



THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

(Incorporated in 1976 and Chartered by CIBN Act No. 12 of 1990, now Act No. 5 of 2007)

BANKERS HOUSE:

PC 19, ADEOLA HOPEWELL STREET, P.O. BOX 72273, VICTORIA ISLAND, LAGOS, NIGERIA
TEL: 01-4610855, 4617924, 4611842 Call Centre: 0700DIALCIBN (070034252426) E-mail: exams@cibng.org Website: www.cibng.org

MICROFINANCE CERTIFICATION PROGRAMME

EXAMINATION REGISTRATION FORM

APRIL 2020 EXAMINATION DIET

STAPLE RECENT PASSPORT
SIZE
PHOTOGRAPH DULY SIGNED
AND STAMPED
AT THE BACK BY YOUR
MANAGER OR HEAD OF DEPT,
SHOWING DESIGNATION

(USED PICTURES ARE NOT
ACCEPTABLE)

1. MEMBERSHIP NUMBER: Date of Membership registration

2.
TITLE SURNAME (BLOCK LETTERS) OTHER NAMES (BLOCK LETTERS)

3. NAME & FULL ADDRESS OF ORGANISATION / INSTITUTION (BLOCK LETTERS)
.....

4. PHONE NO:..... ALTERNATE PHONE NO:.....

5. E-Mail.....
(Please ensure that your Tel No. and e-mail are correctly stated as they will be the means of communicating any information regarding the examination to you)

6. CORRESPONDENCE ADDRESS:.....
.....

7. PREFERRED EXAMINATION CENTRE:.....
(See below Centres for choice)

8. METHODS OF STUDY (Enter the appropriate number in the box below)

1. MTSP

2. Private Study

9. IF MTSP, INDICATE NAME OF MTSP

10. PLEASE ENDEAVOUR TO COMPLETE THE SECTION BELOW CORRECTLY AND INCLUDE PREVIOUS
PASSES WITH DATES IN THE BOXES PROVIDED

(i) Mark X in the appropriate box for subjects you wish to sit for this diet.

(ii) Enter "P" for subjects you have written and passed and for which exemptions have been granted enter "E" in the appropriate boxes

(iii) Also indicate date of passes or exemptions (and attach evidence (s) where necessary)

11. SUBJECTS ENTERED FOR:

Subjects - Level I	Code	Mark as appropriate	Date(s)
i. The Evolution, Management & Regulation of Microfinancing`	MF 301	<input type="text"/>	<input type="text"/>
ii. Financial Analysis & Performance Monitoring in Microfinance Institutions	MF 302	<input type="text"/>	<input type="text"/>
iii. Product Development & Marketing Management	MF 303	<input type="text"/>	<input type="text"/>

Subjects- Level II	Code	Mark as appropriate	Date(s)
i. Risk Management & Internal Control in Microfinance Institutions	MF 401	<input type="text"/>	<input type="text"/>
ii. Ethics & Corporate Governance	MF 402	<input type="text"/>	<input type="text"/>
vi. Digital Finance in Microfinance Institutions	MF 403	<input type="text"/>	<input type="text"/>
vii. Small and Medium Enterprises Management and Dev.	MF 404	<input type="text"/>	<input type="text"/>

12. I Enclose Certified Cheque/Bank Draft /Bank Deposit Slip No.....Bank..... Amount (N).....
Evidence of payment of Annual Subscription should be attached, otherwise entry form may not be processed. Payment can be made into the CIBN Accounts, GT Bank - 0000845015 or First Bank of Nigeria Limited – 2000607939 or Access Bank Plc – 0019395540. The Account name is: The Chartered Institute of Bankers of Nigeria

13. DECLARATION

I confirm that the information given above is correct to the best of my knowledge. I therefore agree that any inconsistency or discrepancy in the information automatically disqualifies me from taking the examination.

Signature of Applicant & Date

14. CLOSING DATE

The closing date for the receipt of entries is Monday, March 16, 2020
All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Monday, March 16, 2020. No Late Submission of forms will be entertained.

SPECIAL NOTICE TO CANDIDATES

As you are aware, the April 2020 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 7th to Thursday 9th April, 2020 in Nigeria, The Gambia, Liberia, Ghana, Rwanda 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 April 2020 Diet Examinations will close at 5:00pm on Monday, March 16, 2020. 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, April 7, 2020 and end on Thursday, April 9, 2020.
3. 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). This can be downloaded at: www.cibng.org/examinations.
4. You must have registered as Student Member before sitting for the examinations and your Membership registration number will serve as the Examination Number.
5. 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.
6. Application for change of examination centre must be received on or before Monday, September 16, 2019.
7. 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
8. 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).
9. Kindly ensure that your docket is duly authenticated by any of the following designated persons and come with the original & a photocopy 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)
10. All examinations start at 9:00am for the Morning session and 2:00pm for the Afternoon session even if you have one subject to write during the session.
11. 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.
12. 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

