



**IIPMM**

THE PROCUREMENT AND  
SUPPLY MANAGEMENT INSTITUTE

## **IIPMM Learner Handbook**

**Academic Year 2012/2013**



**May 2012**

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# 1. Registering with the Institute

**Learners Must Register Annually With The Institute. Please Read These Guidelines In Conjunction With The Syllabus Document And Assessment Guidelines, which are available on line at [www.iipmm.ie](http://www.iipmm.ie)**

## 1.1 Learner Registration Procedure (Higher Certificate, Ordinary and Honour Degree)

*You must register by 30 November of the current academic year. Late registrations are permissible up to and including the 31 December and a late registration fee of 10% (subject to a maximum of €200) the total fee will apply. No registrations will be accepted after the 31 December.*

### Registering for the first time

If you are registering as a learner for the first time, you should send:

- A completed registration form
- The correct programme fee. This includes IIPMM tutorials, study materials and examinations fees (Please send a crossed cheque, credit card details or a postal order. Do not send cash.)
- Two passport sized photograph for our records
- Your original Leaving Certificate or equivalent and, if necessary documentary evidence to support any exemptions that you might want to pursue.

### Existing Learners who wish to re-register

Please send the following to the Education Office, 17 Lower Mount St, Dublin 2, to arrive no later than 5<sup>th</sup> September of the current academic year:

- Re-registration form (includes change of details and examination application)
- The correct programme fee. This includes IIPMM tutorials, study materials and examinations fees (Please send a crossed cheque, credit card details or a postal order. Do not send cash.)

**Late Registration rules and fees also apply.**

### What if I am a member of the Institute?

If you are an Individual member (MIIPMM) or Corporate Nominee of the Institute, paid up as at 30 November of the current academic year, you must still submit the relevant forms to the Education Office before September 5th.

Where a learner's employer is to pay the fee and an invoice is required, this must be requested from the Institute one month before the close-off date of 30<sup>th</sup> November in the current academic year.

Please note:

- All relevant forms should be submitted on time in accordance with the relevant closing date
- Unregistered learners will not be permitted to take examinations
- Fees paid to IIPMM are non-refundable and non-transferable
- Where fees are outstanding, learners will not be permitted to sit examinations

## 1.2 Entry Requirements for Registration

### **Higher Certificate, Bachelor of Business, Bachelor of Business (Honours)**

#### **Minimum entry requirements**

Five passes in the Leaving Certificate, including English and Mathematics or an equivalent education standard.

Have reached the age of 23 years by 30 November of the year of the commencement of the course. (The IIPMM may request a copy of your birth certificate).

Have three years appropriate work experience in procurement and supply management in the public or private sectors.

The Institute reserves the right to conduct interviews with prospective candidates to assess their suitability for the education programme and may at its absolute discretion, admit or refuse to admit candidates who may or may not meet the minimum requirements as set out above.

The Institute will consider advanced entry to its Bachelor of Business (Honours) Degree programme from graduates of the Institute or learners with an equivalent education standard.

To ensure success in the Programme, it is essential that you have both an appropriate prior level of educational attainment or business, and a high level of commitment to study.

You are required to take lecture notes, carry out additional research reading and express yourself clearly on paper. Learners are also encouraged to practise teamwork by studying together in preparation for the examinations.

Certificates in: Purchasing Fundamentals; Warehousing and Supply; Public Procurement  
For entry to these minor award programmes a candidate must:

- Be at least 18 years of age
- Have some experience in procurement or supply in the private or public sectors

And

- Have five passes in the Leaving Certificate including Mathematics and English or an equivalent educational standard.

#### **Mature Entry**

The Institute operates an open access policy in respect of its education programmes and these minor awards are particularly suitable for mature learners who wish to return to education.

Mature candidates are defined as 21 years of age and upwards. For mature entry a candidate must:

- Be at least 21 years of age
- Have some experience in procurement or supply in the private or public sectors

The Institute reserves the right to interview candidates to assess their suitability for the programme and will not admit candidates who do not meet the entry requirements.

The annual entry is not limited by numbers or quota as it is the Institute's policy to promote educational and professional development in procurement and supply management.

