JOINT ADMISSIONS AND MATRICULATION BOARD

JAMB

MANUAL

For Officials of the 2024 Unified Tertiary Matriculation Examination
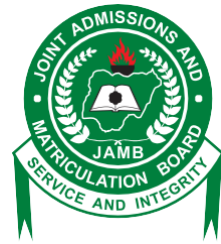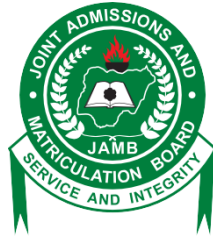
[UTME]

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Manual for Officials of the 2024 Unified Tertiary Matriculation Examination

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PREFACE

This Manual provides all necessary information required by officials engaged in the conduct of the Unified Tertiary Matriculation Examination (UTME). This information includes:

1. Guidelines and Checklist for Examination Officials
2. Sample of report forms to be completed by officials
3. Registration procedures for reference purposes
4. Likely issues, cause(s) and solution(s) in Computer Based Test (CBT)
5. Requirements for examination centres
6. Contacts of UTME relevant authorities.

It is therefore very important that all examination officials familiarize themselves with the information contained in the manual and ensure total compliance as this will enhance the integrity of the examination.

Furthermore, examination officials should note that the Board has introduced some innovations to make the examination seamless and hitch-free. Therefore, it is imperative that the officials acquaint themselves with the new methods.

All examination officials should endeavour to keep this publication handy throughout the examination period.

Special Notes to All Examination Officials:

1. Biometric Verification will be the only mode for the admittance of candidates into the examination centre.
2. Exemption mode is not allowed for any candidate. Therefore, **NO BIOMETRIC, NO EXAMINATION.** Except for those so indicated.
3. No Candidate should be kept waiting if he/she cannot be verified. The passport and biometrics of such candidates should be captured and the candidate be asked to go home and not allowed in.
4. There is no other attendance register apart from the biometric verification.
5. There should be no collection of Examination Slip from any candidate.
6. All Examination Officials, including the security agencies are to ensure compliance with all guidelines, rules, and regulations on the examination, including abidance with guide on compulsory biometric verification of every candidate.

The Board wishes all Examination Officials a hitch-free 2024 examination exercise.

Professor Is-haq Olanrewaju Oloyede, CON, FNAL
Registrar

1.0 GENERAL PROVISIONS FOR THE EXAMINATION

The Unified Tertiary Matriculation Examination (UTME) is the entrance test conducted by the Joint Admissions and Matriculation Board (JAMB) for admission of suitably qualified candidates into Tertiary Institutions in Nigeria.

In conducting the test, the Board uses the Computer Based Test (CBT) mode which involves the deployment of questions and retrieval of answers electronically.

1.1 Use of Nine (9) Keys+2 Up and Down Arrows (↕)

In order to ensure equity, fairness and a level playing field for all candidates sitting for the Unified Tertiary Matriculation Examination (UTME), the Board has designed a system that allows candidates to use nine (9) keys+2 up and down arrows on the keyboard without necessarily using the Mouse. All a candidate needs to do is to press either letter A,B,C or D to select an answer to a question; P,N, S, R or Y for navigation and Up and Down arrow keys are for scrolling up and down for passage reading where applicable as illustrated in the table below.

CANDIDATES WHO ARE FAMILIAR WITH THE USE OF MOUSE	CANDIDATES WHO ARE NOT FAMILIAR WITH THE USE OF MOUSE
Candidate can use the mouse to select answers	Candidate can press either **A,B,C** or **D** on the keyboard to select answers
Clicking on **NEXT** button on the screen brings up the next question	Pressing the Right Arrow key moves one to the next question
Clicking on **PREVIOUS** button on the screen brings back the previous question	Pressing the Left Arrow key returns one to the previous question
Use the scroll wheel for passage reading where applicable	Use the Up and Down arrow keys for scrolling up and down for passage reading where applicable.
Clicking on any Question Number at the bottom of the screen brings up the question directly.	For emphasis, the keyboard navigation keys are given below: **P** for Previous Question **N** for Next Question **R** is to Return (if S is pressed in error) **S** to submit Examination **Y** to confirm submission of Examination
Calculator: clicking on the calculator shown on top right corner of the screen will open the calculator	**Calculator:** Examination Officers should help to click on the top right corner as shown on the screen to open the calculator
Clicking on the **NEXT** or **PREVIOUS** button will automatically save the answer	Pressing **N** or **P** button on the keyboard will automatically save the answer
Clicking on **END EXAM** button ends the Examination	Pressing **S** button on the keyboard once or twice will not end the examination. Pressing **Y** after the press of **S** will end the examination.
Once submitted, candidate **cannot** go back	Once submitted, candidate **cannot** go back.

1.2 Structure of the UTME

The examination has two parts (I & II)

(i) The structure of the examination consists of Multiple-Choice Questions on Use of English and three (3) other subjects of a candidate's choice.
(ii) The Use of English is compulsory, and it consists of sixty (60) multiple-choice questions. The other three (3) subjects has forty (40) multiple-choice questions each, all of which must be attempted.
(iii) Each question has four (4) options, lettered A - D.
(iv) Altogether, each candidate is to attempt one hundred and eighty (180) questions.

1.3 Duration of the UTME
i. The duration of the examination is two (2) hours.
ii. The duration cannot be *altered* under any circumstance.

1.4 Examination Sessions
i. The examination shall be conducted in multiple sessions per day.
ii. Candidates will be assigned to sessions.
iii. Candidates would not be rescheduled to sessions other than the ones assigned to them.

1.5 Salient Instructions
i. Candidates should sit the examination only in the centres assigned to them.
ii. Candidates should arrive at the examination centres at the scheduled time as indicated on their e-Registration Slips (Examination Notice).
iii. Examination Officials are to ensure that the registration number of each candidate is used as access code to login.
iv. Candidates should not be allowed into the examination centre with any prohibited items (See List of Prohibited Items on page 25).
v. Candidates should not be allowed into the examination hall with any writing materials **EXCEPT ORDINARY PENCILS**.
vi. No Examination Official is allowed to go into the examination hall with telephone, wristwatch, pen/biro, and any other electronic devices (See List of Prohibited Items on page 25).

1.6 Moral Obligations for Examination Officials
All Examination Officials should:
i. arrive promptly at the centre.
ii. ensure that candidates are not extorted.
iii. be transparent and honest.
iv. discharge their duties conscientiously.

2.0   ADMINISTRATION OF THE EXAMINATION

Examinations are conducted only in venues where candidates are assigned and are officially designated as Examination centres.

2.1   Examination Towns

Examination towns are geographical entities (towns, cities, or part thereof) where examination centres are located. Some large cities and towns are split into two or more examination towns depending on their sizes. Similarly, some separate towns are merged to avoid one-centre town.

2.2   Examination Centres

i.   Examination centres are designated venues where examinations are hosted.
ii. In each examination centre, a team of ten (10) officials are assigned to conduct and ensure hitch-free examination.

2.3   Examination Administration Documents

The Board has provided various documents to guide Examination Officials. These include:

i.   *Manual for Examination Officials*
ii.   *Chief External Examiner Report Form (JAMB/TA/UTME/CEE)*
iii. *State Technical Advisor Report Form (JAMB/TA/UTME/STA)*
iv.   *Peace Monitor Report Form (JAMB/TA/UTME/PMR)*
v.   *Supervisor Report Form (JAMB/TA/UTME/SPR)*
vi.   *JAMB Technical Officer's Report Form (JAMB/TA/UTME/JTR)*
vii. *Biometric Verification Reporting Officer Report Form (JAMB/TA/ UTME/BVR)*
viii. *Zonal/State Coordinators Report Form (JAMB/TA/UTME/COF*
ix.   *CCTV Monitor Report Form (JAMB/TA/UTME/CCTV)*
x.   *Proctor Report Form (JAMB/TA/ UTME/PTR)*
xi.   *Proctor Chart (JAMB/TA/UTME/PCT)*
xii. *Centre Administrator Report Form (JAMB/TA/UTME/CAD)*
xiii. *Centre Technical Staff Report Form(JAMB/TA/UTME/CTS)*
xiv. *NSCDC Officers Report Form A (JAMB/TA/UTME/NSCDC/SRF)*
xv.   *NSCDC Officers Report Form B (JAMB/TA/UTME/NSCDC/SRF)*
xvi. *A. Examination Infraction Report Form I (JAMB/TA/UTME/EIR /PC)*
      B. Examination Infraction Report Form II (JAMB/TA/UTME/EIR/SR)
xvi. *Payment of Refreshment Allowance Form (NSCDC) (JAMB/TA/UTME/PRS)*

xvii. *Payment of Honorarium to Centre Administrator Form(JAMB/TA/UTME/PHC)*
xviii. *Refreshment Acknowledgment Form (JAMB/TA/UTME/CRA)*
xix. *Resident Monitor Report Form (JAMB/TA/UTME/RMR)*
xx.   *Unverified Candidates Report Form (JAMB/TA/UTME/UVC)*
xxi. *Daily Attendance for Examination Officials Form (JAMB/TA/UTME/DAO)*

NOTE: Examination Officials are to ensure that they download and complete these forms appropriately. Visit www.jamb.gov.ng to download the forms.

3.0 EXAMINATION OFFICIALS

Examination Officials are persons charged with specific responsibilities in the conduct of the examination.

Table of Examination Officials

S/No	Examination Officials Group	Who	Function(s)
1	Chief External Examiners	Vice Chancellors, Provosts, Rectors	➢ Provide leadership and direction for all Examination Officials in their assigned state for a hitch-free examination. ➢ Receive and analyse reports of Examination Officials and forward same to the Board. ➢ Recruit, deploy, remunerate, and pay proctors. ➢ Oversee activities in all Examination Centres within the State ➢ Inform the Proctors to attend the briefing sessions at the centre a day to the examination.
2	High-Powered Opinion Leaders	Prominent Statesmen of Proven Integrity	➢ Advise Management on the overall responsibilities of the Board with particular focus on the conduct of the Examination and the Registration exercises.
3	State Technical Advisors	Information and Communication Technology Professionals	➢ Provide the required technical advice to all technical staff in the State. ➢ Address technical challenges. ➢ Act as custodians of sensitive equipment and deploy them when necessary. ➢ Report to the Registrar
4	General Monitors	Prominent Personalities, Former Registrars and Directors of the Board, Former Vice Chancellors of Universities	➢ Visit, monitor and check the activities in all Examination Centres assigned to them
5	Peace Monitors	Women of Substance and Integrity	➢ Monitor the conduct of the examination from a designated location on the CCTV and through other means of communication and raise appropriate alerts. ➢ Report on the examination to the Registrar
6	Equal Opportunity Group	Academics of High Reputation with professional competence	➢ Assist with the conduct of the examination for blind, prison and other disadvantaged candidates

7	Civil Society andMass Media	Human Right Activists and Media Practitioners	➢ Provide publicity for the examination. ➢ Report on critical issues that may affect the conduct of the examinationor that may affect the general perception of the public. ➢ Interface with covert operators
8	Virtues Vanguard	Persons of high moral rectitude, Mentors of Youths and Personalitywith requisite professional skills, intelligence, and careerbackground	➢ Superintend, coordinate, analyse and report the activities of Resident Monitors.
9	Extra-Ordinary Groups	FME, National Assembly,Security Operatives, SERVICOM HQ, Labour Leaders, Student Union Leaders, and Penetrators	➢ Carry out vigilance, oversight, and general monitoring.
10	Secretariat and Situation Room A,B & C	Academics and Administrators par Excellence	➢ Coordinate all the activities/reports from the field operations. ➢ Provide support services to field officers
11	Roving Group		➢ Deploy the team to strengthen weak, suspicious, or threatened centres.

■ **Examination Officials Deployed by JAMB Per Centre**

i)	Supervisor	–	1
ii)	Resident Monitor	–	1
iii)	Technical Officer	–	1
iv)	Biometric Verification Reporting (BVR) Officer	–	1
v)	CCTV Monitor/Network Expert	–	1
vi)	Proctors	–	3
vii)	Nigeria Security and Civil Defence Corps	–	2
	Total Centre Officials	**–**	**10**

■ **Centre Officials**

Only three (3) staff of the Computer-Based Test centre, who must have been pre-registered are allowed access into the examination hall. No other staff, except the three (3) should be allowed into the examination hall during the conduct of the examination.The pre-registered staff are:

i. Centre Administrator
ii. Centre Technical Staff
iii. Maintenance Assistant.

Security personnel are equally NOT expected to enter the examination hall, except where they are invited by the Supervisor to apprehend any suspect or maintain order in case of any attempt at disrupting the peaceful conduct of the examination.

The Supervisor must ensure compliance with these guidelines.

ORGANOGRAM

REGISTRAR

BWARI CENTRE GROUP (Situation Room) — CIVIL SOCIETY & MASS MEDIA — GENERAL MONITORS — HIGH-POWERED OPINION LEADERS — ROVING GROUP

CHIEF EXTERNAL EXAMINERS — STATE TECHNICAL ADVISORS — PEACE MONITORS

EQUAL OPPORTUNITY GROUP — EXAMINATION INTELLIGENCE GROUP

DIRECTOR ITS

BWARI TEAM ADVISORY TO DIRECTOR ITS

EXAMINATION CENTER — EXAMINATION CENTER — EXAMINATION CENTER — EXAMINATION CENTER

SUPERVISOR — VIRTUES VANGUARD

RESIDENT MONITOR

JAMB DEPLOYED	CENTRE STAFF
1 Supervisor	1 Centre Administrator
1 Technical Officer	1 Centre Technical Staff
1 BVR	1 Maintenance Assistant
1 CCTV Monitor/Network Expert	
3 Proctors	
1 Resident Monitor	
2 Security (NSCDC) Officers	

NOTE:
Only three (3) staff of the Centre are allowed into the examination hall. Any other centre employee should be restricted to outside the examination hall.

3.1 Supervisor

The Supervisor is a senior member of staff of the Board or an Ad-hoc staff deployed by theBoard to head a team of Examination Officials at an Examination Centre. The Supervisor hasthe overall responsibility for the conduct of the examination in the centre to which he/she isassigned. He/she is to work closely with the Centre Administrator to provide leadership and direction for other Examination Officials.

Duties of Supervisor

The duties of the Supervisor are split into three (3) stages:

A. Pre-Examination Duties

Supervisor should:

i. visit the centre assigned to him/her and work closely with other Examination Officials as listed in **3.0** above.

ii. conduct a briefing session for all Examination Officials on the day preceding the examination.

iii. ensure all Examination Officials attend the briefing session.

iv. ensure that candidates' seat numbers are clearly pasted on their cubicles.

v. ensure that facilities for the conduct of the examination are in place and functional.

B. Duties During Examination

Supervisor should:

i. ensure that the security personnel admit only bonafide candidates and authorized officials into the centre.

ii. issue the Candidates' List to the Proctors

iii. monitor the conduct of all Examination Officials at the centre and report on same

iv. ensure that a conducive atmosphere is maintained at the centre during the examination.

v. alert the security officers in case of any security threat to the examination.

vi. ensure that authorized Ad-hoc Examination Officials are allowed access to the examination centre after proper identification.

vii. ensure that all candidates with issues are captured and reported (Network issue, Biometrics issue etc).

viii. Take attendance of all staff and this is to be channelled to the Director, Finance and Accounts.

C. Post Examination Duties

Supervisor should:

i. complete the Supervisor Report Form on the conduct of the examination.

ii. complete the Examination Infraction Report Form where applicable.

iii. ensure that the Instruction Sheets/Rough Worksheets are retrieved from theproctors and deposited in the State JAMB Office

iv. ensure that all the completed forms are submitted to the Technical Officer.

v. return all other examination documents and materials to the appropriate Departments of the Board.

Checklist for Supervisors

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	When did you arrive at your centre?	2 days before the examination	
2	Did you have a briefing session with the centre examination officials?	A day before the examination	
3	Were you present at the centre during the dummy examination?	A day before the examination	
4	Was the dummy examination successful?	A day before the examination	
5	Have you confirmed from the Biometric Verification Reporting Officer on the functionality of the machine?	A day before the examination	
6	Have you ensured that there are adequate facilities for the examination in your centre?	A day before the examination	
7	Have you assigned Proctors to a cluster of candidates?	A day before the examination	
8	Have you ensured that halls are properly cleaned and seats well-arranged/numbered?	A day before the examination	
9	Have you confirmed the presence of the security personnel posted to the centre?	A day before the examination	
10	Have you enquired from the Technical Officer if the download was successful?	On the examination day	
11	Did you ensure that candidates are thoroughly searched before being admitted into the examination hall?	On the examination day	
12	Have you ensured that all the Registration Numbers of candidates with issues have been captured?	On the day of the examination	
13	Have you issued Candidates' List to Proctors?	Before the commencement of the examination	
14	Have you issued Instruction/Rough Worksheets to candidates?	Before the commencement of the examination	
15	a) Have you found out if there are physically challenged candidate(s) in the centre? b) If there are, have you attended to them?	Before the commencement of the examination	
16	Have you ensured that Instruction/Rough Worksheets were retrieved from the candidates?	At the end of the examination	
17	Have you compiled cases of examination infraction/irregularities?	After the examination	
18	Have you enquired from the Technical Officer if the upload was successful?	After the examination	
19	Have you completed the Supervisor's Report Form?	After the examination	
20	Have you ensured that every official present have signed the daily attendant form	After the examination	

3.2 JAMB Technical Officer

A JAMB Technical Officer is an officer assigned to perform technical duties in the conduct of the examination.

Duties of JAMB Technical Officer

The duties of the Technical Officer are divided into three (3) parts:

A. Pre-Examination Duties

Technical Officer should:

i. check the functionality of the equipment for the examination.
ii. ensure that the IP addresses are statically assigned to each terminal.
iii. ensure that the recommended JAMB browser version is installed and up to date.
iv. set up the terminals and ensure communication with the Server.
v. attend briefing session for Examination Officials at the centre.
vi. conduct Auto tests – during Mock and a day before the Main examination.
vii. download dummy questions and conduct dummy test.

