



KEY DATES 2025

MAY 2025 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
13 January 2025	31 March 2025

- Both annual and examination fees must be paid in full. If part or no payment is received, students will be held liable for all outstanding fees and exam results will be withheld until such fees are paid.
- Students can **ONLY** register for one semester at a time. Should we receive a registration form for both May and October, the student will only be registered for the upcoming semester. As such, students will need to re-submit a registration form for the following semester. This remains the responsibility of the student to ensure re-registration is done.
- Cancellation must be done in writing or on-line by the closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and will be liable for all outstanding fees.
- Students may NOT register for CGISA qualifying programme subjects AND Board Examination subjects simultaneously. The NQF 7 qualifying programme (Governance Practitioner) will need to be completed in full OR full exemption will need to be obtained before students can proceed to the Board Examinations.
- Candidates are responsible for their own registration, requesting of documents and any enquiries – no-one else may act on the candidate's behalf, e.g. a tuition provider, relative, friend etc.
- If a student cancels their examination before the closing date, a 10% cancellation fee will be charged per examination.
- To maximise a student's chance of success, last minute registration is not advised.
- Students registering for board modules must check whether they are required to submit an assignment. Assignments will need to be submitted by the due date unless a formal extension is granted. **Note that assignments for the first semester are due on 4 APRIL 2025 and no extensions will be granted by reason of registration being left until the registration closing date.**
- **All outstanding fees** must be paid in full to have access to download past papers.

Exemptions

OPENING DATE	CLOSING DATE
6 January 2025	22 August 2025

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, students will be liable for all outstanding fees.
- **All** supporting certified documents and an administration fee must be received before the exemption process will begin.
- Please note that once an application for an exemption/s is successful, full payment of the prescribed fee will need to be paid in full within the **6 months** following the successful application for exemption/s (you will receive an email confirming your exemptions, this date is to be used). Should you not make payment within the **6 months**, you will then need to re-apply for the exemption/s.
- On full payment of exemptions, you will be given 6 months to register for the upcoming examination.
- Once exemptions have been granted and paid for in full, no refund will be approved should the student no longer want the exemptions.

Postponements

OPENING DATE	CLOSING DATE
1 April 2025	17 April 2025

- All annual registration and examination fees must be paid in full before a subject can be postponed to the next semester.
- Postponements can be done at an additional cost **ONLY** between 1 April and 17 April 2025.
- If students do not submit their postponement form and pay for their postponement in full by 17 April 2025, students will be de-postponed, charged a penalty fee and registered to write the examinations.
- Students are allowed only **one postponement per module, which is valid for 6 months**. Thereafter they must reregister for the subject.
- Late postponements due to work commitments will not be considered under any circumstances.

May Examinations

MAY EXAM STARTING DATE	MAY EXAM ENDING DATE
19 May 2025	23 May 2025

- All examinations will be written at our official venues. As such, students must check that they are registered for the correct subjects before the official closing dates.
- Students will be given 15 minutes reading time.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
19 May 2025	30 May 2025

- All annual registration and examination fees must be paid in full before a subject can be postponed via the illness and bereavement process to the next semester.
- Illness and bereavement postponements can be done at an additional cost **ONLY** between 19 May and 30 May 2025.
- An illness and bereavement postponement must be supported by medical certificate(s) and/or relevant documentation. All doctor's certificates must stipulate that the medical practitioner is aware that examinations are taking place.
- An illness and bereavement postponement will only be granted for illness or bereavement of immediate family members (parents, grandparents, siblings or children), not for extended family members.
- Postponements due to work commitments will not be considered under any circumstances.
- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 30 May 2025, students will **NOT** be postponed to the next semester and will be required to register themselves again.

May Exam Release

OFFICIAL MAY EXAM RELEASE DATE
4 July 2025

- Please note that the advertised date for the release of results is provisional – technical and other unforeseen problems could cause delays. The Institute does not accept any responsibility for possible delays in the release of results.
- A student's results will be withheld until all outstanding fees are settled in full.
- It is the responsibility of the student to ensure that prior to the release of the results their account with the Institute is settled in full. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note that this will take three to five days to resolve. As such, results will be withheld until the query has been cleared.
- All borderline scripts i.e. within 5% of a pass mark are remarked before the results are released. If you do not pass, you can apply for an individual feedback report on your script which would point out where you went wrong. You may also apply to review your script in terms of the script review policy.

Individual Feedback Report

OPENING DATE	CLOSING DATE
4 July 2025	18 July 2025

- After an examination sitting, students may apply for an individual feedback report which requires the Institute, using subject matter experts and academic practitioners, to analyse the student's script and to provide detailed feedback to the student in writing
- A student may apply within 10 working days of the official release of the results for an Individual Feedback Report.
- A completed form with proof of payment must be received by 18 July 2025 for a student to qualify for an individual feedback report.