## English Language requirements

Teaching in Ireland is normally through the medium of English, therefore all applicants are required to demonstrate a high level of competence in English language. Applicants who have not passed English as a subject in the Irish Leaving Certificate Examination must provide evidence of equivalent competence in English language through their school leaving examination or matriculation examination or by achieving the minimum standard in a recognised English language test, as outlined below:

The appropriate minimum score in the following English Language Examinations

- Test of English as a Foreign Language (**TOEFL**) administered by Princeton University  
A minimum score of 600 in the Test of English as a Foreign Language (TOEFL), with Test of Written English at 475 +. In the computer based TOEFL, a minimum score of 250 is required. A minimum score of 100 is required in the Internet based based TOEFL (iTB).
- Test of English for International Communication (TOEIC)  
A minimum score of 750
- International English Language Testing System (**IELTS**)  
An average score of 6.5 over all components and a minimum of 6.0 in each band on the Academic Version
- University of Cambridge  
Advanced Certificate, Level B  
Proficiency Certificate, Level C
- UK Examining Boards/Bodies  
GCE O Level English Language at Grade C or above  
GCSE English Language at Grade C or above  
GCSE English Literature at Grade C or above  
CSE Grade 1 Pass in English
- University of Cambridge Local Examinations Syndicate (UCLES)  
English at grade C or above (incorporating the Oxford Examining Body's English as a Foreign Language (Higher Paper)
- EU Countries' Matriculation Examination  
Matriculation Examinations from European Countries where English is presented as a subject and an acceptable level is achieved
- National University of Ireland Matriculation  
English at Level 4 or above before 1985; at Level D or above in or after 1985
- University of Dublin (Trinity College)  
English Composition (not English Literature) at Pass Level or above  
An equivalent level of English

## Advanced Entry

The Institute will consider applications for advanced entry to the Bachelor of Business (Honours), Procurement and Supply Management, from learners who:

1. fulfil the basic entry requirements set out above and,
2. have successfully completed its Diploma in Purchasing and Materials Management or its Graduateship in Procurement and Supply Chain Management programmes or level 7 equivalent and,
3. fulfil the bridging requirements as set out in the programme syllabus.

## **Accredited Prior Learning**

The Institute will grant exemptions on a module for module basis at Level 6 and 7 to entrants with relevant undergraduate or professional qualifications. There are no exemptions permitted at level 8. Learners must apply for exemptions when applying for registration and submit the required documentation in support of their application. Full details are contained in the registration form. See section 3.8 below for further details relating to exemptions.

## **2. Study Options and Related Issues**

### **2.2 Block Learning Programme**

The Institute provides and delivers a Block Learning Programme.

A structured programme of self-study and tutorial days prepares learners for examinations. Course lectures will be conducted on one Friday evening and Saturday full day of each month during the academic year. The timetable and programme schedule is published in advance of the academic year.

The Block Learning Programme fee for each year covers learner registration, tuition, access to study materials, examination fees and revision classes.

### **2.3 Learner Committees**

The Institute recommends that learners elect class representatives and form a Learner Committee in each group. This ensures a link between learners, the college and the Institute.

### **2.4 Complaints Procedure**

#### **Definition**

A complaint is defined as an expression of specific concern about the provision of a course/module, or a programme of study or related academic service. In respect of assessments it is an expression of concern that a particular assessment procedure is unfair, inconsistent or not fit for purpose.

#### **Procedure**

Where a complaint arises in respect of:

- Tutoring
- Facilities
- Academic programmes
- Academic Services provided by IIPMM
- Assessments
- Any other issues relating to the IIPMM Education Programmes

Such complaints should be referred to the Education Office in the first instance. Should the learner consider that the matter is not resolved to their satisfaction they may request that the matter be referred to the Syllabus Review Board. The decision of the Syllabus Review Board will be final and binding on all parties.

Where any issue in relation to Block Learning tutoring or facilities arises, the learners should follow the procedure above.

The timeframe for dealing with complaints will largely depend on the nature of the complaint. However, all complaints will be dealt with promptly by the Institute.

## **2.5 On-Line Support**

The IIPMM provides on-line support to learners using Moodle. This system provides an on-line community where learners can exchange information and ideas, download study materials and submit module assignments. Experienced Block Learning tutors moderate the system and, learners can raise questions and queries that relate to their studies. Access to Moodle will be provided to learners once they have paid all fees due and commenced their studies.

## **2.6 Academic Calendar**

An academic calendar is published at the commencement of each academic year. This calendar will set out the key dates for learners during the year. Of critical importance are the submission deadline dates which all learners must familiarise themselves with. Failure to meet deadline dates can have significant consequences including being refused entry to examinations and failing modules.