B. Duties During Examination

Technical Officer should:

i. power the centre equipment in the server room.
ii. switch on the examination delivery server and perform the necessary settings.
iii. ensure there is communication between the delivery server and the central server.
iv. ensure there is communication between the examination delivery server and the Biometrics Verification Machine (BVM).
v. push attendance record to examination delivery Server after BVR officer completes verification of candidates.
vi. ensure that the terminals are populated with the server's IP address.
vii. ensure that candidates are given a brief demonstration on the use of keyboard and mouse.
viii. ensure that all the candidates sitting the examination reflect on the server.
ix. in the case of a failed session, the Technical Officer must notify candidates of new schedule before they leave the hall.
x. ensure all daily reports are captured and uploaded to the Headquarters.
xi. report cases of examination infraction on delivery server

C. Post-Examination Duties

Technical Officer should:

i. ensure that the examination is terminated at the end of the regulation time.
ii. submit all candidates' responses.
iii. upload the candidates' responses to the central server.
iv. shutdown the delivery server at the end of the examination.
v. collect all reports and submit to Quality Assurance Department.
vi. ensure all CCTV footages are copied.
vii. ensure that the **Server(s)** and **Biometric Verification Machines** are returned to JAMB Zonal Offices across the country.

Checklist for JAMB Technical Officer

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Have you checked to be sure that the recommended JAMB browser version is installed?	A day before the examination	
2	Have you been briefed by the Centre Technical Staff on all related equipment at the centre including the last Autotests result?	A day before the examination	
3	Did you do the dummy examination download?	A day before the examination	
4	Did you conduct the dummy test	A day before the examination	
5	Did you check to be sure that the CCTV at the centre is functional and active?	A day before the examination	
6	Were you notified that the download was successfully completed?	On the day of the examination	
7	Were the clients/terminals able to communicate with the server?	On the day of the examination	
8	Was the server able to communicate with the BVM?	On the day of the examination	
9	Were the verified candidates pushed to the server?	During the examination	
10	Were the candidates able to navigate with the keyboard using the arrow keys?	During the examination	
11	Have you checked the accuracy of the timer?	During the examination	
12	Did the number of candidates taking the examination correspond with the number displayed on the server?	During the examination	
13	Have you uploaded the responses?	After the examination	
14	Were you notified that the upload was successfully completed?	After the examination	
15	Have you copied the CCTV footage of every session?	After the examination	
16	Have you completed the JAMB Technical Officer's Report Form?	After the examination	

3.3 Biometric Verification Reporting (BVR) Officer

The Biometric Verification Reporting (BVR) Officer, who also doubles as documentation officer, is responsible for the verification of candidates' captured biometrics at the Examination Centre.

Duties of the BVR Officer

The duties of the Biometric Verification Reporting Officer are split into three (3) stages:

A. Pre-Examination Duties

The **BVR officer** should:

i. collect the Biometric Verification Machine (**BVM)** from the JAMB Technical Officer
ii. ensure the functionality of the **BVM** on receipt.
iii. make sure the **BVM** battery is fully charged prior to every examination day.
iv. attend the briefing/training session at the centre.
v. return the **BVM** to the Technical Officer.

B. Duties During Examination

The **BVR officer** should:

i. arrive at the centre promptly.
ii. connect and lock the battery to the BVM to prevent partial contact.
iii. ensure that the biometric scanner is connected to the BVM before it is powered on.
iv. place the **BVM** on a table close to where candidates would be scanned by the security personnel.

v. ensure that candidates biometric data are verified immediately after body scan, in order to create synergy between the body scanning and biometric verification.

vi. inform the Supervisor of any unexpected incident encountered during the verification.

vii. report cases of impersonation to the Supervisor.

viii. connect the **BVM** to the LAN and push verified candidates to the examination delivery server.

ix. Ensure there is **No Use** of **Exemption Mode** to admit any candidate into the examination hall except for those so indicated.

NOTE:

No candidate should be admitted into the examination hall without biometric verification. Where a candidate cannot be verified, the attention of the Supervisor should be drawn and the record of such a candidate should be taken for necessary action and the outcome communicated through the e-mail address and telephone numbers of the candidate. Such candidate's picture and biometrics should be captured.

C. **Post Examination Duties**

The **BVR officer** should:

i. complete the BVR officer Form

ii. complete and submit all online report forms to the Headquarters on daily basis for immediate action.

iii. upload candidates' Biometric details

iv. ensure that the BVM is carefully packed, secured, and returned to the Technical Officer.

v. ensure that unverified candidates are recaptured and their e-slips retrieved.

vi. ensure that unverified candidates' report form is duly completed and submitted appropriately.

vii.

Checklist for BVR Officer

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Have you collected the Biometric Verification Machines from the JAMB Technical Officer?	On each examination day	
2	Have you checked if the pack is complete (laptops,biometric scanners, battery pack for the laptops and powerpacks)?	On each examination day	
3	Have you checked and confirmed the functionality of the BVM?	On each examination day	
4	Have you ensured that the machine is fully charged?	A day before the examination	
5	Did you arrive at the Examination Centre at 6:00am?	On each examination day	
6	Did you encounter difficulties on the verificationexercise?	During the examination	
7	Did you inform the Supervisor of any unexpected incident encountered during verification?	During the examination	
8	Have you completed the BVR Report Form and uploaded it to the Headquarters?	After the examination	
9	Have you uploaded candidates' biometric details?	During the examination	
10	Have you returned the BVM to the JAMB TechnicalOfficer?	After the examination	

3.4 Resident Monitor (RM)

Resident Monitors are persons deployed by the Board to monitor and report activities at the centres. A Resident Monitor would be assigned to a specific centre where he/she would work with other officials to conduct the examination.

Duties of the Resident Monitor

Duties of Resident Monitors are split into three (3) stage.

A. Pre-Examination Duties

Resident Monitor should:
  i. visit the centre assigned to him/her and work closely with other Examination Officials
  ii. attend briefing session at the centre.
  iii. provide intelligence report that would assist the Board conduct a smooth examination.
  iv. ensure there is no WhatsApp group in the name of JAMB without authorisation.

B. Duties During Examination

Resident Monitor should:
  i. attend to intelligence and other reports.
  ii. ensure that use of phone by officials in the examination hall is prohibited.
  iii. ensure that no one is permitted to take photograph in the examination hall.

C. Post-Examination Duties

The Resident Monitor should:
  i. report all activities at the Examination Centre.
  ii. complete and submit the Resident Monitor Report Form to the appropriate Department, and a copy online on the Reports Management System.
  iii. ensure that any approved WhatsApp group is deleted after the examination.

Checklist For Resident Monitors

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Did you attend briefing session for Examination Officials?	A day before the examination	
2	Did you confirm that the centre is ready for examination?	A day before the examination	
3	Did you monitor the activities of the centre?	During the examination	
4	Did you monitor and report on the officials assigned to the centre?	During and after the examination	
5	Did you monitor and report on the activities of the candidates?	During and after the examination	
6	Did you provide intelligence report on the centre?	After the examination	
7	Did you submit your report to the appropriate Department?	After the examination	

3.5 Centre Administrator

A Centre Administrator is the proprietor or nominee of the CBT centre.

Duties of Centre Administrator

The Centre Administrator is required to:

i. manage the centre staff.

ii. ensure that the centre is prepared and all equipment for the examination are in place and functional.

iii. ensure that all centre staff are present at the briefing session.

iv. provide safe custody for examination materials and equipment.

v. ensure the smooth conduct of the examination and report as appropriate.

vi. ensure the functionality of the centre's facilities for the smooth conduct of the examination.

vii. ensure the proper maintenance of the centre's facilities and provide a conducive environment for the smooth conduct of the examination.

viii. ensure the provision of surveillance cameras at the Examination Centre

ix. ensure that all the centre staff arrive at the centre not later than 6.00am daily throughout the duration of the examination.

Checklist for Centre Administrator

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	When did you receive the Board's notification for the use of your facilities as Examination Centre?	6 weeks before the examination	
2	Have you ensured the provision of surveillance at your centre?	Before the examination day	
3	Have you ensured that the power systems are in good working condition?	2 days before the examination	
4	Have you ascertained the functionality of all the computer systems at your centre?	2 days before the examination	
5	Did you attend the briefing session on the examination?	A day before the examination	
6	Have you arranged and pasted the candidates' seat numbers clearly on the cubicles?	A day before the examination	
7	Did you work closely with the Supervisor while discharging his/her duties?	Throughout the examination period	
8	Have you completed Centre Administrator's Report Form?	After the examination	

3.6 Centre Technical Staff

The Centre Technical Staff is assigned by the Centre Administrator to perform technical duties and ensure the functionality of the centre equipment for the smooth conduct of the examination. He/she must be capable of resolving all technical issues that may arise during the conduct of the examination at the centre.

Duties of the Centre Technical Staff

The Centre Technical Staff should:

i. ensure that the appropriate LAN cable is used for the connection of the centreterminals.
ii. ensure the functionality of all the equipment needed for the smooth conduct of the examination.
iii. ensure that the systems' RAM is upgraded to the recommended minimum of 2GBcapacity.
iv. ensure that the correct static IP address is assigned to each terminal.
v. ensure that the 1–10 static IP addresses are reserved.
vi. ensure that the recommended JAMB browser is installed.
vii. ensure there is communication between the centre server and the terminals.
viii. brief the JAMB Technical Officer on all related equipment at the centre.
ix. work with the JAMB Technical Officer to ensure the smooth conduct of theexamination.
x. attend briefing session for examination officials.
xi. power on all the centre equipment and terminals in readiness for the examination
xii. attend to other technical issues as they arise during the examination.
xiii. ensure that the centre equipment are properly shut down and switched off after the examination.
xiv. ensure that the Supervisor, JAMB Technical Officer and CCTV Monitor are briefed on the functionality of the CCTV.
xv. ensure that the CCTV records from all the cameras for the purpose of storage and retrieval.
xvi. ensure that all the footages of the CCTV are copied to the external hard drive withthe JAMB Technical Officer.

Checklist for Centre Technical Staff

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Did you attend the pre-examination briefing?	A day before the examination	
2	Have you ensured that the centre power system andtechnical equipment are functional and ready for use?	Before the Examination Day	
3	Have you upgraded the systems' RAM capacity (2GB) asrecommended by JAMB?	Before the Examination Day	
4	Have you installed the updated browser recommended for use?	Before the Examination Day	
5	Have you assigned the appropriate IP address to the centre server, BVM and terminals?	Before the Examination Day	
6	Have you briefed JAMB Technical Officer about the equipment and network structure of the centre?	A day before the examination	
7	Have you disabled the centre internet connection?	A day before the examination	
8	Have you copied all the CCTV footages to the external Hard Disk?	After the examination	
9	Have you switched-off all the equipment at the centre?	After the examination	
10	Have you completed the Centre Technical Staff Report form?	After the examination	

3.7 Proctors

Proctors are persons assigned or appointed by the Board through the Chief External Examiner to invigilate at the Examination Centres.

Duties of Proctors

The duties of Proctors are split into three (3) stages:

A. Pre-Examination Duties

Proctors should:
i. attend the briefing session for Examination Officials
ii. write and paste the range of candidates' seat numbers at the entrance of the examination halls.
iii. confirm that candidates' seat numbers are clearly pasted on their cubicles.
iv. ensure tidiness of the examination halls
v. ensure that systems are powered for use.

B. Duties During Examination

Proctors should:
i. ensure orderliness of candidates for Biometric Verification.
ii. not go into the examination hall with mobile phone.
iii. ensure that candidates sit in their designated seats.
iv. distribute the Instruction/Rough Worksheets before the commencement of the examination.
v. collect and pack the Instruction/Rough Worksheets before candidates leave the examination hall.
vi. prevent unauthorized writing materials and any electronic device from being taken into the examination hall.

C. Post Examination Duties

Proctors should:
i. ensure that the following documents are fully completed:
   a. Proctor Report Form
   b. Proctor's Chart
   c. Examination Infraction Report Forms where applicable

ii. ensure the following documents are all returned to the Supervisor after the examination:
   a. Candidates' List
   b. Examination Infraction Report Form
   c. Instruction Sheets
   d. Registration Numbers with issues

Checklist for Proctors

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Did you attend the Proctors training on the operations of technical facilities of the centre?	A day before the examination	
2	Have you been allotted a cluster of candidates to invigilate?	A day before the examination	
3	Have you written the range of candidates' seat numbers at the entrance of the examination hall?	A day before the examination	
4	Have you ensured that seats are properly arranged and numbered?	A day before the examination	
5	Did you ensure that candidates are seated in accordance with the details specified on their Examination Slips?	Before and during the examination	
6	Have you ensured proper conduct of candidates in your examination hall?	During the examination	
7	Have you retrieved all Instruction/Rough Worksheets from the candidates?	After the examination	
8	Have you completed the Proctor's Report Form?	After the examination	
9	Have you ensured that all used and unused materials are returned to the Supervisor?	After the examination	
10	Have you completed the Proctors Report Form?	After the examination	

3.8 CCTV Monitor/Network Expert

The Closed-Circuit Television (CCTV) Monitors are deployed by the Board, in collaboration with Computer Professional Registration Council of Nigeria (CPN), to Examination Centres for the purpose of monitoring, copying, and reporting all activities and footages captured on the centre's CCTV.

As the Network Expert, you should support the Technical Officer to manage all network issues during the delivery of the examination thereby enabling the Technical Officer to focus on examination delivery.

Duties of CCTV Monitor/Network Expert

As the CCTV Monitor, you should:
  i. ensure that the centre Closed-Circuit Television (CCTV) is functional and active.
  ii. ensure that the Closed-Circuit Television records.
  iii. copy the entire recordings of examination periods in the electronic storage facility (Hard Disk)
  iv. report and share information of interest on CCTV with the Peace Monitor assigned to oversee the Examination Centre
  v. submit the electronic recordings from the Closed-Circuit Television to the appropriate JAMB Department after the examination.

A. Pre-Examination Duties

As the CCTV Monitor, you should:
  i. attend briefing session for Examination Officials at the centre
  ii. ensure the functionality of the CCTV at the centre

iii.   test-run the live recording of activities in and around the centre
iv.   ensure the CCTV can capture strategic areas e.g., BVM stand, holding room, examination hall, entrance, server room, surrounding environment etc
v.   ensure live remote viewing of activities recorded on the Digital Video Recorder (DVR) at the centre
vi.   ensure that the CCTV records for the purpose of storage and retrieval of all activities
vii.   ensure there is power back up for digital video recorder.

As the Network Expert, you should:
i.   be part of all pre-examination meetings
ii.   be part of all Autotests:
      a. During Accreditation
      b. During Mock
      c. During Examination
iii.   be part of all dummy Examinations
iv.   determine that the IP addresses are static in the center.
v.   determine that the IP addresses are assigned orderly with respect to seat numbers.
vi.   determine that all switches are functional, and they have the required 30% backup switches.
vii.   ensure that the switches are connected to uninterrupted power supply by testing.
viii.   ensure that all the networking of the systems is functional and can communicate optimally.
ix.   ensure that all cables remain trunked after any maintenance.

B. Duties During Examination
As the CCTV Monitor, you should:
i.   ensure that unauthorised persons are not allowed access to the CCTV at the centre.
ii.   ensure strict monitoring of activities at the centre on the CCTV including movement of persons, e.g., candidates discussing among themselves.
iii.   ensure the functionality of all cameras during the examination.
iv.   report any suspicious movements and all activities of interest in and around the examination hall to the Peace Monitor assigned to the centre and the control centre of CPN.

As the Network Expert, you should:
i.   ensure that the network for all systems is functional.
ii.   ensure all systems are populated before the start of exam as part of his support for the Technical Officer.

C. Post-Examination Duties
As the CCTV monitor, you should:
i.   copy the entire recordings of the examinations in the electronic storage facility (Hard Disk)
ii.   submit the electronic recording from the Closed-Circuit Television to the appropriate Department after the examination.
iii.   report to Peace Monitor and CPN evidence of submission of electronic storage facility (Hard Disk).

As the Network Expert, you should:
  i.   ensure that all devices are switched off before leaving the centre.
  ii.   document all network issues and provide same to the Technical Officer to be included as part of the report of the Technical Officer.

Checklist For CCTV Monitors

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Did you attend briefing session for examination Officials?	A day before the examination	
2	Did you check to be sure that the CCTV at the centre is functional?	A day before the examination	
3	Did you check the number of CCTV cameras at the centre?	A day before the examination	
4	Did you test-run the live recordings in and around the centre?	A day before the examination	
5	Did you check the playback on the Digital Video Recorder (DVR) at the centre?	A day before the examination	
6	Have you checked and located the control centre of the Peace Monitors Group overseeing your centre?	A day before the examination	
7	Have you checked the power back up of the DVR?	A day before the examination	
8	Did you prevent unauthorized persons from gaining access to the CCTV?	During the examination	
9	Did you monitor the activities of the centre through the CCTV?	During the examination	
10	Did the cameras capture the examination hall and all critical areas of the centre?	During the examination	
11	Did you report and share activity of interest with the Peace Monitor overseeing your centre?	During the examination	
12	Have you copied all CCTV footages to the external hard disk?	After the examination	
13	Did you submit the electronic recording from the CCTV to the appropriate Department?	After the examination	
14	Have you completed CCTV/Network Expert Report Form?	After the examination	

3.9 Maintenance Assistant

Maintenance Assistant is assigned to operate and maintain power systems including Generating Sets, Inverters, UPS, etc., at the centre. He is also to perform other similar duties.

Duties of Maintenance Assistant

Maintenance Assistant should:
   i.   attend briefing session for examination officials at the centre.
   ii. ensure there is constant power supply all through the examination.
   iii. always be available at the centre to attend to any electrical issue that may arise during the examination.

Checklist for Maintenance Assistant

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Have you ensured that the power systems are in good working condition?	A day before the examination	
2	Has the centre made adequate arrangement for the supply of fuel for the period of examination?	A day before the examination	
3	Are you assisting the centre officials in carrying out other duties in order to ensure smooth conduct of the examination?	During the examination	

3.10 Security Personnel

Security Personnel are staff of Organisations/Agencies engaged by the Board to provide security and maintain orderliness at the Examination Centre.

They include:
   i.   Nigeria Security and Civil Defence Corps (NSCDC)
   ii. Examination Centre Internal Security
   iii. Other security agencies.

