# **STEP-BY-STEP CBT MANUAL**

JAMB Unified Tertiary Matriculation Examination (UTME)



# EXAM MANAGEMENT

#### A. Downloading Candidates Passport Photographs

Before you start administering examinations for a CBT center, you have to download the passport photographs of all the candidates of that CBT center. This allows the passport photograph of each candidate to appear on the screen when that candidate is taking his/her examination. This is useful especially in ensuring that every candidate is the one sitting for his/her examination. This operation is only done once as the passport photographs of all the candidates are downloaded all at once.

To download the passport photographs of all the candidates of a given CBT center:

- a. Launch the browser
- b. Type into the browser's URL (localhost/admin) and press enter.



c. Click download passport

- d. Type in your *Center Id*
- e. Type in your Password
- f. Click on *Choose Network* drop-down to select the network (MTN, Airtel or



Others) you are using.

g. Click on *Download Passports* 



If the information you provided are correct, the passports will start downloading...

Welcome Back!
037 D Password
Login
. ▲ Download Passport(s)
د Download Exam(s) المعالية المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة المعالمة ال

As soon as the download is complete, the downloading status changes to "*Passport download success*" However, if the provided information is incorrect the passports will not begin download, but

			Invalid credentials
	Center ID	Welcome Back!	
a spe	037	8	
	Password		
	Choose Network		
The second	OTHER		
		ownload Exam(s) Cancel & Download Passport(s)	
	1 2333 1 1 1	🛓 Download Exam(s)	

instead, an error message will be shown.

**Note:** Downloading of Candidates Passports is done only once throughout the whole exam for the centre except if otherwise instructed to download passports again from the Headquarters.

#### B. Authentication and Download of Exams for the Day

You are now ready to download examinations. Remember that you can only download the examinations of the current day. Before you download any examination, you need to authenticate as follows:

a. Launch the browser.

	Welcome Back!
	Center ID
	Please enter center_id Password
A start a	Please enter password
	Logit
	畫 Download Passport(s)
	▲Download Exam(a)

b. Type in your browser's URL (localhost/admin)

c. Click on "download Exam(s)"

1 Car	
037	
Password	
Choose Network	
OTHER	~
Choose Network OTHER	

- *a.* Type in your *Center Id.*
- b. Type in your **Password**
- c. Click on *Choose Network* drop-down to select the network (MTN, Airtel or Others) you are using
- d. Click on Download Exam

If your authentication was successful, the exam for the day will begin downloading one after the other.

*Note:* Authentication and downloading of exams should be done every day.

#### C. Logging In

Once you login to the administrator's portal:

- a. Launch the Mozilla Firefox browser on the desktop,
- b. Type in the url: *localhost/admin* and press enter



- c. Enter your login credentials, Center Id and Password. These would be given to each technical staff. Needless to say, the password must be securely guarded and must not be given to anybody.
- d. Click Login. If your login credentials are correct, the dashboard appears.

$\leftarrow \   \rightarrow \   {\tt G}$	O 🗅 localhost	/admin/dashboard				☆	ල එ ≡
🤪 IGZAM <sup>1.0</sup>							2
Dashboard	Dashboard	ł					Downloads *
INTERFACE	1						
🕸 Exams 🔹 🗲	DOWNLOADED		IPLETED EXAM(S)	UPLOADED EXAM(S)	1		
🖉 Updates 🔹 🗲							
∲ Logs →	All Exams						
	Chi	Mama	Cassian	Candidatas	Status	Action	
Center Issues	SIN	Name	Session	Candidates	Status	Action	
	1	UTME23D1S01	1	193	Not Taken	Activate	
	2	UTME23D1S02	2	193	Not Taken		

#### D. Dashboard

The dashboard basically shows a brief history of the exams on the server:

- a. Downloaded Exams: Displays count of all exams downloaded on the server
- b. Exams Taken: Displays count of all exams that has been taken on the server
- c. Uploaded Exams: Displays count of all uploaded exams on the server

Clicking on any of these three (3) will direct you to the downloaded exams page for details.

