

# Short courses and Certificates

## Policies

## Assessment rules

### Short courses

#### How do I take an online multiple-choice exam?

Each short course has an online multiple choice exam. For your short course to be credited toward a Certificate, you are required to pass the exam.

The 20 question online multiple-choice exam is designed to facilitate a transfer of knowledge and contribute to your ability to apply your learning. The passed exam contributes to one of the Governance Institute's certificates.

To access the exam, you will need your username and password which you created at your course registration. Please follow the prompts below:

- From the Governance Institute homepage, [www.governanceinstitute.com.au](http://www.governanceinstitute.com.au), click on *Online Learning Centre*.
- Enter your user name (email address) and password.

The exam is included in your course fee. The exam is marked automatically online.

The pass mark for each exam is 70 per cent and the grade is a pass or fail.

This exam will be available to you for a period of 30 days from the day of the face-to-face course or the day after registration in the online mode.

The exam takes approximately one hour to complete. The exam is not timed and as you progress through the exam, you may return to complete it, at any time.

Your answers are saved automatically. Press *Submit* when you have answered the 20 questions.

You have access to the course materials while you undertake the exam, but we do expect that you will complete the exam yourself, unassisted by other people.

Your course registration includes two (2) attempts at the online exam for the short course.

The second attempt becomes available if the pass mark is not achieved at the first attempt.

*Should you be unsuccessful after two attempts at the exam, please contact your Governance Institute state office to re-register for the online exam, a fee of \$85 will apply per course – this will provide you with another two (2) attempts to undertake the exam.*

**IMPORTANT:** Please login from our website and not from any previous link or bookmarked page to access the exam in the 30 day time-frame.

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## When can I start my exam?

You can start the exam on the following dates:

- The date of the face-to-face course you have selected, if you are studying via tutorial mode.
- The day after you register in an online course.

When you register, please ensure you have the time available to study the materials and to complete the online exam within the 30 day period.

**A fee of \$85 will be applied to course extension requests.**

Extensions will be granted only in exceptional circumstances and at Governance Institute's discretion.

If you are unable to complete the exam within the 30 day period, please contact [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au)

## How many attempts do I have to complete the online exam?

Your course registration includes two attempts at the online exam for each course.

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## Certificates

### Which of my courses are eligible for a Certificate?

For one of your courses to count towards a Certificate, it must be listed as one of the compulsory or elective courses for that Certificate and you must pass the online exam.

To graduate from a Governance Institute Certificate, you are required to complete and pass the online multiple-choice exam for each of the six courses, within the same **12 month period**. This 12 month time-frame starts when you pass your first course exam. After you have passed the exams for each of the five additional courses within this time frame, you will automatically graduate from a Governance Institute Certificate.

A short course completed outside of the previous 12 months cannot be counted as an eligible course for Certificate graduation or count as an exemption towards another Certificate.

Participants who do not complete all six courses within the specified 12 month completion timeframe, due to extenuating circumstances, will be permitted to request an extension from the National Manager, Professional Development. Requests must be received via email to [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au) prior to the expiry of the 12 month time-frame. Following consideration of the request, Governance Institute will provide a written decision regarding the extension to the participant within 3 business days.

Please note that extensions may be requested in circumstances of personal illness or injury, family illness, injury or bereavement or excessive work commitments. Either medical or employer documentary evidence may be requested to support requests for extensions. If you are experiencing difficulties completing your studies, please contact us at [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au) for a confidential discussion regarding how we can assist you.

If your course exam pass/s date expired over 12 months ago or you are unable to complete the required study within the 12 month time-frame, please contact us at [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au)

Participants who have not registered in the required six eligible course exams within the 12 month time-frame, due to extenuating circumstances, will be permitted to request an extension from the National Manager, Professional Development. Requests must be received via email to [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au) prior to the expiry of the 12 month time-frame.

Following consideration of the request, Governance Institute will provide a written decision regarding the extension to the participant within 3 business days.

Please note that extensions will only be granted in circumstances of personal illness or injury, family illness, injury or bereavement or excessive work commitments. Either medical or employer documentary evidence must be provided for this extension to be granted.

If you have not registered in the required six eligible courses within the 12 month time-frame, please contact us at [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au)

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## **How do I graduate from a Certificate?**

For course to be counted towards a Governance Institute Certificate an exam pass is required, whether registered in the face-to-face or online mode.

Graduation from the Certificates will occur on the successful completion of the compulsory and elective courses, (6), for the Certificate you are enrolled in. You will be awarded a graduation certificate and provided with a transcript listing the courses you have studied.

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## How do I view my study progress?

To view your course and certificate registrations and exam marks, scroll to the bottom of our home page, [www.governanceinstitute.com.au](http://www.governanceinstitute.com.au) and click on My Governance Institute and click on Certificate academic record.

My Governance Institute	Policies	Contact us
Profile	Privacy policy	Contacts
Invoices	Education policies	Enquiries
Online Learning Centre	Cancellation policy	Sponsorship
Certificate academic record	Social media policy	Advertising
Postgraduate academic record	Member policies	Room hire
Change password		Board
		State councils

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## Do I receive prior study recognition when I enrol in another Governance Institute Certificate?

Course exemptions are only available for the following compulsory courses:

- Assessing, Analysing and Treating Risk
- Governance Essentials

**Note: You must graduate from your first certificate before enrolment in the second certificate can be activated. At this point your exemptions will be applied to the second certificate enrolment.**

**To utilise your two exemptions you must have passed the exam for each course within the previous 12 months.**

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## **How do I transfer between Certificates?**

At any point of your study you may transfer from one Certificate to another. The eligible courses you have previously completed will be transferred into the new Certificate, subject to the new Certificate requirements.

To transfer between Certificates, please contact Governance Institute on 1800 251 849 or at [customerservice@governanceinstitute.com.au](mailto:customerservice@governanceinstitute.com.au)

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## **If I have completed a CPA (or other external professional qualification) can I receive any exemptions for a Certificate?**

Any prior external learning is not recognised in the completion of a Governance Institute Certificate.