Duties of Security Personnel

Security Personnel should:
   i.   attend the briefing session for Examination Officials at the Examination Centre.
   ii.   ensure that only authorized candidates and officials are admitted into the centre.
   iii. ensure that candidates are thoroughly searched before being admitted into the examination hall.
   iv.   maintain orderliness at the Examination Centre.
   v.   work with other Examination Officials to ensure smooth conduct of the examination.
   vi.   be adequately briefed on all security incidents at the centre.
   vii. be ready to serve as witness during investigation and prosecution that may follow after the examination.

Checklist for Security Personnel

S/NO.	ACTIVITIES	SCHEDULED PERIOD	REMARKS
1	Did you attend the briefing session with other Examination Officials?	A day before the examination	
2	Have you been briefed on the security arrangements at the centre by the examination centre internal security personnel (for NSCDC staff only)?	A day before the examination	
3	Did you arrive at the Examination Centre at 6:00 am?	On each examination day	
4	Have you ensured that candidates are properly searched and checked into the examination hall?	On each examination session	
5	Did you ensure the maintenance of general security at the Examination Centre?	On each examination day	
6	i. Did you apprehend any examination offender? ii. If yes, have you briefed the Supervisor?	During the examination	
7	Have you been briefed on other security incidents that occurred at the centre that you might not have witnessed?	On examination day	
8	Have you completed the security report form?	After the Examination	
9	Have you been paid your allowance?	On each examination day	

NOTE:

Security Personnel are not allowed access into the examination hall during the conduct of the examination, except where they are invited by the Supervisor to apprehend a suspect or to maintain order where there is a threat to peace in the examination hall.

3.11 Intelligence Officer

Intelligence Officer is a person with requisite qualifications engaged to provide intelligence reports on activities in and around the examination venue.

4.0 Timetable for 2024 Unified Tertiary Matriculation Examination (UTME)

FRIDAY

A. <u>First Session</u>

i.	Arrival/Accreditation Commences	-	6:30am
ii.	Examination Starts	-	8:00am
iii.	Examination Ends	-	10:00am

B. <u>Second Session</u>

i.	Arrival/Accreditation Commences	-	9:00am
ii.	Examination Starts	-	11:00am
iii.	Examination Ends	-	1:00pm

C. <u>Third Session</u>

i.	Arrival/Accreditation Commences	-	3:00pm
ii.	Examination Starts	-	4:00pm
iii.	Examination Ends	-	6:00pm

SATURDAY & MONDAY TO THURSDAY

A. First Session

i.	Arrival/Accreditation Commences	-	6:30am
ii.	Examination Starts	-	8:00am
iii.	Examination Ends	-	10:00am

B. Second Session

i.	Arrival/Accreditation Commences	-	9:00am
ii.	Examination Starts	-	11:00am
iii.	Examination Ends	-	1:00pm

C. Third Session

i.	Arrival/Accreditation Commences	-	12:00pm
ii.	Examination Starts	-	2:00pm
iii.	Examination Ends	-	4:00pm

D. Fourth Session

i.	Arrival/Accreditation Commences	-	2:30pm
ii.	Examination Starts	-	4:30pm
iii.	Examination Ends	-	6:30pm

5.0 Candidates' List

The Candidates' list is used for further verification of the candidates once they are seated. This list should not be used for taking attendance. There should be no marking of any sort on the list.

The Candidates' list contains information such as:

i. Centre Number
ii. Centre Name
iii. Candidates' Name
iv. Registration Number
v. Seat number
vi. Gender
vii. Date, examination time and session

Attendance is recorded through BVM and uploaded to JAMB portal and also pushed to the examination server before examination can commence.

NOTE:
The BVM provided is to be used to record attendance.

STATE: ABIA

TOWN: ABA

Date: Friday, May 6, 2022   Time: 07:00AM

CENTRE ID: 00101   SESSION: 1 DAY: 1

S/NO.	REGISTRATION	SEAT NO	CANDIDATE NAME	GENDER
1	202212341792IF	001	Ogueri Mirabel Ihechiluru	F
2	202214518232GA	002	Ndubuisi Favour Onyinyechi	F
3	202212345963FA	003	Udeze Blessing Chibuzor	F
4	202215672462GA	004	Josiah Destiny Ezinne	M
5	202217891427BA	005	Ezeala Chukwuebuka Micheal	M
6	202217931525JA	006	Duru Chijioke Kennes	M
7	202212344841EA	007	Chidolue Juliet Bartholomew	F
8	202215532426FA	008	Agubor Chukwudalu Uchechukwu	M
9	202216621937CF	009	Anozie Emmanuella Bassey	F
10	202218918182CF	010	Michael Mbotidem Chinazaekpere	F
11	2022178912735JA	011	Ikechukwu Favour Chukwuemeka	M
12	202213422268CA	012	Onyeukwu Emmanuel Kenechukwu	M
13	2022156716051EA	013	Oturi Divine Chinwemeri	M
14	202219323346EF	014	Maduka Silver Chigaemezu	F
15	202213441112EA	015	Kalu Precious Jennifer	F
16	202215247549GA	016	Onyejiuwa Nneoma Chinaza	F
17	2022166245810BF	017	Onwuegbuchulam Ifeanyi Amarachi	M
18	202219348360JA	018	Nwobodo Precious Victory	F
19	202218453482DF	019	Aamadi Ukamaka Jonathan	F
20	202217146668JF	020	Utiung Chimaobi	M
21	202213959347GF	021	Okonna Mathias Joshua	M

6.0 Examination Malpractice

Examination Malpractice is an act of wrongdoing by the Examinee or Examiner or both, before, during or after the examination with the intent to earn an unmerited score or grade. It encompasses the acts that insult or impugn the integrity of examination and/or its procedures.

In order to fight this menace, the Federal Government of Nigeria enacted an Act that provides penalties for defaulters.

6.1   Examination Malpractice Act LFN, 2004

The Examination Malpractice Act LFN, 2004 provides penalties ranging from imprisonment, fine or both for persons and bodies found guilty of involvement in aiding, abetting, negligence, or dereliction in the conduct of examinations.

Punishable offences under this Act include the following:
i.   Cheating at examination
ii.   Stealing of question paper
iii. Impersonation
iv.   Disorderliness at examination
v.   Disturbances at examination

vi.   Misconduct at examination

vii. Obstruction of Supervisors, etc.

viii. Forgery of e-Registration and Result Slips

ix.   Breach of duty

X.   Conspiracy, aiding, etc.

xi.   Conviction for alternative offence

xii. Offences by bodies corporate

The courts will invoke appropriate penalties on persons and bodies found guilty of any of the offences under this Act.

6.2   Examination Infraction Codes

The Joint Admissions and Matriculation Board in line with extant laws, exercises administrative control and oversight on the conduct of its examinations including administrative sanctions on candidates who engage in any form of infraction as outlined below:
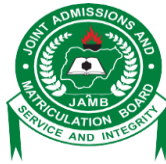
INFRACTION CODES

A	NO E-REGISTRATION SLIP/EXAMINATION SLIP
B	POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES
C	BROWSING ANOTHER CANDIDATE'S SYSTEM/DEVICE
D	PROXY/SUBSTITUTING A REGISTERED CANDIDATE
E	SWAPPING EXAMINATION DETAILS/DOCUMENTS
F	POSSESSION OF USB, CD, HARD DISK OR SIMILAR STORAGE DEVICES
G	VIOLENT/UNRULY BEHAVIOUR TO EXAMINATION OFFICIALS OR FELLOW CANDIDATES
H	POSSESSION OF UNAUTHORIZED WRITTEN MATERIALS IN THE EXAMINATION HALL
I	POSSESSION OF WRISTWATCH
J	POSSESSION OF MOBILE PHONE OR SIMILAR ELECTRONIC DEVICE
K	COLLUDING WITH OTHER CANDIDATES/EXAMINATION OFFICIALS/EXTERNAL AGENTS
L	ENTERING/LEAVING THE EXAMINATION HALL WITHOUT PERMISSION
M	WIDESPREAD/MASS CHEATING
N	PROCURING AN UNREGISTERED PERSON TO SIT FOR UTME IN PLACE OF A CANDIDATE
O	TALKING/CHATTING WITH OTHER CANDIDATES DURING EXAMINATION
P	ATTEMPT TO SMUGGLE UNAUTHORISED MATERIALS INTO THE EXAMINATION HALL
Q	TAMPERING WITH RESULT PROCESSING AND RELEASE
R	SPYING/COPYING UNAUTHORIZED MATERIALS

6.3 Prohibited Items

1	WRIST WATCHES
2	PEN/BIRO
3	MOBILE PHONES OR SIMILAR ELECTRONIC DEVICES
4	SPY READING GLASSES WHICH SHOULD BE SCRUTINISED
5	CALCULATORS OR SIMILAR ELECTRONIC DEVICES
6	USB, CD, HARD DISKS AND OR SIMILAR STORAGE DEVICES
7	BOOKS OR ANY READING/WRITING MATERIAL
8	CAMERAS
9	RECORDERS
10	MICROPHONES
11	EARPIECES
12	INK/PEN READERS
13	SMART LENSES
14	SMART RINGS/JEWELLERY
15	SMART BUTTONS
16	BLUETOOTH DEVICES
17	KEY HOLDERS
18	ATM CARDS
19	ERASERS
20	BANGLES
21	RINGS
22	NECKLACE
23	WALLET/PURSE

TO BE FOREWARNED IS TO BE FOREARMED !

Caution
Prohibited items

Examination Officials should kindly note that they are allowed to scrutinize eyeglasses or similar devices and where convinced that such item may compromise the sanctity of the examination, the officials should confiscate it.

This prohibition applies to Candidates, Examination Officials and All Persons who have access to the examination hall. Where an Examination Official (Board Staff or Ad-hoc staff) or any person is found with any of these prohibited items in the examination hall, such compromising action would be treated as a deliberate act of examination sabotage and necessary sanction will be applied.

All such prohibited items belonging to the Examination Officials should be kept with the Technical Officer in the Server Room.

6.4 Barring of Candidates

The Board is empowered to bar any candidate found involved in examination infraction from taking any of its subsequent examination for a specified or unspecified period of time. The Board will prosecute anyone apprehended for any act of infraction.

6.5 Barring of Examination Officials

The Board is authorized to bar or blacklist any examination official involved in collaborating, condoning, abetting, or encouraging any form of examination infraction for a specified or unspecified period of time or permanently. This is without prejudice to the investigation and prosecution of such officials or persons.

6.6 Suspension and Blacklisting of Centres

The Board reserves the right to sanction any centre involved in unwholesome activity or in any form of examination infraction before, during or after the conduct of the examination.

The sanction may range from suspension, blacklisting and prosecution of such centres and their owners or their managers.

7.0 IMPORTANT THINGS TO NOTE ON THE UTME FILLING OF REPORT FORMS

- All Examination Officers should fill their forms accurately and appropriately. For example, if one is reporting on the first session in a centre in Plateau State known as **College of Forestry with centre number 682, the report form will carry centre number plus the session number which will be 68201,** second session will be **68202** etc. In essence, the reporting should be progressively done.
- All forms should show clearly the date of Exam.
- All sessions must be reported on separately. Do not use one form to report 2-3 sessions.
- All forms should be duly filled with details as requested on the various forms.

- All forms should be arranged according to sessions in the following order;
  - ✓ Daily Attendance For Examination Officials Form
  - ✓ Supervisor's Report Form
  - ✓ JAMB Technical Officer's Report
  - ✓ Biometric Verification Reporting Officer's Form
  - ✓ Resident Monitor's Report Form
  - ✓ CCTV Monitor/Network Expert Report Form
  - ✓ Proctors Report Form
  - ✓ Centre Administrator's Report Form
  - ✓ Centre Technical Report Form
- All payments made to centres, NSCDC and refreshment allowances should be documented on the appropriate forms and not on plain sheets of paper.
- Staff Daily Attendance Forms should be duly filled and signed by all officers assigned to the various centres.
- All Officers must fill hard copies of all the forms. The information filled must correspond with all the forms submitted.
- All unverified candidates (if any) should be duly recorded by the BVR Officer and a copy of the form filled with a copy of the Examination slip attached in a separate envelope and addressed to the Quality Assurance Department.
- **Please note that unverified candidates** are candidates that have made several attempts at thumb-printing but BVR failed. **The absentee candidates** on the other hand are candidates that were not present at the examination centre.
- All infraction cases should be duly reported on hard copies. These should be packed in separate envelopes with/without exhibits.
- **Supervisors** are to note the Checklist for Retrieval of Report Forms which will act as a guide for them.
- **All technical Staff** (JAMB and ad-hoc) are advised to cooperate with Staff of the QAD nominated to retrieve reports from the examination zones. They are advised to submit their reports to them.

  Please see figures 1A, 2A & 3A for samples of properly filled forms and figures 1B, 2B & 3B for samples of forms not properly filled to be guided.

7.1 SAMPLES OF PROPERLY FILLED FORMS

Fig 1a

Fig 1

GOOD ✓

7.4 SUPERVISOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD
National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, OFR, FNAL
Registrar

JAMB/TA/UTME/SPR

TEST ADMINISTRATION DEPARTMENT
SUPERVISOR REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION...... 2023

EXAMINATION TOWN...... MBAISE   STATE...... IMO

CENTRE NAME...... MATER ECCLESIAS SEMINARY   CENTRE NUMBER...... 27801

CENTRE CAPACITY...... 250

SESSION: FIRST ☑   SECOND ☐   THIRD ☐   FOURTH ☐

1. Was there any case of generator outage during the examination?
   YES | | (Enter the duration of the outage) | | NO |✓

2. Was there any security issue?
   YES | | (Enter the duration security personnel took to resolve the issue(s)) | | NO ☑

3. Were all the air conditioners functioning?
   YES |✓   NO | | (Enter the number not functioning) | |

4. Were all the installed lights functioning?
   YES |✓   NO | | (Enter the number not functioning) | |

5. Were the toilet facilities cleaned daily?
   YES |✓ (Enter the number of times the toilets were cleaned daily) | | NO | |

6. Was a holding room or canopy provided for candidates?
   YES |✓   NO | |

7. Was there a remote CCTV viewing for different locations within the examination centre?
   YES ✓ (Enter the number of views from the screen) | | NO | |

8. Were the examination centre staff responsive to complaints?
   YES |✓   NO | | (How many times have they not responded) [   ]

9. Are all the computer monitors either 15' or 17'?
   YES |✓   NO | | (Enter the number of computers that do not conform to this requirement) [   ]

11. How Many External Examination Officials visited your centre?   2

12. What time did NSCDC Officials arrived at the centre and how many?   7:00 AM

10. On a scale of 1-5 where 1 is the least and 5 the highest how would you rate the following:
    a. Centre Administrator | | g. Maintenance Assistance
    b. JAMB Technical Officer | | h. Nigeria Security and Civil Defense Corps
    c. Centre Technical Staff | | i. Examination Centre Security
    d. Proctors | | i. Other security agencies
    e. BVR | | k. CCTV Monitor
    f. Resident Monitor | | l. The general conduct of the examination in your centre?

Please comment as necessary: SATISFACTORILY DONE

Full Name of Supervisor (No Initials Please). OLUFEMI UDOKA DANASABE
Staff Identity Number...... 3333 C   Designation/ Rank ...... DD
Department/ Station...... TEST ADMINISTRATION
Telephone Number...... 08123456789
e-Mail Address...... U.DANASABE@JAMB.GOV.NG   Signature/ Date...... OUD   27/09/23

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Fig 2a

Fig 2

GOOD ✓

7.6 BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD
National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, OFR, FNAL
Registrar

JAMB/TA/UTME/BVR

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION... 2023

EXAMINATION TOWN... MBAISE

CENTRE NAME... MATER ECCLESIAS SEMINARY STATE... IMO

CENTRE CAPACITY... 250 CENTRE NUMBER... 27801

SESSION: FIRST ☑ SECOND ☐ THIRD ☐ FOURTH ☐

PRE EXAMINATION VERIFICATION

1. No. of candidates verified with finger prints 240
2. No. of candidates not verified NIL
3. No. of candidates absent 10

Please comment as necessary

SATISFACTORY

Full Name of BVR Officer(No Initials Please) AISHA TOCHI KAFAYA

Staff Identity Number... 2222A

Telephone Number... 08012345678

e-Mail Address... AISHA TOCHI.KAFAYA @ JAMB. Gov. NG

Signature/Date... ATK 29/09/23

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Fig 3a

Fig 3   GOOD ✓

7.5 JAMB TECHNICAL OFFICER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, OFR, FNAL
Registrar

JAMB/TA/UTME/JTR

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION
(To Be Completed By JAMB Technical Officer)

YEAR OF EXAMINATION... 2023

EXAMINATION TOWN... Abakaliki
CENTRE NAME... Amunaghom CBT Centre   STATE... Ebonyi
CENTRE CAPACITY... 250   CENTRE NUMBER... 16003

SESSION: FIRST ☐   SECOND ☐   THIRD ☑   FOURTH ☐

1. Was the download successful?
   YES: ☑   NO: ☐ (Enter the number of failed attempts) [   ]

2. Were you able to get support from Network Operating Centre for any technical issue(s) relating to the network link?
   YES: ☐ (Enter the duration it took for the issue to be resolved) [ ]   NO ☑

3. Were there complaints on the presentation of questions, graphics and tone marks in the case of languages?
   YES: ☐ (Enter the number of instances) [   ]   NO ☑

4. Could you log on with the same registration number on more than one computer?
   YES: ☐ (Enter the number of instances) [   ]   NO ☑

5. Were you able to get support from Network Operating Centre for any software issue relating to the presentation of examination questions?
   YES: ☐ (Enter the duration it took for the issue to be resolved) [   ]   NO ☑

6. Were all the clients able to communicate with the server?
   YES: ☑   NO: ☐ (Enter the number of failed attempts) [   ]

7. (a) How many computers develop fault during the examination?
   Enter the number [—]

   (b) If any, were the faulty systems replaced from the backup computers available?
   YES: ☐ (Enter the number of computers replaced) [   ]   NO ☐

8. Number of candidates present [240]

8. Number of candidates ~~present~~ Absent [101]

10. Was the upload successful?
    YES: ☑   NO: ☐ (Enter the number of failed attempts) [   ]

Please comment as necessary

The session was conducted successfully with no hitches.

