



STEP-BY-STEP CBT MANUAL



JAMB Unified Tertiary Matriculation Examination (UTME)

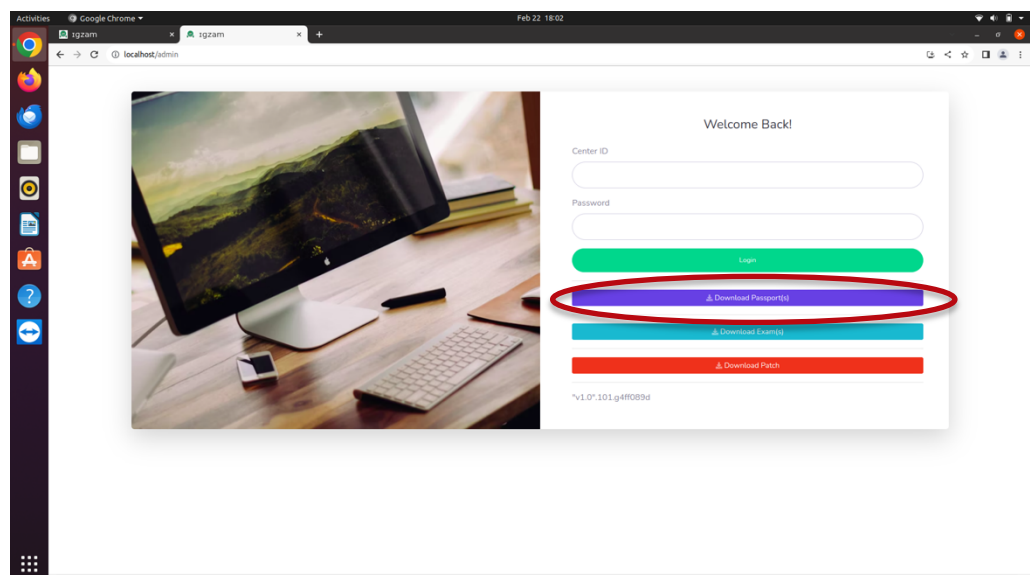
EXAM MANAGEMENT

A. *Downloading Candidates Passport Photographs*

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

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

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

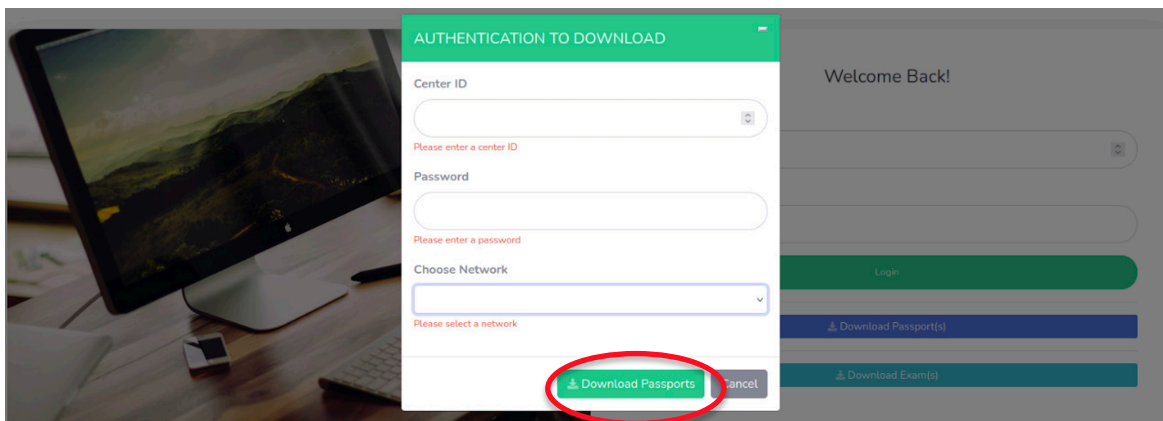


- c. Click download passport

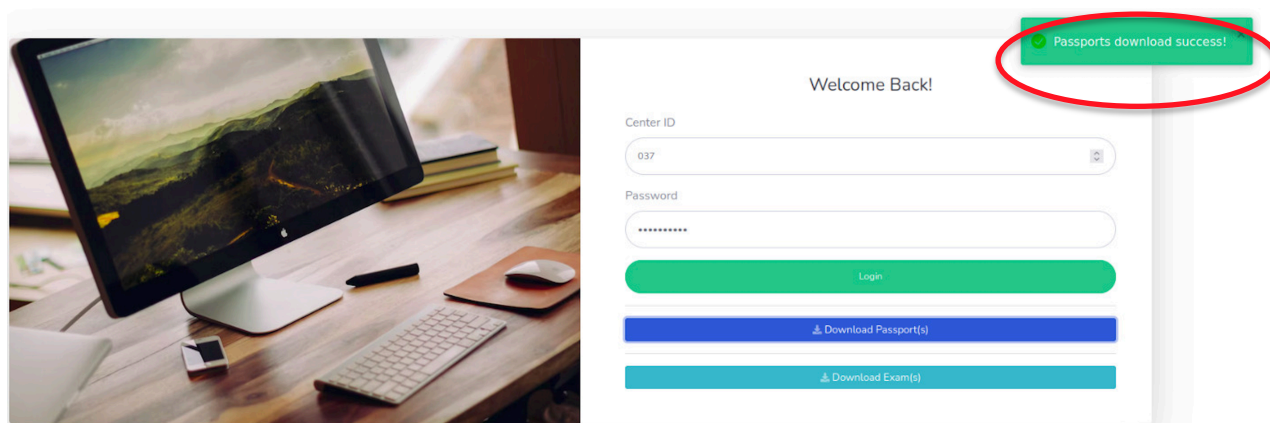
- d. Type in your **Center Id**
- e. Type in your **Password**
- f. Click on **Choose Network** drop-down to select the network (MTN, Airtel or

Others) you are using.

g. Click on **Download Passports**

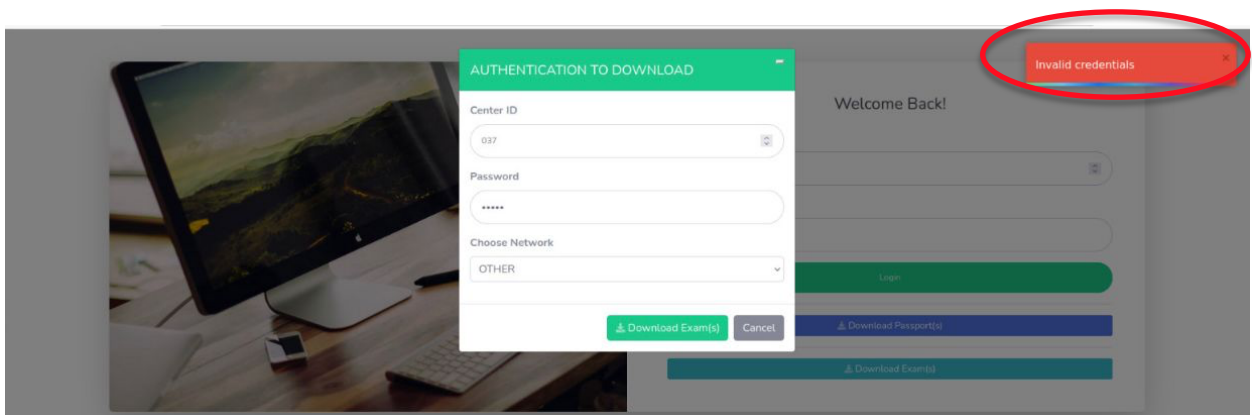


If the information you provided are correct, the passports will start downloading...



As soon as the download is complete, the downloading status changes to ***“Passport download success”***

However, if the provided information is incorrect the passports will not begin download, but



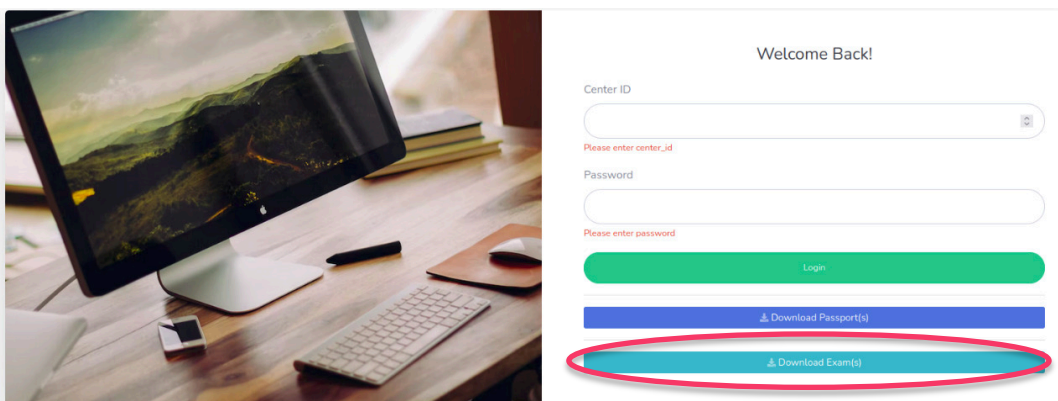
instead, an error message will be shown.

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

B. Authentication and Download of Exams for the Day

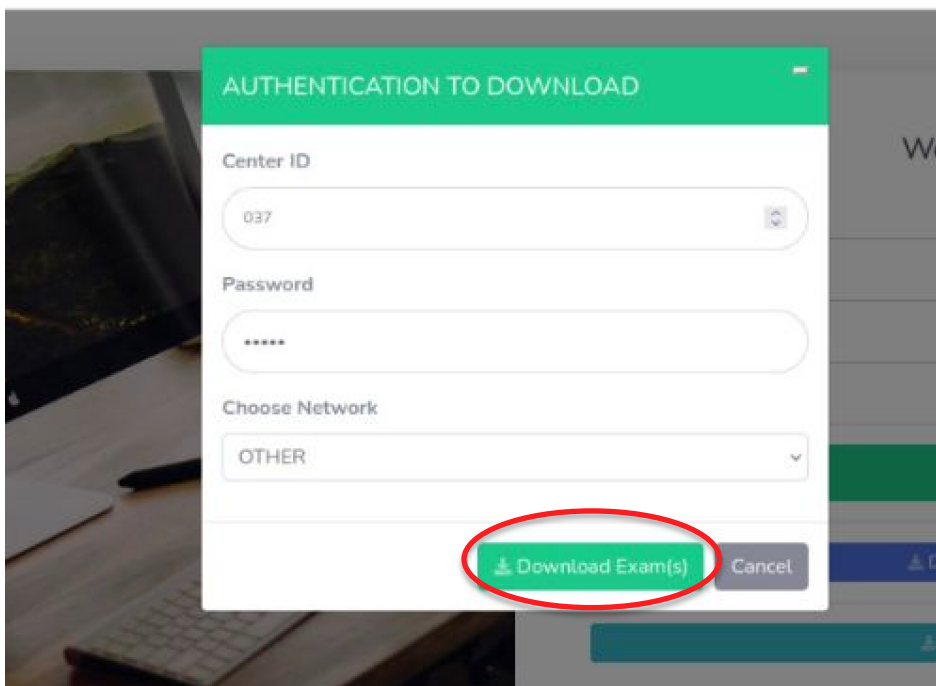
You are now ready to download examinations. Remember that you can only download the examinations of the current day. Before you download any examination, you need to authenticate as follows:

- a. Launch the browser.



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

- c. Click on “**download Exam(s)**”



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

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

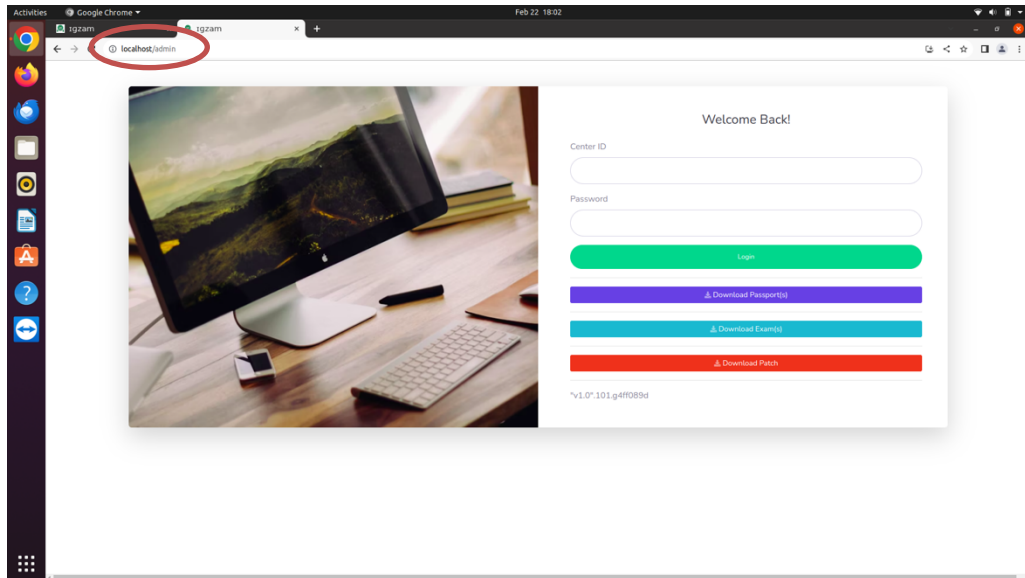
Note: *Authentication and downloading of exams should be done every day.*

C. Logging In

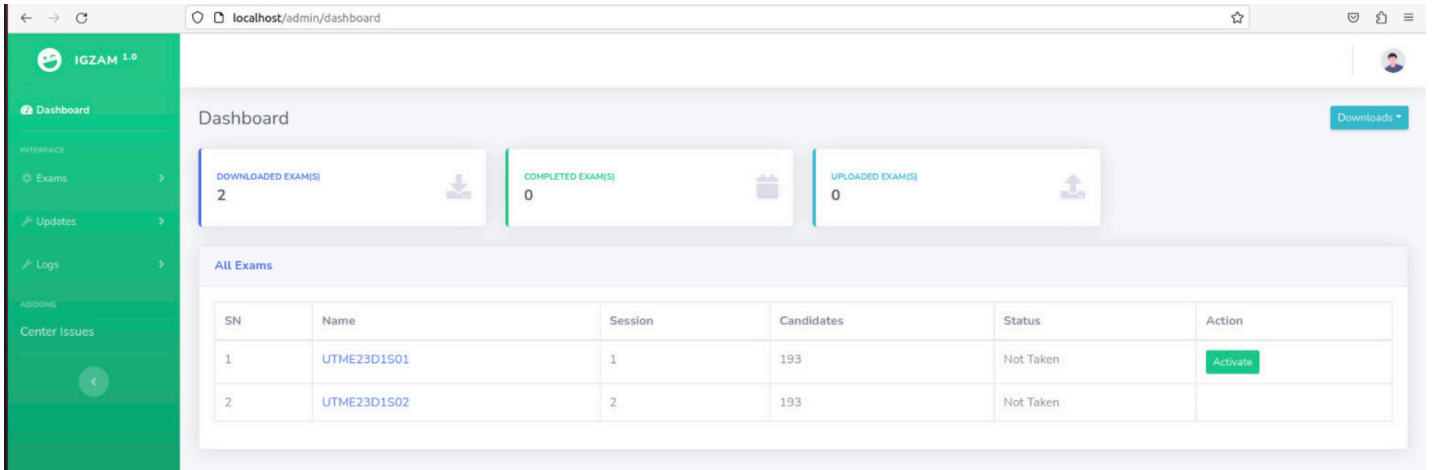
Once you login to the administrator’s portal:

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

. .



