Examinations
The IMM GSM has two semesters per year. Students wishing to write examinations in either semester are required to register for the chosen module/s with the IMM GSM on or before the registration closing date. In any one IMM GSM academic year, the registration closing dates are as follows:

- First semester: first working day of March
- Second semester: first working day of August

Separate registration forms must be completed for each examination session.

Students wishing to write examinations must:

- Be fully paid-up students of the IMM GSM.
- Have completed and submitted the relevant registration form, together with the relevant assessment fees, to the IMM GSM on or before the closing date.
- Have read the Examination Policy and Procedures on the IMM GSM website or in the IMM GSM Student Yearbook.
- Have agreed to the terms and conditions contained within the "Examination Declaration".

The registration form and Examination Declaration must be completed in its entirety and submitted to the IMM GSM, together with the assessment fee/s form (or proof of payment). The IMM GSM will acknowledge acceptance of the original registration form by issuing an Examination Confirmation Letter on conclusion of the registration process. Even if there is a credit on the student's account, a registration form must be submitted. A registration form must be completed for each semester.

Registration forms are available from any IMM GSM office and on the IMM GSM website (www.immgsm.ac.za). The onus is on the student to ensure that they register for the examinations with the IMM GSM on or before the closing date. Renewal students may register on-line by following the “Student Portal” link from the IMM GSM website.

The IMM GSM limits the number of modules a student may write in each examination session to a maximum of four modules.

A student may write any module of their choice, with the proviso that the modules chosen comply with the constraints of the IMM GSM examination timetable and the rules regarding the prescribed order of modules are adhered to.

Late Examination Registrations
Submitting a registration form after the closing date makes the student liable for a late registration fee, determined on an annual basis by the IMM GSM. No registration forms will be accepted if received after the final late registration date.

Cancellation of Examination Registration
Students who wish to cancel their examination registration wholly, or in part, are required to do so in writing by the due date as published on the Calendar of Events. Any monies paid for these examinations will be credited to the student's account, less an administration fee, and will be used to offset the costs of his/her examination/s in the next examination session. Please note that annual student support fees and new student support fees are non-refundable. If an assessment has been submitted but not marked, an administration fee will be charged. If an assignment has been submitted and marked, an assignment marking fee per module will be charged. Assignment marks cannot be carried over to the next semester. When registering for the cancelled module, you will need to submit a new assignment. It is your responsibility to ensure that you register for the cancelled modules as you will not automatically be registered.

Cancellation of examination registration – special circumstances
Students who wish to cancel examinations after the examination cancellation date due to special circumstances, must submit an original, or certified copy, of all relevant documentation to an IMM GSM office within 14 days of that examination, together with a special examination cancellation form. If cancelling for medical reasons, the doctor's note must clearly state that you were not able to attend the scheduled examination date. Occupational/work commitments and extra-curricular activities are not accepted as
grounds for cancelling examinations. You are expected to plan ahead and schedule your workload accordingly. The outcome of the appeal will be considered three (3) weeks after the examination session is completed.

A special cancellation fee applies. Please refer to the fee structure in the IMM GSM Prospectus or on the IMM GSM website www.immgsm.ac.za. Cancellations are not automatically granted.

The outcome of a special cancellation decision is final, no further communication will be considered.

Examination Sessions
Students may write examinations twice a year. Examination sessions are held in May and October of each academic year. The examination session extends over ten days. Each day of the examination is structured to include a morning and an afternoon session, and all examinations are either three or four hours in duration.

Examination Venues
The IMM GSM has a number of examination venues within southern Africa. Students may elect to write at any one of these venues. Students are required to indicate their choice of venue on their registration form. Examination venues cannot be changed after the 1st April in first semester or after 1st September in second semester. Students who are studying overseas, or are more than 150km from an examination venue, must apply for private invigilation (unless an IMM GSM venue has been made available to students).*

* The IMM GSM reserves the right to cancel a venue if there are insufficient numbers registered.

Private Invigilation
Students who live more than 150 kilometres from the closest IMM GSM examination venue are required to write their examinations as private invigilation students. The appropriate documentation, indicating the details of the proposed private invigilator, must be submitted to the IMM GSM within the required deadline dates. Students who make use of this service are liable to the IMM GSM for a private invigilation fee, which is determined by the IMM GSM on an annual basis. Please refer to the fee structure in the IMM GSM Prospectus or on the IMM GSM website (www.immgsm.ac.za).

The private invigilation fee covers the administration and return of examination scripts and includes a verification fee of the proposed private invigilator. All other fees that may be charged by the private invigilator will be for the student's own account. The private invigilator must have e-mail, sms, scanner and PC facilities.

Scribe Services
Students wishing to make use of a scribe during an examination session must submit, on an ANNUAL basis, an updated declaration by an Educational Psychologist/Medical Practitioner.

The IMM GSM will appoint the scribe. There is a scribe fee per module which is for the student's account. The fees are available on the IMM GSM website (www.immgsm.ac.za) or in the IMM GSM Prospectus.

Examination Confirmation
Students must ensure they have printed their confirmation letter, no later than two weeks prior to the start of each examination session. This confirmation provides the following information:
- Examination modules for which the student has been registered;
- The date and time on which each module is to be written;
- The venue at which the student has registered to write.

Students who are not in possession of an Examination Confirmation Letter may download the letter from the student portal section of the IMM GSM website (www.immgsm.ac.za) or contact an IMM GSM office two weeks prior to the start of any one examination session. This is important as students are required to produce this Examination Confirmation Letter at the examination venue prior to writing the examination. Failure to present the Examination Confirmation Letter at the examination venue will result in a student being admitted after the start of the examination session or may result in a student being refused entry into the examination venue, which may result in a late start. The doors to the examinations venues close 10 minutes prior to the start of the examination.

Students who arrive late at an examination venue (up to one hour) will have the rules read to them before they will be permitted to enter the examination venue.

Students must produce a valid form of identification at the examination venue such as an original ID document, passport or drivers licence (with photograph). Such form of identification is compulsory in order to gain access into an examination venue.