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2023 UTME: JAMB TRAINS 2000 PROCTORS, REVIEW GUIDELINES FOR EXAMINATION OFFICIALS



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Ms. ESTHER ABIONA'S CASE

Salient Points:

- JAMB registered Ms. Esther Abiona in 2021 and 2022 using her five fingers and five toes.
- The Board had no reason not to register her using same fingers and toes in 2023.
- The Board would not want to preempt its procedural auditing. Therefore, as soon as it completes its investigations, it will publish its findings.

As part of measures towards ensuring a seamless 2023 Unified Tertiary Matriculation Examination (UTME), the Joint Admissions and Matriculation Board (JAMB) has trained over 2000 Proctors nationwide. The Board also used the opportunity of the training to carry out a review of the

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2023 UTME: KEEP THE FLAG FLYING - REGISTRAR CHARGES PROs REWARD OF HARDWORK IS MORE WORK - HEAD, PAP

Ahead of the conduct of the 2023 Unified Tertiary Matriculation Examination (UTME), the Registrar of the Joint Admissions and Matriculation Board (JAMB) has charged the Board's Public Relation Officers (PROs) in the various State Offices to maintain their current tempo as they discharge their onerous responsibilities of positively projecting the Board's corporate image, give accurate reportage and foster mutual cooperation and understanding

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JAMB WARNS CBT CENTRES AGAINST EXTORTION OF CANDIDATES

The Niger State Office of the Joint Admissions and Matriculation Board (JAMB) has warned Computer-Based Test (CBT) centre owners in the State to eschew all acts capable of tarnishing the good name of

the Board.

The newly-appointed State Coordinator, Hajia Munirat A. Lawal, who took over the leadership of the State Office from Mr. Ndaliman Abdullahi Ibrahim, urged the CBT centre owners across the State to

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JAMB DISMISSES TWO STAFF FOR SERIOUS MISCONDUCT

The Joint Admissions and Matriculation Board (JAMB) has dismissed two of its staff for gross misconduct.

The statement gave the names of the dismissed staff as Mr. Bilyaminu Ishaku and Mr. Andrew Anebi Candidus, from JAMB Benue State Office, Markurdi.

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BE PATRIOTIC, MAKE YOUR LEARNING EVIDENT IN YOUR COMPORTMENT, DISPOSITION – OLOYEDE

The Registrar of the Joint Admissions and Matriculation Board (JAMB), Prof. Is-haq Oloyede, has urged the fresh graduates of the Abia State University, Uturu, to be patriotic and make their learning evident in their comportment and disposition outside the school system. He also charged them to put all they had acquired from the institution into positive use for national development.

The Registrar, who was represented by the Board's Abia State Coordinator, Mr. Johnson Adebiyi, at the 29th Convocation Ceremony of

the institution, made the statement while speaking with JAMBulletin at the sidelines of the occasion held at the University Convocation Pavilion.



Earlier, the Vice Chancellor of the University, Prof. Onyemachi Maxwell Ogbulu, disclosed that a total number of three thousand, seven

hundred and fifty-seven (3,757) students graduated in the 2021/2022 Academic Session.

The Vice Chancellor congratulated the graduating students for yet another attainment of a lifetime, urging them to remember that the graduation was not an end in itself but a means to an end, saying, "it is the beginning of a new vista of their lives with its own challenges and opportunities, I, therefore, encourage you to embrace the challenges ahead with an open mind and use every opportunity that comes your way within the ambit of the law," he said.

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...2023 UTME: JAMB Trains 2000 Proctors, Review Guidelines for Examination Officials

guidelines for its Proctors and other examination officials.

The training, which was held virtually on Saturday, 4th March, 2023, was held simultaneously in three batches across the six geopolitical zones. The first batch comprised Proctors drawn from institutions in the South-West and North-East, while the second and third batches were Proctors from institutions drawn from the South-East/North-Central and North-West/South-South respectively.

The training was part of the Board's efforts to equip all officials, particularly the Proctors, on the rudiments of computer appreciation and measures to address any technical issues that might arise during the conduct of the



examination.

The training would, among other things, help in ensuring that Proctors familiarise themselves with the rules and regulations of the examination, conform with them and ensure that they display a high sense of moral integrity.

Also highlighted in the course of the training was the need for all examination officials to comport themselves professionally at all times particularly when addressing cases of malpractice without necessarily causing commotion in the hall.