#### Deleting wrong download:

Activities	😨 Google Chrome 👻				Feb 22 17:48				👻 🖷 🗎 🖛
	🔍 ıgzam	× +							v – a 😵
	← → C ③ localhost/adm	nin/dashboard						er (j	< 🖈 🖬 🏝 🗄
۲	🤪 IGZAM <sup>1.0</sup>								3
٥	Dashboard	Dashboard	1						Downloads *
	INTERFACE	1		1		(			
	© Exams >	DOWNLOADED E	DKAM(S)	COMPLETED EXAM(S)		UPLOADED EXAM(S) O	£		
0		1		1		l			
	∲ Logs →	Today's Exan	ns						
Â	ADDONS Center Issues	SN	Name		Session	Candidates	Status	Action	
?	•	1	TEST-DUMMY22022024S1		1	20	Not Taken	Activity	・)
$\overline{\frown}$									
					Copyright © Morg	en Green Limited			

In case you have a double download, which should NOT happen. You can delete them with the bin icon to the right of the 'Activate' button.

#### E. Updating the codes on the Dashboard

# The Updates is done once in the whole exam period as it can be updated for the new codes to be updates for the malpractice, Issues and Reschedule codes.



igzam 1.0			Malpractice codes downlo success!
Dashboard	Activity Log		
INTERFACE	Search		
© Exams →	User	Activity	Time
🖉 Updates 🗸 🗸	No matching records found	d	
CUSTOM UTILITIES:			
Update Malpractice Code			Rows per page: 25
Update Issues Code	:		
Update Reschedule Code			

#### F. Activating an Exam

An examination, even if it has been downloaded onto a delivery server, cannot be started until it is activated. To activate an exam:

 a. Click on *Activate Exam* on the side-menu at the left corner of the page after theBVM has been pushed. If BVM required is false then no need to push BVM, just activate exam.

Only the exam to be activated (with its name and session) will be displayed and not all the exams for that day.

b. Click on *Activate* 

Sirefox Web Browser	•		Mar 17 11:53				🕈 🔹 🗎 🗕
单 🚺 (5) WhatsApp	× 🔍 Igzam	× +					- a 🔇
$\leftarrow \ \rightarrow \ \mathbf{C}$	O D localhost/admin/da	ashboard				☆	ල එ ≡
🤪 IGZAM <sup>1.0</sup>							3
Dashboard	Dashboard						Downloads *
	1						PASSPORTS
	DOWNLOADED EXAM(S)		4(5)	UPLOADED EXAM(S)	1		EXAMS
	All Exams						
CUSTOM UTILITIES:							
Show Logs	SN Na	ame	Session	Candidates	Status	Action	
	1 UT	FME23D1S01	1	193	Not Taken	Activate	
	2 UT	FME23D1S02	2	193	Not Taken		

## Once the exam has been activated, a success message will be displayed. As

$\leftarrow \ \rightarrow \ C$	O D localhost/admin/exams/64143ff8dact	bf71c70e90adb/utme23d1s01								ල
🤪 IGZAM 1.0									Exam activated	d successfully
Dashboard	UTME23D1S01/Session 1 -	(Activated)								O Start Exam
	EXAM TIMER	BVM VERIFIED(S)			Астиче	SYSTEM(S)			SERVER	2
CUSTOM UTILITIES: Update Malpractice Code Update Issues Code	TOTAL STARTED 0		D	-						
Update Reschedule Code	Back									Reschedule Exam
	Search	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
	Robinson Catherine Nkechinyere	202330000119DF	Not Started	otart rinto	210 0110	00:00	1 7 10 01 000	0	No	
	Igoche Ali	202330001225BF	Not Started			00:00		0	No	8
	Udaya Florence Ugochukwu	202330000942AF	Not Started			00:00		0	No	8
	Musa Hassan	202330000366DF	Not Started			00:00		0	No	0
	Sagagi Abdulrasheed Basheer	202330000494GA	Not Started			00:00		0	No	0
	Kure Martina	202330000702GF	Not Started			00:00		0	No	8
	Ezeoke Nneka Augustine	202330000670DF	Not Started			00:00		0	No	8

shown in the image below;

If no candidate has completed biometrics , you will not be able to activate exams



and get the error shown below ;

G. Starting exam

When candidates are ready to begin examination, you must manually start the

examination. The start exam link is by top right on the admin dashboard.

UTME23D1S01/Session 1 - (Acti	vated)					O Start Exam
EXAM TIMER	BVM VERIFIED(5) 3		ACTIVE SYSTEM(S) O	2	MONITORING SERVER No	2
TOTAL STARTED	TOTAL SUBMITTED	-				

The Start Exam button will ask for a confirmation code when you click the button.

