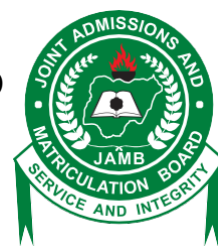# JOINT ADMISSIONS AND MATRICULATION BOARD
JAMB

Manual for Officials of
2025 Unified Tertiary Matriculation Examination [UTME]

Web: www.jamb.gov.ng
Helpline: +234 812 365 8955, +234 816 633 5513
Anti-Corruption and Transparency Unit **(ACTU)**08037881477 -
jambactu@jamb.gov.ng
For Support /Ticketing System: www.jamb.gov.ng
(Select Ticket/Support under Quicklinks

JOINT ADMISSIONS AND MATRICULATION BOARD

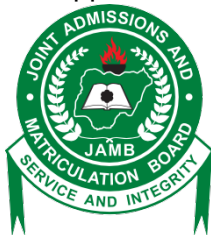# J A M B

Manual for Officials of 2025 Unified Tertiary Matriculation Examination [UTME]

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TABLE OF CONTENTS

PREFACE

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

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

This edition of the manual has been segmented for ease of comprehension and reference to allow officials navigate through the document.
It is therefore very important that all examination officials familiarise themselves with the information contained in the manual and ensure total compliance as this will enhance the integrity of the examination.

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

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

Special Notes to All Examination Officials:

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

The Board wishes all Examination Officials a seamless 2025 examination exercise.

Professor Is-haq Olanrewaju Oloyede, CON, FNAL
Registrar

1.0 GENERAL PROVISIONS FOR THE EXAMINATION

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

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

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

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

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

1.2 Structure of the UTME

The examination has two parts (I & II)

(i)   The structure of the examination consists of Multiple-Choice Questions on Use of English and three (3) other subjects of a candidate's choice.

(ii)   The Use of English is compulsory, it consists of sixty (60) multiple-choice questions and the other three (3) subjects have forty (40) multiple-choice questions each, all of which must be attempted.

(iii)   Each question has four (4) options, lettered A - D.

(iv)   Altogether, a candidate is to attempt one hundred and eighty (180) questions.

1.3 Duration of the UTME

i.   The duration of the examination is two (2) hours.

ii.   The duration cannot be *altered* under any circumstance.

1.4 Examination Sessions

i.   The examination shall be conducted in multiple sessions per day.

ii.   Candidates will be assigned to sessions.

iii.   Candidates would not be rescheduled to sessions other than the ones assigned to them.

1.5 Salient Instructions

i.   Candidates should sit for the examination only in the centres assigned to them.

ii.   Candidates should arrive at the examination centres at the scheduled time as indicated on their e-Registration Slips (Examination Notice).

iii.   Examination Officials are to ensure that the registration number of each candidate is used as an access code to login.

iv.   Candidates should not be allowed into the examination centre with any prohibited items (See List of Prohibited Items on page 57).

v.   Candidates should not be allowed into the examination hall with any writing materials **EXCEPT ORDINARY PENCILS**.

vi.   No Examination Official is allowed to go into the examination hall with telephone, wristwatch, pen/biro, and any other electronic devices (See List of Prohibited Items on page 57).

1.6 Moral Obligations for Examination Officials

All Examination Officials should:

i.   arrive promptly at the centre.

ii.   ensure that candidates are not extorted.

iii.   be transparent and honest.

iv. discharge their duties conscientiously.

2.0   ADMINISTRATION OF THE EXAMINATION

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

2.1   Examination Towns

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

2.2   Examination Centres

i.   Examination centres are designated venues where examinations are hosted.

ii.   In each examination centre, a team of ten (10) officials is assigned to conduct and ensure hitch-free examination.

2.3   Examination Administration Documents

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

i.   *Manual for Examination Officials*

ii.   *Chief External Examiner's Report Form (JAMB/TA/UTME/CEE)*

iii.   *State Technical Advisor's Report Form (JAMB/TA/UTME/STA)*

iv.   *Peace Monitor's Report Form (JAMB/TA/UTME/PMR)*

v.   *Supervisor's Report Form (JAMB/TA/UTME/SPR)*

vi.   *JAMB Technical Officer's Report Form (JAMB/TA/UTME/JTR)*

vii.   *Biometric Verification Reporting Officer's Report Form (JAMB/TA/ UTME/BVR)*

viii.   *Zonal/State Coordinator's Report Form (JAMB/TA/UTME/COF)*

ix.   *CCTV Monitor's Report Form (JAMB/TA/UTME/CCTV)*

x.   *Proctor's Report Form (JAMB/TA/ UTME/PTR)*

xi.   *Proctor's Chart (JAMB/TA/UTME/PCT)*

xii.   *Centre Administrator's Report Form (JAMB/TA/UTME/CAD)*

xiii.   *Centre Technical Staff's Report Form (JAMB/TA/UTME/CTS)*

xiv.   *NSCDC Officers Report Form A (JAMB/TA/UTME/NSCDC/SRF)*

xv.   *NSCDC Officers Report Form B (JAMB/TA/UTME/NSCDC/SRF)*

xvi.   *A. Examination Infraction Report Form I (JAMB/TA/UTME/EIR /PC)*
   B. Examination Infraction Report Form II (JAMB/TA/UTME/EIR/SR)

xvi.   *Payment of Refreshment Allowance Form (NSCDC) (JAMB/TA/UTME/PRS)*

xvii.   *Payment of Honorarium to Centre Administrator Form (JAMB/TA/UTME/PHC)*

xviii.   *Refreshment Acknowledgment Form (JAMB/TA/UTME/CRA)*

xix.   *Resident Monitor's Report Form (JAMB/TA/UTME/RMR)*

xx.   *Unverified Candidates Report Form (JAMB/TA/UTME/UVC)*

xxi.   *Daily Attendance for Examination Officials Form (JAMB/TA/UTME/DAO)*

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

EXAMINATION OFFICIALS

3.0   EXAMINATION OFFICIALS

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

Table of Examination Officials

S/No	Examination Officials Group	Who	Function(s)
1	Chief External Examiners	Vice Chancellors, Provosts, Rectors	➢ Provide leadership and direction for all Examination Officials in their assigned state for a hitch-free examination. ➢ Receive and analyse reports of Examination Officials and forwardsame to the Board. ➢ Recruit, deploy, remunerate, and pay proctors. ➢ Oversee activities in all Examination Centres within the State ➢ Inform the Proctors to attend the briefing sessions at the centre a day tothe examination. ➢ Participate in Centre Accreditation.
2	High-Powered Opinion Leaders	Prominent Statesmen of Proven Integrity	➢ Advise Management on the overall responsibilities of the Board with particular focus on the conduct of theExamination and the Registration exercises.
3	State Technical Advisors	Information and Communication Technology Professionals	➢ Provide the required technical adviceto all technical staff in the State. ➢ Address technical challenges. ➢ Act as custodians of sensitive equipment and deploy them whennecessary. ➢ Report to the Registrar ➢ Participate in Centre Accreditation.
4	General Monitors	Prominent Personalities, Former Registrars and Directors of the Board, Former Vice Chancellorsof Universities	➢ Visit, monitor and check the activities in all Examination Centres assigned tothem
5	Peace Monitors	Women of Substance and Integrity	➢ Monitor the conduct of the examination through various means of communication and raise appropriate alerts. ➢ Report on the examination to the Registrar

S/No	Examination Officials Group	Who	Function(s)
6	Equal Opportunity Group	Academics of High Reputation with professional competence	➢ Assist with the conduct of the examination for blind, prison and other disadvantaged candidates
7	Civil Society and Mass Media	Human Right Activists and Media Practitioners	➢ Provide publicity for the examination. ➢ Report on critical issues that may affect the conduct of the examination or that may affect the general perception of the public on the Board. ➢ Interface with covert operators
8	Virtues Vanguard	Persons of high moral rectitude, Mentors of Youths and Personality with requisite professional skills, intelligence, and career background	➢ Superintend, coordinate, analyse and report the activities of Resident Monitors.
9	Extra-Ordinary Groups	FME, National Assembly, Security Operatives, SERVICOM HQ, Labour Leaders, Student Union Leaders, and Penetrators	➢ Carry out vigilance, oversight, and general monitoring.
10	Secretariat and Situation Room **A** and **B**	Academics and Administrators par Excellence	➢ Coordinate all the activities/reports from the field operations. ➢ Provide support services to field officers
11	Roving Group		➢ Deploy the team to strengthen weak, suspicious, or threatened centres.

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

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

■ **Centre Officials**

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

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

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

The Supervisor must ensure compliance with these guidelines.

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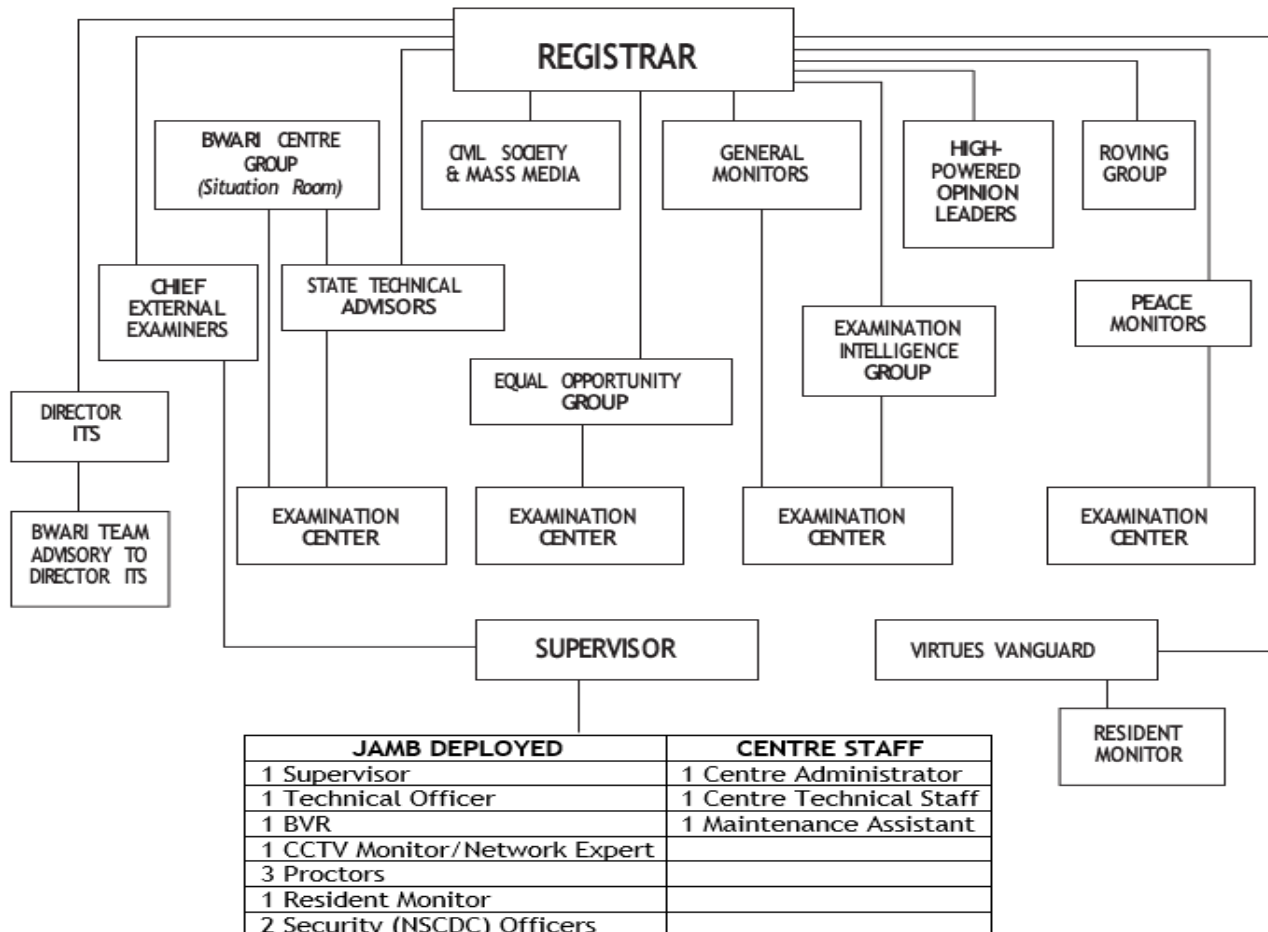
JAMB DEPLOYED	CENTRE STAFF
1 Supervisor	1 Centre Administrator
1 Technical Officer	1 Centre Technical Staff
1 BVR	1 Maintenance Assistant
1 CCTV Monitor/Network Expert	
3 Proctors	
1 Resident Monitor	
2 Security (NSCDC) Officers	

SUPERVISOR

3.1 Supervisor

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

Duties of Supervisor

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

A. Pre-Examination Duties

Supervisor should:
i. visit the centre assigned to him/her and work closely with other Examination Officials as listed in **3.0** above.
ii. conduct a briefing session for all Examination Officials on the day preceding the examination.
iii. ensure all Examination Officials attend the briefing session.
iv. ensure that candidates' seat numbers are clearly pasted on their cubicles.
v. ensure that facilities for the conduct of the examination are in place and functional.

B. Duties During Examination

Supervisor should:
i. ensure that the security personnel admit only bona fide candidates and authorised officials into the centre.
ii. issue the Candidates' List to the Proctors.
iii. monitor the conduct of all Examination Officials at the centre and report same.
iv. ensure that a conducive atmosphere is maintained at the centre during the examination.
v. alert the security officers in case of any security threat to the examination.
vi. ensure that authorised Ad-hoc Examination Officials are allowed access to the examination centre after proper identification.
vii. ensure that all candidates with issues are captured and reported (Network, Biometrics, etc).

C. Post Examination Duties

Supervisor should:
i. complete the Supervisor Report Form on the conduct of the examination.
ii. complete the Examination Infraction Report Form where applicable.
iii. ensure that the Instruction Sheets/Rough Worksheets are retrieved from the proctors and deposited in the State JAMB Office.
iv. ensure that all the completed forms are submitted to JAMB Technical Officer.
v. return all other examination documents and materials to the appropriate Departments of the Board.

