

IOB UPDATE – AUGUST 2014

OPENING REMARKS

It is yet another time of the year when second semester has started. We encourage our students to be vigilant and make hay while the sun shines. The May 2014 examinations are out and those who worked really hard have passed. From the Management of Institute of Bankers in Malawi, please accept our sincere congratulations. We are really proud of you all. There are a number of things that we noted and we thought that they are worth sharing with you, our dear students.

GRADUATION

To our students that have completed a level, you will soon be notified of this year's graduation through your mailbox. Please be **advised** that if you do not confirm your attendance your name will be removed from the graduating list.

We have also noted the tendency of students coming in very late in the graduating hall. All students are advised to be at the graduating venue at 7:00 a.m. This assist in making seating arrangements and that we stick to time.

It is also important to attend the rehearsals that have been scheduled for 4th September 2014 and kindly advise the Institute if you will not be able to attend the rehearsals.

PREPARATION OF EXAMINATIONS

From the quality of work in the just ended examinations, it was noted that many of the students are not ready for exams and perhaps they write the examinations because fees have already been paid. We need to have thorough preparations of our examinations. We always know that we take our examinations in the first week of May and November every year. If you are not ready for the examinations, please do not attempt to sit for that semester.

Those students that really work hard do pass their examinations and even the type of work on the paper speaks for itself.

All mathematical subjects require that you practice what you have learnt on daily basis but most answer books suggest that students study for these subjects.

Please do not write your examinations if you are not ready. All perpetual failures will be withdrawn from the Institute.

EXAMINATIONS INSTRUCTIONS

Each and every paper have its instructions but students tend to ignore them as a result they miss marks because questions are not fully answered.

The marks are instructions on their own because they give you a guide as to how you structure your answers whether, a one word answer or an essay. The more marks allocated, the more information needed.

Some questions are underlined and have bold letters especially on figures to give you a clue on the number of suggestions to be given but it is sad to report that not many students adhere to such things.

Please use any single information/instruction to your advantage.

CHEATING DURING EXAMINATIONS

Students are not allowed to cheat during examinations. All cheaters will not be allowed to continue with examination in that semester and those subjects that were written prior to the date of cheating will be forfeited. The Institute reserves the right whether to still accommodate such people to continue with the Institute or not.

REGISTRATION NUMBERS

You need to ensure that registration numbers are given to you prior to the examination period. Do not put your name on the answer books as the database does not recognize your name. Demand for your registration number if you are not been given in good time. This is your right as a student. As long as you have been accepted as a student, you need the required identification.

If you are **not sure** of your number during the examination period, please ask the IOB official who is present at your centre. A number of students this semester wrote other people's numbers and this is very risky as marks could be easily allocated to someone who did not even sit for the examinations.

PAYMENT OF EXAMINATION FEES

By now, our students should know that examination comes twice a year, in the first week of May and November. Closing of payment is 31st March and 30th September respectively. It has been noted that three quarters of the students leave everything to the very last minute and pay for their examinations on the very last day. Some students have gone to the extent of submitting their deposit slips at the examination centres. This can no longer be tolerated because such people inconvenience those that have paid in good time. We arrange the examination papers and answer books according to the figures that we have by end of March and September.

Make sure that you make your payments in good time and nobody should give in the deposit slip at the actual day of writing examinations. The officers have been instructed to deny the slips and further instructed that no such person should sit for examinations.

Any person, who sits for examinations without any payment, will be expelled from the Institute because we believe that future bank employees should be people of integrity and honesty. These attributes start now while you are still students of IOB.

ONLINE PAYMENT SYSTEM

However, kindly note that the Institute will no longer provide physical examination forms. Students are advised to do online registration for all the examinations that he/she is sitting for November 2014 semester.

With the new payment system, membership fees will automatically be deducted from the amount deposited leaving a balance for other fees. In case membership fees has not been paid annually, the system will accumulate for years that you have not paid and deduct once you have credit in your account.

Instruction of online registration is attached for your reference.

*******When making fees payments to the bank, on the deposit slip, please indicate your registration number, name and telephone number. This will assist to easily identify the depositor.**

USE OF EMAILS

We urge all students to frequently check their emails and try as much as possible to correspond with us when they have issues with the Institute. Keep on updating us when you change your email addresses. Your contact point is either Ms. Ida Muwa at tmuwa@bankers.mw or Mr. Gift Gundamtengo at ggundamtengo@bankers.mw depending on your need. Gift deals with all issues of registration and Ida deals with IDs and manuals. If **in real sense** you are not satisfied with the service being rendered to you, please know that you are at liberty to escalate your predicament to the Manager of Education and Training at nganizani@bankers.mw. Our phone number is 01821616

PERIOD OF STUDY

In our previous updates we indicated that students are required to complete their particular level within 5 years of study failing which you forfeit all the credit that you accumulated. **Please take serious note of this.**

CHANGE OF ADDRESSES AND EXAMINATION CENTRES

Please let us know every time you have changed your postal addresses, phone number, email addresses and the examination centre. As alluded to earlier on, we pack examination papers according to the number of students per centre as indicated in your examination forms.