Input the start exam code to ensure you are ready to start the examination.

Note: Ensure that the center is ready and candidates are ready before you start the

START EXAM	CONFIRMATION	
Dear Admin,		
You are about to note that this ac	start the examination for this ses tion cannot be reversed.	sion. Please
Enter code		
Click the START CANCEL to abo	<b>EXAM</b> button below to start the this action.	exam or
	Start Exam	Cancel

examination.

Once the exam is started, there is a countdown that ensures that no new

candidate is allowed to log in to the examination after 1 hour from the start exam time.

#### Similarly once its past one hour of the exam original set time you can no longer start an



exam and you will get the error as show below:

#### H. Managing an Active Exam

The manage active exam page displays basic information about an ongoing exam and allows you to carry out different management tasks: The information provided on the

Dashboard		NAF2022DAY1001/Sessio	© End Exam			
INTERPACE Exams    Subjects	>	EXAM TIMER OD: 33: 07 Hours: seconds	BVM VERIFIED(5) O	ACTIVE SYSTEM(S) 1	£	MONITORING SERVER
/ Logs	> 	TOTAL STARTED	TOTAL SUBMITTED			

page includes the following:

- a. Exam Name: Name of the ongoing exam
- b. Exam Session: Session of the ongoing exam
- c. Total Started: The number of candidates who have started the exam
- $d.\;\;$  Total Submitted: The number of candidates who have submitted during the exam

The different tasks that can be performed on the running exam from this page are the following:

- a. Allow Re-login (for specific candidate(s) or all candidates and also release ip address)
- b. Look Up (view information about a candidate)

- c. Report Issues
- d. Reschedule Exam
- e. End Exam (*click only when exam has ended*)

TOTAL STARTED 1 Back	TOTAL SUBMIT	TED	40 Re	lease ALL IPs		Report	tissue	(	Reschedule Exam
Search Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	<b>A</b>
Salako Babatunde Olujimi	202330007951BF	Not Started			00:00		0	No	0
Yusuf Taiwo Afusat	202330000132GF	Started	19:22:09		01:01	192.168.1.103	139	No	0
Suleiman Yahaya	202330000535EF	Not Started			00:00		0	No	0
Onakpa Andrew Onalo	202330000721GF	Not Started			00:00		0	No	8
Ajodo Gabriel Ugbaje	202330000111HF	Not Started			00:00		0	No	8
Kaduna Emmanuel	20233000015454	Not Started			00.00		0	No	•

## I. Allow Zero thin Client

5955eeb870797dd5c71fea5/4d3d74	lbe-8c3b-48d7-97c1-e43a6108823e	단 ☆ <b>* * * *</b> 보	0
PUP12082023S1/Se	ession 1 - (Activated)		
R	BVM VERIFIED	ACTIVE SYSTEM(S) O	
ARTED	TOTAL SUBMITTED	TOTAL UNVERIFIED	
	Allow Zero C	Time IP	Tot

This button is strictly for active zero-thin client centres.

#### G. Allowing Re-login for A Candidate

Allowing re-login for a candidate is required if a candidate is logged out because of a network problem or some other reasons before s/he completes his/her examination. The only way a candidate can continue his/her examination is to re-log him/her from this page. To allow re-login for a candidate:

- a. Type in the candidate's *Registration Number* you want to re-login in the field provided
- b. Click on the candidate's name in blue colour to go to the candidate's profile from where you can manage (Allow Re-login,

		70591005lg Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
		Candidate5	70591005LG	Started	14:37:11		00:12		63	Yes	8
								3			
Back											
CANDIDATE INFO			ACTION	S							
Name	Salako Babatunde Olujir	mi	+0 AU	ease IP							
BVM Verified	2023500079518F		ADD MA	LPRACTICE							
IP Address			Select	code							
Total Attempts	0		Save					•			
Login Time											
Logout Time			Select	DULE THIS CANDIDATE							
Start Time								~			
End Time			Save								

Release IP, Add Malpractice, Reschedule) that candidate.

