

VIRTUAL CLASS SCHEDULE

PROGRAMME : **AMII LEVEL 1**
GROUP : **PUBLIC PROGRAMME - VIRTUAL CLASS**
INTAKE : **FEBRUARY 2024 / MAY 2024 EXAMINATION SESSION**
SUBJECT : **304 – INSURANCE CLAIMS**
LECTURER : **TBA**

No	Day	Date	Time	Total Learning Hours	Remarks
1	Monday	26 February 2024	6.00pm – 9.00pm	3	
2	Wednesday	28 February 2024	6.00pm – 9.00pm	3	
3	Monday	4 March 2024	6.00pm – 9.00pm	3	
4	Wednesday	6 March 2024	6.00pm – 9.00pm	3	
5	Monday	18 March 2024	6.00pm – 9.00pm	3	Submission of Assignment 1, 2
6	Wednesday	20 March 2024	6.00pm – 9.00pm	3	
7	Monday	25 March 2024	6.00pm – 9.00pm	3	Submission of Assignment 3,4
8	Wednesday	3 April 2024	6.00pm – 9.00pm	3	
9	Wednesday	17 April 2024	6.00pm – 9.00pm	3	Submission of Assignment 5
10	Monday	22 April 2024	6.00pm – 9.00pm	3	
11	Wednesday	24 April 2024	6.00pm – 9.00pm	3	Revision for final exam
12	Monday	29 April 2024	6.00pm – 9.00pm	3	Revision for final exam
13	Monday	13 May 2024	6.00pm – 9.00pm	3	Revision for final exam
14	Wednesday	15 May 2024	6.00pm – 9.00pm	3	Revision for final exam
TOTAL LEARNING HOURS (CLASS)				42	Lectures = 30 hours Revision = 12 hours

EXAM DATE

TEST 1: SATURDAY, 30 MARCH 2024, DURATION: 1 HOUR
 TEST 2: SATURDAY, 4 MAY 2024, DURATION: 1 HOUR
 FINAL EXAM: WEDNESDAY, 29 MAY 2024, 3:00 PM – 6:00 PM

ASSIGNMENT

FINAL ASSIGNMENT SUBMISSION DATE BY LECTURER TO PROFESSIONAL STANDARDS (SERVICES): X
6 MAY 2024

ASSESSMENT STRUCTURE

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

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.us)
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 education@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.