

**HANDBOOK FOR CENTRES ON REQUIREMENTS AND ADVISORIES FOR  
2024 UNIFIED TERTIARY MATRICULATION EXAMINATION (UTME)  
/DIRECT ENTRY (DE) REGISTRATION EXERCISE**



**JOINT ADMISSIONS AND MATRICULATION BOARD (JAMB)**



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## **PREFACE**

This handbook spells out clearly the Centres accreditation requirements, Registration requirements, Registration procedure, Examination instructions and Advisories for registration exercises for Computer-Based Testing (CBT) centres to be used for registration and conduct of the 2024 Unified Tertiary Matriculation examination (UTME)/Direct Entry (DE) exercise.

It is therefore important that all CBT centres administrators digest this handbook to comprehend the details contained therein.

All CBT centre administrators are advised to keep this handbook as a guide towards preparation for the 2024 UTME/DE exercise.

**Professor Is-haq Olanrewaju Oloyede, CON, FNAL**  
**Registrar**

## 1.0 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**



## 1.1 LAPTOP SPECIFICATION



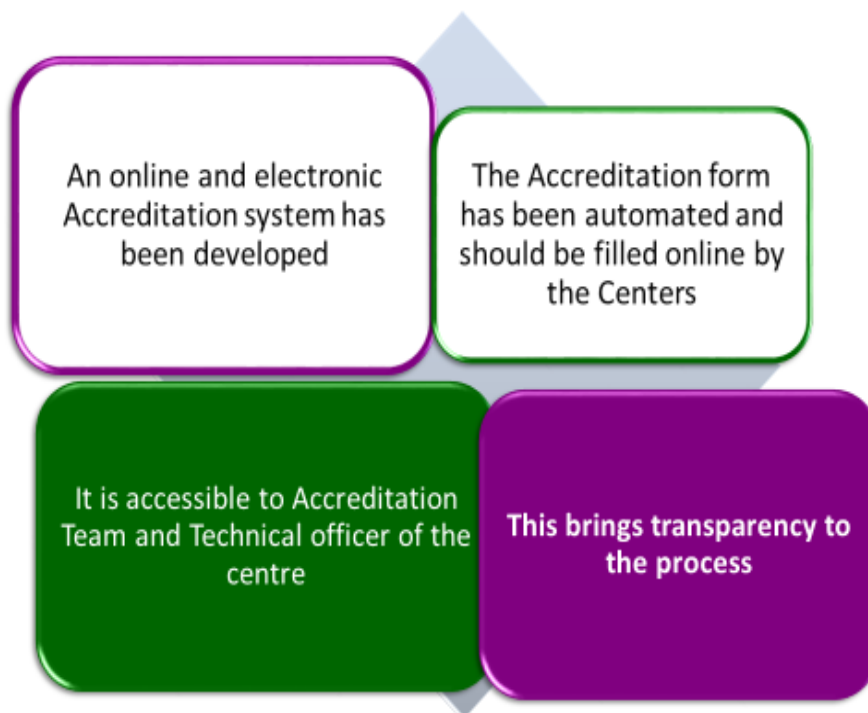
- ✓ **PROCESSOR:** Celeron/Dual core (intel)
- ✓ **HARD DISK:** 32GB minimum (SSD preferred)
- ✓ **RAM:** 2GB
- ✓ **MONITOR SIZE:** 14 inches
- ✓ **OPERATING SYSTEM:** Windows 10
- ✓ **NETWORK PORT:** 10/100Mbps RJ45

## 1.2 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



## 1.3 Access to Online Accreditation System



## 1.4 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 rather than Dynamic IP Addressing**
- ✓ **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

## 2.0 Registration Dates for 2024 UTME/DE Application



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

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

✓ **Mock Exam Selection** closes on **5<sup>th</sup> February, 2024**

✓ Registration for UTME closes on **26<sup>th</sup> February, 2024**

✓ Registration for DE closes on **28<sup>th</sup> 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



## Using Two Fingers-prints for Printing of Registration Slip After



- ✓ 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

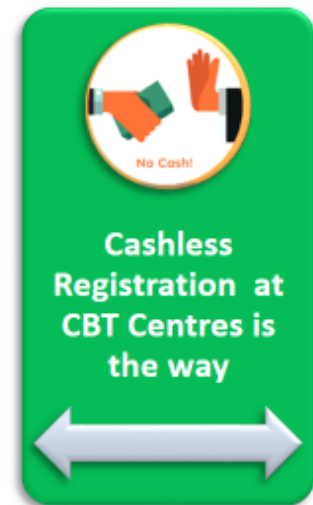
- ✓ Our Service Provider (**SIDMACH**) to deployed a staff in each geo-political zone to monitor registration



