

CHARTERED GOVERNANCE QUALIFYING PROGRAMME (CGQP)

COURSEWORK GUIDELINES

- COMPANY LAW
 - INTERPRETING FINANCIAL AND ACCOUNTING INFORMATION
-

Contents

1.	Registration for Assignment Assessment and Examination	1
2.	Assignment Question	1
3.	Completion of Assignment	1
3.1	Preliminary	2
3.1.1	Assignment Cover sheet	2
3.1.2	Original Work Declaration Form	3
3.2	Main Text	3
3.3	Supplementary	4
3.3.1	References	4
4.	Marking of Assignment	4
5.	Aggregate Marks to Pass	5
6.	Notification of Results	6
7.	Re-sit Policy	6
8.	Ethical Use and Misuse of Artificial Intelligence (AI) in Assignment Production	6
9.	Procedure of Submission	6
10.	Appendix: Original Work Declaration Form	i

THE CHARTERED GOVERNANCE QUALIFYING PROGRAM (CGQP)

With effect from the November 2024 examination diet, a new assessment format will be introduced for the Level 1 subject(s) of the Chartered Governance Qualifying Program (CGQP), namely Company Law (CL) and Interpreting Financial and Accounting Information (IFAI). This format comprises two components: an individual assignment and a final examination. Each subject will be evaluated with a 30% allocation to the assignment assessment and 70% to the final written examination.

The implementation of these two assessment components aims to distribute the assessment of required knowledge and skills more evenly throughout the subject(s), rather than conducting a comprehensive examination solely at the end of the course.

The assignment assessment offers students an opportunity to demonstrate a deeper understanding of learning outcomes by engaging in the interpretation, analysis, and synthesis of the subject matter. This contrasts with the intense environment typically experienced during examinations.

1. Registration for Assignment Assessment and Examination

Registration for the June examination diet opens in March, while registration for the November examination diet typically opens in August each year. To complete the Company Law (CL) and Interpreting Financial and Accounting Information (IFAI) subjects, candidates must make the required payment to MAICSA by 31st March for the June examination diet and by 31st August for the November examination diet.

2. Assignment Question

Candidates are encouraged to review the pilot paper published on the MAICSA website.

Upon submission of the examination entry form and payment, candidates will receive an email notification confirming their successful registration for the respective subject(s). The expected date of receiving the coursework question(s) will be no later than April for the June examination diet or September for the November examination diet.

3. Completion of Assignment

Candidates are requested to read the instructions provided on the assignment question, as the instructions may differ for Company Law and IFAI. It is crucial that the answers to the assignment questions are also presented neatly.

The structure of the assignment is based on a standard format which contains the 3 main sections: **Preliminary**, **Main Text** (*answers to the assignment questions*) & **Supplementary**.

3.1 Preliminary

- Assignment Cover sheet
- Original Work Declaration Form

3.1.1 Assignment Cover sheet

The cover sheet should not be numbered. The text should be typed using font type **Times New Roman**, font size **14** with **1.15 pt. line spacing**.

The Cover sheet should include:

- (a) The student ID number
- (b) Programme's name:

The Chartered Governance Qualifying Programme

- (c) A statement to the mode of programme:

Coursework Assignment Submitted To The Malaysian Institute Of Chartered Secretaries And Administrators In Partial Fulfilment Of [Subjects' Title]

Sample:

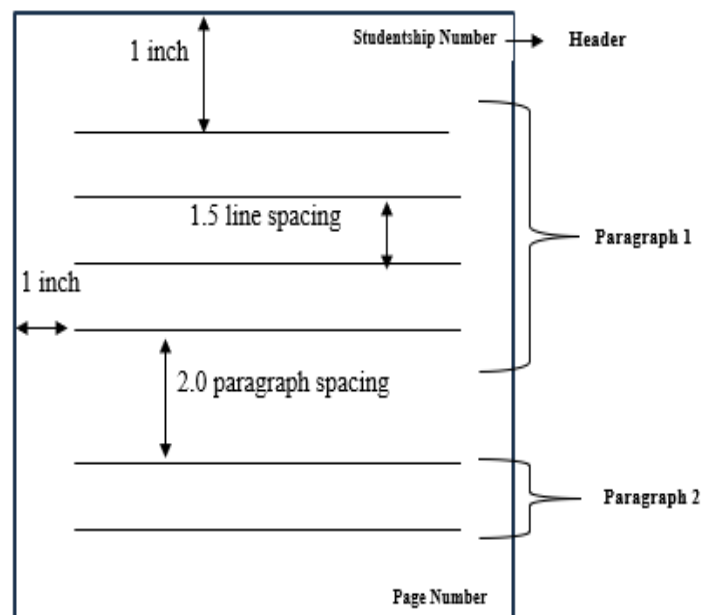
CANDIDATE STUDENT ID NO.
THE CHARTERED GOVERNANCE QUALIFYING PROGRAMME
COURSEWORK ASSIGNMENT SUBMITTED TO THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS IN PARTIAL FULFILMENT OF COMPANY LAW
DATE OF SUBMISSION 3 RD APRIL 202X

3.1.2 Original Work Declaration Form

This form must be completed by the candidate. The original signed form must be included in all copies of the assignment. This form should be merged into the assignment document and not submitted as a separate document. This form should be placed immediately after the cover sheet.