Checklist for Supervisors

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

SUPERVISOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/SPR

TEST ADMINISTRATION DEPARTMENT
SUPERVISOR'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION.............................
EXAMINATION TOWN... STATE...
CENTRE NAME.. CENTRE NUMBER..................................
CENTRE CAPACITY.. NUMBER OF CANDIDATES ASSIGNED...............

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

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

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

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

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

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

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

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

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

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

10. How many External Examination Officials visited your centre? ☐

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

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

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

Please comment as necessary _____

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

PRE-EXAMINATION ATTENDANCE REGISTER

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/PAR

TEST ADMINISTRATION DEPARTMENT
PRE-EXAMINATION BRIEFING ATTENDANCE REGISTER
(To Be Completed During the Briefing a Day Before the Exam)

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

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

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

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

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

Staff Identity Number: ....

Designation/Rank: ....

Department/Station: ....

Telephone Number:...

e-Mail Address...

 Signature/Date ....

DAILY ATTENDANCE FOR EXAMINATION OFFICIALS FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/DAO

TEST ADMINISTRATION DEPARTMENT

DAILY ATTENDANCE FOR EXAMINATION OFFICIALS

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

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

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

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

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

Staff Identity Number: ....

Designation/Rank: ....

Department/Station: ....

Telephone Number: ....

e-Mail Address ....

Signature/Date ....
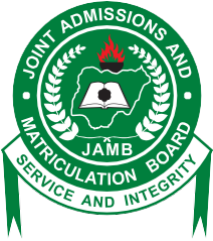
Manual for Officials of 2025 Unified Tertiary Matriculation Examination [UTME]

JAMB TECHNICAL OFFICER

3.2 **JAMB Technical Officer**

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

Duties of JAMB Technical Officer

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

A.   Pre-Examination Duties

The Technical Officer should:
i.   check the functionality of the equipment for the examination
ii.   ensure that the IP addresses are statically assigned to each terminal
iii.   ensure that the recommended JAMB browser version is installed and up to date
iv.   set up the terminals and ensure communication with the Server
v.   attend a briefing session for Examination Officials at the centre
vi.   run JAMB Network Test during Mock and a day before the main examination
vii.   download dummy questions and conduct a dummy test
viii.   download Mock/UTME questions.

 For Technical Officers Using Morgen Green server:

Modal Alert: If the codes are missing, a modal appears indicating that the codes have not been downloaded.
Download Process:
The Technical Officer should ensure that both the malpractice codes and the reschedule codes are downloaded by clicking the ''Download Now'' button.
Upon clicking ''Download Now'', an option to select the network for the download will appear. If the download is successful, the modal will disappear from the screen, allowing the officer to proceed to other activities.

B.   Duties During Examination

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

C. Post-Examination Duties

The Technical Officer should:

i. ensure that the examination is terminated at the end of the regulation time
ii. ensure that candidates that had issues are rescheduled before uploading the exam
iii. upload the candidates' responses to the central server
iv. shutdown the delivery server at the end of the examination
v. collect all reports and submit same to Quality Assurance Department
vi. ensure all CCTV footages are copied
vii. ensure that the **Server(s)** and **Biometric Verification Machines** are returned to JAMB Zonal Office where they were collected

For Technical Officers Using Morgen Green server:

For candidates marked as present but who could not start the exam, a modal will appear when the ''End Exam'' button is clicked.

This modal will display a list of all affected candidates along with a button to reschedule them.

The Technical Officer must ensure that all affected candidates are properly rescheduled before closing the modal.

Checklist for JAMB Technical Officer

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

JAMB TECHNICAL OFFICER'S REPORT FORM 1

JOINT ADMISSIONS AND MATRICULATION BOARD

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

JAMB/TA/UTME/JTRI

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

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER'S REPORT
FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

(To be Completed by JAMB Technical Officer)

YEAR OF EXAMINATION …………

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

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

CENTRE CAPACITY………………… CANDIDATES ASSIGNED……………………………

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

1 Were all the clients able to communicate with the server?
YES ☐ NO *(Enter the number of failed attempts)* ☐

2 (a) Were there complaints on the presentation of questions, graphics, and tone
marks in any subject? YES ☐ *(Enter the number of instances)*……………… NO ☐

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

3 (a) How many computers develop faults during the examination?
   Enter the number. ☐

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

4. Number of candidates present ☐

5. Number of candidates absent ☐

6. Number of candidates unverified ☐

7. Number of candidates rescheduled ☐

8. Number of candidates unconsidered ☐

9. (a) Have you requested a capacity reduction as a result of unconsidered candidates?
   YES ☐ NO ☐

   (b) If yes, what is the new approved capacity? ☐

10. Were you able to get assistance from Helpdesk/Situation Room on technical issues?
   YES ☐ Not applicable ☐ NO *(Enter the number of attempts)* ☐

18

11. Was there any case of Examination malpractice during the session? YES ☐ NO ☐

If yes state the malpractice type reported on the server ……………………………….

Please comment as necessary

Full Name of Technical Officer (No Initials)……………………………………………………………………………………………

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

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

Telephone Number……

e-Mail Address………

Signature/Date………

JAMB TECHNICAL OFFICER'S REPORT FORM 2

JOINT ADMISSIONS AND MATRICULATION BOARD

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

JAMB/TA/UTME/JTRII

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

**TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER'S
DOWNLOAD/UPLOAD REPORT FORM**

COMPLETE THIS FORM AS APPROPRIATE PER DAY

(To be Completed by JAMB Technical Officer)

YEAR OF EXAMINATION………………

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

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

CENTRE CAPACITY…………………

	DAY	SESSION CODE	NUMBER OF CANDIDATES ASSIGNED	REMARKS
DOWNLOAD				
DOWNLOAD (for Rescheduled Candidates only)				
UPLOAD				
DOWNLOAD				
DOWNLOAD (for Rescheduled Candidates only)				
UPLOAD				

	DAY	SESSION CODE(S)	NUMBER OF CANDIDATES ASSIGNED	REMARKS
DOWNLOAD				
DOWNLOAD (for Rescheduled Candidates only)				
UPLOAD				
DOWNLOAD				
DOWNLOAD (for Rescheduled Candidates only)				
UPLOAD				

Full Name of Technical Officer (No Initials) ....

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

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

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

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

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

BIOMETRIC VERIFICATION REPORTING (BVR) OFFICER

3.3 Biometric Verification Reporting (BVR) Officer

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

Duties of the BVR Officer

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

A. Pre-Examination Duties

The **BVR officer** should:

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

B. Duties During Examination

The **BVR officer** should:

i. arrive at the centre promptly
ii. connect and lock the battery to the BVM to prevent partial contact
iii. ensure that the biometric scanner is connected to the BVM before it is powered on
iv. place the **BVM** on a table close to where candidates would be scanned by the security personnel
v. ensure to fill and submit online, the attendance report of all officials within the stipulated time
vi. ensure that candidates' biometric data are verified immediately after the body scan, in order to create synergy between the body scanning and biometric verification.
vii. inform the Supervisor of any unexpected incident encountered during the verification.
viii. report cases of impersonation to the Supervisor.
ix. connect the **BVM** to the LAN and push verified candidates to the examination delivery server.
x. Ensure there is **No Use** of **Exemption Mode** to admit any candidate into the examination hall except for those so indicated.

NOTE:

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

C. Post Examination Duties

The **BVR officer** should:

i. complete the BVR officer form
ii. complete and submit all online report forms to the Headquarters on a daily basis for immediate action

iii. upload candidates' Biometric details
iv. ensure that the BVM is carefully packed, secured, and returned to the Technical Officer
v. ensure that unverified candidates are recaptured and their e-slips retrieved
vi. ensure that unverified candidates' report form is duly completed and submitted appropriately
vii. ensure to connect the BVM to a Wi-Fi network for upload of records daily

Checklist for BVR Officer

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

BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/PAR

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM
(To Be Completed During the Briefing a Day before the Exam)

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

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

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

SESSION: ☐ FIRST ☐ SECOND ☐ THIRD ☐ FOURTH

PRE-EXAMINATION VERIFICATION

1. Number of candidates verified with fingerprints. ☐
2. Number of candidates unverified. ☐
3. Number of candidates absent. ☐

Please comment as necessary

Full Name of BVR Officer (No Initials)..
Staff Identity Number...
Department/Station...
Telephone Number..
e-Mail Address..
Signature/Date..

UNVERIFIED CANDIDATES REPORT FORM

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

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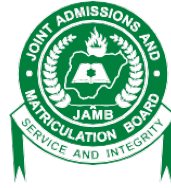
JAMB/TA/UTME/UVC

TEST ADMINISTRATION DEPARTMENT
UNVERIFIED CANDIDATE FORM

COMPLETE THIS FORM AS APPROPRIATE

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

PART A
CANDIDATE'S DETAILS

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

REASON(S) FOR NON VERIFICATION

PART B:
OFFICIAL USE ONLY

SUPERVISOR'S NAME:
TELEPHONE NUMBER:
e-MAIL ADDRESS:
SIGNATURE/DATE:
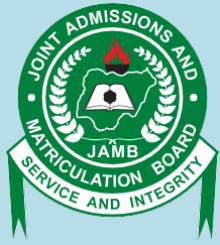
Manual for Officials of 2025 Unified Tertiary Matriculation Examination [UTME]

RESIDENT MONITOR (RM)

3.4 Resident Monitor (RM)

Resident Monitor is a person deployed by the Board to monitor and report activities at specific centre. He/she would work with other officials to conduct the examination.

Duties of the Resident Monitor

Duties of Resident Monitor are split into three (3) stages.

A. Pre-Examination Duties

The Resident Monitor should:

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

B. Duties During Examination

The Resident Monitor should:

i. attend to intelligence and other reports
ii. ensure that use of phones by officials in the examination hall is prohibited
iii. ensure that no one is permitted to take photographs in the examination hall

C. Post-Examination Duties

The Resident Monitor should:

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

Checklist for Resident Monitor

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

RESIDENT MONITOR REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME /RMR

TEST ADMINISTRATION DEPARTMENT
RESIDENT MONITOR'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE

YEAR OF EXAMINATION...

EXAMINATION TOWN... STATE...

CENTRE NAME... CENTRE NUMBER...

CENTRE CAPACITY...

SESION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

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

2. Did you participate in the pre-exam briefing? Yes ☐ No ☐

3. Was the Generator functional? Yes ☐ No ☐

4. Were all the Computer Systems functioning? Yes ☐ No ☐

5. Can the Server communicate with the terminals? Yes ☐ No ☐

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

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

8. Were there challenges at the centre? Yes ☐ No ☐

   If Yes, give details.

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

Full Name of Resident Monitor (No Initials)..

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

Department/Station...

Telephone Number..

e-Mail Address...

Signature/Date...

CENTRE ADMINISTRATOR

3.5 Centre Administrator

Centre Administrator is the proprietor/representative of the CBT centre.

Duties of Centre Administrator

The Centre Administrator is required to:

i. manage the centre staff

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

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

iv. provide safe custody for examination materials and equipment

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

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

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

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

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

Checklist for Centre Administrator

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

CENTRE ADMINISTRATOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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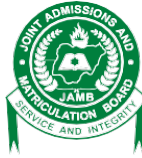
JAMB/TA/UTME/CAD

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

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

EXAMINATION TOWN... STATE...

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

CENTRE C A P A C I T Y ....

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

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

Day	Month	Year

2. What is the capacity of your centre? ☐

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

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

4. Which of the following examination officials attended the briefing?

   Supervisor ☐ BVR ☐ JAMB Technical Staff ☐ Security Personnel ☐ Centre Technical Staff ☐

   Maintenance Assistant ☐ Proctors ☐ Resident Monitor ☐

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

   Orderly ☐ Disorderly ☐

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

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

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

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

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

(Note: Use extra sheets where applicable)

CENTRE TECHNICAL STAFF

3.6 Centre Technical Staff

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

Duties of the Centre Technical Staff

The Centre Technical Staff should ensure that:

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

Checklist for Centre Technical Staff

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

CENTRE TECHNICAL STAFF REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME /CTS

TEST ADMINISTRATION DEPARTMENT
CENTRE TECHNICAL STAFF'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

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

EXAMINATION TOWN... STATE...

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

CENTRE CAPACITY..

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

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

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

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

2. What is the capacity of the examination centre? ☐

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

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

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

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

    ....

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

    (ii) How many were reserved as backup? ☐

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

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

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

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

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

    ....

    Comments/Suggestions

    ┌───┐
    │   │
    │   │
    │   │
    └───┘

Full Name of Centre Technical Staff (No Initials)...

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

Telephone Number...

e-Mail Address...

Signature/Date...

PROCTORS

Proctors

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

Duties of Proctors

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

A. Pre-Examination Duties

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

B. Duties During Examination

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

C. Post Examination Duties

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

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

Checklist for Proctors

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

PROCTOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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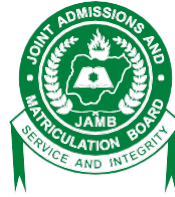
JAMB/TA/UTME/PTR

TEST ADMINISTRATION DEPARTMENT
PROCTOR'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN .... STATE ....

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

CENTRE CAPACITY ....

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

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

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

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

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

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

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

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

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

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

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

   _____

Full Name of Proctor (No Initials)...

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

Department/Station...

Telephone Number.. e-Mail Address...

Signature/Date...

PROCTOR'S CHART FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/PCT

TEST ADMINISTRATION DEPARTMENT
PROCTORS CHART

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION..

EXAMINATION TOWN.. STATE...

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

CENTRE CAPACITY...

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

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

Full Name of Supervisor (No Initials)...

Staff Identity Number..

Designation/Rank...

Department/Station..

Telephone Number...

e-Mail Address...

