



EXAMINERS TIPS ON HOW TO PREPARE FOR EXAMINATIONS AND TACKLE EXAMINATION QUESTIONS...



INSTITUTE OF BANKERS IN MALAWI HAS NOW A STUDENT UNION...

Inside story

OPPORTUNITY ON BANKING CAREER

The Institute will continue updating its modules to meet the changing environment and terminologies...

The most important thing students have to know besides studying at different levels and subjects is that, these are professional examinations and mostly require application of knowledge. Here we go with some of the tips:...



STUDENTS -sharing Ideas

FULL STORY

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EXAMINATIONS REPORT

Here is a sample of what examiners observed during the last semester and the suggested solutions: From all the reports submitted to the Institute by the Chief Examiners at certificate level, it is clear that students do not prepare fully for examinations.

FULL REPORT PAGE 2>>

LIBRARY



EXAM NOTICE



BUSINESS STATISTICS



FROM FIRST PAGE<<

The poor performance in most subjects was attributed to poor preparations on part of the students. However it was also evidently clear that candidates who spent time to prepare for examinations found the papers fair and performed very well.

SUGGESTED SOLUTION

Candidates are encouraged to prepare thoroughly for examinations. This means covering the entire syllabus and manuals when revising their studies. Among other things preparation may include: reading widely, group discussions with other candidates, attending normal and revision classes, practicing on tackling examinations questions with tuition providers and attending IOB open day seminars.

FOLLOWING EXAMINATION INSTRUCTIONS

Candidates are given time to go through the examination papers before they start the actual writing. This means reading the instructions as well as selecting questions that they would write when the examinations begin. From the marked scripts, it is apparent that students do not read the instructions and consequently they perform badly.

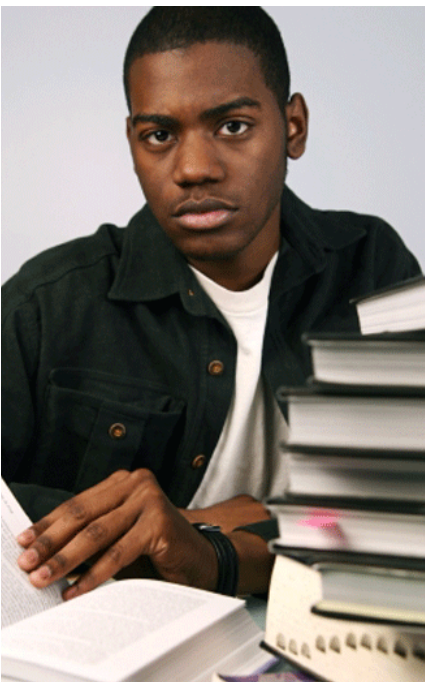
SUGGESTED SOLUTION

The Institute will keep on giving clear guidance to students on examination procedures through the newsletter, lectures and open day functions.

Most of the Examiners have bemoaned lack of clarity in students, answers as it has been noted that most of candidates, especially at certificate level relies on recall questions. Any analytical question is not tackled

successfully and all mathematical problems are avoided. The following observations were made by several examiners:

- Students used abbreviations for example; e.g , btwn, comm., etc, which might result in losing marks due to misinterpretations.
- Lack of understanding of examination questionY
- Poor hand writing
- Students failed to get guidance from the wording in the question as well as the marks allocated, as it has been noted that there was a tendency among candidates to write one word answers even in a question where the examiner has called for an explanation.
- Lack of presentational skills that resulted in loss of marks.
- Students were substituting their own question to the question in the examination paper as was observed in Management paper. This might be contributed by the memorisation of past paper questions.

**Editor's Comment**

Let me welcome you to our first Newsletter and although its been a long time coming, I can assure you that it is here to stay. We are introducing this newsletter so that we can communicate with you on current issues, get tips from our experienced examiners on how to prepare for examinations. You will also have an opportunity to read more on a career in banking; we will be featuring some of our students who have succeeded in their life by studying with us.

I would also like to take this opportunity to welcome all new students. On behalf of management and staff of Institute of Bankers in Malawi - IOB, I would like to commend you for choosing to pursue a career in banking with IOB Malawi.

Let me take this opportunity to remind you that it is your responsibility to make sure that you have thoroughly covered all the topics stipulated in the syllabus. You must also know that these are professional examinations whereby you don't just study to pass examinations but you are required to apply the knowledge acquired as you are executing your duties everyday other than study to pass examinations.

Lastly, I would like to wish you all the best in your studies.