OCTOBER 2025 SESSION

Annual registration and Examination enrolment

OPENING DATE	CLOSING DATE
4 July 2025	31 August 2025

- Both annual and examination fees must be paid in full. If part or no payment is received, students will be held liable for all outstanding fees and exam results will be withheld until such fees are paid.
- Students can **ONLY** register for one semester at a time. Should we receive a registration form for both May and October, the student will only be registered for the upcoming semester. As such, students will need to re-submit a registration form for the following semester. This remains the responsibility of the student to ensure re-registration is done.
- Cancellation must be done in writing or on-line by the closing date. Should a student not cancel their examination for whatever reason, a student will remain registered and will be liable for all outstanding fees.
- Students may NOT register for CGISA qualifying programme subjects AND Board Examination subjects simultaneously. The NQF 7 qualifying programme (Governance Practitioner) will need to be completed in full OR full exemption will need to be obtained before students can proceed to the Board Examinations.
- Candidates are responsible for their own registration, requesting of documents and any enquiries – no-one else may act on the candidate's behalf, e.g. a tuition provider, relative, friend etc.
- If a student cancels their examination before the closing date, a 10% cancellation fee will be charged per examination.
- To maximise a student's chance of success, last minute registration is not advised.
- Students registering for board modules must check whether or not they are required to submit an assignment. Assignments will need to be submitted by the due date unless a formal extension is granted. **Note that assignments are due on 5 SEPTEMBER 2025 and no extensions will be granted by reason of registration being left until the registration closing date.**
- **All outstanding fees** must be paid in full to have access to download past papers.

Exemptions

OPENING DATE	CLOSING DATE
6 January 2025	22 August 2025

- Exemptions must first be granted and paid in full before enrolling for examinations. Should a student register for examinations before exemptions are granted, students will be liable for all outstanding fees.
- **All** supporting certified documents and an administration fee must be received before the exemption process will begin.
- Please note that once an application for an exemption/s is successful, full payment of the prescribed fee will need to be paid in full within the **6 months** following the successful application for exemption/s (you will receive an email confirming your exemptions, this date is to be used). Should you not make payment within the **6 months**, you will then need to re-apply for the exemption/s.

Exemptions (cont.)

- **On full payment of exemptions, you will be given 6 months to register for the upcoming examination.**
- Once exemptions have been granted and paid for in full, no refund will be approved should the student no longer want the exemptions.

Postponements

OPENING DATE	CLOSING DATE
1 September 2025	19 September 2025

- All annual registration and examination fees must be paid in full before a subject can be postponed to the next semester.
- Postponements can be done at an additional cost **ONLY** between 1 September and 19 September 2025.
- If students do not submit their postponement form and pay for their postponement in full by 19 September 2025 students will be de-postponed, charged a penalty fee and required to write the examinations.
- Students are allowed only **one postponement per module, which is valid for 6 months**. Thereafter they must reregister for the subject.
- Postponements due to work commitments members will not be considered under any circumstances.

October Examinations

OCTOBER EXAM STARTING DATE	OCTOBER EXAM ENDING DATE
20 October 2025	24 October 2025

- All examinations will be written at our official venues. As such, students must check that they are registered for the correct subjects before the official closing dates.
- Students will be given 15 minutes reading time.

Illness and Bereavement Postponements

OPENING DATE	CLOSING DATE
20 October 2025	31 October 2025

- All annual registration and examination fees must be paid in full before a subject can be postponed via the illness and bereavement process to the next semester.
- Illness and bereavement postponements can be done at an additional cost **ONLY** between 20 October and 31 October 2025.
- An illness and bereavement postponement must be supported by medical certificate(s) and/or relevant documentation. All doctor's certificates must stipulate that the medical practitioner is aware that examinations are taking place.
- Postponements due to work commitments will not be considered under any circumstances.

Illness and Bereavement Postponements (cont.)

- If students do not submit their illness and bereavement postponement form, supporting medical certificate(s) and/or relevant documentation and full payment by 31 October 2025 students will **NOT** be postponed to the next semester and will be required to register themselves again.

October Exam Release

OFFICIAL OCTOBER EXAM RELEASE DATE
5 December 2025

- Please note that the advertised date for the release of results is provisional – technical and other unforeseen problems could cause delays. The Institute does not accept any responsibility for possible delays in the release of results.
- A student's results will be withheld until all outstanding fees are settled in full.
- It is the responsibility of the student to ensure that prior to the release of the results their account with the Institute is settled in full. Should there be any queries on the account regarding outstanding fees and allocations thereto, please note that this will take three to five days to resolve. As such, results will be withheld until the query has been cleared.
- All borderline scripts i.e. within 5% of a pass mark are remarked before the results are released. If you do not pass, you can apply for an individual feedback report on your script which would point out where you went wrong. You may also apply to review your script in terms of the script review policy.

Individual Feedback Report

OPENING DATE	CLOSING DATE
5 December 2025	5 January 2025

- After an examination sitting, students may apply for an individual feedback report which requires the Institute, using subject matter experts and academic practitioners, to analyse the student's script and to provide detailed feedback to the student in writing.
- A student may apply after the official release of the results for an Individual Feedback Report.
- A completed form with proof of payment must be received by 5 January 2025 for a student to qualify for an individual feedback report.
- As the Institute closes over the festive season, the time scale for processing applications is longer than the normal 10 working days after the release of the official results. If, for whatever reason, the Institute is unable to comply with any request, it reserves the right to extend this time.