

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS IN ZIMBABWE

NOVEMBER 2021 EXAMINATIONS TIMETABLE

DATE	PART A	PART B	PART C	PART D
TUESDAY 02 NOVEMBER 2021				
8:45 – 12:00 hrs		TAX LAW AND PRACTICE	CORPORATE LAW	CORPORATE SECRETARIAL PRACTICE • 3 ½ HOUR PAPER EXAM COMMENCES 8:45am ENDS 12:30 pm
13:15 – 16:30 hrs	BUSINESS COMMUNICATION AND ETHICS	HUMAN RESOURCES MANAGEMENT	CORPORATE FINANCIAL MANAGEMENT	
WEDNESDAY 03 NOVEMBER 2021				
8:45 – 12:00 hrs	BUSINESS LAW		DEVELOPMENT OF STRATEGY *4 HOUR PAPER EXAM COMMENCES 8:45 am ENDS 1:00 pm	APPLIED GOVERNANCE, RISK AND COMPLIANCE *4 HOUR PAPER EXAM COMMENCES 8:45 am ENDS 1:00 pm
13:15 – 16:30 hrs	BUSINESS STATISTICS AND INFORMATION TECHNOLOGY			
THURSDAY 04 NOVEMBER 2021				
8:45 – 12:00 hrs		AUDITING		AUDIT AND ASSURANCE *4 HOUR PAPER EXAM COMMENCES 8:45 am ENDS 1:00 pm
13:15 – 16:30 hrs	BUSINESS ECONOMICS		COST & MANAGEMENT ACCOUNTING	
FRIDAY 05 NOVEMBER 2021				
8:45 – 12:00 hrs	BUSINESS ACCOUNTING	FINANCIAL ACCOUNTING AND REPORTING	ADVANCED ACCOUNTING & FINANCIAL REPORTING *4 HOUR PAPER EXAM COMMENCES 8:45 am ENDS 1:00 pm	
13:15 – 16:30 hrs				PUBLIC FINANCIAL MANAGEMENT

* (This is a 4 hour paper)

• (This is a 3 ½ hour paper)

(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.
15. 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