Full Name of Technical Officer (No Initials Please)... ADEKUNLE CHINONSO AMINU
Staff Identity Number... 1111A
Department/ Station... TEST ADMINISTRATION   Designation/ Rank... PAO
Telephone Number... 08012345678
e-Mail Address... AC. AMINU @JAMB GOV. NG
Signature/ Date... ACAMINU   29/09/23

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7.2 HOW NOT TO FILL THE REPORT FORMS

Fig 1b

Fig 1c

Fig 5   BAD X

7.5 JAMB TECHNICAL OFFICER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, OFR, FNAL   JAMB/TA/UTME/JTR
Registrar

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION
(To Be Completed By JAMB Technical Officer)

YEAR OF EXAMINATION... 2023

EXAMINATION TOWN. Abakaliki

CENTRE NAME. Amminaalim CBT Centre   STATE. Ebonyi

CENTRE CAPACITY... 250   CENTRE NUMBER... 960

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

1. Was the download successful?
   YES: ☑   NO: ☐ (Enter the number of failed attempts) ▭

2. Were you able to get support from Network Operating Centre for any technical issue(s) relating to the network link?
   YES: ☐ (Enter the duration it took for the issue to be resolved) ▭   NO ☑

3. Were there complaints on the presentation of questions, graphics and tone marks in the case of languages?
   YES: ☐ (Enter the number of instances) ▭   NO ☑

4. Could you log on with the same registration number on more than one computer?
   YES: ☐ (Enter the number of instances) ▭   NO ☑

5. Were you able to get support from Network Operating Centre for any software issue relating to the presentation of examination questions?
   YES: ☐ (Enter the duration it took for the issue to be resolved) ▭   NO ☑

6. Were all the clients able to communicate with the server?
   YES: ☑   NO: ☐ (Enter the number of failed attempts) ▭

7. (a) How many computers develop fault during the examination?
   Enter the number ▭

   (b) If any, were the faulty systems replaced from the backup computers available?
   YES: ☐ (Enter the number of computers replaced) ▭   NO ☐

8. Number of candidates present | 240 |

8. Number of candidates present/absent | 10 |

10. Was the upload successful?
    YES: ☑   NO: ☐ (Enter the number of failed attempts) ▭

Please comment as necessary

The Session was Conducted successfully with no hitches.

Full Name of Technical Officer (No Initials Please). ADEKUNLE CHINONSO AMINU
Staff Identity Number. 1111A
Department/ Station. TEST ADMINISTRATION   Designation/ Rank. PAO
Telephone Number. 08012345678
e-Mail Address. AC.AMINU @ JAMB.GOV.NG
Signature/ Date. AC.AMINU   29/09/23

30

Fig 1d

Fig 6   BAD X

7.6 BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD
National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, OFR, FNAL
Registrar

JAMB/TA/UTME/BVR

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION..... 2023

EXAMINATION TOWN.... MBAISE ..... STATE..... IMO

CENTRE NAME.... MATER ECCLESIAS SEMINARY .... CENTRE NUMBER.... 278

CENTRE CAPACITY.... 250

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

PRE EXAMINATION VERIFICATION

1. No. of candidates verified with finger prints 240
2. No. of candidates not verified NIL
3. No. of candidates absent 10

Please comment as necessary

SATISFACTORY

Full Name of BVR Officer(No Initials Please).... AISHA TOCHI KAFAYA

Staff Identity Number.... 2222A

Telephone Number.... 08012345678

e-Mail Address.... AISHATOCHI.KAFAYA @ JAMB.GOV.NG

Signature/Date.... ATK 29/09/23

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8.0   PRE-EXAMINATION ATTENDANCE REGISTER

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar/Chief Executive

JAMB/TA/UTME/PAR

TEST ADMINISTRATION DEPARTMENT
PRE-EXAMINATION BRIEFING ATTENDANCE REGISTER

(To Be Completed During the Briefing a Day Before the Exam)

EXAMINATION TOWN: ……………………………………………………………………….. YEAR OF EXAMINATION: ……………………………

CENTRE NAME: ………………………………………………………………………………………. STATE: ……………………………………

CENTRE NUMBER: ……………………………………………………………… DATE: …………………………………….. TIME:……………………………

S/N	NAME	ID CARD NO.	PHONE NUMBER	ROLE	SIGN/DATE
1				**Supervisor**	
2				**JAMB Tech. Officer**	
3				**BVR**	
4				**RM**	
5				**CCTV Monitor/ Network Expert**	
6				**Centre Administrator**	
7				**Centre Tech. Staff**	
8				**Proctor**	
9				**Proctor**	
10				**Proctor**	
11				**NSCDC**	
12				**NSCDC**	

Full Name of Supervisor (No Initials Please): ……………………………………………………………………………………………………
Staff Identity Number: ……
Designation/Rank: ……
Department/Station: ……..
Telephone Number: ……
e-Mail Address ………
 Signature/Date ……

9.0 EXAMINATION REPORT FORMS

9.1   CHIEF EXTERNAL EXAMINER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar
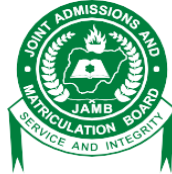
JAMB/TA/UTME/CEE

TEST ADMINISTRATION DEPARTMENT
CHIEF EXTERNAL EXAMINER REPORT FORM

STATE …………………………….   DATE……………………….

1. **Please complete the table with the number of issues under the appropriate columns**

EXAM TOWN(S)	SECURITY ISSUES (NOS)	CCTV / COMPUTER MONITORS ISSUES (NOS)	POWER/AC ISSUES (NOS)	CANDIDATES PRESENT (NOS)	CANDIDATES ABSENT (NOS)	CANDIDATES NOT VERIFIED/ BIOMETRIC MACHINE ISSUES (NOS)	CANDIDATES INVOLVED IN INFRACTION(NOS)	NETWORK/ TEST SOFTWARE ISSUES (NOS)	EXAMINATION OFFICIAL(S) ISSUES (NOS)	STATUS (HIGH PRIORITY-HP, MEDIUM-MP, AND LOW PRIORITY-LP)

2. **Breakdown according to CBT Centres**

CBT CENTRE NAME	CENTRE ADMINISTRATOR/ CENTRE SUPERVISOR CONTACT (NOS)	SECURITY ISSUES (NOS)	CCTV / COMPUTER MONITORS ISSUES (NOS)	POWER/AC ISSUES (NOS)	CANDIDATES PRESENT (NOS)	CANDIDATES ABSENT (NOS)	CANDIDATES NOT VERIFIED/ BIOMETRIC MACHINE ISSUES (NOS)	CANDIDATES INVOLVED IN INFRACTION (NOS)	NETWORK TEST SOFTWARE ISSUES (NOS)	EXAMINATION OFFICIAL(S) ISSUES (NOS)	STATUS (HIGH PRIORITY-HP, MEDIUM-MP, AND LOW PRIORITY-LP)

Please comment (on high priority centres)

Name of CHIEF EXTERNAL EXAMINER………………………………………………..……………………………..

9.2 STATE TECHNICAL ADVISOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/STA

TEST ADMINISTRATION DEPARTMENT
STATE TECHNICAL ADVISOR REPORT FORM

STATE …………………………………   DATE…………………………

1. Please complete the table with the number of issues resolved under the appropriate columns.

EXAM TOWN(s)	NETWORK CONNECTIVITY ISSUES RESOLVED	TEST SOFTWARE ISSUES RESOLVED	LOCALIZED CONNECTIVITY ISSUES RESOLVED	TECHNICAL OFFICER ISSUES RESOLVED	CENTRE COMPUTER ISSUES RESOLVED	STATUS (HIGH PRIORITY-HP, MEDIUM-MP, AND LOW PRIORITY-LP)

2. Breakdown according to CBT Centres

CBT CENTRE NAME	CENTRE ADMINISTRATOR/ CENTRE SUPERVISOR CONTACT Numbers	NETWORK CONNECTIVITY ISSUES RESOLVED	TEST SOFTWARE ISSUES RESOLVED	LOCALIZED CONNECTIVITY ISSUES RESOLVED	TECHNICAL OFFICER ISSUES RESOLVED	CENTRE COMPUTER ISSUES RESOLVED	STATUS (HIGH PRIORITY-HP, MEDIUM-MP, AND LOW PRIORITY-LP)

Please comment (on high priority centres)

Name of State Technical Advisor…………………...……………………………………………..…………………………….

Telephone Number……………………...…………………………………………..…..………………………………….

e-Mail Address………………………………………………………………..…………………………………………….

Signature/Date…….

9.3 PEACE MONITOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/PMR

TEST ADMINISTRATION DEPARTMENT
PEACE MONITOR REPORT FORM

STATE MONITORED………………………………   DATE…………………………

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

On a scale of 1-5 where 1 is the least and 5 is the highest, kindly assess the following on centre monitored:

CENTRE NAME……………………………………………………………………………...

1.   Biometric verification exercise pre examination and post examination

1	2	3	4	5

2.   Record of attendance

1	2	3	4	5

3.   The conduct of security personnel or professionalism in handling security issues

1	2	3	4	5

4.   The conduct of candidates in the examination hall or waiting to be ushered into the examination hall.

1	2	3	4	5

5.   The conduct of the examination officials.

1	2	3	4	5

6.   Centre facilities provided such as holding room for candidates waiting to be ushered into the examination hall, convenience rooms and arrangement of candidates inside the examination hall.

1	2	3	4	5

7.   Were there incident(s) of examination infraction?

1	2	3	4	5

Please comment as necessary

Name of Peace Monitor (No initials please) ……………………………………………………………………………

Telephone Number……………………………………………………………………………………

e-Mail Address……………………………………………………………………………………

Signature/Date……………………………………………………………………………………

9.4 SUPERVISOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/SPR

TEST ADMINISTRATION DEPARTMENT
SUPERVISOR REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION..............................

EXAMINATION TOWN…………………………………………….. STATE……………………………………………….

CENTRE NAME……………………………………………….. CENTRE NUMBER………………………………

CENTRE CAPACITY…………………………………………………

1. **SESSION: FIRST** ☐ **SECOND** ☐ **THIRD** ☐ **FOURTH** ☐

2. Was there any case of generator outage during the examination?
   YES *(Enter the duration of the outage)* ☐ NO ☐

3. Was there any security issue? YES *(Enter the duration security personnel took to resolve the issue(s))* ☐ NO ☐

4. Were all the air conditioners functioning?
   YES ☐ NO *(Enter the number not functioning)* ☐

5. Were all the installed lights functioning?
   YES ☐ NO *(Enter the number not functioning)* ☐

6. Were the toilet facilities cleaned daily?
   YES *(Enter the number of times the toilets were cleaned daily)* ☐ NO ☐

7. Was a holding room or canopy provided for candidates?
   YES ☐ NO ☐

8. Was there a remote CCTV viewing for different locations within the examination centre?
   YES *(Enter the number of views from the screen)* ☐ NO ☐

9. Were the examination centre staff responsive to complaints?
   YES ☐ NO *(How many times have they not responded)* ☐

10. Are all the computer monitors either 15' or 17'?
    YES ☐ NO *(Enter the number of computers that do not conform to this requirement)* ☐

11. How Many External Examination Officials visited your centre? ☐

12. What time did NSCDC Officials arrived at the centre and how many? ☐

13. On a scale of 1-5 where 1 is the least and 5 the highest how would you rate the following:

    a. Centre Administrator ☐   g. Maintenance Assistant ☐
    b. JAMB Technical Officer ☐   h. Nigeria Security and Civil Defence Corps ☐
    c. Centre Technical Staff ☐   i. Examination Centre Security ☐
    d. Proctors ☐   j. Other security agencies ☐
    e. BVR ☐   k. CCTV Monitor/Network Expert ☐
    f. Resident Monitor ☐   l. The general conduct of the examination in your centre? ☐

Please comment as necessary [   ]

Full Name of Supervisor (No Initials Please)……………………………………………………………………………

Staff Identity Number…………………………………………… Designation/ Rank ………………………………………

Department/Station…………………………………………………...........………………………………………….…..

Telephone Number……………………………………………………………………………………………………

e-Mail Address…………………………………………………………Signature/Date……………………...…………………

9.5 JAMB TECHNICAL OFFICER'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

JAMB/TA/UTME/JTR

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER'S REPORT
FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

(To Be Completed By JAMB Technical Officer)

YEAR OF EXAMINATION..............................

EXAMINATION TOWN.. STATE...

CENTRE NAME... CENTRE NUMBER.....................................

CENTRE CAPACITY... CANDIDATES ASSIGNED...............................

1. SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

1. Was the download successful?

   YES ☐   NO: *(Enter the number of failed attempts)*

2. Were you able to get support from Network Operating Centre for any technical issue(s) relating to the network link?

   YES *(Enter the duration it took for the issue to be resolved)* ☐   NO ☐

3. (a) Were there complaints on the presentation of questions, graphics, and tone marks in the case of languages? YES *(Enter the number of instances)* ☐   NO ☐

   (b) If yes, in which subject(s)

4. Could you log on with the same registration number on more than one computer?

   YES *(Enter the number of instances)* ☐   NO ☐

5. Were you able to get support from Network Operating Centre for any software issue relating to the presentation of examination questions?

   YES *(Enter the duration it took for the issue to be resolved)* ☐   NO ☐

6. Were all the clients able to communicate with the server?

   YES ☐   NO *(Enter the number of failed attempts)* ☐

7. (a) How many computers develop fault during the examination? Enter the number. ☐

   (b) If any, were the faulty systems replaced from the backup computers available?

   YES: *(Enter the number of computers replaced)* ☐   NO ☐

8. Number of candidates present ☐

9. Number of candidates absent ☐

10. Was the upload successful?

    YES ☐   NO *(Enter the number of failed attempts)* ☐

    Please comment as necessary

Full Name of Technical Officer (No Initials P l e a s e)..

Staff Identity Number...……..… Designation/Rank……...................…........................

Department/Station….................……..

Telephone Number...

e-Mail Address...

Signature/Date..…................................…

9.6 BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/BVR

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION...

EXAMINATION TOWN... STATE...

CENTRE NAME.. CENTRE NUMBER............................

CENTRE CAPACITY..

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

PRE EXAMINATION VERIFICATION

1.   Number of candidates verified with fingerprints. ☐

2.   Number of candidates not verified. ☐

3.   Number of candidates absent. ☐

Please comment as necessary

Full Name of BVR Officer (No Initials Please)...

Staff Identity Number..

Department/Station...

Telephone Number...

e-Mail Address...

Signature/Date...

9.7 ZONAL DIRECTOR'S/STATE COORDINATOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/COF

TEST ADMINISTRATION DEPARTMENT
ZONAL DIRECTOR'S/STATE COORDINATOR'S REPORT FORM
Please Fill This Form As Appropriate

STATE: ....   YEAR: ....

1. Total number of Examination Centres in the state ☐

    List the number of centres visited and time:
    a. ....
    b. ....
    c. ....
    d. ....
    e. ....
    f. ....
    g. ....
    h. ....
    i. ....
    j. ....

2. Give brief observation on centres visited (Please attach a sheet if necessary)
    a. ....
    b. ....
    c. ....
    d. ....
    e. ....
    f. ....
    g. ....
    h. ....
    i. ....
    j. ....

3. List of centres with reported cases of infraction during UTME (Please provide additional sheet if necessary).

S/N	Name of Centre	No. of Cases	Infraction Code
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. List of centres with reported cases of technical issues during UTME (Please provide additional sheet if necessary)

S/N	Name of Centre	chnical Issue(s)
1.		
2.		
3.		
4.		
5.		

5. List of Delisted Centres during the UTME with reasons (If any)

S/N	Name of Delisted Centre	Reason(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

6. In order of suitability, list five (5) best CBT Centres in your State (Names and addresses of the centres)

S/N	Name of Centre
1.	
2.	
3.	
4.	
5.	

7. Base on new innovations what is your overall assessment of the examination…………………………………………
………
………
………

Full Name of Director/Coordinator (No Initials please): ……………………………………… ………………………………..
Staff Identity Number: …………………..…………………… Designation/Rank:…………………………………………………..
Telephone Number: ………………………………………………………..…………………………………..…………………….………
 e-mail Address: ………..
Signature/Date: ……..………

9.8 CCTV MONITOR/NETWORK EXPERT REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/CCTV

TEST ADMINISTRATION DEPARTMENT
CLOSED CIRCUIT TELEVISION (CCTV) MONITOR/ network expert REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION...

EXAMINATION TOWN.. STATE...

CENTRE NAME... CENTRE NUMBER ....

CENTRE CAPACITY...

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

1. Was the CCTV functional?
   YES ☐   NO ☐

2. Is the CCTV digital?
   YES ☐   NO ☐

3. Could the CCTV record and store information? YES ☐   ☐
   NO

4. Could the CCTV view strategic areas in and around the examination centre? YES ☐   ☐ NO

5. (a) How many cameras are installed in the centre? ☐

   (b) How many cameras are functional? ☐

6. Could you monitor proceedings conveniently?
   YES ☐   NO ☐

7. Could you communicate with the Peace Monitors effectively?
   YES ☐   NO ☐

8. What is the HDD capacity of the CCTV? ☐

9. Was there any challenge in copying the CCTV recordings? If Yes, give details.

   ☐

10. What is your overall assessment of the CCTV view in the centre?

    ☐

11. (a) Have you managed all Network issues at the centre?
    Yes ☐   NO ☐
    (b) If No, explain

    ☐

Full Name of CCTV Monitor/Network Expert (No Initials Please)…………………………………………………………

Department/Status……………………………………………………….......…………………………………

Telephone Number……………………………………………………………………………………………...……

e-Mail Address……………………………………………………………………………………………………….……

Signature/ Date……

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9.9 PROCTOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar
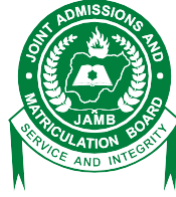
JAMB/TA/UTME/PTR

TEST ADMINISTRATION DEPARTMENT
PROCTOR'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN.. STATE...

CENTRE NAME... CENTRE NUMBER...........................

CENTRE CAPACITY...