## 2.1 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



## 2.2 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 Moc - ₦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**



## 2.3 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

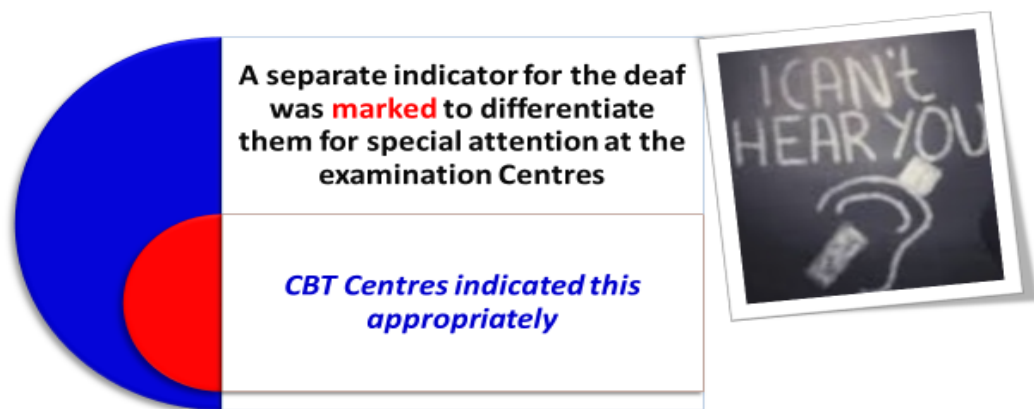
## 2.4 REGISTRATION OF BLIND CANDIDATES

- ✓ 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

## 2.5 REGISTRATION OF DEAF CANDIDATES (Reminder!!!)



The following category of candidates will now be listed under the disability group:

- Down Syndrome
- Autism
- Dyslexia Disorder
- Attention Deficit Hyperactivity Disorder (ADHD)

## 2.6 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

## 2.7

## UTME/DE REGISTRATION REQUIREMENTS

### 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 3<sup>rd</sup> party transaction on any candidate's profile or platform

### 3.0 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



**DOs**

- ✓ 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



**DOs**

## 4.0 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)



## 5.0 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 2024 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](http://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

## 5.1 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



## 5.2 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





## 6.0 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 online
- ✓ **NO OFFLINE REGISTRATION**
  - all accredited CBT centres have been empowered for real time online registration



## **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
- ✓ JAMB has **stopped** the use of **CD** for accessing eBrochure and eSyllabuses
- ✓ QR code is now provided as replacement to access IBASS and it is printed at the back of the 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



## **7.0 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.





## 8.0 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*



## 9.0 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
  - CBT Centres
  - Other Partners } before their engagement
- Candidates - before completing registration

## 10.0 Payment & Registration Flow



### 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](mailto:fabian.benjamin@jamb.gov.ng) for special offer.

## 11.0 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

## 12.0 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

## 13.0 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 <b>without</b> JAMB Registration Number (To be printed in Colour): Normal Application Late Registration Penalty	3,500 5,000	700
4	Condonement of Illegitimate Admission <b>with</b> 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

## 14.0 PROVIDING SERVICES AT CBT CENTRES

### 1. PAYMENT OPTION ( Remita, eTranzact, Xpress)



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

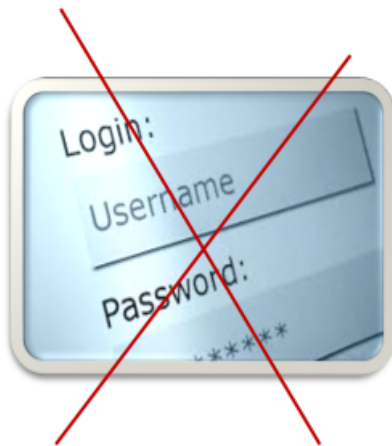
**Charges at 0.5%**

## 2. 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

## 3. 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



## 15.0 **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'*

## 16.0 **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***



### *Duties of Partners in a Partnership*

## **17.0 Duties of Participating Banks & Other Outlets**

- ✓ 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)

