



# 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

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### EXAMINATION MISCONDUCT: OFFENCES AND PENALTIES

S/N	OFFENCES	PENALTIES
1.	Bringing into the examination environment any unauthorized materials including jotted notes (scripts)	<ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Suspend him/her from taking the examination for four (4) consecutive examination diets.</li> </ul>
2.	Impersonation Usage of another Candidate's Login details to access the Examination	<p><b>(i) Impersonatee</b></p> <ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Suspend the persons concerned from taking the Institute's Examinations for life.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul> <p><b>(ii) Impersonator</b></p> <p><b>(a) <u>If a member</u></b></p> <ul style="list-style-type: none"> <li>Suspend the person concerned from taking the Institute's examinations for life</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul> <p><b>(b) <u>If not a member</u></b></p> <ul style="list-style-type: none"> <li>Hand over the affected person(s) to the Police.</li> </ul>
3.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification.	<ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul>
4.	Assistance from Individuals (mercenaries).	<p><b>a) i) The Person Being Assisted</b></p> <ul style="list-style-type: none"> <li>Cancel that particular paper</li> <li>Suspend him/her from taking the examination for four (4) consecutive examination diets.</li> <li>Inform candidate's employers.</li> </ul> <p><b>b) iii) Individual(Mercenaries)</b></p> <ul style="list-style-type: none"> <li>Suspend the person concerned from taking the Institute's examinations for life</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul> <p><b>c) ii) <u>If not a member</u></b></p> <ul style="list-style-type: none"> <li>Forfeits invigilation honorarium.</li> <li>Suspend from future invigilation.</li> <li>Hand over the affected person(s) to the Police.</li> </ul>

5.	Bringing wristwatches or any unapproved Electronic/Information Communication Technology gadgets such as headsets, mobile phones, smart watches, spy glasses or MP3 players into the examination environment.	<ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Inform candidate's employers.</li> </ul>
6.	Reading aloud/talking to someone during the test, visible movement of your lips or any other form of body language (communication) during the examinations.	<ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Give warning letter</li> </ul>
7.	Having prior knowledge of perpetration of exam misconduct and not escalating to the Institute immediately.	<p>(a) If a member</p> <ul style="list-style-type: none"> <li>• Suspend the person concerned from taking the Institute's examinations for life</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(b) If an Associate</p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(c) If not a member</p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul> <p>d) <u>If a candidate</u></p> <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Suspend him/her from taking the examination for four (4) consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul>
8.	Leaving your computer and test environment during the exam period..	<ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Give warning letter</li> </ul>
9.	<p>Failure to adhere to the examination instructions by:</p> <ul style="list-style-type: none"> <li>• improper environmental scan</li> <li>• Sitting in a dark environment/ room with a poor lighting system</li> <li>• obstruction of the camera</li> <li>• Sighting of a third-party while the examination is ongoing.</li> <li>• tampering with your computer to modify your testing space in a way that does not meet the examinations requirements.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Give warning letter</li> </ul>
10.	Any other established act of examination malpractice.	Other misconducts shall be treated on its merits by the sub-committee on the Review of Misconduct Cases.

- **Adoption of the Honour code/attestation.**

*"As a member of the Chartered Institute of Bankers of Nigeria, I am ethical and act with integrity and professionalism. I have read, understood and agreed to comply to the terms and conditions of the examination guidelines as stated above."*