

Examination and Assessment Policy and Procedure

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PART 1: POLICY

1. Purpose

The GCC Board Directors Institute (GCC BDI) Examination and Assessment Policy and Procedure (the Policy) applies to all certified programmes.¹ It is designed to provide GCC BDI employees, faculty, participants and the Examinations and Awards Committee with clear guidelines on the examination and assessment processes, including assessment and examination misconduct.

2. Examination and Assessment Policy

The process of assessment is a key element in the setting and maintenance of academic standards. GCC BDI assesses participants in the following ways, which are dependent on the applicable programme:

- a) Multiple choice examinations;
- b) Simulation;
- c) Presentation; and
- d) Project Work.

GCC BDI operates equitable, valid and reliable processes of assessment, which enable every participant to demonstrate the extent to which they have achieved the intended learning outcomes for the credit or qualification being sought. GCC BDI and The Financial Academy work in partnership to deliver a fair assessment process.

3. Providing development and training

Participants are provided with opportunities to develop an understanding of, and the necessary skills to demonstrate, good academic practice. A specific aspect of developing participants assessment literacy is that of enabling participants to become confident in recognising and applying good academic practice and being clear about the types of activity which constitute unacceptable practice. This enables participants to maximise their potential in assessment and in ensuring the maintenance of academic standards. Key elements of good academic practice include:

- a) Being able to acknowledge the ideas of others through consistent referencing and citation which is appropriate to the subject being studied;
- b) Recognising that this applies to all sources of information whether hard copy or electronic;
- c) Meeting expectations about ethical behaviour (especially in undertaking projects);
- d) Adhering to confidentiality requirements in particular subjects; and
- e) Understanding the permitted boundaries between individual and group contributions.

Opportunities which not only provide information but actively engage participants, such as peer assessment, help strengthen understanding and ability to apply their learning in different assessment situations which are specific to the subject and type of assessment methods used.

4. Examinations and Awards Committee

The Examinations and Awards Committee (EAC) is responsible for ensuring that:

- a) Assessment decisions are recorded accurately.
- b) The professional standards for each award or qualification is rigorously set and maintained at the appropriate level, and that participants performance is equitably judged against this standard.

The EAC will review the following:

- a) Credibility and validity of the assessment papers and process.
- b) Assessment results distribution and analysis.
- c) Participant evaluation feedback.
- d) Any other issues which will assist in enhancing the assessments and awards process and the Examination and Assessment Policy and Procedure.

¹ The Director Development Programme and the Certified Board Secretary Programme.

5. Record keeping

The GCC BDI Document Retention Policy provides the length of time for which records of decisions and results will be retained.

6. Assessment guidelines

Participants must complete all examinations and assessments within 12 months.

Examinations

Participants who sit the exams within 1-4 months of completing their final module are most successful.

GCC BDI conducts online examinations through the Learn GCCBDI platform from Monday to Friday 8:30 am to 5:30 pm (UAE time).

All examinations are proctored by an online Proctoring System (Respondus Monitor) which records the exam attempt via audio and video. Upon exam completion, the exam results and exam recording are forwarded to The Financial Academy for preliminary assessment, and then to the EAC for final approval. The Examination Rules are outlined in **Appendix A**.

Examination misconduct

GCC BDI considers any violation of the Examination Rules outlined in **Appendix A** as examination misconduct. The process for exam misconduct is outlined below:

- a) Director Programmes notifies the EAC of the misconduct.
- b) Director Programmes and the chair of the EAC conduct an investigation into the exam misconduct to determine if the alleged misconduct violates the Examination Rules (**Appendix A**).
- c) Director Programmes and the chair of the EAC present the matter to the EAC for its consideration.
- d) GCC BDI and the Financial Academy issue a letter to the participant:
 - I. Outlining the misconduct.
 - II. Offering the opportunity to the participant to put their case forward, test the evidence and offer any explanation or mitigation regarding the outlined misconduct.

Assessment misconduct

The following are considered assessment misconduct:

- a) **Plagiarism:** Presenting someone else's ideas, text or data as their own without appropriate attribution.
- b) **Collusion:** To have the assistance in preparation of, or during the assessment, of one or more individuals when the assessment is meant to be completed individually.
- c) **Cheating:** Paying or using a third party or generating an assessment using only AI tools to complete the work.

Outcomes of misconduct

Outcomes of misconduct may include:

- a) Voiding the participant's exam or assessment attempt.
- b) Disqualifying the participant from re-sitting the exam or assessment, and from pursuing certification and/or education through the GCC BDI.
- c) Cancelling GCC BDI membership.
- d) Informing the regulatory body concerned of any disciplinary action taken.
- e) The Financial Academy may also apply their own outcomes in line with their Examination Misconduct Policy.

7. Confidentiality

Strict confidentiality is maintained at all levels and especially in relation to the examination questions. Only the EAC and select GCC BDI staff have access to the examination questions.

8. Data Protection

A participant consents to:

- a) GCC BDI holding and using as appropriate their personal data in connection with sitting the examination and or reviewing and approving the results.
- b) Their personal data being shared with, held and used by the Financial Academy of Saudi Arabia as appropriate in connection with the sitting of an examination.

