

# THE TANZANIA INSTITUTE OF BANKERS

## PROFESSIONAL BANKING EXAMINATIONS

### Introduction

The Institute's mandate is to develop professional banking in Tanzania. In so doing, the Institute conducts professional banking examinations twice a year; in May and November each year based on the approved syllabus.

The examinations are set basing on a common syllabus for the Alliance of African Institutes of Bankers (AAIOB). The AAIOB was founded in 1996. Members of AAIOB recognise the qualifications offered by each member Institute. Members of the Alliance are Botswana, Ghana, Kenya, Malawi, Nigeria, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.

The Tanzania Institute of Bankers and Uganda Institute of Banking and Finance share and conduct professional banking examinations common in content, form and time of administration.

The Uganda Institute of Banking and Finance sets the Banking Certificate examinations while the Tanzania Institute of Bankers sets the Certified Professional Banking examinations. Both examinations are initially moderated locally and sent to UK for external moderation.

### Entry Requirements

Entry requirements for each programme are explained hereunder:

#### (i) **Banking Certificate**

To be eligible to enter the Banking Certificate, a candidate must be a member of **The Tanzania Institute of Bankers**. In addition, the candidate must possess the following approved ratings:

- (a) Must either be a bank employee with Certificate of Secondary Education (CSE) or Advanced Certificate of Secondary Education (ACSE) or its equivalent.

**OR**

- (b) Must be a Form IV leaver with at least a pass in English and Mathematics.

**OR**

- (c) Must be a Form VI leaver with at least one principal level pass in Advanced Certificate of Secondary Education (ACSE) or its equivalent and must have passed English or Mathematics language at CSE level.

**OR**

- (d) Holder of Certificate from National Board of Accountants and Auditors (NBAA) or certificate from National Board of Materials Management (NBMM).

**OR**

- (e) Other equivalent qualifications.

## **(ii) Certified Professional Banking (CPB)**

To be eligible to enter the Certified Professional Banking, a candidate must be a member of **The Tanzania Institute of Bankers**. In addition, the candidate must possess the following qualifications:

- (a) Either a Certificate in Banking from TIOB/CIB or any other Institute of Bankers.

**OR**

- (b) CPA (T) – NBAA.

**OR**

- (c) CPSP – NBMM

**OR**

- (d) Advanced Diploma/Degree from a recognized institute of higher learning or university.

