

VIRTUAL CLASS SCHEDULE

PROGRAMME : ASSOCIATESHIP OF ASIAN INSTITUTE OF INSURANCE (AAii)
GROUP : PUBLIC PROGRAMME
INTAKE : OCTOBER 2026 / JANUARY 2027 EXAMINATION SESSION
SUBJECT : 404 –INSURANCE CLAIMS MANAGEMENT
LECTURER : TBA

No	Day	Date	Time	Total Learning Hours	Remarks
1	Tuesday	27 October 2026	6.00pm – 9.00pm	3	
2	Thursday	29 October 2026	6.00pm – 9.00pm	3	
3	Tuesday	3 November 2026	6.00pm – 9.00pm	3	
4	Thursday	5 November 2026	6.00pm – 9.00pm	3	
5	Tuesday	17 November 2026	6.00pm – 9.00pm	3	
6	Thursday	19 November 2026	6.00pm – 9.00pm	3	
7	Tuesday	24 November 2026	6.00pm – 9.00pm	3	
8	Thursday	26 November 2026	6.00pm – 9.00pm	3	
9	Thursday	3 December 2026	6.00pm – 9.00pm	3	
10	Tuesday	8 December 2026	6.00pm – 9.00pm	3	
11	Thursday	10 December 2026	6.00pm – 9.00pm	3	
12	Tuesday	15 December 2026	6.00pm – 9.00pm	3	
13	Thursday	17 December 2026	6.00pm – 9.00pm	3	
14	Tuesday	29 December 2026	6.00pm – 9.00pm	3	
TOTAL LEARNING HOURS (CLASS)				42	

EXAMINATION DATE

TEST 1: SATURDAY, 28 NOVEMBER 2026, DURATION: 1 HOUR

TEST 2: SATURDAY, 19 DECEMBER 2026 DURATION: 1 HOUR

FINAL EXAM: WEDNESDAY, 27 JANUARY 2027 @ 9:00 AM – 12.00 PM

ASSIGNMENT

FINAL ASSIGNMENT SUBMISSION DATE: **11 DECEMBER 2026**

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

60% (Total marks = 200 marks)

Final Exam :

- Part 1 - 5 short answer questions
- Part 2 – 1 case study question
- Part 3 - 3 essay questions
- Final Exam Duration: 3 hours

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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@aiaasia.org

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. Aii will provide the subject focus area based on subject/chapter learning outcome in order to facilitate the student for their final exam preparation.
9. Aii has the right to reschedule, postpone or cancel any class or examination due to unforeseen circumstances and Aii is not liable for any direct or indirect expenses or damages that may be incurred.