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



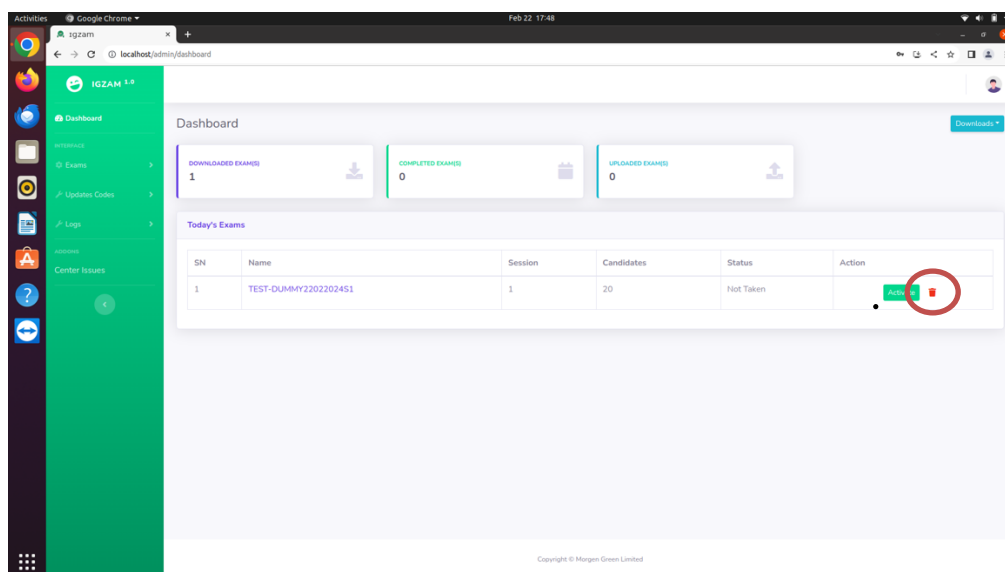
D. Dashboard

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

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

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

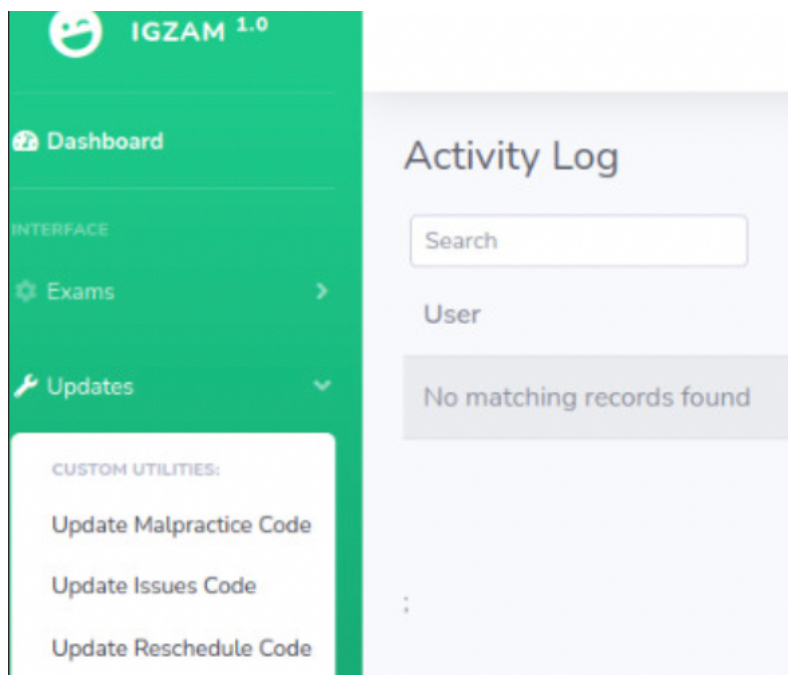
Deleting wrong download:

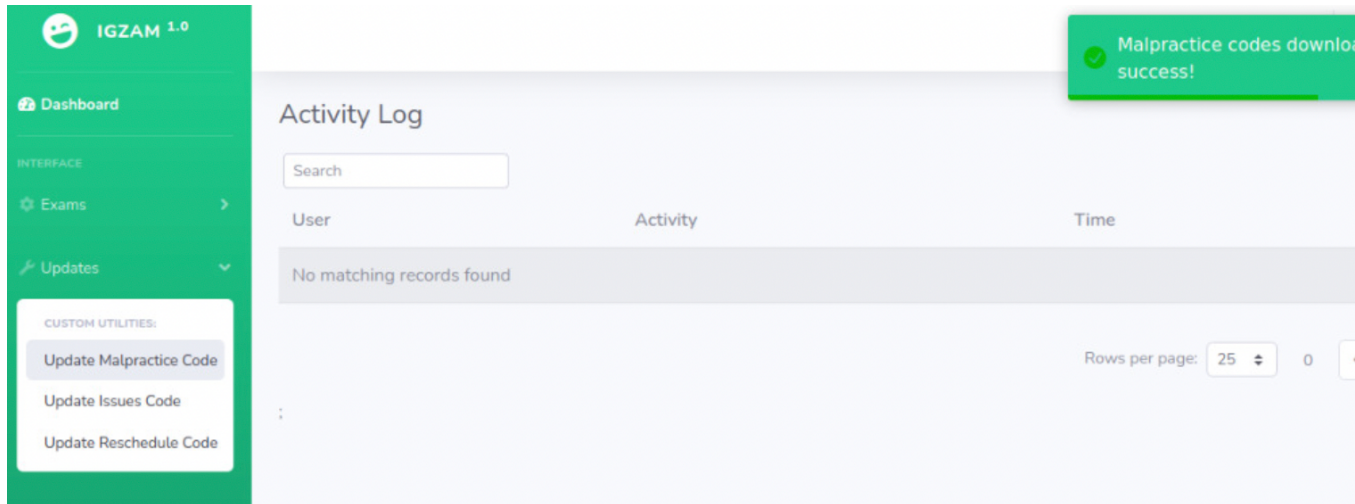


In case you have a double download, which should NOT happen. You can delete them with the bin icon to the right of the 'Activate' button.

E. Updating the codes on the Dashboard

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





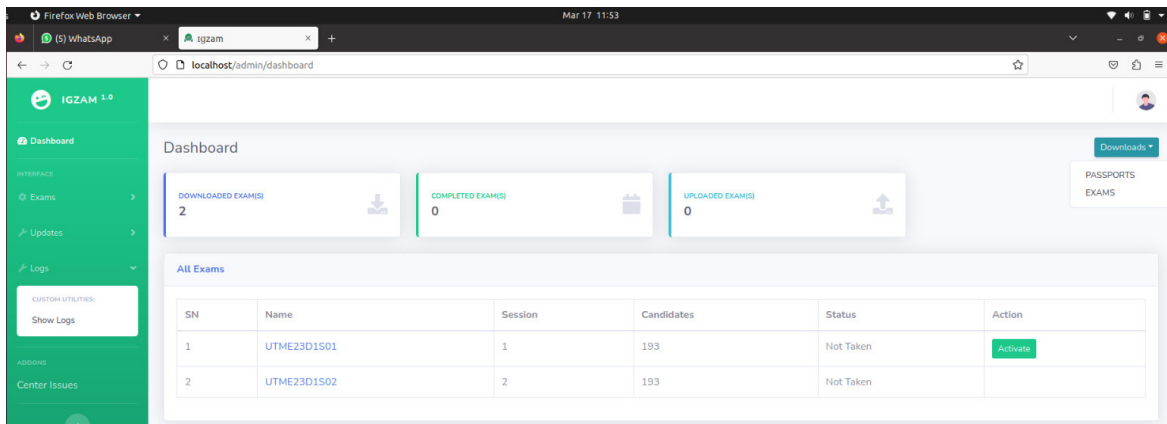
F. *Activating an Exam*

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

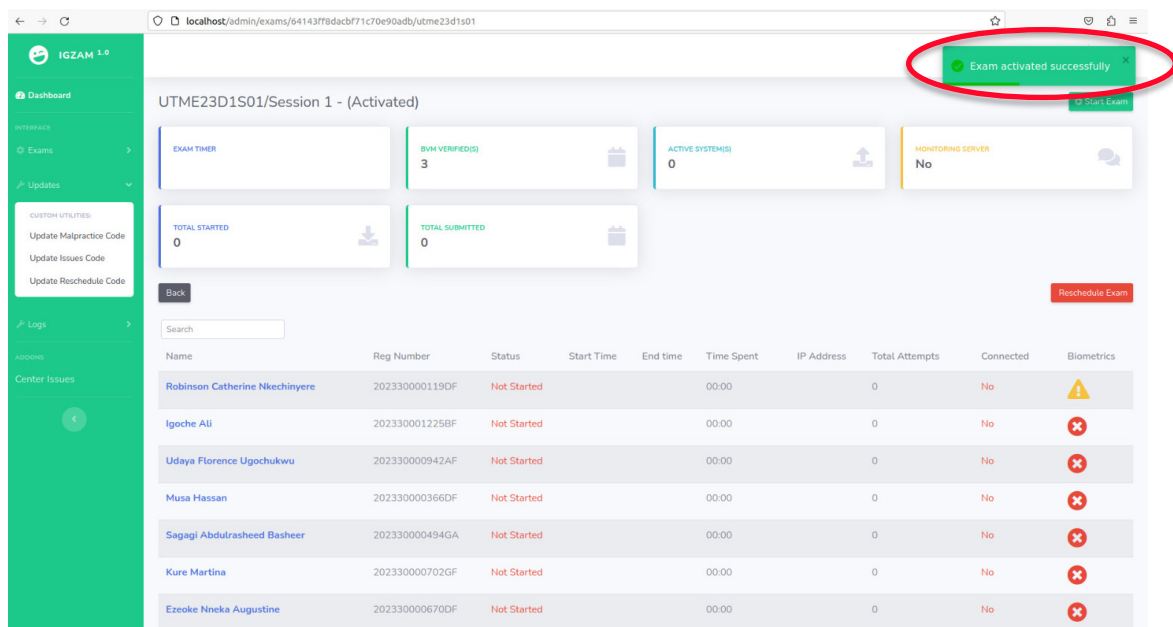
- a. Click on **Activate Exam** on the side-menu at the left corner of the page after the BVM has been pushed. If BVM required is false then no need to push BVM, just activate exam.

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

- b. Click on **Activate**

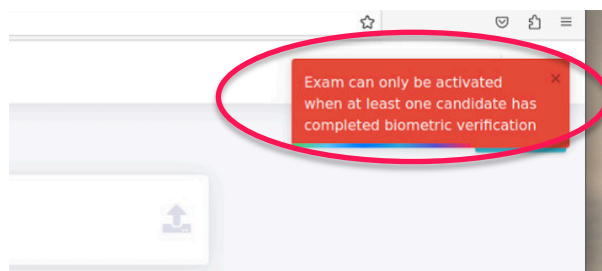


Once the exam has been activated, a success message will be displayed. As



shown in the image below;

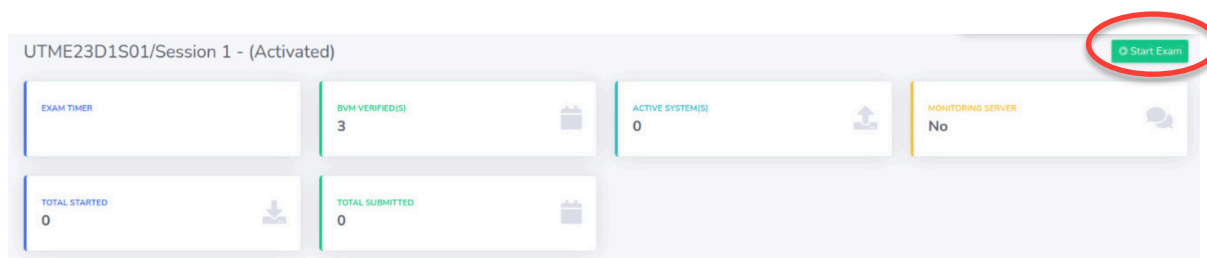
If no candidate has completed biometrics , you will not be able to activate exams



and get the error shown below ;

G. Starting exam

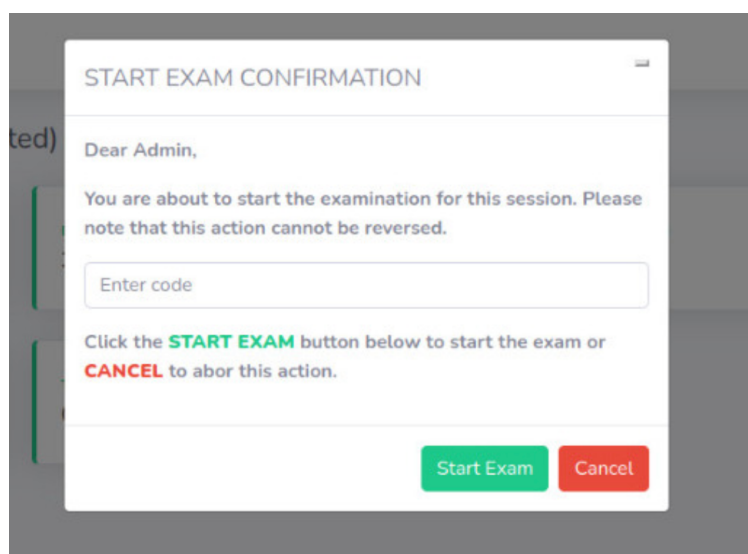
When candidates are ready to begin examination, you must manually start the examination. The start exam link is by top right on the admin dashboard.



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

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

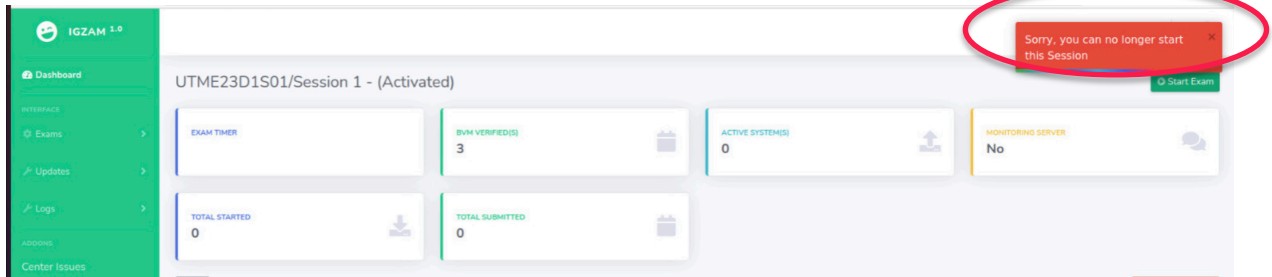
Note: Ensure that the center is ready and candidates are ready before you start the



examination.

Once the exam is started, there is a countdown that ensures that no new candidate is allowed to log in to the examination after 1 hour from the start exam time.

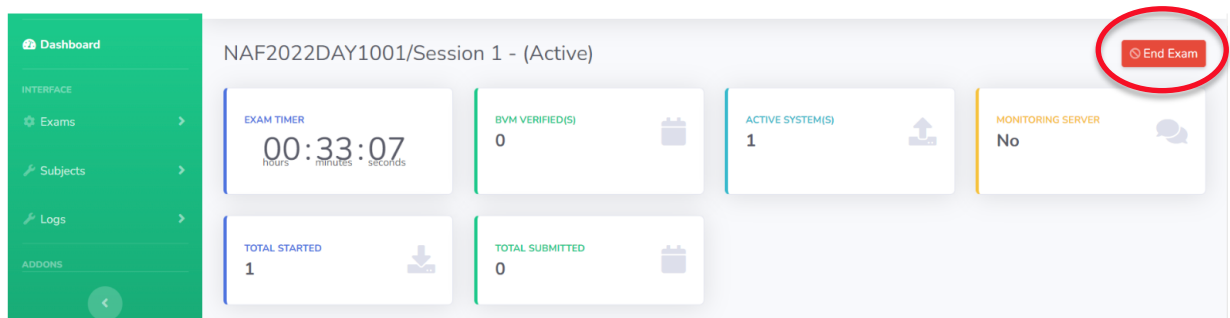
Similarly once its past one hour of the exam original set time you can no longer start an



exam and you will get the error as show below:

H. Managing an Active Exam

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



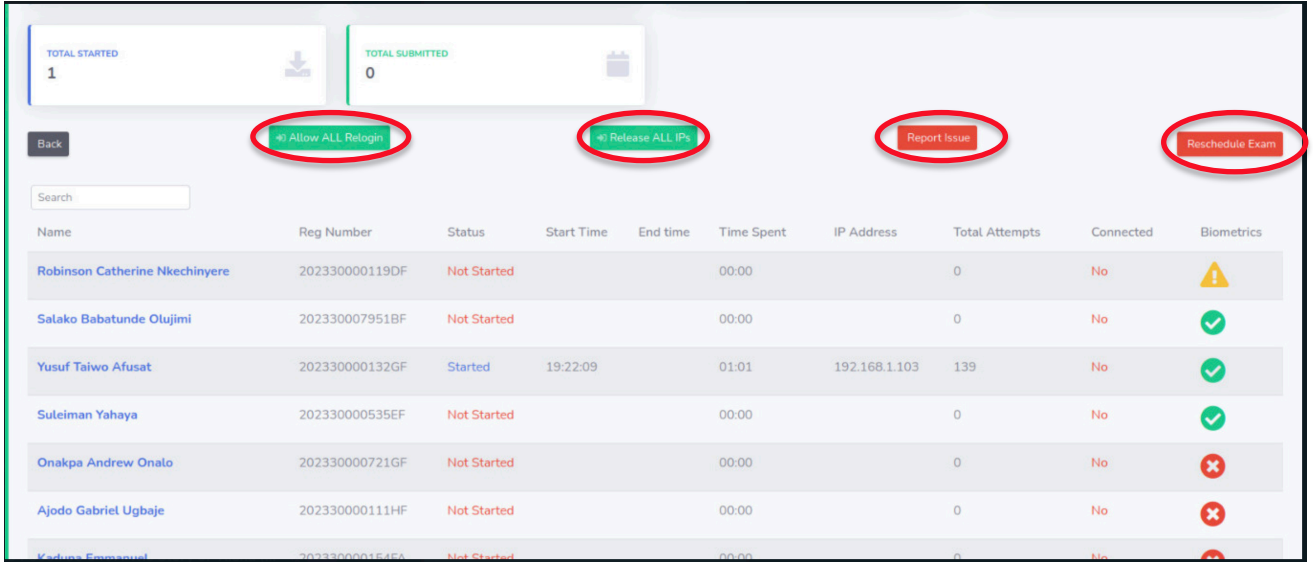
page includes the following:

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

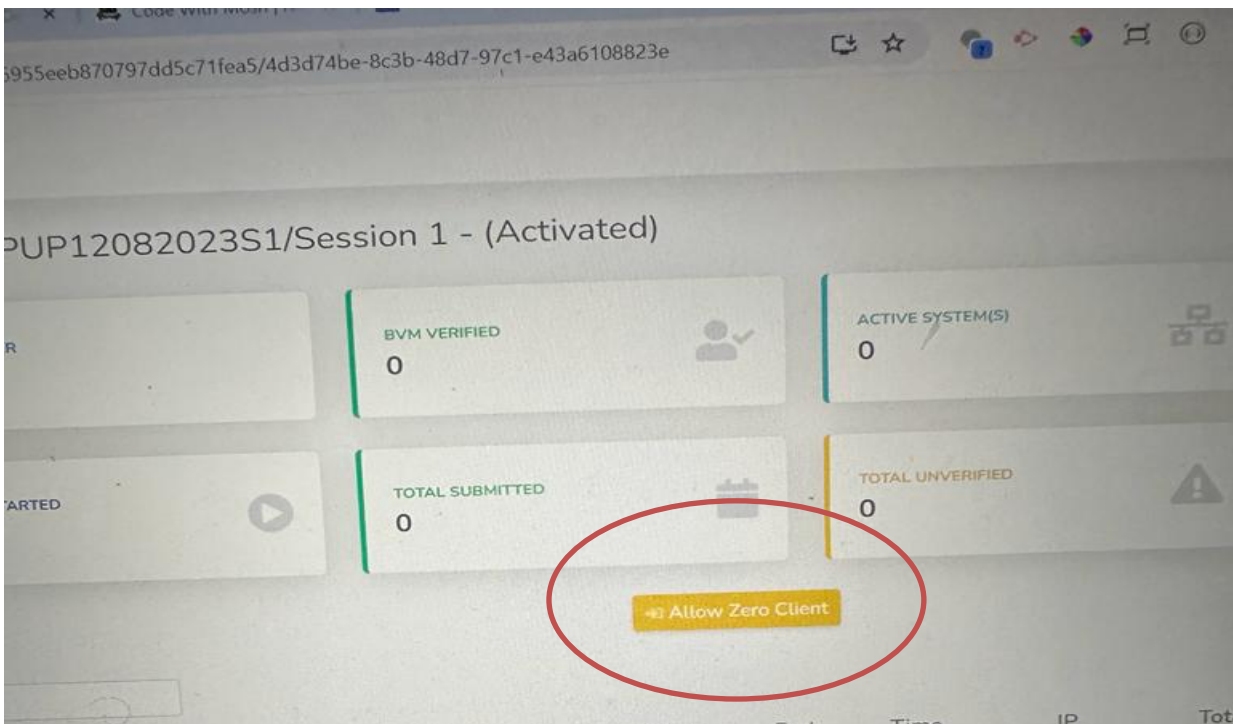
The different tasks that can be performed on the running exam from this page are the following:

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

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



I. Allow Zero thin Client

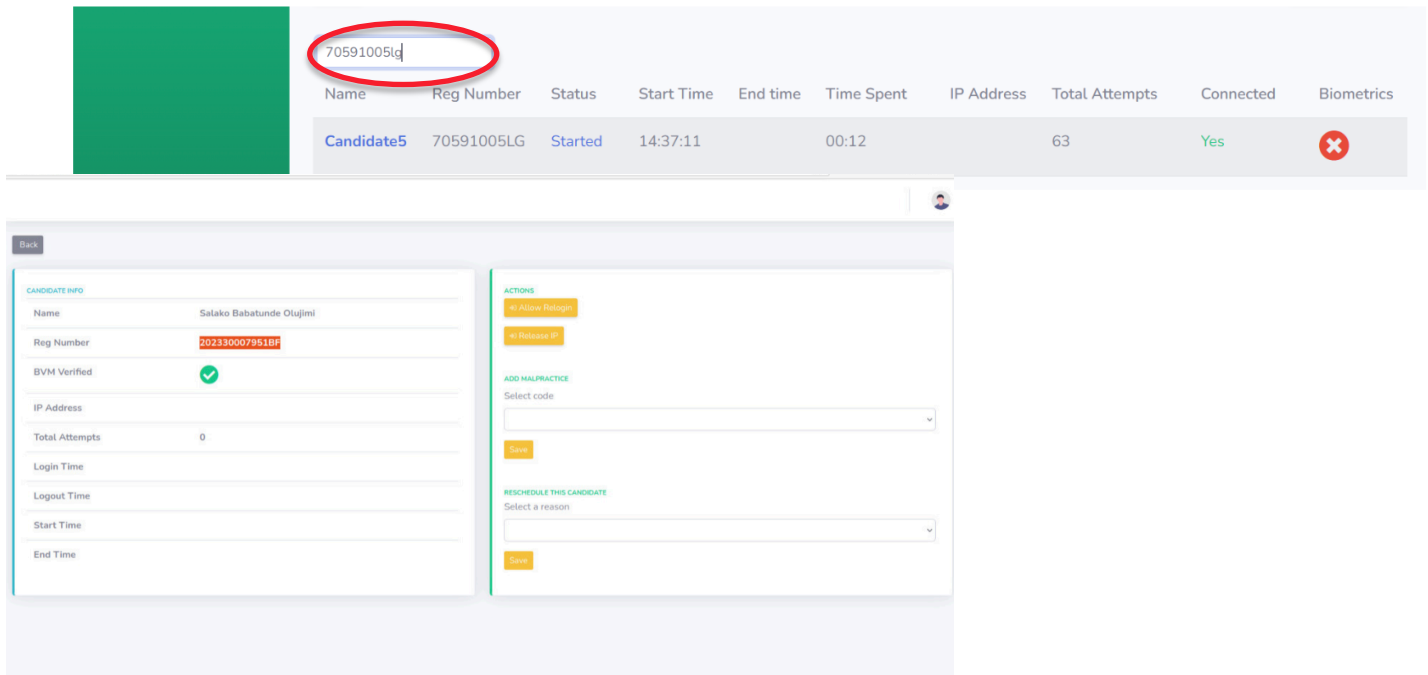


This button is strictly for active zero-thin client centres.

G. Allowing Re-login for A Candidate

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

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

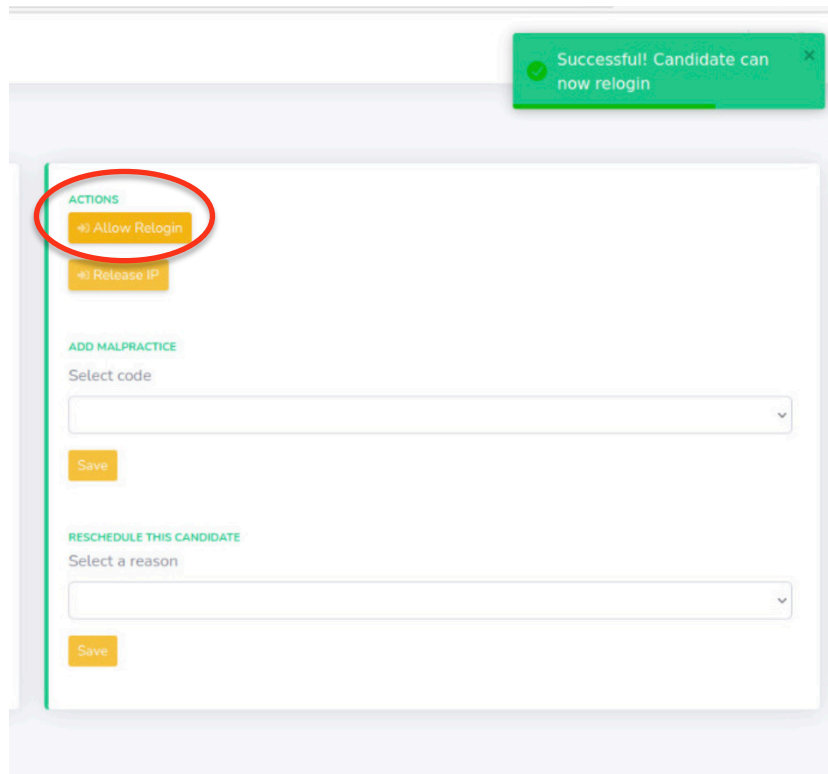


The screenshot shows a web interface for candidate management. At the top, there is a search bar with the text '70591005lg' entered, which is circled in red. Below the search bar is a table with the following columns: Name, Reg Number, Status, Start Time, End time, Time Spent, IP Address, Total Attempts, Connected, and Biometrics. The table contains one row for 'Candidate5' with a registration number of '70591005LG', status 'Started', start time '14:37:11', end time '00:12', time spent '63', and connected status 'Yes'. A red 'X' icon is visible in the Biometrics column.

Below the table, there is a 'Back' button and a profile card for 'Candidate5'. The profile card is divided into two sections: 'CANDIDATE INFO' and 'ACTIONS'. The 'CANDIDATE INFO' section includes fields for Name (Salako Babatunde Olujimi), Reg Number (202330007951BF), BVM Verified (checked), IP Address, Total Attempts (0), Login Time, Logout Time, Start Time, and End Time. The 'ACTIONS' section includes buttons for 'Allow Re-login' and 'Release IP', and sections for 'ADD MALPRACTICE' and 'RESCHEDULE THIS CANDIDATE' with dropdown menus and 'Save' buttons.

Release IP, Add Malpractice , Reschedule) that candidate.

- a. Click on **Allow Re-Login Candidate**

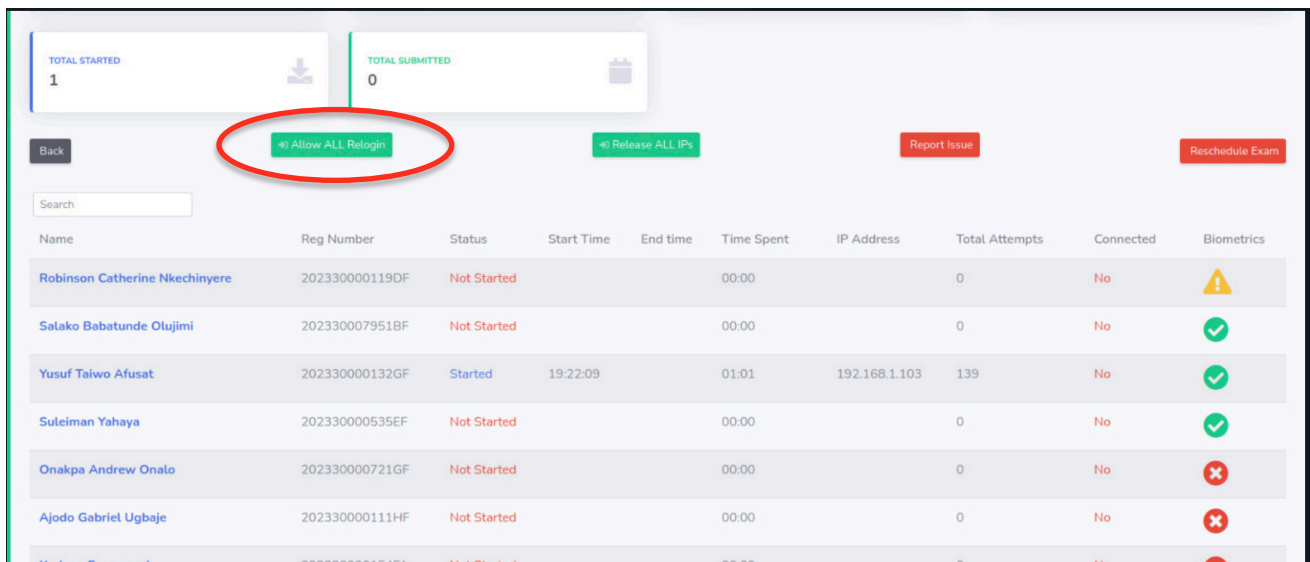


A successful candidate re-login will display a success message

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

1. Allowing Re-login for All Candidates

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



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

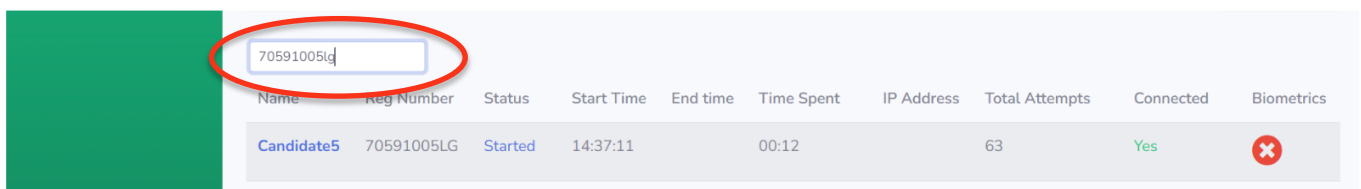
A successful re-login of all candidates will display a success message


J. Releasing IP Address for A Candidate

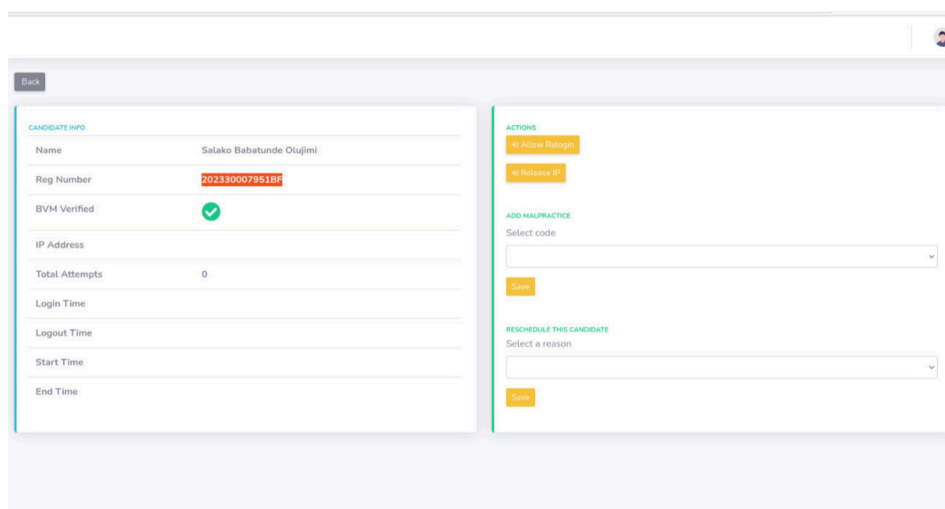
Releasing IP Address enables a candidate to re-login to a different computer system other than that which the candidate was using initially. This may be needed when the workstation that a candidate is working develops a serious fault and the candidate has to be transferred to another computer. The system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

To Release an IP Address:

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



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




Back

CANDIDATE INFO

Name: Salako Babatunde Otujimi

Reg Number: 202330007951BF

BVM Verified: 

IP Address:

Total Attempts: 0


Login Time:


Logout Time:

Start Time:

End Time:


ACTIONS

 Allow Re-login

 Release IP


ADD MALPRACTICE

Select code:

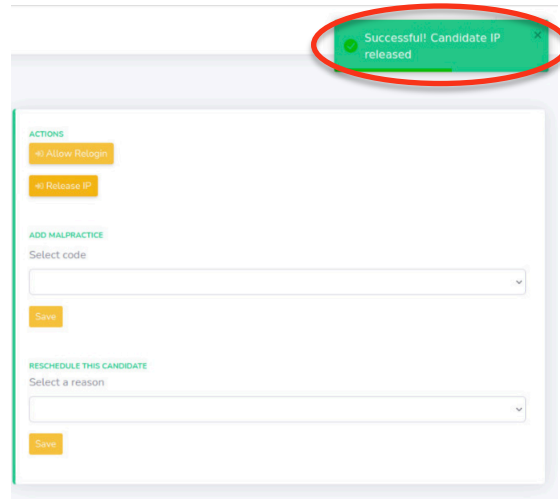
 Save

RESCHEDULE THIS CANDIDATE

Select a reason:

