

**EXAMINATIONS REGISTRATION FORM and INFORMATION FOR CANDIDATES**

*This registration form will be accepted only if it is fully completed. Persons who have completed the Directors Training Program / Training of Trainers on Corporate Governance course conducted by CMDA are only eligible to sit this examination.*

This Examination Registration Forms & Information for Candidates’ package consists of 6 pages.

**Applicant’s Name:**

*\* Please write your name in block letters*

**Address**

**ID card No:**

**Date of Birth:**

**Qualification:**

*\* Please attach a copy of Directors Training Program Certificate OR Training of Trainers on Corporate Governance Certificate.*

**Designation:**

**Company Name:**

**Company’s Address:**

**Contact Person:**

**Office Tel:**

**Mobile phone:**

**Fax:**

**E-mail:**

**Examination Information (see page 4)**

I declare that the above particulars are true and correct I also agree to abide by the rules of CMDA to sit for the exam conducted by the ICDS/CMDA.

Candidates Signature:.....

Date:.....

**For ICDS Use only**

<b>Application form Received</b>	<b>Payment Received MRF 250</b>	<b>STAMP</b>
Name: Date: Signature:	Name: Date: Signature:	

*Note: Fee is non-refundable*

# Notice to Candidates

## Rules and Regulations

### *You must....*

- Provide proof of you identify (e.g. National Identity Card or Passport) at registration and examination session.
- Only have on your desk your identification, a pen/pencil, calculator and an eraser.
- Write in blue or black ink pen.
- Ensure mobile phones and any other electronic devices are switched off and placed with personal belongings outside the examination hall.
- Any candidate who does not switch off their phone or who retains one in their possession, will be disqualified.

### *You must not....*

- Impersonate another person or have another person impersonate you.
- Attempt to cheat, copy the work of another candidates or disrupt the examination.
- Use, or attempt to use, a dictionary, spell-checker, electronic recorder or mobile phone for the duration of the examination. Any candidate doing so will be disqualified.
- Talk to or disturb other candidates once the examination has started.
- Smoke, eat or drink in the examination room.
- Re-produce any part of the examination in any format/medium. Any candidate doing so will have their examination results disqualified and will be liable to prosecution.
- Remove any materials used during the examinations.

*This notice has been written to help you. Read it carefully and do as you are asked. If there is anything you do not understand, ask the Invigilator.*

## **Advice and Information**

### ***Make sure you attend on time***

- Know the date, time and place of your examination and arrive before the scheduled starting time (before 20 minutes earlier).
- If you arrive late for any of the papers, report to the supervisor or invigilator. You may not be allowed to take the examination.

### ***Provide what you need***

- Take into the examination room only the pens, pencils, calculator and erasers which you need for the examination.
- Correction fluid and highlighters must not be used.
- Leave anything which you do not need, or which is not allowed outside the examination room.
- You may not lend anything to, or borrow anything from, another candidate during the examination
- Do not bring valuables as the examination hall cannot be responsible for these.

### ***Examination Instruction***

- Listen to the supervisor and do what you are asked to do.
- Tell the supervisor or invigilator at once
  - If you think you have not been given the right question paper.
  - If the question paper is incomplete or illegible.
- Read carefully and follow the instructions printed on the question paper and on the answer sheet
- Fill in the details required on the front of your question paper and on your answer sheet before the start of the examination.

### ***Advice and assistance during the examination***

- If you are in doubt about what you should do raise your hand to attract attention. An invigilator will come to your assistance.
- You may not ask for, and will not be given, any explanation of the questions.
- If on the day of the examination you feel that your work may be affected by ill health or any other reasons, you must inform invigilator at the time.

### ***Leave the examination room***

- You may not leave the examination room without permission of the supervisor or invigilator
- You cannot leave your seat until all papers have been collected and you have been told you can leave.
- When you leave the examination room you must leave behind any paper used for rough work clearly crossed through and any other materials provided for the examination
- Do not make any noise near the examination room.

### **Results**

- Results will be issued by ICDS.
- Results may be delayed or withheld where any of the rules and regulations have been breached.

#### **COMMENTS AND SUGGESTIONS**

The ICDS/ CMDA welcome constructive comments and suggestions. You can send them to:

Institute of Corporate Directors and Secretaries

Capital Market Development Authority

H. Orchid, 3<sup>rd</sup> Floor

Ameer Ahmed Magu

Male' Maldives

[www.cmda.gov.mv](http://www.cmda.gov.mv)

Tel: 3014 103 / 3014 124 /3014 119

Fax: 3336624

E-mail: [icds@cmda.gov.mv](mailto:icds@cmda.gov.mv)

The ICDS reserves the right to amend the terms and conditions as it deems fit.

### **Examination Structure**

#### **Purpose**

The primary objective of the exam is to evaluate whether a candidate have knowledge-based competencies deemed necessary to be an effective director.

**I. Who should be taking the exam?**

- Existing directors of listed companies, state-owned enterprises and other businesses who have completed Directors Training Program / Training of Trainers on Corporate Governance course conducted by CMDA.

**II. Exam Structure**

- Examination Paper consists of 5 key areas, reflecting “basic qualification and professional competencies” that must be exhibited by any Director as stated in the Corporate Governance Code (Part 2, 1.1 (c)) as well as international best practices.

**The five areas covered in the examination are:**

<b>Module Name</b>	<b>Weightage</b>
Competency of Directors	<b>25%</b>
Corporate Governance	<b>20%</b>
Business Ethics and Risk Management	<b>20%</b>
Audit and Procurement	<b>20%</b>
Taxation	<b>15%</b>

Examination will be covering the content of the course in proportion to the weightages above.

## The Examination Structure and Assessment

- The Examination for Corporate Directors is a 100% compulsory paper
- Candidate will be subjected to a **2 hour written paper** divided into 3 sections
- The written examination will cover the 5 areas mentioned above which will consist of :

Type of question	Number of items	Weight
Objective (MCQ A-D)	20	40%
Short scenarios	8	40%
Essay type	2	20%

### Pass marks: 65% and above

Note: CMDA/ICDS reserves the right to bring changes to this document. Any changes to this document will be communicated to the candidates.

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