3.2 Main Text

The answers to the assignments should be typed using New Times Roman font size 12, with one-inch margins on all sides. The line spacing should be set to 1.5. The paragraph spacing should be set to 2.0. Each page of the completed assignments should have clearly printed page numbers, and the studentship number should appear in the header of every page. It is important not to include any names in the assignment file.



The word count for each assignment is between 3000 to 3500 words.

Candidates will have 6 weeks (about 1 and a half months), starting from the assignment release date, to submit their completed work to MAICSA. No extensions will be granted for assignment submissions.

When submitting the documents, the candidate must ensure that all the required documents are in PDF format. Incomplete submissions will not be marked by the examiners. The following documents must be included in your submission:

- Assignment Coversheet
- Original Work Declaration Form
- Assignment Question
- Assignment Answers
- Reference

3.3 Supplementary

Specific items not included in the text's main body should be put in this section. As for this assignment, only references are required.

3.3.1 References

All Works referred to in the assignment as quotations or citations must be included in the references.

The references should be written consistently in the American Psychological Association (APA) format. Each reference should be written in spacing format and a double space should be left between references. The reference list must be arranged in alphabetical order and not numbered.

Buchwalow, I. B., & Böcker, W. (2010). *Immunohistochemistry: basics and methods*. Berlin: Springer Verlag.

Caamaño-Tubío, R. I., Pérez, J., Ferreiro, S., & Aldegunde, M. (2007). Peripheral serotonin dynamics in the rainbow trout (*Oncorhynchus mykiss*). *Comparative Biochemistry and Physiology Part C: Toxicology & Pharmacology*, 145(2), 245-255.

Reference citations in text require the following information:

- Last name of the author
- The year of publication
- The page number for the reference

4. Marking of Assignment

All answers received will be compiled and forwarded to the Examiner(s) within 3 working days from the submission date.

5. Aggregate Marks to Pass

To pass a subject, students must obtain a minimum mark of 50% in the respective whole subject(s).

Scenario 1 –Passing Due to Above Minimum Passing Marks.

Keynote: m represents marks.

Example: Subject Y has Component A & B.

Component A: Assignment

Total Assignment marks: $100m = 30\%$

Passing mark for Assignment: $50m = 15\%$

Candidate obtains 11%.

Component B: Written Examination

Total Written Examination : $100m = 70\%$

Passing mark for Written Examination: $50m = 35\%$

Candidate obtains 40%.

$$\begin{aligned} \text{Component A} + \text{Component B} &= 11\% + 40\% \\ &= 51\% \end{aligned}$$

Results: Candidate has passed Subject Y

Scenario 2 - Failing Due to Below Minimum Passing Marks.

Example: Subject X has Component A & B.

Component A: Assignment

Total Assignment marks: $100m = 30\%$

Passing mark for Assignment: $50m = 15\%$

Candidate obtains 12%.

Component B: Written Examination

Total Written Examination : $100m = 70\%$

Passing mark for Written Examination: $50m = 35\%$

Candidate obtains 35%.

$$\begin{aligned} \text{Component A} + \text{Component B} &= 12\% + 35\% \\ &= 47\% \end{aligned}$$

Results: Candidate has failed Subject X

6. Notification of Results

MAICSA shall be the sole issuer of the Notification of Results. The Student and Education Department will communicate the coursework assignment results to each candidate via email.

The communication of the coursework assignment results is subject to change. Any updates will be posted on the MAICSA website.

Please note that only registered MAICSA candidates who have paid the required fees will be eligible to view the results notification online.

7. Re-sit Policy

Candidates who have failed a module are required to re-sit the examination within the period of their studentship and any granted extension period, subject to the applicable fee.

8. Ethical Use and Misuse of Artificial Intelligence (AI) in Assignment Production

Candidates are expected to uphold the highest standards of academic integrity and ethics in the production of their assignments. The use of artificial intelligence (AI) tools and software is permitted only to the extent that it assists in the research, organisation, and presentation of information. Any use of AI includes, but is not limited to, generating text, completing assignments, or producing any work that violates academic honesty.

Violations of this clause will be considered a serious breach of academic integrity and may result in disciplinary actions, including nullification of the assignment, failure of the subject, or further academic penalties as deemed appropriate by the Institute.

9. Procedure of Submission

The completed assignment must be submitted to examinations@maicsa.org.my

Candidates are encouraged to submit their completed assignment document using a valid email address to ensure receipt by MAICSA. MAICSA shall not be held responsible for any submissions that fail to be delivered due to issues such as email firewall restrictions or other email related problems. It is the candidate's responsibility to confirm that their submission has been successfully received by MAICSA.

**THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND
ADMINISTRATORS**

ORIGINAL WORK DECLARATION FORM

Students ID No:

I.C / Passport No:

Coursework Subject: (a) Company Law

(b) Interpreting Financial and Accounting Information

I do solemnly and sincerely declare that:

- i. I am the sole author/writer of this Work;
- ii. This Work is original;
- iii. Any use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work;
- iv. I do not have any actual knowledge, nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work;
- v. I hereby assign all and every right in the copyright to this Work to MAICSA, who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of MAICSA having been first had and obtained;
- vi. I am fully aware that if while making this Work, I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action, or any other action as may be determined by MAICSA.
- vii. I hereby declare that any AI used in producing this assignment has been limited to research, organisation, and presentation purposes. All AI generated content has been reviewed and integrated into my original Work. I affirm adherence to ethical guidelines and academic integrity stipulated by the Institute.

Candidate's Signature:

Date: