



# 2025 PROGRAMME

**INTERNATIONALLY RECOGNISED**  
**LOCALLY ESSENTIAL**

## CONTENTS

- With ICB you can secure Employment
- Course information
- What to study
- How to Study
- Timetable
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- How to get started



**ICB**  
INTERNATIONAL  
CERTIFICATIONS FOR BUSINESS





# WITH ICB YOU CAN SECURE EMPLOYMENT!

These are some of the high demand roles that we prepare you for.



## Financial Accountant

Contributes to the development and implementation of the organisation's accounting systems, policies and procedures. [Read more](#)

## Cost Clerk

Calculates and investigates the cost of wages, materials, overheads and other operating expenses. [Read more](#)

## Accountant (General)

Plans and provides systems and services relating to financial dealings of organisations and individuals. [Read more](#)

## Bookkeeper

Maintains and evaluates records of financial transactions in account books and computerised accounting systems. [Read more](#)

## Accounting Technician

Prepares budgets, financial statements, monitors the financial performance of an organisation and maintains internal financial control and accounting systems. [Read more](#)

## Accounts Clerk

Monitors creditor and debtor accounts and undertakes related routine documentation. May work in a call centre. [Read more](#)

## Payroll Clerk

Prepares payroll, wages and related records for employee salaries and statutory record keeping purposes. [Read more](#)

## Taxation Clerk

Prepares and maintains tax records. [Read more](#)



## ESTABLISHED, ESTEEMED & INTERNATIONALLY RECOGNISED



The ICB was established in 1931 and has prepared thousands of students for successful employment.

Our programmes are valued by employers, and our graduates are recognised locally and internationally by several regulatory and professional bodies.

ICB programmes are modular, which means you can build on them as your studies or career progress. You could obtain your first certificate within 4 months!

We have two pathways, one via the South African NQF route with the QCTO and FASSET (last date of enrolment for new students is 30 June 2026). Students on the ICB NQF Learning Pathway have until 30 June 2029 to complete their qualifications.

The second is Professional International Certifications which are endorsed by the IQB UK - International Qualifications for Business.





# WHAT CERTIFICATES WILL I GET?



SLP Certificate  
(for each subject)



ICB /IQB Programme  
Certificate



FASSET NQF Qualification  
Certificate  
(For students on NQF  
Learning Pathway)



# THE ACCOUNTING LANDSCAPE



**ICB**  
INTERNATIONAL  
CERTIFICATIONS FOR BUSINESS

ICB qualifications are modular, which means you can build on them as your studies or career progresses.



You can also qualify by completing just a few subjects



**ACCA**



**Damelin**  
live • love • learn • leave a legacy



**icab** Institute of accountants & bookkeepers

**icap** International association of accounting professionals

**saiba**

**saït** South African Institute of Taxation

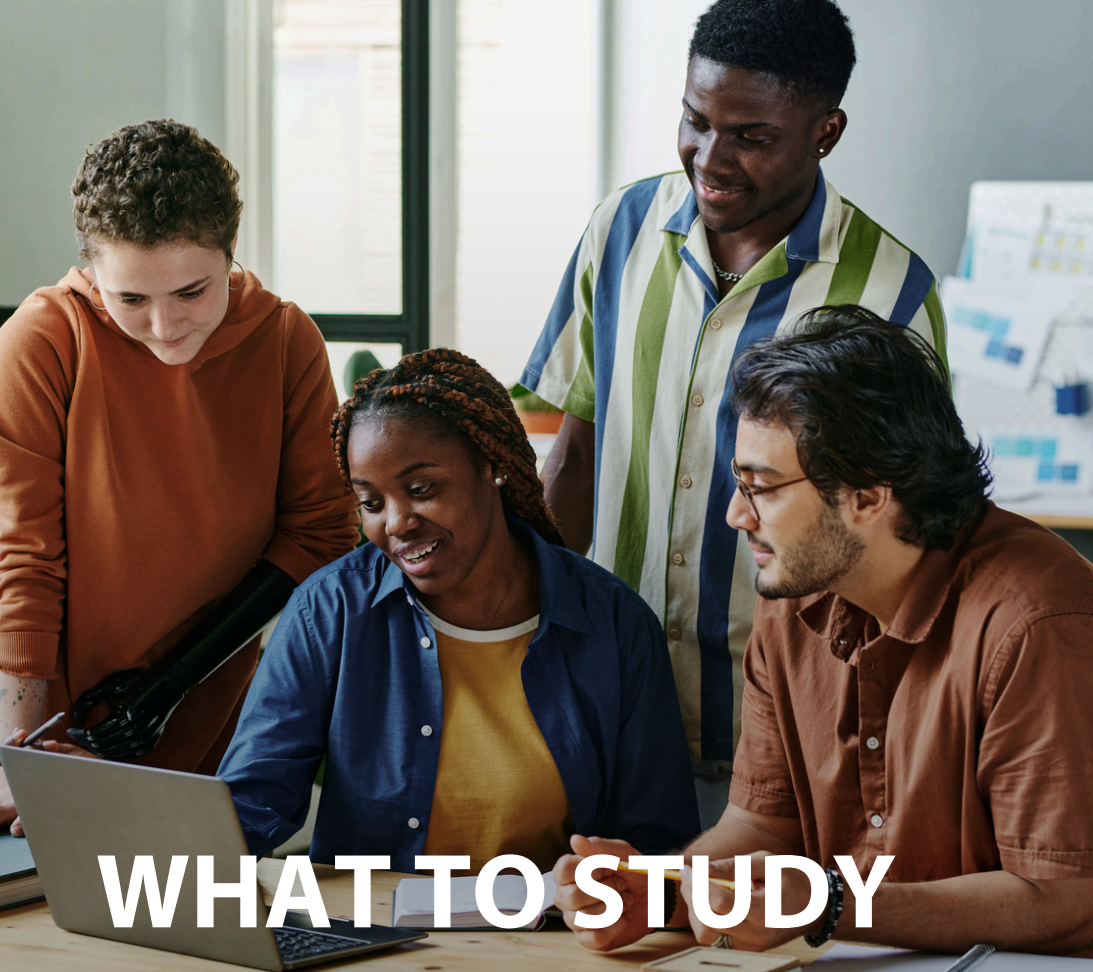


Please note:

- The ICB is not a training provider - rather, we are an examining body for several business qualifications & programmes
- Exemption routes and pathways are subject to the rules and regulations of the awarding bodies and may change at any time.







# WHAT TO STUDY

## ICB'S 3 STUDY STREAMS

**FINANCIAL ACCOUNTING**  
**BUSINESS MANAGEMENT**  
**OFFICE ADMINISTRATION**

The ICB's 3 streams are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the streams in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter which stream you choose.



**ICB**  
INTERNATIONAL  
CERTIFICATIONS FOR BUSINESS



## WHY THE ICB?

**16+**

**NO MATRIC?**  
NO PROBLEM!

**\$**

**START EARNING!**  
PUT SKILLS INTO  
PRACTICE QUICKLY



**CHOICE**  
WHAT TO STUDY  
AND HOW



**START NOW!**  
FINISH LATER - FLEXIBLE  
LEARNING



**NQF / INTERNATIONAL**  
NQF REGISTERED AND/OR  
INTERNATIONALLY  
RECOGNISED



**STUDY YOUR WAY**  
CLASSROOM /  
ONLINE





# CHOOSE FROM 3 STUDY PROGRAMMES

The ICB's 3 programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the programmes in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter what programme you choose.

## FINANCIAL ACCOUNTING

This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 12 subjects which build onto each other as you navigate your way through the levels.

## BUSINESS MANAGEMENT

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business & financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

## OFFICE ADMINISTRATION

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.





This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 12 subjects which build onto each other as you navigate your way through the levels.

# FINANCIAL ACCOUNTING PROGRAMME

## FOUNDATION LEVEL



## INTERMEDIATE LEVEL



## UPPER INTERMEDIATE LEVEL



## ADVANCED LEVEL

### Bookkeeper

12 MONTHS	
<b>Entry Requirements:</b> Grade 10 (Std 8) or equivalent. You must be at least 16 years old.	
SUBJECTS	
1	Bookkeeping to Trial Balance (BKTB)
2	Payroll and Monthly SARS Returns (PMSR)
3	Computerised Bookkeeping (CPBK)
4	Business Literacy (BUSL)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*National Certificate: Bookkeeping NQF L3 (SAQA ID: 58375)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

### Senior Bookkeeper

+ 6 MONTHS	
<b>Entry Requirements:</b> Successful completion of the previous subjects (1-4).	
SUBJECTS	
5	Financial Statements (FNST)
6	Cost and Management Accounting (CMGT)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*Further Education and Training Certificate: Bookkeeping NQF L4 (SAQA ID: 58376)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

### Accounting

+ 6 MONTHS	
<b>Entry Requirements:</b> Successful completion of the previous subjects (1-6).	
SUBJECTS	
7	Income Tax Returns (ITRT)
8	Business Law and Accounting Control (BLAC)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*National Diploma: Technical Financial Accounting NQF L5 (SAQA ID: 36213)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

### Financial Accountant

+ 12 MONTHS	
<b>Entry Requirements:</b> Successful completion of the previous subjects (1-8).	
SUBJECTS	
9	Corporate Strategy (CRPS)
10	Management Accounting Control Systems (MACS)
11	Financial Reporting and Regulatory Frameworks (FRRF)
12	Research Theory and Practice (RTAP)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

\*NQF only applicable to students who enrol prior to 30 June 2026



Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business & financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

# BUSINESS MANAGEMENT PROGRAMME

## FOUNDATION LEVEL



## INTERMEDIATE LEVEL



## ADVANCED LEVEL

### Business Administrator

**9 MONTHS**

**Entry Requirements:**

Grade 11 (Std 9), NQF 3 or equivalent.

### SUBJECTS

- 1 Business Management 1 (BMT1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)

### Accreditation Pathways

- \*National Certificate: Small Business Financial Management NQF L4 (SAQA ID: 48736)

or

- IQB Professional International Certificate

### Senior Business Administrator

**+ 15 MONTHS**

**Entry Requirements:**

National Certificate: Small Business Financial Management (must include the Business Management 1 subject).

### SUBJECTS

- 4 Office and Legal Practice (OLRP)
- 5 Business Management 2 (BMT2)
- 6 Marketing Management and Public Relations (MMPR)
- 7 Financial Statements (FNST)
- 8 Human Resource Management and Labour Relations (HRLR)

### Accreditation Pathways

- \*Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619)

or

- IQB Professional International Certificate

### Business Accountant

**+ 12 MONTHS**

**Entry Requirements:**

Higher Certificate: Office Administration (must include the Business Management 2 subject).

### SUBJECTS

- 9 Business Management 3 (BMT3)
- 10 Financial Management and Control (FMCL)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP) (By short dissertation, topic: Business Management)

### Accreditation Pathways

- \*National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366)

or

- IQB Professional International Certificate

\*NQF only applicable to students who enrol prior to 30 June 2026



This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

# OFFICE ADMINISTRATION PROGRAMME

## FOUNDATION LEVEL Office Administrator



## INTERMEDIATE LEVEL Senior Office Administrator



## ADVANCED LEVEL Office Manager

18 MONTHS	
<b>Entry Requirements:</b> Grade 12 (Std 10), NQF 3 or equivalent.	
SUBJECTS	
1	Business and Office Administration 1 (BOA1)
2	Bookkeeping to Trial Balance (BKTB)
3	Business Literacy (BUSL)
4	Marketing Management and Public Relations (MMPR)
5	Business Law and Administrative Practice (BLAP)
6	Cost and Management Accounting (CMGT)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*Certificate: Office Administration NQF L5 (SAQA ID: 23618)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

+ 9 MONTHS	
<b>Entry Requirements:</b> Certificate: Office Administration, which consists of the previous 6 subjects.	
SUBJECTS	
7	Business and Office Administration 2 (BOA2)
8	Human Resources Management and Labour Relations (HRLR)
9	Economics (ECON)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

+ 9 MONTHS	
<b>Entry Requirements:</b> Higher Certificate: Office Administration which consists of the previous 9 subjects	
SUBJECTS	
10	Business and Office Administration 3 (BOA3)
11	Financial Statements (FNST)
12	Management (MGMT)
Accreditation Pathways	
<ul style="list-style-type: none"> <li>*Diploma: Office Administration NQF L6 (SAQA ID: 35958)</li> </ul>	
or	
<ul style="list-style-type: none"> <li>IQB Professional International Certificate</li> </ul>	

\*NQF only applicable to students who enrol prior to 30 June 2026



# THE ICB'S HOW TO STUDY

## Super Flexible Study Options to Fit Around Your Life

Whatever your situation, there will be an ICB study route that works for you. We have hundreds of accredited training providers (colleges) and distance learning colleges across southern Africa, who will provide you with invaluable tuition and support, whether you register for classroom or distance learning.



### Distance or Online

You can study in the comfort of your home. This often entails attending classes online. You will register with a Training Provider (distance learning college) and thereafter, register with the ICB to get your PoE. All your tuition materials and support is provided by your online college.



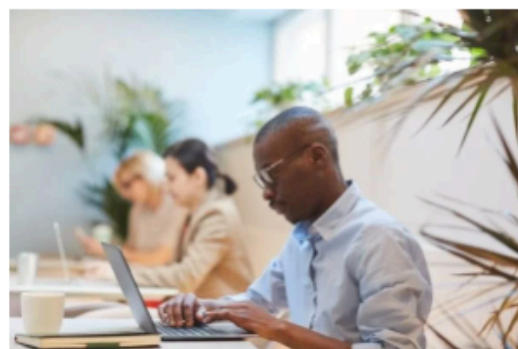
### Self Study

Also known as “independent” study and refers to the practice of learning on your own, **without the guidance** of a teacher or a mentor. You register directly with the ICB, but you will need to source your own learning materials.



### Full time Classes

Most school leavers opt for full time studies as they have no work commitments. Classes are normally held at a College during the day.