## **18.0 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





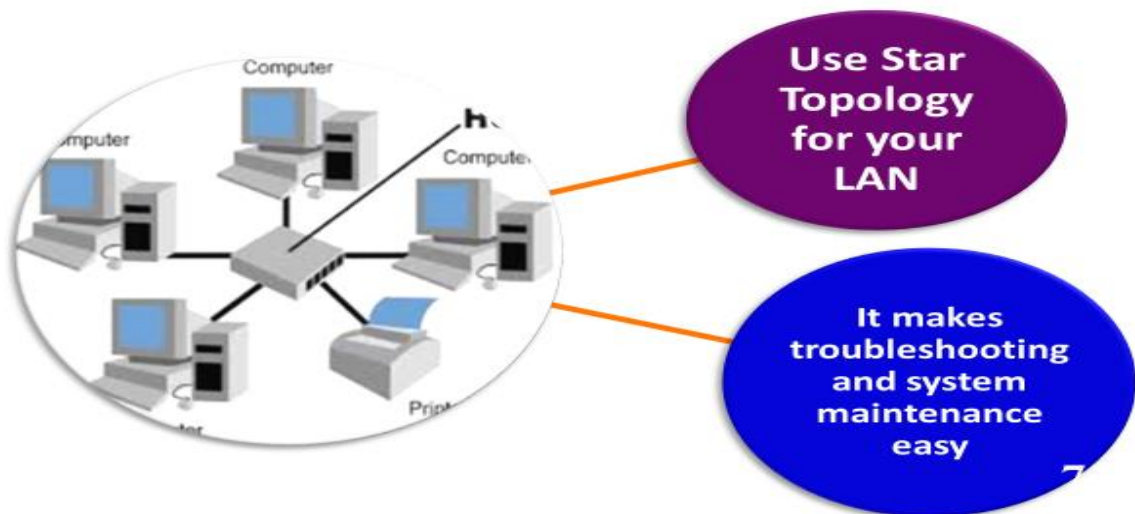
## Network Cable for Biometric Verification – Reminder!!!

- ✓ 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!!!



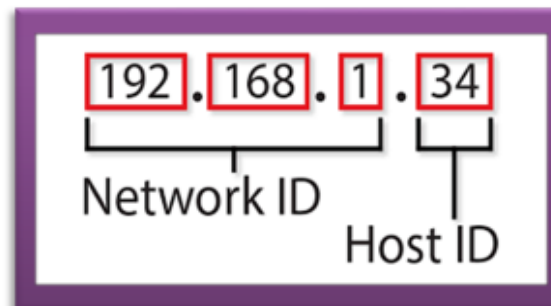
## Recommended Examination Sessions per day -Reminder!!!



- ✓ 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**



### 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

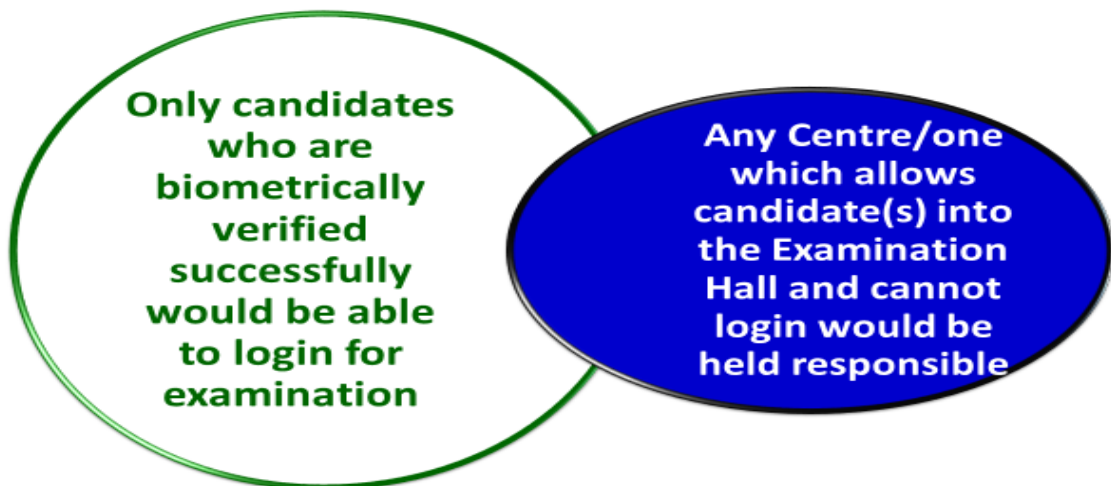


## Collection of E-Slip from Candidates

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



## 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



## 19.0

## Dates to Note

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

## 20.0 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.

## 21.0 PROCEDURE FOR 2024 REGISTRATION

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

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

### 21.1 Step by Step Procedure for The Purchase Of 2024 UTME/DE Registration Documents

#### 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.

## **22.0 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 (<https://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

### **22.1 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 dropdown.
- 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.

