



## **BEFORE THE EXAMINATION**

1. Details of prescribed examination fees is available from time to time along with the entry forms and registration guidelines/instructions to candidates. These can be downloaded from our website – [www.ciinigeria.com](http://www.ciinigeria.com).
2. Candidates must be seated in the examination hall at least fifteen minutes before the commencement of each examination paper. Please note that candidates shall not be allowed to sit for a paper if they arrive more than thirty minutes (for a two hour paper) or one hour (for a three hour paper) after the time fixed for the commencement of the paper.
3. Candidates will be allowed to sit only for those papers for which they have been duly registered by the Institute. Candidates are thus requested to check and ensure that the subjects specified on their examination permits are those for which they entered. Any discrepancy should be reported through email to [examination@ciinigeria.com](mailto:examination@ciinigeria.com) copying [info@ciinigeria.com](mailto:info@ciinigeria.com) immediately the permit is electronically generated.
4. After the closing dates for the receipt of entries, examination centre can only be changed in exceptional circumstances and where it is practicable. Requests for change of centre must be accompanied by a statement of such circumstances and the prescribed fee to reach the Institute not later than 28<sup>th</sup> February for the April examination and 17<sup>th</sup> August for the October examination.
5. Requests for withdrawal from one or more subjects of the examination must reach the Institute by 28<sup>th</sup> February for the April examination and 17<sup>th</sup> August for the October examination, and the fees paid will be refunded. This refund does not include the non-refundable entry fees. No changes of any manner will be made on examination entries after these dates. Absence on account of illness from part of, or all the subjects entered for, supported by acceptable medical evidence, may attract a credit reserve for a quarter (i.e. 20%) of the subject fees paid. This does not include the non-refundable entry fees. No refunds will be made on account of any other reason(s).



6. A copy of the examination time-table and candidates' instructions can be electronically downloaded from the website. The examination permit slip will be available for downloading and printing from each candidate's portal close to the examination date. If the slip is not accessible by 28<sup>th</sup> March (April Diet) and 4<sup>th</sup> October (October Diet), affected candidates should electronically notify the CIIN through [examination@ciinigeria.com](mailto:examination@ciinigeria.com) copying [info@ciinigeria.com](mailto:info@ciinigeria.com) stating their registration number and chosen centre. The admission permit will contain the examination number.

### **DURING THE EXAMINATION**

7. At the examination hall, please note that no candidate will be permitted to leave the examination hall earlier than one hour after the commencement of each examination except authorized by the Chief Invigilator in case(s) of emergency.
8. On any matter arising during the examination all candidates must submit to the directions and rulings of the invigilators.
9. Candidates must bring their own pens, pencils, rulers, and calculators. Borrowing or lending of these items will not be allowed.
10. Smoking is not permitted in the examination hall.
11. No candidate is allowed to enter the examination hall with a mobile phone/tablet/electronic gadget/purse. All such items must not be brought to the examination hall at all; however, if such is brought/dropped with your other items, such, along with all other items brought to the examination venue, are kept at owner's discretion and risk. CIIN will not be liable for any loss/damage of any of such gadgets.  
  
If such item is found with/in possession of the candidate, for whatever reason, during the examination, such will be confiscated and later destroyed and will not be returned to the candidate.
12. No candidate must
  - i. Bring into examination hall materials relating to the examination or

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- ii. Copy from prepared scripts and textbooks in the examination hall or
- iii. Help others to sit for the examination i.e. impersonate or
- iv. Communicate with, receive assistance from or give assistance to or copy from the paper(s) of another candidate.

Any candidate infringing this rule will be liable to disciplinary action ranging from the disqualification to indefinite suspension. The above is inclusive of electronic copies of all stated infringements.

13. The use of slide rules, four figure tables and pocket calculator are allowed. Candidates are required to indicate clearly the steps by which any answer has been obtained and submit with the answer details relevant workings or calculations. GSM phones are not allowed to be used as calculators.
14. Candidates will be required to complete the examination attendance form (CIIN/09) and place it together with their admission permits on the left-hand side of their desks.
15. Examination question papers will be distributed not more than five minutes before the time fixed for the session to start. Do not begin writing until instructed to do so by the Invigilator. Also ensure that you have been supplied with the examination paper for the subject for which you have entered.
16. All answers are to be written on the answer booklet(s) supplied in accordance with the following instructions:
  - ✚ Insert your candidates number as given on your admission permit and any other particulars required on the cover and flap of the book.
  - ✚ Ensure that you write the full and correct candidate's number.
  - ✚ No name should be written on any leaf of the book, or on any supplementary leaves that may be issued to the candidates.
  - ✚ The answer to each question must be commenced on a separate page. Where, however, a question consists of two or more parts, this instructions does not apply to the separate parts.
  - ✚ Write in the ruled margin the number and question attempted.
  - ✚ Leave no blank pages among your answers.

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- ✚ Where supplementary leaves are used, the candidate's number should be written in the space provided on them and fastened at the end of the book inside the cover.
17. Answer should be written in English Language, legibly and in a concise and lucid manner. The logic of presentation will be taken into account in the marking of each answer.
  18. If a candidate wishes to speak to the Invigilator during the examination, such candidates should draw his attention by raising up his or her hand.
  19. Candidates wishing to leave the examination room to ease themselves will be subjected to a search and will be monitored to and from the toilet.
  20. When the Invigilator has declared examination over, all candidates must immediately stop writing. This instruction applies not only to the questions but to filling in of numbers, punctuations and any other writing. Any candidate infringing this rule will be liable to disciplinary action.
  21. The Governing Council of the Institute will take disciplinary action against any examination candidate in breach of any of the examination regulation. Penalties will be imposed for disobeying examination laid down procedures, falsification of documents and/or cheating during the examinations.
  22. If for any reasons outside its control, the CIIN finds it impossible to hold any of its scheduled examinations, or if a candidate's completed examination script is lost or destroyed, the CIIN's liability shall be limited to a complete refund of the examination fees paid in respect of the examination.
  23. The examination results, once released, will be available on the candidate's individual portals and can be assessed from the individual portals. The decision of the Institute in every case is final and it will accept no request(s) for remarking of examination scripts, and in no circumstances will any answer script be returned to candidates.