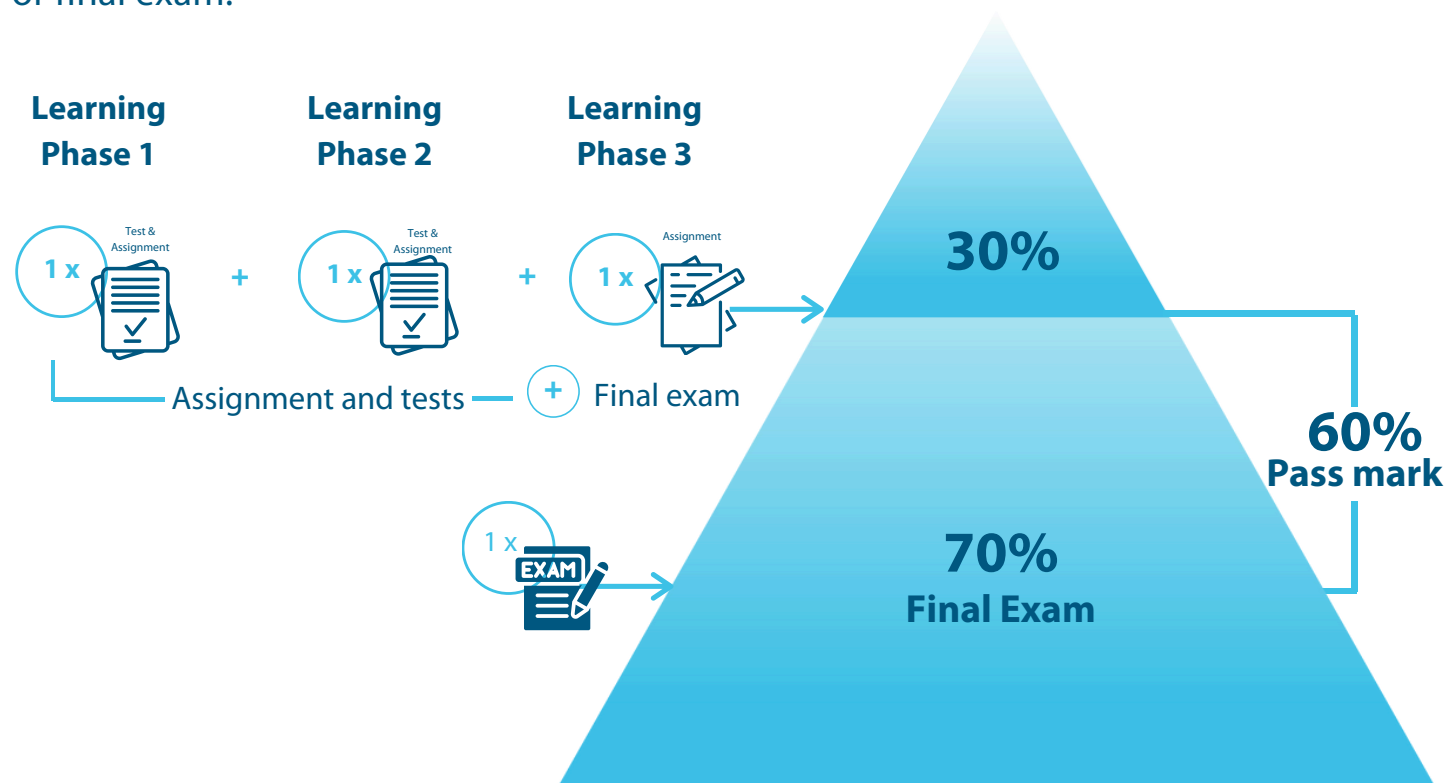
### Part time Classes

If you're working full time but really want to gain a qualification, you can attend classes after hours every week. Classes are mostly in the evenings or on Saturday mornings.

# THE ICB'S ASSESSMENT STRUCTURE

Each subject comprises of 3 learning phases.

Phase 1 and 2 comprise of an assignment and test, and phase 3 comprises of an assignment, after which you are required to sit an external summative assessment or final exam.



## MACCI & ONLINE EXAMS

### Online Digital PoE's

All PoE's are completed on Macci (ICB's PoE platform).

All tests are online and auto-marked immediately.

Assignments 1 and 2 are online and auto-marked.

Assignment 3 is to be downloaded, completed and uploaded by the PoE due date.

Final exams are either paper based or online. Please make sure to book for the correct type of exam.

### Online Registration

All student and exam registrations are on-line only

### Online exams

All subjects can now be taken online. These can be written at work, at home, or even at a college. Provided that the environment meets the requirements. Full details available on the Knowledge Base



# 2025/26 Timetable

Exam Month	Type of Exam	Closing Date	Last date to Postpone	Last date for PoE Completion	Results Release	Mon BKTB	Thu BLAC	Wed BLAP	Mon BMT1	Tue BMT2	Tue BMT3	Tue BOA1	Mon BOA2	Thu BOA3	Thu BUSL	Mon CMGT	Wed CPBK
Apr '25	Online	28 Feb 25	21 Mar 25	2 Apr 25	23 May 25	7th	10th								10th	7th	9th
May '25	Paper	28 Mar 25	18 Apr 25	30 Apr 25	20 Jun 25	5th	8th	7th	5th			6th	5th	5th	8th	5th	7th
Jun '25	Online	25 Apr 25	16 May 25	28 May 25	18 Jul 25	2nd				3rd	3rd				5th	2nd	4th
Jul '25	Online	30 May 25	20 Jun 25	2 Jul 25	22 Aug 25	7th	10th		7th						10th		9th
Aug '25	Paper ***	27 Jun 25	18 Jul 25	30 Jul 25	19 Sep 25	4th									7th	4th	6th
Sep '25	Online	25 Jul 25	15 Aug 25	27 Aug 25	17 Oct 25	1st		3rd			2nd		1st		4th		
Oct '25	Online	29 Aug 25	19 Sep 25	1 Oct 25	21 Nov 25	6th				7th		7th		6th	9th	6th	8th
Nov '25	Paper	26 Sep 25	17 Oct 25	29 Oct 25	19 Dec 25	3rd	6th			4th	4th				6th	3rd	5th
Dec '25	Online	24 Oct 25	14 Nov 25	26 Nov 25	16 Jan 26	1st	4th		1st						4th		3rd
Feb '26	Online	26 Dec 25	16 Jan 26	28 Jan 26	20 Mar 26	2nd		4th				3rd	2nd	2nd	5th	2nd	4th
Mar '26	Paper ***	23 Jan 26	13 Feb 26	25 Feb 26	17 Apr 26	2nd									5th	2nd	4th

