

EXAMINERS TIPS – International Foundation Certificate and Diploma Students

Managing Your Time

The effective structuring of the study time prior to the face-to-face course and examination can be vital to examination success. In this edition, our examiners explain how you should structure your studies at the outset to get the most out of the time available and the progress you should have made by key points in the course:

Course enrolment closing date (four to six months prior to the examination)

One of your initial tasks should be to complete the study planner on the 'Examinations' page of the website. This will enable you to organise your study so that you will have thoroughly reviewed the material and attempted the practice questions, assignments and specimen papers by the examination date. You should firstly enter the face-to-face course examination dates on to the planner and also any work, social or family commitments that will affect the time that you can devote to your studies. Then plan short revision sessions (ideally 1 to 1 ½ hours) working through the modules in the manual. It is generally recommended that you spend 4 – 6 hours per week studying the materials and cover a module every two weeks but this is only a guide and you may feel that you need to allocate more or less time to particular modules.

There are self-assessment questions at the end of each module and you should always attempt these before moving on to the next module. If you have any difficulties with the questions, you should ensure that you re-read the relevant section of the module before moving on. There are also 'Frequently Asked Questions' for all of the papers on the website and you should ensure that you review these and the answers given as you go along.

Week thirteen (Week nine for Foundation Certificate students)

By now you should have reviewed the first six (four for the Foundation Certificate) modules of the course manual. There is no need to worry if you have not reached this point, but ensure that you revise your study schedule so that you will be able to complete your study of the remaining modules prior to the examination.

At this stage, you should complete the first assignment on the student pages of the website. If you have any difficulties with the questions, go back and re-read the relevant section in the manual. Remember, if you have any queries on the materials, you can send questions through to the course tutors at CLT.

Two to three weeks prior to the examination

By this stage you will have finished your review of the course manual. In the weeks before the examination you should complete the second assignment and review the specimen examination papers to ensure that you are familiar with the format of the examination and the mark allocation for each section (students studying the Trust Administration and Accounts paper should note that there is a compulsory accounts question).

Lastly, you should re-read the section on 'Examinations' in the Delegate Handbook and follow the advice given and, for Foundation Certificate delegates, review the 'Examination Guidance' document on the website.