Personal data includes data relating to a natural person who can be identified, directly or indirectly, by the information, including but not limited to, an identification number, or one or more factors specific to his/her physical, physiological, mental, economic, cultural, or social identity.

GCC BDI, the Financial Academy of Saudi Arabia and the participant will comply with any Data Protection Laws that apply to any personal data used in or emanating from the sitting of any examination relating to a GCC BDI course/programme and render such assistance as is reasonably requested by the other party, including, but not limited to, the provision of information regarding the existence, applicability and extent of application of Data Protection Laws in any applicable jurisdictions to that personal data.

9. Appeals and complaints

Participants are entitled to submit a complaint or appeal regarding any aspect of the programme or the examination. The Complaints and Appeals Policy and Procedure is available on the GCC BDI website.

PART 2: PROCEDURE

10. Examination and Assessment Procedure

This Examination and Assessment Procedure (the Procedure) applies to all certified programmes.² It is designed to provide GCC BDI employees, faculty, participants, and the EAC with clear guidelines on assessment.

World of Directorship

Certificate in Board Directorship consists of four modules:

- 1) Module 1: Corporate Governance Essentials
- 2) Module 2: The Effective Director
- 3) Module 3: The Effective Board
- 4) Module 4: Board Finance, Accounting and Corporate Reporting

The Certificate in Board Directorship includes an exam for those participants pursuing a certificate award that contains a multiple-choice questions examination.

Participants can attend 1, 2, 3 or all 4 modules, but to be certified, they must attend all four modules and pass the final examination.

Upon successful passing of the examination, candidates are entitled to use the designation Cert.Dir. (GCC BDI).

Mastering the Boardroom

Diploma in Board Directorship consists of three modules:

- 1) Module 1: Board Leadership
- 2) Module 2: The Dynamic Board
- 3) Module 3: An elective module

In order to obtain a Diploma in Board Directorship, the participant must first have completed the Certificate in Board Directorship. The diploma assessment comprises three elements:

- 1) A board simulation exercise. This is part of Module 2 (The Effective Director) and will evaluate appropriate behaviours, knowledge and skills in a simulated board meeting.

² The Director Development Programme and the Certified Board Secretary Programme.

- 2) An individual presentation based on a case study which will evaluate the relevancy and application of learning acquired from the Diploma.
- 3) A multiple-choice question examination which will evaluate the participants learning of Module 1 (Board Leadership) and Module 2 (the Dynamic Board) of the Diploma.

Upon successful passing of the examinations and assessments, candidates are entitled to use the designation Dip.Dir. (GCC BDI).

The Chartered Director is the flagship qualification awarded to individuals who have provided evidence of governance leadership within their own organization.

In order to become a Chartered Director, the participant must have first obtained the Diploma in Board Directorship. The Chartered Director assessment includes the development and implementation of a change project and outcomes assessed via presentation to a panel. Upon successful completion, candidates are eligible to use the designation Chart. Dir (GCC BDI).

Certified Board Secretary Programme

The Certified Board Secretary Programme consists of 4 modules:

- 1) Module 1: Governance and Decision Making
- 2) Module 2: Board Members
- 3) Module 3: Shareholders and Other Stakeholders
- 4) Module 4: Strategy and Risk

The Certified Board Secretary Programme includes an optional multiple-choice questions examination for those participants pursuing certification.

Participants can attend 1, 2, 3 or all 4 modules, but to be certified, they must attend all four modules and pass all four multiple-choice questions examinations.

Upon successful passing of the four examinations candidates are entitled to use the designation Cert.BoardSec. (GCC BDI).

11. Awards

Awards are dependent upon:

- a) Attendance of all the requisite modules; and
- b) Successful completion of all the requisite examinations and assessments

Attending the modules and studying the accompanying course notes will provide participants with the necessary information to pass the examinations and assessments. However, there will also be reading, pre-workshop reading and supplementary workshop reading.

Dates for the workshops and the assessment are set annually and are available on the GCC BDI website (www.gccbdi.org)

The Education Committee oversees all matters concerning certificated training and education activities of the GCC BDI.

The EAC oversees all matters concerning examinations, assessments and awards of the GCC BDI, ensuring that the academic standard for each award or qualification is rigorously set and maintained at the appropriate level, and that participant performance is equitably judged against this standard.

An External Examiner forms part of the EAC whose role is to oversee the quality of the education, examination and assessment procedures.

12. Examinations

GCC BDI endeavours to regulate examinations in such a way that each participant receives fair opportunity. All examinations must be taken when scheduled. Unless written permission is received from the EAC, no participant will be allowed to take examinations other than at the regularly scheduled time.

The examinations are administered by GCC BDI and the Financial Academy is the awarding body.