Signature/Date...

EXAMINATION INFRACTION REPORT FORM I

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/EIR/PC

TEST ADMINISTRATION DEPARTMENT
EXAMINATION INFRACTION REPORT FORM I

PARTICULARS OF CANDIDATES INVOLVED

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN... STATE ....

CENTRE NAME.. CENTRE NUMBER ....

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

Note: All relevant documents and exhibits should be attached.

Proctor's Full Name (No Initials) ....

Supervisor's Full Name (No Initials) ....

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

Full Name of Examination Infraction Reporting Officer (No Initials) ....

Telephone Number...............................e-Mail Address..

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

EXAMINATION INFRACTION REPORT FORM II
CANDIDATE'S STATEMENT(S), PROCTOR'S COMMENT(S), AND SUPERVISOR'S RECOMMENDATION(S)

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/EIR /SR

TEST ADMINISTRATION DEPARTMENT

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

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION ....

EXAMINATION TOWN... STATE ....

CENTRE NAME... CENTRE NUMBER ....

SESSION: FIRST ☐ SECOND ☐ THIRD ☐ FOURTH ☐

A. Full Name of Candidate..

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

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

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

2. What is your explanation or defence?

....
....
....

Phone Number.. Signature/Date ....

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

....

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

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

C. Supervisor's recommendation(s)..

....
....

Full Name (No Initials) .... Telephone Number...........................e-Mail

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

D Full Name of Examination Infraction Reporting Officer (No Initials) .... Telephone

Number...........................e-Mail Address...

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

CCTV MONITOR/NETWORK EXPERT

3.8 CCTV Monitor/Network Expert

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

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

Duties of CCTV Monitor/Network Expert

As the CCTV Monitor, you should:

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

A. Pre-Examination Duties

As the CCTV Monitor, you should:

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

As the Network Expert, you should:

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

B. Duties During Examination

As the CCTV Monitor, you should:

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

As the Network Expert, you should:

i.   ensure that the network for all systems is functional
ii.   ensure all systems are populated before the start of exam as part of his support for the Technical Officer

C. Post-Examination Duties

As the CCTV monitor, you should:

i.   copy the entire recordings of the examinations in the electronic storage facility (Hard Disk)
ii.   submit the electronic recording from the CCTV to the appropriate Department after the examination
iii.   report to Peace Monitor and CPN evidence of submission of electronic storage facility (Hard Disk)

As the Network Expert, you should:

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

Checklist for CCTV Monitor

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

CCTV MONITOR/NETWORK EXPERT REPORT FORM

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

JAMB/TA/UTME/CCTV

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

TEST ADMINISTRATION DEPARTMENT
CLOSED CIRCUIT TELEVISION (CCTV) MONITOR'S/ NETWORK EXPERT'S REPORT FORM
COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION..

EXAMINATION TOWN... STATE..

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

CENTRE CAPACITY...

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

1. Was the CCTV functional?
   YES ☐   NO ☐

2. Is the CCTV digital?
   YES ☐   NO ☐

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

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

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

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

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

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

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

   ☐

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

    ☐

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

    ☐

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

Department/Status..

Telephone Number..

e-Mail Address..

Signature/ Date..

MAINTENANCE ASSISTANT

3.9 Maintenance Assistant

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

Duties of Maintenance Assistant

Maintenance Assistant should:

i. attend briefing session for examination officials at the centre
ii. ensure there is constant power supply throughout the examination period
iii. always be available at the centre to attend to any electrical issue that may arise during the examination

Checklist for Maintenance Assistant

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

SECURITY PERSONNEL

3.10 Security Personnel

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

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

Duties of Security Personnel

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

Checklist for Security Personnel

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

NOTE:

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

3.11   Intelligence Officer

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

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM (A)

JOINT ADMISSIONS AND MATRICULATION BOARD

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

Prof. Is-haq O. Oloyede, CON, FNAL   **JAMB/TA/UTME/NSCDC/SRF(A)**
Registrar/Chief Executive

TEST ADMINISTRATION DEPARTMENT

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER DAY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

     Yes   ☐   No   ☐

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

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

 d) If yes, please complete the attached form B

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

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

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

Full Name of the NSCDC Officer (No Initials): …………………………………………………

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

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

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

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

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

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM (B)

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

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

TEST ADMINISTRATION DEPARTMENT

NIGERIA SECURITY AND CIVIL DEFENCE CORPS REPORT FORM

(For additional information, please use extra sheet of paper)

DETAILS OF CANDIDATES HANDED OVER TO THE POLICE

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

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

Address of the Police Station: …………….…...…………………………………………………..
Full Name of the NSCDC Official (No Initials): …………..……………………………….

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

4.0   Scheduled Times for 2025 Unified Tertiary Matriculation Examination (UTME)

FRIDAY

A. First Session
  i.   Arrival/Accreditation Commences   -   6:30 am
  ii.   Scheduled Activation Time   -   7:45 am
  iii. Scheduled Start Time   -   8:00 am
  iv.   Scheduled End Time   -   10:00 am

B. Second Session
  i.   Arrival/Accreditation Commences   -   9:00 am
  ii.   Scheduled Activation Time   -   10:15 am
  iii. Scheduled Start Time   -   10:30 am
  iv.   Scheduled End Time   -   12:30 pm

C. Third Session
  i.   Arrival/Accreditation Commences   -   2:30 pm
  ii.   Scheduled Activation Time   -   3:15 pm
  iii. Scheduled Start Time   -   3:30 pm
  iv.   Scheduled End Time   -   5:30 pm

SATURDAY & MONDAY TO THURSDAY

A. First Session
  i.   Arrival/Accreditation Commences   -   6:30 am
  ii.   Scheduled Activation Time   -   7:45 am
  iii. Scheduled Start Time   -   8:00 am
  iv.   Scheduled End Time   -   10:00 am

B. Second Session
  i.   Arrival/Accreditation Commences   -   9:00 am
  ii.   Scheduled Activation Time   -   10:15 am
  iii. Scheduled Start Time   -   10:30 am
  iv.   Scheduled End Time   -   12:30 pm

C. Third Session
  i.   Arrival/Accreditation Commences   -   11:30 am
  ii.   Scheduled Activation Time   -   12:45 pm
  iii. Scheduled Start Time   -   1:00 pm
  iv.   Scheduled End Time   -   3:00 pm

D. Fourth Session
  i.   Arrival/Accreditation Commences   -   2:00 pm
  ii.   Scheduled Activation Time   -   3:15 pm
  iii. Scheduled Start Time   -   3:30 pm
  iv.   Scheduled End Time   -   5:30 pm

5.0 Candidates' List

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

The Candidates' list contains information such as:

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

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

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

JOINT ADMISSIONS AND MATRICULATION BOARD
2022 UNIFIED TERTIARY MATRICULATION EXAMINATION: CANDIDATES LIST PER SESSION
BENJYN INTERNATIONAL ACADEMY PLOT BENJYN AVENUE AMAORJI-UKWU, OBINGWA L.G.A. ABIA STATE

STATE: ABIA

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

TOWN: ABA   CENTRE ID: 00101   SESSION: 1   DAY: 1

S/NO.	REGISTRATION	SEAT NO	CANDIDATE NAME	GENDER
1	202212341792IF	001	Ogueri Mirabel Ihechiluru	F
2	202214518232GA	002	Ndubuisi Favour Onyinyechi	F
3	202212345963FA	003	Udeze Blessing Chibuzor	F
4	202215672462GA	004	Josiah Destiny Ezinne	M
5	202217891427BA	005	Ezeala Chukwuebuka Micheal	M
6	202217931525JA	006	Duru Chijioke Kennes	M
7	202212344841EA	007	Chidolue Juliet Bartholomew	F
8	202215532426FA	008	Agubor Chukwudalu Uchechukwu	M
9	202216621937CF	009	Anozie Emmanuella Bassey	F
10	202218918182CF	010	Michael Mbotidem Chinazaekpere	F
11	2022178912735JA	011	Ikechukwu Favour Chukwuemeka	M
12	202213422268CA	012	Onyeukwu Emmanuel Kenechukwu	M
13	2022156716051EA	013	Oturi Divine Chinwemeri	M
14	202219323346EF	014	Maduka Silver Chigaemezu	F
15	202213441112EA	015	Kalu Precious Jennifer	F
16	202215247549GA	016	Onyejiuwa Nneoma Chinaza	F
17	202216624581OBF	017	Onwuegbuchulam Ifeanyi Amarachi	M
18	20221934836OJA	018	Nwobodo Precious Victory	F
19	202218453482DF	019	Aamadi Ukamaka Jonathan	F
20	202217146668JF	020	Utiung Chimaobi	M
21	202213959347GF	021	Okonna Mathias Joshua	M
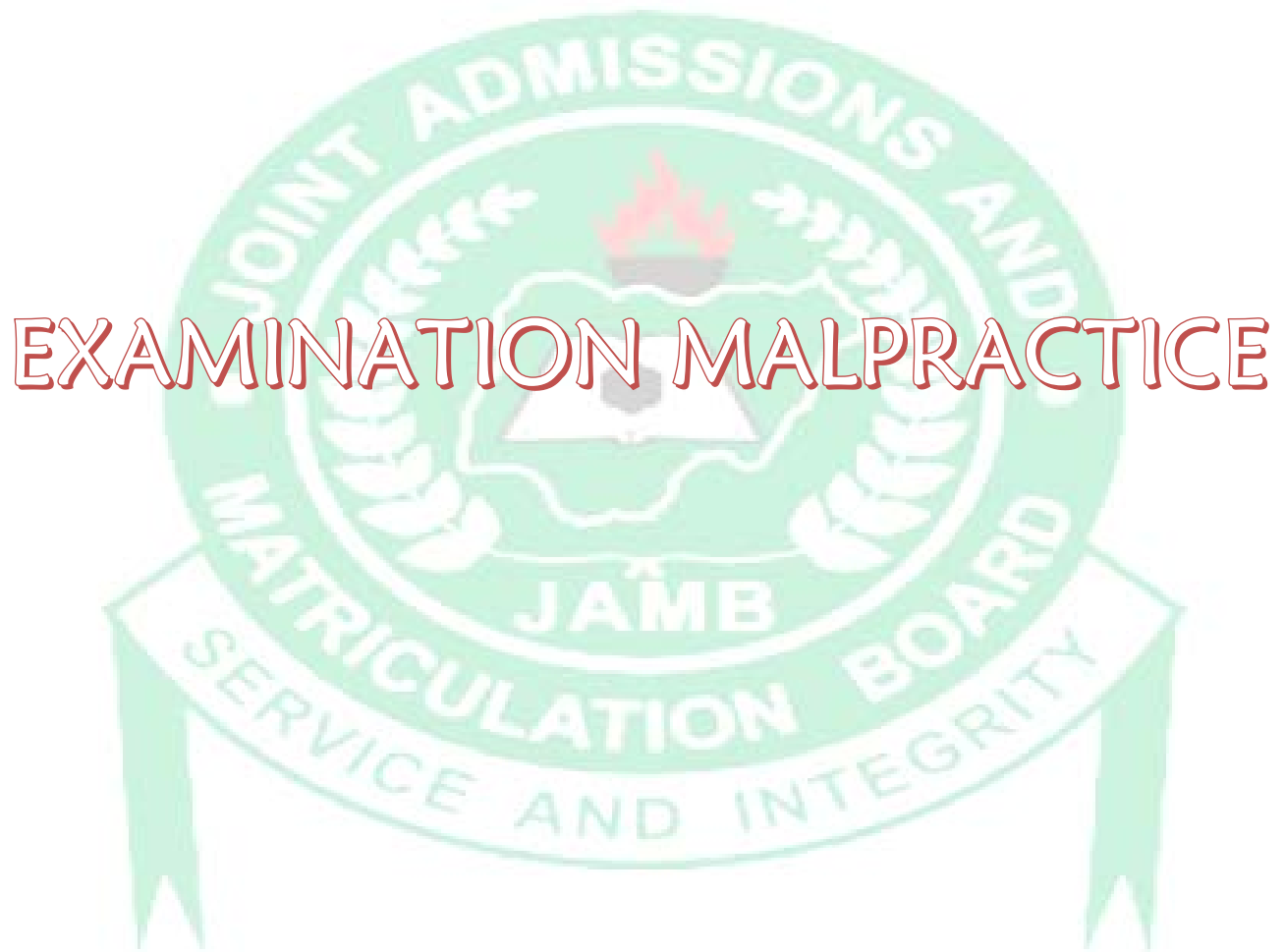
EXAMINATION MALPRACTICE

6.0 Examination Malpractice

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

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

6.1 Examination Malpractice Act LFN, 2004

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

Punishable offences under this Act include the following:
i.   Cheating at examination
ii. Stealing of question paper
iii. Impersonation
iv. Disorderliness at examination
v.   Disturbances at examination
vi. Misconduct at examination
vii. Obstruction of Supervisors, etc
viii. Forgery of e-Registration and Result Slips
ix. Breach of duty
X.   Conspiracy, aiding, etc
xi. Conviction for alternative offence
xii. Offences by bodies corporate.

