



## INSTITUTE OF BANKERS IN MALAWI

# IOB STUDENTS' UPDATES – OCTOBER 2020

### MESSAGE FROM IOB CHIEF EXECUTIVE OFFICER



On 27 August 2020, Government announced the reopening of schools from 7 September 2020 for phase one. However, Students studying with Institute of bankers in Malawi are under phase two and schools will open 12 October 2020. With that in view IOB will conduct its examinations from 15 November to 20 November 2020. This is to give time to those who did not complete their syllabus to catch up and be prepared for examinations. Normal exam calendar will resume next year, as exams will be written in May and November 2021. The examination timetable will be shared with you on whatsapp and on IOB website ([www.iobmalawi.com](http://www.iobmalawi.com)).

These remaining weeks can really make a difference if you focus on the examinations, please make sure that your hay is made while the sun still shines.

As the pandemic continues, the Institute urges all student to continue staying safe and observing all precautionary measures led down by the health experts.

#### 1.0 RECEIPTS AND IDENTITY CARDS

To avoid inconveniencing those that have paid for the examinations fees, you will be required to display both your receipt from the Institute and the identity card before writing the examinations.

All new students are being advised that IDs are ready for collection at IOB offices. If you do not have your ID, please check with Mr. Simeji Moya by emailing him [smoya@bankers.mw](mailto:smoya@bankers.mw) or contacting him on 0881264063. Lilongwe and Mzuzu Students, your IDs will be given to you at the examination centre. Please ask the invigilator for assistance. A final list of those that are to write examinations will be posted on the website on 30 September 2020. If you are keeping your deposit slip, please bring it to the Institute for your name to be on the list. At all examination centres, names of candidates writing examinations will be put up on the notice boards. This will be the list that will be on the website and forwarded to you on WhatsApp. **IF YOUR NAME IS NOT ON THE LIST AND YOU DO NOT HAVE A RECEIPT OR DEPOSIT SLIP YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATIONS. YOU WILL NOT BE ALLOWED TO WRITE EXAMINATIONS ON CREDIT.**



## 2.0 2020 GRADUATION AND CERTIFICATES



All students are being informed that there will be no graduation this year due to coronavirus pandemic. All students that have completed their different levels will be given their certificates by February 2021 and will be allowed to participate during the graduation of September 2021.

## 3.0 EXAMINATION CHEATING

Please note that anyone who will be found cheating during examinations will have all her/his scripts not marked. This does not matter whether you cheated

in one subject or not. Cheating is a crime and it is not allowed. Bankers are ought to be people of integrity.

## 4.0 INSTRUCTIONS

We remind you yet again to carefully follow instructions both from the invigilators and those on examination papers.

- ✓ Visit the toilets before examinations start. Once examinations are in progress, no one will be allowed to leave the room unless you are through with your paper 30 minutes before time.
- ✓ Anyone under doctor's instructions is supposed to bring a letter from the hospital.
- ✓ All cheaters will automatically be qualified for November 2020 examinations.
- ✓ Make sure that you surrender your card and examination slip separately and do not go home with the script. If this happens, the paper will not be marked and the candidate will not be allowed to sit for the examination for a period of two years.

## 5.0 OBSERVATION OF TIME

Remember that examinations start at 8:00 and any late comer who comes at 8:15 am will not be allowed to sit for examinations and it will be deemed that you have written examination.



## **6.0 DEFERMENT**

Please note that if you have registered for this semester's examinations then you are required to write this semester. If you do not write, you will be expected to pay full amount of examination fee next semester. Unless you have gotten sick and there is proof, please note that a 50% of examination fee payment will be needed upon any deferment. No deferments are allowed after 30<sup>th</sup> September 2020 unless it is those of natural causes. Please note that those students who will bring excuses after 30<sup>th</sup> September 2020 will not be entertained.

## **7.0 TRANSCRIPTS**

All Students are being informed that transcript processing fee is K10,000 per level. The fee should be deposited at the bank before coming to IOB offices.

## **8.0 EXAMINERS CONCERNS**

Examiners have complained that from the marked scripts most of the candidates seemed that they were unprepared for examinations. Please prepare thorough for the November examinations and remember to check for the followings:

- a) To check your spellings and grammar before handing over the paper
- b) To write your student number on the answer sheet. Please, do not write your names on the answer sheets. The Institute will make sure that all students have their numbers before the date of the examination. In case you forget your number, ask the IOB official who is stationed at the centre. Answer books without examination numbers will not be marked.
- c) You are advised to tackle all analytical questions as you gain more marks in these questions.
- d) At certificate level, you only pass a paper if you have passed both sections.
- e) Do not choose topics when studying. Make sure you cover all the topics in the syllabus.
- f) Access IOB past papers on [www.iobmalawi.com](http://www.iobmalawi.com) to have a picture on how questions are asked
- g) Group discussions help.

## **MANAGEMENT**