- b) 30 minutes if you are writing two subjects i.e 9:30am for Morning Session & 2:30pm for Afternoon Session
c) 45 minutes if you are writing three subjects i.e 9:45am for Morning Session & 2:45pm for Afternoon Session
13. 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.
 14. Non-programmable Calculators (I.e JAMB & WAEC types) are allowed but candidates are not permitted to bring books, papers, bags, mobile phones, electronic/automated watches, programmable calculators, digital diaries, ultra-violet/laser pens and any other unauthorised devices/gadgets into the examination centre.
 15. Please note that worksheets for rough calculations will be provided in the examination hall.
 16. Candidates are not allowed to place liquid i.e. water on the examination table.
 17. 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 Booklets to be provided at the examination venue.
 18. Ensure that you 'click on submit' button at the end of the test to avoid loss of information.
 19. Kindly take some time to go through the Examination Misconduct: Offences and Penalties, so that you can be appropriately guided (visit: www.cibng.org/examinations).
 20. Ensure you comport yourself during the examinations and adhere to all the Examination Rules and Regulations.

We wish you all the best.

Thanks.

Group Head, Capacity Building & Certification

EXAMINATION MISCONDUCT: OFFENCES AND PENALTIES

S/N	OFFENCES	PENALTIES
1.	Bringing into the Hall materials related to the examinations.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
2.	Bringing in materials not related to the particular examination into the Examination Hall.	<ul style="list-style-type: none"> • Issue a warning letter to the candidate
3.	Impersonation Usage of another Candidate's Login details to access the Examination	<p>(i) Impersonatee</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban the persons concerned from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(ii) Impersonator</p> <p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Ban the person concerned from taking the Institute's examinations for life • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
4.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers.
5.	Assistance from Invigilator/Technical/ Support Staff.	<p>a) i) The Invigilator</p> <p>a) Forfeits invigilation honorarium.</p> <p>b) Ban from future invigilation.</p> <p>c) Report him/her to the Investigating Panel for investigation.</p> <p>b) ii) <u>If not a member</u></p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Hand over the affected person(s) to the Police. <p>c) iii) Technical/Support Staff</p> <p>a) Report to the Service Provider and request the dismissal of the Staff involved.</p> <p>b) Ban from future invigilation.</p> <p>c) Hand over the affected person(s) to the Police</p> <p>d) The Person Being Assisted</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
6.	Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).	<p>i) The Person Assisting</p> <p><u>If a student member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations. • Report him/her to the Investigating Panel for investigation.

		<ul style="list-style-type: none"> • Report to his/her employers. <p><u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation <p><u>If not a member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations. • Hand over the affected person(s) to the Police. • Report to his/her employers. <p>ii) The Person Being Assisted</p> <ul style="list-style-type: none"> • Cancel all the candidate's papers at the particular examination. • Ban him/her from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation • Inform candidate's employers.
7.	Proven cases of spying or copying from another candidate.	<p>(i) The Person Spying</p> <ul style="list-style-type: none"> • Cancel that particular paper and issue a warning to the candidate. • Issue a warning letter to the candidate. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. <p>(ii) The Person Being Copied</p> <ul style="list-style-type: none"> • Issue a warning letter to the candidate.
8.	Refusal to abide by misconduct procedure by completing misconduct form.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
9.	Assault, Intimidation of monitor/invigilator or inciting any other person to act in a disorderly manner for the purpose of disrupting the conduct of the exam.	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
10.	Bringing telephone or any other unapproved Electronic/Information Communication Technology gadgets such as mobile phones, spy glasses or MP3 players and any form of smart watch into the examination hall.	<p>(a) <u>If the candidate is caught using the device containing materials related to the exam</u></p> <ul style="list-style-type: none"> • Cancel that particular paper and issue a warning to the candidate. • Give warning letter. <p>(b) <u>If the device is not in use but contains materials related to the exam</u></p> <ul style="list-style-type: none"> • Cancel that particular paper. • Inform candidate's employers. <p>(c) <u>If the device is not in use and doesn't contain materials related to the exam</u></p> <ul style="list-style-type: none"> • Give warning letter.
11.	Failure to adhere to the examination instructions by: - Ensuring biometrics are done promptly/ timely - removing all textbooks and materials not allowed in the exam hall - non-presentation of docket	<ul style="list-style-type: none"> • Cancel that particular paper.
12.	Tampering with examination materials or technical equipment by:	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Ban the person concerned from taking the Institute's examinations for life.

	<ul style="list-style-type: none"> - Pilfering of answer scripts/extra sheets, - Manipulation of CCTV records at centres etc. 	<ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
13.	<p>Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.</p>	<p>(a) If a member</p> <ul style="list-style-type: none"> • Ban the person concerned from taking the Institute's examinations for life • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(b) If an Associate</p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(c) If not a member</p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police. <p>d) <u>If a candidate</u></p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
14.	<p>Any other established act of examination malpractice.</p>	<p>(a) <u>If a candidate</u></p> <ul style="list-style-type: none"> • Cancel that particular paper. <p>b) <u>If a member</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>c) <u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>a) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.