

CTIM EXAMINATION TIME - SCHEDULE FOR 2011

Setting of Questions	Deadline
1 st meeting of Chief Examiners, Moderators and Examiners to select topics for examination. (6 months prior to examination date)	1 April 2011
Type questions, suggested solutions and detailed marking scheme completed for submission to Chief Examiners. (3 weeks after meeting)	1 May 2011
2 nd meeting of Chief Examiners, Moderators and Examiners to discuss questions, answers and marking scheme in detail. (3 weeks after submission of questions)	1 June 2011
Questions duly finalised (where certain aspects could not be cleared earlier) (3 weeks after meeting)	1 July 2011
Approval by Chairman of Examinations Committee	1 August 2011
Examination questions to be typed and printed by Secretariat	1 October 2011
Examination	19-23 December 2011
Marking and Moderation	
Marking of Answers scripts by Examiners (Within 3 weeks after the examination)	31 January 2012
Examinations Committee meeting to consider results	17 February 2012
Release of results	27 February 2012
Publication of Questions and Answers	
Typing and proof-reading	27 March 2012
Available for distribution	27 April 2012

Guide to Examiners

1. Use original questions that have never been used before in a previous examination, text, or other instructional materials.
2. Avoid to the extent possible the need for lengthy or tedious calculations.
3. Ensure the plausibility of case question scenarios.
4. Avoid references to real persons, places or businesses.
5. Avoid gender bias or stereotyping when composing examination questions that include brief fictional scenarios.
6. Consider the length of the paper to ensure that the well-prepared student can complete the examination in the time allowed.
7. Use clear, directive words to state specifically what candidates are required to produce their answers.
8. Review the question carefully from the point of view of the candidates to see if it contains ambiguities, unstated assumptions, or incomplete data.
9. Consider the appropriateness of the marks assigned to the question in terms of its difficulty and length.
10. Consider the appropriateness of the marks assigned to the question in terms of the relative importance of the topic in the curriculum (if applicable).
11. Consider whether the level of competence expected in the question corresponds to the level of competence being assessed by the examination.
12. Consider the topics covered in relation to the syllabus.
13. Consider the difficulty of the question in relation to the objective of the examination.
14. Consider the extent, if any, to which the same or closely similar questions were used in previous examinations.
15. Consider the clarity of the questions and related instructions.
16. Consider the potential for acceptable answers other than those contemplated by the examiner.

17. Consider the weighting and distribution of marks in relation to the topics covered by and the difficulty of the questions.
18. Submissions of questions, suggested solutions and detailed marking scheme.
19. All submissions of examination, question papers, answer and marking scheme to the Examination Department must be made in typed format or legible handwriting and a diskette (if possible).
20. All submissions can be made by hand or courier marked 'Private & Confidential' and address to the attention of Ms Nancy, Examination Department, Chartered Tax Institute of Malaysia. Submission via e-mail is acceptable provided it is password protected. The password must be given to Ms Nancy via sms or phone call. Submission can be sent via email at nancy@ctim.org.my.
21. Please observe the deadlines for submission.

Marking of Answer Scripts

1. Answers scripts will be couriered to examiners within ten days after the examination. Please inform the Examination Department if you are unreachable for a period of time.
2. Examiners are to observe the deadline for submitting back the marks, answer scripts and report.