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

1. What date was the hall arranged for the examination? ☐

2. Was the examination on schedule?
   YES ☐   NO *(Enter the duration behind schedule)* ☐

3. How many candidates were present in the hall? ☐

4. How many candidates were absent in the hall? ☐

5. Were there incidents of examination infraction?
   YES *(Enter the number of candidate(s))* ☐   NO ☐

6. Was any candidate found with exhibit?
   YES: *(Enter the number of candidate(s) involved)* ☐   NO ☐

7. Was the infraction a case of collusion between Candidates?
   YES *(Enter the number of candidate(s) involved)* ☐   NO ☐

8. Were the centre staff involved in the act of collusion?
   YES *(Enter the number of centre staff involved)* ☐   NO ☐

9. On a scale of 1-5, where 1 is the least and 5 the highest, how would you rate the general conduct of the examination in your hall? ☐

   Please comment as necessary and capture the registration numbers and seat numbers of absentees.

   ☐

Full Name of Proctor (No Initials Please)...

Staff Identity Number... Designation/Rank..

Department/Station...

Telephone Number... e-Mail Address..

Signature/Date..

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9.10 PROCTOR'S CHART FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/PCT

TEST ADMINISTRATION DEPARTMENT
PROCTORS CHART

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION...

EXAMINATION TOWN.. STATE...

CENTRE NAME... CENTRE NUMBER..........................

CENTRE CAPACITY...

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

S/N	Range of Candidate's Seat Number	Name Of Proctor	Telephone Number(s)
1.	001-080		
2.	081-160		
3.	161-250		

Full Name of Supervisor (No Initials Please)..

Staff Identity Number..

Designation/Rank...

Department/Station...

Telephone Number...

e-Mail Address...

Signature/Date...

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9.11 CENTRE ADMINISTRATOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/CAD

TEST ADMINISTRATION DEPARTMENT
CENTRE ADMINISTRATOR'S REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION.........................
EXAMINATION TOWN……………………………………….. STATE…………………………...........................
CENTRE NAME…………………………………................... CENTRE NUMBER…………………...........
CENTRE c a p a c i t y ………………………………………………

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

1. When did you receive the Board's notification for the use of your organisation as examination centre?

Day	Month	Year		

2. What is the capacity of your centre? ☐

3. (i) Were you and staff of the centre briefed on the examination? Yes ☐ No ☐

   (ii) If Yes, when was the briefing conducted? ☐

4. Which of the following examination officials attended the briefing?
   Supervisor ☐ BVR ☐ JAMB Technical Staff ☐ Security Personnel ☐ Centre Technical Staff ☐

   Maintenance Assistant ☐ Proctors ☐ Resident Monitor ☐

5. What was the general attitude of the candidates during the examination?
   Orderly ☐ Disorderly ☐

6. Were there incidents of examination infraction? Yes ☐ No ☐
   If Yes,
   (i) what was the nature of the infraction? …………………………………………………………………………………………
   (ii) how many candidates were involved? …………………………………………………………………………………………

7. Which of the following security outfits were present at the examination centre?
   (i) Nigeria Security and Civil Defence Corps ☐
   (ii) Examination centre security ☐
   (iii) Other security agencies (Please specify)…………………………………………………………………………………

8. How would you assess the performance of the security agencies?
   (i) Nigeria Security and Civil Defence Corps: Effective ☐ Ineffective ☐
   (ii) Examination centre security : Effective ☐ Ineffective ☐
   (iii) Other security agencies (Please specify)……………………………………………………………………………
   Effective ☐ Ineffective ☐

9. What is your overall assessment of the administration of the examination?
   Successful ☐ Problematic but successful ☐ Unsuccessful ☐
   (i) If problematic but successful, explain……………………………………………………………………………………
   (ii) If unsuccessful, explain…………………………………………………………………………………………

Full Name of Centre Administrator (No Initials Please)………………………………………………………………………………
Designation/Rank………………………………………………………..........……………………………………………….…….
Telephone Number………………..……………………….. e-Mail Address…………………………………………………………
Signature/Date…………………………………………………………………………………………………..………

(Note: Use extra sheets where applicable)

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9.12   **CENTRE TECHNICAL STAFF REPORT FORM**

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME /CTS

TEST ADMINISTRATION DEPARTMENT
CENTRE TECHNICAL STAFF REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION..............................

EXAMINATION TOWN.. STATE...

CENTRE NAME.. CENTRE NUMBER...........................

CENTRE CAPACITY...

SESSION: FIRST [ ]   SECOND [ ]   THIRD [ ]   FOURTH [ ]

1. Did you participate in the pre-examination briefing at the centre? Yes [ ]   No [ ]

    (i) If yes, when was the briefing conducted? [ ]

    (ii) (ii) If No, why? ……………………………………………………………………..………....

2. What is the capacity of the examination centre? [ ]

3. State the sizes of the computer monitors in your centre……………………………………………………....

4. Is the screen resolution adequate for candidates to read without difficulties? Yes [ ]   No [ ]

5. (i) Were the *clients* able to communicate with Centre Server? Yes [ ]   No [ ]

    (ii) If no, why, and what did you do to correct them? …………………………………………………..…………

    ………..……

6. (i) How many computer systems did you prepare for the examination? [ ]

    (ii) How many were reserved as backup? [ ]

7. (i) How many computer systems developed fault during the examination? [ ]

    (ii) If any, were the faulty computer systems replaced/repaired? Yes [ ]   No [ ]

8. (i) Did you encounter any other technical hitches? Yes [ ]   No [ ]

    (ii) If yes, what were the hitches? ……………………………………………………..…………..………

    (iii) How were the hitches resolved? ……………………………………………………………………………

    ………………………………………………………………………………………………..……………..……

    Comments/Suggestions

Full Name of Centre Technical Staff (No Initials Please)…………………………………………………………

[ ]

Staff Identity Number.. Designation/ Rank ....

Telephone Number...

e-Mail Address...

Signature/Date.. ....

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9.13 NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL

Registrar/Chief Executive

JAMB/TA/UTME/NSCDC/SRF(A)

TEST ADMINISTRATION DEPARTMENT

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER DAY

This form is to be completed daily by the most senior officer of the Corps at the centre.
(For additional information, please use extra sheet of paper)

EXAMINATION TOWN: …………………………………..…………. YEAR OF EXAMINATION: ……………….

CENTRE NAME: ………………………………………………………. STATE: ………………………………….

CENTRE NUMBER(S): ………………………………………………. DATE OF EXAM: ……..…………………….

1. a) How many officers were posted to the centre? ………………………………………………………………

   b) How many officers reported at the centre? ……………………………………………………………….

2. What time did you report at the centre? ………………………………………………………………….

3. a) Were you given handheld body scanner? …………………………………………………………………

   b) Was the scanner functional? …………………………………………………………………………….

4. a) Were there other security agencies present at the centre? ………………………………………..

   b) If yes, did they identify themselves properly? ……………………………………………………………

   c) Name them (i)…………………………………………………………………………………………….

                   (ii)……………………………………………………………………………………………..

                   (iii)……………………………………………………………………………………………..

   d) Did they collaborate with you? ……………………………………………………………………………

5. a) Did you apprehend any candidate for Examination Infraction or other Offence(s)?

      Yes ☐   No ☐

b) If yes, how many? …………………………………………………………………………………………….

  c) were they handed over to the Police? …………………………………………………………………….

 d) If yes, please complete the attached form B

6. Any other observation/suggestion: ………………………………………………………………….

………..……..

………………………………………………………………………………………..……………………………..

Full Name of the NSCDC Officer (No initials Please): …………………………………………………….

Service Number: …………………………………. Rank: ……………………………………………..…

Command/Unit: ……………………………………………………………………………………………….

Mobile Phone Number: …………………………………………………………………………………….

Signature: ……………………………………………….Date: …………………………………….

Countersigned by Supervisor…………………………………………………………………..

9.14 NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar/Chief Executive

JAMB/TA/UTME/NSCDC/SRF(B)

TEST ADMINISTRATION DEPARTMENT

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM
(For additional information, please use extra sheet of paper)

DETAILS OF CANDIDATES HANDED OVER TO THE POLICE

S/N	Full Name of candidate(s)	Centre No.	Registration Number	Nature of Infraction	Detail of Exhibit(s)

Name of Police Station: ……….…………..……………………………………………………….

Address of the Police Station: ……………….....…………………………………………….

Full Name of the NSCDC Official (No initials Please): ………….……………..……………

Signature: ……….…………………….… **Date:** …………………………………………

9.15 EXAMINATION INFRACTION REPORT FORM I

JOINT ADMISSIONS AND MATRICULATION BOARD
National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar/Chief Executive

JAMB/TA/UTME/EIR/PC

TEST ADMINISTRATION DEPARTMENT
EXAMINATION INFRACTION REPORT FORM I

PARTICULARS OF CANDIDATES INVOLVED

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN...

STATE ....…...................

CENTRE NAME..….................

CENTRE NUMBER ....….......

S/N	REGISTRATION NUMBER	NAME IN FULL	SEAT NUMBER	INFRACTION CODE

Note: All relevant documents and exhibits should be attached.

Proctor's Full Name (No initials please) ....

Supervisor's Full Name (No initials please)..

Signature/Date ....   Signature/Date ....

9.16 EXAMINATION INFRACTION REPORT FORM II

CANDIDATE'S STATEMENT(S), PROCTOR'S COMMENT(S), AND SUPERVISOR'S RECOMMENDATION(S)

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/EIR /SR

TEST ADMINISTRATION DEPARTMENT
EXAMINATION INFRACTION REPORT FORM II
Candidate's Statement(s), Proctor's Comment(s) and Supervisor's Recommendation(s)

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN.. STATE ....

CENTRE NAME..…................. CENTRE NUMBER ....

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

A. Full Name of Candidate...

Registration Number.............................…. Examination Number.…….....................…….............

Subjects Entered for: Use of English, (i) …………………… (ii)………………………… (iii) …………………………

1. What offence have you been accused of committing?
....
....
....

2. What is your explanation or defence?
....
....
....

Phone Number………………………………................ Signature/Date …………………………………

B. (i) Proctor's comment(s)……………………………………………………………………………………

....

(ii) Details of Exhibit (if any) ………………………………………………………………………………

Full Name (No Initials please) .... Signature/Date…………………………………

C. Supervisor's recommendation(s)………………………………………………………………………

....
....

Full Name (No Initials please)…………………………………………… Telephone Number……………………………

e-Mail Address……………………………………………………… Signature/Date………………………………

9.17 PAYMENT OF REFRESHMENT ALLOWANCE FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/PRS

TEST ADMINISTRATION DEPARTMENT
PAYMENT OF REFRESHMENT ALLOWANCE FORM
NIGERIA SECURITY AND CIVIL DEFENCE CORPS (NSCDC)

YEAR OF EXAMINATION................................

EXAMINATION TOWN...
STATE ....

CENTRE NAME...
CENTRE NUMBER ....

Kindly acknowledge receipt of your refreshment allowance. A sum of ₦2,000 has been provided for each officer daily.

DAYS	NAME OF OFFICER	IDENTITY NUMBER	AMOUNT RECEIVED	PHONE NUMBER	SIGNATURE/DATE
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
Day 11					
Day 12					
Day 13					
Day 14					
TOTAL AMOUNT RECEIVED					

Full Name of Supervisor (No Initials Please)...

Staff Identity Number.. Designation/Rank ....

Department/Station... Telephone Number...

e-Mail Address.. Signature/Date...

9.18 PAYMENT OF HONORARIUM TO CENTRE

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/PHC

TEST ADMINISTRATION DEPARTMENT

PAYMENT OF HONOURARIUM TO CENTRE

YEAR OF EXAMINATION................................

EXAMINATION TOWN...

STATE ....

CENTRE NAME...

CENTRE NUMBER ....

Kindly acknowledge receipt of your **honorarium** for each day of the examination.

DAYS	NAME	AMOUNT RECEIVED	PHONE NUMBER	SIGNATURE/DATE
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				
TOTAL AMOUNT RECEIVED				

Full Name of Centre Administrator (No Initials Please)..

Designation/Rank..

Telephone Number..

e-Mail Address.. Signature/Date..

9.19 REFRESHMENT ACKNOWLEDGMENT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar/Chief Executive

JAMB/TA/UTME/CRA

TEST ADMINISTRATION DEPARTMENT
REFRESHMENT ACKNOWLEDGMENT FORM

EXAMINATION TOWN ……………………………………… YEAR OF EXAMINATION: …..……………

CENTRE NAME: …………………………………………………………… STATE: …….………………

CENTRE NUMBER: ……………........……………………...

Kindly acknowledge receipt of the provision of refreshment allowance to the centre. A sum of **#10,000** has been provided for centre refreshment daily.

NOTE: The amount provided is **strictly** for refreshment.

DAY	DATE	REPRESENTATIVE	NAME OF OFFICER	ID. NO	PHONE NO.	SIGNATURE
1		JAMB				
		CENTRE				
		PROCTOR				
2		JAMB				
		CENTRE				
		PROCTOR				
3		JAMB				
		CENTRE				
		PROCTOR				
4		JAMB				
		CENTRE				
		PROCTOR				
5		JAMB				
		CENTRE				
		PROCTOR				
6		JAMB				
		CENTRE				
		PROCTOR				
7		JAMB				
		CENTRE				
		PROCTOR				

Full Name of Centre Administrator (No Initials Please): …………………….....…………………………………………………………

Designation/Rank: …………………………………………………………… Telephone Number: …………………………………….

e-Mail Address: …………………………………………………………….... Signature/Date: ………………………………

9.20   RESIDENT MONITOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME /RMR

TEST ADMINISTRATION DEPARTMENT
RESIDENT MONITOR REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE

YEAR OF EXAMINATION...

EXAMINATION TOWN..…..   STATE...........................…...........................

CENTRE NAME....................................…...............   CENTRE NUMBER................….............................

CENTRE CAPACITY...…….

SESION: FIRST [   ]   SECOND [   ]   THIRD [   ]   FOURTH [   ]

1. When did you arrive at exam centre? Date….……………..… ..   Time………………………

2. Did you participate in pre-exam briefing? Yes [ ]   No [ ]

3. Was the Generator functional?   Yes [ ]   No [ ]

4. Were all the Computer Systems functioning?   Yes [ ]   No [ ]

5. Can the Server communicate with the terminals?   Yes [ ]   No [ ]

6. Were you able to monitor all activities conveniently?   Yes [ ]   No [ ]

7. Did you have a good understanding with other officials?   Yes [ ]   No [ ]

8. Were there challenges at the centre?   Yes [ ]   No [ ]

If Yes, give details.

[   ]

9. What is your overall assessment of the conduct of the examination at the centre?

[   ]

Full Name of Resident Monitor (No Initials Please)...…..…
Staff Identity Number..…   Designation/ Rank ....…
Department/Station...…........…...............................…
Telephone Number…...…..................................…
e-Mail Address...…...................................…
Signature/Date...…...........................…

9.21 UNVERIFIED CANDIDATES REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD
National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar

JAMB/TA/UTME/UVC

TEST ADMINISTRATION DEPARTMENT
UNVERIFIED CANDIDATE FORM

COMPLETE THIS FORM AS APPROPRIATE

To be completed by candidates that could not be verified by the BVM. Any candidate not verified by BVM may be rescheduled. No person is allowed to take this examination without being verified through BVM.

PART A
CANDIDATE'S DETAILS

1. FULL NAME:
2. REGISTRATION NUMBER:
3. EXAMINATION NUMBER:
4. EXAMINATION CENTRE NAME:
5. DATE OF EXAMINATION: TIME:
6. EXAMINATION STATE:
7. NAME OF CENTRE THAT REGISTERED YOU:
8. STATE OF CENTRE WHERE YOU REGISTERED:

REASON(S) FOR NON VERIFICATION

PART B:
OFFICIAL USE ONLY

SUPERVISOR'S NAME:

TELEPHONE NUMBER:

e-MAIL ADDRESS:

SIGNATURE/DATE:

9.22 DAILY ATTENDANCE FOR EXAMINATION OFFICIALS FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria

Prof. Is-haq O. Oloyede, CON, FNAL
Registrar/Chief Executive

JAMB/TA/UTME/DAO

TEST ADMINISTRATION DEPARTMENT

DAILY ATTENDANCE FOR EXAMINATION OFFICIALS

EXAMINATION TOWN: ……………………………………………………………………….. YEAR OF EXAMINATION: …………………….…………

CENTRE NAME: …………………………………………………………………………………. STATE: ……………………………………

CENTRE NUMBER: ……………………………………….………………… DATE OF EXAM: ………………………………………………………..

S/N	NAME OF OFFICER	ID CARD NO.	PHONE NUMBER	ROLE	SIGN/DATE
1				**Supervisor**	
2				**Tech. Officer**	
3				**BVR**	
4				**RM**	
5				**CCTV Monitor/ Network Expert**	
6				**Proctor**	
7				**Proctor**	
8				**Proctor**	
9				**NSCDC**	
10				**NSCDC**	

Full Name of Supervisor (No Initials Please): …………………………………………………..…………………………………………………

Staff Identity Number: ……

Designation/Rank: ……

Department/Station: ………..

Telephone Number: …….

e-Mail Address ……

 Signature/Date ……

10.0 LIKELY ISSUES, CAUSE(S) AND SOLUTION(S) IN COMPUTER BASED TEST (CBT)

S/N	ERROR MESSAGE	CAUSE(S)	SOLUTION(S)
1	No Exam Running	Exam has not been activated	The Technical Officer should activate exam
2	Registration Number does not exist	■ Incorrect input of candidate's JAMB registration number ■ Candidate is not scheduled for that session of the day or candidate is not scheduled for that centre.	■ A supervisor or official on ground should assist the candidate in typing his/her JAMB registration number correctly. ■ The Examination Official should verify whether or not the candidate is scheduled for that particular session of the day.
3	Candidate Exam is running **Contact Administrator**	Candidate has logged in on same device	■ The Technical Officer should be contacted immediately and he/she should unlock the candidate (after confirming that there is no trace of infraction involved). If candidate has started taking exam, he/she will continue from wherever he/she stopped.
4	Candidate exists on another computer: Contact administrator	Candidate has logged in on a different computer system and is trying to log in on another.	■ The Technical Officer should be contacted immediately and he/she should release the candidate IP address (after confirming that there is no trace of infraction involved). Once released, candidate will continue from wherever he/she stopped.
5	Candidate has completed examination	Candidate has successfully completed the exam	The candidate can leave the examination hall
6	Candidate's Computer system goes off	■ Power failure ■ Computer system malfunctioned. ■ Bad computer system ■ Low battery (in the case of laptop)	■ The candidate should be moved to another computer system to continue his/her examination. ■ The Technical Officer should be notified immediately so that he/she can unlock the candidate, thereby granting him/her access to log in again. The candidate continues from where he/she stopped.
7	Lost connection between the computer system and server An alert "Your computer has lost connection to the server" will appear	■ Network failure ■ The network cable is mistakenly disconnected from the candidate's computer system	■ The Technical Officer should be contacted. ■ The network should be restored by connecting the network cable back to the candidate's system. The candidate continue from where he/she stopped.