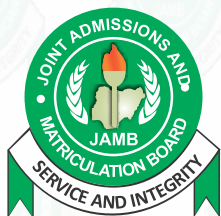
Furthermore, examination officials were also advised not to engage in any act of extortion of candidates and, at the same time, ensure that candidates are protected from any form of extortion as well. In addition,

they are enjoined to arrive promptly at their centres.

As part of the review exercise, Proctors are also tasked to refrain from bringing their mobile phones into the examination hall, charge such phones in the examination hall or engage in any communication with outsiders during the examination.

The Board maintains that all its rules are meant to guide all its examination officials and, as such, they are to be diligently and religiously followed as the success or failure of the examination is contingent upon the disposition and conduct of examination officials.





JOINT ADMISSIONS AND MATRICULATION BOARD

REPORT OF INFLOW AND OUTFLOW FOR THE PERIOD

FEBRUARY 25 2023 – MARCH 3 2023

FINANCIAL INFLOW

S/N	DESCRIPTION	AMOUNT(N)
1	E-facilities/Sales	46,517,765.00
2	PRC Service Charge	373,561.25
	TOTAL	46,891,326.25

FINANCIAL OUTFLOW

S/N	DESCRIPTION	PURPOSE OF PAYMENT	AMOUNT(N)
1	Staff Claims and Welfare	Various	55,701,909.54
2	Staff Development	Teaching	13,059,999.00
3	CBT Centres	2023 Registration	6,161,693.00
4	Agency Service	Agency Service	1,120,000.00
5	Outsourced Service	Cleaning	5,665,195.34
6	CBT Centres	Third Party Exam	1,398,000.00
7	Bwari Kitchen Nigeria Limited	Staff Meals	2,636,700.00
8	Tomeh Travels and Tours Ltd	Flight Ticket	15,218,215.00
9	Assorted Buka	Staff Meals	916,500.00
10	Bwari Kitchen Nigeria Limited	Staff Meals	2,636,700.00
11	Federal Inland Revenue Service	Taxes	5,332,065.87
12	Hammer General Ventures Ltd	Publicity	2,200,000.00
13	Remita	Financial Charges	56,301.50
	TOTAL		112,103,279.25

JAMB CELEBRATES STAFF BORN MARCH 6TH – MARCH 12TH 2023

Happy Birthday

6TH MARCH

Ayomide F. Akanbi
Wosilat H. Sulyman
Kehinde Busari
Peace C. Ogu
Aminu M. Gwadabe

7TH MARCH

Mary Obianigwe

8TH MARCH

Aliyu U. Arabi
Abdulkadir S. Kamaldeen

Gabriel O. Ikhazuangbe
Marufat O. Raji
Oluwatosin I. Olagboye

9TH MARCH

Amina L. Abubakar
Basheerat O. Tadese

10TH MARCH

Ali D. Balami
Anthony Bawa
Ibrahim Lawal
Rahmat T. Imam-Fulani

Rona Solomon
Saliu M. Ewumi

11TH MARCH

Mercy B. Femi-Ajayi
Oluwaseun J. Omotoso
Yahaya A. Turaki

12TH MARCH

Martina Kure
Obadiah Tabat
Obianuju Mmeje
Suleiman O. Alabi





EDUCATION IN THE MEDIA

SUN NEWSPAPER TUESDAY 28TH FEBRUARY, 2023 - South West tops 2023 UTME registration, Lagos records 270,573 candidates. Yobe, Zamfara, Ebonyi record least applicants with 10,522, 4,988, 11,172: Registration for the 2023 Unified Tertiary Matriculation Examination (UTME) has ended with the South West topping the chart with the highest number out of the 1,595,779 registered candidates.

Statistics from the Joint Admissions and Matriculation Board (JAMB) showed that Lagos, Ondo, Ekiti, Oyo, Ogun and Osun recorded a total of 506,127 candidates out of the 1.5 million registered applicants.

A breakdown showed that Lagos topped the 36 states and the Federal Capital Territory (FCT) with 270,573 registered candidates while other South West states had- Oyo, 94, 970, Osun, 41, 699, Ekiti, 21, 421, Ogun, 81, 048, and Ondo, 39, 547 respectively. In the 2021 UTME registration with 1.4 million candidates, Oyo recorded 82,521, Osun was behind with 74,214, Ogun, 70,971, Ondo, 54,026, Lagos, 31,970 and Ekiti, 35,862.

