

*Joint
Insolvency
Examination
Board*

**JIEB EXAMINATION REGULATIONS
AND NOTES TO CANDIDATES**

1. Exam Eligibility

- a. Candidates will be eligible to enter for the examination if:
 - i. They are introduced by a professional body which is recognised under Section 391 and/or Section 389A of the Insolvency Act 1986 and meet the requirements of that body for entry to the examination; or
 - ii. They are seeking their insolvency authorisation direct from the Department for the Economy (DfE) and meet any criteria for authorisation specified by the Department of Enterprise Trade and Investment at the date on which they apply to sit the examination or can reasonably expect to do so within 2 years of that date.
- b. The pass mark in each exam is ratified by the Board.

2. Assessment

- a. The examination will consist of two exams each of three and a half hours. The exams will be held in November each year.
- b. The subjects of the two exams will be:
 - i. Corporate Insolvency; and
 - ii. Personal Insolvency.
- c. The overall emphasis of the exams will be practical. There will be four compulsory questions on each exam, 3 questions will each attract 20% of the available marks and the fourth question will attract 40% of the available marks
- d. The overall standard required will be such as to assess whether candidates have sufficient knowledge of insolvency law and practice to enable them to carry out the functions of an authorised insolvency practitioner. The standard will be broadly consistent with that required in the final qualifying examinations of the participating bodies.
- e. Candidates are not required to have experience in insolvency practice but the examination is essentially practical and relevant experience is an advantage. Candidates will be expected to have the basic knowledge of taxation, accountancy and business law directly relevant to the performance of an office holder's duties in the practice of insolvency.
- f. The ability to communicate is of particular importance for those practising insolvency; some marks will therefore be awarded for the demonstration of that ability. Candidates should have developed their communications skills so that, for example, they are proficient in drafting reports to banks and to the court and letters to the parties involved in insolvencies.

3. Applications

- a. All applications must be submitted to the relevant authorising body (i.e. the recognised professional body of which the candidate is a member or student or the Secretary of State for Business, Innovation and Skills or the Department for the Economy (DfE) in Northern Ireland). Any enquiries about eligibility should be addressed to the relevant authorising body. The closing date for applications each year, is posted on the JIEB website, www.JIEB.co.uk. Late entries will not be accepted for the examination.
- b. In their own interests, candidates are asked to submit application forms well in advance. No allowance will be made for any special circumstances nor for any error or omission by candidates, by any person acting on their behalf, or by the postal authorities.

4. Entry to a Hall

- a. Candidates may enter the examination halls up to half an hour after the start of an exam, but must provide an explanation of their lateness, which together with their candidate number and time of arrival, will be reported to the Board. Such candidates will not be granted extra time but will have their performance and their reason for lateness considered by the Board when it comes to determine the results of the examination.
- b. Candidates who arrive more than half an hour after the start of an exam will not be admitted to the examination hall unless their lateness has been caused by exceptional circumstances beyond their control and only then when permission for entry has been given by the Invigilator.

5. Examination Materials

- a. Before the exam starts, each candidate will be provided with their exam information which includes a keycode that is specific to them and their exam. They will be given time to check and verify that their candidate information is correct on the computer screen. It is their responsibility to verify that they have been given the correct keycode and assigned to the correct seat before the exam begins. They may not start their exam until instructed to do so.
- b. Each candidate will be provided with two pieces of paper and a pen that they may use to make notes during your exam. Please be aware, these pieces of paper will not be given in for marking at the end of your exam. Candidates may not remove the paper from the exam room at any time.
- c. If candidates need more paper this can be requested from the Invigilator during the exam.
- d. Candidates may only bring to the examination a clean copy of Butterworths *Insolvency Law Handbook*. Only bound copies of the text will be permitted – photocopies of parts or sections of the book are not allowed. For each exam session candidates should note that, at the time of the examinations, the most recently published edition of Butterworths will be permitted in the exam room. Candidates should check the JIEB website, www.JIEB.co.uk for the relevant

edition. Candidates are welcome to bring a clean copy of this edition to the examination but should note that examiners will be examining the law in force up to 6 months before the examination in accordance with the Board's usual practice.

- e. Candidates may not share their books.
- f. The text may be annotated with underlining, sidelining and highlighting only. Page tabs may be used but must not be written on. Invigilators are instructed to check each text to ensure these regulations are adhered to.
- g. Candidates may not take any other book, paper or manuscript into the examination room.