IOB-EDITOR
Tamara Muwa

“THESE ARE PROFESSIONAL EXAMINATIONS AND MOSTLY REQUIRE APPLICATION OF KNOWLEDGE.”

WAY FORWARD>>>

(a) The Institute will continue updating its modules to meet the changing environment and terminologies. The Institute shall continue to provide tuition classes in conjunction with Management Centre at the Polytechnic.

(b) The Institute shall continue to stock its library to meet the demand by the increasing number of students.

(c) A workshop for examiners and chief examiners will be organised to refresh their minds as well as to train the new ones on the setting of examinations, marking and report writing. This will ensure quality examinations, marking and report writing. This will ensure quality examinations and standardization of Chief Examiner’s reports that will provide important and relevant information to the Institute.

(d) Open day activities will continue as the Institute is receiving new students every day but also to remind the current candidates of their obligations as students.

(e) Communication will continue with the students electronically to prepare them for their examinations.



Helpful Library

<<FROM FRONT PAGE

Study widely making sure that you have covered all the topics in the syllabus. Most students have a tendency of skipping some topics, this is risky because you never know where examinations will come from. Try to take short notes when you are studying.

Practice what you have been studying. This can be done on several ways eg practicing as you go along topic by topic for instance subjects who are mathematical like Statistics, Accounting, Economics, Financial Concepts, Financial Markets etc, looking at past papers trying out to answer the questions on your own before looking at suggested solutions. Group discussions, revisions with tutors or attending revision classes.

- ▣ Read all the instructions given for each section.
- ▣ Read all the question before start writing
- ▣ Tackle each question according to marks allocation
- ▣ Expand your discussion/explanations by giving examples.
- ▣ Go through the paper before handing over , to make spell checks , check calculations, ID number.



Introduction to Business Communication

The report presents observations and recommendations made by the Chief Examiner following the marking exercise of Introduction to Business Communication Examination. Specific observations pertaining to the questions are presented below:

Question 1

Most candidates had problems to think of another name for sender and receiver. This can attributed to lack of application skills in most of the candidates.

Part (b)

Most candidates failed to identify the roles of the sender and the receiver in relation to that communication process. Answers that were given related to general duties of a banker. This was a result of the failure to understand the question.

Part (c)

Most candidates gave correct answers in this part. However, most candidates failed to get full marks because of flaws in expressions.

Question 2

Most candidates presented their letters appropriately. The following challenges were observed:

Ideas presented in the letters were not fully developed. Most of the letters has little content. Most candidates lacked knowledge on the usage of either, Your sincerely or, yours faithfully. Choice of appropriate language was a common problem.

Question 3

Most candidates had problems to write the short formal report in the correct format. This was due to lack of knowledge. Candidates resorted to writing memo reports and lost lots of marks.

Question 4

The question required the candidates to write an essay. The points presented in the answers were relevant. The major challenge was the general structure and layout of the essay. Most ideas presented in the essays were not well developed.

Question 5

Part (a)

Most candidates depicted good knowledge of communication channels in organizations. However, some candidates failed to explain how the channels work and lost marks.

Part (b) and (c)

The question asked about barriers to communication and how to overcome them. Candidates found these parts easier and the answers given were generally good.

Question 6

Part (a)

The answers given on this part were generally guess work. It was clear that the topic was not adequately covered in the classes.

Part (b)

Most candidates had an idea of the answers to this question. However, most candidates lost marks due to failure to develop their answers in line with the given marks.

Part (c)

The answers given on this part were also guess work. The impression that was given was that the topic was generally poorly covered in the

classes.

Part (d)

The answers to this part varied. Most candidates gave correct answers.answers.

Question 7

Part (a)

Most candidates correctly distinguished memoranda from letters.

Part (b)

Observations made in this part were similar to those presented in Question 2 in this report.

Question 8

The question was not popular.

Part (a)

The question asked candidates to explain how an interviewee and an interviewer can prepare for interviews. Most candidates did not acquire full marks because the answers were not well developed. Some candidates presented answers in form of phrases and in the process lost marks.

Part (b)

The question tested the candidates' knowledge of non-verbal signals in different situations. Most candidates failed to develop their points in order to acquire full marks.

CONCLUSIONS:

The general overall performance in the examination was above average. Most candidates would have done even better if they had learnt the skill of developing ideas and points in structured questions and paragraphs. There is a general improvement in the way candidates are performing and presenting their answers in the IOBM Introduction to Business Communication examinations. This suggests that the Introduction to Business Communication syllabus is still a relevant tool to develop the communication skills in students enrolling for the course.