**OR**

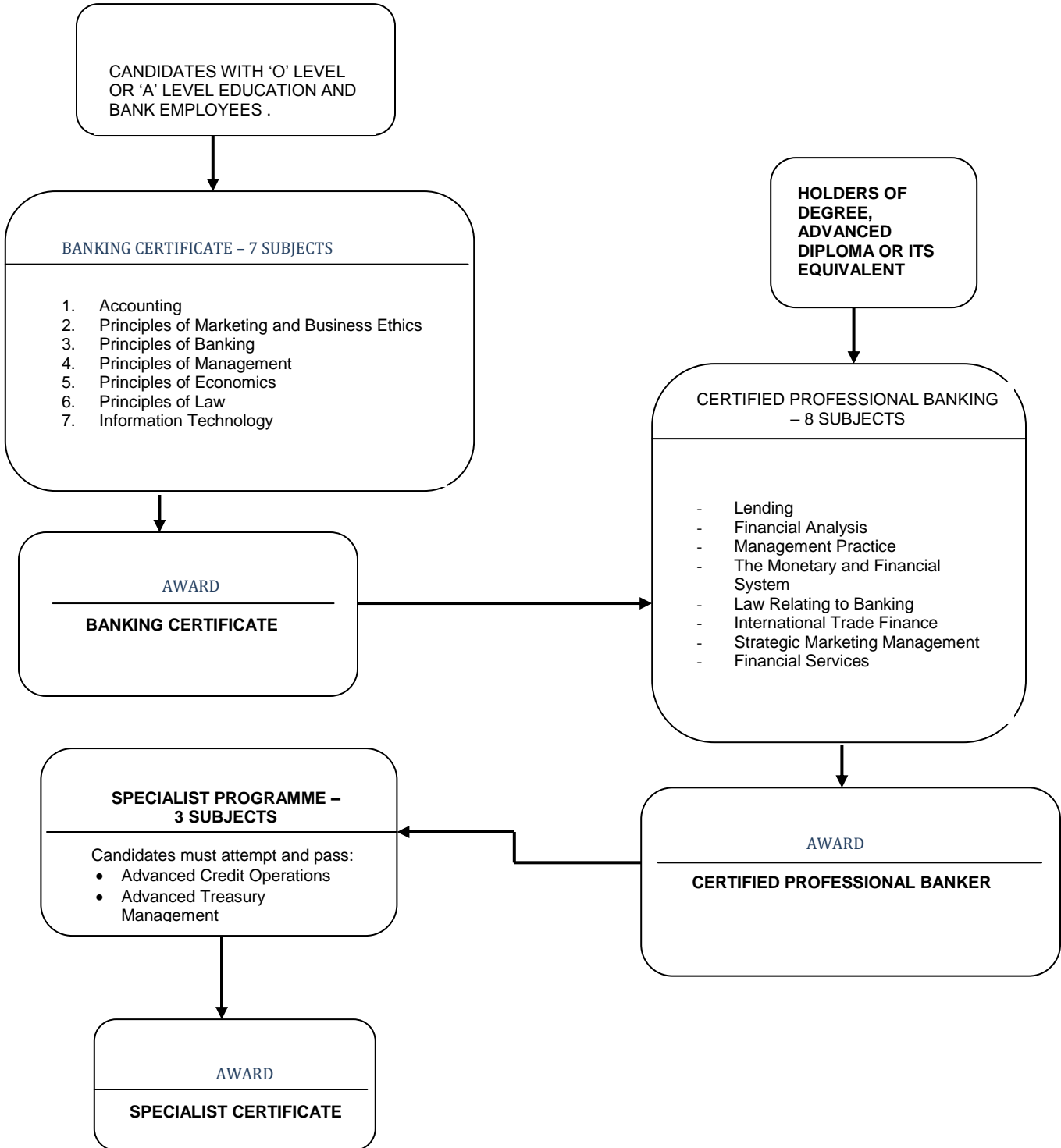
- (e) Other equivalent qualifications.

## **(iii) Specialist Programme**

Holders of TIOB Certified Professional Banking or its equivalent from any other Institute of Bankers.

The route to each programme is diagrammatically shown as hereunder:

# ROUTES TO CERTIFICATE IN BANKING, CERTIFIED PROFESSIONAL BANKING AND SPECIALIST PROGRAMME



## EXAMINATIONS REGULATIONS

### (i) **Examinations:**

Examinations are held twice a year, the first Monday of May and November. The examinations are written at approved centres and every attempt is made, where possible, to allow members to write examinations at a venue closest to their workplace. The examinations are set following a common syllabus for the Alliance of African Institutes of Bankers (AAIOB.) The AAIOB was founded in 1996. Members of AAIOB recognise the qualifications offered by each member institute. Members of the Alliance are Botswana, Ghana, Kenya, Malawi, Nigeria, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zambia and Zimbabwe. The examinations are common in content, form and time of administration for Uganda and Tanzania.

Examinations are conducted in evening sittings starting at 04.00 p.m. and ending at 07.00 p.m. Candidates must be seated by 4.00 p.m. They must bring to the examination room their examination slip issued by the Institute which shows the subjects for which they are entered, as well as a TIOB identity card.

Candidates should only write the subjects for which they have registered. No books or papers will be allowed into the examination room. The use of silent (non programmable) calculators is permitted in relevant papers. No other aids may be used unless expressly stated on the question paper.

### (ii) **Examination Entries:**

Entries must be made on the prescribed form, which may be obtained from the Institute and from tuition centres.

### (iii) **Examination Fees:**

Completed examination entry forms must be accompanied by the appropriate fee as indicated on the forms. If after the closing date for the receipt of examination entries, a candidate withdraws his/her entry, or fails to sit the examination, neither the full fee nor any part thereof will be refunded.

### (iv) **Closing Date:**

Entry forms, accompanied by a bank pay-in slip of the appropriate fee, must reach the Institute not later than 15<sup>th</sup> March for May examinations and 15<sup>th</sup> September for November examinations. Candidates are advised to opt for one of the centres approved by the Institute. Changes of examination centre will be allowed only in case where a candidate is on transfer. Requests for changes of

centres should reach the Executive Director at least three weeks prior to the examination.

