



**PROGRAMME** : **AMII LEVEL 1**  
**GROUP** : **PUBLIC PROGRAMME - VIRTUAL CLASS**  
**INTAKE** : **FEBRUARY 2022 / MAY 2022 EXAMINATION SESSION**  
**SUBJECT** : **302 – INSURANCE OPERATIONS & FINANCE**  
**LECTURER** : **TBA**

No	Day	Date	Time	Total Learning Hours	Remarks
1	Wednesday	23 February 2022	6pm – 9pm	3	
2	Monday	28 February 2022	6pm – 9pm	3	Submission of Assignment 1
3	Wednesday	2 March 2022	6pm – 9pm	3	
4	Monday	7 March 2022	6pm – 9pm	3	Submission of Assignment 2
5	Wednesday	9 March 2022	6pm – 9pm	3	
6	Monday	14 March 2022	6pm – 9pm	3	Submission of Assignment 3
7	Wednesday	16 March 2022	6pm – 9pm	3	
8	Monday	21 March 2022	6pm – 9pm	3	Submission of Assignment 4
9	Monday	28 March 2022	6pm – 9pm	3	
10	Wednesday	30 March 2022	6pm – 9pm	3	Submission of Assignment 5
11	Monday	4 April 2022	6pm – 9pm	3	Revision for final exam
12	Wednesday	6 April 2022	6pm – 9pm	3	Revision for final exam
13	Monday	11 April 2022	6pm – 9pm	3	Revision for final exam
14	Wednesday	27 April 2022	6pm – 9pm	3	Revision for final exam
<b>TOTAL LEARNING HOURS (CLASS)</b>				<b>42</b>	Lectures = 28 hours Revision = 14 hours
<b>TEST 1 –26 MARCH 2022 (DURATION – 1 HOUR)</b>					
<b>TEST 2 – 23 APRIL 2022 (DURATION – 1 HOUR)</b>					
<b>FINAL ASSIGNMENT SUBMISSION DATE BY LECTURER TO PCCMU – 25 APRIL 2022</b>					
<b>EXAM DATE : WEDNESDAY, 25 MAY 2022</b>					
<b>EXAM TIME : 9.00AM -12.00PM</b>					
<b>ASSESSMENT STRUCTURE</b>					
Assignment	:	20% (1 single assignment with 5 compulsory questions)			
Term Test	:	20% (Test 1 – 10% and Test 2 – 10%) / Test Duration – 1 hour			
Final Exam	:	60% (Part 1 - 8 short answer questions (Part 1 Total marks – 80 marks) & (Part 2 - 4 essay questions (choose 3) (Part 2 Total marks – 120 marks) Total marks = 200 marks Final Exam Duration – 3 hours			



## THE MALAYSIAN INSURANCE INSTITUTE VIRTUAL CLASS SCHEDULE

### IMPORTANT NOTE :

1. Virtual class platform : ZOOM Meeting application  
Please download ZOOM meeting application to your computer at [zoom.com](https://zoom.com)
2. Any request for postponement, cancellation or withdrawal from attending class must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the subject fee or as determined by Management.
3. Any request for postponement, cancellation or withdrawal of examination (before the examination closing date) must be in writing and subject to approval by the relevant authorities. Upon approval candidate is allowed a refund of 50% of the examination fee or as determined by Management.
4. No refund of examination fee will be entertained after the examination closing date.
5. For any request for change of examination date, time, venue and mode of examination after the examination closing date, 50% of the examination fee will be imposed.
6. Being absent for the examination due to the following reasons can be considered for a refund of a percentage of the examination fee will be subject to approval by the relevant authorities and provided the necessary supporting documents being submitted within 5 working days from the examination date by hand or email to [coursemgt@mii.org.my](mailto:coursemgt@mii.org.my).

#### Reason for absent:

- (a) Medical Condition (self) – to provide report from doctor to confirm on the criticality of being unfit to sit for the examination.
- (b) Bereavement of parent, parent-in-law, spouse or child.
- (c) Disabling traffic accident; or
- (d) Court appearance (self)

Absent due to attending any business appointment, training session, seminar, conference or on vacation will not be considered for being absent and refund of fee.

7. The replacement test only applicable for the candidate's who are absent from the Test 1 and or Test 2 with approved reasons, supporting documents and in writing (otherwise no marks will be given). The replacement date will be :
  - (a) Replacement date for Test 1 will be on Test 2 date.
  - (b) Replacement date for test 2 will be on the subject final examination date.
8. MII will provide the subject focus area based on subject/chapter learning outcome in order to facilitate the student for their final exam preparation.
9. MII has the right to reschedule, postpone or cancel any class or examination due to unforeseen circumstances and MII is not liable for any direct or indirect expenses or damages that may be incurred.