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INTRODUCTION TO BUSINESS STATISTICS – D212

Introduction

This question was on probability and confidence intervals. Most candidates failed to name any discrete probability distribution. Others showed that they do not understand what a probability distribution is all about. It was not a surprise, therefore, for most candidates to fail to see a Poisson probability distribution in part b) of the question.

Question 1

This question was on probability and confidence intervals. Most candidates failed to name any discrete probability distribution. Others showed that they do not understand what a probability distribution is all about. It was not a surprise, therefore, for most candidates to fail to see a Poisson probability distribution in part b) of the question. In part c), while most candidates appeared to have an understanding of confidence intervals they faced problems in finding a critical z-value to the 98% confidence level as most of them only memorise the z-values for 99% and 95% confidence levels.

Question 2

The bulk of question 2 involved Conditional Probability. Candidates that applied Bayes= theorem found it easy and obtained more marks. While some found it a major challenge, a few candidates solved it very well.

Question 3

Question 3 involved Index Numbers. It was fairly well done with a few candidates getting full marks.

Question 4

This question was a mixture of Investment Appraisal and Linear Programming. All candidates faced serious challenges with the part b) in which they were required to formulate a linear programming model of the transportation problem presented. The first hurdle was coming up with the various variables to enable them come up with appropriate objective function and constraints. While part c) should have been tackled fairly and easily, most candidates confused the accounting rate of return with the payback method.

Question 5

Question 5 was on Expected Values and probability. This turned out to be the most unpopular question of this paper as no candidate answered it. This may suggest that candidates did not prepare adequately in this area or they do not appreciate did concept at all.

Question 6

This was one of the most popular questions among candidates. However it was poorly tackled by candidates. The question was on conditional probability and sampling distributions. While part b) was well done by a good number of candidates, no one tackled the last part which required the candidates to make use of

the sampling distribution of the sum and difference of random variables.

Question 7

Question 7 was also very popular among candidates. The question was on time series. While most candidates were able to use the semi-averages method, however, no candidate went further to use it to list down the trend values let alone use them to find seasonal factors. Candidates wasted time to use another method, moving averages method, to find trend values to be used in obtaining seasonal factors.

Question 8

This question was basically on testing hypothesis. While many candidates had difficulties recalling the major steps in hypothesis testing it was pleasing to notice that candidates were able to apply the Ch-squared test in the last part.

SUGGESTIONS

Candidates need to prepare thoroughly, covering the whole syllabus before coming to sit for the examination. As they say, failing to prepare is preparing to fall.

Candidates must attempt all questions. Candidates that attempt a few questions rarely obtain good marks.

WORDS OF WISDOM



Sow an act, and you reap a habit; sow a habit, and you reap a character, sow a character and you reap a destiny-

George D. Boardman



You will never 'find' time for anything. If you want time, you must make it –

Charles Bruerton

JOKES



Hot Dog

Two guys immigrate to America.. On their first day off the boat, they are wandering around New York City seeing the sights.

As lunch time approaches, they decide they are hungry. They, then, come up to a street vendor selling hot dogs. One says to the other in a shocked tone: 'My God. Do they eat dogs in America? 'Well,' says the first, 'we're going to be Americans, so we must do as they do.'

They approach the vendor bravely. 'Two hot dogs, please.' The vendor hands them their food in a pair of paper sacks. The two immigrants sit on a park bench to eat their lunch. One looks inside his sack, hesitates and turns to his partener and says: 'Uh, which part of the dog did you get?' –

Jokesswarehouse.com

from page 4 <<

RECOMMENDATIONS:

As a way forward, the following may be considered:

Some topics like report writing, listening, speech presentations, and nonverbal communication need much attention in both

lecture rooms and examinations. These areas are not just examinable but are also most used in work place communication.

Tutors need to do more practical exercises which would encourage their students to develop their vocabulary and adjust their language to suit the demands of different situations.

Tutors need to train their candidates on how examination questions need to be answered. Most candidates lost a lot of marks due to careless presentation of answers.

Institute of Bankers in Malawi has now a Student Union

was formed in August 2012.