a. Click on Allow Re-Login Candidate

CTIONS 4) Allow Relogin 4) Release IP  DD MALPRACTICE Select code  ESCHEDULE THIS CANDIDATE Select a reason  Save		ow relogin
Allow Relogin Allow Relogin ARELEASE IP DD MALPRACTICE Select code Save ESCHEDULE THIS CANDIDATE Select a reason		
*) Allow Relogin *) Release IP DO MALPRACTICE Select code Save ESCHEDULE THIS CANDIDATE Select a reason Save		
AN Release IP  DD MALPRACTICE  Select code  Save  ESCHEDULE THIS CANDIDATE  Select a reason  Save	Relogin	
DD MALPRACTICE select code  Save ESCHEDULE THIS CANDIDATE select a reason Save	e IP	
Save  ESCHEDULE THIS CANDIDATE  ielect a reason  Save		
Save ESCHEDULE THIS CANDIDATE ielect a reason	do	
Save	10	
Save		~
ESCHEDULE THIS CANDIDATE ielect à reason		
ESCHEDULE THIS CANDIDATE elect a reason		
escheoule This CANDIDATE Select a reason		
Save	E THIS CANDIDATE	
Save	eason	
Save		~
Save		

A successful candidate re-login will display a success message

**Note:** A Candidate must have started the exam before being allowed to re-login else an error message will be displayed.

### I. Allowing Re-login for All Candidates

It may be necessary for all candidates to be re-logged in. This could occur if the network problem affected all workstations or if there was a power problem that shut down all the. work stations. To allow re-login for all candidates:

TOTAL STARTED 1 Back	CTOTAL SUBMIT		40 Re	lease ALL IPs		Repor	tissue		Reschedule Exam
Search									
Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	<b>A</b>
Salako Babatunde Olujimi	202330007951BF	Not Started			00:00		0	No	0
Yusuf Taiwo Afusat	202330000132GF	Started	19:22:09		01:01	192.168.1.103	139	No	0
Suleiman Yahaya	202330000535EF	Not Started			00:00		0	No	0
Onakpa Andrew Onalo	202330000721GF	Not Started			00:00		0	No	8
Ajodo Gabriel Ugbaje	202330000111HF	Not Started			00:00		0	No	8
Kaduna Emmanuel	20233000015454	Not Started			00.00		0	No	•

#### a. Click on Allow All Re-login

A successful re-login of all candidates will display a success message

#### J. Releasing IP Address for A Candidate

Releasing IP Address enables a candidate to re-login to a different computer system other than that which the candidate was using initially. This may be needed when the workstation that a candidate is working develops a serious fault and the candidate has to be transferred to another computer. The system will not allow a candidate to login to another computer even after he/she has been allowed to re-login until the IP address is released for that candidate.

To Release an IP Address:

a. Type in the candidate's *Registration Number* you want to re-login in the field provided

70591005lg									
Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometric
Candidate5	70591005LG	Started	14:37:11		00:12		63	Yes	8
								3	
Back									
CANDIDATE INFO				ACTIONS					
Name	Salako Babatu	nde Olujimi		- Allow	v Kelogin				

Logout Time	RESCHEDULE THIS CANDIDATE Select a reason	
Start Time		
End Time	Save	

- b. Click on the candidate's name in blue colour to go to the candidate's profile from where you can manage (Allow Re-login, Release IP, Add Malpractice, Reschedule ) for that candidate.
- c. Click on Release IP Address

ACTIONS	
+) Allow Relogin	
+0 Release IP	
ADD MALPRACTICE	
Select code	
	~
Save	
RESCHEDULE THIS CANDIDATE	
Select a reason	
	~

A successful IP Address release will display a success message

**Note:** A Candidate must have been allowed to re-login before IP Address can be released else an error message will be displayed

#### I. Releasing IP for All Candidates

It may be necessary to release IP for all candidates. This could occur if the network problem affected all workstations or if there was a power problem that shut down all the workstations and candidates needed to change exam halls. To allow the release IP

TOTAL STARTED 1 Back	Allow ALL Relogin	TED		Hease ALL IPs	>	Repor	t Issue		Reschedule Exam
Search									
Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	<b>A</b>
Salako Babatunde Olujimi	202330007951BF	Not Started			00:00		0	No	0
Yusuf Taiwo Afusat	202330000132GF	Started	19:22:09		01:01	192.168.1.103	139	No	0
Suleiman Yahaya	202330000535EF	Not Started			00:00		0	No	0
Onakpa Andrew Onalo	202330000721GF	Not Started			00:00		0	No	0
Ajodo Gabriel Ugbaje	202330000111HF	Not Started			00:00		0	No	0
Kadupa Emmanuel	20222000015454	Not Started			00:00		0	No	•