 Save

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

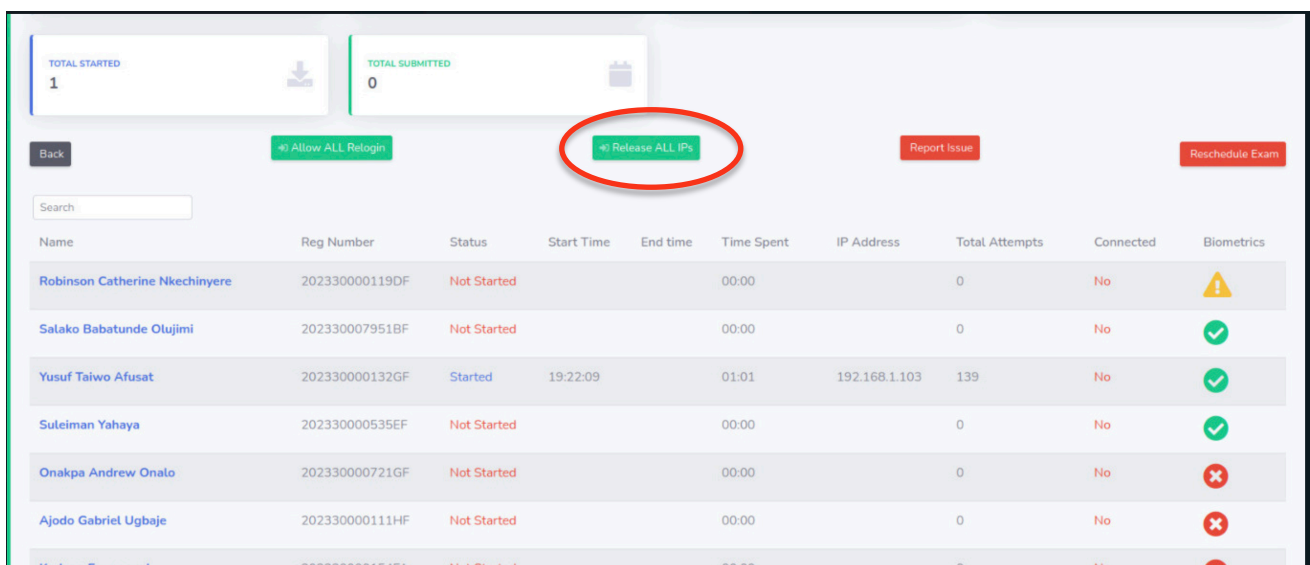


A successful IP Address release will display a success message

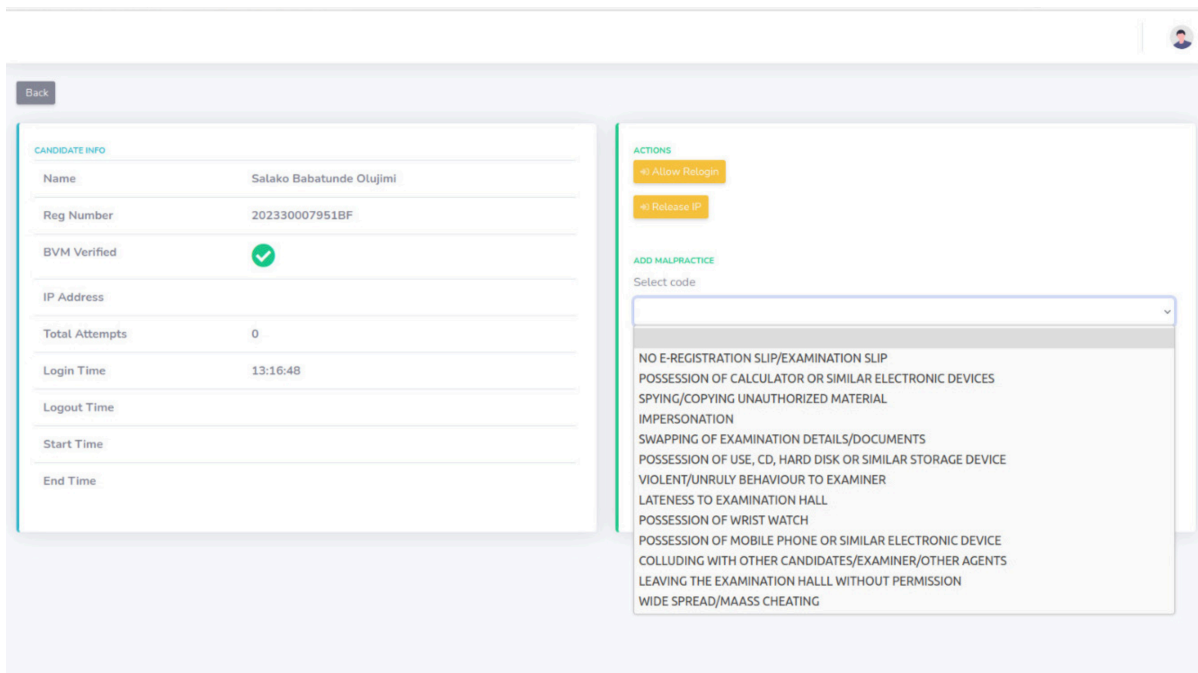
Note: A Candidate must have been allowed to re-login before IP Address can be released else an error message will be displayed

I. Releasing IP for All Candidates

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



for all candidates:



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a. Click on **Release All IPS**

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

K. Report A Candidate for engaging in exam malpractice

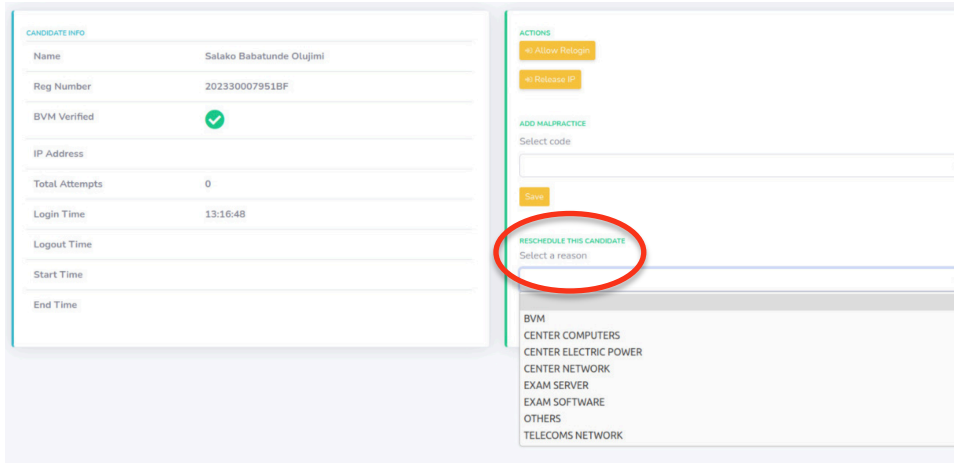
If a candidate is discovered engaging in any type of exam malpractice, you have the option to report such candidate by following the same process used to allow a candidate to re-login or release a candidate's IP. Simply search for the candidate and click on the candidate's name

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

c. **Click Save**

L. Request To Reschedule a Candidate

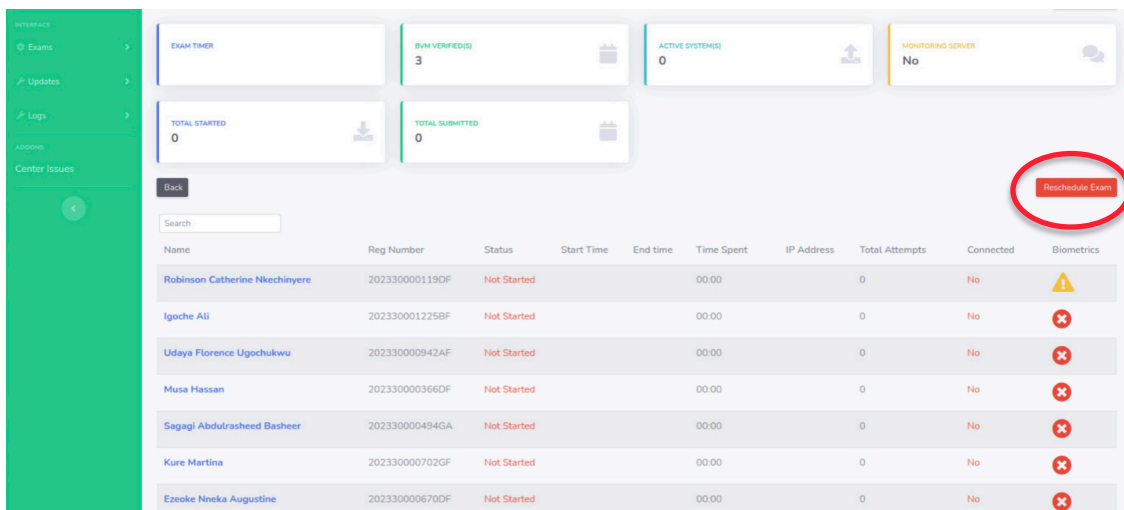
If it becomes necessary to reschedule a candidate, please use the same process as adding exam malpractice.



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

M. Reschedule an Exam

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



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

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

N. Looking Up Candidate

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


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

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

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

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

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

CANDIDATE INFO	
Name	Salako Babatunde Olujimi
Reg Number	202330007951BF
BVM Verified	
IP Address	127.0.0.1
Total Attempts	0
Login Time	13:16:48
Logout Time	
Start Time	
End Time	

L. Monitoring an Active Exam

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

Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Robinson Catherine Nkechinyere	202330000119DF	Not Started			00:00		0	No	⚠️
Salako Babatunde Olujimi	202330007951BF	Not Started			00:00		0	No	✅
Yusuf Taiwo Afusat	202330000132GF	Started	19:22:09		01:01	192.168.1.103	139	No	✅
Suleiman Yahaya	202330000535EF	Not Started			00:00		0	No	✅
Onakpa Andrew Onalo	202330000721GF	Not Started			00:00		0	No	❌
Ajodo Gabriel Ugbaje	202330000111HF	Not Started			00:00		0	No	❌
Kaduna Emmanuel	202330000154FA	Not Started			00:00		0	No	❌

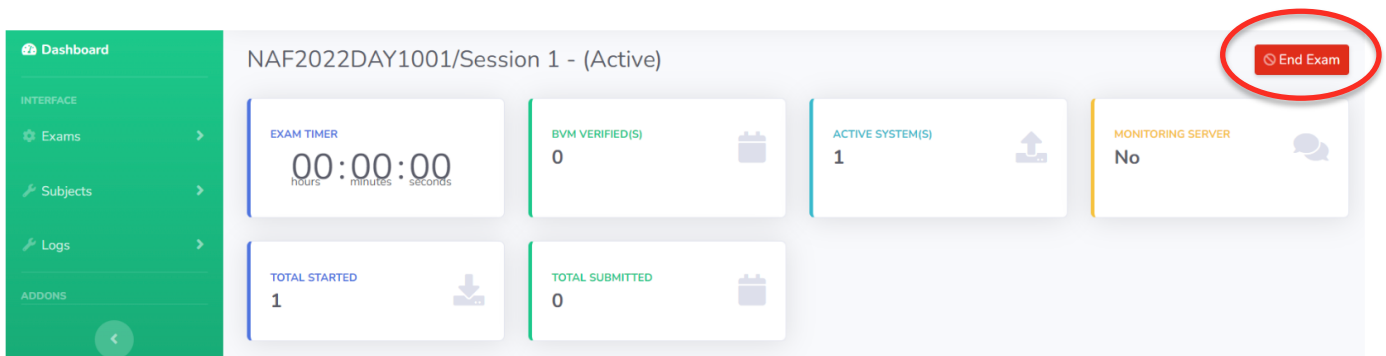
ongoing exam. Here, you only see what’s going on during the exam:

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

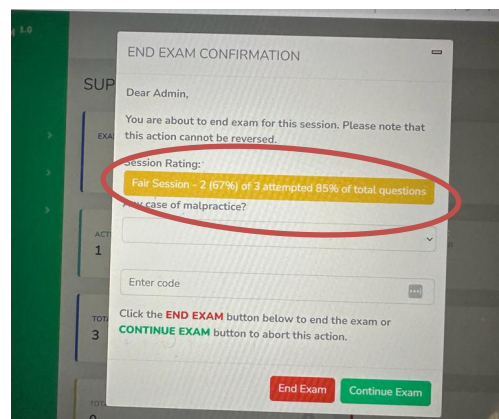
- 8) Responses Count
- 9) Connection to the Server
- 10) BVM Verification

M. Ending an Exam

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



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



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

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

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

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

The screenshot shows the IGZAM 1.0 dashboard for a user named Tope Ahmed. The dashboard displays the following statistics for 'NAF2022DAY1001/Session 1 - (Taken)':

- EXAM TIMER: 0
- BVM VERIFIED(S): 0
- ACTIVE SYSTEM(S): 0
- MONITORING SERVER: No
- TOTAL STARTED: 2
- TOTAL SUBMITTED: 2

Below the statistics is a 'Back' button and a search bar. A table lists exam attempts with the following columns: Name, Reg Number, Status, Start Time, End time, Time Spent, IP Address, Total Attempts, Connected, and Biometrics.

Name	Reg Number	Status	Start Time	End time	Time Spent	IP Address	Total Attempts	Connected	Biometrics
Candidate5	70591005LG	Submitted	14:37:11	15:25:04	00:40		66	No	
Candidate6	70591006LG	Submitted	14:37:11	15:25:04	00:40		66	No	

The 'Upload Exam' button is circled in red in the top right corner of the dashboard.

N. Uploading an Exam

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

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

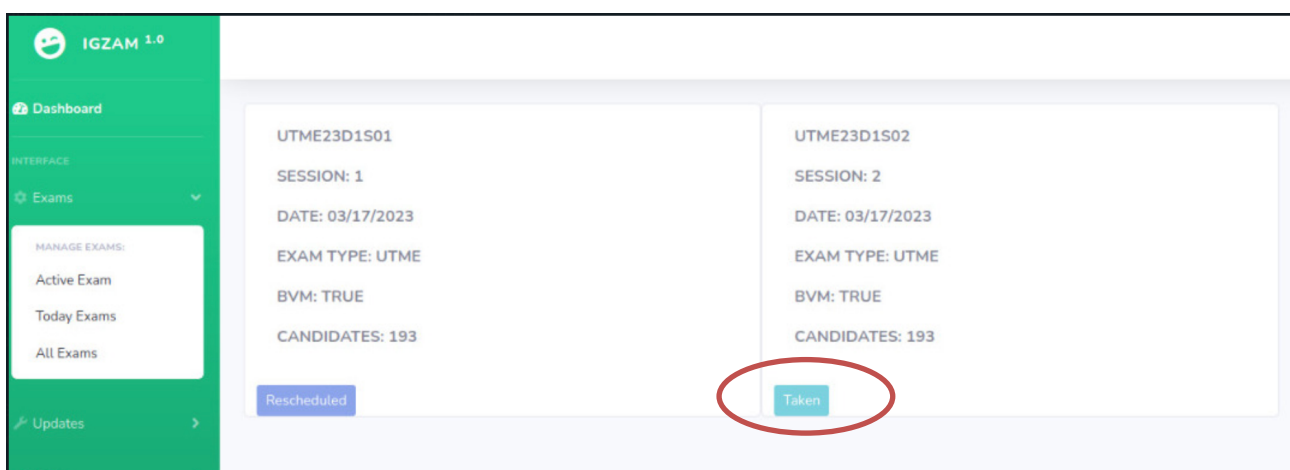
- a. Go to the Manage Active Exam page
- b. Click on the “Upload Exam” button
- c. You will see a success notification once the exam is uploaded successfully

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

O. Viewing Downloaded Exams

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

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



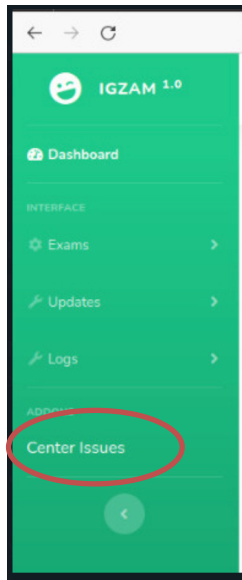
All available exams that have been downloaded will be displayed with their status

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

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

P. Sending Center Issues

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



issue using the Center Issue link



Click on the centre issues on the left menu bar

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



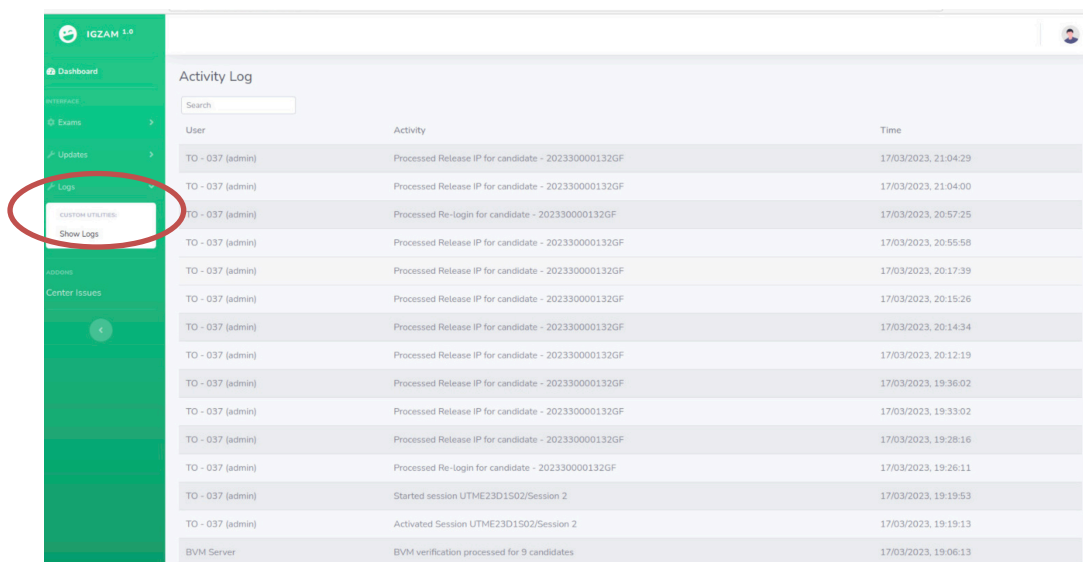
- b. Give details of the issue
c. Click on submit

Q. Viewing Audit Logs

This page displays all logs of activities that have occurred on the server alongside the time. To view audit logs:

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

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



User	Activity	Time
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 21:04:29
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 21:04:00
TO - 037 (admin)	Processed Re-login for candidate - 202330000132GF	17/03/2023, 20:57:25
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:55:58
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:17:39
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:15:26
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:14:34
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 20:12:19
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:36:02
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:33:02
TO - 037 (admin)	Processed Release IP for candidate - 202330000132GF	17/03/2023, 19:28:16
TO - 037 (admin)	Processed Re-login for candidate - 202330000132GF	17/03/2023, 19:26:11
TO - 037 (admin)	Started session UTME23D1502/Session 2	17/03/2023, 19:19:53
TO - 037 (admin)	Activated Session UTME23D1502/Session 2	17/03/2023, 19:19:13
BVM Server	BVM verification processed for 9 candidates	17/03/2023, 19:06:13

their respective time

R. Custom Browser

Kindly enter the center IP for all candidates.