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

6.2 Examination Infraction Codes

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

EXAMINATION INFRACTION CODES WITH PENALTIES

CODE	INFRACTION	PENALTY
A	NO E-REGISTRATION SLIP/EXAMINATION SLIP	No access to the Examination Hall.
B	POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES IN THE EXAMINATION HALL	Cancellation of result and Prosecution.
C	BROWSING ANOTHER CANDIDATE'S SYSTEM/DEVICE	Cancellation of result.
D	PROXY/SUBSTITUTING A REGISTERED CANDIDATE	Cancellation of result, 2-year ban and Prosecution for the candidate.
E	SWAPPING EXAMINATION DETAILS/DOCUMENTS	Cancellation of result.
F	POSSESSION OF USB, CD, HARD DISK OR SIMILAR STORAGE DEVICES	Cancellation of result and Prosecution.
G	VIOLENT/UNRULY BEHAVIOUR TO EXAMINATION OFFICIALS OR FELLOW CANDIDATES	Cancellation of result, Expulsion from the Examination Hall, Prosecution, and 3-year ban.
H	POSSESSION OF UNAUTHORIZED WRITTEN MATERIALS IN THE EXAMINATION HALL	Cancellation of result and Prosecution.
I	POSSESSION OF WRISTWATCH	Cancellation of result and Prosecution.
J	POSSESSION OF MOBILE PHONE OR SIMILAR ELECTRONIC DEVICES	Cancellation of result and Prosecution
K	COLLUDING WITH OTHER CANDIDATES/EXAMINATION OFFICIALS/EXTERNAL AGENTS	Cancellation of result, 3-year ban, and Prosecution.
L	ENTERING/LEAVING THE EXAMINATION HALL WITHOUT PERMISSION	Cancellation of result (if any)
M	WIDESPREAD CHEATING	Cancellation of results, Prosecution of culprits, and delisting of the CBT Centre. Proctors, supervisors, and technical officers found culpable will face disciplinary process.

CODE	INFRACTION	PENALTY
N	PROCURING ANOTHER PERSON TO SIT FOR UTME IN PLACE OF A CANDIDATE	Cancellation of results, 2-year ban, and Prosecution of both the candidate and Impersonator.
O	TALKING/CHATTING WITH OTHER CANDIDATES DURING EXAMINATION	Cancellation of results.
P	ATTEMPT TO SMUGGLE UNAUTHORISED MATERIALS INTO THE EXAMINATION HALL	No access to Examination Hall and 1-year ban.
Q	TAMPERING WITH / DOCTORING RESULT / PROCESSING OR RELEASED RESULT	Cancellation of result, 3-year ban, and Prosecution for forgery.
R	SPYING/COPYING UNAUTHORIZED MATERIALS	Cancellation of result, 3-year ban, and Prosecution.

6.3   Prohibited Items

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

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

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

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

6.4 Barring of Candidates

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

6.5 Barring of Examination Officials

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

6.6 Suspension and Blacklisting of Centres

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

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

NOTE ON FILLING UTME REPORT FORMS

7.0 IMPORTANT THINGS TO NOTE ON FILLING UTME REPORT FORMS

All Examination Officers are expected to fill their forms accurately and appropriately. For example, if one is reporting on the first session in a centre in Plateau State known as **College of Forestry with centre number 682, the report form will carry the centre number as well as the session number which will be 68201.**

- All sessions must be reported on, separately. Staff are advised not to use one form to report 2-3 sessions.
- All forms should be duly filled with details as requested on the various forms.
- All forms should be arranged according to sessions in the following order;
  - ➢ **Daily Attendance form For Examination Officials**
  - ➢ **Supervisor's Report Form**
  - ➢ **JAMB Technical Officer's Report**
  - ➢ **Biometric Verification Reporting Officer's Form**
  - ➢ **Resident Monitor's Report Form**
  - ➢ **CCTV Monitor/Network Expert Report Form**
  - ➢ **Proctors Report Form**
  - ➢ **Centre Administrator's Report Form**
  - ➢ **Centre Technical's Report Form**
- All payments made to centres, NSCDC and refreshment allowances should be documented on the appropriate forms and not on plain sheets of paper.
- Staff Daily Attendance Forms should be duly filled and signed by all officers assigned to the various centres.
- All Officers must fill out the hard copies of all the forms. The information filled must correspond with all the forms submitted.
- All unverified candidates (if any) should be duly recorded by the BVR Officer and a copy of the form filled with a copy of the Examination slip attached in a separate envelope and addressed to the Quality Assurance Department.
- **Please note that unverified candidates** are candidates that have made several attempts at finger-print but BVM failed. **The absentee candidates,** on the other hand, are candidates that were not present at the examination centre.
- All infraction cases should be duly reported on hard copies. These should be packed in separate envelopes with/without exhibits.
- **Supervisors** are to note the Checklist for Retrieval of Report Forms which will act as a guide for them.
- **All technical Staff** (JAMB and ad-hoc) are advised to cooperate with Staff of the Quality Assurance Department (QAD) nominated to retrieve reports from the examination zones. They are advised to submit their reports to them.

For guidance, please see **figures 1A, 2A & 3A** for samples of properly filled forms and **figures 1B, 2B & 3B** for samples of forms not properly filled.

7.1 SAMPLES OF PROPERLY FILLED FORMS

Fig 1A

Fig 2A

Fig. 2

GOOD

BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

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

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

JAMB/TA/UTME/BVR

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION...... 2023

EXAMINATION TOWN..M.B.AISE................... STATE.....Imo......
CENTRE NAME..MATER ECCLESIAS SEMINARY CENTRE NUMBER...27801....
CENTRE CAPACITY......250........................

SESSION: FIRST ☑   SECOND ☐   THIRD ☐   FOURTH ☐

PRE EXAMINATION VERIFICATION

1. Number of candidates verified with fingerprints. 240
2. Number of candidates not verified. NIL
3. Number of candidates absent. 10

Please comment as necessary

SATISFACTORY.

Full Name of BVR Officer (No Initials Please)..AISHA TOCHI KAFAYA...
Staff Identity Number...2222A....
Department/Station......TEST ADMINISTRATION...........
Telephone Number...08012345678.........
e-Mail Address..aishatochi-kafaya@jamb.gov.ng.........
Signature/Date....ATK............29/09/23...........

Fig 3A

Fig. 3   GOOD

JAMB TECHNICAL OFFICER'S REPORT FORM

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

JAMB/TA/UTME/JTR

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

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER'S REPORT
FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION
(To Be Completed By JAMB Technical Officer)

YEAR OF EXAMINATION ... **2023**
EXAMINATION TOWN ... **ABAKALIKI**   STATE ... **EBONYI**
CENTRE NAME ... **ANNUNCIATION ICT CTR**   CENTRE NUMBER ... **16003**
CENTRE CAPACITY ... **250**   CANDIDATES ASSIGNED ...

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

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

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

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

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

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

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

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

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

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

8. Number of candidates present **240**

9. Number of candidates absent **10**

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

Please comment as necessary

The Session was Conducted successfully with no hitches.

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

7.2 HOW NOT TO FILL THE REPORT FORMS

Fig 1B

Fig 2B

Fig. 5   BAD

JAMB TECHNICAL OFFICER'S REPORT FORM

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

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

TEST ADMINISTRATION DEPARTMENT
JAMB TECHNICAL OFFICER'S REPORT
FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION
(To Be Completed By JAMB Technical Officer)

EXAMINATION TOWN... Abakaliki   YEAR OF EXAMINATION... 2023
CENTRE NAME... Annunciation CBT Centre   STATE... Ebonyi
CENTRE CAPACITY... 250   CENTRE NUMBER... 160
                                          CANDIDATES ASSIGNED...

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

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

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

3. (a) Were there complaints on the presentation of questions, graphics, and tone marks in the case of languages? YES (Enter the number of instances) ☐   NO ☑
   (b) If yes, in which subject(s)

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

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

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

7. (a) How many computers develop fault during the examination?
   Enter the number. ☐—
   (b) If any, were the faulty systems replaced from the backup computers available?
   YES: (Enter the number of computers replaced) ☐   NO ☐

8. Number of candidates present ☐ 1240

9. Number of candidates absent ☐ 101

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

Please comment as necessary

The session was conducted successfully with no hitches

Full Name of Technical Officer (No Initials Please). ADEKUNLE CHINONSO AMINU
Staff Identity Number... 1111A
Department/Station... Test Administration   Designation/Rank... PAO
Telephone Number... 08012345678
e-Mail Address... ac_aminu@jamb.gov.ng
Signature/Date... AC Aminu   24/09/23

Fig3B

Fig. 6   BAD.

BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

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

JAMB/TA/UTME/BVR

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

TEST ADMINISTRATION DEPARTMENT
BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION

YEAR OF EXAMINATION....2023

EXAMINATION TOWN....Abakaliki.......... STATE....EBONYI
CENTRE NAME...MATER ECCLESSIAS SEMINARY CENTRE NUMBER....276
CENTRE CAPACITY....250

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

PRE EXAMINATION VERIFICATION

1. Number of candidates verified with fingerprints. 240
2. Number of candidates not verified. NIL
3. Number of candidates absent. 10

Please comment as necessary

> SATISFACTORY

Full Name of BVR Officer (No Initials Please)....AISHA TOCHI KAFAPA
Staff Identity Number....2222A
Department/Station....TEST ADMINISTRATION
Telephone Number....08012345678
e-Mail Address....aishatochi.kafaya@jamb.gov.ng
Signature/Date....ATK 29/09/23

OTHER EXAMINATION REPORT FORMS

- o **CHIEF EXTERNAL EXAMINER REPORT FORM**
- o **STATE TECHNICAL ADVISOR REPORT FORM**
- o **PEACE MONITOR REPORT FORM**
- o **ZONAL DIRECTOR'S/STATE COORDINATOR'S REPORT FORM**
- o **PAYMENT OF REFRESHMENT ALLOWANCE FORM**
- o **PAYMENT OF HONORARIUM TO CENTRE**
- o **REFRESHMENT ACKNOWLEDGMENT FORM**
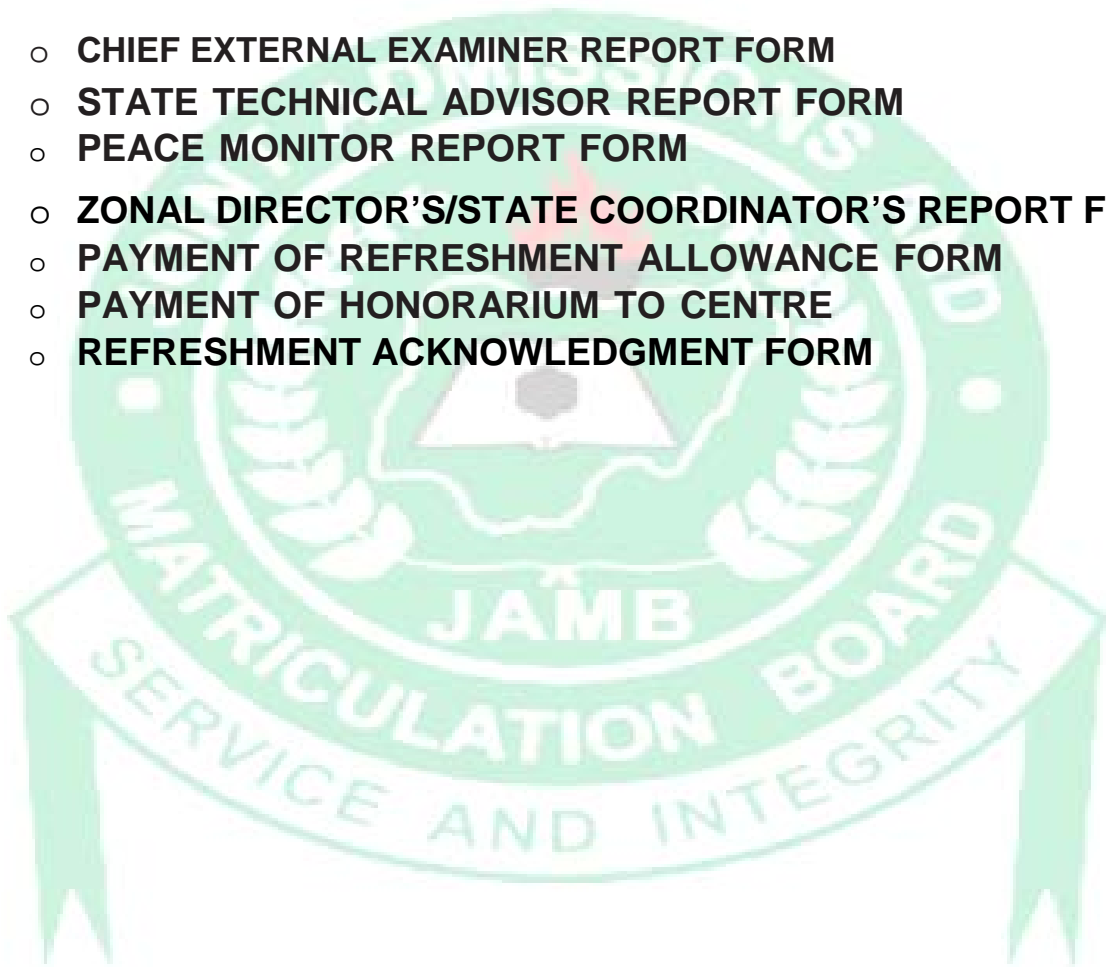
8.1   CHIEF EXTERNAL EXAMINER REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/CEE

TEST ADMINISTRATION DEPARTMENT

CHIEF EXTERNAL EXAMINER'S REPORT FORM

STATE …………………………….…… DATE………………………

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

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

2. **Breakdown according to CBT Centres**

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

Please comment (on high priority centres)

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

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

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

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

8.2   STATE TECHNICAL ADVISOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/STA

TEST ADMINISTRATION DEPARTMENT

STATE TECHNICAL ADVISOR'S REPORT FORM

STATE …………………………………   DATE…………………………

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

EXAM TOWN(s)	NETWORK CONNECTIVITY ISSUES RESOLVED	TEST SOFTWARE ISSUES RESOLVED	LOCALIZED CONNECTIVITY ISSUES RESOLVED	TECHNICAL OFFICER ISSUES RESOLVED	CENTRE COMPUTER ISSUES RESOLVED	STATUS (High Priority-HP, Medium-MP, And Low Priority-LP)

2. Breakdown according to CBT Centres

CBT CENTRE NAME	CENTRE ADMINISTRATOR/ CENTRE SUPERVISOR CONTACT Numbers	NETWORK CONNECTIVITY ISSUES RESOLVED	TEST SOFTWARE ISSUES RESOLVED	LOCALIZED CONNECTIVITY ISSUES RESOLVED	TECHNICAL OFFICER ISSUES RESOLVED	CENTRE COMPUTER ISSUES RESOLVED	STATUS (High Priority-HP, Medium-MP, And Low Priority-LP)

Please comment (on high priority centres)

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

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

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

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

8.3 PEACE MONITOR'S REPORT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/PMR

TEST ADMINISTRATION DEPARTMENT
PEACE MONITOR'S REPORT FORM

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

SESSION: FIRST ☐   SECOND ☐   THIRD ☐   FOURTH ☐

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

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

1. Biometric verification exercise pre examination and post examination

1	2	3	4	5

2. Record of attendance

1	2	3	4	5

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

1	2	3	4	5

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

1	2	3	4	5

5. The conduct of the examination officials.

1	2	3	4	5

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

1	2	3	4	5

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

1	2	3	4	5

Please comment as necessary

Name of Peace Monitor (No Initials) …………………………………………………..…………………………

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

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

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

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

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

JAMB/TA/UTME/COF

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

STATE: …………………………………………………………………

YEAR: …………………………

1. Total number of Examination Centres in the state [   ]

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

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

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

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

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

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

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

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

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

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

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

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

8.5   PAYMENT OF REFRESHMENT ALLOWANCE FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/PRS

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

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

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

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

Kindly acknowledge receipt of your refreshment allowance.