The detailed examination timetable is published separately and is issued to learners along with examination notification towards the end of the academic year. However, a summary of examination dates is included in the academic calendar.

## **3. Assessments and Examinations**

### **Module Sequence**

Modules should normally be taken in syllabus order and within the limitations of the examination timetable. In addition, you must complete level 6 (Higher Certificate) by assessment or exemption before commencing level 7 (Bachelor of Business, Procurement and Supply Management). To register for level 8 (Bachelor of Business (Honours), Procurement and Supply Management, you must complete level 7 or equivalent. In exceptional circumstances and, at the absolute discretion of the Institute, a learner may be permitted to carry forward one module from a previous stage. This module must be successfully completed before any further progression will be permitted.

### **3.1 General Rules for Assessments and Examinations**

- Where a learner fails an examination, he/she will be deemed to have failed the module, regardless of their written assignment results.
- A pass mark in the examination alone will not be sufficient to pass a module where no assessments have been submitted.
- Where a learner fails to submit a module assignment, they will be able to sit the examination but will not pass the module until the outstanding assignments have been submitted and assessed.
- Where a learner fails to achieve a pass in either written assignments, he/she may pass the module where their combined overall module result is 40% or greater.
- Where a learner fails a module, the written assessment results will be carried forward to subsequent academic years.
- Resubmission of failed assessments is permissible.
- Where a learner repeats a module or is granted a compensatory pass at an award stage (Level 6.2, 7, 8), the maximum grade that may be awarded is a pass grade.
- Learners have a maximum of 4 attempts at any one module. If after four attempts the learner has not passed the module they will not be permitted to continue in their studies.

## 3.2 Examinations

### Examinations

To apply for the examinations, learners should complete the relevant section of the IIPMM registration form stating clearly what subjects they wish to take and return the completed form to the Education Office on or before the relevant close-off date. Learners may only take the examinations that they have applied for.

Admission to the examination hall will be granted only to those producing an Official IIPMM Exam Notice and current Personal ID e.g. passport or driving license.

Where outstanding fees have not been paid by the due dates, learners will not be permitted to sit examinations.

### Repeat Examinations

Repeat examinations will be held in August of each year, the timetable and other details will be contained in the Academic Calendar. To apply for repeat examinations, registered learners should complete the application form (which will be attached to your results if you have failed any modules) and return it to the Education Office along with the relevant fee to arrive by the date specified on the application form supplied. *See Number of Exam Attempts below for further important information on repeat examinations.*

## 3.3 Examination Marking Procedure

### Classification of Award

The grading for any approved course syllabus will be as follows:

Certificate Awards are graded as pass or fail only.

#### **Higher Certificate & Ordinary Degree (award stage only)**

Distinction	at least 70%
Merit Grade 1	at least 60%
Merit Grade 2	at least 50%
Pass	at least 40%

#### **Bachelor Degree – Honours (award stage)**

First class honour	at least 70%
Second class honours grade 1	at least 60%
Second class honours grade 2	at least 50%
Pass	at least 40%

These Grades will only be applied at award stage and will be based on the combined module results for the award stage. It is important to note that where a module is repeated at an award stage (level 6.2, level 7; level 8), the only award permissible will be a pass award. Grades are not applied to individual modules. However, the percentage results for each module will be given. Where an exemption has been granted and a grade cannot reasonably be given for the exemption, the award will be “unclassified”.

Level 6.1 will be graded overall as a pass or fail only.

### Number of Exam Attempts

A learner may attempt a module examination a maximum of four times. A learner must complete the programme within ten years from the date of first registration.

### Deferral of Examinations

Learners with a legitimate reason for deferral are allowed to defer examinations without fee, at the discretion of the Syllabus Board, provided that they apply in writing for deferral and supply the necessary documentary evidence requested by the Board.

Learners who wish to defer examinations for reasons not sanctioned by the Syllabus Review Board may do so, but must notify the Institute before the end of March.

### **3.4 Awards Certificates**

To receive a HETAC award, learners must:

- Satisfy all the examination and other requirements set for the particular course
- AND
- Pass the final examinations and any associated research assignments and projects as a whole in accordance with the course regulations.

The certificates are awarded by The Higher Education and Training awards Council (HETAC).