**(v) Examination Process**

The Tanzania Institute of Bankers examination process is thorough. After the process of compiling the examinations from different examiners who are expert bankers or academicians, the examinations are moderated internally in Tanzania and externally in United Kingdom (UK). They are reset according to external moderators comments. After this stage the examinations are administered, marked and moderated internally by TIOB and its local consultants. The marking is then moderated by the same external moderators currently Sheffield Hallam University (SHU) of UK. Finally the results are declared by the Education and Membership Committee and ratified by the Governing Council of the Institute.

**(vi) Pass Marks:**

The pass standard is the same for both the May and November examinations. It

falls under the following bands as adopted from the Chartered Institute of

Bankers (CIB) London:

Pass	-	51 – 64%
Credit	-	65 – 80%
Distinction	-	81 – 100%

**(vii) Examinations Results**

May and November examinations results will be published in July and January respectively. Candidates will be advised individually in writing of their results. A complete list of examinations results will be available for inspection at the Institute's offices, at the various tuition centers, in each corporate member bank and the TIOB website: [www.bot-tz.org/tiob](http://www.bot-tz.org/tiob).

**(viii) Exemption Policy**

Application for exemption shall be made on the Institute's prescribed Application for Exemption form. Applications must be accompanied by certified copies of qualifications obtained setting out the subjects passed. Exemption fees are payable only when the exemptions have officially been confirmed by the Institute. A subject fee will be charged for each exempted subject.

As a matter of policy, only subjects examined by and passed through formal academic or professional institutions such as universities, institutes of higher learning or recognized professional bodies will be considered. The Institute's decision in this regard is final.

Members in possession of a degree or advanced diploma may enter directly for the Certified Professional Banking Examinations. Those who hold professional qualifications, masters degrees may apply for exemption in core subjects that were covered in their Postgraduate courses. Transcripts and course outlines must be submitted together with the application for exemption.

## **CONDUCT OF THE EXAMINATIONS**

- (e) Candidates shall produce their TIOB identity in the examination room.
- (f) Candidates shall bring their attendance notice to the examination centre.
- (g) The examinations shall be supervised by responsible persons appointed by the Institute.
- (h) The packets of question papers should be opened at the beginning of the examination in the presence of the candidates and distributed so that all candidates may start the examination simultaneously.
- (i) Candidates are not allowed to use programmable calculators in any examination, only silent non-programmable calculators may be used. No other aids such as books, dictionaries, papers, notes or mathematical tables are permitted. Any such items which have been brought into the room must be left in the invigilator's care.
- (j) While the examination is in progress, candidates must not communicate or attempt to communicate with each other, copy from other candidates' scripts or copy from their own notes.
- (k) Any candidate who infringes the regulations will be discontinued from the examinations by the invigilator, and the case will be reported to Management of the Institute who will discuss it and implement the prescribed penalty. The case will be reported to the Council of the Institute which shall decide the appropriate penalty and the candidate may be liable to further disciplinary action which may include deregistration from the Institute.
- (l) A candidate should read carefully the instructions on the front page of their question paper before starting to answer the questions, and should complete the details required on the front of the answer book. Every candidate should ensure that any loose sheets are fastened together securely in the back of the answer book.
- (m) No candidate will be admitted to the examination room after the first 30 minutes and may not leave the room before one hour has elapsed. If a candidate leaves

before the end of the examination, he/she must do so as quietly as possible to avoid disturbing others still writing.

- (n) To allow time for revision of the paper, candidates will be told when 15 minutes remain.
- (o) Smoking is not allowed.
- (p) Candidates must switch off their mobile phones while in the examination room.

## **AWARDS TO BEST CANDIDATES**

### **Council Prizes:**

- (i) 1<sup>st</sup> Council Prize.**  
Awarded annually to a candidate with the highest aggregate mark in the Certified Professional Banking examinations.
- (ii) 2<sup>nd</sup> Council Prize.**  
Awarded annually to a candidate with the highest aggregate mark in the Banking Certificate examinations.
- (iii) 3<sup>rd</sup> Council Prize**  
Awarded annually to the candidate with the highest aggregate mark in the Specialist Programme.