S/N	ERROR MESSAGE	CAUSE(S)	SOLUTION(S)
8	Candidate's computer browser closed	■ Outdated version of JAMB browser been used ■ Candidate attempting infraction	■ Ensure latest version of JAMB browser is being used ■ The administrator should be notified immediately so that he/she can unlock the candidate thereby granting him/her access to log in again. The candidate continues from where he/she stopped. ■ Candidate should be investigated for infraction.
9	Server malfunction	■ It may be caused by hot environment. ■ Software Issue	■ Put on a cooling device e.g., fan or air conditioner. ■ After a session, log out and shut down the computer system for a while to cool down.
10	Inability to ping download or upload from the central server	■ There may be a disconnection on the system. ■ Network failure from the service provider	■ Check connection between the modem and delivery server. ■ Check the signal indicators on the modem to ensure that they are green and stable. ■ Check for the correctness of the IP address.

11.O ACCREDITATION REQUIREMENTS FOR EXAMINATION CENTRES

CENTRE ACCREDITATION REQUIREMENTS

✓ **Functional laptop systems are required depending on the category the state belongs:**
- **Category A - 250 Systems**
- **Category B - 200 Systems**
- **Category C - 150 Systems**

Desktops would be tolerated in the next few years for the old Centres

✓ **10% (25) numbers installed backup systems**

✓ **Provision of individual cubicle (26L x 18H x 18B) inches & appropriate seat for each system**

LAPTOP SPECIFICATION

✓ **PROCESSOR**: Celeron/Dual core (intel)

✓ **HARD DISK**: 32GB minimum (SSD preferred)

✓ **RAM**: 2GB

✓ **MONITOR SIZE**: 14 inches

✓ **OPERATING SYSTEM**: Windows 10

✓ **NETWORK PORT**: 10/100Mbps RJ45

CCTV SPECIFICATION

✓ For the CCTV, the recommended NVR/DVR is **HIKVision**

✓ The NVRs must have a minimum of **16 channels** to cover all areas of the examination

✓ All existing CBT Centres should migrate to the HIKVision

✓ Any examination session not covered and recorded would not be paid for

✓ JAMB will stop payment for re-configuration of CCTV routers of any Centre for remote viewing and the Centre would bear the cost of reconfiguration before it can be allowed to operate

Access to Online Accreditation System

An online and electronic Accreditation system has been developed

The Accreditation form has been automated and should be filled online by the Centers

It is accessible to Accreditation Team and Technical officer of the centre

This brings transparency to the process
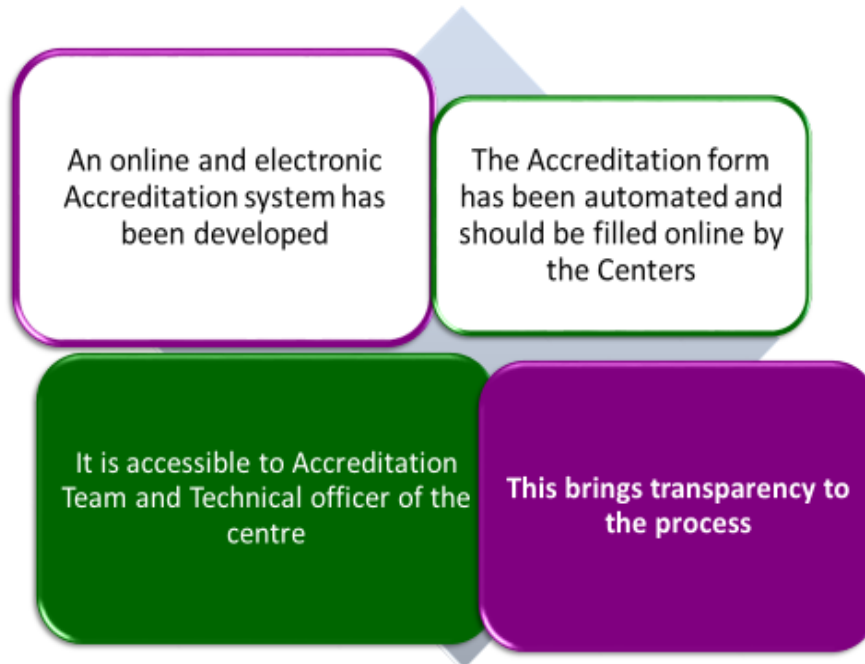
CONDUCT OF AUTO TESTS

Each CBT Center may be asked to Conduct up to Three Auto tests

3 Auto tests would be carried out

- Pre-accreditation

- During Mock examination(if required)

- For dummy examination (a day before the UTME to confirm the status of the Centres)

Connection of switches to power and Minimum specification

✓ All Switches must be connected on Uninterrupted Power Source (UPS)

✓ A **quarter** of the total number of switches used at a centre must be available as backup switches at the centre

✓ They would be tested during accreditation, mock and before dummy examinations

✓ Required minimum specification are Gigabyte switches of not less than 24 ports

✓ All CCTV Systems must be wired
   No wireless CCTV Systems

✓ CCTV cameras must cover all areas of the examination
   - Verification area
   - Holding room
   - Walk ways (if any)
   - Examination hall
   - Server room
   - Entrance & exit doors

- ✓ Holding Rooms must be in good proximity to the examination hall & must be adequately sized.
- ✓ Make-shift CBT centres are not allowed; all centres must therefore be dedicated CBT centres that are used and maintained as such all year round.
- ✓ Provision of adequate and standard toilet facility within the centre.

- ✓ All centres must be within MTN or AIRTEL network coverage

- ✓ All Centre networks must be powered by gigabit Switches. No hubs allowed

- ✓ Centres are directed to use static IP addresses ONLY. Dynamic IP Addresses are not allowed.

- ✓ There must be no flying cables. All cables must be trunked

Minimum 15" flat screen Computer monitor for desktop or 14" for laptop

Minimum of 2GB RAM for all computers or thin-clients

All Computers must be connected to a computer server with capacity to carry 275 systems concurrently

Registration Dates for 2024 UTME/DE Application

Registration Dates

UTME

Direct Entry

✓ Sale of the UTME Application Form ; **15ᵗʰ January to 24ᵗʰ February,2024**

✓ Sale of the DE Application Form; **28ᵗʰ February to 28ᵗʰ March,2024**

✓ **Mock Exam Selection closes on 5ᵗʰ February, 2024**

✓ Registration for UTME **closes on 26ᵗʰ February, 2024**

✓ Registration for DE **closes on 28ᵗʰ March, 2024**

✓ **DE** candidates registered at JAMB PRCs only

Optional Two Additional Attached Registration Centres

✓ A CBT centre (on request) is allowed to have two registration outlets within the state with clearly stated addresses indicating specific details such as street name, plot/house number etc

✓ There must be a clear signboard indicating the name of the centre

✓ Every attached additional Registration Centre shall have a separate SIM

✓ **Cyber cafes and tutorial centres cannot serve as registration Centres**

✓ It is expected that this measure would eliminate movement of SIMs and Routers by Centres

  ▪ If violated, the CBT centre will lose its original license

✓ A CBT Centre need to apply for additional attached registration centres

2 Additional Attached Registration Centres

Using Two Fingers-prints for Printing of Registration Slip After

- Ring finger
- Middle finger
- Index finger
- Pinky
- Palm ⟹
- Thumb

✓ As a requirement for printing registration slip, a candidate must use at least two fingers

✓ Any of the two fingers would be used to print his/her registration slip

✓ All candidate registrations (UTME/DE) would be concluded with fingerprint authentication for the printing of registration slip

✓ Any of the two fingers would also be used for verification at all times

✓ The two consecutive successful verification fingers (to enable printing) would be indicated on the registration and examination slips

Deployment of Technical Experts to Each Geo-Political Zone

✓ **Our Service Provider (SIDMACH) to deploy a staff in each geo-political zone to monitor registration**

- North West
- North East
- North Central
- South West
- South East
- South South

COLLECTION OF REGISTRATION FEE ON BEHALF OF CBT CENTRES
Cashless Registration at CBT Centres

✓ As already effected for UTME and DE exercise, registration process will remain cashless to prevent extortion and warehousing of candidates at CBT Centres

✓ JAMB **collected (and REMITED to Centres)** all the approved fees charge on behalf of the CBT Centres along with its UTME registration fees

✓ **Just as it was done last year, candidates went to any CBT Centre for registration without paying again**

✓ Remittance was weekly

Cashless Registration at CBT Centres is the way
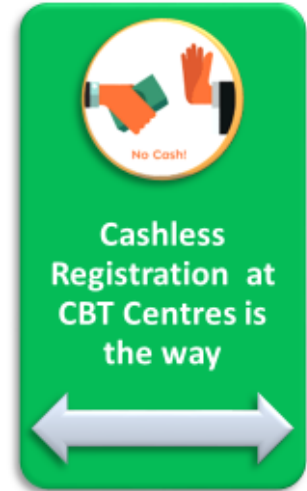
BREAKDOWN OF 2024 REGISTRATION FEE

✓ The break down of all approved fees is as follows:

- UTME/DE Application fee (reduced since 2019) ₦3,500

- Other charges:
    - ❑ Reading Text - Book e-copy free for 2024 only
      (Note: Reading Text will be ₦1,000 each from 2025)
    - ❑ CBT Centre Registration Service Charge ₦700
    - ❑ CBT Centre Service Charge for Mock - ₦1,500
    - ❑ Bank Charges/Commission - ₦500
    - ❑ CBT service charge for UTME - ₦1,500

✓ Candidate should not pay any money as Service Charge to any CBT Centre

✓ Breakdown of payments is as printed on the pin vending receipt & on Registration Slip

✓ Consequently, every candidate pays as follows:
- UTME/DE Candidate not sitting for MOCK examination **- ₦6,200**
- UTME Candidate sitting MOCK examination **- ₦7,700**

FULL LIST OF APPROVED UTME SUBJECTS

1. Use of English
2. Agricultural Science
3. Arabic
4. Art (Fine Art)
5. Biology
6. Chemistry
7. Christian Religious Knowledge
8. Commerce
9. Computer Studies
10. Economics
11. French
12. Geography
13. Government
14. Hausa
15. History
16. Home Economics
17. Igbo
18. Islamic Studies
19. Literature –in- English
20. Mathematics
21. Music
22. Physical Health Education
23. Physics
24. Principle of Accounts
25. Yoruba

REGISTRATION OF BLIND CANDIDATES

✓ Candidates choose only Examination Towns and not Centres during registration

✓ List of examination centres **(dropdown menu)** is available for any candidate who indicates that he or she is **blind**
   - to choose the centre closest to his/her residence
   - up to three examination towns can be selected

✓ Registration Officer should indicate by typing BLIND and also pick the option of sitting for the examination for the candidate
   - **Braille, Recorded or Read Aloud**

✓ JEOG received on daily basis live registration of blind candidates
   - If it is not received, JEOG should raise alarm immediately and not wait till end of registration exercise

List of Centres for Blind Candidates

✓ Abuja - FCT
✓ Bauchi – Bauchi State
✓ Benin City – Edo State
✓ Ado-Ekiti – Ekiti State
✓ Enugu – Enugu State
✓ Kano – Kano State
✓ Kebbi – Kebbi State
✓ Lagos – Lagos State
✓ Oyo – Oyo State
✓ Jos – Plateau State
✓ Yola – Adamawa State

REGISTRATION OF DEAF CANDIDATES (Reminder!!!)

A separate indicator for the deaf was **marked** to differentiate them for special attention at the examination Centres

CBT Centres indicated this appropriately

The following category of candidates will now be listed under the disability group:
- **Down Syndrome**
- **Autism**
- **Dyslexia Disorder**
- **Attention Deficit Hyperactivity Disorder (ADHD)**

CUSTOMISED USSD CODES

- ✓ JAMB uses 55019 and 66019 as USSD codes

- ✓ SMS to the two codes will land on the JAMB platform
  - ▪ The first to hit the platform, is tied to the profile
  - ▪ Do not use both

National Identification Number (NIN)

National Identification Number (NIN)

✓ Each candidate must have obtained the NIN

Public Address System

✓ Every CBT Centre should provide Public Address System that will be used in addressing candidates and repeating instructions during registration and examination

White Background for Picture

✓ All pictures MUST be taken with WHITE background

✓ Any centre that uploads picture without white background will be delisted

- ✓ **20 access codes to each Centre & monitored** - No transfer of NIN (ID) nor merger of individual processor's roles

- ✓ **Opening of a minimum 10 access point out of 20 for each Centre** – Attached Registration Centres should not have less than 5 points

- ✓ **Capturing of another live picture** through USB cameras in addition to the picture received from NIMC

- ✓ **All registration points must have dual screens** each facing the operator and candidate

- ✓ **Candidate must preview registration before submission**

- ✓ **All registrations require biometric finger print authentication to print first copy of registration slip**

PROFILE TRANSACTION

- ✓ All profile transactions require thumbprint

- ✓ No 3rd party transaction on any candidate's profile or platform

WHAT IS EXPECTED OF CBT CENTRES

✓ Use the SIM cards issued to you solely for the purpose of registration of UTME/DE & other related activities on JAMB portal

✓ Ensure that the SIM issued to your Centre is secured at all times

✓ Be in possession of SIM card issued to your Centre

✓ Follow the registration guidelines when registering candidates

✓ Comply with all advisories from the Board whenever it is sent to you

✓ Online network-test must have been completed
   – On all systems with appropriate specification

✓ Proper upload of candidates template

WHAT IS NOT EXPECTED OF CBT CENTRES

✓ **DO NOT:**

- serve as AGENT for NIMC in enrollment for NIN

- use any other SIM card with the JAMB router

- transfer the SIM issued to you to another Centre

- take your Centre router/SIM outside your registered location/address under any circumstance

- share your access code with another party or person

- charge candidates above the stipulated/approved amount for each service rendered

- sell any material related to JAMB registration or examination at your Centre (Compact Disc, examination pack, examination question & answer, etc)

- **collect any form of money for registration**

✓ Don't allow parents or guardians to accompany any candidate into the registration area or examination hall

✓ JAMB will not entertain any report of theft or loss of the SIM card

- No replacement
- **Loss of SIM = Loss of Centre & Prosecution/Litigation**

✓ You can't be Tutorial Centre for JAMB examination except it is pro-bono (free)

2024 ePIN Payment Process by Candidates

1. Each candidate must have obtained the NIN as earlier directed by JAMB;

2. The cell phone number used for sending NIN to either **55019 or 66019** is automatically tied to the candidate's name supplied by NIMC and will be used in all communications related to his/her 2023 Application/ Examination

3. Write the word 'NIN' then space and add your 11 digit NIN number and send to either **55019 or 66019**

   - e.g [NIN 00123456789].

   - There should be a space between the word 'NIN' and your 11 digit NIN

4. After sending a message to either **55019 or 66019**, candidate will receive on his/her phone:

   • 10 digit profile code

   • registered name with NIMC

   • total cost for UTME with Mock and without Mock

   > "Dear Fabian Thomas, Your Profile code: 1755133319 and NIN 44811012124. Visit www.jamb.gov.ng, Quick Links, then IBASS for eBrochure. Buy UTME/DE pin with Mock ₦7,700 without Mock ₦6,200."

5. The candidate presents the profile code at the point of procurement of form (Banks, MMOs, MFBs, Switches, USSD Partners). The ePIN is then sent as text message to the candidate

6. The candidate presents the ePIN at any JAMB accredited CBT centre for registration

SELF HELP IN CASE OF LOSS OF PROFILE CODE
(Before Procurement of ePIN)

- ✓ To retrieve a lost profile code, send [RESEND] to either 55019 or 66019 as a text message from the same cell phone number

- ✓ The Profile Code would then be retrieved and delivered on the candidate's registered cell phone number

SELF HELP ON ePIN
(After Procurement of ePIN)

- ✓ If ePIN is not received or lost, send [UTMEPIN] or [DEPIN] to either 55019 or 66019 for UTME or DE respectively from the registered cell phone number

- ✓ The ePIN would then be retrieved and delivered on the candidate's registered cell phone number

REGISTRATION PROCESS - At CBT Centres

The candidate presents the ePIN & Profile Code at any JAMB accredited CBT Centre for validation and completion of registration

✓ **Candidate will not pay any money as Service Charge to any CBT Centre**

✓ Once profile code is entered, candidate's read-only biodata appears on the form
  - Names
  - Date of birth
  - Nationality
  - L.G.A. (can be required to fill in if blank (vacant)
  - State of origin
  - Gender
  - Picture (a second picture will also be captured with biometric data enrolment)

✓ Candidate Provides:

  - Choice of institutions & programmes (Disciplines)
  - Qualification with grades/dates, if not awaiting result
  - UTME subjects & choice of examination town for
    - (a) Mock examination (optional)
    - (b) Examination for UTME (actual examination)

  - Proprietorship of Secondary School
    - (i) Federal Government College
    - (ii) Army/Air Force/Navy/Police School
    - (iii) University/Polytechnic/College of Education Staff School
    - (iv) Other Public Schools
    - (v) Private School
    - (vi) No formal Secondary School

- ✓ Review entries & confirm correctness

- ✓ **Accept the conditionalities by another thumb-printing**

- ✓ Print Registration Slip only by biometric authentication to confirm valid biometric enrolment (UTME+DE)

- ✓ Access the e-reading text online
- ✓ NO OFFLINE REGISTRATION
    - ■ all accredited CBT centres have been empowered for real time online registration

SELF-SERVICE CENTRES

The Board has established Self-Service Centres at designated JAMB offices (PTCs and PRCs).