The award stages are:

- Higher Certificate in Business, Procurement - Level 6
- Bachelor of Business, Procurement and Supply Management - Level 7
- Bachelor of Business (Honours), Procurement and Supply Management – Level 8

### **3.5 Assessments**

Assessments are an integral part of the learning and teaching process. They are a positive activity, which contribute to and enhance learner development and progression. The programme will use a balanced range of assessment techniques.

#### **Range of Assessments**

The choice of assessment methods for each module will reflect the stated objectives and the learning outcomes and the teaching methods employed. The assessment instruments will include:

Module Assignment  
Terminal Examination  
Learner Reflection  
Research Assignment (level 8 only)  
Integrative Assignment (level 8 only)

#### **Assessment Guidelines**

The Institute has a series of guidelines covering:

- Module Assignment
- Learner Reflection
- Research Assignment.

It is essential that all learners read and understand these guidelines.

#### **Module Assignment**

Each subject includes a module assignment, which the learner will be required to submit before a specified date set for each module. Full details will be available on or before 30<sup>th</sup> October of each year.

Where a learner passes a module assignment but fails the examination, the module assignment results will carry forward and the learner will not be required to resubmit the module assignment and the result will be carried forward to the next attempt.

Where a learner fails to submit an assignment in any module, they will be able to sit the examination but will not pass the module until the outstanding assignments have been submitted and assessed.

Where a learner fails to meet an assignment deadline, they will be given a further 30 days from the original deadline date to submit their assessment. However, a 10% penalty will apply to the final

result. In the event that there are extenuating circumstances that have militated against the learner, these should be made known to the Institute in writing and in such circumstances, if accepted by the Institute, no penalty will apply. However the maximum extension permissible is 30 days from the original submission date.

Where a learner fails to achieve a pass mark in an assignment, the learner may sit the examination. In order to pass the module, the learners combined overall module mark must exceed 40%. A pass mark of 40% in the examination alone is not sufficient to pass the module where no assessments have been submitted.

A learner may resubmit a module assignment where they have failed in their first attempt. This must be submitted within 30 days of the posting of the first attempt result. No penalty will apply.

### **Terminal Examination**

Terminal examinations are considered to be an important form of assessment in all professional programmes. Each module includes a terminal examination and the learner must pass the examination to pass the module.

### **Learner Reflection**

The Learner Reflection forms part of a mix of assessment methods that reflect the principles of applied learning whereby the learner will integrate their academic studies with their role within the organisation. Assessment is an integral part of the learning and teaching process.

Certain modules of the IIPMM programme include Learner Reflections to be completed and submitted within a pre-determined timeframe. The learner reflection will apply to what might be referred to as the professional modules in the programme.

The Learner Reflection consists of a reflection essay of up to 1,200 words and a learner log (see appendix I) that will demonstrate how you have benefited from the learning process and integrated their learning into your role as procurement professional. Full details and a set of guidelines are available to learners.

Where a learner passes a learner reflection but fails the examination, the learner reflection results will carry forward and the learner will not be required to resubmit the learner reflection.

Where a learner fails to submit a learner reflection in any module, they will be able to sit the examination but will not pass the module until the outstanding assignments have been submitted and assessed.

Where a learner fails to achieve a pass mark in a learner reflection, the learner may sit the examination. In order to pass the module, the learners combined overall mark must exceed 40%.

### **Research Assignment**

As part of the syllabus for the honours degree, learners will be required to submit a research assignment of their own work for assessment. The research assignment is designed to consolidate learning and to draw together the different elements of the programme and allow the learners to apply the knowledge gained to a specific topic. The learner is required to write a business related Research Assignment in the order of 8,500 words and a Skills Development Statement in the order of 1,500 words giving a total of 10,000 words. The Institute will be flexible in approach to the methodology adopted by the learner in approaching the Research Assignment. Please note that where a learner has previously submitted a Research Assignment as part of the Diploma in purchasing and Materials Management or the Graduateship in Supply Chain Management, he/she will not be allowed to resubmit this work for the Honours Degree programme.

### **Integrative Assignment**

The integrative assignment is a 2,500 word cross-module assignment at level 8 only. It aims to consolidate the three taught modules and integrate the individual module objectives and provide the learner with an opportunity to comprehend the nature of strategy and how it relates to all aspects of the organisation.

This assignment is in three parts. The first part examines Business Policy, the second part examines Advanced Supply Management, and the third part examines Strategic Procurement. There is an emphasis on practical case study and the learners will be expected to draw on their own business experience in completing the assignment.