NDIDATE INFO		ACTIONS
lame	Salako Babatunde Olujimi	+) Allow Relogin
eg Number	202330007951BF	4) Release IP
VM Verified	<ul> <li>Image: A start of the start of</li></ul>	ADD MALPRACTICE
Address		Select code
otal Attempts	0	
ogin Time	13:16:48	NO E-REGISTRATION SLIP/EXAMINATION SLIP POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES
ogout Time		SPYING/COPYING UNAUTHORIZED MATERIAL
tart Time		SWAPPING OF EXAMINATION DETAILS/DOCUMENTS
nd Time		POSSESSION OF USE, CD, HARD DISK OR SIMILAR STORAGE DEVICE VIOLENT/UNRULY BEHAVIOUR TO EXAMINER
		LATENESS TO EXAMINATION HALL
		POSSESSION OF WRIST WATCH POSSESSION OF MOBILE PHONE OR SIMILAR ELECTRONIC DEVICE
		COLLUDING WITH OTHER CANDIDATES/EXAMINER/OTHER AGENTS
		LEAVING THE EXAMINATION HALLL WITHOUT PERMISSION

### a. Click on *Release All IPS*

A successful IP release of all candidates will display a success message

#### K. Report A Candidate for engaging in exam malpractice

If a candidate is discovered engaging in any type of exam malpractice, you have the option to report such candidate by following the same process used to allow a candidate to re-login or release a candidate's IP. Simply search for the candidate and click on the candidate's name

#### b. Click on Add Malpractice and select an option from the drop-down

c. Click Save

#### L. Request To Reschedule a Candidate

If it becomes necessary to reschedule a candidate, please use the same process as adding exam malpractice.

ANDIDATE INFO		ACTIONS	
Name	Salako Babatunde Olujimi	43 Allow Relogin	
Reg Number	202330007951BF	(4) Release IP	
3VM Verified	0	ADD MALPRACTICE	
Address		Select code	
Total Attempts	0	Save	
Login Time	13:16:48		
Logout Time		RESCHEDULE THIS CANDIDATE	
		Select a reason	
Start Time			
End Time			
		BVM	
		CENTER COMPUTERS	
		CENTER ELECTRIC POWER	
		CENTER NETWORK	
		EXAM SERVER	
		EXAM SOFTWARE	
		OTHERS	
		TELECOMS NETWORK	

- d. Click on **Request to** *Reschedule this candidate and select an option from the dropdown*
- e. Click Save

#### M. Reschedule an Exam

If there are any significant or important reasons why an exam session needs to

MTERFACE	EXAM TIMER	BVM VERIFIED(S) 3			ACTIVE O	SYSTEM(S)		t. No	O SERVER	•
Logs	TOTAL STARTED		D							
Center Issues	Back								(	Reschedule Exam
	Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
	Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	<b>A</b>
	Igoche Ali	202330001225BF	Not Started			00:00		0	No	8
	Udaya Florence Ugochukwu	202330000942AF	Not Started			00:00		0	No	0
	Musa Hassan	202330000366DF	Not Started			00:00		0	No	8
	Sagagi Abdulrasheed Basheer	202330000494GA	Not Started			00:00		0	No	0
	Kure Martina	202330000702GF	Not Started			00:00		0	No	8
	Ezeoke Nneka Augustine	202330000670DF	Not Started			00:00		0	No	8

be rescheduled, simply click on the "Request To Reschedule Exam" button.

Dear TO,	
fou are about to reschedule this session. you want to perform this action because t reversed.	Please be sure that the action cannot be
f you know what you are doing, select yo action and click the <b>RESCHDULE SESSIO</b>	our reason for this
reschedule this session or CANCEL to abo Select category	ort this action.
reschedule this session or CANCEL to abo Select category CENTER NETWORK	ort this action.
reschedule this session or <b>CANCEL</b> to abo Select category CENTER NETWORK Any case of malpractice?	ort this action.
reschedule this session or CANCEL to abo Select category CENTER NETWORK Any case of malpractice? YES	ort this action. v
reschedule this session or CANCEL to abo Select category CENTER NETWORK Any case of malpractice? YES YES	ort this action. v

- a. choose a category for why the session is being rescheduled,
- b. select an option if there is any instance of exam malpractice.
- c. Click on Reschedule Session

#### N. Looking Up Candidate

There may be a need to check the status and other details of a particular candidate. To look up a candidate:

f. Type in the candidate's *Registration Number* in the field provided

70591005lg								
Name Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Candidate5 70591005LG	Started	14:37:11		00:12		63	Yes	8

