



**ICA** INTERNATIONAL  
COMPLIANCE  
ASSOCIATION

# ICA Diploma Factsheet

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Assessment methods for an ICA qualification are dependent upon the level and format of the programme studied. The methods of assessment are designed to offer candidates the broadest possible opportunity to demonstrate their understanding of the topics studied at whichever level they are studying.

## Diploma Qualifications - Assessment Format

Your qualification assessments are comprised of five parts:

- Assessment 1a – 30 min online multiple-choice assessment at the end of module one taken within a scheduled 5-day window
- Assessment 1b – 30 min online multiple-choice assessment at the end of module two taken within a scheduled 5-day window
- Assessment 1c - 30 min online multiple-choice assessment at the end of module three taken within a scheduled 5-day window
- Assessment 2 – written assignment (3000-3500 words) based on questions with a sector focus. (Covering modules 1 & 2)
- Assessment 3 – written assignment (3000-3500 words) based on case study scenario connecting up elements of the syllabus (Covering modules 1,2 & 3)

## How qualifications are assessed - Diploma Qualifications

Diploma programmes are assessed by three end-of-module Multiple Choice assessment questions and two written assessments.

The Multiple-Choice assessments are three short knowledge and understanding tests of 30-minutes each consisting of 20 questions based on each module. Cumulatively they account for 20% of the overall mark. You need to achieve 50% or above – that is 30 correct questions out of the 60 available marks across the three separate tests to secure a pass for this section. It is theoretically possible for you to pass this section by achieving high scores on only two of the tests. However, this is risky, but more importantly, you will not be taking full advantage of the assessment design which is intended to help build your knowledge that will be applied in the written assessments.

The written assessments account for 40% each of the overall mark and should be between 3,000–3,500 words, with a maximum word limit of 3500 words. You need 50% or above to pass each written assessment.

## End of module Multiple Choice Assessment Questions- taking your assessment.

End of module Multiple-Choice Assessment must be completed at the end of your module and can be completed at any point during the five-day window allocated for that module. The exact dates will be published on your learning platform. Once the test has started it must be completed within the time allowed.

The Multiple-Choice Assessment is held online in the Learning Portal. You can find your assessments on the course page for your qualification.

Prior to the assessment date you should attempt the specimen questions to get an idea of what to expect. These can be accessed at any time and completed multiple times, and you may review your answers.

The Multiple-Choice assessment is closed-book, this means that you should not refer to, or access, any materials during the assessment. The assessment is not invigilated; you will not be monitored during your assessment, but you are expected to behave with integrity as is expected of compliance professionals. The assessment test durations are 30 minutes per test, timed from the moment you access the assessment link. By accessing the assessment, you have agreed to the conditions of completing it independently and without referring to any materials.

This is a formal assessment, and you should ensure you are prepared to take the test, you have allocated a time where you will be undisturbed, and have a stable internet connection.

Should you encounter any technical difficulties then you must contact [assessment@int-comp.org](mailto:assessment@int-comp.org). We will endeavour to assist as soon as possible, please remember it will take longer to respond should you contact us outside office hours.

You may submit your responses if you finish earlier than the allowed 30 mins, however, you will not be able to amend your answers once submitted. The exam will automatically close and submit the responses when the 30-minute time limit has been reached. Upon completion you will receive a mark and, where a question is answered incorrectly, feedback revision tips will be offered, to assist you to find the correct answer.

## Assessment Two & Three - Written assessments

The ICA Diploma is designed to develop compliance professionals through the use of case studies that require skills of analysis and application.

Assessment two will comprise of a case study with a sector focus. Questions will be based on elements drawn from modules 1&2

Assessment three will be based on case study scenario – connecting-up elements of the syllabus (drawing from all modules 1,2 & 3)

The assignments count for 40% each of your final mark and they each have a maximum word count (3500 words) and required word count (3,000–3,500 words).

The amount of words you write per question should approximately reflect the number of marks allocated. For example, when answering a 10-mark question you should write between 300–350 words.

Please refer to the assessment handbook for more general guidance on assignment preparation and writing.

## Resitting your assessment

You must achieve an overall mark of 50% or above across the three multiple-choice tests and 50% or above in each of your assignments,

Failure to achieve the minimum mark will result in a resit of the test and/or assignments, with the maximum achievable mark being capped at 50%

## Diploma Pass marks - Weighted grading explained

Weightings are as follows:

Assessments 1a, 1b, 1c - 20%

Assessment 2 - 40%

Assessment 3 - 40%

The total score equation is (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage.

If a student scores 65% in total for Assessment 1a,1b and 1c, 62% in Assessment 2, and 71% in Assessment 3 the final score would be calculated as  $(.65 \times .20) + (.62 \times .40) + (.71 \times .40) = 66\%$ .

### Example 1

If a student scores 45% in total for Assessment 1a, 1b and 1c, 50% in Assessment 2, and 50% in assessment 3, the final score would be calculated as  $(.45 \times .20) + (.50 \times .40) + (.50 \times .40) = 49\%$  this would be a fail and the student would have to retake Assessment 1a,1b,1c

### Example 2

If a student scores 50% in Assessment 1a, 1b and 1c, 68% in Assessment 2, and 49% in Assessment 3 the final score would be calculated as  $(.50 \times .20) + (.68 \times .40) + (.49 \times .40) = 57\%$  - they would have to retake Assessment 3 as this is below 50%

### Example 3

If a student scores 73% in Assessment 1a 1b and 1c, 39% in Assessment 2, and 50% in Assessment 3 the final score would be calculated as  $(.73 \times .20) + (.39 \times .40) + (.50 \times .40) = 50\%$  - they would have to retake Assessment 2 as this is below 50%

### Example 4

If a student scores 75% in Assessment 1a,1b and 1c, 82% in Assessment 2, and 65% in Assessment 3 the final score would be calculated as  $(.75 \times .20) + (.82 \times .40) + (.65 \times .40) = 74\%$  - they would pass the course with distinction.

# Indicative Timetable

As at July 2023

Events	Timing	Duration	Dates
LMS Access			Monday, September 4, 2023
Welcome and Getting Started	2:00pm - 3:00pm	1 hour	Thursday, October 5, 2023
Virtual Classroom 1	2:00pm - 5:00pm	3 hours	Monday, October 9, 2023
Group Tutorial 1	2:00pm - 3:00pm	1 hour	Wednesday, October 11, 2023
Assessment Prep 1	2:00pm - 3:00pm	1 hour	Monday, October 30, 2023
Assessment 1a (MCQ)			13-17 November 2023
Virtual Classroom 2	2:00pm - 5:00pm	3 hours	Monday, December 4, 2023
Group Tutorial 2	2:00pm - 3:00pm	1 hour	Tuesday, December 5, 2023
Assessment Prep 2	2:00pm - 3:00pm	1 hour	Friday, December 8, 2024
Assessment 1b (MCQ)			29 January - 2 February 2024
Assessment 2 (Assignment)			Monday, February 12, 2024
Immersive Scenario	2:00pm - 6:00pm	4 hours	Friday, March 1, 2024
Group Tutorial 3	2:00pm - 3:00pm	1 hour	Friday, March 8, 2024
Assessment Prep 3	2:00pm - 3:00pm	1 hour	Wednesday, May 8, 2024
Assessment 1c (MCQ)			22-26 April 2024
Assessment 3 (Assignment)			Monday, May 6, 2024