



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
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BANKING PROFESSIONAL

EXAMINATION REGISTRATION FORM

OCTOBER 2022 EXAMINATION DIET

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 with you regarding the examination)
6. CORRESPONDENCE ADDRESS:
.....
7. ARE YOU FROM A LINKAGE INSTITUTION/BANK ACADEMY? YES NO BOTH
8. PLEASE STATE THE NAME OF THE INSTITUTION AND YEAR OF COMPLETION:
.....
9. PREFERRED EXAMINATION CENTRE:
10. SUBJECTS ENTERED FOR: (Enter the appropriate Number in the Box)
11. METHODS OF STUDY CIBN Accredited Tuition Centres 2. Private Study
12. IF TUITION CENTRE, INDICATE THE NAME
13. 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).

DIPLOMA LEVEL	Code	Mark as appropriate	Date(s)
Economics of Banking & Finance	601		
Customer Service & Relationship Management	602		
Banking Law and Regulation	603		
Ethics, Corporate Governance & Professionalism	604		

INTERMEDIATE PROFESSIONAL LEVEL	Code	Mark as appropriate	Date(s)
Digital Banking	701		
Enterprise Risk Management	702		
Fintech	703		
Finance in the Global Market	704		

CHARTERED BANKER LEVEL (Core Subjects)			
Corporate Financial Services	801		
Bank Management and Strategy	802		
Lending and Credit Management	803		
Applied Banking	804		

CHARTERED BANKER LEVEL (Electives)			
Bank Audit & Compliance	805		
Agency Banking	806		
Infrastructure Finance	807		
SME Finance	808		
Agricultural & Rural Banking	809		
Human Resource Management	810		
Central Banking/ Deposit Insurance System	811		
Public Sector Finance	812		
Experiential Learning Module	813		

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

By signing below, I hereby 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.
- I have read and understood the Examination Misconduct: Offences and Penalties as outlined in this form.

Signature of Applicant & Date

14. CLOSING DATE

The closing date for the receipt of entries is Monday, September 19, 2022.

All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Monday, September 19, 2022. No Late Submission of forms will be entertained.

SPECIAL NOTICE TO CANDIDATES

As you are aware, the October 2022 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 18th to Thursday 20th October, 2022 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 2022 Diet Examinations will close at 5:00pm (Nigeria Time) on Monday, September 19, 2022. 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 18, 2022 and end on Thursday, October 20, 2022.
3. The Examinations will be conducted using the Computer Based Testing Platform except the four core subjects which remain as 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. Experiential Learning Module examination will be conducted via Remote Online Proctoring Platform
5. Please note that effective April 2023, the Banking Professional Examinations will be conducted via Remote Online Proctoring Platform.
6. The Timetable has been structured to enable you write a maximum of two (2) subjects of one and half hours each per session (i.e. Morning session: 9:00am to 12:00noon and Afternoon session: 2:00pm to 5:00pm).
7. This can be downloaded at: www.cibng.org/examinations.
8. You must have registered as a Student Member before sitting for the examinations and your Membership registration number will serve as the Examination Number.
9. 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.
10. Application for change of examination Centre must be received on or before Monday, September 19, 2022.
11. Ensure you have processed your exemptions (if eligible) before sitting for the examinations as you cannot qualify with exemption.
12. Ensure you upload your picture on CIBN Portal before printing out your system generated examination docket. Any candidate with printed examination docket without uploaded passport photograph will not be allowed to take the examinations. 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
13. 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).
14. 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 Monday, September 26, 2022 by 1pm.
15. 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

16. There are limited parking spaces at the Centres, hence, candidates are expected to make their own arrangement.
17. All examinations start at 9:00a.m. for the Morning session and 2:00p.m. for the Afternoon session (Nigeria Time) respectively even if you have one subject to write during the session.

18. You must be at the venue of the examination at least one (1) hour before the examination for Biometric screening i.e. 8:00a.m. for Morning session and 1:00p.m. for Afternoon session (Nigeria Time).
19. You will not be allowed into the examination hall after the commencement of the examination:
 - a) 20 minutes if you are writing only one subject i.e. 9:20a.m. for Morning Session & 2:20pm for Afternoon Session (Nigeria Time)
 - b) 45 minutes if you are writing two subjects i.e. 9:45a.m. for Morning Session & 2:45p.m. for Afternoon Session (Nigeria Time)
20. 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.
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 any other paper.
23. Membership Number and the Centre name should be boldly written on the Answer Script (where applicable).
24. You are not supposed to write your name, phone number or personal contact details on any part of the Answer Script.
25. You are forbidden to exchange or swap Answer Script with another candidate or remove the Answer Script (used or unused) from the hall under no circumstances.
26. 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).
27. You are advised not to bring books, papers, bags, mobile phones, electronic / smart watches, programmable calculators, digital diaries, earpiece, bluetooth devices, ultra-violet/laser pens and any other unauthorised devices/gadgets into the examination hall.
28. Please note that appropriate penalties / sanctions would be applied accordingly in the event of non-compliance to any of these examination instructions.
29. 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.
30. For Finance in the Global Market, you must answer Section A online while Section B must be handwriting using the provided answer booklet.
31. 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.
32. 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.
33. 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 Session.**
34. 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>).
35. 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 examination will be conducted on basis of New Banking Professional Syllabus. In addition, effective April 2023, the Examinations would be via Remote Online Proctoring.

Thank you.

Director, Capacity Building, Certification and Standards

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> <ul style="list-style-type: none"> a) Forfeits invigilation honorarium. b) Ban from future invigilation. c) Report him/her to the Investigating Panel for investigation. <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> <ul style="list-style-type: none"> a) Report to the Service Provider and request the dismissal of the Staff involved. b) Ban from future invigilation. c) Hand over the affected person(s) to the Police <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. • 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. • Inform candidate's employers. <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. • Give warning letter. <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: - Pilfering of answer scripts/extra sheets, - Manipulation of CCTV records at centres etc.	<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 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.	Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.	<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.	Any other established act of examination malpractice.	<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.

NB:

- Wristwatches will not be allowed for the examinations.
- The only acceptable socks that can be worn by candidates to the examination hall is ankle length socks.
- Any device seized in the examination hall must remain in its original form without any form of tampering, which include but not limited to sim card retrieval, change of password of apps, deleting of materials or documents on Google drive or any other device folders by any means.
- Any candidate established to have tampered with the confiscated device or information therein, would serve the maximum penalty as contained in the Examination Misconduct policy.