

THE CHARTERED INSTITUTE OF TAXATION OF NIGERIA

IMPORTANT INFORMATION

COMPUTER BASED EXAMINATION FOR FOUNDATION STUDENTS

- 1) The Examination will be made of two (2) sections and you must answer the questions from both sections before you submit
- 2) Please, note that the questions for **section A** will come in form of Multiple-Choice Questions (MCQ) of 40 questions for one mark each while **section B** will be Short Essay-Type Questions (SEQ) of 30 for 2 marks each (SEQ)
- 3) Environmental check of 360 degree scanning before commencement of exams
- 4) Do not wear eye glasses while taking your passport photograph.
- 5) Do not wear hijab or cover your heads
- 6) The platform will not allow you to enter after 30 mins of commencement of examination
- 7) The Morning paper starts by 9:00am prompt while the afternoon paper commences by 2.00pm
- 8) You should login to the system 30 mins to the exams time whereas you can only access the questions when the exam commences (9:00am and 2:00pm respectively)
- 9) The Exams time table is as follows: **Tuesday**: Principles of Taxation in the morning, Business Law in the Afternoon. **Wednesday**: Financial Account in the morning, Economics in the Afternoon
- 10) The current curriculum will be used for the examination in Business Law only.
- 11) Ensure that the test is taken in a well-lit room.
- 12) Your Laptop webcam and microphone captures your movement activities and voice during the on-line examination.

- 13) It is advisable that the examination be done on a Laptop with a working webcam, functional microphone and strong internet connectivity which **must be provided by the candidates.**
- 14) All Candidates must be familiar with the Subjects, dates and time of the examination before the examination dates.
- 15) Candidates will only be allowed to sit for course(s) registered for.
- 16) Ensure you download your docket which contain your picture and save on the laptop you will use for the online examination and print it out (preferably on colored printer)
- 17) Do not wear eye glasses when taking your photograph on the examination day.
- 18) There should be no external assistance from anybody, that is, the test must be done without assistance
- 19) Test should be taken in an environment free of noise and disturbance
- 20) Writing materials (plain paper and biro) are allowed for calculations related subjects only
- 21) Do not for any reason leave your computer once you have commenced your test
- 22) Do not communicate with anyone once the test starts
- 23) Do not minimize your screen or switch to any other web page once the test starts
- 24) All communication devices (e.g., Smart phones, Tabs, iPads, etc.) should be kept away before the examination starts
- 25) Do not make or receive phone calls once the test starts
- 26) Do not have anyone accompany you or sit next to you once the test starts
- 27) Do not obstruct the webcam at anytime
- 28) Do not use a mobile device such as phone for this examination
- 29) Do not wear a nose mask for this Examination
- 30) By complying with the above, you have agreed with the terms and conditions of the Institute's on-line examination.