Enter Delivery Server IP Address

Submit

Ensure Exam Delivery Server is connected on the network before clicking submit.

NOTE:

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

Daily password will be shared on the technical account profile.



STEP-BY-STEP CBT MANUAL

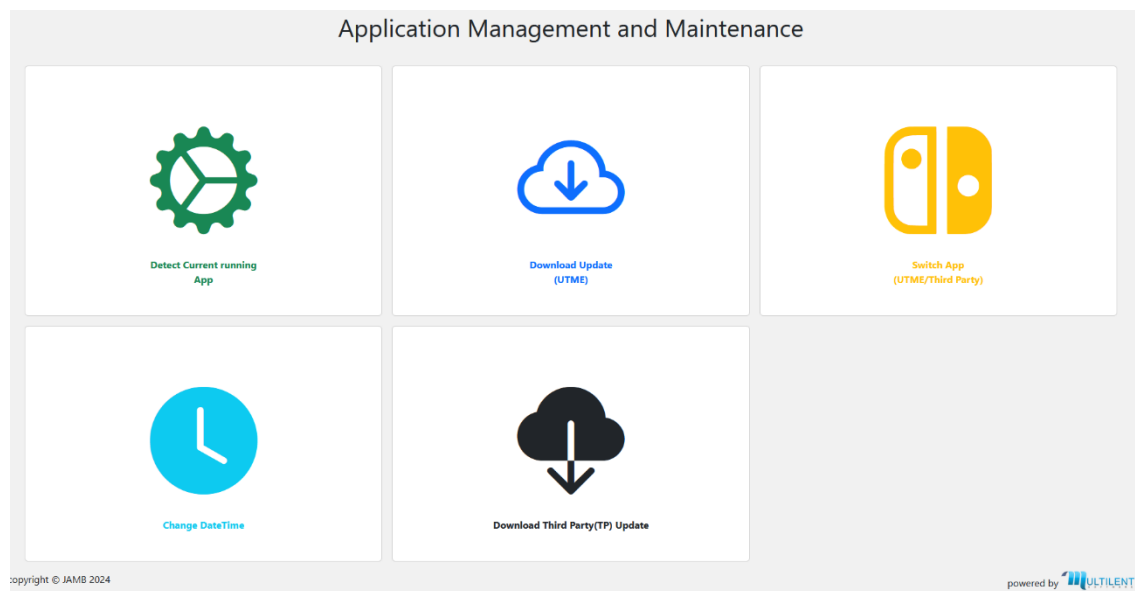


JAMB Unified Tertiary Matriculation Examination (UTME)

SERVER MANAGEMENT APPLICATION

This is the interface where you can manage the application running on the server and also update the application running on the server. To access the management application, follow these steps;

1. Launch your browser
2. Type in the browser URL (localhost:6060)



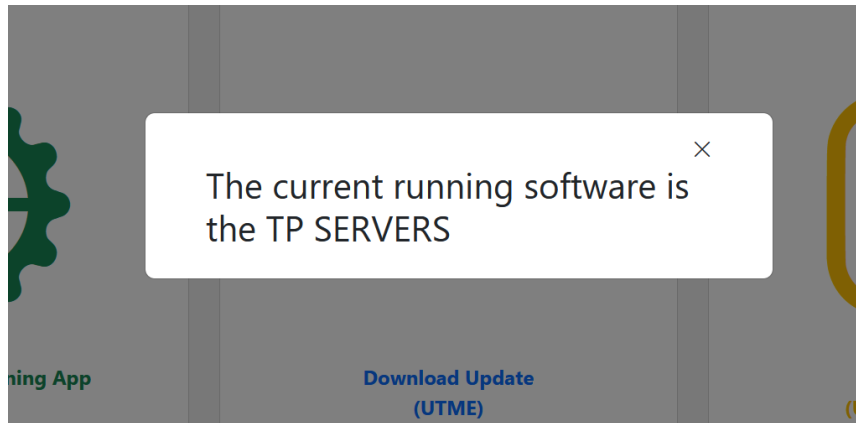
You will be presented with the dashboard as shown above;

There are 5 cards displayed on the dashboard;

- a. Detect Current running App
- b. Switch App
- c. Download UTME Update
- d. Change Date Time
- e. Download Third-party update

Detect Current Running App

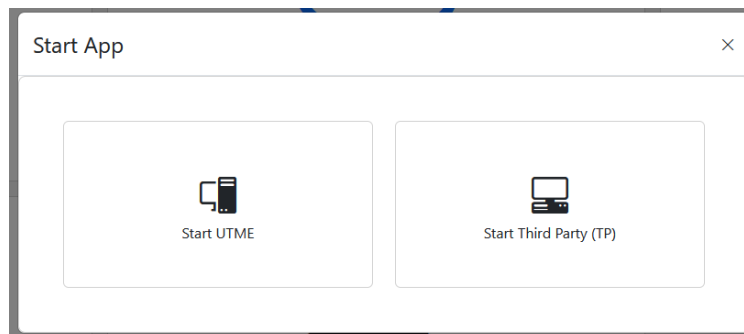
When you click on the “**Detect Current running App**” card it displays a modal informing you about the current running application on the server as shown below;



NOTE: There are two applications on the server which includes the UTME application and the Third-party application. Only one of these applications can be run at a given time, i.e., while Third-party (TP) Servers is running UTME SERVERS will not be running.

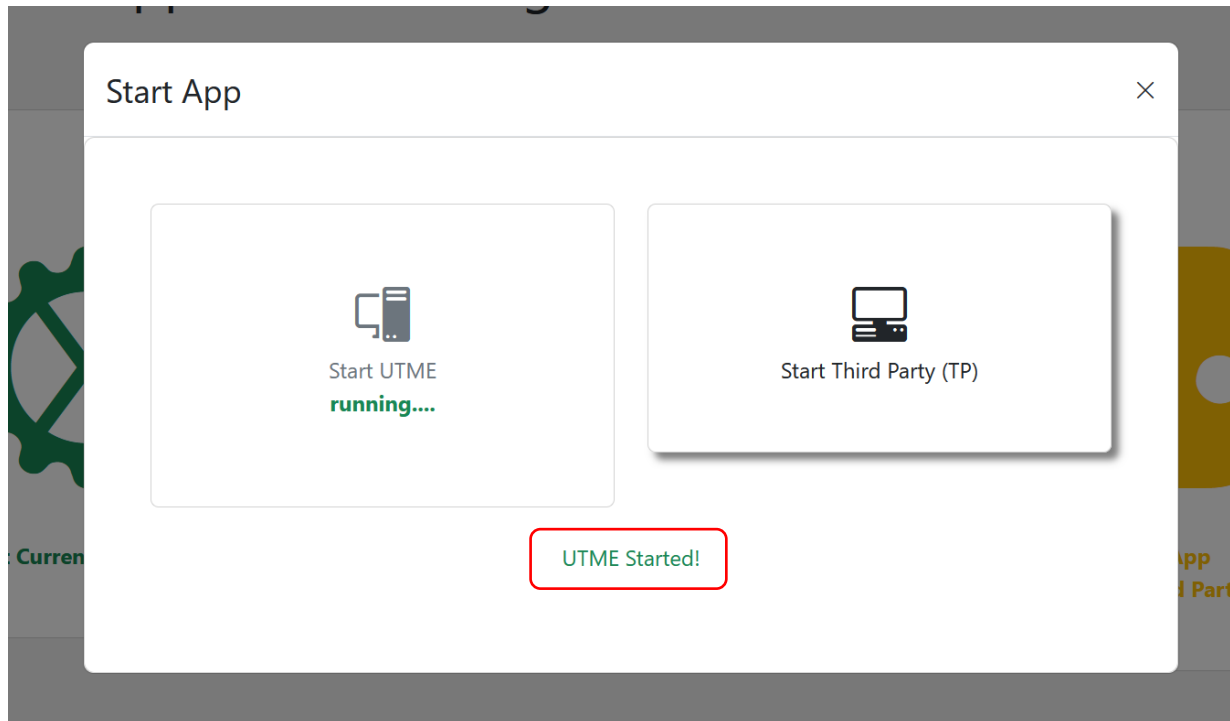
Switch App

This feature enables you to select which of the applications you want to run on the server. When you launch this interface, by default there will be no application running, it is up to you to start one of either application as shown below;



NOTE: Both applications cannot run concurrently, you will only be able to run one application at a time.

When you click on the **“Switch App”** card a dialog box pops up, showing the two available applications on the server and which is currently running as shown below;



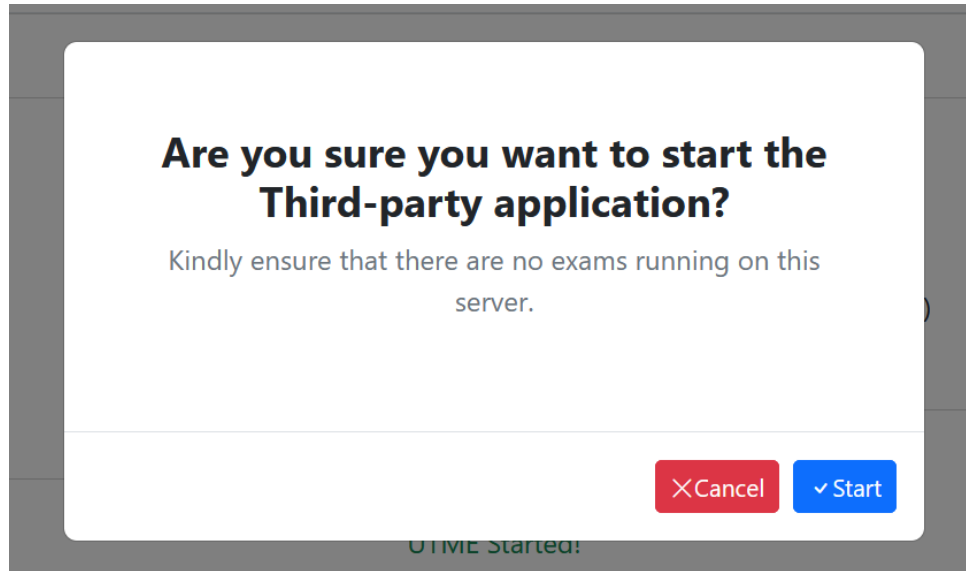
From the image above, it is seen that the current running application is the UTME application, and it is indicated below in the highlighted box **“UTME Started”**.

NOTE: The first card which represents the UTME Application displays a message **“running”**, this information helps you determine at a glance which application is running currently on the server.

How To Switch Applications

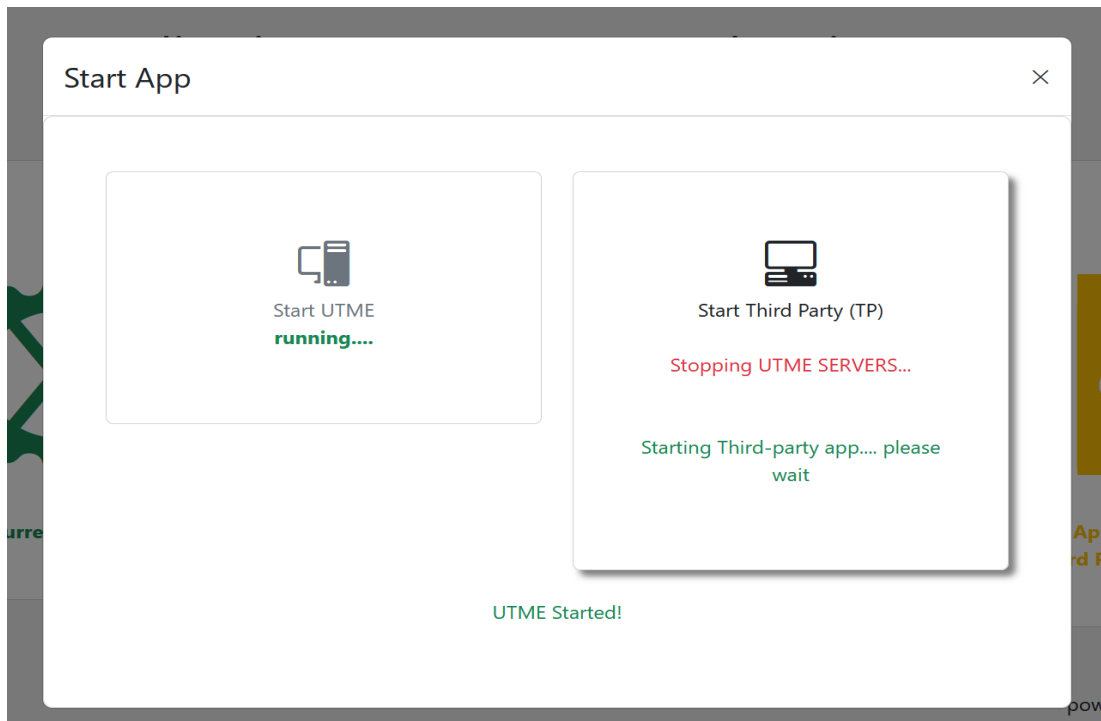
1. Click on the card of the application you want to run.

A confirmation dialog box appears, asking you to make sure you want to go ahead with the switch as shown below;



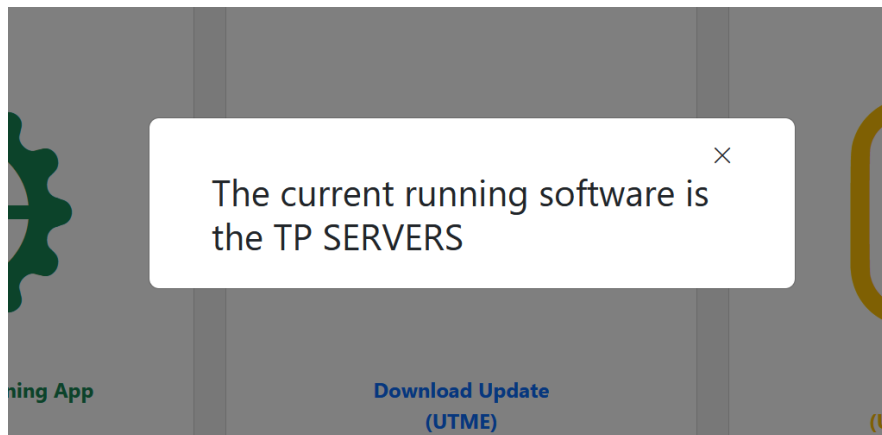
NOTE: Ensure that there is no exam running while attempting a switch between applications.

When you have confirmed the action by clicking the **“start”** button. A message of the ongoing process is displayed to you as shown below;



It indicates the application that it is powering down and which application is coming up.

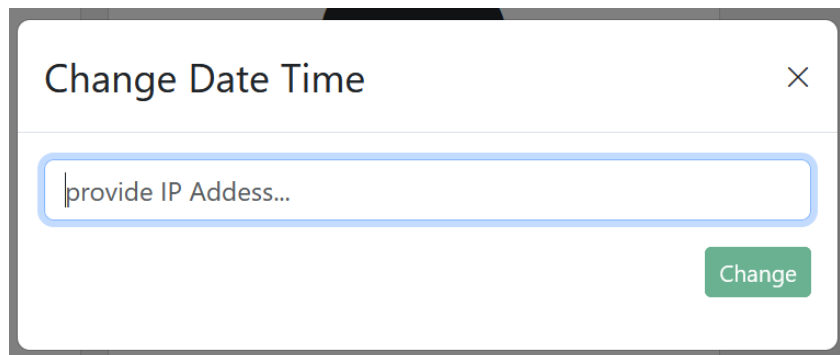
NOTE: You can only start an application that is not running. If, you have started the Third-party (TP) application as show in the image above, you can only start the UTME application, the “**Start Third Party**” card will become disabled once it starts running. If you click on a current running application, it simply displays a modal letting you know that the selected application is already the current running application as shown below;



How To Change Date & Time

To change the date and time please follow these steps;

- a. Launch the browser.
- b. Type in your browser’s URL (localhost:6060)
- c. Click on the “**change date and time**” card; A dialog box is displayed to you requiring you to provide an IP Address as shown below;



- d. After entering the IP Address click the “**change**” button.