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

Full   Name   of   Supervisor (No Initials)...

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

Department/Station..……………........   Telephone Number………...…………………

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

8.6 PAYMENT OF HONORARIUM TO CENTRE

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

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

JAMB/TA/UTME/PHC

TEST ADMINISTRATION DEPARTMENT
PAYMENT OF HONOURARIUM TO CENTRE

YEAR OF EXAMINATION ....

EXAMINATION TOWN .... STATE ....

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

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

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

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

Designation/Rank ....

Telephone Number ....

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

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8.7   REFRESHMENT ACKNOWLEDGMENT FORM

JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

JAMB/TA/UTME/CRA

TEST ADMINISTRATION DEPARTMENT
REFRESHMENT ACKNOWLEDGMENT FORM

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

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

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

Kindly acknowledge receipt of the provision of refreshment allowance to the centre. A sum of **#20,000** has been provided for centre refreshment daily.
NOTE: The amount provided is **strictly** for refreshment.

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

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

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

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

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

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

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

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

ACCREDITATION REQUIREMENTS FOR EXAMINATION CENTRES

10.0 ACCREDITATION REQUIREMENTS FOR EXAMINATION CENTRES

CENTRE ACCREDITATION REQUIREMENTS

✓ **Functional laptop systems are required depending on the category the state belongs:**

- **Category A – 250 Systems**
- **Category B – 200 Systems**
- **Category A – 150 Systems**

Desktops would be tolerated in the next few years for the Old Centres.

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

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

LAPTOP SPECIFICATION

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

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

✓ **RAM:** 2GB

✓ **MONITOR SIZE:** 14 inches

✓ **OPERATING SYSTEM:** Windows 10

✓ **NETWORK PORT:** 10/100Mbps RJ45

CCTV SPECIFICATION

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

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

✓ All existing CBT Centres should migrate to the HIKVision

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

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

Access to Online Accreditation System

An online and electronic Accreditation system has been developed

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

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

This brings transparency to the process

CONDUCT OF JAMB NETWORK TESTS

Each CBT Center must Conduct Three JAMB Network tests

3 JAMB Network 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 to 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(s)
   & 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 Switches. *No hubs allowed.***

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

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

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

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

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

Registration Dates for 2025 UTME/DE Application

- ✓ Sales of the UTME Application Form; **3rd February to 5th March, 2025**
- ✓ Sales of the DE Application Form; **12th March to 9th April, 2025**
- ✓ Mock Exam Selection closes on **23rd February, 2025**
- ✓ Registration for UTME closes on **8th March, 2025**
- ✓ Registration for DE **closes on 9th April, 2025**
- ✓ **DE** candidates registered at JAMB PRCs only

Registration Dates

UTME **Direct Entry**

Optional Two Additional Registration Outlets

- ✓ A CBT centre (on request) is allowed to have two additional 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 additional Registration Outlet shall have a separate SIM

- ✓ *Cyber cafes and tutorial centres cannot serve as registration outlets*

- ✓ 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 outlets

2 Additional Registration Outlets
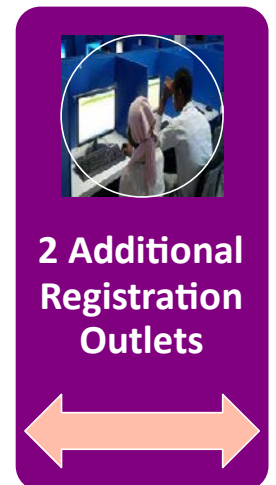
Using Two Fingers-prints for Printing of Registration Slip After

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

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

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

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

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

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

Deployment of Technical Experts to Each Geo-Political Zone

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

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

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

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

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

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

✓ Remittance was weekly

Cashless Registration at CBT Centres is the way
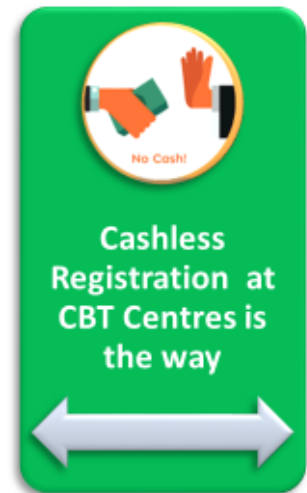
BREAKDOWN OF ALL APPROVED PAYMENTS

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

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

- Other charges:
    - ❑ Reading Text - Book   -   ₦ 1,000
    - ❑ CBT Centre Registration Service Charge   -   ₦700
    - ❑ CBT Centre Service Charge for Mock/UTME   -   ₦1,500
    - ❑ Bank Charges/Commission   -   ₦500
    - ❑ CBT Centre Service Charge for Mock/UTME   -   ₦1,500

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

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

✓ Consequently, every candidate pays as follows:
- Trial -testing Mock only (for underage or testing only)   - **₦3,500**
- DE Candidate   - **₦5,700**
- UTME only (without Mock)   - **₦7,200**
- UTME with Mock   - **₦8,700**

FULL LIST OF APPROVED UTME SUBJECTS

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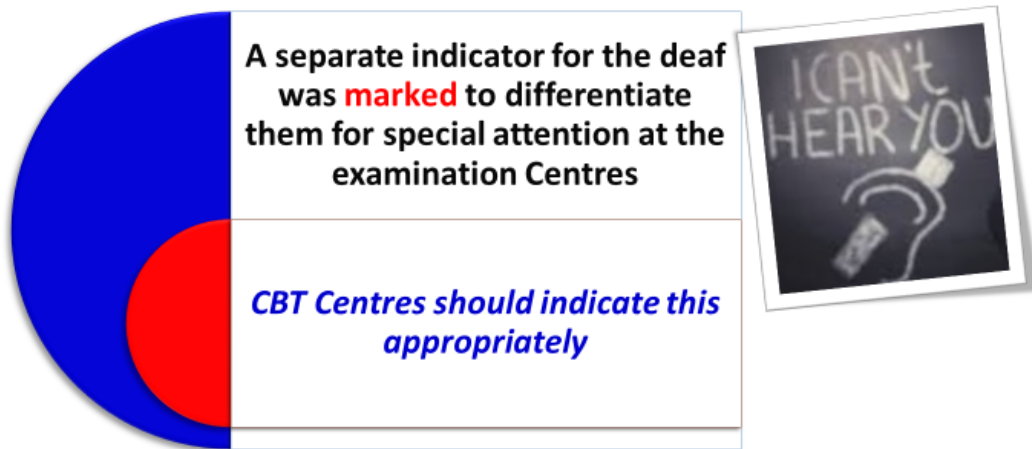
REGISTRATION OF BLIND CANDIDATES

✓ Candidates choose only Examination Towns and not Centres during registration

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

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

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

List of Centres for Blind Candidates

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

REGISTRATION OF DEAF CANDIDATES (Reminder!!!)

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

CBT Centres should indicate this appropriately

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

➢ **Down Syndrome**

➢ **Autism**

➢ **Dyslexia Disorder**

➢ **Attention Deficit Hyperactivity Disorder (ADHD)**

CUSTOMISED USSD CODES

✓ JAMB uses 55019 and 66019 as USSD codes

✓ SMS to the two codes will land on the JAMB platform

  ▪ The first to hit the platform, is tied to the profile

  ▪ Do not use both

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 points 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 details before submission**

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

PROFILE TRANSACTION

✓ All profile transactions require thumbprint

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

WHAT IS EXPECTED OF CBT CENTRES

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

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

✓ Be in possession of SIM card issued to your Centre

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

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 questions & answers, 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)

2025 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 2025 Application/ Examination

3. Write the word 'NIN' then space and add your 11 digit NIN number and send to either **55019 or 66019**
   - e.g [NIN 00123456789].
   - There should be a space between the word 'NIN' and your 11 digit NIN

4. After sending a message to either **55019 or 66019**, candidate will receive on his/her phone:
   - 10 digit profile code
   - registered name with NIMC
   - total cost for UTME with Mock and without Mock

   "Dear Fabian Thomas, Your Profile code: 1755133319 and NIN 44811012124. Visit www.jamb.gov.ng, Quick Links, then IBASS for eBrochure. Buy UTME pin with Mock N8,700, without Mock N7,200 and DE pin N5,700."

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

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

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

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

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

SELF HELP ON ePIN
(After Procurement of ePIN)

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

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

REGISTRATION PROCESS - At CBT Centres

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

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

✓ Once profile code is entered, candidate's read-only biodata appears on the form

- Names
- Date of birth
- Nationality
- L.G.A. (can be required to fill in if blank (vacant)
- State of origin
- Gender
- Picture (a second picture will also be captured with biometric data enrolment)

✓ Candidate Provides:

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

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

✓ Review entries & confirm correctness

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

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

✓ Access the e-reading text online

✓ NO OFFLINE REGISTRATION

- all accredited CBT centres have been empowered for real time online registration

SELF-SERVICE CENTRES

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

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

BIOMETRIC CHALLENGES

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

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

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

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

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

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

Payment & Registration Flow

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

55019 or 66019

NIN 12345678913

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

CBT Centres

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

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

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

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

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

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

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

PROVIDING SERVICES AT CBT CENTRES

ADDITIONAL PAYMENT OPTION
(Remita,eTranzact, Xpress)

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

PROCEDURE FOR REGISTRATION AT THE EIGHT FOREIGN CENTRES:

(a) The Registration fee for candidates from the nine foreign countries is Fifty United States Dollars ($50) or its equivalent in each of the eight (8) countries local currencies.

(b) Candidates from the eight 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 and London. The Nigerian Mission (Embassy) in each of the centres can be contacted for guidance on the registration and examination.

DONATION OF FREE APPLICATION DOCUMENTS

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

RESET PROFILE PASSWORD

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

PROFILE PASSWORD

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

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

✓ Your login activities are then tracked

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

WRONG EMAIL PASSWORD
(Not Profile Password)

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

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

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

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

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

HARMONIZED eBROCHURE/eSYLLABUSES - IBASS

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

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

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

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

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

Duties of Participating Banks & Other Outlets

Duties of Partners in a Partnership

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

2025 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 candidate should have his/her biometrics & picture freshly captured at the Centre except the unverified candidates

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

Use of Star Topology – Reminder!!!

Use Star Topology for your LAN

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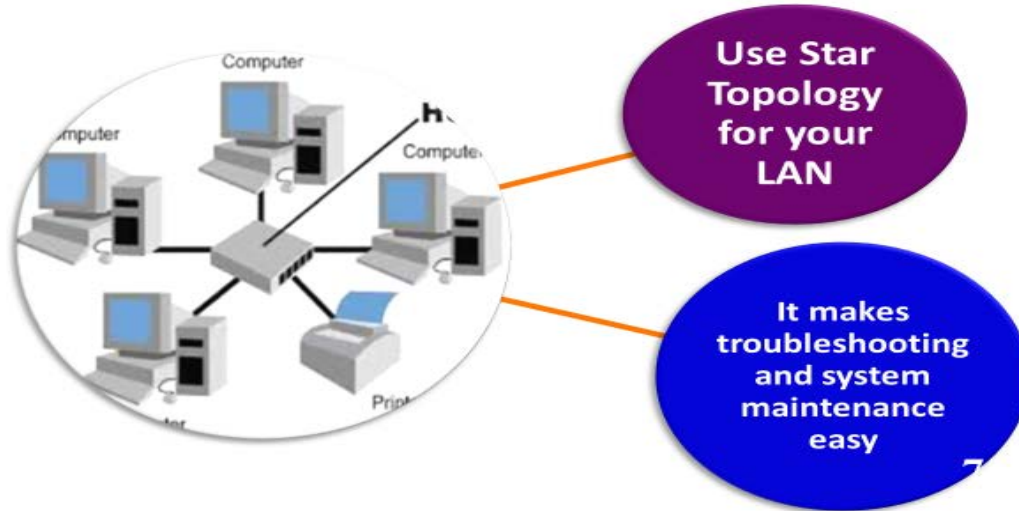
Recommended Examination Sessions per day -Reminder!!!

