



OCTOBER 2021 DIET BANKING PROFESSIONAL & CERTIFICATION EXAMINATION

SPECIAL INSTRUCTIONS TO CANDIDATES

As you are aware, the October 2021 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 5th to Thursday 7th October 2021 in Nigeria, The Gambia, Liberia, Ghana, Rwanda, Zambia and Sierra Leone.

In view of this, we implore you to kindly go through the information below as you prepare for the examinations:

Pre-Examination

1. Registration for October 2021 Diet Examinations will close at 5:00pm (Nigeria Time) on Monday, September 13, 2021. To register online for the examination or download the manual examination form, please log on to: www.cibng.org/examinations.
2. The examinations will start on Tuesday, October 5, 2021 and end on Thursday, October 7, 2021.
3. The Examinations will be conducted using the Computer Based Testing Platform except the four core subjects which are paper based. The structure of the examinations is Multiple Choice Questions (MCQ) and Short Answer Questions (SAQ) except the core subjects which retain the previous structure of theory and case study questions.
4. The Timetable has been structured to enable you write a maximum of three (3) subjects of one hour each per session (i.e. Morning session: 9:00am to 12:00noon and Afternoon session: 2:00pm to 5:00pm) for the existing syllabus while the New Syllabus has maximum of two subjects of one and half hours each per Session.
5. This can be downloaded at: www.cibng.org/examinations.
6. You must have registered as Student Member before sitting for the examinations and your Membership registration number will serve as the Examination Number.
7. The manual application form must be received at the National Secretariat on or before the closing date. Any application received after the closing date will not be processed.
8. Application for change of examination Centre must be received on or before Monday, September 13, 2021.
9. Ensure you have processed your exemptions (if eligible) before sitting for the examinations as you cannot qualify with exemption.
10. Ensure you upload your picture on CIBN Portal before printing out your system generated examination docket. Any printed examination docket without uploaded passport photograph will not be acceptable. Please find below the steps/guidelines to follow:
 - Login to: www.cibng.org
 - Click on Member Login button
 - Enter your Membership Number and Password into the appropriate fields
 - Click on Update Personal Data button
 - Click on Upload Passport Photograph button (below the empty space for passport)
 - Click on Save button
11. Verify the subjects you registered for to be sure they have been adequately captured and confirm the Date / time of your examination from the Exam Timetable (visit: www.cibng.org/examinations).

12. Please note that you are to validate the correctness of the information on your Docket after printing (i.e. Subject and Centre) and send any complaint(s) for necessary correction to be effected on or before September by 1pm Monday, September 20, 2021.
13. Kindly ensure that your docket is duly authenticated by any of the following designated persons and come with the original & a photocopy per Session to the examination hall without which you will not be allowed to write the examinations:
 - Fellow, Associate, MCIB or Honorary Senior Member of the Institute - Membership & Telephone Numbers must be provided on the Attestation page.
 - Branch Managers, Operation Managers & Business Service Managers of Banks Head of Departments of Tertiary Institutions - (Official Stamp and Mobile Number must be provided on the Attestation page).

During Examination

14. There are limited parking spaces at the Centres, hence, candidates are expected to make their own arrangement.
15. All examinations start at 9:00am for the Morning session and 2:00pm for the Afternoon session (Nigeria Time) respectively even if you have one subject to write during the session.
16. You must be at the venue of the examination at least one (1) hour before the examination for Biometric screening i.e. 8:00am for Morning session and 1:00pm for Afternoon session (Nigeria Time).
17. You will not be allowed into the examination hall after the commencement of the examination:
 - a) 15 minutes if you are writing only one subject i.e. 9:15am for Morning Session & 2:15pm for Afternoon Session (Nigeria Time)
 - b) 30 minutes if you are writing two subjects i.e. 9:30am for Morning Session & 2:30pm for Afternoon Session (Nigeria Time)
 - c) 45 minutes if you are writing three subjects i.e. 9:45am for Morning Session & 2:45pm for Afternoon Session (Nigeria Time)
18. The login details you need for the examination are specified in the system generated docket. (i.e. CBT Membership No. and CBT Password). No other password would be sent to you during the examinations.
19. Non-programmable (i.e. JAMB & WAEC types) / Financial Calculators are allowed but candidates are not allowed to place liquid i.e. water on the examination table.
20. The worksheets for rough calculations will be provided in the examination hall and as such, rough work should not be done on the question paper.
21. Membership Number and the Centre name should be boldly indicated on the Answer Script.
22. You are not supposed to write your name, phone number or personal contact details on any part of the Answer Script.
23. You are forbidden to exchange or swop Answer Script with another candidate or remove the Answer Script (used or unused) from the hall under no circumstances.
24. You are not to answer two (2) questions on the same page of the Answer Script (i.e. each answer must start on a fresh page but both sides of the page can be used to write).
25. You are advised not to bring books, papers, bags, mobile phones, electronic / smart watches, programmable calculators, digital diaries, ultra-violet/laser pens and any other unauthorised devices/gadgets into the examination hall.

26. Please note that appropriate penalties / sanctions would be applied accordingly in the event of non-compliance to any of these examination instructions.
27. You will only have to select the alphabets which correspond with the correct answers with the Mouse or Keyboard on the computer system except for the four (4) core subjects where the questions will be displayed on the computer system and candidates will write the answers on the Answer Scripts to be provided at the examination venue.
28. Every question has a number and these numbers are displayed at the bottom of your screen. A **red coloured number** indicates an unanswered question which has been skipped while a **green coloured** question indicates a question has been answered. You are free to go back and forth between questions or sections.
29. At the bottom right of your screen is a last saved notification which confirms if your work is being saved. If your Last Saved duration is greater than 2 minutes, kindly call the attention of the invigilators.
30. Please note that clicking the **END ASSESSMENT** button will terminate the examination irrespective of the number of Subject(s) already attempted. You are **therefore advised to only click the button when you are sure to have completed all the Subjects registered to write for that particular Session.**
31. It is an offence to appeal to the Examiners for assistance and any candidate found guilty of this would be sanctioned in line with the Examination Misconduct Policy. Kindly take some time to go through the Examination Misconduct: Offences and Penalties, so that you can be appropriately guided (visit: <https://cibng.org/examination-rules>).
32. Ensure you comport yourself during the examinations and adhere to all the Examination Rules and Regulations.

While we wish you all the best, please note that the New Banking Professional Syllabus will run concurrently with the Existing Syllabus for October 2021 giving opportunity to candidates with few subjects to complete the Programme. The New Syllabus would take full effect from April 2022.

Thank you.

Group Head, Capacity Building & Certification Division