On a successful or failed date time update a notification message is displayed.

Download UTME Update

When you click on the “**Download UTME Update**” card, you will be redirected to a page where you can download the available updates (patch) on the UTME application as shown below;

UTME Exam Delivery Server Update!!!



Minor Update Available!

Download Patch 1

Download Patch 2

On the download page there are two buttons;

- i. Download Patch 1
- ii. Download Patch 2

Each of these buttons are responsible for downloading different updated versions of the UTME application.

To download an update, click on either the “**download patch 1**” or “**download patch 2**” button and a modal will be displayed to you as shown below;



Download Patch 1

Download now

1. Enter the IP Address of the server you will download the patch from. This will be provided to you.
2. Click “**Download Now**” to begin the download process

When the download is completed successfully a message is displayed informing you that the download was successful and the server should be restarted as shown below;

Exam Delivery Server Update!!!



Minor Update Available!

Download Patch 1

Download Patch 2

Download completed successfully, kindly restart the server!

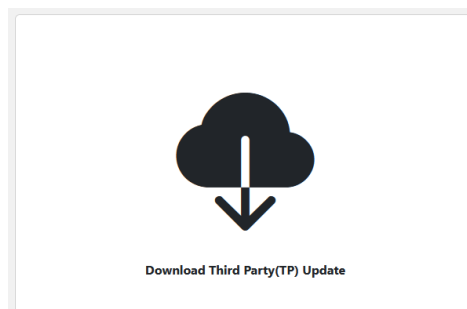
NOTE: Once the update download is completed successfully, ensure you restart the server to reflect the new updates on the server application.

Download Third Party Update

This process is similar to the UTME update. However, they perform different actions, the third-party update will download the most recent version of the third-party software on your server.

To Download the Third-party update, follow the steps below;

- Click the “**Download third-party update**” card on the dashboard as shown below;




After clicking on the card, you will be routed to the download page of the third-party application as shown below;

Third-party Exam Delivery Server Update!!!

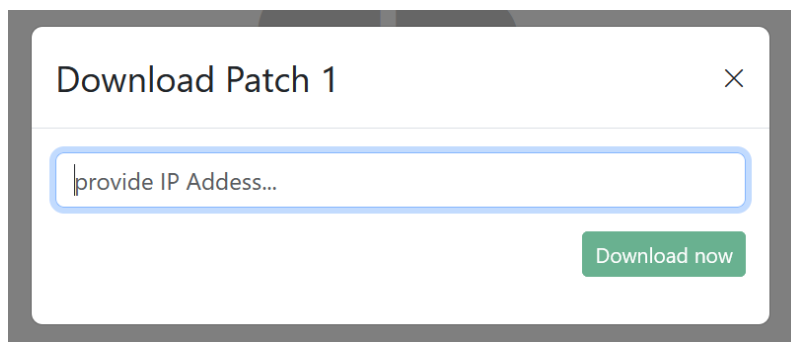


Minor Update Available!

 Download Patch 1

 Download Patch 2

- b. click on either of the buttons “**Download patch 1**” or “**Download Patch 2**”. This will present a dialog box requiring you to enter the IP address of the server where the updates will be downloaded from as shown below;



Download Patch 1 ×

provide IP Address...

Download now

NOTE: The title of the dialog box is “**Download Patch 1**”, this will be determined from the button that was clicked.

- c. Enter the IP address of the server; this will be given to you prior to this action.



EXAM MANAGEMENT

NOTE: Before you can conduct an exam you have to start your preferred exam server application (UTME/THIRD-PARTY) via the Server Management Application

A. Downloading Candidates Passport Photographs

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

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

- a. Launch the browser
- b. Type into the browser's URL (**localhost:9090**) and press enter.

- c. Click on download passport.

- d. Type in your **Center Id**



- e. Click on **Select Server** drop-down to select the network (MTN, Airtel or Others) you are using
- f. Click on **Download Passports**

DOWNLOAD PASSPORT

130

OTHER

3.11.28.79

Download Passport

Close

Note: If you are using the “Other” network, the IP Address will be made available to you which you will have to type in the field provided and click on “**Download Passports**”. If the information you provided are correct, the passports will start downloading...

DOWNLOAD PASSPORT

100

OTHER

3.11.28.79

Download Passport

Close

Initiating passport download.

***Passport Downloaded*.**



As soon as the download is complete, the downloading status changes to “**Passport Downloaded**”

However, if the provided information is incorrect the passports will not begin download, but instead an error message will be shown.

DOWNLOAD PASSPORT

131

OTHER

3.11.28.79

Download Passport

"Initiating passport download".

"Error downloading passport".

Close

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

B. Authentication and Download of Exams for the Day

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

- a. Launch the browser.
- b. Type in your browser's URL (**localhost:9090**).
- c. Click on download Exam



Download Exam

Download Passport

RAPIDTEST Login

Center Id

Password

Login

V 1.0.6

d. Type in your **Center Id**.

DOWNLOAD EXAM

Center Id

Password

Select Server

Other Ip

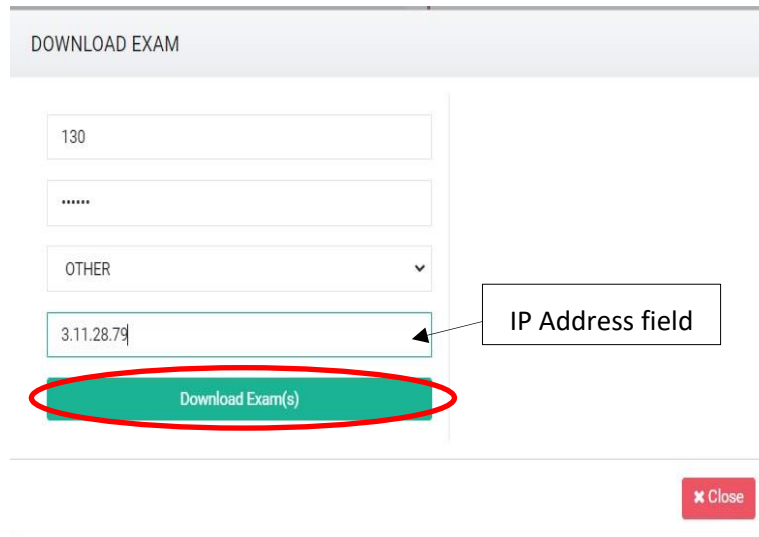
Download Exam(s)

Close

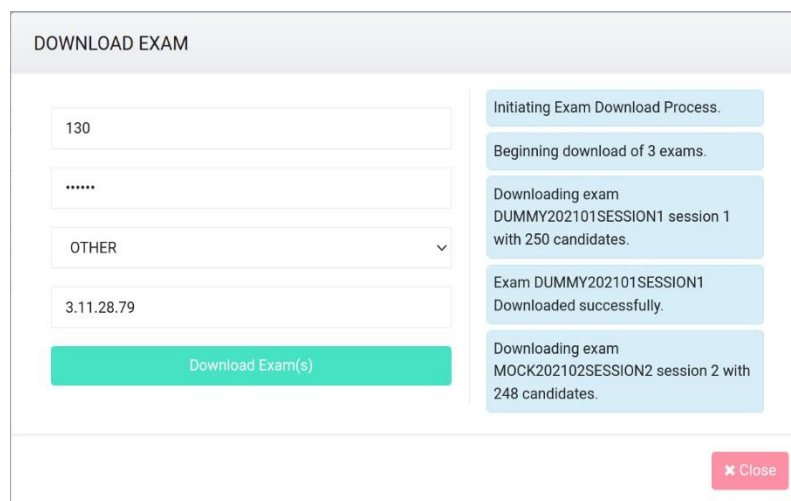
e. Type in your **Password** (this will be made available to you)

f. Click on **Select Server** drop-down to select the network (MTN, Airtel or OTHERS) you are using

g. Click on “**download Exam(s)**” to begin download.



Note: If you are using the “Other” network, the IP Address will be made available to you which you will have to type in the field provided and click on **Download Exam(s)**.



If your authentication was successful, the exam for the day will begin downloading one after the other as shown above;

As soon as all exams have been downloaded, their status would be displayed as shown below:



DOWNLOAD EXAM

<input type="text" value="001"/>	Initiating Exam Download Process.
<input type="text" value="....."/>	Beginning download of 2 exams.
<input type="text" value="OTHER"/>	Downloading exam UTME2024DAY54SESSION01 session 1 with 250 candidates.
<input type="text" value="192.168.0.131"/>	Exam UTME2024DAY54SESSION01 Downloaded successfully.
<input type="button" value="Download Exam(s)"/>	Downloading exam UTME2024DAY54SESSION02 session 2 with 250 candidates.
	Exam UTME2024DAY54SESSION02 Downloaded successfully.
	Exam download process complete, Downloaded 2 of 2 exams.

h. Click close to remove the pop up.

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

C. Logging In

Once you login to the administrator's portal:

- Launch the **mozilla firefox browser** on the desktop.
- Type in the url: **localhost:9090** and press enter.

RAPIDTEST Login

<input type="text" value="Center Id"/>
<input type="text" value="Password"/>
<input type="button" value="Login"/>

V 1.0.5

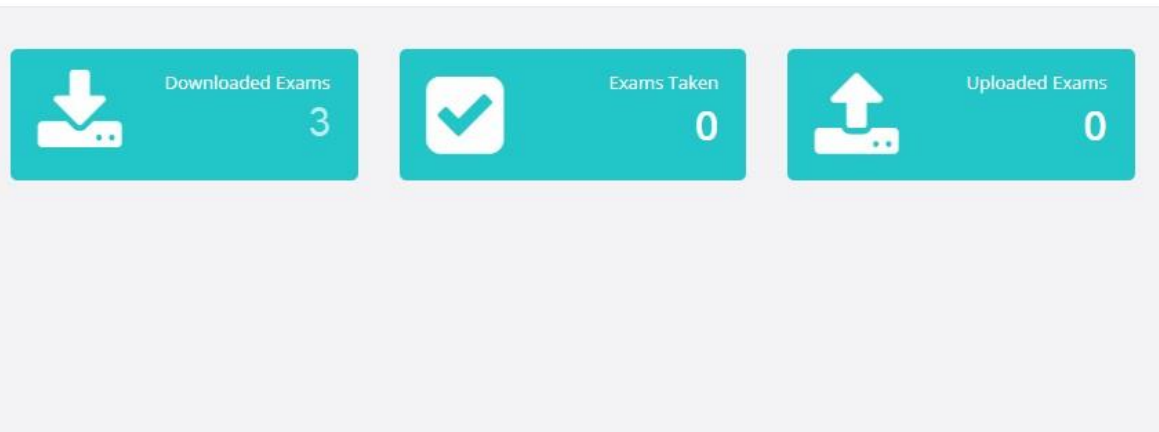


- c. Enter your login credentials; Center Id and Password. These would be given to each technical staff. Needless to say, the password must be securely guarded and must not be given to anybody.
- d. Click Login. If your login credentials are correct, the dashboard appears.

D. Dashboard

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

Exams History



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

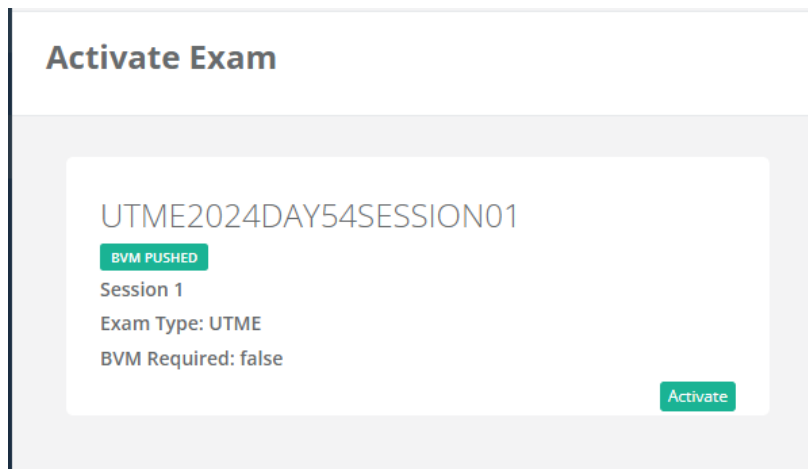
Clicking on any of these three (3) will direct you to the downloaded exams page for details

E. Activating an Exam

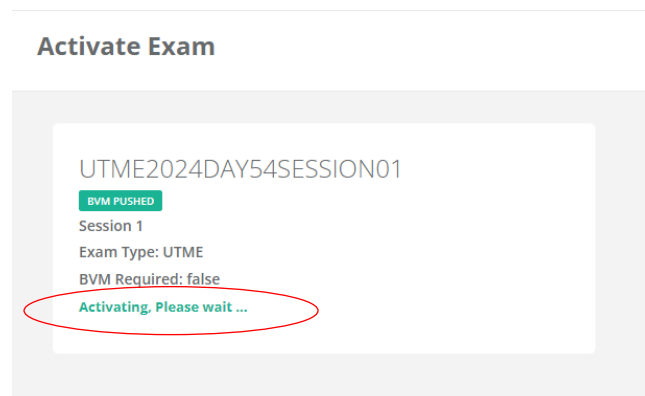
An examination, even if it has been downloaded onto a delivery server, cannot be started until it is activated. To activate an exam:

- a. Click on **Activate Exam** on the side-menu at the left corner of the page after the BVM has been pushed. If BVM required is false then no need to push BVM, just activate exam. Only the exam to be activated (with its name and session) will be displayed and not all the exams for that day.

- b. Click on **Activate**



A message "Activating, please wait..." will be displayed. It takes about 40 secs to 1min for an exam to be activated.



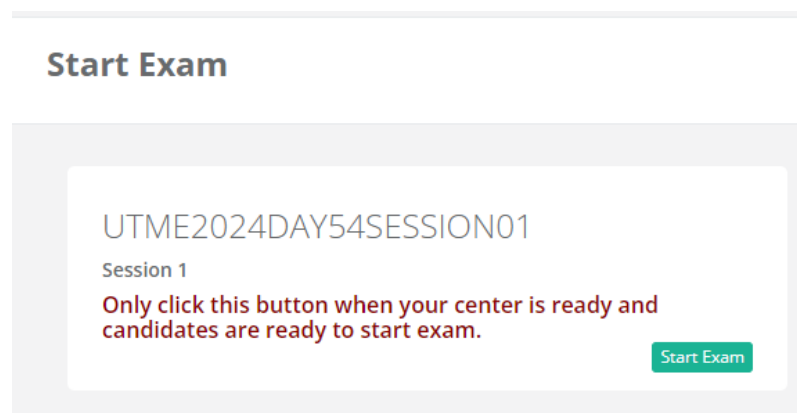
Once the exam has been activated, a success message will be displayed. As shown in the image below;



F. Starting exam

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

The start exam link is by the left menu on the admin dashboard.



The Start Exam button will ask for a confirmation code

when you click the button.

Input the start exam code to ensure you are ready to start the examination (SaR^My!).

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

Start Exam

CONFIRMATION ✕

? Are you sure you want to start Exam?
ENSURE THAT THE CENTER AND CANDIDATES ARE READY
BEFORE PROCEEDING

✕ No ✓ Yes

Once the exam is started, there is a countdown that ensures that no new candidate is allowed to log in to the examination after 1 hour from the start exam time.

G. Managing an Active Exam

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

- Exam Name: Name of the ongoing exam
- Exam Session: Session of the ongoing exam
- Total Started: The number of candidates who have started the exam
- Total Submitted: The number of candidates who have submitted during the exam



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

- Allow Re-login (for specific candidate(s) or all candidates and also release ip address)
- Look Up (view information about a candidate)
- End Exam (*click only when exam has ended*)

H. Allowing Re-login for A Candidate

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

To allow re-login for a candidate:

- Click on ***Manage Active Exam*** on the side-menu at the left corner of the page
- Click on ***Allow Re-log-in***
- Type in the candidate's ***Registration Number*** you want to re-login in the field provided



Re-Login Candidate(s)

JAMB Reg. Number

[Re-Login Candidate](#) [Re-Login ALL Candidates](#) [Release Ip Address](#)

d. Click on ***Re-Login Candidate***

A successful candidate re-login will display a success message

JAMB Reg. Number

[Re-Login Candidate](#) [Re-Login ALL Candidates](#)

Candidate 75210480GG Allow Relogin Successfull

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

1. Allowing Re-login for All Candidates

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

a. Click on ***Manage Active Exam*** on the side-menu at the left corner of the page b.

Click on ***Allow Re-login***



Re-Login Candidate(s)

JAMB Reg. Number

Registration Number

Re-Login Candidate Re-Login ALL Candidates Release Ip Address

c. Click on **Re-Login All Candidates**

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

JAMB Reg. Number

Registration Number

Re-Login Candidate Re-Login ALL Candidates

All Candidates May Re-login Now

J. Releasing IP Address for A Candidate

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

To Release an IP Address:

a. Click on **Manage Active Exam** on the side-menu at the left corner of the page b.

