

Main areas to be considered by the Assessment Team for exemption

1. **Teaching staff** - The level of staffing on the course(s) leading to the qualification should be adequate and the staff appropriately qualified and experienced. The Assessment Team will consider:-
 - Whether the qualifications and experience of the teaching staff are appropriate for the said course(s);
 - The balance between senior and junior, full-time and part-time staff, the proportion of student/ teacher ratio and staff stability;
 - The amount of time spent by individual member of academic staff in contributing to/ participating in the course(s).

2. **Admission standards** - The standard of entry to the accredited course for paper exemption should as a minimum be at a level which supports a reasonable expectation that the student has the intellectual capacity and pre-entry educational attainment to complete the programme successfully. For institutions who admit students without a minimum qualification of Form 5 standard, the Assessment Team will consider and decide whether the said course(s), when completed, will place the students on a standard similar to or above that of those requiring such entry qualification.

3. **Curriculum** - To be considered for exemption from any paper under the HKIAAT Examination Scheme, the appropriate corresponding course(s) within the curriculum of any individual qualification should satisfy the following conditions:
 - (i) **Duration**

Tuition for the course(s) should be of a reasonable duration (normally **not less than a total of 30 hours contact time**, including lectures, seminars and tutorials).

 - (ii) **Syllabus(es)**

The syllabus(es) of the course(s) should normally cover **at least 75%** of the corresponding paper in the AAT examination syllabus. In the case of Papers 1 - 4, a more flexible approach is acceptable. The Assessment Team will compare the course structure of the internal course(s) to define its resemblance to the corresponding paper(s) under the AAT examination syllabus.

 - (iii) **Reading list(s)**

The reading list(s) for the relevant course(s) should contain books which either feature on the AAT examination reading list or which are of an equivalent standard. Relevant articles from journals that elaborate and discuss related contemporary topics in the syllabus should also, where appropriate, be included. This is to ensure that students are exposed to up-to-date materials that may not necessarily be available in the textbooks.

(iv) Continuous assessment

Where continuous assessment contributes towards the final mark for a course or course(s), a **maximum allocation of 50%** is preferable. This condition may, however, be relaxed when considering exemption from subjects, such as Paper 2, which lend themselves to project work and continuous assessment can provide a more effective examination method. In these instances exemption(s) may be awarded even where the course(s) are not assessed by means of a time constrained examination, providing all other conditions are satisfied.

(v) Internal examination

The internal examination paper(s) must be of a standard comparable to the equivalent of the AAT examination paper(s). The choice given in the examination paper(s) must not enable students to pass a subject without answering questions on 'core' areas. However, a wide choice of questions should not in itself preclude the award of an exemption. In general, the internal examination papers should normally contain **at least 40% - 50%** of the topics in the appropriate AAT examination syllabus.

The Assessment Team will aim to define the standard and approach of the course and see whether they are comparable to the requirements of the AAT examination syllabus. By looking at the sample scripts, the Assessment Team will assess the standard and approach of students. The Assessment Team may consider recommending a certain grade which must be attained in the internal examination to qualify for exemption.

In general, an overall pass and a pass in the internal examination are recommended to be set as a criteria for attaining a pass or a success completion in a module/ course/ subject of the programme.

4. **Quality assurance** - the monitoring, critical evaluation and maintenance of the standard of the programme. It is expected quality assurance policies and procedures which address those aspects of the educational process have been established and documented. The Assessment Team will consider whether the internal and external monitoring mechanism, such as the policy / procedures for setting and moderation of examination papers and scripts, mechanism on review by External Examiner(s), external recognition such as validation by HKCAAVQ, etc is adequate and satisfactory.

5. **Programme provider's prospectus / calendar**

By reading the prospectus, the Assessment Team may gain insight of the programme provider's establishment, and determine whether adequate emphasis has been placed on the course(s) involved which warrants exemption considerations.

The above will form the basis of assessment through which the Assessment Team is able to form an option and recommend the suitability of granting any exemption from the AAT examination syllabus.

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