

## **General Guidelines to Candidates for Case Study Examination**

Postgraduate Diploma in  
Credit / Treasury / Operations Management for Certified Banker  
And  
Postgraduate Certificate in  
Commercial Lending / Credit Portfolio Management for ECF on  
Credit Risk Management

## 1. Overview

This guideline aims to facilitate candidates to prepare for the Case Study Examination, which includes an Individual Written Report and On-Site Examination. The objective of the Case Study Examination is to test the ability of candidates to investigate critical issues and conduct critical analysis for decision making in real life problems. It aims to test whether a candidate can consolidate and evaluate the wide range of complex concepts, models and specialized knowledge in a discipline and apply them in real- life scenarios.

## 2. Examination Structure

The Case Study Examination consists of two parts:

- 1) Part A: Individual Written Report
- 2) Part B: On-site Examination

Structure	Type of Activities	Weighting
Part A: Individual Written Report	Take-home assignment completed in 6 weeks	40%
Part B: On-site Examination	3-hour examination	60%
Total		<b><u>100%</u></b>

### Requirement

1. Candidates will receive the “Examination Case: Pre-seen information” (Examination Case) 6 weeks prior to the On-site Examination via email to produce an Individual Written Report according to the instruction provided prior to the On-site examination.
2. Candidates are required to answer questions based on extended case scenario(s) and additional information provided in the On-site Examination question paper.

### Passing Criteria

In order to pass the examination, candidates must meet the following requirements:

- Attain an overall minimum **passing mark of 50%** out of a total of 100 marks.
- Attempt both **Part A and Part B assessments**;
- Must obtain a pass **in both Part A and Part B Examinations**.

### 2.1 Individual Written Report Requirements

The Examination Case(s) and instructions for the Part A: Individual Written Report will be sent to candidates 6 weeks prior to the Part B: On-site Examination.

If candidates fail to receive the Examination Case(s) 6 weeks prior to the On-site Examination, please contact The Hong Kong Institute of Bankers via email exam@hkib.org or hotline 2153 7821.

- **Length of Report:**

Number of cases given	Length of the report
2 cases (Candidates are required to complete both cases)	1,000 – 1,500 words*/case

\*Footnotes, calculations, title page, graphical tables and figures are excluded from the counting of words.

- **Format:** The report should be typed with 12pt, Times New Roman, double space.
- **Submission of Report:** Submit the Individual Written Report with a completed Individual Written Report Cover Sheet (see Appendix 1). The Individual Written Report Cover Sheet should contain: candidate name, registration number, word count, submission date and the candidate signature. Candidate should submit the report **in person to the HKIB office in a sealed envelope** at the designated deadline. Early submission is **not** encouraged. Reports submitted after the deadline will **not** be marked.
- **Grading criteria:** Please refer to Appendix 2 for details of grading criteria.

## 2.2 On-site Examination Requirements

The On-site Examination is a 3-hour **open-book** examination and candidates are required to answer **ALL** questions in the question paper. Examination questions may require the use of statistical analysis and financial calculations.

For this examination, candidates are allowed to take all references listed in the Supplementary/Essential/Further Readings and all relevant training materials of related modules of CB and CCRP **in paper format only**, including all distributed lesson PowerPoint, notes and all kinds of facilitation materials. Anything outside of this list is not allowed. An invigilator will check the materials brought into the examination centre for appropriateness. Candidates are not permitted to access the internet for web-search and references purpose.

### 3. Marking and Results Announcement

#### 3.1 Examination Results Announcement and Rechecking/Remarking Policy

Candidates may request rechecking or remarking of their examination scripts within one month after the issue of examination results, by submitting a written request. An administrative fee may apply. Please contact HKIB staff for details.

Rechecking is applicable to all examinations. Answer sheets are rechecked for technical errors such as incorrect mark entries.

Remarking is only applicable to the case study examinations and examinations that involve essay questions. Remarking is not applicable to MC questions. The answer scripts will first be checked for technical errors. Each script will then be remarked by an independent marker. If the mark given by the marker differs from the original mark and leads to an upgrade of result, the script will be remarked by a second marker. Remarking is conducted by persons other than the original markers. The final mark of the examination is calculated by averaging out all valid marks given by the original markers and the marker(s).

Regardless of the results of rechecking, candidates cannot apply for remarking of a module for which they have applied for rechecking.

HKIB charges an administration fee of HKD500 per module for rechecking and HKD1,700 per module for remarking. All payments are non-transferrable and non-refundable. However, if the rechecking or remarking leads to an upgrade of result, the fee will be refunded to the candidate concerned.

After the answer scripts are rechecked or remarked, the results will be passed to Examination Team Head for review and approval. The decision of Examination Team Head is final.

Candidates will be informed of their rechecking or remarking results by post and only with written notice within TWO MONTHS after receipt of the request.

Candidates will not be given a copy of their marked answer scripts.

#### 3.2 Re-sit for Case Study Examination

Re-sit candidates are required to **attempt both parts** (i.e. Parts A & B) of the Case Study Examination without exemption.

#### 4. Hints for preparing Case Study Examination

##### 4.1 Part A – Individual Written Report

Candidates are strongly advised to carry out in-depth/extensive analysis on the Examination Case(s). Candidates are highly recommended to critically analyse the scenario(s) depicted in the case(s) by conducting research to gather relevant information.

##### **Plagiarism and Collusion**

Plagiarism is where a candidate copies another person's work to submit for assessment as his/her own work without referencing or acknowledging it or fail to acknowledge the use of another person's work. Collusion refers to two or more candidates' individual submitted work is so similar to the extent that it is self-evident they copy from one another.

