

**GENERAL INFORMATION AND GUIDELINES FOR CANDIDATES
REGISTERED FOR 2010 IPAN PROFESSIONAL II (P.E. II) PRACTICAL
EXAMINATIONS**

DATE:

The Practical Examinations will be conducted on the 3rd and 4th September, 2010 from 9.00am to 6.00pm on Day 1 and 10.00am to 5.00pm on Day 2, with one hour break between 1.00 and 2.00pm. Details of the examination Time table and the venue will be communicated to the candidates in due course.

STRUCTURE OF THE EXAMINATION

Prerequisite for entry into P. E. II Examination

A candidate applying to sit for P. E. II examination must submit the comprehensive report of a tutelage of a one-year period of attachment under an approved mentor. The mentor should endorse the report by a separate covering note summarising his impression of the candidate's performance as a mentee. Deadline for submission of the report will be communicated to the candidates in due course.

Candidates are expected to forward to the Secretariat of the Institute, their major area of specialization (e.g. Food OR Drugs, Cosmetics and Medical Devices), and ONE minor area from any of the following areas:

(i) Food (ii) Drugs, Cosmetics and Medical Devices (iii) Water

This will facilitate preparations for the practical examinations.

There will be four papers

Day 1: 3rd September, 2010

Paper I and Paper II will be examined on Day 1

Paper I: will be a General Paper, designed to test understanding of Institutional and Legal Framework and Rudiments of Managerial Skills. Paper I will last for 90minutes, to be attempted by all candidates.

Paper II: will be in two sections:

1. Section A will be practical exercises on Food.
2. Section B will also be practical exercises on Drugs/Cosmetics/Medical Devices.
3. Candidates will be required to attempt the practical exercises in Section A **or** Section B.
4. The practical work will last for 6 hours.

5. During the period of six hours, candidates will be expected to conclude their bench works and record all observations made and readings taken, but not necessarily write report.

Day 2: 4th September, 2010

Papers III and IV will be examined on Day 2

Paper III, like paper II, will be a practical paper, but in three sections.

1. Section A will be practical exercises on Food
2. Section B will be practical exercises on Drugs/Cosmetics/Medical Devices
3. Section C will be practical exercises on Water and Environment.
4. Candidates will choose and carry out the practical exercises in only one section of paper III. The rules for making the choice are as follows:
 - a. Candidates who answered Section A of Paper II may choose Section B **or** Section C of paper III.
 - b. Candidates who answered Section B of Paper II may choose Section A **or** Section C of Paper III.
5. Time allowed for carrying out the exercise in the section chosen and for recording all observations made/data gathered will be 3 hours.

Paper IV will be a 3-hour Paper to be taken by all candidates. It will test the ability of the candidates to write reports. The paper will be in three sections:

1. Section A will test the understanding of the general principle of writing professional reports by Analysts and all candidates will attempt the questions in the section
2. Section B will be attempted by candidates who choose Section A of Paper II only, and it will test their abilities to write reports based on data collected during the course of the practical examination.
3. Section C will be attempted by candidates who choose Section B of Paper II only, and it will similarly test their abilities to write reports based on data collected during the course of the practical examination.

Materials on Law and Management

Two text materials namely (a) Text on Management and (b) Acts of Regulatory Agencies & Report Writing are available at the secretariat for purchase at Two thousand naira

(₦ 2,000) each, totalling Four thousand (₦ 4,000) to assist in the candidates' preparation for papers I and IV. Past question papers are also available to candidates (free) to have an idea of the nature of the practical examination.

GRADING AND REGULATIONS

Each paper and report will be graded on 100%.
Pass mark is 50% in each paper.

Successful Candidates

- (i) A candidate must score a minimum of 50% in the report, otherwise the candidate is deemed to have failed the examination, regardless of the grade attained in Papers I, II, III and IV
- (ii) Additional to this, a candidate, must score a minimum of 50% in each of Papers I, II, III and IV

Referred Candidates

Reference cannot be given to a candidate who fails in the report
A candidate who passes at least two of Papers I, II, III and IV and scored between 40 and 49% in the other paper(s) would be referred in the Papers(s) in which he/she failed to make the grade of 50%. The candidate who secured a reference may re-sit the paper at the next available opportunity.

Unsuccessful Candidates

A candidate, who scores less than 50% in the report **OR**
A candidate, who scores less than 50% in more than two papers or passed two papers, scoring less than 40% in one of the failed papers, will be deemed unsuccessful and would be required to take all the four papers at the next available opportunity.