6. **Departure from an Examination Hall**

- a. After an exam has begun, candidates who leave an examination hall without permission or unescorted will not be allowed to return.
- b. Candidates may not leave a hall during the first or last half hour of any examination, unless there are exceptional circumstances and only then when permission has been obtained from the Invigilator.
- c. At the close of an exam, candidates must remain seated until they are advised by the Invigilator that they may leave.

7. **Illness and Special Circumstances**

- a. If candidates believe their performance in an exam has been affected by illness or circumstances beyond their control during the exam, they can ask for, 'special consideration'. We take candidates circumstances into account during results processing. We will only consider circumstances which are serious and have had a clear impact on the candidates final mark.
- b. The Board will only consider illness or extenuating circumstances that affect candidates on the exam day itself, not in the time leading up to the exam. We must receive your application, with suitable third party evidence, within 14 days after the exam. This should be sent to specialconsiderations@icaew.com. Please see the Special Considerations policy on the JIEB website, <https://jieb.co.uk/the-exams/special-considerations/> for more information.
- c. The Board never accept late applications. If you send your application by post, we recommend you use a secure method such as Royal Mail 'signed for' which includes signature on delivery. We don't accept proof of postage as proof of delivery.

8. **Misconduct**

- a. The Board will investigate any candidate suspected of having been involved in any irregularity or misconduct in connection with the examinations.
- b. It is the duty of the Invigilator to report to the Board all cases of irregularity or misconduct in the examination hall. Invigilators are empowered to stop the examination of candidates who conduct themselves improperly. Expulsion from the examination hall would be resorted to only when it is considered that such action is essential.
- c. Candidates must follow the instructions of the Invigilators at all times. Failure to do so may be deemed as misconduct.
- d. Any unauthorised material introduced by candidates into an examination hall will be confiscated by the Invigilator and may be retained for transmission to the Board if so required.
- e. Candidates may not pass any information from one to another during an examination unless expressly authorised to do so.
- f. The Board reserves the right to withhold publication of the results of an examination of candidates pending investigation of any irregularity or misconduct in connection with an examination.

9. **End of Work**

- a. When a particular exam is declared to be over, candidates must stop typing and/or writing immediately and put down their pens.
- b. Candidates are responsible for ensuring that all their answers are included and visible.

10. **Marking**

- a. The objective of the Board in approving assessment methodology is to ensure that the exam is fair, consistently marked and as reliable as possible in determining the pass / fail decision on marginal candidates.
- b. A point mark is awarded for correctly answering an element identified in the mark scheme.
- c. A *holistic* mark is awarded according to the criteria given in the table below, worth up to 17% of the available marks. These marks, as well as defined measures, assess whether each question, and the script as a whole, is pass-worthy
- d. The rating scale is shown below for the reference of tutors and students in their preparation.

Rating scale for candidates' responses		
Description	Summary	Holistic Rating
An answer without value: it fails to address the question	Without value	0
A poor answer: although it contains relevant information, it is too brief or it also includes irrelevancies; it fails to address the question adequately.	Poor	1
An answer that has merit but is not quite sufficient: it does not include quite enough relevant information, and / or it does not demonstrate competence in dealing with the question.	Not quite sufficient	2
An acceptable answer: it includes just sufficient relevant information, any examples are mainly correct, and it demonstrates competence in dealing with the question.	Acceptable	3
A good answer: it has very substantial detail and examples, it deals with the question, and it is well presented.	Good	4
An excellent answer: it shows comprehensive knowledge, it deals with the question, and it is very well presented.	Excellent	5

11. Results

- a. Results will be despatched by first class post on or before the first Friday in March each year. Each candidate will receive a results letter showing an overall result. Marks achieved will be provided for each individual exam.
- b. Candidates may also opt to receive results by e-mail or SMS on the specified results day, by ticking the appropriate box on the application form and providing contact details as required.
- c. The marking of exams and the results of such marking are final and binding for all candidates. Examination scripts will not be returned to candidates.

12. Equal Opportunities

- a. The Joint Insolvency Examination Board aims to provide an assessment of excellent quality for students whatever their background. In pursuit of this aim, the JIEB is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity. It is intended that all students should receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.