Candidates who have been found to have plagiarized someone else's work or colluded with another candidate may be subject to disciplinary action by the Institute. **Candidates are therefore required to ensure that all materials in their Individual Written Reports are their own work and that sources are adequately acknowledged.**

##### 4.2 Part B – On-site Examination

Candidates should read carefully the extended case scenario(s) and additional information on the Examination Case(s) provided in the question paper. Answers to the examination questions must be based on the facts given in the pre-seen information, extended case scenario(s) and additional information about the Examination Case(s).

##### 4.3 Hints for Answering the Examination Questions

- ***Read the questions carefully to get a clear understanding of what is expected in your answers***  
Instruction words and meanings are listed in Appendix 3 which serves as an instruction guide about the question word meanings. Answers should be relevant and be strict to the point. Answers should provide the case facts to support the argument and conclusions. Rewriting the case information or study materials without addressing the examination question will not earn any marks.
- ***Keep to the point***  
Answers to the examination questions should be well-organized, clear and concise. A short and well-planned answer will earn higher mark than a long answer which includes irrelevant details. A lengthy answer which fails to address the issues in the question will not help candidates to earn any marks.

- ***Answer the questions with appropriate case facts***

When candidates answer the examination questions, they should identify the relevant issues, state clearly their views, and apply the theory, technical models or knowledge learned from the study material to solve the problem. Candidates need to provide information and figures from the case(s) to support their analysis and argument.

- ***Clear presentation of answers***

Candidates have to present their answers clearly and comprehensibly. A well-organized layout for the answers is very important. The handwriting should be eligible and corrections are tidy so that the answers are readable.

- ***Allow sufficient time to answer all the questions***

Effective time management is critical to success in the On-site Examination. Candidates should allocate an appropriate amount of time for each question based on the marks allocated. Do not spend too long on any one question. For example, if the examination has four questions of equal marks, candidates should allocate even time for all questions.

**Appendix 1 - Individual Written Report Cover Sheet**

Module:	
Candidate Name:	
Registration No.:	ACP-20____ - _____
Word Count:	
Date Submitted:	
<p>I declare that all material in this Individual Written Report is my own work except where there is clear reference or acknowledgement to the work of others.</p>	
<p>Candidate Signature</p>	

Exam Team use only
Received by:
Date:

**Appendix 2 - Grading Criteria**

	Pass with Distinction, above 80 marks	Pass with Credit, 65-80 marks	Pass, 50-64 marks	Fail A, 46-49 marks	Fail B, 36-45 marks	Fail C, below 36 marks
<b>Individual Written Report</b>	Provide a comprehensive and correct analysis of the case(s) in relation to Learning Outcomes  Well-organized and easy to follow	Provide an analysis with few minor errors and omissions  Quite well-organized	Provide an analysis with some errors and omissions  Can be understood without much effort	Provide an analysis that contains major errors  Only marginally understandable	Provide an analysis that includes major errors and omissions  Difficult to understand	Provide an analysis that is completely inadequate  Very difficult to understand

	Pass with Distinction, above 80 marks	Pass with Credit, 65-80 marks	Pass, 50-64 marks	Fail A, 46-49 marks	Fail B, 36-45 marks	Fail C, below 36 marks
<b>On-site Examination</b>	Show a strong understanding of the topics being tested	Show a good level of understanding of the topics being tested	Show an acceptable level of understanding of the topics being tested	Marginally fail to show a minimum level of understanding of the topics being tested	Fail to demonstrate a minimum level of understanding of the topics being tested	Totally fail to show a minimum level of understanding of the topics being tested



**Appendix 3 - Instruction Words Commonly Found in a Question**

Analyze	<ul style="list-style-type: none"> <li>- Look into the problem rather than describing it</li> <li>- Investigate the issue in detail and interpret it in terms of its outcomes</li> </ul>
Apply	<ul style="list-style-type: none"> <li>- Use theories or principle related to the case facts</li> </ul>
Compare	<ul style="list-style-type: none"> <li>- Specify the similarities and differences among various opinions</li> </ul>
Critically explore	<ul style="list-style-type: none"> <li>- Express opinion to the merit of theories and opinion</li> <li>- Support your view with evidence or case facts</li> </ul>
Define	<ul style="list-style-type: none"> <li>- Clarify the precise meaning of a word or phrase</li> </ul>
Describe	<ul style="list-style-type: none"> <li>- Provide a detail account of the issue or term</li> </ul>
Discuss	<ul style="list-style-type: none"> <li>- Look at the problem from different aspects</li> <li>- Investigate the problem and argue it with facts/ reasons</li> </ul>
Evaluate	<ul style="list-style-type: none"> <li>- Assess the importance of the issue relative to other issues</li> <li>- Determine its worth based on a set of criteria</li> <li>- Express your opinion and come up with your conclusion</li> </ul>
Examine	<ul style="list-style-type: none"> <li>- Define the problem and break down it</li> <li>- Describe each parts of the problem in detail</li> <li>- Provide implications</li> </ul>
Explain	<ul style="list-style-type: none"> <li>- Provide reasons for how or why something happens</li> <li>- Interpret your point in depth</li> </ul>
Identify	<ul style="list-style-type: none"> <li>- State the problem with reference to its features to set up its identity</li> </ul>
Illustrate	<ul style="list-style-type: none"> <li>- Make use of examples, figures or diagram to explain the problem</li> </ul>
Justify	<ul style="list-style-type: none"> <li>- Provide evidence and facts to support arguments</li> </ul>
Review	<ul style="list-style-type: none"> <li>- Investigate and analyze the subject critically</li> </ul>
Summarize	<ul style="list-style-type: none"> <li>- Make a summary</li> <li>- State or express in a concise form</li> </ul>