For the 2022 UTME registration, which had 1,763,338 candidates, Lagos had 39,185, Oyo, 112,217, Osun, 97,508, Ogun 96,774, Ondo, 64,291 and Ekiti, 44,572.

In the top-10 states with the highest registration, three South West states of Lagos, Oyo and Ogun occupied the first, second and third positions. Followed by Rivers, 80,119, Kaduna, 79,478, FCT-Abuja, 76,132, Delta, 61,718, Kano, 52,790, Nasarawa, 51,289, and Kwara, 49,365.

The 10 states with the lowest registration are Zamfara with 4,988, Yobe, 10,522, Ebonyi 11,172, Sokoto, 13,042, Kebbi, 13,482, Jigawa, 13,983, Adamawa, 15,504, Bayelsa, 16,494, Borno 16,793 and Taraba, 16,686.

In a related development, the Joint Admissions and Matriculation Board (JAMB) disclosed the top-10 best performing centres with the highest registration and a centre in Rivers topped with 13,228 candidates, Oguncentre, 12,307 and Kaduna 10,894, Lagos 10,820 candidates, Edo recorded 10,777, another centre in Lagos (Agodo-Egbe) registered 10,713, a centre in Sangotedohad 10,631, a centre in Auch 9,337, a centre at Onike, 9,248 and a centre at Ota, 9,137.

SUN NEWSPAPER TUESDAY 28TH FEBRUARY, 2023 - Promoting Mother Language-Based Education: The United Nations Educational, Scientific and Cultural Organisation (UNESCO) has called on nations to support mother-language education and pursue a policy of multilingual education. The agency also said that children should be taught in their mother tongue during the earliest years of their schooling, alongside the official language of instruction.

SUN NEWSPAPER THURSDAY 2ND MARCH, 2023 - JAMB Dismisses 2 Workers Over Professional Misconduct: Joint Admissions and Matriculation Board (JAMB) has dismissed two of its staff, Bilyaminu Ishaku and Andrew Anebi Candidus

for professional misconduct. They were until their dismissal attached to JAMB Benue State office, Markudi.

JAMB spokesman, Fabian Benjamin, in a statement, explained that the notice of dismissal had been communicated to the affected staff as recommended by the Senior Staff Disciplinary Committee set up to investigate allegations of professional misconduct against them.

Benjamin explained that the dismissal was in line with the Public Service Rule 030401, which defined serious misconduct as a specific act of very serious wrongdoing and improper behaviour, which is inimical to the image of the service and which can be investigated and if proven, may lead to dismissal.

The affected staff were directed to submit their identity cards and other property of the Board in their possession to the State Coordinator, JAMB office, Benue State, for onward submission to the Director, Human Resources, with immediate effect. **Also available in NATION NEWSPAPER THURSDAY 2ND MARCH, 2023, TRIBUNE NEWSPAPER THURSDAY 2ND MARCH, 2023, BLUEPRINT NEWSPAPER THURSDAY 2ND MARCH, 2023, VANGUARD NEWSPAPER THURSDAY 2ND MARCH, 2023, LEADERSHIP NEWSPAPER THURSDAY 2ND MARCH, 2023, DAILY TRUST NEWSPAPER THURSDAY 2ND MARCH, 2023 and NEW TELEGRAPH NEWSPAPER THURSDAY 2ND MARCH, 2023.**

NDALIMAN TAKES OVER AT LAFIYA ZONAL OFFICE

The newly-appointed Ag. Director, Lafia Zonal Office, Mr. Ndaliman Abdullahi Ibrahim, has enjoined members of staff of the Board's Zonal Office to be committed to their duties and always remain its good representatives.

The new helmsman gave the charge during his inaugural interaction with members of staff on his assumption of duty as the new Head of Lafia

Zonal Office on Wednesday, 22nd February, 2023.

According to him, teamwork is key to achieving success in any given task and promised to harmoniously work with all members of staff towards achieving the Board's operational goals.

The Deputy Director, State matters, Mr. Chidebe Achunine, while introducing the staff of the Zonal Office to the AG. Director, urged them to support and cooperate with

the new boss to move the Board to greater heights.