capacity

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

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

Reservation of IP Addresses 1 to 10

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

192 . 168 . 1 . 34

Network ID   Host ID
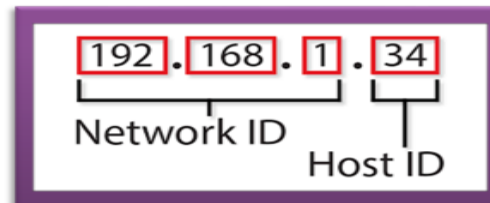
CCTV Footages

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

Collection of E-Slip from Candidates

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

Using Biometric Verification to login by Candidates for examination

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

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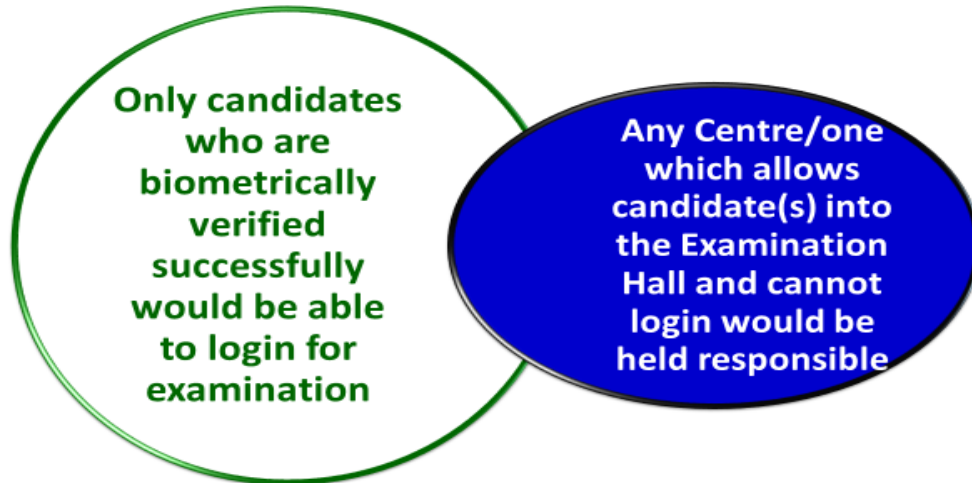
No login after One Hour of Activation of Examination

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

No Examination can start one hour after scheduled commencement time

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

Visible and Clearly Tagged Seat Number on Cubicles

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

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

Mock UTME Fee

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

Dates to Note

S/N	ACTIVITIES	DATE
1.	SALE OF UTME APPLICATION DOCUMENTS	3th FEBRUARY – 5TH MARCH, 2025
2.	SALE OF DIRECT ENTRY APPLICATION DOCUMENTS	12TH MARCH – 9TH APRIL, 2025
3.	CLOSE OF MOCK SELECTION	23TH FEBRUARY, 2025
4.	CLOSE OF UTME REGISTRATION	8TH MARCH, 2025
5.	CLOSE OF DIRECT ENTRY REGISTRATION	9TH APRIL, 2025
6.	MOCK EXAM	10TH APRIL, 2025
7.	UTME	25TH APRIL – 5TH MAY, 2025

- **ADVERTORIAL ON SALE OF UTME/DE APPLICATION DOCUMENTS**
- **ADVISORY ON EXTENDING THE SCOPE OF SERVICE FOR CBT CENTRES**
- **PROCEDURE FOR 2025 REGISTRATION**
  - ✓ **REGISTRATION CENTRES**
  - ✓ **GENERAL INFORMATION**
  - ✓ **REGISTRATION PROCESS**
  - ✓ **The e-Registration Slip**
  - ✓ **SAMPLE OF UTME E-REGISTRATION SLIP**
  - ✓ **OTHER VITAL DE REGISTRATION RULES**
  - ✓ **ADDITIONAL VITAL REGISTRATION RULES**

- **ADVISORY ON GUIDELINES FOR REGISTRATION OF 2025 UNIFIED TERTIARY MATRICULATION EXAMINATION/DIRECT ENTRY REGISTRATION EXERCISE**

- **ADVISORY FOR MONITORS OF 2025 UTME/DE REGISTRATIONS**

JOINT ADMISSIONS AND MATRICULATION BOARD
NATIONAL HEADQUARTERS, BWARI, ABUJA

WEBSITE: http://www.jamb.gov.ng **PHONE:** +234 812 365 8955, +234 816 633 5513

CONTACT Our On-Line Support (FREE TICKETING) Centre on **www.jamb.gov.ng** by selecting "Ticket/Support" under Quick links for any complaints or enquiries. Enquiries/Complaints by proxy will not be entertained

SALE OF 2025 UNIFIED TERTIARY MATRICULATION EXAMINATION (UTME) AND DIRECT ENTRY (DE) APPLICATION DOCUMENTS IN NIGERIA AND DESIGNATED FOREIGN CENTRES

1.0 2025 UTME/DE APPLICATION

1.1 Applications are invited from suitably-qualified candidates for admission into Tertiary Institutions in Nigeria for the **2025**/6 Academic Session

1.2 **ONLY** candidates who will not be less than 16 years old by 30th September, 2025 are eligible to apply/be considered.
Any candidate who is less than 16 years old by 30th September, 2025 must have been declared by JAMB as an exceptionally brilliant candidate before a waiver of admission can be given.
For a candidate to be considered exceptionally brilliant he/she must have scored not less than 80% in each of UTME/A'LEVEL, PUTME, SSC and in the exceptional candidate examination.

1.3 MOCK FOR TRIAL-TESTING ONLY
1.3.1 Underage individuals who are not qualified by age or do not desire admission for 2025/26 can register for Mock only on payment of N3,500 for the reading text, CBT centre registration, Mock examination and bank charges.

1.4 Once a candidate completes 2025 registration with JAMB with the biodata supplied by NIMC, subsequent changes of biodata would not be effected by JAMB for the 2025 registration.

CHECK YOUR DATA WITH NIMC TO ENSURE YOUR DETAILS AGREE WITH YOUR CLAIMS BEFORE CREATING YOUR PROFILE THROUGH 55019/66019 AS THERE WOULD BE NO CHANGE OF NAME AND DATE OF BIRTH. FOR 2025, CHANGES IN DATA BY NIMC WILL BE UPDATED ON PREVIOUS JAMB RECORDS PROVIDED THE CANDIDATES GOES THROUGH A PROCESS OF RE-QUERY TO RETRIEVE THE UPDATED DATA THROUGH TEMPL 003 DURING 2025 REGISTRATION. HOWEVER, REPLACED DATA SHALL BE TRACKED AND EVER REFLECTED AS FOOTNOTE ON THE CANDIDATE'S PROFILE AND ALL SLIPS.

1.5 FEES AND CHARGES
1.5.1 The Board will maintain its cashless registration system for the 2025 UTME/DE registration in order to prevent the exploitation of candidates.

AS A RESULT, THE CENTRALIZED COLLECTION OF ALL THIRD-PARTY FEES WILL CONTINUE WITH REMITTANCES MADE TO BENEFICIARIES ON WEEKLY BASIS
- THERE WILL BE 4 CATEGORIES OF E-PINS: MOCK ONLY TRIAL TESTING BY FUTURE CANDIDATES (N3,500); DIRECT ENTRY(N5,700); UTME ONLY WITHOUT MOCK (N7,200); UTME WITH MOCK (N8,700). THE DETAILS ARE AS FOLLOWS:
  - UTME/DE JAMB APPLICATION FEE - N 3,500
  - READING TEXT - N1,000
  - CBT CENTRE REGISTRATION SERVICE CHARGE - N 700
  - CBT CENTRE UTME SERVICE CHARGE - N1,500
  - CBT MOCK SERVICE CHARGE - N 1,500
  - BANK CHARGES - N 500

CANDIDATES ARE TO SPECIFY THE TYPE OF E-PIN REQUIRED AT THE POINT OF PURCHASE AS NO REFUND WOULD BE MADE.

2.0 REGISTRATION PERIODS
2.1 The period of registration for UTME candidates including those from Foreign Countries is from **Monday, 3rd February, 2025, to Saturday, 8th March, 2025.**
(Candidates are to have valid, functional and accessible personal e-mail addresses before commencing the process of registration).
2.2 E-PIN vending for UTME begins on **Monday, 3rd February, 2025,** and ends on **Wednesday, 5th March 2025,** while registration closes on **Saturday, 8th March 2025.**
2.3 Sale of 2025 Direct Entry (DE) application documents and E-PIN vending would commence from **Monday, 10th March, 2025** and end by **Monday, 7th April, 2025** and would only be at the Board's State and Zonal Offices.

3.0 ELIGIBILITY CHECKER
It is crucial for candidate to verify the requirements prior to starting the application process. The IBASS eligibility checker helps candidates by providing programme (Course) options **which** align with their qualifications.
Consequently, candidates should:
SCAN THE QR CODES BELOW TO ACCESS IBASS FOR THE e-BROCHURE/e-SYLLABUS

Scan the QR code to access IBASS

SCAN ME

4.0 GENERAL ENTRY REQUIREMENTS
4.1 The general entry requirements for **100 level (Year one)** for admission into the First Degree, National Diploma (ND), National Innovation Diploma (NID) and Nigeria Certificate in Education (NCE) programmes are 5 **Senior School Certificate** (O'level) credit passes including English Language. In addition, credit in Mathematics is required for Law, Science-based and Social Science Programmes.

4.2 DIRECT ENTRY REQUIREMENTS
4.2.1 In addition to a minimum of 5 **Senior School Certificate** (O'level) credit passes at not more than two sittings, at least two prescribed subjects for each programme (proposed course of study) must be at the Principal or Advanced level. Other acceptable qualifications in lieu of A'LEVELs are:

University Degree, University Diploma/NFLD/NALD, ND/NID, HND, NCE, A-Level Certificate from IJMB, JUPEB, NABTEB-(ANBC), NABTEB-(ANTC), NABTEB-GCE-A'LEVEL (2015-2021), Foreign First degree, Cambridge A-level, International GCE A-level, International Baccalaureate (foreign certificates only). AWARDING INSTITUTIONS ARE REQUIRED BY JAMB TO DIRECTLY VERIFY THEIR PRESENTED AWARDS BEFORE ADMISSION COULD BE MADE.

4.2.2 Candidates are advised to pre-verify their DE qualification before completing their DE registration especially for those with ND, NCE, HND and Degree.
4.2.3 At the point of registration, all DE candidates must provide the following information:
a) Registration/Matriculation Number of the previous school attended where the qualification was obtained
b) Subject(s) of qualification
c) Awarding Institution
d) Affiliated Institution actually attended
e) Year of graduation

4.2.4 OTHER VITAL DE REGISTRATION AND ADMISSION 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. No candidate is allowed to register or upgrade to DE with awaiting result-status of O'level 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 e-facility platform
c) A DE candidate, who at the point of registration is awaiting A'level results of IJMB/JUPEB/NABTEB, must have uploaded the Admission Letter and Registration Template at the time of registration.
d) Applicants with Cambridge certificates of pre-2020 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 except NCE that is one year.
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 profiles, where it will show the status of verification by NIPEDS indicating "CLEARED" or "NOT CLEARED" with the reason(s) for non-clearance.

4.3 ADDITIONAL VITAL REGISTRATION RULES
4.3.1 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.

4.3.2 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.
4.3.3 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).

4.4 ORDER OF CHOICE OF INSTITUTIONS
Every candidate is to note that his/her 1st choice can be any of the institutions that is; College of Education, University, Innovation Enterprise Institution, Polytechnic/Monotechnic, Nigerian Defence Academy or Police Academy.

5.0 STEP BY STEP PROCEDURE FOR THE PURCHASE OF 2025 UTME/DE REGISTRATION DOCUMENTS

5.1 CREATION OF PROFILE
A. 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).
B. 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.
C. 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.
D. 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

E. Candidates who procure SIMs only for registration with JAMB (and not in constant use) are advised to take advantage of, and use the **Keep My Number (KMN)** facility offered by their respective Telcos. This feature keeps the SIM alive even if unused for the candidate by ensuring that the SIM is not reissued to another customer. KMN will keep the SIM for the candidate for an initial period of 3 years which is also renewable afterwards. JAMB has no participation in this transaction and it is optional as long as the candidate is certain of keeping the registered number alive for the period of transaction with the Board up to graduation and service year. Any willing candidate is to so specify to his Telco when buying the SIM.
F. JAMB does not entertain any request for change of SIM number after profile creation.
G. 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.
H. Candidate will present the Profile code and e-PIN at any JAMB accredited CBT Centre for registration.
I. 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.

GROUP/SCHOOL BASED REGISTRATION OF CANDIDATES IS NOT ALLOWED! MOST CANDIDATES REGRET IT THEREAFTER.

J. Only candidates, whose biometric verification is successful on examination day would be permitted to sit the UTME or Mock. No parent or any proxy is allowed to make any transaction on the candidate's profile.
K. Candidates with biometric challenges can only register at JAMB National and State offices. Logistics arrangements would 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.

5.2 RETRIEVAL (IN CASE OF MISTAKE/LOSS) OF PROFILE CODE AND SELF-SERVICE
a. To retrieve a lost Profile Code, send the word [RESEND] from the same mobile number to 55019 or 66019 as a text message.
b. Candidates can reset lost or forgotten Profile Password on their registered cell phone number by sending the word "PASSWORD" space [the email address] from the same mobile number as a text message to 55019 or 66019.

5.3 TICKETING (FREE COMPLAINTS)
For all complaints on JAMB processes including NIN and Profile Code related matters, 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 complaint. He/she should also attach supporting documents (if available).

COMPLAINTS FROM 3RD PARTIES ARE MERELY NOTED AS WE DO NOT DISCUSS OUR CLIENTS (CANDIDATES) WITH OTHERS. WRITING OF LETTERS IS NOT NECESSARY. RATHER, ALL COMPLAINTS SHOULD BE CHANNELLED THROUGH THE ONLINE TICKETING SYSTEM FOR PROMPT ATTENTION AND DOCUMENTATION

5.4 JAMB e-PIN SELLING POINTS
The e-PIN outlets are:
NIPOST, Banks, MMOs, MFBs and other participating financial institutions.

5.5 DUTIES OF PARTICIPATING BANKS/OUTLETS
Participating financial outlets are responsible for collecting the profile code directly from the candidate's phone, collect payment and vend the e-PIN electronically via SMS (no dictating or copying the code); facilitate payment through a POS system and provide evidence of payment.

5.6 STEPS FOR PAYMENT
(a) Present Profile Code and pay any of N3,500(Mock only); N5,700 (DE); N7,200 (UTME WITHOUT MOCK) and N8, 700 (UTME WITH MOCK)
(b) The e-PIN is then delivered to the candidate's unique telephone number.

