

CHARTERED INSURANCE INSTITUTE OF NIGERIA
INSTRUCTIONS TO CANDIDATES....APRIL 2024 DIET



BEFORE THE EXAMINATION

1. All candidates **MUST** come to the examination venue with their Permit Card and with their passport photograph neatly embossed on it. No permit card, no entry into the examination hall.
2. In addition to the above (1), all candidates **MUST** present valid nationally acceptable means of identification (i.e. NIN, Drivers License, Voter's Card, International Passport etc.) at the entrance of the examination hall before being allowed in. Without a nationally acceptable means of identity card, there will be no entry into the examination hall.
3. For emphasis, the Permit Card and the Valid Means of Identification are two important documents for candidates to have access into the examination halls.
4. Candidates are required to look through the April 2024 diet timetable before choosing their papers to avoid having two or more papers at the same time.
5. Candidates must be seated in the examination hall at least fifteen (15) 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 (30) minutes (for a two-hour paper) or sixty (60) minutes (i.e. one (1) hour) (for a three-hour paper) after the time fixed for the commencement of the paper.
6. Only AIIN/FIIN members, desirous of specialising in Insurance Broking and/or Loss Adjusting Routes are qualified to register for the Post-Qualification Courses.
7. Candidates will be allowed to sit only for those papers for which they have duly registered for in the diet and as shown on the entry permit card. 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.org copying info@ciinigeria.org immediately the examination permit slip is electronically generated.
8. 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 14th February for the April examination and 14th August for the October examination.
9. Candidates **MUST** present themselves for the examination only at their registered centres. Candidates are **NOT** allowed to change centres and **ALL** should note that changing from one centre to another without approval has consequences. The Council will make the final decision on each and every refraction on this.
10. Requests for withdrawal from one or more subjects of the examination must reach the Institute by 14th February for the April examination and 14th August for the October

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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).

11. 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. The admission permit will contain the examination number.

DURING & AFTER THE EXAMINATION

12. 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.
13. On any matter arising during the examination all candidates must submit to the directions and rulings of the invigilators.
14. Candidates must bring their own pens, pencils, rulers, and calculators. Borrowing or lending of these items will not be allowed.
15. Smoking is not permitted in the examination hall.
16. No candidate is allowed to enter the examination hall with a mobile phone/tablet/electronic gadget/purse/smart wristwatches/smart eye glasses. 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 released to the candidate.

Whether the item is assessed or not, such candidate's results in the concerned paper will be cancelled, along with other applicable sanctions that may be approved by Council.

17. No candidate must:
 - i. bring into examination hall materials relating to the examination or
 - 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.

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Any candidate found breaching any procedure that relates to the above, whether related to the examination questions or not, or if during any of the examining process, it is proved beyond doubt(s) that there was malpractice related to copying or verified breach of global best practice, would by such action, automatically invoke the following actions:

- the candidate will be allowed to conclude the examination
- the candidate will be automatically - physically and electronically barred from writing the examination for the next four (4) consecutive diets
- the candidate's employer will be informed in writing of the breach/infringement.

The above is inclusive of electronic copies of all stated infringements.

18. 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.
19. 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.
20. Examination question papers will be distributed not more than five minutes before the time fixed for the session to start. Candidates are not to begin writing until instructed to do so by the Invigilator. They should also ensure that they are supplied with the examination paper for the subject that was registered for.
21. Candidates **MUST** write their PIN and correct examination number on the answer scripts. Failure to write the PIN/examination number on answer scripts will attract a cancellation of such result(s). No candidate will be called back or allowed to complete any missing information once the examination time slot is over.
22. All answers are to be written on the answer booklet(s) supplied in accordance with the following instructions:
 - insert your candidate's 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. Any candidate who write name on any leaf of the answer booklet will have the result to that paper cancelled.**
 - the answer to each question must be commenced on a separate page. Where, however, a question consists of two or more parts, this instruction does not apply to the separate parts. **Any candidate who flouts this rule will have 10% of the earned marks on the particular question(s) deducted from the final score.**
 - **answering more than the required amount of questions in any or all sections of an examination will be inferred as such, examiners will count the number of successive sections attempted if candidates answer more questions than the**

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- required number. Despite the effort, there will not be any rewards for answering questions correctly or well if it does not fall within consecutive counts to the requirement.**
- write in the ruled margin the number and question attempted.
 - leave blank pages among your answers.
 - 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.
23. 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.
 24. If a candidate wishes to speak to the Invigilator during the examination, such candidate should draw his attention by raising up his or her hand.
 25. 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.
 26. 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 including but not limited to completion of incident report form. Council decision on the refraction is final.
 27. It is compulsory for candidates to complete the Incident Report Form against any incidence that occur during the period of examination once the examination officer has directed that the form should be completed. This is to ensure that the candidate has a fair hearing as this is the first point of reference of defense for the candidate on the incidents. Refusal/failure to complete the form is an infringement of rules and regulations of the examination, which if traceable, will be liable to disciplinary action.
 28. 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.
 29. 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.
 30. 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.

SIGNED: MANAGEMENT