### **Plagiarism**

Plagiarism occurs when you produce someone else's work within your work without acknowledging this fact. Clearly, if you fail to provide a reference for a sentence or paragraph that you took from another text then that is plagiarism. This is a serious disciplinary issue and may result in the learner being permanently excluded from the IIPMM. Further details on plagiarism are contained in the Research Assignment Guidelines, Appendix 3, and should be referred to by all learners.

### **Assessment Marking**

The overall module mark is 100%. The assessments account for the following percentage marks:

Higher Certificate and Bachelor of Business (Level 6 and 7).

Module Assignment      30%

Learner Reflection      20%

Terminal Examination    50% (70% where module does not include a Learner Reflection).

Bachelor of Business (Honours) (Level 8).

Module Assignment      25%

Integrative Assignment   5% (per taught module)

Learner Reflection      20%

Terminal Examination    50% (70% where module does not include a Learner Reflection).

It is the sum of these elements that combine to give you your overall combined mark for a module. Your module result may be issued on a provisional basis and in this instance it will be subject to Examination Board approval.

The Research Assignment is a self-contained module.

You must complete all assessments for a module otherwise you will fail the module regardless of your overall mark. However, should you fail an assessment you may still pass the module if you pass the examination and your overall combined module mark is 40% or higher.

### **Feedback**

The Institute has set out general feedback that relates to the grade received (see Appendix I.). In respect of failed assessments, additional feedback will be provided by the examiners to assist the learner in understanding their result and to provide direction for their resubmissions and further examination attempts. In such circumstances, feedback will be provided on request and made available within two weeks of the request.

## **3.6 Compensatory Pass**

Where a learner fails a module, a compensatory pass may be awarded provided that:

- The learner has taken all stage modules at the same sitting.
- The learners has gained 35% overall combined mark or higher in the failed module.
- The learner has gained surplus marks in any one of the other modules of double the shortfall of marks in the failed module.
- Compensation will only apply for a first attempt at an examination. For subsequent attempts compensation will not apply.
- Compensation will only apply to one module per academic year.

A learner does not apply for compensation as it is automatically given and included in results sent to learners. Compensation is applied to enable a learner to pass a stage in the programme. It does not change the result of the module passed in that way. When reporting a module pass by compensation, the actual result is returned along with an indication that that the module was passed by compensation.

### **Marginal Results**

At the discretion of the examinations board, consideration may be given to an up-lift to a learner's grade. This consideration will only be given in the following circumstances:

A learner's overall result must be no less than 1% below the threshold for the next grade category, e.g. 69% (Distinction = 70% or higher).

For Level 6, where four out of five module grades at award stage must be in the next grade category and the overall mark is 1% below the next grade category.

For Level 7, where four out of five module grades at award stage must be in the next grade category and the overall mark is 1% below the next grade category.

For Level 8, where three out of four module grades at award stage must be in the next grade category and the overall mark is 1% below the next grade category.

You do not request this, it will be considered automatically by the examinations board. There is no guarantee that the examinations board will apply this discretionary power in any academic year.

## **3.7 Assessments Recheck & Review and Appeals**

### **Assessments Rechecks and Review Procedures Definitions**

A recheck of an assessment shall mean to verify that all sections of the examination materials (including Continuous Assessment, Learner Reflection and Research Assignment) have been marked and that these marks have been entered and combined accurately in arriving at the overall examination results. A recheck may be requested for all modules including the Research Assignment. A recheck is available for all assessment scores.

A review of an assessment means an academic review of the assessment result by the original examiner. A review may be requested for all modules. An assessment includes module assignments, learner reflections, terminal examinations and research assignments. Reviews are only available where an assessment score is between 35% and 39%. Pass results may not benefit from a review. A fail report is available for all learners who have failed a module. The fee for this report is €50.

### **Results recheck procedure**

A learner may request a recheck in writing within 7 days of the posting of the assessment results.

The Education Office will act as overall co-ordinator of the recheck process.

The recheck of the assessment will be conducted by an appropriately qualified member of the Institute staff not responsible for the original collation of the examination results. The result of the recheck will be made available within 21 days of the original request.

### **Grounds for Review**

A review of an assessment result shall only be considered where:

- a. A learner has failed an assessment but the assessment mark is within 5% of the pass mark. However, compensation may apply to a terminal examination result.

OR

- b. Circumstances which the Institute was not aware of when its decision was taken, such as:

- Certified unexpected illness of the learner.
- Death or serious illness of a close relative or close friend, which may to a significant extent have adversely affected the examination performance.