5.7 PROCEDURE FOR REGISTRATION AT THE NINE FOREIGN CENTRES:
5.7.1 The Board conducts registration and UTME in the following cities: Abidjan, Accra, Banjul, Beau, Cotonou, Jeddah, Johannesburg, London. The Nigerian Mission (Embassies) in each of the centres can be contacted for guidance on the registration and examination
5.7.2 Registration fee for candidates from the 8 foreign countries is Thirty United States Dollars ($30) in each of the 8 (eight) countries or its local equivalent.

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

5.9 HOW TO RECOVER LOST e-PIN AFTER PAYMENT
a. If e-PIN is not Received or Lost, send [UTMEPIN] from the unique number to 55019 or 66019 for UTME respectively.
b. The e-PIN would then be retrieved and delivered to the candidate's unique phone number.

AFTER SUCCESSFUL PAYMENT AND OBTAINING e-PIN, CANDIDATE SHOULD PROCEED TO ANY OF THE JAMB-ACCREDITED CBT CENTRE TO COMPLETE HIS/HER REGISTRATION.

5.10 REGISTRATION CENTRES
a. Registration is carried out only at the accredited Computer-Based Test (CBT) Centres.
b. 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.

5.11 CONCLUDING THE REGISTRATION PROCESS AT CBT CENTRES:
5.11.1 A candidate must PERSONALLY present his/her Profile Code and e-PIN at any JAMB-accredited CBT Centre for registration. A candidate's photograph and biometrics (all the ten fingerprints) would be captured at the CBT centre.
5.11.2 Candidates are also to:
a) Provide choice of institutions and programmes (course of study). And note that Centre and bank charges of N700/ N500 respectively have been included in the total fee paid for the pin which JAMB remits to the centres, therefore, no other fee should be paid at the centre.
b) Provide valid and functional personal e-mail address that the candidate can always access.
c) Provide qualification with grades and dates, if not awaiting result.
d) Upload relevant certificates, if no result is being awaited.
e) Provide UTME subjects and choice of examination town(s) for the optional Mock examination and Unified Tertiary Matriculation Examination (UTME) (actual examination).
f) Review entries and confirm correctness, and
g) Print Registration Slip USING BIOMETRIC AUTHENTICATION to confirm valid fingerprint (UTME/DE). Note that authentication with your fingerprint removes blames of error from CBT centres. Candidates are to check before confirming with their fingerprint.

5.12 Candidates, who are awaiting results, should supply (upload) the results online on the JAMB portal as soon as they are available. No recommendations from any Institution would be considered by JAMB if the candidate does not upload his/her result on the portal of JAMB. No institution is allowed to take a new picture/photograph, biometrics or require any other upload of result. All results are downloadable by institutions from the Board's website (and the download is tracked to avoid abuse).

5.13 Candidates are to note that their particulars on their NIN should tally with information on their other supporting documents.

5.14 PERSONS WITH DISABILITIES (PWDs)
To ensure inclusivity, the following categories of candidates are to indicate their disability for special attention:

5.14.1 BLIND CANDIDATES
Candidates, who are blind are to indicate by typing BLIND and also pick the option of sitting the examination, which could be through **Braille, Recorded or Read Aloud**. A candidate is either blind or sighted. It is important to be factual.
Every blind candidate is to select the designated town closest to his/her residence to take the examination.

5.14.2 DEAF/MUTE CANDIDATES
A special indicator for the deaf/mute has been created to identify them for special attention during the examination. Deaf candidates are, therefore, required to confirm this appropriately during registration.

5.14.3 OTHERS
Candidates with **Albinism, Down Syndrome, Autism, Dyslexia and Attention Deficit Hyperactivity Disorder (ADHD) Amputees, Lame, Paralysed, Cerebral Palsy,** disfigurements are to indicate by clicking on the appropriate box so as to be identified and assigned to the JAMB Equal Opportunity Group (JEOG) for special attention.

5.15 BIOMETRIC CHALLENGES
a) Candidates with biometric challenges can only register at JAMB National and State Offices.
b) No other CBT centre is permitted to register such candidates.
c) They will also sit their examination at JAMB National Headquarters in Abuja.
d) No candidate will be allowed to enter the examination hall or sit the examination if his biometrics is not verified.
e) The system will not permit or process any examination without biometric verification.
f) Candidates with biometric abnormality can only register and take examination at the Abuja Headquarters of the Board. The Board will facilitate their travels.
g) Candidates with biometric challenges would sit the examination in Abuja on the last day of the national examination calendar.

6.0 DATES AND VENUE FOR THE 2025 UNIFIED TERTIARY MATRICULATION EXAMINATION
6.1 The 2025 UTME will commence on **Friday, 25th April, 2025,** and end on **Monday, 5th May, 2025,** and at all the eight foreign centres.
6.2 The venue of the examination will be at **ANY** centre in the candidate's chosen examination town.

JAMB DOES NOT POST ANY CANDIDATE TO ANY EXAMINATION TOWN OR MERGED TOWN (OR GROUP OF TOWNS) OTHER THAN THE ONE CHOSEN BY THE CANDIDATE AT THE POINT OF REGISTRATION. REGISTER ON TIME SINCE YOUR PREFERRED TOWN MAY NO LONGER HAVE SPACE FOR YOU. NOTE THAT THE CHOICE OF A GROUP OF TOWNS IMPLIES THAT YOU CAN BE POSTED TO ANY OF THE TOWNS IN THE CHOSEN GROUP.

7.0 REGISTRATION FEE/PROCUREMENT OF REGISTRATION e-PINs
7.1 To promote inclusivity and lessen the charges for registration of the blind, the deaf and those on wheel chairs who possess the required 5 credits at the point of registration. However, for strategic and vetting reasons, these candidates will initially be required to pay for their forms like all other applicants. The fees will be fully refunded during the examination process.

7.2 Candidates should note that e-PINs purchased are tied to individual profiles and are not transferable.

7.3 Candidates are advised to keep as private and confidential their security details such as registration numbers, password/numbers of ATM cards, email addresses and e-PINs. No centre is allowed to request or accept a candidate's password.

8.0 OPTIONAL MOCK-UTME
8.1 The Board will conduct a Mock-UTME in all the accredited CBT centres to prepare and familiarise INTERESTED candidates and non-candidates (Trial-testing underage individuals) with the CBT environment. Interested candidates are advised to indicate interest in the Mock-UTME during the registration provided they register early enough.
8.2 The date for the mock examination shall be **Saturday, 5th April, 2025.**

9.0 GENERAL INFORMATION
9.1 All candidates must mandatorily register their profiles through 55019/66019 as illustrated above before proceeding to buy the e-PIN.
9.2 The registration fee is non-refundable.
9.3 Candidates are advised to read and understand the various guidelines on admission as well as the set of instructions shown on the scan QR code on how to complete the online registration before commencing the process of registration. He or she is also to sign an indemnity on ethical standards.
9.4 Candidates are to note that irrespective of their choice of programme, they will also be tested on a general text: "**The Lekki Headmaster**" by Kabir Alabi Garba. All Candidates are also expected to read the text
9.5 Candidates/Officials would not be allowed to enter the examination centre with earphones, wristwatches, mobile phones, electronic devices, or any pen/biro. Only pencils are allowed.
9.6 Candidates are warned that the Board does not require nor authorise the services of ANY cybercafé, school or establishment other than its accredited CBT centres for this exercise.
9.7 Examination malpractice is a criminal offence that attracts, in addition to the cancellation of results, publication of names and prosecution of such offenders. Candidates are to ensure they read and endorsed the 'Attestation Clause' on the registration portal.
9.8 NO REGULARISATION OF ILLEGAL ADMISSION

10.0 PROCEDURE FOR VALID ADMISSION
10.1 All admission offered by institutions **MUST** be from JAMB and only printed on eFacility. Any offer of admission from any tertiary institution without JAMB Admission letter is illegal and irredeemably null and void. Any candidate, who accepts admission outside CAPS does so at his/her own risk as the Board would not recognise such admissions nor condone it.

SIGNED
REGISTRAR

12.0 ADVISORY ON EXTENDING THE SCOPE OF SERVICE FOR CBT CENTRES

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

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

2. 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.

3. Candidates for 2025 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.**

4. 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.

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

13.0 SALE OF 2025 UNIFIED TERTIARY MATRICULATION EXAMINATION (UTME) AND DIRECT ENTRY (DE) APPLICATION DOCUMENTS IN NIGERIA AND DESIGNATED FOREIGN CENTRES

1.1 2025 UTME/DE APPLICATION

1.2 Applications are invited from suitably-qualified candidates for admission into Tertiary Institutions in Nigeria for the 2025/6 Academic Session

1.3 ONLY candidates who will not be less than 16 years old by 30th September, 2025 are eligible to apply/be considered.
Any candidate who is less than 16 years old by 30th September, 2025 must have been declared by JAMB as an exceptionally brilliant candidate before a waiver of admission can be given.
For a candidate to be considered exceptionally brilliant he/she must have scored not less than 80% in each of UTME/A'LEVEL, PUTME, SSC and in the exceptional candidate examination.

1.4 MOCK FOR TRIAL-TESTING ONLY

1.4.1 Underage individuals who are not qualified by age or do not desire admission for 2025/6 can register for Mock only on payment of N3,500 for the reading text, CBT centre registration, Mock examination and bank charges.

1.5 Once a candidate completes 2025 registration with JAMB with the biodata supplied by NIMC subsequent changes of biodata would not be effected by JAMB for the 2025 admission.

> **CHECK YOUR DATA WITH NIMC TO ENSURE YOUR DETAILS AGREE WITH YOUR CLAIMS BEFORE CREATING YOUR PROFILE THROUGH 55019/66019 AS THERE WOULD BE NO CHANGE OF NAME AND DATE OF BIRTH. FOR 2025, CHANGES IN DATA BY NIMC WILL BE UPDATED ON PREVIOUS JAMB RECORDS PROVIDED THE CANDIDATES GOES THROUGH A PROCESS OF RE-QUERY TO RETRIEVE THE UPDATED DATA THROUGH TEMPL 003 DURING 2025 REGISTRATION. HOWEVER, REPLACED DATA SHALL BE TRACKED AND EVER REFLECTED AS FOOTNOTE ON THE CANDIDATE'S PROFILE AND ALL SLIPS.**

FEES AND CHARGES

1.5.1 The Board will maintain its cashless registration system for the 2025 UTME/DE registration in order to prevent the exploitation of candidates.

AS A RESULT, THE CENTRALIZED COLLECTION OF ALL THIRD-PARTY FEES WILL CONTINUE WITH REMITTANCES MADE TO BENEFICIARIES ON WEEKLY BASIS

THERE WILL BE 4 CATEGORIES OF E-PINS: MOCK ONLY TRIAL TESTING BY FUTURE CANDIDATES (₦3,500); DIRECT ENTRY(₦5,700); UTME ONLY WITHOUT MOCK (₦7,200); UTME WITH MOCK (₦8,700). THE DETAILES ARE AS FOLLOWS:

UTME/DE JAMB APPLICATION FEE	- ₦3,500
READING TEXT	- ₦1,000
CBT CENTRE REGISTRATION SERVICE CHARGE	- ₦700
CBT CENTRE UTME SERVICE CHARGE	- ₦1,500
CBT MOCK SERVICE CHARGE	- ₦1,500
BANK CHARGES	- ₦500

CANDIDATES ARE TO SPECIFY THE TYPE OF E-PIN REQUIRED AT THE POINT OF PURCHASE AS NO REFUND WOULD BE MADE.

2.0 REGISTRATION PERIODS

2.1 The period of registration for UTME candidates including those from Foreign Countries is from **Monday, 3rd February, 2025, to Saturday, 8th March, 2025**.
(Candidates are to have valid, functional and accessible personal e-mail addresses before commencing the process of registration).

2.2 E-PIN vending for UTME begins on **Monday, 3rd February, 2025,** and ends on **Wednesday, 5th March, 2025,** while registration closes on **Saturday, 8th March, 2025.**

2.3 Sale of 2025 Direct Entry (DE) application documents and E-PIN vending would commence from **Monday, 10th March, 2025** and end by **Monday, 7th April, 2025** and would only be at the Board's State and Zonal Offices.

3.0 ELIGIBILITY CHECKER

It is crucial for candidate to verify the requirements prior to starting the application process. The IBASS eligibility checker helps candidates by providing programme (Course) options which align with their qualifications.
Consequently, candidates should:
SCAN THE QR CODES BELOW TO ACCESS IBASS FOR THE e-BROCHURE/e-SYLLABUS

4.0 GENERAL ENTRY REQUIREMENTS

4.1 The general entry requirements for 100 level (Year one) for admission into the First Degree, National Diploma (ND), National Innovation Diploma (NID) and Nigeria Certificate in Education (NCE) programmes are 5 Senior School Certificate (O'level) credit passes including English Language. In addition, credit in Mathematics is required for Law, Science-based and Social Science Programmes.

4.2 DIRECT ENTRY REQUIREMENTS

4.2.1 In addition to a minimum of 5 Senior School Certificate (O'level) credit passes at not more than two sittings, at least two prescribed subjects for each programme (proposed course of study) must be at the Principal or Advanced level. Other acceptable qualifications in lieu of A'LEVELs are:

University Degree, University Diploma/NFLD/NALD, ND/NID, HND, NCE, A-Level Certificate from IJMB, JUPEB, NABTEB-(ANBC), NABTEB-(ANTC), NABTEB-GCE-A'LEVEL (2015-2021), Foreign First degree, Cambridge A-level, International GCE A-level, International Baccalaureate (foreign certificates only). AWARDING INSTITUTIONS ARE REQUIRED BY JAMB TO DIRECTLY VERIFY THEIR PRESENTED AWARDS BEFORE ADMISSION COULD BE MADE.