Online - Online Exams available to both Face to Face and Distance Learners

Paper - Paper exams available to both Face to Face and Distance Learners

\*\*\* Paper exams ONLY available for Face to Face students

Exam Month	Type of Exam	Closing Date	Last date to Postpone	Last date for PoE Completion	Results Release	Mon CRPS	Thu ECON	Mon FMCL	Tue FNST	Wed FRRF	Wed HRLR	Wed ITRT	Tue MACS	Wed MGMT	Thu MMPR	Wed OLPR	Tue PMSR
Apr '25	Online	28 Feb 25	21 Mar 25	2 Apr 25	23 May 25	9th				8th	10th		9th	8th			8th
May '25	Paper	28 Mar 25	18 Apr 25	30 Apr 25	20 Jun 25	7th				6th	8th		7th	6th	7th	8th	6th
Jun '25	Online	25 Apr 25	16 May 25	28 May 25	18 Jul 25	4th	5th	2nd			4th					5th	3rd
Jul '25	Online	30 May 25	20 Jun 25	2 Jul 25	22 Aug 25					8th	10th		9th				8th
Aug '25	Paper ***	27 Jun 25	18 Jul 25	30 Jul 25	19 Sep 25				5th								5th
Sep '25	Online	25 Jul 25	15 Aug 25	27 Aug 25	17 Oct 25	3rd					3rd	3rd	2nd		4th	4th	2nd
Oct '25	Online	29 Aug 25	19 Sep 25	1 Oct 25	21 Nov 25		9th	6th	7th					8th			
Nov '25	Paper	26 Sep 25	17 Oct 25	29 Oct 25	19 Dec 25	5th	6th	3rd	4th	6th	5th	5th	4th			6th	4th
Dec '25	Online	24 Oct 25	14 Nov 25	26 Nov 25	16 Jan 26				2nd	4th		3rd			4th		2nd
Feb '26	Online	26 Dec 25	16 Jan 26	28 Jan 26	20 Mar 26	4th							3rd	4th			3rd
Mar '26	Paper ***	23 Jan 26	13 Feb 26	25 Feb 26	17 Apr 26				3rd								3rd

## RPL & RTAP

Last date for submission	Closing Date	Last date to Postpone	Results Release
30 Jun '25	Mon 26 May 25	Sun 15 Jun 25	Fri 15 Aug 25
30 Aug '25	Sat 26 Jul 25	Fri 15 Aug 25	Fri 17 Oct 25
30 Oct '25	Thu 25 Sep 25	Wed 15 Oct 25	Fri 19 Dec 25
15 Dec '25	Mon 10 Nov 25	Sun 30 Nov 25	Fri 13 Feb 26
30 Mar '26	Wed 25 Feb 26	Sun 15 Mar 26	Fri 22 May 26

## ICB PAPER EXAM VENUES

- DBN: Glenwood Presbyterian Church (Pax 50)
- PTA: Akasia Country Club (Pax 50)
- JHB: Benoni Central Methodist Church (Pax 108)
- CPT: Goodwood Sports Club (Pax 100)
- JHB: Sandton IBTC (Pax 78)