In his closing remarks, Mr. Achunine commended all the staff for their hard work and dedication to duty during the just-concluded 2023 UTME registration exercise. He also charged them to be diligent at their duty posts and to continue to give their best to the Board, adding that their best would be rewarded accordingly.

JAMB PAYS COURTESY CALL ON NSCDC, MINNA

The newly-appointed State Coordinator, Joint Admissions and Matriculation Board (JAMB), Niger State Office, Hajia Munirat A. Lawal, has stated that lateness to centres, extortion of candidates under whatever guise, especially in the name of helping candidates to keep their things, among others, are some of the infractions perpetrated by some examination officials while on engagement with the Board.

She also stated that NSCDC Officials are not allowed to enter the examination hall as they are to position themselves at the entrance. However, they are to allow other security agents such as the DSS, ICPC, etc., to access the hall provided they are able to present

credible identification and reasons to do so. She also urged the Command to adhere strictly to its rules of engagement, such as female officers searching female candidates, while the male officers search the males during the conduct of the Board's examinations, among others.

The State Coordinator, in her remarks during an interactive session with Mr. Ahmed Dandare, the Commandant, Nigeria Security and Civil Defence Corps (NSCDC) Niger State Command, stated that the Board would not condone any act capable of negatively impacting on its various operational processes.

According to Hajia Lawal, her visit to the Commandant was aimed at consolidating on the existing cordial

relationship between the Board and the NSCDC as well as to outline the series of activities lined up by the Board for the upcoming 2023 Mock-UTME and UTME.

Speaking further, the State Coordinator urged NSCDC officials to rededicate themselves to the partnership towards improved service delivery.

In his remarks, the NSCDC State Commandant thanked the State Coordinator and her team for the visit. He disclosed that he had worked with the Board in several capacities before he was posted to the Niger State Command and pledged the commitment of his men to the achievement of the overall objectives of the partnership.

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...JAMB Dismisses Two staff for Serious Misconduct

The statement made available to JAMB Bulletin on Wednesday, 1st March, 2023, said their dismissal took effect from 27th February, 2023.

The statement read in parts: "sequel to your appearance before the Senior Staff Disciplinary Committee and the subsequent recommendations of the committee which was forwarded by management to the Minister of Education, I am directed to convey to you the approval of the Honourable

Minister of Education of your dismissal from the service of the Board from 27th February, 2023 for serious misconduct."

According to the statement, the dismissal was in line with the Public Service Rule 030401, which defined serious misconduct as a "specific act of very serious wrongdoing and improper behaviour, which is inimical to the image of the service and which can be investigated and if proven,

may lead to dismissal."

The staff were directed to submit their identity cards and all other property of the Board in their possession to the State Coordinator, JAMB Office, Benue State, for onward submission to the Director, Human Resources, with immediate effect.



SET ACHIEVABLE TARGETS – JAMB CHARGES CENTRE OWNERS

The Ogun State Coordinator of the Joint Admissions and Matriculation Board (JAMB), Mr. Abdulhakeem AbdulHameed, has charged centre owners in Ogun State to give proper training to their operators as well as set achievable targets for them for effective service delivery.

The State Coordinator gave this charge during a meeting with some CBT centre owners involved in registration infractions held on Tuesday, 28th February, 2023, in his office in Abeokuta.

Mr. AbdulHameed frowned at the conduct of the centre owners, who wilfully violated biometric data capturing procedures, among others infractions during the just-concluded 2023 UTME registration exercise.

"It is disheartening to note that despite various advisories issued by the Board towards achieving a seamless 2023 UTME registration exercise, some of your operators still

involved themselves in various infractions inimical to the exercise," he said.

He, however, acknowledged the fact that some centres owners might have burdened their operators with unrealistic targets which might have resulted in the various acts of misconduct witnessed during the 2023 UTME registration exercise.

"Your operators sabotaged the registration exercise in their bid to meet humongous targets you set for them, with some of them thumbprinting for candidates, among other instances of misconduct. The Board does not condone sharp practices, as such, anyone caught hereafter sabotaging the Board will be sanctioned accordingly," he warned. Mr. AbdulHameed also reminded the centre owners of the resolution reached at their meeting with the Management of the Board when they met on the matter in Abuja the previous month. He recalled that

both sides had agreed that the candidates concerned would be re-registered at the same centres they had previously registered while the centres would be responsible for their re-registration fees.