Click on **Allow Re-login**

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



Re-Login Candidate(s)

JAMB Reg. Number

[Re-Login Candidate](#) [Re-Login ALL Candidates](#) [Release Ip Address](#)

d.

Click on **Release IP Address**

JAMB Reg. Number

[Re-Login Candidate](#) [Re](#)

Ip Address released

A successful IP Address release will display a success message

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

K. Looking Up Candidate(s)

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

a. Click on **Manage Active Exam** on the side-menu at the left corner of the page b.

Click on **Look Up**

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



Search Candidate

JAMB Reg. Number

[Lookup Candidate](#)

d. Click **Lookup Candidate**

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

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

JAMB Reg. Number

[Lookup Candidate](#)

Name	RegistrationNo	Status	Start-Time	End-Time	IP Address
ABDULAWWAL ABDULSALAM OLAMIDE	75210480GG	STARTED	07:25	Invalid date	192.168.8.101

If the candidate does not exist for that particular ongoing exam, it throws an error alert at the top right corner of the page saying "Candidate Does Not Exist"



Welcom

✕
Error
 Candidate Does Not Exist

on 1

L. Monitoring an Active Exam

The monitor active exam page as the name implies displays basic information about an ongoing exam. Here, you only see what's going on during the exam:

UTMETESTDAY0701 / Session 1

Exam Timer

59 : 19

BVM Registered

0

Active Systems

1

Monitoring Server

NO

Total Started

1

Total Submitted

0

All Candidates assigned to this Exam (250)

[select all](#)

S/N	Name	RegNumber	Status	Start-Time	End-Time	Current-Time	Ip-Address	Candidate Systems	Responses Count	Connected	BVM Verified	BVM Status	Actions
1	Nworgu-Nwalozie Princess Chiamaka	202211480704EA	Not Started						0	false	true		Reschedule Malpractice
2	Nnaji Amarachi Chimdindu	202211530844EF	Not Started						0	false	true		Reschedule Malpractice
3	Uche Mary Uchechi	202331446663EF	Not Started						0	false	true		Reschedule Malpractice
4	Ndubuisi-Kalu Given Chukwudi	202211487535IF	Not Started						0	false	true		Reschedule Malpractice
5	Ohale Chizaram Akwugo	202330213888DF	Not Started						0	false	true		Reschedule Malpractice
6	Uchendu Victor Chinedu	202211498105FF	Not Started						0	false	true		Reschedule Malpractice

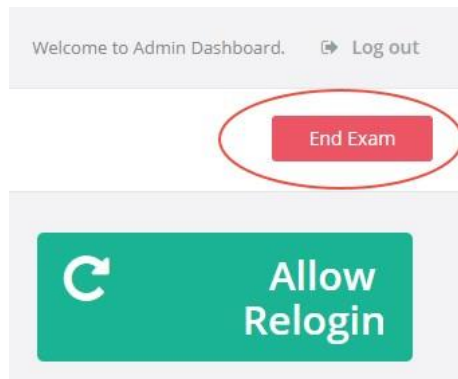


- a. Exam Name: Name of the ongoing exam
- a) Exam Session: Session of the ongoing exam
- b) Exam Timer: Lets you know how far into the exam you are in minutes and seconds
- c) BVM Registered: The number of candidates who have been verified
- d) Active Systems: The number of computer systems currently active
- e) Monitoring Server: Shows whether or not your Exam Delivery Server is connected to the Monitoring Server at headquarters.
- f) Total Started: The number of candidates who have started the exam
- g) Total Submitted: The number of candidates who have submitted during the exam
- h) All Candidates Assigned to The Exam: A table (sortable) showing the list of all candidates who have been scheduled to take part in the ongoing exam with their respective details:
 - 1) Name (searchable)
 - 2) Registration Number (searchable)
 - 3) Status (not started, started, completed)
 - 4) Start Time
 - 5) End Time
 - 6) Current Time
 - 7) Computer IP Address
 - 8) Responses Count
 - 9) Connection to the Server
 - 10) BVM Verification
 - 11) BVM status: This are represented as alphabets A or P which indicates if the candidate is Absent or Present
 - 12) Actions: There are two actions which can be carried on a candidate, which are
 - i. Selected rescheduling of candidates
 - ii. Reporting a candidate or group of candidates for malpractice

M. Ending an Exam

To end an exam:

- a. Click on **Manage Active Exam** on the side-menu at the left corner of the page

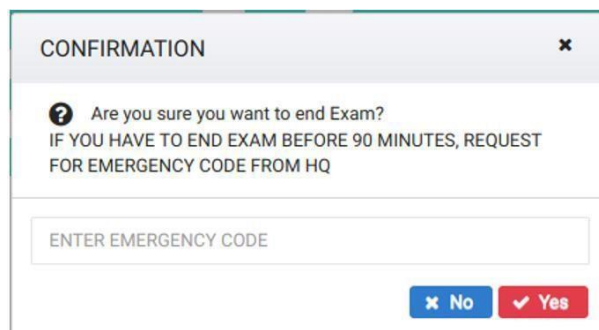


- b. Click on **End Exam** (a red button at the top right side of the page)

A confirmation page will be displayed

New Policy for ending examinations

1. Minimum examination time for a candidate is now 60 minutes before candidate is allowed to end exam.
2. Minimum examination time for Technical officers to end exam is now 90 minutes.



- c. Click **Yes** (if you really want to end the exam)



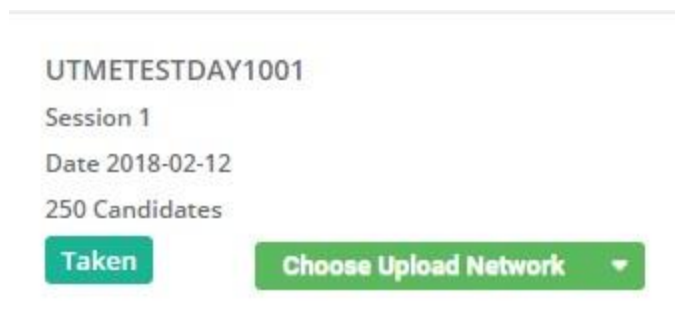
Note: When you click end exam, the above popup will show. If your exam has not reached 90 Minutes, you are Required to enter the emergency code (?B_ECCA^).

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

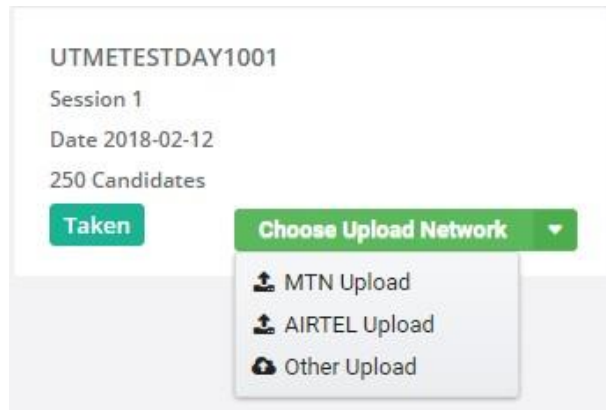
N. Uploading an Exam

To upload an exam:

- a. Click on **Downloaded Exam** on the side-menu at the left corner of the page
- b. Go to the exam name and session you want to upload (an exam must have been taken before it can be uploaded). The status of the exam would be “taken”

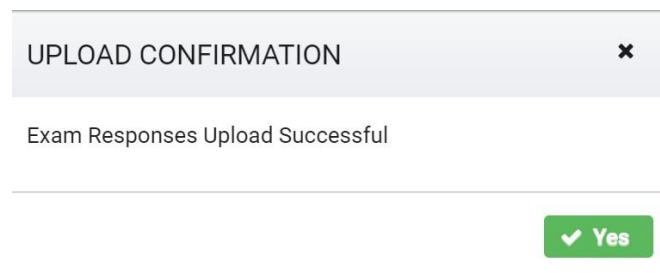


- c. Click on the drop-down **Choose Upload Network**

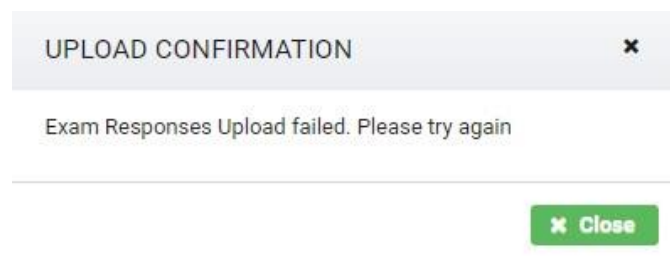


- d. Select the network with the highest signal in your location whose mi-fi should be used and click on it

A successful upload will give a success alert confirmation as shown below and click yes to close this alert



An unsuccessful upload will also give an error alert confirmation as shown below and click yes to close this alert





Note: Exams are to be upload to the same network (MTN, Airtel or Cloud) from which they were downloaded.

Selecting “**Other Upload**” would require you to enter the IP Address of the cloud (which would be given to upon approval) and click **Yes**

✕

✔ Yes✕ No

L. Viewing Downloaded Exams

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

To view downloaded exams:

- a. Click on **Downloaded Exam** on the side-menu at the left corner of the page

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

<p>UTME2024DAY21SESSION02 Session 2 Date 2024-02-05 Exam Type: UTME BVM Required: false 257 Candidates</p> <p style="text-align: center;">In Process</p>	<p>UTME2024DAY21SESSION03 Session 3 Date 2024-02-05 Exam Type: UTME BVM Required: true 250 Candidates</p> <p style="text-align: center;">Not Taken Synchronize Candidates ▾</p>
<p>UTME2024DAY52SESSION01 Session 1 Date 2024-02-08 Exam Type: UTME BVM Required: false 250 Candidates</p> <p style="text-align: center;">Forced Reschedule Upload Technical Report Upload Reschedule</p>	<p>UTME2024DAY52SESSION02 Session 2 Date 2024-02-08 Exam Type: UTME BVM Required: false 250 Candidates</p> <p style="text-align: center;">Taken Upload Technical Report Choose Upload Network ▾</p>



- i. **Exam Name** – This shows the name of the exam.
- ii. **UTME EXAM TYPE** – This is a UTME exam type.
- iii. **DUMMY EXAM TYPE** – This is a dummy exam type.
- iv. **BVM Required** – This shows if the examination requires BVM or not.
- v. **Number of candidates** – This shows number of candidates for the exam.
- vi.

M. Sending Technical Issues

In case you are experiencing a Technical issue at your center, you can communicate the issue using the Technical Issue link

The screenshot shows a web interface for reporting technical issues. On the left is a dark sidebar menu with the following items: Dashboard, Activate Exam, Start Exam, Manage Active Exam, Monitor Active Exam, Technical Issue (highlighted), Downloaded Exam, and Audit Log. The main content area is titled 'Technical issue' and contains a form with the following fields:

- Select Exam:** A dropdown menu showing 'DUMMY1 / session 1'.
- Select Technical Issue Category:** A dropdown menu showing 'CENTER ELECTRIC POWER'.
- Enter Technical Issue:** A text area containing the text 'Generator not starting'.

At the bottom of the form is a green button labeled 'Send Technical Issue'.

Fill the fields and click the send Technical Issue to send the issue filled in by you.

Note: You must connect your MiFi to the exam server before you can use this feature.



N. Viewing Audit Logs

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

To view audit logs:

- a. Click on **Audit Log** on the side-menu at the left corner of the page

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

Audit Log

S/N	User	Activity	Time
1	Admin	Log In	2018-02-10T18:26:12.237
2	Admin	Activated Exam UTMETESTDAY0802	2018-02-10T17:54:32.173
3	Admin	Log In	2018-02-10T17:51:31.254
4	Admin	Log In	2018-02-10T17:40:31.805
5	Admin	Re-logged In Candidate with JAMB Reg 76180603IF	2018-02-10T14:40:05.947
6	Admin	Re-logged In Candidate with JAMB Reg 76180603IF	2018-02-10T14:38:41.128
7	Admin	Log In	2018-02-10T14:33:42.535
8	Admin	Activated Exam UTMETESTDAY0802	2018-02-10T14:30:43.561
9	Admin	Log In	2018-02-10T14:29:31.482
10	Admin	Log In	2018-02-10T12:04:04.144
11	Admin	Log In	2018-02-10T12:02:41.797



P. Reschedule

There are two types of reschedule, which includes;

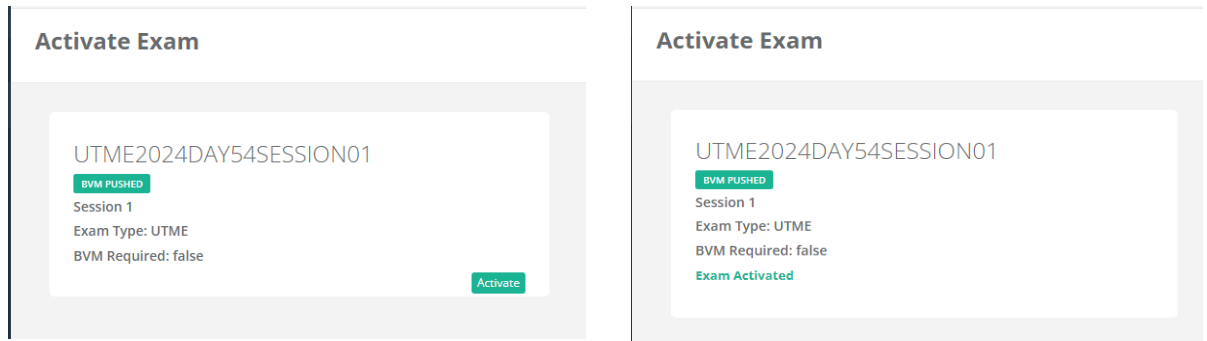
- a. Forced Reschedule
- b. Selected Reschedule

Forced Reschedule

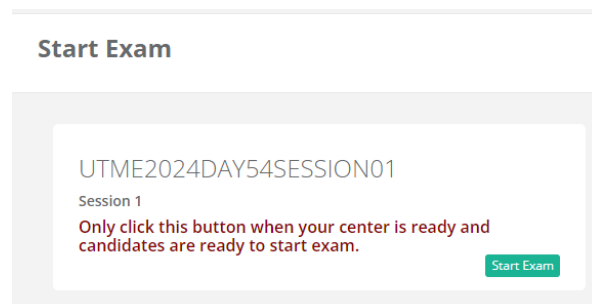
This type of reschedule can only be done when the exam has not been started and you are trying to start the exam 1 hour after the scheduled start time for the exam.

How to forcefully reschedule an Exam

- i. Click on the activate exam link, and you will be directed to the activate exam page as shown below; Click on activate exam and wait for it to display “Exam Activated”



- ii. Click on the start exam link, you will be directed to the start exam page as shown below; Click the start exam button.



NOTE: If the start exam time has exceeded one hour you will see an error message telling you that 1 hour has passed from the scheduled start time and a “Reschedule Exam button” will be provided as shown below;

Start Exam

UTME2024DAY54SESSION01

Session 1

Only click this button when your center is ready and candidates are ready to start exam.

Cannot start exam. 1 hour start time interval has elapsed

Reschedule Exam

- iii. Click on the reschedule exam button; A dialog box will appear requesting you to provide a reason for the forced reschedule as shown below;

REASON FOR RESCHEDULE

reason

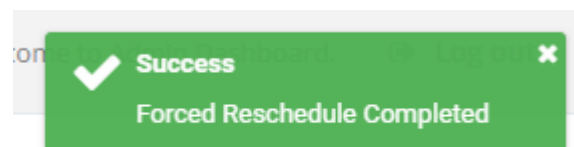
NORMAL SANS SERIF B I U A

Kindly provide a reason for rescheduling...

Can this center be used for the next exam?

Save

When the reason has been provided you click on send. A success notification pops up displaying “Forced Reschedule Completed” as shown below;



After sending the forced reschedule, you go to the downloaded exams page to upload the forced reschedule to the server

UTME2024DAY52SESSION01

Session 1

Date 2024-02-08

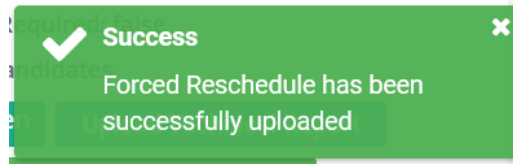
Exam Type: UTME

BVM Required: false

250 Candidates

Forced Reschedule Upload Technical Report Upload Reschedule

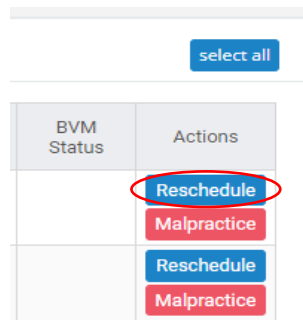
On a successful upload a success notification pops up, as shown below;



Selected Reschedule: This is a reschedule that can only be done when an exam is currently running.

How to perform a selected reschedule

- a) Click on the reschedule button on the candidate row you want to reschedule



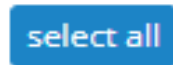
- b) Fill in the reason for the reschedule and click the save button to add the selected candidate to the list of candidates that should be considered for reschedule.

