



### SPECIAL INSTRUCTIONS TO CANDIDATES

The April 2022 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 5th to Thursday 7th April 2022 in Nigeria, The Gambia, Liberia, Ghana, Rwanda, Zambia and Sierra Leone.

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

#### Pre-Examination

1. Registration for April 2022 Diet Examinations will close at 5:00pm (Nigeria Time) on Monday, March 14, 2021. To register online for the examination or download the manual examination form, please log on to: [www.cibng.org/examinations](http://www.cibng.org/examinations).
2. The examinations will start on Tuesday, April 5, 2022 and end on Thursday, April 7, 2022.
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 two (2) subjects of one and half hour each per session (i.e. Morning session: 9:00am to 12:00noon and Afternoon session: 2:00pm to 5:00pm).
5. This can be downloaded at: [www.cibng.org/examinations](http://www.cibng.org/examinations).
6. The Intending Candidate must have registered as Student Member before sitting for the examinations as the 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, March 14, 2022.
9. Exemptions must be processed before the candidate sits for the examinations as it is not permitted for any candidate to qualify with exemptions.
10. Candidates should ensure they upload their picture on CIBN Portal before printing out your system generated examination docket. Any candidate printed examination docket without uploaded passport photograph will not be acceptable. Please find below the steps/guidelines to follow:
  - Login to: [www.cibng.org](http://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 registered for to be sure that they have been adequately captured and confirm the Date / time of the examination from the Exam Timetable (visit: [www.cibng.org/examinations](http://www.cibng.org/examinations)).
12. Please note that Candidates are to validate the correctness of the information on their Dockets after printing (i.e. Subject and Centre) and send any complaint(s) for necessary correction to be effected on or before Monday, March 14, 2022 by 1pm.
13. Kindly ensure that the 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).
14. Free Study Aid:
  - Registered Students can now access the soft copies of the Study Manuals for the Banking Professional and Certification Examinations Courses free of charge. The materials are available on the CIBN website [www.cibng.org](http://www.cibng.org) using Member Login Details.
15. Ten Year Rule:

Effective January 2022, the implementation of Ten-year time limit for students to complete the Banking Professional and Certification Examinations earlier approved by the Governing Council will commence. At the expiration of the Ten-years deadline, candidates who are yet to complete the examinations would:

  - Be treated as fresh students.
  - Forfeit all their earlier records of exemptions and examinations.
  - Seek for fresh exemption in all the eligible subjects.
  - Sit for the subjects earlier passed again as well as the outstanding subjects

Students are therefore encouraged to complete their examinations within the Ten-year limit of the commencement.

#### During Examination

16. There are limited parking spaces at the Centres, hence, candidates are expected to make their own arrangement.
17. All examinations start at 9:00am for the Morning session and 2:00pm for the Afternoon session (Nigeria Time) respectively even if the candidate has one subject to write during the session.
18. Candidate 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).
19. Candidate will not be allowed into the Hall after the commencement of the examinations:
  - a) 15 minutes if the candidate is writing only one subject i.e. 9:15am for Morning Session & 2:15pm for Afternoon Session (Nigeria Time)
  - b) 30 minutes if the candidate is writing two subjects i.e. 9:30am for Morning Session & 2:30pm for Afternoon Session (Nigeria Time)
  - c) 45 minutes if the candidate is writing three subjects i.e. 9:45am for Morning Session & 2:45pm for Afternoon Session (Nigeria Time)
20. The login details to be used for the examination are specified in the system generated docket. (i.e. CBT Membership No. and CBT Password).
21. 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.

22. 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.
23. Membership Number and the Centre name should be boldly indicated on the Answer Script.
24. Candidates are not supposed to write their names, phone numbers or personal contact details on any part of the Answer Script. No candidate should exchange or swap Answer Script with another candidate or remove the Answer Script (used or unused) from the Hall under no circumstances.
25. Candidates should not 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).
26. 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.
27. Non-compliance to any of these examination instructions would attract deduction of marks.
28. Candidates are 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 expected to write the answers on the Answer Scripts to be provided at the examination venue.
29. 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.
30. 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.
31. 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 have completed all the Subjects registered to write for that particular Session**.
32. It is an offence to appeal to the Examiners for assistance in any form. Candidate found guilty of this would be sanctioned in line with the Examination Misconduct Policy. Candidates should take some time to go through the Examination Misconduct: Offences and Penalties to be appropriately guided (visit: <https://cibng.org/examination-rules>).
33. Candidates should comport themselves during the examinations and adhere to all the Rules and Regulations.

We wish you all the best.

Thank you.

**Group Head, Capacity Building & Certification Division**