Responding on behalf of the centre owners, Mr. Olugbenga Ofinni of Astute College CBT Centre, Ifo, said the occurrence was unfortunate as some of them had previously been recognised for complying with the Board's directives, stating that his Centre Proprietor, for example, was highly disappointed that such shameful practice was associated with his centre.

Corroborating the assertion of Mr. Ofinni, were Mr. Adebiyi of The Gem International School CBT Centre, Owode Yewa, and Mr. Adeitan Ibrahim of Comprehensive High School CBT Centre, Oke-Oyibo Quarters, Ayetoro, who also restated their determination to desist from such infractions in future.

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...2023 UTME: Keep the Flag Flying - Registrar Charges PROs

with the public.

The Registrar gave the charge through the Head, Public Affairs and Protocols (PAP), Dr. Fabian Benjamin, at a virtual meeting hosted from the National Headquarters, Abuja, with the PROs on Thursday, 2nd March, 2023.

Dr. Benjamin said the meeting was called to interact with the PROs ahead of the Board's mock examination slated for 16th March, 2023, as well as brainstorm with a view to strategising for the main UTME scheduled to hold between 29th April and 12th May, 2023, as some of them would be involved in the conduct of the examination in various capacities.

The Head, PAP, commended the

PROs for their immense contributions to the growth of the Board particularly through accurate reportage of activities in their various outposts, noting that it was their reports which served as the feedstock for the Board's weekly newsletter, the JAMBulletin.

He urged the image makers to sustain their efforts in the pursuit of excellence adding that the reward for hard work is more work.

Dr. Benjamin restated the commitment of the Management to its instituted reward system, which is aimed at recognising the best PRO nationwide stating that fresh modalities have been put in place to make the arrangement more robust as they look forward to the 2023

nominations.

He commended the Registrar, Prof. Is-haq Oloyede, for the series of trainings received by the group pointing out that such trainings were designed to enhance their job performance. He urged the PROs to reciprocate the gesture by giving their best at all times.



2023 UTME: BE GOOD AMBASSADORS – PROF. OLOYEDE TELLS PROCTORS

As part of its preparations for the upcoming 2023 Unified Tertiary Matriculation Examination (UTME), the Joint Admissions and Matriculation Board (JAMB) has charged its Proctors on their expected roles as ambassadors and custodians of its examination.

The Registrar, Prof. Is-haq Oloyede, gave the charge during a virtual training for Proctors, held on Saturday, 4th March, 2023.

According to him, the role of Proctors in any examination is not to be taken lightly as they are critical stakeholders in the examination value chain.

"As a Proctor, you need to see your role as a privileged one as you have been selected based on your perceived integrity and dedication to duty and I want to believe that you would see your job as a call to national service," he said.

He explained that at any particular centre, the primary job of the Proctor is to monitor candidates during the examinations, ensure they are following all the examination rules and regulations, as well as prevent them from engaging in any form of examination misconduct and, if such were to occur, he is to promptly report such cases through appropriate channels.

He pointed out that the Proctors, during the conduct of the examination, represents the examination body, his locality, community, or institution as they are selected from contiguous tertiary institutions to the examination centre.

The Registrar congratulated the Proctors on their being adjudged capable of delivering on the crucial national assignment. He noted that this was to be expected as their appointment was based on the recommendations of Chief External Examiners (CEEs) made up of Vice Chancellors, Rectors and Provosts

across the country. He urged them to pay rapt attention to the training.

In his remarks, the Chairman, Chief External Examiners, Prof. Mukhtar Kurawa, expressed appreciation to the Board for the opportunity given to them to serve the nation and pledged that the Proctors would live up to expectations.

While putting the Proctors through their roles in the administration of the examination, the Chief Technical Advisor, Prof. Bashir Galadanci, and the Consultant, Information



Communication Technology (ICT), Mr. Damilola Bamiro, stressed that to ensure superlative success in the examination, the key word for everyone is vigilance.

According to Prof. Galadanci, the Proctors should exercise a high sense of vigilance, integrity, honesty from the point of screening candidates' examination slips for the purpose of checkmating any form of impersonation as well as monitor them to ensure they do not bring in any prohibited item into the examination hall. He stated that any candidate who does not comply with examination rules should be duly reported.