NOTE: You can also reschedule all the candidates or multiple candidates at a time by clicking the select all button;



How to reschedule all candidates

a) Click on the “select all” button to select all the candidates; As shown below;



When you have selected all the candidates, this disables the reschedule button on each candidate’s action column, but the bulk action button is provided to carry out the reschedule for all the selected candidates. As shown below;

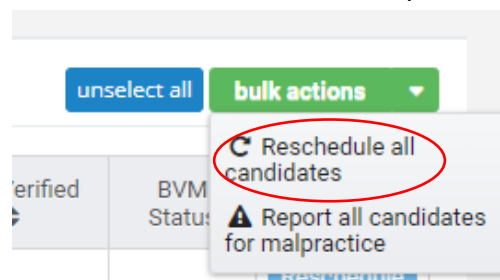
All Candidates assigned to this Exam (250)

S/N	Name	RegNumber	Status	Start-Time	End-Time	Current-Time	Ip-Address	Candidate Systems	Responses Count	Connected	BVM Verified	BVM Status	
<input checked="" type="checkbox"/>	1	Nworgu-Nwalozie Princess Chiamaka	202211480704EA	Not Started					0	false	true		Reschedule Malpractice
<input checked="" type="checkbox"/>	2	Nnaji Amarachi Chimdindu	202211530844EF	Not Started					0	false	true		Reschedule Malpractice
<input checked="" type="checkbox"/>	3	Uche Mary Uchechi	202331446663EF	Not Started					0	false	true		Reschedule Malpractice
<input checked="" type="checkbox"/>	4	Ndubuisi-Kalu Given Chukwudi	202211487535IF	Not Started					0	false	true		Reschedule Malpractice
<input checked="" type="checkbox"/>	5	Ohale Chizaram Akwugo	202330213888DF	Not Started					0	false	true		Reschedule Malpractice

unselect all **bulk actions**

- Reschedule all candidates
- Report all candidates for malpractice

b) Click on the “reschedule all candidates” from the dropdown actions as shown below;



When you click reschedule all candidates a dialog box requesting for the reason of reschedule pops up, and the technical officer provides a reason and saves it. As shown below;



RESCHEDULING 3 CANDIDATES

reason

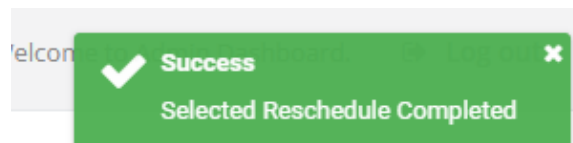
NORMAL SANS SERIF B I U A

Kindly provide a reason for rescheduling...

Can this center be used for the next exam?

Save

On a successful save the success notification is displayed as shown below;



However, if a candidate has already been saved for possible reschedule that same candidate cannot be saved again. In a case where the Technical Officer tries to save a candidate for reschedule more than once an error message is displayed letting the Technical Officer know that the candidate or candidate's being saved for reschedule has already been saved.

NOTE: If you do not intend to reschedule all the candidate's but you want to reschedule more than one candidate then you can simply use the checkbox to select the candidates you wish to be rescheduled.

Q. Malpractice

This enables the technical officer report a candidate who was caught or involved in any form of malpractice.

How to report a candidate for malpractice:

1. Click the malpractice button on the candidate who was caught cheating

select all	
BVM Status	Actions
	Reschedule Malpractice
	Reschedule Malpractice

2. Fill in the malpractice form for the candidate as shown below;

REPORTING MALPRACTICE FOR NNAJI AMARACHI CHIMDINDU | 202211530844EF x

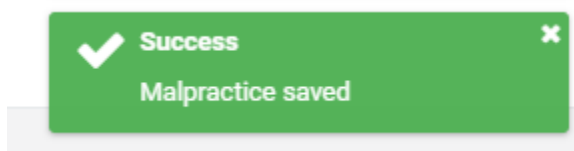
Malpractice Type

Details

NORMAL SANS SERIF B I U A

Select the malpractice type which is a dropdown of all the malpractice types
 Provide more details about the malpractice, should incase the type does not clearly indicate what the malpractice included;

3. Click save to save that candidate information for malpractice. When the save button is clicked a success message is displayed to the technical officer as shown below;

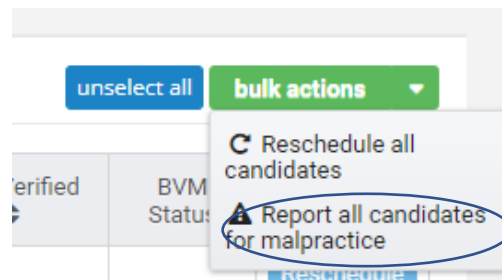


How to report all candidates for malpractice:

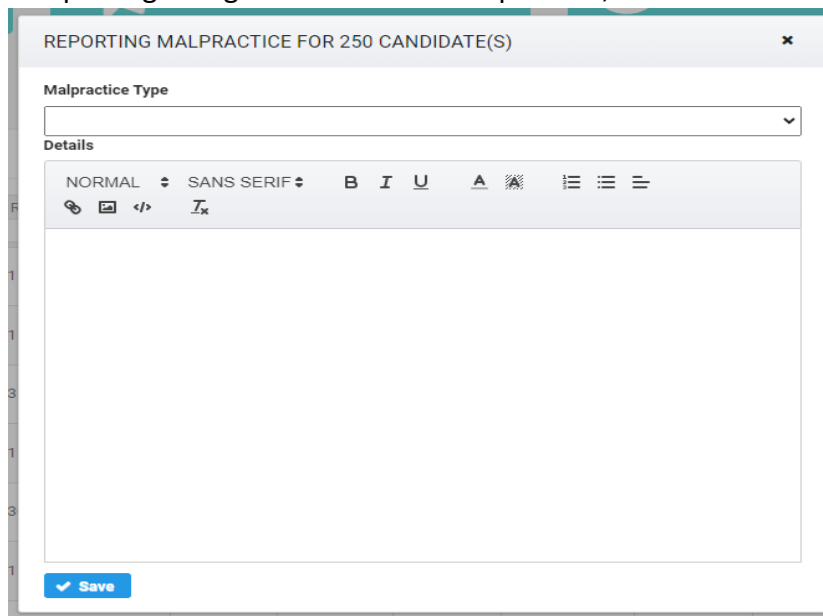
In a scenario where more than one candidate is caught in the act of malpractice, the technical officer can easily use the select all button or simply use the checkboxes to select all the candidates involved in the act as shown for the reschedule;



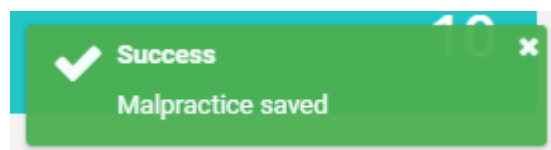
When you have selected all the candidates involved in the malpractice, click on the bulk actions button and select the report all candidates for malpractice as shown below;



Select the type of malpractice and provide additional details of the malpractice then click save, similarly with the process of reporting a single candidate for malpractice, as shown below;



On a successful save a notification is displayed to the technical officer affirming the success of the just concluded action as shown below;



R. Synchronize

This feature allows for a supplementary participant list, which is an addition of candidates to a center for a particular exam session.

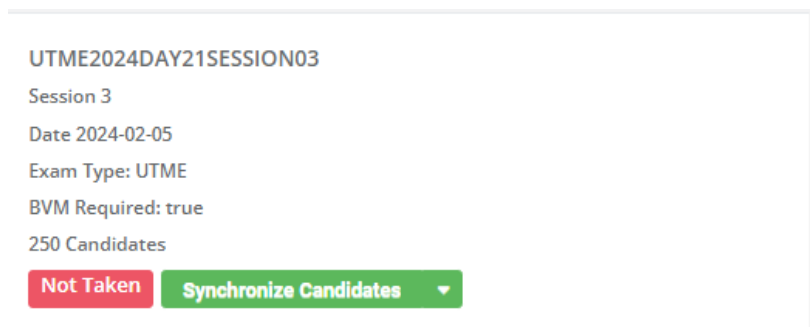


NOTE: This can only be done when there is no running exam on the Exam Delivery System. Candidates can only be synchronized when they have been uploaded to the participant list from the distribution server. Hence the directive will be given for the technical officer to synchronize.

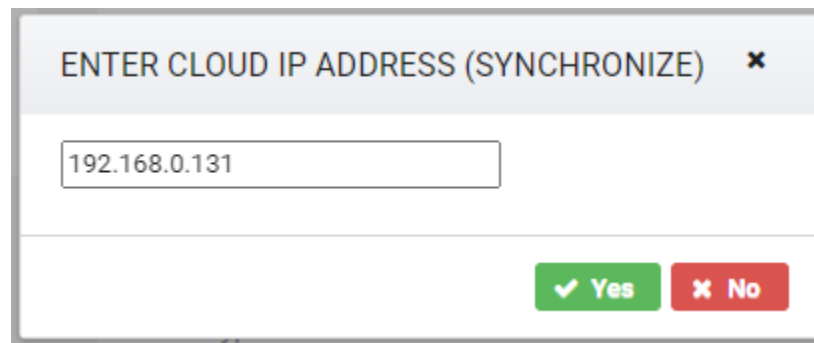
How to synchronize

To synchronize added candidates with the original participant list, follow the following steps;

1. Go to the downloaded exams page

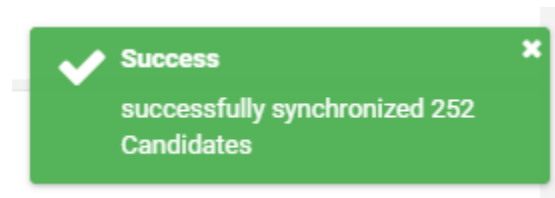


2. Click the “**synchronize candidates**” button
3. Provide the IP Address of the server to synchronize the newly added candidates, this IP address will be given to you.



4. After providing the IP address click yes to synchronize

If there are any new candidates added, a successful message is displayed to the technical officer showing the new total number of candidates scheduled for the exam as shown below;





S. Uploading Technical Report

After an exam has been completed, the technical officer should be able to upload a detailed report about the entire exam process. To do this;

1. Go to the downloaded exams page

<p>UTME2024DAY21SESSION02</p> <p>Session 2</p> <p>Date 2024-02-05</p> <p>Exam Type: UTME</p> <p>BVM Required: false</p> <p>257 Candidates</p> <p>In Process</p>	<p>UTME2024DAY21SESSION03</p> <p>Session 3</p> <p>Date 2024-02-05</p> <p>Exam Type: UTME</p> <p>BVM Required: true</p> <p>250 Candidates</p> <p>Not Taken Synchronize Candidates ▾</p>
<p>UTME2024DAY52SESSION01</p> <p>Session 1</p> <p>Date 2024-02-08</p> <p>Exam Type: UTME</p> <p>BVM Required: false</p> <p>250 Candidates</p> <p>Forced Reschedule Upload Technical Report Upload Reschedule</p>	<p>UTME2024DAY52SESSION02</p> <p>Session 2</p> <p>Date 2024-02-08</p> <p>Exam Type: UTME</p> <p>BVM Required: false</p> <p>250 Candidates</p> <p>Taken Upload Technical Report Choose Upload Network ▾</p>

2. Click on the “upload technical report” button of the exam you wish to upload a technical report for as shown below;

<p>UTME2024DAY52SESSION02</p> <p>Session 2</p> <p>Date 2024-02-08</p> <p>Exam Type: UTME</p> <p>BVM Required: false</p> <p>250 Candidates</p> <p>Taken Upload Technical Report Choose Upload Network ▾</p>
--

3. Provide a detailed report of the exam in the provided field and upload it to the server as shown below;

NOTE: This can only be done once and when there are no exams running on the server at the point of upload.



UPLOAD TECHNICAL REPORT FOR UTME2024DAY52SESSION01 ✕

Technical Report

NORMAL ▾ SANS SERIF ▾ **B** *I* U **A**

Upload Technical Report



EXAM DELIVERY

A. Candidate's Login

Candidates should

a. Type in correctly their JAMB Registration Number in the field provided

b. Click ***Candidate Login***



A successful candidate login will display the candidate's instruction's page. As shown below;
UTMETESTDAY0701 / Session 1

The screenshot displays the candidate instruction page with three main sections:

- Candidate Details:** Includes a profile picture of a woman, her name **Molik Hikmot Abodunrin**, registration number **76178637GG**, exam duration of **2 Hour(s)**, and subject combinations: **USE OF ENGLISH**, **MATHEMATICS**, **PRINCIPLES OF ACCOUNT**, and **ECONOMICS**.
- Exam Instructions:** Contains the text: "Attention to all candidates, please read instructions carefully and click the **Start Exam Button** at the end of instructions." Below this text is a prominent **Start Exam** button.
- Keyboard Usage:** Lists the following keyboard shortcuts:
 - A**: Select Option A
 - B**: Select Option B
 - C**: Select Option C
 - D**: Select Option D
 - N** OR **→**: --Next / Forward
 - P** OR **←**: --Previous / Back
 - ↑**: --- Move Up
 - ↓**: --- Move Down
 - S**: ---Submit/End Exam


B. Candidate Instruction Page

The candidate's instruction page is divided into three (3) sections:

- a. The Candidate Details: This is located at the left corner of the page, displaying the candidate's basic information such as the passport, name, registration number, duration of the exam and the subject combinations.



Candidate Details



Molik Hikmot Abodunrin
76178637GG

Exam Duration: 2 Hour(s)

USE OF ENGLISH
MATHEMATICS
PRINCIPLES OF ACCOUNT
ECONOMICS

- b. The Exam Instructions: At the center of the page is the exam instructions which the candidate is expected to go through carefully before starting the exam.

Exam Instructions

Attention to all candidates. please read instructions carefully and click the **Start Exam Button** at the end of instructions.

[Start Exam](#)

- c. The Keyboard Usage: This is located at the right corner of the page, showing the candidate(s) the various keyboard symbols they can use.

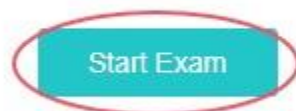
Keyboard Usage

- **A** Select Option A
- **B** Select Option B
- **C** Select Option C
- **D** Select Option D
- **N** OR **→** --Next / Forward
- **P** OR **←** --Previous / Back
- **↑** --- Move Up
- **↓** --- Move Down
- **S** ---Submit/End Exam

C. Starting the Exam

To start the exam, candidates are expected to click the **Start Exam** button located just immediately after the instructions.

please read instructions carefully and click the





Once this button is clicked, the candidate's exam will start displaying the exam page and the time starts counting down

D. The Exam Page

This is the page where the candidates take their exams. It comprises of the nav-bar (the top green bar), the question area, the candidate details and the questions navigation bar.

- The Navigation Bar: This is the green bar at the top of the page. It consists of the candidate's subject combinations, a calculator, a timer and the end exam button.

- The subjects are clickable and navigates the candidate to that subject's questions.
- The current subject the candidate is answering will be colored blue on the nav bar.
- The calculator is next after the four subject combinations of the candidate.



Towards the right is the timer (in minutes and seconds) which starts to counts down the moment the candidate clicks the start exam button.

The End Exam Button only displays when the candidate has answered at least 10 questions from each subject

- b. The Question Area: This is the section where the questions the candidates will answer will be displayed

PHYSICS
Question 6

Which of the following statements about liquid pressure is NOT correct? The pressure

- (A) at a point in a liquid is proportional to the depth
- (B) at a particular depth depends on the shape of the vessel
- (C) is exerted equally in all directions at any point of a liquid at any point on the wall of its container acts in a direction erpendicular to the wall
- (D) at any point in a liquid is the same at the same level

- c. The Candidate Details: This section has the QR Code for marking attendance, the passport photograph, the name, registration number, seat number, number of questions attempted in the current subject and the total number of questions attempted by the candidate.

Candidate Details



JAMB 2017

**ABDULAWWAL
ABDULSALAM
OLAMIDE**

75210480GG

Seat No: 170

ATTEMPTED 0 OF 60
USE OF ENGLISH

**Total Questions
Attempted:
0 OF 180**

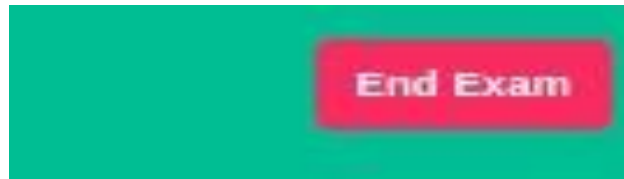
d. The Question Navigation Bar: This section is at the bottom of the page that helps the candidate navigate through the questions. The next and previous buttons are used to navigate to the next and previous questions respectively. The question numbers colored green show that the candidates have attempted them. The ones colored red show that they have not been attempted. The one colored blue is the current question the candidate is on.

PREVIOUS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 **NEXT**

26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

E. Ending the Exam

To end the exam, the candidates are expected to click on the **End Exam** button shown in the figure below. The button remains hidden during the exam and becomes visible only when at least 10 questions in all subjects has been attempted.



Once the end exam button is clicked a dialog box appears as shown in the figure below.