### **23.0 DATES FOR UNIFIED TERTIARY MATRICULATION EXAMINATION**

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

#### **23.1 VENUES FOR UNIFIED TERTIARY MATRICULATION EXAMINATION/ APTITUDE TEST**

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.*

### **24.0 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, 7<sup>th</sup> March, 2024.**

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

## **25.0 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.

## **26.0 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.





## 26.1 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:

- Personal details
- Examination details
- UTME subjects
- 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 Ibas. **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.

- 1<sup>st</sup> to 4<sup>th</sup> digits – Year of examination
- 5<sup>th</sup> to 12<sup>th</sup> digits – Serial Number
- Last two letters – “Alpha-check digit”.

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

- 1<sup>st</sup> to 3<sup>rd</sup> digits indicate Centre Code/Number
- 4<sup>th</sup> to 5<sup>th</sup> digits indicate Session ID
- 6<sup>th</sup> to 8<sup>th</sup> 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.

26.2 SAMPLE OF UTME E-REGISTRATION SLIP



**JOINT ADMISSIONS AND MATRICULATION BOARD**  
—enhancing Academic Excellence—

**UNIFIED TERTIARY MATRICULATION EXAMINATION**



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**Registration Slip**

Date Submitted: Friday, February 3, 2023 Date Printed: Monday, November 13, 2023

**Personal Details:**

Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Other Name: \_\_\_\_\_  
 Date of Birth: February 11, 2006  
 Physically Challenged: None  
 Gender/Origin: Male/Ushongo LGA in Benue  
 GSM No/eMail: \_\_\_\_\_



**Examination Details:**

Registration Number: \_\_\_\_\_  
 Exam Town Code: C016  
 Examination Town: Makurdi in Benue State

Examination Centre Name: Your examination slip shall be available within one week to the commencement of the examination and you are expected to print it. You are to visit <https://www.jamb.gov.ng> to print your examination slip with your registration number.

**UTME Subjects:** Use of English Mathematics Physics Chemistry

**Choice of Institutions:**

<p><b>First Choice</b></p> <p><b>Institution Type:</b> Degree-Awarding  <b>Institution:</b> Air Force Institute Of Technology, Kaduna, Kaduna State  <b>Programme:</b> Mechatronics Engineering  <b>Faculty:</b> Engineering/Tech/Env</p> <p><b>Third Choice</b></p> <p><b>Institution Type:</b> ND-Awarding  <b>Institution:</b> Kaduna Polytechnic, Kaduna, Kaduna State  <b>Programme:</b> Mechanical Engineering Technology  <b>Faculty:</b> Engineering/Tech/Env</p>	<p><b>Second Choice</b></p> <p><b>Institution Type:</b> Degree-Awarding  <b>Institution:</b> Afe Babalola University, Ado-Ekiti, Ekiti State  <b>Programme:</b> Mechatronics Engineering  <b>Faculty:</b> Engineering/Tech/Env</p> <p><b>Fourth Choice</b></p> <p><b>Institution Type:</b> Innovative Enterprise Institute  <b>Institution:</b> Academy Of Medical Health And Education, Benue, Benue State  <b>Programme:</b> Banking Operations  <b>Faculty:</b> Social Science</p>
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Computer Based Test

**NOTE :**

**DO NOT** bring your Wrist Watch, Mobile Phone, Electronic Device, Pen/Biro or Bag to the Examination Centre. You are advised to keep a copy of this SLIP for reference purposes.  
 Your Biometric (Thumbprints) Verification is **COMPULSORY** at the Examination Centre.  
 You will be marked absent if you **DO NOT** sit for the exam as indicated above and will forfeit the **RIGHT** to sit for the Examination.  
**There will be NO Change of Subject in the Examination Centre.**

Reference. No. : UTME2017/07030001  
 Reg. Centre: E-Tc Opposite College Of Agricultural Economics And Extension, Federal University Of Agriculture, Makurdi, Benue State  
 Serial Number: 31A4764F-6D85-489E-95A1-630EFBD41AAE  
 Candidate Serial Number: 2.561  
 Registered By: Ogasia Otokpa Thompson  
 Verified: Correction Verification (Right Thumb - (D)), Reg Verification (Left Index Finger - (D)) and Reg Verification (Left Middle Finger - (D))  
**Application Fee: N3,500.00, Reading Text: N500.00, CBT Registration Fee: N700.00**



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

## **27.0 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.

## **28.0 ADDITIONAL VITAL REGISTRATION RULES**

- 28.1** 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.
- 28.2** 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.
- 28.3** 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).

## 29.0 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.

## 30.0 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 **~~N~~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.