

## **CIBN EXAMINATION RESULTS APPEAL PROCESS**

This process provides a guide on the steps of actions to be taken by anyone seeking a review of his/her examination results:

1. Application for appeal must be made in writing, addressed to the Group Head, Capacity Building & Certification Division. Such application must be received within one (1) month of the release of result and must be accompanied with an evidence of payment of the prescribed Appeal Processing Fee.
2. The Capacity Building & Certification division shall arrange for the paper(s) to be reviewed by competent Examiner(s).
3. Candidate would be notified of the result of the review in writing not later than one month from the date of receipt of the application.
4. Any candidate not satisfied with the response received shall make a formal appeal in writing to the Registrar/Chief Executive.
5. The Registrar/Chief Executive shall review the case and revert to the candidate
6. A candidate who is not satisfied with the feedback from the Registrar's Office may appeal to the Institute's Governing Council.
7. The Governing Council's Secretariat shall refer such an appeal to the Capacity Building & Certification Committee for consideration
8. The Capacity Building & Certification Committee would consider the appeal and make recommendation to the Governing Council.
9. The Governing Council will take a position on the matter and the Capacity Building & Certification division will convey Council's decision to the candidate.

### **Appeal Processing Fee**

Candidates making an appeal will be required to pay a non-refundable fee as may be prescribed by CIBN from time to time. The fee is currently put at Thirty Five Thousand Naira only (~~₦~~35,000.00)

### **Penalties for Default**

Any candidate who fails to follow the due process as stipulated in this Appeal Process shall be made to face the Investigating Panel of the Institute after which the matter will be referred to the Disciplinary Committee for appropriate sanctions.

### **NB**

Please note that the Governing Council's decision on the matter shall be final and no action shall lie against the Institute and/or its officers.