If the candidate exists for that particular ongoing exam, the candidate's information and progress in the exam will be displayed in a table

- a. Candidate's Name
- b. Candidate's Registration Number

- c. Candidate's Status (not started, started, completed)
- d. Candidate's Start Time
- e. Candidate's End Time
- f. Candidate's Computer IP Address

ANDIDATE INFO		
Name	Salako Babatunde Olujimi	
Reg Number	202330007951BF	
BVM Verified	<b>O</b>	
IP Address	127.0.0.1	
Total Attempts	0	
Login Time	13:16:48	
Logout Time		
Start Time		
End Time		

#### L. Monitoring an Active Exam

The monitor active exam page as the name implies displays basic information about an

TOTAL STARTED	ота с со стана с со ст Со стана с со стана с с	TED							
Back	+) Allow ALL Relogin		+0 Re	lease ALL IPs		Repor	rt Issue		Reschedule Exam
Search									
Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	<b>A</b>
Salako Babatunde Olujimi	202330007951BF	Not Started			00:00		0	No	0
Yusuf Taiwo Afusat	202330000132GF	Started	19:22:09		01:01	192.168.1.103	139	No	0
Suleiman Yahaya	202330000535EF	Not Started			00:00		0	No	0
Onakpa Andrew Onalo	202330000721GF	Not Started			00:00		0	No	0
Ajodo Gabriel Ugbaje	202330000111HF	Not Started			00:00		0	No	0
Kadupa Emmanuel	20233000015454	Not Started			00-00		0	No	•

ongoing exam. Here, you only see what's going on during the exam:

- g. Exam Name: Name of the ongoing examExam Session: Session of the ongoing exam
- h. Exam Timer: Lets you know how far into the exam you are in minutes and seconds
- i. BVM Verified: The number of candidates who have been verified
- j. Active Systems: The number of computer systems currently active
- a. Monitoring Server: Shows whether or not your Exam Delivery Server is connected to the Monitoring Server at headquarters.
  - k. Total Started: The number of candidates who have started the exam
  - 1. Total Submitted: The number of candidates who have submitted during the exam
- All Candidates Assigned to The Exam: A table (sortable) showing the list of all candidates who have been scheduled to take part in the ongoing exam with their respective details:
  - 1) Name (searchable)
  - 2) Registration Number (searchable)
  - 3) Status (not started, started, completed)
  - 4) Start Time
  - 5) End Time
  - 6) Current Time
  - 7) Computer IP Address

- 8) Responses Count
- 9) Connection to the Server
- 10) BVM Verification

#### M. Ending an Exam

At the top-right of the Manage Active Exam page, once an exam has started, the **End Exam** button shows automatically.



- a. Click the End Exam button to end an active exam
- b. A confirmation dialogue would pop up

		END EXAM CONFIRMATION	
	SUP	Dear Admin,	
,	EXAL	You are about to end exam for this session. Please note that this action cannot be reversed.	
• •	1	Fair Session - 2 (67%) of 3 attempted 85% of total questions	
>	1	Ann case of malpractice?	
	АСТ 1	· · · · · · · · · · · · · · · · · · ·	
	-	Enter code	
	тотл З	Click the END EXAM button below to end the exam or CONTINUE EXAM button to abort this action.	
	TOT	End Exam Continue Exam	
	0		

c. You can see a 'Session Rating' alert box, these come in 3 colors with, 3 different meanings assigned to them as listed below;

- i. GREEN colour is Good where 80% and above answered 85% and above number of questions.
- ii. AMBER colour is fair Where 50% to 79% answered 85% and above number of questions
- iii. RED colour is bad where below 50% answered the 85% and above number of question
  - d. Click the **End Exam** button to complete the end exam action
  - e. Click the Continue Exam button if you do not wish to end the exam

NOTE: ONCE THE FIRST SESSION IS ENDED, THE SECOND SESSION WILL BE AVAILABLE TO START. THIS WILL BE THE CASE IF YOU HAVE MORE AND MORE SESSIONS.