## IMPORTANT:

- All exam sessions are 3 hours +30min setup/reading (online & paper).
- Paper exam sessions are from 9:00 to 12:30.
- Online exam sessions can be started any time from 9am to 1pm.
- Online exam sessions will automatically close at 16:30.
- RPL and RTAP submissions close at 13:00.
- Distance students book & pay on the student portal, Face to Face students book via their college.
- All students can choose between paper and online exams.
- Timetable, exams, times and venues are subject to change at the sole discretion of ICB.
- ICB venues have limited capacities. Book early to secure your seat.
- Exams are run according to ICB Policies, found on the ICB website
- Students must ensure they have resources available for online exams, before online exam bookings are made (see Knowledge Base for details).
- New students who enrol from 1 July 2026, will be on the IQB pathway, which is International and not on SA NQF framework.
- Current students registered prior to 30 June 2026 will continue on the NQF pathway.
- All subjects achieved will receive a subject certificate.

# 2025 Fees

January to December

## REGISTRATION FEE

Annual Student Registration Fee (No member benefits)	R500
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## ASSESSMENT FEES

Assessment fee for Digital PoE (paper & online exam)	R 915
Assessment postponement fee per subject (paper & online exam)	R 375
Assessment late entry fee per subject (paper & online exam)	R 585
Assessment Re-mark & Examiners Report per subject (paper & online exam)	R 1 350
Private Invigilator Admin Fee (Prior Approval Required)	R 2 200
Workplace POE Assessments (Learnerships)	R 1 800

## RECOGNITION OF PRIOR LEARNING(RPL) / EXEMPTION FEES

RPL/Exemption Application Fee	R 600
RPL/Exemption Fee per subject (no POE Required)	R 475
RPL PoE fee per subject (PoE to be Completed)	R 1050

## CERTIFICATE FEES

ICB Programme Certificate reprint (incl. domestic postage)	R 440
FASSET Certificate reprint (incl. domestic postage)	R 440
ICB Programme Certificate reprint (incl. international postage)	R 660
FASSET Certificate reprint (incl. international postage)	R 660
Certificate resend fee - domestic	R 220
Certificate resend fee - international	R 580
IQB SLP Certificate Prints (1-4)	R 490
IQB SLP Certificate Prints (5-8)	R 750
IQB SLP Certificate Prints (9-12)	R 925
Results Transcript (Print & Send)	R 180

## 2025 STUDENT ENTRY EXAMPLE

1 X Annual Registration Fee:	R 500 (once off per year)
2 x Subject Fees:	+ R 1 830 (R915 x 2)
Total entry fees for 2025 for 2 subjects:	= R 2 330



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## RECOGNISING PRIOR **LEARNING & WORK EXPERIENCE** (EXEMPTIONS)

To be considered for exemptions/RPL and credit towards an NQF qualification (note: this is not guaranteed), your previous qualifications or part-qualifications must have been registered on the NQF within the last five years, and you must have registered as a student with ICB by 30 June 2026. If any credits are more than five years old, you will also need to provide proof of more recent, relevant work experience.

Any new students registering with ICB after 1 July 2026 can be considered for exemptions/RPL but will receive a Professional International Certification endorsed by IQB and will be non-credit bearing.

We'll review your applications and may offer you credits based on subjects you've already passed, or we may ask you to complete a RPL Portfolio of Evidence (PoE) which we will supply. We may offer you credits towards a NQF qualification or ICB's short learning programmes, depending on your circumstances.

If you qualify for exemptions and want to go ahead and accept these credits, you will need to pay another fee to be granted full or conditional exemptions, and remember: you must be registered with the ICB too.



