

INSTITUTE OF BUSINESS AND ACCOUNTING STUDIES (IBAS)

NOVEMBER 2019 EXAMINATIONS TIMETABLE

DATE	CERTIFICATE	INTERMEDIATE DIPLOMA	DIPLOMA	HIGHER DIPLOMA
MONDAY 04 NOVEMBER 2019				
08:45 – 12:00 hrs	BUSINESS ENGLISH	BUSINESS COMMUNICATION AND ETHICS	TAX LAW AND TAXATION	CORPORATE MANAGEMENT AND GOVERNANCE
13:15 – 16:30 hrs		BUSINESS ADMINISTRATION	OPERATIONS AND HUMAN RESOURCES MANAGEMENT	
TUESDAY 05 NOVEMBER 2019				
08:45 – 12:00 hrs			BUSINESS ECONOMICS	PUBLIC SECTOR ACCOUNTING
13:15 – 16:30 hrs	FOUNDATIONS OF BUSINESS			AUDITING
WEDNESDAY 06 NOVEMBER 2019				
08:45 – 12:00 hrs		BUSINESS LAW		
13:15 – 16:30 hrs	INTRODUCTION TO QUANTITATIVE TECHNIQUES AND INFORMATION TECHNOLOGY	QUANTITATIVE TECHNIQUES AND RESEARCH METHODS	INTRODUCTION TO FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT II
THURSDAY 07 NOVEMBER 2019				
08:45 – 12:00 hrs	ENTREPRENEURSHIP SKILLS DEVELOPMENT		COST AND MANAGEMENT ACCOUNTING I	COST AND MANAGEMENT ACCOUNTING II
13:15 – 16:30 hrs		INFORMATION TECHNOLOGY		
FRIDAY 08 NOVEMBER 2019				
08:45 – 12:00 hrs	BASIC ACCOUNTING	BUSINESS ACCOUNTING	FINANCIAL ACCOUNTING AND REPORTING	FINANCIAL ACCOUNTING III
13:15 – 16:30 hrs				

(SEE BACK FOR INSTRUCTIONS)

INSTRUCTIONS TO ALL EXAMINATIONS CANDIDATES

1. Please present yourselves at the examination hall at least 30 minutes before the examination which you are sitting is due to commence.
2. All candidates will be required to show the Invigilators their **current official ICSA / IBAS cards**. If this identification is not available the candidate will not be allowed to write the examination.
3. All candidates will be required to have their examination confirmation slips with them.
4. Candidates may only take writing utensils, e.g. pens, pencils, rulers and rubbers in a **clear plastic** container and **a non-programmable** calculator (**cell phones are not permitted for this purpose**) to their desks. Unmarked specified texts for open book examinations are also allowed where applicable.
All other bags and containers including ladies handbags and purses will be removed from the candidates and placed at the back of the examination hall at the owner's risk.
5. No queries relating to the contents of any examination question paper will be entertained during the examinations.
6. Candidates found cheating or attempting to cheat in any way will be disqualified as students permanently.
7. The candidate's name must not appear anywhere on the answer booklet or answer sheets. Candidates must use their student numbers at all times.
8. Smoking is strictly prohibited.
9. No candidate may leave the hall during the course of the examination **before the first hour**; thereafter candidates **must** hand in their scripts personally to an Invigilator if they wish to leave the room.
10. No candidate will be allowed into the examination hall after the **first hour** of the examination.
11. No candidate will be allowed to leave the hall during the final **15 minutes** of the examination.
12. **Cellular phones** are banned from the examination halls.
13. If you have any queries please be sure to contact the office well before your examination.
14. **Hats, headgear** and **inappropriate attire** are banned from the examination hall.

Strictly no candidate will be allowed to write examinations at a centre other than that he / she had indicated on the examination entry form unless prior approval has been obtained (in writing) from the Institute.