> End Exam button should only be clicked when the exam has ended. If you end an exam mistakenly, there is no way you can go back and continue the exam. Use the End Exam button only when you are doubly sure that it is time to end the exam.

igzam 1.0	Search for	٩			4	8• <b>2</b> To	pe Ahmed
Dashboard	NAF2022DAY1001/Sess	sion 1 - (Taken)					Upload Exam
	EXAM TIMER	bvm verified(s) 0	â	CTIVE SYSTEM(S)	<b>1</b>	MONITORING SERVER	•
	TOTAL STARTED 2	TOTAL SUBMITTED	=				
	Back						
	Name Reg Number Sta	atus Start Time	End time Time Sper	nt IP Address	Total Attempts	Connected	Biometrics
	Candidate5 70591005LG Sub	bmitted 14:37:11	15:25:04 00:40		66	No	8
		Constant of	10.00.11 00.00		0	N	

# N. Uploading an Exam

2023 JAMB UTME CBT MANUAL

Once you end an exam, the "**UPLOAD EXAM**" button will automatically show at the top-right corner of the Manage Active Exam page.

**Ensure you are connected with the MiFi** before clicking the upload button otherwise the exam will not be uploaded, and you will get a notification indicating that.

- a. Go to the Manage Active Exam page
- b. Click on the "Upload Exam" button
- c. You will see a success notification once the exam is uploaded successfully

It is advisable that exams are to be upload to the same network (MTN, Airtel or Cloud) from which they were downloaded.

#### O. Viewing Downloaded Exams

This page displays all downloaded exams on the server and their status (which could be taken, not taken, in process or uploaded).

To view downloaded exams: Click on *Exam* on the side-menu of the page

67 IGZAM 1.0			
n Dashboard			
	UTME23D1S01	UTME23D1S02	
INTERFACE	SESSION: 1	SESSION: 2	
🗘 Exams 🗸 🗸	DATE: 03/17/2023	DATE: 03/17/2023	
MANAGE EXAMS:	EXAM TYPE: UTME	EXAM TYPE: UTME	
Active Exam	BVM: TRUE	BVM: TRUE	
All Exams	CANDIDATES: 193	CANDIDATES: 193	
	Rescheduled	Taken	
F Updates			

All available exams that have been downloaded will be displayed with their status

- i. Exam Name This shows the name of the exam.
- ii. Session The exam session
- iii. Date This shows the date of the exam

- iv. UTME EXAM TYPE This is a UTME exam type.
- v. **BVM Required –** This shows if the examination requires BVM or not.
- vi. Number of candidates This shows a number of candidates for the exam.

#### P. Sending Center Issues

In case you are experiencing any issues at your centre, you can communicate the



issue using the Center Issue link



Click on the centre issues on the left menu bar

a. Fill in the fields and select the category of issue you encountered.

$\leftarrow \rightarrow C$	O D localhost/admin/center-issues	☆	⊠ ¥ ₹
GZAM 1.0			
2 Dashboard	Select session		
INTERFACE			
© Exams >	Select category		
F Updates	· · · · · · · · · · · · · · · · · · ·		
⊮ Logs >	Details of issue		
ADDONS			
Center Issues	Submit		
•			

- b. Give details of the issue
- c. Click on submit

#### **Q.** Viewing Audit Logs

This page displays all logs of activities that have occurred on the server alongside the

time. To view audit logs:

m. Click on *Log* on the side-menu

All logs on the server will be displayed showing the activities performed and

GZAM 1.0			3
Dashboard	Activity Log		
	Search		
	User	Activity	Time
	> TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 21:04:29
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 21:04:00
CUSTOM UTILITIES:	TO - 037 (admin)	Processed Re-login for candidate - 202330000132GF	17/03/2023, 20:57:25
Show Logs	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:55:58
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:17:39
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:15:26
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:14:34
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:12:19
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:36:02
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:33:02
	TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:28:16
	TO - 037 (admin)	Processed Re-login for candidate - 202330000132GF	17/03/2023, 19:26:11
	TO - 037 (admin)	Started session UTME23D1S02/Session 2	17/03/2023, 19:19:53
	TO - 037 (admin)	Activated Session UTME23D1S02/Session 2	17/03/2023, 19:19:13
	BVM Server	BVM verification processed for 9 candidates	17/03/2023, 19:06:13

#### their respective time

#### R. Custom Browser

Kindly enter the center IP for all candidates.

# **Enter Delivery Server IP Address**



NOTE:

No candidate or TO can start the exam after 90 minutes of the scheduled time. If incase of centre issue, please report and reschedule the exam accordingly.

Daily password will be shared on the technical account profile.