# OPPORTUNITIES

**Study Further Elsewhere**  
with credit for your ICB qualification

## CONNECT WITH US



[www.icb.org.za](http://www.icb.org.za)



[Facebook](#)



[Facebook  
Student Group](#)



[ICB Knowledge  
Base](#)



[YouTube](#)

ICB has partnered with some institutions to credit the ICB qualifications. We have partnered with ACCA, Boston, CIMA, Damelin and Milpark to credit students that have acquired their NQF6 qualification. (For CIMA you can get up to 2 credits with your NQF5 qualification in Office Administration). However it is still up to each individual institution to credit students based on their own set of criteria as well as the student's results. Find out more: <https://www.icb.org.za/what-to-study/progression-degree/>

## PROFESSIONAL MEMBERSHIP

Opportunities you can apply to after your studies are completed



International  
association of  
accounting  
professionals

<https://iaapuk.org>



Institute of  
accountants &  
bookkeepers

[www.iab.org.uk](http://www.iab.org.uk)



[www.thesait.org.za](http://www.thesait.org.za)

**saiba**

SOUTHERN AFRICAN INSTITUTE  
FOR BUSINESS ACCOUNTANTS

[www.saiba.org.za](http://www.saiba.org.za)





## ONLINE

You can start your journey online with the ICB - submit your details electronically for a Provider to contact you. No need to first travel to get all the details



## YOU DECIDE

You decide when and what you write as you have multiple opportunities to write the subjects



## DIFFERENT QUALIFICATION TYPES

You have the option to get multiple qualifications by adding just a few extra subjects if you registered before 30 June 24, or doing Short Courses

# GETTING STARTED

## 10 EASY STEPS

### 1 Choose what to study

Decide on a qualification programme (Financial/Business/Administration)

### 2 Get a quote from a Tuition Providers and select one

You can choose between Distance, Online, Classroom or even Self Study. Use quote option on website <https://www.icb.org.za/where-to-study/#form>

### 3 Obtain study material, tuition and support from your chosen Tuition Provider

### 4 Decide on modules and exam dates which is available on the [website](#)

### 5 Book exam dates

directly with ICB on the student portal if you are a distance student or this will be done by your College if you are a classroom student

### 6 Receive access to your PoE

which will be made available on Macci, an online platform, once payment reflects. (College students will have access once they have been registered by their College).

### 7 Complete your entire PoE by its due date

Begin working through the Learning Phases and complete the Tests and Assignments.

### 8 Write your exam

which can be either paper or online. Please note that the type of exam (paper vs online) is selected when you book your exam.

### 9 Receive your results

College Students will receive their results from their College and Distance/Self-Study Students will receive it via the Student Portal

### 10 Receive your First Certificate

After your first completed subject



# YOUR ICB EXAM FEE

## WHAT'S INCLUDED AND WHAT'S NOT?

### INCLUDED

- ACCESS TO ICB ONLINE (MACCI).
- AN ONLINE PORTAL THAT CONTAINS YOUR DIGITAL POE.
- A DIGITAL POE WITH 3 ASSIGNMENTS AND 2 TESTS - THESE ARE ONLINE AND AUTOMARKED IMMEDIATELY.
- FOR ONLINE EXAM STUDENTS, AN EXAM READINESS PRE-CHECK.
- FOR ONLINE EXAM STUDENTS, YOUR ONLINE EXAM ON EXAM DAY WITH FULL TECHNICAL SUPPORT FROM THE ICB TEAM.
- FOR PAPER EXAM STUDENTS, ALL VENUE FEES ARE INCLUDED.
- EXAM MARKING AND MODERATION COSTS.
- DIGITAL CERTIFICATES FOR ANY SUBJECT PASSED.
- TRANSCRIPT OF RESULTS CAN BE DOWNLOADED FROM THE STUDENT PORTAL FOR DISTANCE STUDENTS OR FROM THE COLLEGE FOR F2F LEARNERS
- PAPER CERTIFICATES, INCLUDING COURIER FEES TO YOUR PHYSICAL ADDRESS OR YOUR COLLEGE.
- MITIGATING POSTPONEMENTS (I.E., ILLNESS, ETC.).
- QUALIFYING POSTPONEMENTS ARE DONE ONCE FREE OF CHARGE.

### EXCLUDED

- CHANGES TO YOUR CHOSEN EXAM DATE (I.E., POSTPONEMENTS)
- EXAM RE-BOOKINGS
- COURSE MATERIAL
- TUITION