

## Industry Qualifications – Institute of Administrative Management

**2017/2018 Academic Year**

### KEY DEADLINES

Dates	Deadline for booking assignments <b>(NEW!)</b>	Deadline for receipt of assignments	Results Issue date*
<b>Sept 17 Series</b>	Wednesday 30th August 2017	Wednesday 27th September 2017	Monday 13th November 2017
<b>Jan 18 Series</b>	Friday 22nd December 2017	Wednesday 24th January 2018	Friday 16th March 2018
<b>May 18 Series</b>	Friday 06th April 2018	Friday 4th May 2018	Friday 22nd June 2018

\*We reserve the right to withhold results where we have specific concerns.

### EXAM TIMETABLE

Unit title	Level	Unit no	Unit ref	Sept 17 Series	Time	Jan 18 Series	Time	May 18 Series	Time
Finance and Accounting for Administrative Managers	4	10170	T/507/8598	<b>Tues 19/9</b>	9.00 – 12.00	<b>Tues 16/1</b>	9.00 – 12.00	<b>Tues 24/4</b>	9.00 – 12.00
Quantitative Methods for Administrative Managers	4	10174	H/507/8600	<b>Tues 19/9</b>	1.30 – 4.30	<b>Tues 16/1</b>	1.30 – 4.30	<b>Tues 24/4</b>	1.30 – 4.30
Facilities Management	4	10176	F/507/8619	<b>Weds 20/9</b>	9.00 – 12.00	<b>Weds 17/1</b>	9.00 – 12.00	<b>Weds 25/4</b>	9.00 – 12.00
Business Regulation (UK)	5	10160	F/507/1914	<b>Weds 20/9</b>	1.30 – 4.30	<b>Weds 17/1</b>	1.30 – 4.30	<b>Weds 25/4</b>	1.30 – 4.30
Management Accounting	5	10163	T/507/3840	<b>Thurs 21/9</b>	9.00 – 12.00	<b>Thurs 18/1</b>	9.00 – 12.00	<b>Thurs 26/4</b>	9.00 – 12.00
Analysis of Financial Accounts for Managers	5	10166	L/507/3844	<b>Thurs 21/9</b>	1.30 – 4.30	<b>Thurs 18/1</b>	1.30 – 4.30	<b>Thurs 26/4</b>	1.30 – 4.30
Finance for Decision Making	6	10151	D/507/1905	<b>Fri 22/9</b>	9.00 – 12.00	<b>Fri 19/1</b>	9.00 – 12.00	<b>Fri 27/4</b>	9.00 – 12.00

Future Exam weeks will generally be 1 – 2 weeks prior to deadline for receipt of assignments and held 3 times per academic year in September, January and May.  
Exam scripts must be sent to IQ within 2 days of the examination.

For qualifications where postal moderation is carried out results will be issued to centres approximately 10 working days from receipt of relevant documentation. In some cases the moderation process may take longer if this is the case IQ will contact the centre to advise and provide an estimated date.