- ✓ Candidates who are computer-literate can register directly unaided at those designated JAMBT offices.

BIOMETRIC CHALLENGES

- ✓ Candidates with biometric challenges can ONLY register at JAMB Headquarters in Abuja

- ✓ *No other CBT centre is allowed to register such candidates*

- ✓ *They will also sit their examination at* JAMB headquarters in Abuja

SOME OF THE QUALITY ASSURANCE MEASURES III(a)
SIGNING OF UNDERTAKING

✓ **All persons to be involved in UTME/DE will sign an undertaking**

- ▪ Permanent Staff of JAMB ⌐
- ▪ Ad-hoc Staff
- ▪ Service Providers   before their engagement
- ▪ CBT Centres
- ▪ Other Partners
- ▪ Candidates - before completing registration

Payment & Registration Flow

Use NIN to create profile from your phone (only one number per candidate) → Receive Profile code in your phone → Buy ePIN using the code in your phone → Register with your ePIN at any CBT Centre

55019 or 66019

NIN 12345678913

Participating Banks
Mobile Money Operators
Registered Microfinance
Online Payment
POS
ATM
USSD

CBT Centres
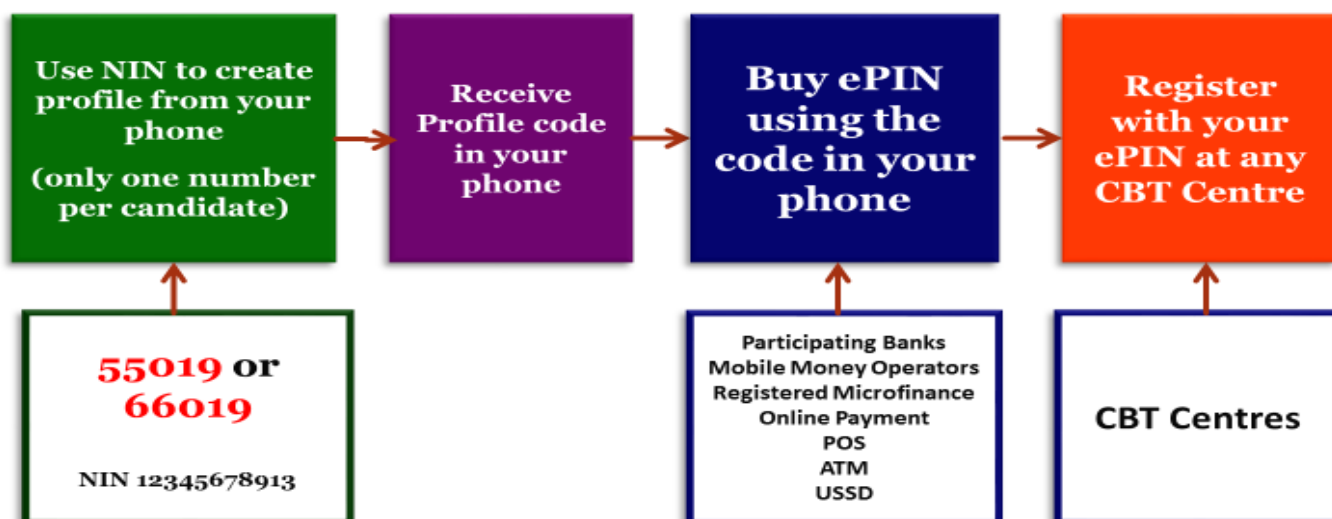
SERVICES THAT ALL JAMB APPROVED CBT CENTERS (including PTCs and PRCs) CAN ATTEND TO

S/N	Services	Portal Charge (₦)	Service Charge at PRC/PTC (₦)
1	UTME/DE Registration	3,500	700
2	Distance Learning Registration (ODL)	3,500	700
3	National Open University Registration	3,500	700
4	Part Time Registration	3,500	700
5	Sandwich Registration	3,500	700
6	Correction of Data	2,500	Free (200 for non-JAMB Centres)
7	Uploading of Result	Free	100
8	Printing of e-Registration Slip	Free	Free

* The N700 service charge on UTME/DE Registration is not payable at the PRC/PTC but added to the Registration Fee

SERVICES THAT CANDIDATES CAN ACCESS ONLINE
(from any system with internet facility)

S/N	Services	Portal Charge (₦)	Service Charge at PRC/PTC (₦)
1	Printing of Admission Letter (Coloured)	1,000	200 (300 for non-JAMB Centres)
2	Printing of Result Slip (Coloured)	1,500	200 (300 for non-JAMB Centres)
3	Printing of Examination Slip	Free	Free (200 for non-JAMB Centres)
4	Creation of Candidate's Profile	Free	Free (100 for non-JAMB Centres)
5	Checking of Admission Status	Free	Free
6	Checking of My Payment	Free	Free

SERVICES THAT ARE LIMITED TO PTCs & PRCs
(JAMB OWNED CENTRES)

S/N	Services	Portal Charge (₦)	Service Charge at PRC/PTC (₦)
1	Direct Entry Registration	3,500	700 (PAID)
2	Application for Fresh Foreign candidates (Foreigners only)	5,000	700
3	Condonement of Illegitimate Admission without JAMB Registration Number (To be printed in Colour): Normal Application Late Registration Penalty	3,500 5,000	700
4	Condonement of Illegitimate Admission with JAMB Registration Number (Auto filled from JAMB Database) Note: Nothing can be changed except the qualification	5,000	Free
5	Transfer of Admission (Foreign Candidate Transfer)	5,000	Free
6	Transfer of Admission (Local Candidate Transfer)	5,000	Free
7	Application for Programme Change (New Admission Letter)	2,500	Free
8	Normalization of improper Inter-Institutional movement (deletion)	5,000	Free
9	Retrieval of Registration Number	1,000	Free
10	Conversion of UTME to DE	Free	Free

PROVIDING SERVICES AT CBT CENTRES

ADDITIONAL PAYMENT OPTION
(Remita, eTranzact, Xpress)

Accepts all types of ATM cards
(Mastercard, Visa, Verve, e.t.c.)
Charges at 0.5%

PROCEDURE FOR REGISTRATION AT THE NINE FOREIGN CENTRES:

(a) Registration fee for candidates from the nine foreign countries is Thirty United States Dollars ($30) or its equivalent in each of the 9 (nine) countries local currencies.

(b) Candidates from the nine foreign countries are to download the application documents from the Board's website (https://www.jamb.gov.ng), complete and submit it with the fee at the designated centres in the country as indicated on the website.

(c) The Board conducts registration and UTME in the following cities:

Abidjan, Accra, Addis Ababa, Beau, Cotonou, Jeddah, Johannesburg, London or Berlin. The Nigerian Mission (Embassies) in each of the centres can be contacted for guidance on the registration and examination.

DONATION OF FREE APPLICATION DOCUMENTS

Any government, person or organisation that wishes to distribute free application documents to prospective applicants should contact the Board on +2348027641663 OR e-mail: fabian.benjamin@jamb.gov.ng for special offer.

RESET PROFILE PASSWORD

Candidates can reset lost or forgotten profile password on their registered cell phone by sending [password] space [email address] to either 55019 or 66019 as a text message from the same mobile number

PROFILE PASSWORD

✓ CBT centres do not require password from candidates to provide any of the services to them

✓ All you need is to **login with CBT Centre User Account** & enter the candidate's email/profile code/registered cell phone number to render the service

✓ Your login activities are then tracked

✓ It is an **offence** to demand for any password of candidate before rendering any service

WRONG EMAIL PASSWORD
(Not Profile Password)

Candidates should open their email service provider application such as Yahoo, Gmail, ymail, etc & follow the instructions on *'forgot password'*

Problem of Correction of Data by Candidates
(Questions to Ask)

✓ Is the cell phone number the registered number for the profile

✓ *Is the profile email supplied the same one used during registration*

✓ *Have you not created another profile or email, if you have, then NO DEAL & NO SHOW*

HARMONIZED eBROCHURE/eSYLLABUSES - IBASS

✓ It has eligibility checker
   ▪ To assist candidates to match their requirements with programmes in an institution
   ▪ Provides alternative programme(s) where there is no match

✓ QR code has been provided to access IBASS which is available on the e-registration slip and also printed at the back of the electronic reading text

✓ Candidates without Smart Mobile Phones can still access IBASS using the JAMB Website

✓ The Board had advertised this to candidates in both print and electronic media

✓ CBT Centres are required to make copies of the QR code and paste them at waiting areas so that candidates can also access it ahead of registration

Scan the QR code to access IBASS

Integrated Brochure & Syllabus System

SCAN ME

Duties of Participating Banks & Other Outlets

Duties of Partners in a Partnership

✓ Collection of Profile Code From candidate's phone
✓ Collection of payment and vending of e-PIN by SMS to candidate's phone (not dictating or copying)
✓ Facilitation through POS, or any cashless means
✓ Issuance of Evidence of Payment
✓ Delivery of e-PIN to candidates electronically (not to be handwritten)

2024 Examination Instructions
Roles of Network Expert – Reminder !!!

- ✓ A network expert to double as a CPN officer has been introduced

- ✓ The CPN officer doubles as a Network officer and is well trained and certified for the role
  - ▪ This will relieve the technical officer of a lot of problems associated with management of the exam and incidental network problems

- ✓ The CPN personnel to serve as the CCTV/ Network officer

- ✓ Any centre that does not put on CCTV or deny access to copy the footage will be delisted

- ✓ Technical officer must also be given access to the centre LAN architecture

Network Cable for Biometric Verification – Reminder!!!

- ✓ A single **NETWORK CABLE** to connect biometric verification system (point) to Server Room

- ✓ All biometric verifications before examination must be captured real-time by JAMB Examination Delivery Server

- ✓ No show should have his/her biometrics & picture freshly captured at the Centre

...to ensure compliance with the policy of NO BVM...NO EXAMINATION

Use of Star Topology - Reminder!!!

Use Star Topology for your LAN

It makes troubleshooting and system maintenance easy
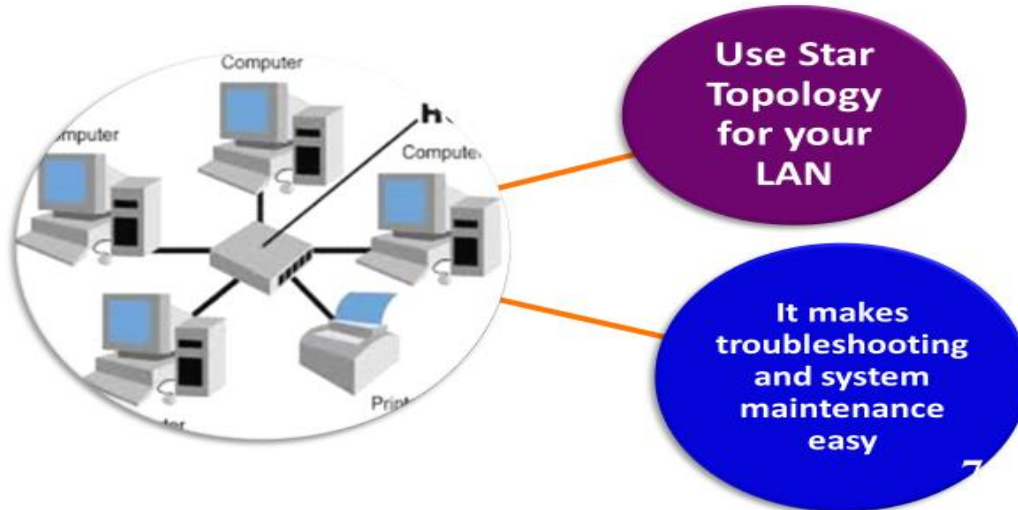
Recommended Examination Sessions per day -Reminder!!!

capacity

✓Every CBT Centre must have capacity to hold **4 examination sessions** per day

✓The fourth session would be used as reserve session provided for rescue services to other Centres

Reservation of IP Addresses 1 to 10

Reserve IP addresses 1 to 10 for JAMB Servers e.g. 192.168.10.6

192 . 168 . 1 . 34

Network ID

Host ID
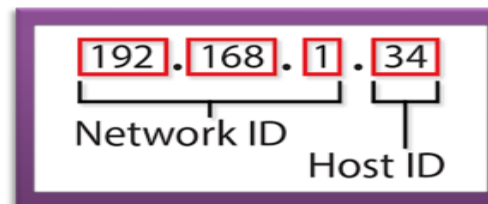
CCTV Footages

Each Centre must have evidence to show that the number of CCTV footages copied by Technical Officers and CPN officials correspond with the number of channels available for all cameras installed

Collection of E-Slip from Candidates

No examination official should collect e-Slip (Registration Slip) from any candidate either before, during or after the examination

Using Biometric Verification to login by Candidates for examination

Only candidates who are biometrically verified successfully would be able to login for examination

Any Centre/one which allows candidate(s) into the Examination Hall and cannot login would be held responsible
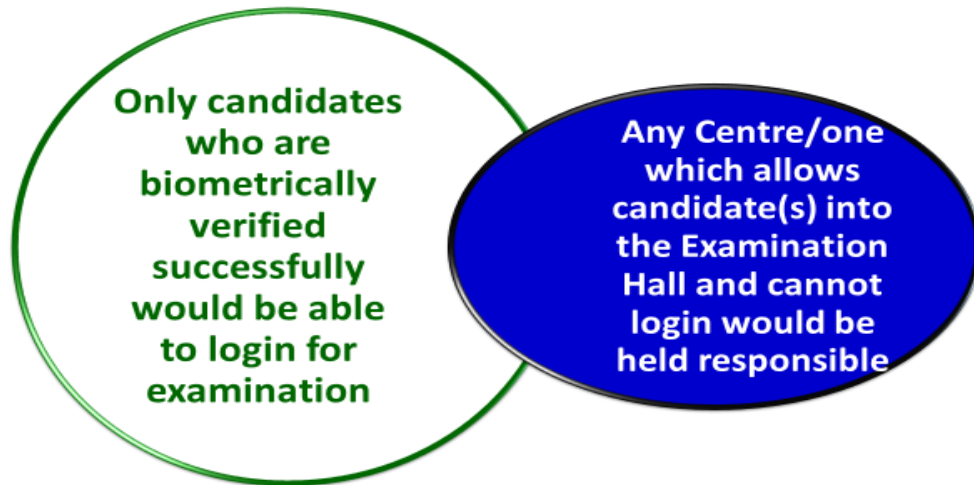
No login after One Hour of Activation of Examination

No candidate would be able to login after one hour of activation of examination

No Examination can start one hour after scheduled commencement time

- ✓ No candidate would be able to login after one hour of activation of exam
  - ▪ The Session will be scheduled for VACANT available session
- ✓ Candidates would be notified of their new scheduled center before they leave the Centre
- ✓ No candidate is allowed to spend less than one (1) hour before submission during his/her examination

Visible and Clearly Tagged Seat Number on Cubicles

✓ Every Cubicle MUST be clearly tagged with bold & visible Seat Number that CCTV cameras can capture

✓ Samples at each centre is to be placed before Mock Examination.

Mock UTME Fee

✓ N1,500 collected for Mock Examination will be shared equally by the CBT Centre & the Board

Dates to Note

S/N	ACTIVITIES	DATE
1.	SALE OF THE UTME APPLICATION DOCUMENTS	15TH JANUARY – 24TH FEBRUARY, 2024
2.	SALE OF THE DE APPLICATION DOCUMENTS	28TH FEBRUARY – 28TH MARCH, 2024
3.	CLOSE OF MOCK EXAM SELECTION	5TH FEBRUARY, 2024
4.	CLOSE OF UTME REGISTRATION	26TH FEBRUARY, 2024
5.	CLOSE OF DE REGISTRATION	28TH MARCH, 2024
6.	MOCK EXAM	7TH MARCH, 2024
7.	MAIN UTME EXAM	19TH - 29TH APRIL, 2024

12.0   ADVISORY ON EXTENDING THE SCOPE OF SERVICE FOR CBT CENTRES

1. Following persistent request from CBT centres, the Board has approved that some services hitherto restricted to JAMB Offices be extended to other approved CBT centres.

2. These services being extended now to the CBT centres are registrations for:
   - (i) Part-time
   - (ii) NOUN
   - (iii) Sandwich
   - (iv) Distance learning

3. The following steps are to be followed by each centre while attending to these categories of candidates:
   a. First create profile for the candidate (note that profile creation is **free**)
   b. Login to the candidate's profile on e-facility
   c. Expand the Other Registrations tab and select the appropriate registration for the candidate.
   d. Follow the prompts to make payment using the candidate's ATM card (do not collect any candidate's card details, let the candidate be the one to enter his/her card details)
   e. After payment, the centre will proceed and register the candidate on the registration app platform and print out registration slip.
   f. For candidates of 2017 onwards, after registration, only registration slip is given to them, the candidate registration information goes straight to CAPS.
   g. For candidates of year 2016 and pre 2016, after registration, the centre is expected to give them both registration slip and an Indemnity form.
   h. The service charge for this type of registration is ₦700.

4. Candidates for 2024 UTME/DE registration are to complete a registration template:
   a. Registration template must be scanned and uploaded.
   b. The original registration template **MUST BE GIVEN BACK TO THE CANDIDATE AND NOT KEPT BY ANY CENTRE.**

5. The following rules must be complied with by every JAMB office and approved CBT centres:
   a. No centre should write down or copy any vital data of any candidate such as card details, profile code, password, GSM, or registration number.
   b. Centres are to collect not more than ₦700 service charge for **OTHER REGISTRATIONS SUCH AS SANDWICH, PART-TIME, NOUN AND DISTANCE LEARNING.** Note that ₦3,500.00 is paid by card to Remita and ₦700 for CBT centre **BUT NO CHARGE FOR UTME**
   c. Candidate's passport must be captured on white or off white background.
   d. Each registration point must have dual screen. One screen should face the candidate.
   e. Registration can take place only at the centre's registered address. (no movement of SIM/Router to another location)
   f. Centres should have at least **10 REGISTRATION POINTS** for attending to candidates.
   g. Centres should avoid mixing up details of candidates. They should attend to one candidate at a time per point and carefully upload the candidate's template form.
   h. Registration should not be done by proxy especially during fingerprint capturing.