He explained further that all examination officials must display a high sense of moral integrity, professionalism and familiarity with all the rules and regulations of the examination for them to perform their roles without any encumbrances. He also stated that Proctors would be held liable for any infraction noticed in any centre as such they need to be very vigilant

and not allow themselves to be manipulated or compromised in anyway.

"You are the greatest tool for the detection of any examination malpractice," he declared.

Similarly, Mr. Bamiro's presentation dwelled on the technical aspects of the examination, including likely challenges and measures to resolving them.

Other salient points aptly elucidated by the presenter included moral obligation of examination officials, examination delivery, examination duties before, during and after the examination, and warned that on no account must a candidate, who failed biometric verification be allowed into the hall.

In his remarks on the occasion, the Director, Test Administration Department, Mrs. Ville Pius, urged the Proctors to be diligent and above board as they would work closely with the candidates. She pointed out that the efforts of the Board would be in vain if extant guidelines are compromised or circumvented by Proctors.

On his own part, the Director Information Technology Services, Mr. Fabian Okoro, charged the Proctors to be vigilant and nip any form of infractions in the bud. He also enjoined Proctors not to cluster in one corner of the examination hall as their responsibilities demand that they move around for effective monitoring and supervision.





FEW FACTS ABOUT JAMB

- ❁ The Joint Admissions and Matriculation Board (JAMB) was established for the general control of the conduct of matriculation examinations for admissions into all universities, polytechnics, monotechnics, colleges of education and (recently added) Innovation Enterprise Institutes (IEIs).
- ❁ Section 5 (2) of the ACT establishing the Board provided as stated: For the avoidance of doubt, the Board shall be responsible for determining matriculation requirements and conducting examinations leading to undergraduate admissions and also for admissions to National Diploma and the Nigerian Certificate in Education courses, but shall not be responsible for examinations or any other selective process for postgraduate courses and any other courses offered by the tertiary institutions. In the implementation of this section, there is always a synergy with the National Universities Commission(NUC), the National Board for Technical Education(NBTE) and the National Commission for Colleges of Education(NCCE) with the endorsement of the National Council on Education(NCE).
- ❁ In exercising this power, the Board is always guided by admission guidelines approved by the Policy Meeting under the Chairmanship of the Hon. Minister of Education with all Heads of Tertiary Institutions and other stakeholders in attendance.
- ❁ Since the inception of the Interim Joint Matriculation Board Examination (IJMBE), JAMB appoints moderators for all its questions as well as the grading of candidates scores. It has always done this without failing to still accommodate 'HSC' within the current 6-3-3-4 system. The National Council on Education(NCE) guidelines for the Joint Universities Preliminary Examinations Board (JUPEB) also endorsed the practice for JUPEB.
- ❁ The Joint Admissions and Matriculation Board shall continue to operate within its laws.

JOINT ADMISSIONS AND MATRICULATION BOARD

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Tel: 08123658955, 08166335513 <http://www.jamb.gov.ng>, www.jamb.org.ng

PROF. IS-HAQ OLANREWAJU OLOYEDE, OFR, FNAL
Registrar/Chief Executive



OFFICE OF THE REGISTRAR

No: 2022ff06

14th November, 2022

ADVISORY FOR REGISTRARS OF TERTIARY INSTITUTIONS ON THE OPERATIONS OF THE CENTRAL ADMISSIONS PROCESSING SYSTEM (CAPS) AS A COMMUNICATION PLATFORM

This advisory is to guide all Registrars of Institutions on how to use the communication module on the Central Admissions Processing System (CAPS). The communication module was designed to enhance communication and information sharing between the Board and Registrars Institutions. Kindly follow the steps below to access and use the system:-

1. Website

1.1 Go to www.jamb.gov.ng, then click on "CAPS(Institution)" menu.

2. Login Screen

2.1 How To Login

- Enter Username
- Enter Password
- Click on the Login button to login.
- The username and password will be provided by JAMB upon request of your details.