### **Review Procedure**

1. Documentation where relevant in support of an appeal should be provided.
2. A request for a review must be made in writing within two weeks of the posting of the assessment results. The Education Office will act as overall co-ordinator of the review process. The result of the review will be made available within 10 working days of the original request.
3. Where a learner is not within 5% of a pass mark and circumstances as set out in a or b above apply, the learner must notify the Institute in writing of the circumstances that were not known to the Institute when the examination script was marked and provide relevant supporting evidence. In the case of Module Assignments, Learner Reflections and Research Assignments, such evidence should be submitted no later than the deadline date for these assessments or earlier if possible..
4. Where a learner is within 5% of a pass mark for any assessment, on receipt of a written request from the learner, the Institute will request the examiner to review the assessment. All examiner reviews will be automatically referred to the relevant module extern for a final decision which will be binding on all parties and not subject to any further appeal.
5. Pending the outcome of the appeal, the learner should be advised that:
  - A review will not necessarily result in an upgrading of a result.
  - Learners should avail of the opportunity to repeat the assessment on the understanding such an application will not prejudice the outcome of the appeal.

### **Outcome of the recheck or Review**

The Institute will inform the learner of the outcome of the recheck or review and of any upgrading resulting from either exercise.

Where the Institute has accepted that the circumstances set out by a learner as grounds for an appeal, and the learners result was less than 35%, the learner record will reflect a deferral of the examination and the learner will be permitted to re-sit the examination at the next examination session. In these circumstances, the subsequent examination sitting will not be regarded as a repeat examination.

A fee payable in advance for the recheck will apply. Fees are refundable where an upgrading of the learners result occurs.

## **Appeals**

### **Definition**

An appeal is a request for a review of a decision of an academic body charged with decisions on student progression, assessments and awards. It is a request to a higher authority for the alteration of a decision or judgement of a lower one. In the case of the Institute, the lower authority would be the Examinations Board and the higher authority would be the Syllabus Review Board.

### **Procedure**

A learner may appeal a decision of the Examinations Board in respect of their final overall results to the Syllabus Review Board. The Examination Board final results will be confirmed to learners within two days of the Board meeting. Thereafter, the learner will have five working days to appeal this result. The appeal must set out the grounds on which the learner is basing the appeal. For

example, A learner may have extenuating circumstances that may not have been apparent to the Board when the decision was made.

In order to qualify for an appeal, a learners overall result must be within 1% of the next grade threshold i.e. 49%; 59%; 69% and, be at an award stage i.e. Level 6.2, Level 7 or Level 8. Appeals will be heard by the Syllabus Review Board and its final decision will be communicated to the learner within two days of the decision being reached. All decisions of the Syllabus Review Board are final and binding on all parties. Appeals do not apply to individual module results, these are covered by the recheck or review procedure above.

It should be noted that the Examinations Board will review all borderline cases as part of its deliberations and may authorise an upgrade in individual cases.

### **3.8 Exemptions**

The IIPMM offers exemptions to University graduates and holders of other academic or professional qualifications on a module for module basis. The maximum number of exemptions available is:

Level 6.1	3 Exemptions
Level 6.2	2 Exemptions
Level 7	2 Exemptions
Level 8	None

IIPMM Diploma and Graduateship graduates are offered exemptions up to and including level 7 of the degree programme. Deferred learners in either of these programmes should contact the IIPMM for further information. There are no exemptions allowed at the honours degree stage.

To apply for exemptions, the following must be provided:

- Satisfactory evidence of qualifications obtained and college transcripts of results achieved for each year.
- Official, full and precise details of the syllabus content followed for each module.

All exemption applications should be made on or before 30 November of the current academic year to the IIPMM office – no exemption applications will be accepted after this date. You should apply for all exemptions on first registration.

It should be noted that where a grade cannot be reasonably given for an exemption granted, the overall grade will be marked as “Unclassified”. It is therefore important that you supply full details in respect of your previous academic achievements including detailed syllabus and transcripts.

### **3.9 Past Examination Papers and Assignments**

Sample and past examination papers and assessments are made available to learners who register for the IIPMM programme.

Learners are advised to study past papers relating only to the past three years at most, and to bear in mind the content of the current syllabus.

