

INSTRUCTIONS FOR CIBN APRIL 2025 EXAMINATIONS

- i. The CIBN Banking Professional and Certification Examinations has been schedule to be conducted via **Remote Online Proctoring Platform**. This will allow candidates to take the examinations from the comfort of their home or any serene environment of their choice.
- ii. Availability of a functional computer system with webcam devoid of security features that will prevent the download of our secured browser and examination link is needed.
- iii. Downloaded Examination docket/slip, plain A4 working sheet of paper, and pen are allowed.
- iv. Candidates are advised to update their email address and phone numbers on the portal for effective correspondence on the examinations (pre, during & post).
- v. The platform automatically monitors (video, audio, movements) from the back end hence any violation will be recorded against you as a misconduct.
- vi. A timer will be located at the top-right corner of the screen to indicate the total time left for completion of the examination. **DO NOT at any time leave the screen of your computer when the examination is ongoing.**
- vii. Registration for the April 2025 Examinations would close at 5.00p.m. on Monday, March 24, 2025.
- viii. Kindly log on to http://portal.cibng.org/cb_login.asp to register online for the examination. The examination guidelines and Frequently Asked Questions (FAQs) for the examination are on the Institute's website.
- ix. All Examinations start at 9:00a.m. for the Morning Session and 2:00p.m. for the Afternoon Session (GMT+1) even if a candidate has one paper to write during the Session. Please consult the timetable for start and end time of every Session.
- x. Upload your recent passport photograph (not more than six months) on the CIBN Registration Portal before printing your examination dockets/slips as candidates are expected to scan and upload their docket on the Proctoring Platform to be allowed to write the Examinations.
- xi. Candidates are warned not to have on their persons any mobile phone(s), electronic gadgets or programmable devices, wrist watches, calculators, earpiece/air pod/headset. Anyone found violating this instruction will be flagged for misconduct and penalties will be administered accordingly.
- xii. Candidates are cautioned not to answer more than the required number of questions in a particular section to avoid the cancellation of the answer with the highest score.
- xiii. Any candidate that writes his or her name/phone number or statements with the intent to cajole/implore/appeal to the Examiner will have a deduction of ten (10) marks from his overall scores.
- xiv. Candidates are to note that clicking the '**END ASSESSMENT**' button will automatically terminate the examination irrespective of the subject(s) already attempted. Candidates are therefore advised to click the button only when they are sure to have completed all the subjects registered to write for that particular Session.
- xv. Registered Students can now access the soft copies of their study manuals of the modules for Banking Professional and Certification Courses free of charge. The materials are available on the CIBN website www.cibng.org using the member login details.

Ten Years Rule:

The implementation of Ten years' time limit for students to complete their Banking Professional and Certification Examinations earlier approved by the Governing Council commenced in January 2022.

At the expiration of the Ten year from the date of your first attempt at writing the examinations, candidates who are yet to complete the examinations would:

- Be treated as new/fresh students.
- Forfeit all their earlier records of exemptions and examinations.
- Seek fresh exemption in all the eligible subjects (at the time of the application).
- 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.