transfer of the examination fee
- Application for an additional attempt to complete the module/examination
- Application for an extension of time to complete the module/examination

4. NATURE OF CIRCUMSTANCES

4.1 Please indicate the nature of the circumstances

- Illness/ injury/ hospitalisation
- Illness of a close family member
- Bereavement of a close family member
- Acute personal/ emotional circumstances
- Involvement in an accident
- Victim of crime
- Other circumstances (Please give details in Section 4.2.)

4.2 Please describe the nature of the circumstances and the extent of impact that the circumstances have had on your assessment performance or ability to attend the examination or undertake an assessment. If the space below is insufficient, please expand or attach another sheet.

5. SUPPORTING EVIDENCE

Please state the type of documentary evidence you are attaching to support your claim for extenuating circumstances. **Appendix A** provides examples of the types of documentary evidence required for extenuating circumstances.

If you have not attached any documentary evidence, please explain why.

6. DECLARATION

I declare that the information given in this form is complete and correct.

I consent to the Institute to make enquiries and/or seek information from third parties to verify the accuracy of the information given in this form.

Signature:

Date:

Please send your Extenuating Circumstances Form and supporting documents together with your application for a transfer of the examination fee or for an additional attempt or extension of time to complete a module/examination (as applicable) to Assessment Division via our Customer Services at enquiries@aicb.org.my. For further queries, you may contact us at 603 2095 6833

Examples of Documentary Evidence Required for Extenuating Circumstances

Circumstance	Required Evidence	Guidance Note
Illness/ injury/ hospitalisation	A medical certificate or letter signed by a registered medical practitioner	The medical certificate or letter must verify the nature of the illness and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment. Mild illness such as common cold, headaches, sore throats or digestive problems will not normally be regarded as an extenuating circumstance.
Illness of close family member	A medical certificate or letter signed by a registered medical practitioner	The medical certificate or letter must verify the nature and severity of the illness. The candidate must explain why his personal attention was required and that no one else was available to provide support in the Extenuating Circumstances Form.
Bereavement	A death certificate or an official copy of a death certificate or a letter from an independent person (such as family doctor)	It is appreciated that the candidate may not be able to attach a death certificate. If a copy of the death certificate is attached, it must be duly certified by an independent party (e.g. a doctor, police officer, bank manager, commissioner for oaths).

<p>Personal/ emotional circumstances</p>	<p>A signed statement from a professional counsellor or registered medical practitioner</p>	<p>The statement must verify the nature of the illness and/or the circumstances and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment.</p> <p>Examination stress is a common experience and not considered an extenuating circumstance unless a medical diagnosis of illness has been made.</p>
<p>Involvement in accident</p>	<p>A written statement of events supported by police report</p>	<p>Where the impact of the accident has led to a medical consultation, a medical certificate or letter from a registered medical practitioner verifying the likely impact it has had on the candidate's assessment performance or ability to undertake assessment should be submitted.</p>
<p>Victim of crime</p>	<p>A written statement of events supported by police report or a signed statement from a professional counsellor or registered medical practitioner</p>	<p>Where the impact of the crime has led to a medical or professional consultation, a medical certificate or letter from a registered medical practitioner verifying the likely impact it has had on the candidate's assessment performance or ability to undertake assessment should be submitted.</p> <p>It is acknowledged that in certain circumstances victims of crime will not have contacted the Police. In such circumstances a statement from a professional counsellor or registered medical</p>

		practitioner confirming the occurrence of the events and the likely impact it has had on the candidate's assessment performance or ability to undertake assessment will be accepted.
Other circumstances		The list of circumstances is not exhaustive and it is possible that other circumstances may arise which are acceptable as grounds for extenuating circumstances.