Director Development Programme:

- a) Examinations are in English.
- b) The number of questions in the exam is 50 and the time allowed is 90 minutes.
- c) Candidates score 1 mark for every correct answer and 0 for an incorrect answer. There is no negative marking.
- d) The minimum pass mark is 60%.
- e) The examinations are held online, Monday to Friday, 8:30 am to 5:30 pm (UAE time).
- f) The full examination fee is payable for each re-sit.
- g) Once a participant has passed the exam, they will not be able to re-sit.

Certified Board Secretary Programme:

- a) Examinations are in English.
- b) The number of questions in each of the four exams is 25 and the time allowed is 60 minutes.
- c) Candidates score 1 mark for every correct answer and 0 for an incorrect answer. There is no negative marking.
- d) The minimum pass mark is 80%.
- e) The examinations are held online, Monday to Friday, 8:30 am to 5:30 pm (UAE time).
- f) The full examination fee is payable for each re-sit.
- g) Once a participant has passed the exam, they will not be able to re-sit.

13. Registration for exams

Participants will receive an email from GCC BDI with a link to the exam registration page on the Learn platform.

The following documents are required to register for an exam:

- a) National Identity Card or valid Passport; and
- b) Visa or Residence card for non-Saudi residents.

The documents must be valid and bear the same name that is used for registration.

Only participants who have completed all four modules of the Director Certification programme are eligible to register for the exam.

Only participants who have completed the two core modules of the Director Diploma programme are eligible to register for the exam.

Certified Board Secretary Programme participants may register for each exam after completion of the corresponding module.

GCC BDI will send an electronic confirmation of registration and includes details for the examination and the next steps to follow prior to taking the exam.

GCC BDI recommends that any participant planning on sitting an examination consults the Financial Academy website details of which are provided on the Learn GCC BDI Platform, for more information on the Financial Academy policies and procedures, before sitting the examination.

14. Change in examination date

GCC BDI and the Financial Academy reserve the right to change or cancel the mode of examination, location, date and time. Should there be a systems failure which prevents the examination from taking place, GCC BDI will liaise with the Financial Academy to put in place alternative arrangements and participants will be notified as soon as practicable what the alternative arrangements will be.

15. Examination results

Examination results will be communicated by the Financial Academy to the EAC who will ratify the results and issue the award certificates. Participants will receive their results in writing from GCC BDI within 15 business days of the examination.

Once all participants have been advised of their results, GCC BDI will post the names of successful candidates on its website.

16. Awards ceremony

An annual awards ceremony is held for presentation of awards.

17. Examination and Assessment Policy and Procedure

This Policy and Procedure is made available to all participants prior to joining the certification programmes. It applies to all participants undertaking certification programme exams.

18. Review

This Policy and Procedure will be reviewed at least every three years.

Management has authority to make changes to this policy that do not impact on the substance of the policy, including, but not limited to, those of an administrative nature.

Version control

Version number	Approving body, date reviewed and approved	Next review date
V13	Examinations and Awards Committee: 16 June 2026	June 2029

Appendix A: Examination Rules

In the event that you are registered and fail to turn up for the exam, or are excluded by lateness from sitting the exam, the full examination fee will be charged.

If there are any issues with the recording of your exam, for example, your internet connection is interrupted for a long period of time, your exam results will be considered null and void and you must re-sit the examination.

If your exam results are voided because you have ignored the exam rules, you will be required to pay for the exam resit. The Examinations and Awards Committee's decision in this respect will be final.

Your examination will be invalidated if you violate any of the following:

- a) No electronic devices, mobile phones or smart watches may be used while you are sitting the exam or allowed in the environment where you are sitting the exam apart from the PC or laptop you are using for the exam.
- b) No paper, pens or any other materials may be used or located in the environment where you are sitting the exam.
- c) Please keep your audio (sound and microphone) on and please do not talk or read questions out loud during the exam. It is prohibited to speak to any person during the examination.
- d) It is prohibited to have anyone in the room with you while you sit the exam or to have the assistance of one or more individuals when the exam is meant to be completed individually
- e) Please ensure that you take the exam in a quiet environment so that there is no background noise to disturb you or disrupt the recording.
- f) You must be visible to the camera throughout the examination and may not leave the room until you have completed and submitted the exam. We ask you to please use the bathroom before sitting the exam as you will not be able to get up and leave during the exam.
- g) It is prohibited to copy part or all of the contents of the examination in any way.
- h) Participants are not allowed to disclose any part of the examination content to any person or company verbally, electronically, or using any other communication methods after the exam.

General procedures:

- a) If you finish the exam early you may submit your answers and close the lockdown browser software otherwise you will be timed out after 90 minutes.
- b) If your system freezes, you can refresh the page by clicking the 'next' or 'previous' buttons at the bottom of the examination page. Your previous answers will have been safeguarded when the system unfreezes.
- c) In the case that your internet connection goes down, please call GCC BDI and we will arrange a re-sit.
- d) If you have a major technical problem during the exam, please email exams@gccbdi.org.

Disciplinary measures will be taken against any applicant who has been found to have violated the Examination Rules. Fines and disciplinary measures will be imposed for falsification of documents, cheating or hacking or any type of fraudulent activity, and GCC BDI and the Financial Academy are entitled to inform the regulatory body concerned of any disciplinary action.