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Candidate's Assessment Orientation

CMC CERTIFICATION AND CMC RECERTIFICATION

Welcome to IMC Nigeria's CMC Certification and Recertification Assessment.

This document provides essential information to guide you through your assessment journey as a candidate for Certified Management Consultant (CMC) Certification or Recertification. The assessment interview is estimated to last 90 minutes. Your assessor will reach out to you, and lead you through the process.

1. Documents and Claims for Assessment

All documents and claims submitted for your certification or recertification assessment will be reviewed by assessors, who may query any document or claim during the assessment interview or at any time before a final decision is reached on your performance. Ensure all submissions are accurate, complete, and supported by evidence, as assessors may seek clarifications to verify your competence demonstration.

2. Multiple-Choice Assessment

The assessment includes **21 multiple-choice questions**, each with four answer options (A–D). One option is incorrect (0 points), while the other three are graded as Entry Level (1 point), CMC Level (2 points), and Profession Leader Level (3 points), reflecting increasing competence maturity. The maximum score is **63 points**, and you are required to achieve at least **63% (40 points)** to be satisfactory in this section.

3. Open-Ended Competency Questions

In addition, you will face a set of open-ended questions designed to evaluate your competence across various subgroups of the IMC Nigeria CMC competence framework, with more than one question set per subgroup. There are total of six competence subgroups that are tested. Each of these subgroups

has at least two competence elements, but some has more than two. A competence element will have its own set of questions. Assessors will ask follow-up questions under each element to assess your ability to demonstrate competence, grading your responses as Entry Level (2 point), CMC Level (3 points), or Profession Leader Level (4 points). Minimum of 15 points out of 24, that is 62.5%, is satisfactory competence in this section.

4. Assessment Administration

For in-person assessment interview:

The Multi-choice questions will be administered to candidates in hard copy; they will indicate their answers in an answer script provided, and submit within the allotted time. While the oral interview question, the open-ended questions, will be administered by the assessor in a recorded conversation style. You will be told the competence element you are been tested for, for each set of questions asked in the oral assessment.

For Virtual Assessment interview:

The virtual venue and time will be arranged by the assessor and the candidate, and be agreed upon. The virtual interview will begin as scheduled. After the assessor's introduction and statement/observation/objection/query concerning candidate's documentation and qualification, a link for the multi-choice assessment questions will be sent to the candidate to follow, take and submit their answers within the allotted time. Then the assessors will continue the oral interview virtually. The entire assessment session(s) will be recorded.

5. Assessment Decision Communication

The decision regarding your assessment performance for certification or recertification will be communicated to you via your registered email address, ensuring you receive timely and official feedback on your progress.

5. Appeal Process

You are free to appeal any assessment decision by submitting a written request to the Institute via its official email address, info@imcnig.com, where your concerns will be reviewed promptly and fairly.

We wish you success in your CMC journey! For further assistance, contact IMC Nigeria through official channels.