## **4. Examination Rules and Regulations**

The following are the current examination procedures in force for the current academic year. Please study these closely and ensure that you comply fully with them

1. You are advised to arrive at the examination hall at least 20 minutes before the commencement of each examination. You will be allowed to enter the hall 15 minutes prior to commencement of the examinations
2. Examinations start and finish in accordance with the times shown on the papers
3. Where you arrive 30 minutes or more after the advertised commencement time of the examination, admission to the examination hall is at the discretion of the Supervisor
4. Should you arrive late at the examination, no additional time is allowed to you to complete the paper
5. You must produce the IIPMM's official examination notification together with identification e.g., driving licence, passport, bank/credit card etc.
6. You must sign in for each examination
7. Writing paper is provided for each module. No unofficial writing paper may be used
8. Any briefcases, bags, books or notes taken into the examination hall must be left in a place indicated by the exam supervisor. Mobile phones must be switched off. Failure to comply with this regulation will disqualify you automatically. The IIPMM is not responsible for property lost or mislaid at the examination centres. **UNDER NO CIRCUMSTANCES WILL YOU BE ALLOWED TO BRING ANY MATERIAL OTHER THAN WRITING PENS, CALCULATORS, RULERS ETC., TO YOUR DESK.** Where you need the assistance of a dictionary, the dictionary will be checked by the invigilator prior to the commencement of the examination
9. Only basic pocket calculators may be used. Palm top computers and personal organisers are specifically prohibited. Failure to comply with this regulation will disqualify you automatically. Mathematical and other tables / formulae are provided by the IIPMM for the relevant modules
10. You may not leave the examination hall during the first 30 minutes of the examination. After this time, subject to No.11 below and with permission, you may leave the hall temporarily under supervision. Question papers and any other examination stationery must not be removed from the room
11. You may not leave the hall during the last fifteen minutes of the examination
12. Your script may be cancelled and you may be expelled from the Institute for any of the following reasons:
  - Taking into the examination centre any books, notes, material or equipment except that which has been authorised
  - Aiding or attempting to aid another candidate
  - Obtaining or attempting to obtain aid from another candidate
  - Communicating, or attempting to communicate, with any other person in the examination hall, other than the supervisor, for the duration of the exam
  - Failing to obey an instruction from the supervisor
13. If you are found to be in violation of examination regulations, you are liable to exclusion from the examinations of the IIPMM and / or to the cancellation of submitted scripts.
14. You must stop writing immediately when the end of the examination is announced, and remain seated until the scripts have been collected.
15. You are obliged to bring to the attention of the invigilator any observed breach of these rules that you may observe during the examination.

Examination results will be posted to learners usually within ten weeks of the conclusion of the final examination. Results may also be obtained from the IIPMM website [www.iipmm.ie](http://www.iipmm.ie) at the time of release. You will need your learner reference number and your date of birth to access your results. Enquiries concerning results cannot be entertained before the official results are dispatched.

Please ensure at the commencement of each exam that the paper provided by the supervisor is the correct paper for the exam sitting.

## Appendices

## Appendix I. - General Feedback and Grade Descriptors

Grade	A 70+	B 60-69	C 50-59	D 40-49	E 0-39
Response to assignment task	DISTINCTION	MERIT (1)	MERIT (2)	PASS	FAIL
Knowledge	Extensive and detailed background reading: e.g., study guide, textbooks, journals, conference papers, trade press, newspapers	Broad knowledge of subject matter, e.g, course book, textbook, journals	Adequate but incomplete knowledge of subject matter, e.g., course book, internet	Basic knowledge but lacking in focus and detail, e.g. course book	Failure to address the question resulting in irrelevant answers
Skills	Communicate the material clearly, articulately and persuasively. Clear, fluent and original presentation: no errors	Communicate the material clearly, fluent expression, few presentation errors	Communicate the material clearly, lack of fluency, and command of vocabulary, presentation errors	Communicate the material with many minor errors (spelling, grammar), presentation errors	Evidence of plagiarism, unacceptable standards of presentation, such as grammar, spelling
Ability	Exceptional ability to organize, analyse and present material with appropriate evidence, citation or quotation  Critical, creative and logical thinking	Well developed capacity to analyse issues, organise material with appropriate evidence, citation or quotation  Some original insights	Developed statements of ideas not well supported by appropriate evidence, citation or quotation  Some critical awareness, but lacking in citations and evidence	Poorly developed ideas unsupported by appropriate evidence, citation or quotation  Limited critical awareness	Little or no developed ideas  No critical awareness