Candidates must be physically present to be registered.

i. Candidates that have defects on their hands or difficulty capturing their fingerprint should be directed to the nearest **JAMB OFFICE FOR NECESSARY ACTION**

j. Parents/Guardians are not to follow candidates into CBT centre premises.

k. CBT centres should not serve as NIMC enrolment centre/agent during the UTME/DE registration.

l. Access code or login details should not be shared with another person.

m. None of the registration materials (reading text) should be sold to anybody.

6. Do not write down or copy any vital data of the candidates such as card details, profile code, password etc.

13.0 PROCEDURE FOR 2024 REGISTRATION

The Unified Tertiary Matriculation Examination (UTME) registration exercises is scheduled for **15th January to 24th February 2024.**

Sale of 2024 Direct Entry (DE) application documents and E-PIN vending would commence from **Wednesday, 28th February, 2024 and end by Thursday, 28th March, 2024** and would only be at the Board's State and Zonal Offices.

13.1 Step by Step Procedure for the Purchase of 2024 UTME/DE Registration Documents
A. Creation of Profile

i. Every candidate would require the use of a unique phone (mobile) number (SIM) for the process of registration. The unique phone number can be used by one candidate only. **(Note: This number (SIM) remains your unique identification for all your transactions with the Board for present and future transactions/applications).**

ii. Candidate will send his/her **National Identification Number (NIN)** by text (SMS) to either 55019 or 66019 from his/her personal GSM number. For instance, write the word "NIN" then space and add your 11-digit NIN Number and send to 55019 or 66019 in this format (**NIN 00123456789).** There should be a space between the word "NIN" and your 11-digit NIN **(Note that the number must not have been used by another person to register for UTME/DE in the past). Do not use Post-paid or special bundle package lines. They do not work unless specially loaded with credit.**

> **CHECK YOUR DATA WITH NIMC TO ENSURE YOUR DETAILS AGREE WITH YOUR CLAIMS BEFORE CREATING YOUR PROFILE AS THERE WOULD BE NO CHANGE OF NAME AND DATE OF BIRTH. FOR 2024, CHANGES IN DATA BY NIMC WILL BE UPDATED ON JAMB RECORDS. HOWEVER, REPLACED DATA SHALL BE TRACKED AND REFLECTED AS FOOT NOTE ON THE CANDIDATE'S PROFILE.**

iii. A Profile Code of 10 characters will be received by the candidate on the same telephone (SIM) number. Returning Candidates for previous years will still receive same profile code on the same number previously used. Note that the profile remains the same for the candidate for present and future application with the Board.

iv. The phone (mobile) number used for the text message is automatically tied to the Candidate's name and will be used in all communication relating to each candidate's 2024

and future Application, Examination and Admission. CANDIDATES SHOULD NOTE AND ALWAYS REMEMBER THE SIM-NUMBER USED. IT IS OF UTMOST IMPORTANCE FOR SUBSEQUENT COMMUNICATION WITH THE BOARD

> **BY OBTAINING UTME APPLICATION DOCUMENTS, A CANDIDATE HAS ACCEPTED TO RECEIVE TEXT MESSAGES FROM JAMB (55019 or 66019) EVEN WHEN THE "DO NOT DISTURB" (DND) IS ACTIVATED**

v.   Candidate will present the profile code at the point of procurement of application document (from Banks, MMOs, MFBs, Switches, USSD Partners). An e-PIN is then sent as text message to the candidate's phone.

vi.   Candidate will present the Profile code and e-PIN at any JAMB accredited CBT Centre for registration.

vii.   The application cannot be completed until the candidate's biometrics (all ten fingers) are captured and photograph taken physically (No submission of passport photograph). Successful capture of biometrics and photograph will authorise a candidate to print his/her e-registration slip (Candidate must use at least two fingers; any of the two can be used to print his/her registration slip. The fingerprint verification shall be required for any further transaction with JAMB on the candidate's profile.

viii.   SELF SERVICE: Candidates who are computer-literate can register directly unaided   at JAMB offices/PRCs.

> **GROUP REGISTRATION OF CANDIDATES IS NOT ALLOWED!**

ix.   Only candidates, whose biometric verification is successful on examination day would be permitted to sit the UTME/DE. No parent or any proxy is allowed to make any transaction on the candidate's profile.

x.   Candidates with biometric challenges can only register at JAMB National Headquarters, Abuja. Arrangements should be made for this through JAMB State Offices. Candidate with biometric challenges would sit the examination in Abuja on the last day of the national examination calendar.

Ticketing (Free Complaints)

For ALL complaints on JAMB processes, a candidate should create a support ticket at (https://www.jamb.gov.ng by selecting the Quicklinks, and then Ticket/Support with his/her e-mail address with the Board. The candidate then provides his/her name, phone number as well as the nature of the complaint, and selects a complaint area on a drop-down and then summarizes the nature of the complaint. He/she should also attach supporting documents (if available).

> **COMPLAINTS FROM 3RD PARTIES ARE MERELY NOTED. WRITING OF LETTERS IS NOT NECESSARY. RATHER, ALL COMPLAINTS SHOULD BE CHANNELLED THROUGH THE TICKETING SYSTEM FOR PROMPT ATTENTION AND DOCUMENTATION.**

For complaints relating to NIN (e.g., a candidate sends a message to 55019 or 66019 to

create a profile but does not receive any response or receives a wrong data, he/she can follow the same process on the ticketing platform and click on 2024 NIN-related issues, then select the related topic on the drop-down.)

Candidates and the general public are to note that nobody can help with admission or upgrade of scores; they would only deceive and defraud those who patronise fraudsters. Therefore, passwords should not be released to anyone by the candidates.

14.0 REGISTRATION CENTRES

i. Registration is carried out only at the accredited Computer-Based Test Centres (CBT) and Professional Registration Centres (PRC).
ii. Each candidate should visit any accredited CBT centre (the list of accredited centres is on the Board's website (htpps://www.jamb.gov.ng and JAMB offices), with his/her profile code and e-PIN.
iii. Facilities exist in **ALL** JAMB State Offices for self-service for candidates with good digital skills

14.1 Registration Process at CBT Centres

The candidate presents the e-PIN at any JAMB accredited CBT Centre for completion of registration. The candidate's details as on NIMC data base are displayed on his/her phone automatically on the input of the e-PIN by the CBT centre. Also, e-Mail Address is required for UTME/DE registration.

> *CANDIDATES ARE ADVISED TO REFRAIN FROM APPLYING HENNA OR ANY OTHER ART WORKS ON THEIR FINGERS/HANDS DURING UTME/DE REGISTRATION AND EXAMINATION TO AVOID BIOMETRIC VERIFICATION CHALLENGES*

Candidates are to:

i. pay NOT more than ₦6,200 for UTME/DE without Mock, ₦7,700 for UTME/DE with Mock at the point of PIN Vending.
ii. Provide choice of institutions and programmes (disciplines).
iii. Provide qualification with grades and dates, if not awaiting result.
iv. Upload relevant certificates, if not awaiting result.
v. O/Level and or A/Level grades are to be provided by candidates. Candidates who are awaiting results should supply the results online as soon as they are available on JAMB's portal. No recommendations from any Institution will be considered by JAMB if the candidate has not supplied his/her result on the portal of JAMB.
vi. Supply JAMB registration number for previous institutional certificates for DE only
vii. Provide UTME subjects and choice of examination town(s) for
   a) Mock examination (optional)
   b) UTME (actual examination)
viii. Do picture capture (no scanning of passport photograph)
ix. Do Biometric enrolment (ten fingers)
x. Candidates are required to select the type of secondary school attended from the drop down.
xi. Review entries and confirm correctness.

xii. Print Registration Slip USING BIOMETRIC AUTHENTICATION

xiii. Collect, at no other cost, the reading text.

xiv. Each Candidate is to collect his/her e-slip at the end of registration as evidence of registration.

xv. There will be no offline registration, as all the accredited CBT centres have been empowered for real time online registration. No candidate should register at any centre other than the accredited CBT centre and JAMB State Offices. Any candidate who is registered outside approved CBT centres will be identified and disqualified.

xvi. Remember candidates with biometric challenges must be directed to the Zonal Offices as they can only register and take the examination at JAMB Headquarters in Abuja

xvii. Deaf candidates must be indicated as such.

15.0 DATES FOR UNIFIED TERTIARY MATRICULATION EXAMINATION

The 2024 UNIFIED TERTIARY MATRICULATION EXAMINATION will commence on **Friday, 19th and end Monday, 29th of April 2024.**

15.1 VENUES FOR UNIFIED TERTIARY MATRICULATION EXAMINATION

The venue of the examination will be at any centre in the candidate's chosen examination town(s).

> *JAMB DOES NOT POST ANY CANDIDATE TO ANY EXAMINATION TOWN (OR GROUP OF TOWNS) OTHER THAN THE ONE CHOSEN BY THE CANDIDATE AT THE POINT OF REGISTRATION. HOWEVER, CANDIDATES ARE ADVISED TO REGISTER EARLY BEFORE THE AVAILABLE SPACES IN THEIR TOWN OF CHOICE OR GROUP OF TOWNS ARE EXHAUSTED AND MAY THEREFORE NO LONGER BE AVAILABLE.*

16.0 OPTIONAL MOCK-EXAMINATION

The Board has scheduled the conduct of a Mock examination in accredited CBT centres to prepare and familiarise INTERESTED candidates with the CBT environment. Interested candidates are advised to indicate their interest in the Mock examination by the choice of e-Pin bought during registration. The fee for the Mock examination will be collected by the Board and paid to the centre.

The MOCK Examination will be conducted on **Thursday, 7th March, 2024.**

No Association or body is permitted to run any mock examination on behalf of JAMB.

17.0 GENERAL INFORMATION

Eligibility Checker

It is important that candidates check the requirements before commencing the application process. The eligibility checker assists candidates with options of programmes (courses) based on their qualifications. Therefore, candidates are to:

SCAN THE QR CODE ON THE REGISTRATION SLIP TO ACCESS IBASS FOR THE e-BROCHURE/e-SYLLABUS AND FREE E-COPY OF THE READING TEST

ALTERNATIVELY, visit https://www.jamb.gov.ng select Quicklinks, and then IBASS to access the e-Brochure/e-Syllabus and e-copy of the Reading Test. They are also available on the Android Mobile App (JAMB IBASS) from the Google Play Store.

Multiple registrations are not allowed. Candidates who register more than once will be identified and disqualified.

Candidates should note that they are required to be present and take live photograph which will be embossed on their result slips and admission letters.

No scanned/stapled passport photograph is allowed.

Candidates are to note that irrespective of their choice of programme, they will also be tested on a general text: "**The Life Changer**" by Khadija Abubakar Jali. All Candidates are also expected to read the text which is now issued as an e-book for free.

Due to the prevailing economic reality, the Board would, in 2024, issue for free, e-copy of the reading text to candidates through the following approved channels:

- **JAMB Website**
- **Candidate's e-mail**
- **Candidate's Profile**
- **QR code on Registration Slip**

Candidates/Officials would not be allowed to enter into the examination centre with wristwatch, telephone, electronic device, or any pen/biro. Only pencil is allowed.

Candidates are warned that the Board does not require nor authorise the services of ANY cyber cafe or establishment other than the accredited CBT centres for this exercise.

18.0   REGISTRATION PROCESS

Candidate's registration process involves biometric registration. Each candidate's ten (10) fingerprints are captured during the registration in addition to the passport image.

18.1   The e-Registration Slip

After successful registration, candidates are expected to print their e-Registration Slips. The e-Registration Slip contains basic registration details of a candidate.

It is divided into four main parts:

a. Personal details

b. Examination details

c. UTME subjects

d. Choice of Institutions/Courses

Worthy of note is that the slip contains the passport size photograph of each candidate with the watermark **"UTME 2024"** on it and Computer-Based Test written vertically on the rightside of the slip. It also contains the two **QR codes** for the e-book (reading text – 'Life Changer') and Ibass. **Any e-Registration Slip without these features is NOT genuine.**

The Registration Number consists of twelve (12) digits and two (2) letters e.g., 202430074987JA as specified below.

- 1st to 4th digits   –   Year of examination
- 5th to 12th digits   –   Serial Number
- Last two letters   –   "Alpha-check digit".

The examination number consists of a letter and eight (8) digits e.g., C02801005.

- 1st to 3rd digits indicate Centre Code/Number
- 4th to 5th digits indicate Session ID
- 6th to 8th digits indicate Candidate's seat number.

    The first 6 alphanumeric numbers of the candidate's examination number represent the code for the centre number of the candidate.

Note: The sample of 2024 e-registration slip which contains two QR codes will be distributed later.

19.0 OTHER VITAL DE REGISTRATION RULES

a) DE candidates, who are not awaiting results, must have uploaded their A' level qualification, O'level results and DE Registration Template at the point of registration.

b) DE candidates, will not be processed for admission until such claimed results are uploaded and verified by the awarding institutions on JAMB platform (CAPS MAIL)

c) DE candidates, who are at the point of registration are awaiting A'level results of IJMB/JUPEB/NABTEB, must have uploaded their Admission Letter and Registration Template at the point of registration.

d) Applicants with Cambridge certificates of pre-2018 examination year should visit Cambridge directly for verification. This verification exercise may take up to 28 days (as specified by the awarding body) after which the verification result will be forwarded to the Board. The verification will be reflected in the e-Facility profile of the DE candidate.

e) Statement of results (in lieu of certificate) is accepted for registration only within 3 years of the date of award.

f) Upgrade from UTME to DE is available only to candidates, whose DE results have not been released at the point of UTME registration and who must have indicated at the point of registration that he/she is awaiting A'level results. The particulars of which he/she must have supplied and contained in the uploaded registration template

g) Candidates are hereby advised to constantly check their A' level admission status in their e-facility profile, where it will show the status of verification by NIPEDS indicating "CLEARED" or NOT "CLEARED" with the reason(s) for non-clearance due to discrepancies such as in name, grade, subject etc., which will be explicitly stated.

20.0 ADDITIONAL VITAL REGISTRATION RULES

20.1 Candidates are not permitted to register more than once. In the event of any error during the registration process, such candidates are to seek correction from the Board and not to obtain a fresh application as duplication of application vitiates all the applications.

20.2 Registration can only be done at JAMB-approved Centres across the country. Any candidate who registers outside the approved centres does so at his/her own risk.

20.3 Non-candidates, including parents/guardians or any proxy are NOT allowed to transact any business on any candidate's profile. Any candidate, who makes his password, profile code or other security codes available to another person (parents, friends, tutorial teachers, fraudsters etc.) is liable for any alteration done by such other person(s).

21.0 ADVISORY ON GUIDELINES FOR REGISTRATION OF 2024 UNIFIED TERTIARY MATRICULATION EXAMINATION/DIRECT ENTRY REGISTRATION EXERCISE

New policy guidelines have been initiated by the Board to improve registration process. Please find below the update on the procedure for 2024 UTME/DE Registration Exercise.

1. Computer Based Test centres would be allowed to have two (2) additional accredited registration outlets within the state.

2. Three (3) SIMs may be issued to each centre on application and meeting satisfactory conditions of such application.

3. The Computer Based Test Centre should note that under no circumstance should cyber cafes and tutorial centres be involved in the registration exercise. If violated, the Computer Based Test Centre will be sanctioned.

4. Computer Based Test Centres should furnish the JAMB Zonal Director/State Coordinator with the full address(es) of the registration outlets detailing the street name, landmark, and plot/house number (this should not be located on the same street of an existing Accredited Centre).

5. As part of the requirements for printing of registration slip, a candidate must use at least two fingers for verification to print his/her slip. The two successful verification fingers will be indicated on the registration and examination slips.

6. All candidates with Biometric challenge should be referred to JAMB Office in the State.

7. It is compulsory for all Computer Based Test Registration Officers' biometric to be captured as part of registration process.

22.0 ADVISORY FOR MONITORS GOING ON 2024 UTME/DE REGISTRATIONS

1. All UTME/DE candidates are to receive their profile codes and vended pins through SMS (Not written on paper).

2. The service charge for 2024 UTME/DE registration is to be paid by the candidates at the point of **PIN VENDING. NO CENTRE IS TO CHARGE ANY CANDIDATE ANY MONEY AGAIN FOR 2024 UTME/DE REGISTRATION.** The Board shall remit what is due to each centre every Friday throughout the registration period.

3. Each Candidate after registration is to be given an e-copy of the reading text.

4. Candidates for 2024 UTME/DE registration are to complete a registration template:
   a. Registration template must be scanned and uploaded.
   b. The original registration template **MUST BE GIVEN BACK TO THE CANDIDATE AND NOT KEPT BY ANY CENTRE.**

5. The following rules must be complied with by every JAMB office and approved CBT centre:
   a. No centre should write down or copy any vital data of any candidate such as card details, profile code, password, GSM, or registration number.
   b. Centres are to collect not more than ₦700 service charge for **OTHER REGISTRATIONS SUCH AS SANDWICH, PART-TIME, NOUN AND DISTANCE LEARNING.**
   c. Candidate's passport must be captured on white or off-white background;

d. Each registration point must have dual screen. One screen should face the candidate;

e. Registration can take place only at the centre's registered address. (no movement of SIM/Router to another location);

f. Centres should have at least **10 REGISTRATION POINTS** for attending to candidates;

g. Centres should avoid mixing up details of candidates. They should attend to one candidate at a time per point and carefully upload the candidate's template form;

h. Registration should not be done by proxy especially during fingerprint capturing. Candidates must be physically present to be registered;

i. Candidates that have defects on their hands or difficulty capturing their fingerprint should be directed to the nearest **JAMB OFFICE FOR NECESSARY ACTION;**

j. Parents/Guardians are not to follow candidates into CBT centre premises;

k. CBT centres should not serve as NIMC enrolment centre/agent during the UTME/DE registration;

l. Access code or login details should not be shared with another person; and
   None of the registration materials (reading text, CD etc) should be sold to anybody.

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NAMES, ADDRESSES AND TELEPHONE NUMBERS/E-MAIL OF ANNEXES/ZONAL/STATE OFFICES

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- Do I respect due process?
- Do I attend to my job promptly?
- Do I tell the truth at all times?
- Do I do the right thing when no one is watching?
- Do I respect people's rights?
- Do I shun corruption?

If you say YES, you are a person of INTEGRITY

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