



PROFESSIONAL EXAMINATIONS DECEMBER 2023, ONLINE EXAMS

FOUNDATION I

	09:00am – 10:00am	10:00am – 11:00am	11:00 am – 12noon
Friday, 8TH December	Introduction to Management – F1/001	Writing and Communication Skills – F1/002	RESIT (1 REFERENCE)
Saturday, 9TH December	Introduction to Economics – F1/003	Introduction to Accounting – F1/004	Fundamentals of Psychology and Sociology – F1/005

FOUNDATION II

	09:00am – 10:00am	10:00am – 11:00am	11:00 am – 12noon
Friday, 8TH December	Introduction to Human Resource Management – F2/001	Business Law – F2/003	RESIT (1 REFERENCE)
Saturday, 9TH December	Computer Application & Management Information System – F2/004	Elements of Politics and Nigeria Legal System – F2/005	Nigerian Business Environment – F2/002

INTERMEDIATE I

	09:00am – 10:00am	10:00am – 11:00am	11:00am – 12noon
Friday, 8TH December	Business Administration – INT1/001	Advanced Economics – INT1/002	RESIT (1 REFERENCE)
Saturday, 9TH December	Accounting & Finance for Managers – INT1/003	Business Statistics & Social Research Methods – INT1/004	



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INTERMEDIATE II

	09:00am – 10:00am	10:00am – 11:00am	11:00 am – 12noon
Friday, 8TH December	Learning and Development – INT2/001	Public Administration – INT2/002	RESIT (1 REFERENCE)
Saturday, 9TH December	Workforce Planning and Strategies – INT2/003	Comparative Management and Administration – INT2/004	

PROFESSIONAL EXAMINATION I

	09:00am – 10:00am	10:00am – 11:00am	11:00 am – 12noon
Friday, 8TH December	Organizational Behaviour and Performance – PE1/002	Insurance and Pensions Management – PE1/003	RESIT (1 REFERENCE)
Saturday, 9TH December	Advanced Human Resource Management I – PE1/004	Presentation Skills – PE1/005	Operations Research – PE1/001

PROFESSIONAL EXAMINATION II

	09:00am – 10:00am	10:00am – 11:00am	11:00 am – 12noon
Friday, 8TH December	Nigerian Labour Law – PE2/001	Advanced Employment Relations – PE2/002	RESIT (1 REFERENCE)
Saturday, 9TH December	Advanced Human Resource Management II – PE2/003	Labour Market Analysis – PE2/004	



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NOTE:

- a. The Examination Registration will close on Friday, 24th of November, 2023. Late registration, which will be from Saturday 25th November to Sunday 26th November will attract a penalty of Five hundred naira (₦500.00) only.
- b. You are expected to log in to the Examination platform 30 minutes before the commencement time (i.e. 8.30 a.m.) for the necessary screening.

EXAMINATION INSTRUCTIONS

1. The test will be administered via the Internet and will require the following: A good Internet connection, A computer with a functional Webcam, Exam photo card.
2. The Institute will reject any registration form that is not properly completed.
3. Select **ONLINE EXAM** as the Examination Centre.
4. Examination fees once paid are non-refundable.
5. Make sure information loaded by the system e.g. exam category, and resit subject (if any) are correct before proceeding to payment.
6. Annual dues must be paid up to date.
7. Download your photocard (examination card), which contains the exam timetable, in PDF and save it on the laptop you would use for the online exam.
8. Examination applications submitted cannot be edited or modified.
9. Candidates will only be allowed to sit for the course(s) registered for.
10. Deferment of any examination will not be granted except on medical grounds, supported by a medical certificate/report and a letter from the candidate's manager or Head of Department (if applicable).
11. Ensure your Laptop network and battery are in good condition before starting the test.
12. Ensure no materials or books/persons laying around, phones, other gadgets/smart devices or anything that gives off as malpractice is found within 360-degree scanning of your environment.
13. Please perform all guided pre-test activities. Ensure there is enough light in the room.
14. Ensure your environment is quiet, kindly put all devices away, including calculators. Where a calculator is required, use the one on your system.
15. This test is automatically monitored hence any violation will be recorded against you.
16. Your Username and Password are required to access the test.
17. Kindly go to <https://testclient.fot.com.ng/test> using your Username or Password to access your test at the test start date and time. The notification below will be displayed if you fail to log in at the test date and start time stated: **“You are not currently scheduled for an assessment.”**
18. Your Username is not case-sensitive; however, your password is case-sensitive. Once successfully logged in, click on the “Take Test” button to commence your test.
19. Upon logging in, read the instructions and click on the link specified on the testing platform to launch your assessment and insert your password a second time. Please note that once launched, access will be restricted to all other applications on your computer system so, ensure you have your password ready.



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20. All applications that use a webcam should be closed before launching test such as Skype, MS Teams, Zoom, etc
21. Once your test has commenced, a timer will be located at the top-right corner of the screen which will indicate the total time left to complete the test.
22. **DO NOT** at any time leave or move your face away from your computer.
23. A preview of your video feed will be shown at the bottom right. Always ensure your face is properly aligned with your camera.
24. For the multiple-choice assessments, there would be question numbers at the bottom of your screen which would change colour as you progress through the test.
25. A red-coloured number indicates a question that has not been answered, while green indicates a question that has been answered.
26. At the end of your test, the display on the screen will read “Test Submitted Successfully”. “Error in submission” notification at the end of the test is a result of a poor internet connection. **Do not close** the test window. Try to submit again while ensuring that your network is stable. Also, ensure all uploads at the end get to 100%.
27. Please ensure you are using a stable internet connection throughout the test. In the event of an internet disruption during the test, do not close the test window as this will prematurely end the test without submission of your activity and you may be unable to log in again. Instead, check your internet source and try to ensure that it is stable.
28. Contact CIPM for any clarification on your result or information on your examination application.
29. By proceeding with payment, you agree with the above terms and conditions of the Institute's Online Examination.

MALPRACTICE AND PENALTY

1. **Impersonation:** - Student shall be barred for life from writing further CIPM exams. The impersonator/s shall be handed over to the police for prosecution.
2. **Coming into the examination room with prepared answer scripts or another computer system apart from the one to be used for the exam:** - Student shall be barred from writing further examinations in that diet and suspended for five (5) years.
3. **If found in the examination room with jotted notes (scripts), and/or any materials to the examination.:** - Student shall be barred from writing further examinations in that diet and suspended for two (2) years.
4. **If found to make use of the phone while writing the exam (unless for the purpose of reporting exam technical issues to authorized officials):** - Student shall repeat the whole paper for the day at their own cost.
5. **Co-operating, and conniving with any other person while the exam is on.:** - Student shall be barred from writing further examinations in that diet, and shall be suspended for three (3) years.
6. **Communicating or chatting Leaving your computer and test environment during the exam period beyond the allowed time of five (5) minutes and coming back to continue with the test:** Students shall repeat the entire paper for that day at their own cost.
7. **Non-visibility of the candidate's full face at all times during the test:** - Students shall repeat the particular paper at their own cost.
8. **Reading aloud/talking to someone during the test:** - Students shall repeat the paper at their own cost.
9. **Sitting in a dark environment/room with a poor lighting system:** Students shall repeat the particular paper at their own cost.
10. **For any other activities/actions viewed as misconduct or malpractice, captured by the proctoring system:** - Depending on the nature of the misconduct or malpractice, penalties shall be applied as contained in the CIPM malpractice policy.