BACKGROUND

The idea was born after the May 2012 was released and students had complaints of which they did not have a proper channel to present them to the Institutes management. The problems ranged from poor administration of the May examinations at Blantyre centre and examination results. In view of this some students met and choose some representative to take their concerns to management. On 2nd August 2012, the student representatives wrote the Institute requesting them to have a meeting. The request was granted hence the first meeting was held

on 10th August 2012. The agenda items included the following:
 Formation of a student Union
 Job opportunities
 Library facilities
 Any other business
 The meeting was fruitful and the Institute admitted that the concerns were genuine and will look into it. It was further agreed that the students should hold a meeting to elect office bearers. The meeting was held on 17th August 2012 and the following were elected in different positions:

PRESIDENT : Wizwayo Juba
VICE -PRESIDENT :Watson Kalembe
SECRETARY : Khalid Milanzi
VICE SECRETARY : Trizah

Chavula

TREASURER : Thumbiko Kacheche
Vice Treasure :Edwin Phiri

MEMBERS

Mphatso Moyo
 Clara Waduka
 Junnie Mulazi
 Rex Chalumbwa

OBJECTIVES

Intraction among students
 Presenting issues affecting students to the Institute.
 Meeting expectations of financial institutions
 Help in the marketing of Institute of Bankers in Malawi.
 Enabling students to achieve their goal of becoming a professional banker.

Since its establishment the Union has so far achieved the following:

Had a meeting with officials from the Institute of which students concerns were addressed on; poor administration of examinations , job opportunities, inadequate library facilities and attitudes of members of staff towards students.
 Fund raising for the Union through car washing of the Institutesmember of staff cars of which the money will be used for opening of the Unions Account
 The Union is also in the process of establishment of a constitution.

WAY FORWARD

1. The Union has lined up a number of activities for all the students to participate as follows:
 - (a) Fund raising activities which will include:
 - Car washing
 - Get together
 - Inter bank sport
 - (b) Corporate Social Responsibility (CSR)
 - (c) Formation of wild life club
 - (d) Formation of debate club
2. Being involved in career talks
3. Building a good relationship with the Institute
4. Creating good relationship with financial institutions.

EXAM NOTICE

MAY 2013 EXAMS

The next exams will be held from 28 April to 3 May. The deadline for registration and payment for this exam session is 31 March. Late payment will attract extra K2, 500 per subject and this is only applicable one week after the official closing date. IOB will not accept refund fees.

EXAMINATION FORMS

You must complete the examination form when you are paying for the examination fees. The completed form should be handed over to the office or be sent by email, or fax. The forms can be downloaded from our website: www.iobmalawi.com

QUESTION PAPERS AND ANSWERS

Students can buy the Question papers and suggested solutions from our officers at K100 each or can be sent via email upon request.

ATTENDANCE SLIPS

You must complete an attendance slip before starting each exam. This is your confirmation of attendance.

FEES FOR IOB'S PROGRAMME AND SERVICES

REGISTRATION FEES

Registration fees is paid once upon registration as a new student

MEMBERSHIP FEES

Membership fees are paid annually as long as you are still studying with IOB. Membership fees falls on 1 January of each year, failure to renew your membership read to deregistration.

MODULE FEES

Module fees are paid for the subjects you would like to sit for examinations. This is a policy so there is no option; make sure that you have paid for all the modules before paying your examination fees.

EXAMINATION FEES

Examination fees is paid for the subjects which you would like to sit for examinations

CALL FOR ARTICLES

We are pleased to invite you to send your articles which will appear in the next issue, the articles can range from: short stories, crossword puzzles, poems, true life stories (how studying banking has changed your life) etc.

Note: There will not be any payment for the articles and the articles should be related to the financial / banking industry.

Miscellaneous

ID Replacement	K100
Question papers	K150
Suggested solutions	K150
Certifying statement	K1,000
Transcript	K1,000

		Certificate in Banking (K)	Diploma in Banking (K)	Advanced Diploma in Banking(K)
Registration fees	2,500	2,500	2,500	
Membership fees	3,500	3,500	3,500	
Examination fees per subject	9,000	9,000	9,000	
Exemption fees per subject	10,000	10,000	10,000	
Module fees per subject	12,000	14,000	15,000	

EXAMINERS TIPS ON HOW TO PREPARE FOR EXAMINATIONS AND TACKLE EXAMINATION QUESTIONS

The most important thing students have to know besides studying at different levels and subjects is that, these are professional examinations and mostly require application of knowledge. Here we go with some of the tips: Study widely making sure that you have covered all the topics in the syllabus. Most students have a tendency of skipping some topics, this is risky because you never know where examinations will come from. Try to take short notes when you are studying.

Practice what you have been studying. This can be done on several ways eg practicing as you go along topic by topic for instance subjects who are mathematical like Statistics, Accounting, Economics, Financial Concepts, Financial Markets etc, looking at past papers trying out to answer the questions on your own before looking at suggested solutions. Group discussions, revisions with tutors or attending revision classes.

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