

# 2018 Exam timetable and information



INTERNATIONAL  
HOTEL SCHOOL

## **Distance Correspondence and Supplementary Students:**

**Full-time or Contact Students and Trainees DO NOT need to register for an exam, UNLESS they are completing a supplementary exam.**

- Distance Correspondence students and students who are completing supplementary exams, must register to write the exam.
- Only exam eligible students can register for the exam. Only registered students can write the exam.
- Students are deemed exam eligible if they have achieved an overall average of 60% or more for their continuous assessment component of their subject.
- Register by following this link: (<https://hotelschool.co/apply/>). Registrations must be completed during the active window, consult your year planner for the specific dates.
- Pay close attention to the date, time and location of your exam and be sure to diarise or set an electronic reminder. Exams generally take place from 09:00 to 12:00.
- Summer School, or the Supplementary term at the start of the year, and its exam block, is reserved for students who need to re-register for the exam or write a supplementary exam.

## **On exam day:**

- Report to the exam venue **no less than 30 minutes** before the start of the exam. Arriving late, may result in, access to the venue, being denied.
- Take along your student card and ID / Passport or Driver's license (photo-bearing identification) and your exam confirmation. **If you are writing a supplementary exam, also take along your proof of payment.**
- Ensure you bring sufficient stationary (both pens and pencils) since borrowing of stationary is not allowed. If your subject has calculations, remember to bring your own calculator.

## **After the exam:**

- Exam papers are sent to the relevant Lecturer, upon conclusion of the exam week.
- All exams undergo a moderation process.
- Understandably you are eager to receive your results as soon as possible, but please be patient as the process can take between **6 - 8 weeks** to conclude.
- Results are published on the Classe 365 platform, as soon as they are finalised. Use your Classe 365 log-in details to access and view.

If you are unsure or unclear about any aspect of the exam process, open a ticket by clicking on the "Support" button, on the top right of any Totara page, or by using the following link: <http://ihsonline.supportsystem.com/>



#	Subject Name	Day	Supp term	Term 1	Term 2	Term 3	Term 4
			26 Feb - 2 Mar	16 Apr - 20 Apr	2 Jul - 6 Jul	17 Sep - 21 Sep	3 Dec - 7 Dec
313	Contemporary Club Management	<b>Monday</b>	26 February	16 April	02 July	17 September	03 December
478	Convention Management and Service						
220	Retail Management for Spa's						
387	Security and Loss Prevention Management in the Hospitality Industry						
120	Spa: A Comprehensive Introduction						
424	World of Resorts from Development to Management						
366	Accounting for Club Operations	<b>Tuesday</b>	27 February	17 April	03 July	18 September	04 December
362	Accounting for Hospitality Managers						
367	Financial Management for Spas						
260	Hospitality Industry Financial Accounting						
261	Hotel and Restaurant Accounting						
463	Managerial Accounting for the Hospitality Industry						
103	Hospitality Today - An Introduction	<b>Wednesday</b>	28 February	18 April	04 July	19 September	05 December
304	Leadership and Management in the Hospitality Industry						
357	Managing Hospitality Human Resources						
250	Supervision in the Hospitality Industry						
354	Training and Development for the Hospitality Industry						



#	Subject Name	Day	Supp term	Term 1	Term 2	Term 3	Term 4
			26 Feb - 2 Mar	16 Apr - 20 Apr	2 Jul - 6 Jul	17 Sep - 21 Sep	3 Dec - 7 Dec
281	Hospitality Facilities Management and Design	Thursday	01 March	19 April	05 July	20 September	06 December
472	Hospitality Sales & Marketing						
333	Managing Front Office Operations						
338	Managing Housekeeping Operations						
468	Managing Technology in the Hospitality Industry						
374	Revenue Management						
245	Food Safety: Managing the HACCP Process	Friday	02 March	20 April	06 July	21 September	07 December
241	Management of Food and Beverage Operations						
346	Managing Beverage Operations						
349	Managing Service in Food and Beverage						
464	Planning and Control of Food and Beverage						
445	Purchasing for Food Service Operations						