4.2.2. Candidates are advised to pre-verify their DE qualification before completing their DE registration especially for those with ND, NCE, HND and Degree.

4.2.3 At the point of registration, all DE candidates must provide the following information:
   a) Registration/Matriculation Number of the previous school attended where the qualification was obtained
   b) Subject(s) of qualification
   c) Awarding Institution
   d) Affiliated Institution actually attended
   e) Year of graduation

4.2.4   OTHER VITAL DE REGISTRATION AND ADMISSION 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. No candidate is allowed to register or upgrade to DE with awaiting result-status of O'level 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 e-facility platform.
   c) A DE candidate, who at the point of registration is awaiting A'level results of IJMB/JUPEB/NABTEB, must have uploaded the Admission Letter and Registration Template at the time of registration.
   d) Applicants with Cambridge certificates of pre-2020 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 except NCE that is one year.
   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 profiles, where it will show the status of verification by NIPEDS indicating "CLEARED" or "NOT CLEARED" with the reason(s) for non-clearance.

4.3   **ADDITIONAL VITAL REGISTRATION RULES**

4.3.1   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.

4.3.2   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.

4.3.3 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).

4.4   ORDER OF CHOICE OF INSTITUTIONS

Every candidate is to note that his/her 1st choice can be any of the institutions that is; College of Education, University, Innovation Enterprise Institution, Polytechnic/Monotechnic, Nigerian Defence Academy or Police Academy.

5.0   STEP BY STEP PROCEDURE FOR THE PURCHASE OF 2025 UTME/DE REGISTRATION DOCUMENTS

5.1   CREATION OF PROFILE

A.   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 t transactions with the Board for present and future transactions/applications.**

B.   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.

C.   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.

D.   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

E.   Candidates who procure SIMs only for registration with JAMB (and not in constant use) are advised to take advantage of, and use the Keep My Number (KMN) facility offered by their respective Telcos. This feature keeps the SIM alive even if unused for the candidate by ensuring that the SIM is not reissued to another customer. KMN will keep the SIM for the candidate for an initial period of 3 years which is also renewable afterwards. JAMB has no participation in this transaction and it is optional as long as the candidate is certain of keeping the registered number alive for the period of transaction with the Board up to graduation and service year. Any willing candidate is to so specify to his Telco when buying the SIM.

F.   JAMB does not entertain any request for change of SIM number after profile creation.

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

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

I. 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.

> **GROUP/SCHOOL BASED REGISTRATION OF CANDIDATES IS NOT ALLOWED!**
> **MOST CANDIDATES REGRET IT THEREFATER**

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

K. Candidates with biometric challenges can only register at JAMB National and State offices. Logistics arrangements would 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.

5.2 RETRIEVAL (IN CASE OF MISTAKE/LOSS) OF PROFILE CODE AND SELF-SERVICE

a. To retrieve a lost Profile Code, send the word [RESEND] from the same mobile number to 55019 or 66019 as a text message.

b. Candidates can reset lost or forgotten Profile Password on their registered cell phone number by sending the word "PASSWORD" space [the email address] from the same mobile number as a text message to 55019 or 66019.

5.3 TICKETING (FREE COMPLAINTS)

For ALL complaints on JAMB processes including NIN and Profile Code related matters, a candidate should create a support ticket at https://www.jamb.gov.ng by selecting the Quick links, 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 AS WE DO NOT DISCUSS OUR CLIENTS (CANDIDATES) WITH OTHERS. WRITING OF LETTERS IS NOT NECESSARY. RATHER, ALL COMPLAINTS SHOULD BE CHANNELLED THROUGH THE ONLINE TICKETING SYSTEM FOR PROMPT ATTENTION AND DOCUMENTATION**

5.4 JAMB e-PIN SELLING POINTS

The e-PIN outlets are:

NIPOST, Banks, MMOs, MFBs and other participating financial institutions.

5.5   DUTIES OF PARTICIPATING BANKS/OUTLETS

Participating financial outlets are responsible for collecting the profile code directly from the candidate's phone, collect payment and vend the e-PIN electronically via SMS (no dictating or copying the code); facilitate payment through a POS system and provide evidence of payment.

5.6   STEPS FOR PAYMENT

(a) Present Profile Code and pay any of N3,500(Mock only); N5,700 (DE); N7,200 (UTME WITHOUT MOCK) and N8, 700 (UTME WITH MOCK)

(b) The e-PIN is then delivered to the candidate's unique telephone number.

5.7   PROCEDURE FOR REGISTRATION AT THE EIGHT FOREIGN CENTRES:

5.7.1   The Board conducts registration and UTME in the following cities: Abidjan, Accra, Banjul, Beau, Cotonou, Jeddah, Johannesburg, and London. The Nigerian Mission (Embassy) in each of the centres can be contacted for guidance on the registration and examination

5.7.2   Registration fee for candidates from the 8 foreign countries is Fifty United States Dollars ($50) in each of the 8 (eight) countries or its local equivalent.

5.8   DONATION OF FREE APPLICATION DOCUMENTS

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

5.9   HOW TO RECOVER LOST e-PIN AFTER PAYMENT

a.   If e-PIN is not Received or Lost, send [UTMEPIN] from the unique number to 55019 or 66019 for UTME respectively.

b.   The e-PIN would then be retrieved and delivered to the candidate's unique phone number.

> **AFTER SUCCESSFUL PAYMENT AND OBTAINING e-PIN, CANDIDATE SHOULD PROCEED TO ANY OF THE JAMB-ACCREDITED CBT CENTRE TO COMPLETE HIS/HER REGISTRATION.**

5.10   REGISTRATION CENTRES

c.   Registration is carried out only at the accredited Computer-Based Test (CBT) Centres.

d.   Each candidate should visit any accredited CBT centre (the list of accredited centres is on the Board's website (htpps://www.jamb.gov.ng and JAMB offices), with his/her profile code and e-PIN.

5.11.1   CONCLUDING THE REGISTRATION PROCESS AT CBT CENTRES:

5.11.1   A candidate must PERSONALLY present his/her Profile Code and e-PIN at any JAMB-accredited CBT Centre for registration. A candidate's photograph and biometrics (all the ten fingerprints) would be captured at the CBT centre.

5.11.2   Candidates are also to:

a)   Provide choice of institutions and programmes (course of study). And note that Centre and bank charges of N700/ N500 respectively have been included in the total fee paid for the pin which JAMB remits to the centres, therefore, no other fee should be paid at the centre.

b)   Provide valid and functional personal e-mail address that the candidate can always access.

c)   Provide qualification with grades and dates, if not awaiting result.

d) Upload relevant certificates, if no result is being awaited.

e) Provide UTME subjects and choice of examination town(s) for the optional Mock examination and Unified Tertiary Matriculation Examination (UTME) (actual examination).

f) Review entries and confirm correctness, and

g) Print Registration Slip USING BIOMETRIC AUTHENTICATION to confirm valid fingerprint (UTME/DE). Note that authentication with your fingerprint removes blames of error from CBT centres. Candidates are to check before confirming with their fingerprint.

5.12 Candidates, who are awaiting results, should supply (upload) the results online on the JAMB portal as soon as they are available. No recommendations from any Institution will be considered by JAMB if the candidate does not upload his/her result on the portal of JAMB. No institution is allowed to take a new picture/photograph, biometrics or require any other upload of result. All results are downloadable by institutions from the Board's website (and the download is tracked to avoid abuse).

5.13 Candidates are to note that their particulars on their NIN should tally with information on their other supporting documents.

5.14 PERSONS WITH DISABILITIES (PWDs)
To ensure inclusivity, the following categories of candidates are to indicate their disability for special attention:

5.14.1 BLIND CANDIDATES
Candidates, who are blind are to indicate by typing BLIND and also pick the option of sitting the examination, which could be through Braille, Recorded or Read Aloud. A candidate is either blind or sighted. It is important to be factual.
Every blind candidate is to select the designated town closest to his/her residence to take the examination.

5.14.2 DEAF/MUTE CANDIDATES
A special indicator for the deaf/mute has been created to identify them for special attention during the examination. Deaf candidates are, therefore, required to confirm this appropriately during registration.

5.14.3 OTHERS
Candidates with Albinism, Down Syndrome, Autism, Dyslexia and Attention Deficit Hyperactivity Disorder (ADHD) Amputees, Lame, Paralysed, Cerebral Palsy, disfigurements are to indicate by clicking on the appropriate box so as to be identified and assigned to the JAMB Equal Opportunity Group (JEOG) for special attention.

5.15 BIOMETRIC CHALLENGES
(a) Candidates with biometric challenges can only register at JAMB National and State Offices.

(b) No other CBT centre is permitted to register such candidates.

(c) They will also sit their examination at JAMB National Headquarters in Abuja.

(d) No candidate will be allowed to enter the examination hall or sit the examination if his biometrics is not verified.

(e) The system will not permit or process any examination without biometric verification.

(f) Candidates with biometric abnormality can only register and take examination at the Abuja Headquarters of the Board. The Board will facilitate their travels.

(g) Candidates with biometric challenges would sit the examination in Abuja on the last day of the national examination calendar.

6.0   DATES AND VENUE FOR THE 2025 UNIFIED TERTIARY MATRICULATION EXAMINATION

6.1   The 2025 UTME will commence on **Friday, 25ᵗʰ April, 2025**, and end on **Monday, 5ᵗʰ May, 2025**, and at all the eight foreign centres.

6.2   The venue of the examination will be at ANY centre in the candidate's chosen examination town.

> **JAMB DOES NOT POST ANY CANDIDATE TO ANY EXAMINATION TOWN OR MERGED TOWN (OR GROUP OF TOWNS) OTHER THAN THE ONE CHOSEN BY THE CANDIDATE AT THE POINT OF REGISTRATION. REGISTER ON TIME SINCE YOUR PREFERRED TOWN MAY NO LONGER HAVE SPACE FOR YOU. NOTE THAT THE CHOICE OF A GROUP OF TOWNS IMPLIES THAT YOU CAN BE POSTED TO ANY OF THE TOWNS IN THE CHOSEN GROUP.**

7.0   REGISTRATION FEE/PROCUREMENT OF REGISTRATION e-PINs

7.1   To promote inclusivity, the Board implements a policy of free charges for registration of the blind, the deaf and those on wheel chairs who possess the required 5 credits at the point of registration. However, for strategic and ve ng reasons, these candidates will initially be required to pay for their forms like all other applicants. The fees will be fully refunded during the examination process.

7.2   Candidates should note that e-PINS purchased are tied to individual profiles and are not transferable.

7.3   Candidates are advised to keep as private and confidential their security details such as registration numbers, password/numbers of ATM cards, email addresses and e-PINs. No centre is allowed to request or accept a candidate's password.

8.0   OPTIONAL MOCK-UTME

8.1   The Board will conduct a Mock-UTME in all the accredited CBT centres to prepare and familiarise INTERESTED candidates and non-candidates (Trial-testing underage individuals) with the CBT environment. Interested candidates are advised to indicate interest in the Mock-UTME during the registration provided they register early enough.

8.2   The date for the mock examination shall be Saturday, 5th April, 2025.

9.0   GENERAL INFORMATION

9.1   All candidates must mandatorily register their profiles through 55019/66019 as illustrated above before proceeding to buy the e-PIN.

9.2   The registration fee is non-refundable. The various guidelines on admission as well as Candidates are advised to read and under the set of instructions shown on the scan QR Code on how to complete the online registration before commencing the process of registration. He or she is also to sign an indemnity on ethical standards.

9.3   Candidates are to note that irrespective of their choice of programme, they will also be tested on a general text: "The Lekki Headmaster" by Kabir Alabi Garba. All Candidates are also expected to read the text

9.4   Candidates/Officials would not be allowed to enter the examination centre with earphones, wristwatches, mobile phones, electronic devices, or any pen/biro. Only pencils are allowed.

9.5   Candidates are warned that the Board does not require nor authorise the services of ANY cybercafé, school or establishment other than its accredited CBT centres for this exercise.

9.6   Examination malpractice is a criminal offence that attracts, in addition to the cancellation of results, publication of names and prosecution of such offenders. Candidates are to ensure they read and endorsed the 'Attestation Clause' on the registration portal.

9.7   NO REGULARISATION OF ILLEGAL ADMISSION

10.0   PROCEDURE FOR VALID ADMISSION

10.1   All admission offered by institutions MUST be from JAMB and only printed on eFacility. Any offer of admission from any tertiary institution without JAMB Admission letter is illegal and irredeemably null and void. Any candidate, who accepts admission outside CAPS does so at his/her own risk as the Board would not recognise such admissions nor condone it.

17.0   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.

17.1   The e-Registration Slip

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

It is divided into four main parts:
   a. Personal details
   b. Examination details
   c. UTME subjects
   d. Choice of Institutions/Courses

Worthy of note is that the slip contains the passport size photograph of each candidate with the watermark **"UTME 2025"** on it and Computer-Based Test written vertically on the right side of the slip. It also contains the **QR code** for the **IBASS**. **Any e-Registration Slip without these features is NOT genuine.**

The Registration Number consists of twelve (12) digits and two (2) letters e.g.,

202530074987JA as specified below.

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

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

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

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

17.2 SAMPLE OF UTME E-REGISTRATION SLIP

14.0 ADVISORY ON GUIDELINES FOR REGISTRATION OF 2025 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 2025 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' biometrics to be captured as part of registration process.

15.0 ADVISORY FOR MONITORS GOING ON 2025 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 2025 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 2025 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 a copy of the reading text.

4. Candidates for 2025 UTME/DE registration are to complete a registration template:
   a. Registration template must be scanned and uploaded.
   b. The original registration template **MUST BE GIVEN BACK TO THE CANDIDATE AND NOT KEPT BY ANY CENTRE.**

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

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

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

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

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

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

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

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

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

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

   None of the registration materials (reading text, CD etc.) should be sold to anybody.

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4	Mr. James Chinyere Ogbonna	08067465300

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

NATIONAL HEADQUARTERS ANNEXES/ZONAL OFFICES

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