3. Institution Registrar Dashboard

3.1 The Registrar's dashboard is made up of the following:-

- Total Candidates (Candidates who choose your institution as first choice)
- Total Quota (Available admission's quota for your institution)
- Total Quota Used (Quota used for admission)
- Quota Balance (Available quota for admissions)

4. Messaging

4.1. The messaging module allows the Registrars of institutions to compose/send as well as receive messages to the following users:-

- JAMB Registrar
- Director, Admissions (JAMB)
- The Desk Officer of the institution in JAMB

4.2. The Registrars of Institutions can view all the sent and received messages.

4.3. The Registrars of institutions can also view attachments to mails, if any.

5. Reports

The Registrar of an institution can view the following reports on CAPS:-

5.1 Candidates by Admission Status

This report allows you to view all candidates within your institution by Admission

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status. The following admission status are available on CAPS;

- Not Admitted
- Proposed
- Recommended
- Approved
- Accepted

5.2 Candidates List by Programme

This report allows you to view candidates in your institution by programmes.

5.3 Advanced Candidate List

This report allows you to view candidates within your institution by a combination of two or more criteria, such as;

- Programme
- State of origin
- Local Government of origin
- Gender
- UTME score

Mohammed A. Babaji

Director, Admissions

For: Registrar

JOINT ADMISSIONS AND MATRICULATION BOARD

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PROF. IS-HAQ OLANREWAJU OLOYEDE, OFR, FNAL
Registrar/Chief Executive



OFFICE OF THE REGISTRAR

No: 2022ff07

14th November, 2022

The IBASS complementary platform described in this document has been created for stakeholders including Regulatory Bodies, Institution heads and Directors of Admission, JAMB Registrar and JAMB Administrators. The platform aims to automate the request, review, approval and publishing process for new Programs and Institutions.

A single, simple automated platform provides benefits including increased productivity, improve Audit readiness, decrease in errors, and an improved standardized overall process.

ADVISORY ON MANAGING PROGRAMMES AND INSTITUTIONS FOR REGULATORY BODIES

PROCEDURE FOR ADDING NEW INSTITUTIONS

1. The Regulatory Body Admin logs into the system and uses the New Institution form to upload a new Institution.
2. The form will prompt for the entry of all relevant institution details as well as approval/accreditation attachments.
3. Programmes offered at the new institution may also be uploaded during the creation process.
4. All new Institutions uploaded will automatically be forwarded to the JAMB Administrative team to review and publish into the system.

PROCEDURE FOR ADDING NEW OR DELISTING PROGRAMMES

1. For existing institutions, the Regulatory Body Admin would sign into the system, search for an Institution and use the corresponding New Programme form to upload a new Programme.
2. All new Programme uploads must be accompanied with a scan of the Letter or Approval.
3. Additionally, existing Programmes can be delisted from this system. This process also requires an Approval document to be submitted along with the request.
4. All Programme changes including new Programmes and delisting would be automatically forwarded to the JAMB Administrative team to review and publish.

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- Regulatory users are also able to approve Programme Delist requests from Institutions under regulation. The Institution would select a Programme for delisting and the request is automatically forwarded to the Regulator for approval. The Regulator would login and under a list of Pending Approvals would review an individual request and provide necessary approval. A request may also be declined, in which case the regulatory user is prompted for an explanation, which is included in the feedback to the Institution.

PROCEDURE FOR MANAGING OTHER REGULATORY USER ACCOUNTS

- The Regulatory Body Admin logs into the system and reviews the list of Regulatory Body users within its purview. E.g. NBTE admin can only view other NBTE users. The Regulatory user with administrative privileges is able to create a new user account and restrict to certain Institution categories as required.
- This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

PROCEDURE FOR USING INTERNAL MAIL COMMUNICATION TOOL

- The Regulatory Body Admin logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
- The user selects the Compose Message form and indicates the recipients which include the following options:
- All Institutions under regulation
 - Specific Institution(s)
 - JAMB
- The user completes the intended message and may also include an attachment.
- The message is immediately sent to the chosen recipients who are also notified of the new communication.

ADVISORY ON MANAGING PROGRAMMES FOR TERTIARY INSTITUTIONS

PROCEDURE FOR ADDING NEW PROGRAMMES

- All New Programmes are uploaded by the Regulatory Body on behalf on the Institution.
- The relevant teams from the Institution would provide all Programme details and additional information to their Regulator, and in turn the Regulatory user would proceed to upload the Programme details and approval letter attachment into the system.
- Once the new Programme details are submitted, it is automatically forwarded to the JAMB Administrative team to review and publish into the system.

PROCEDURE FOR UPDATING ADMISSION REQUIREMENTS

- The DAP user profile logs into the system to view all existing Programmes in their Institution and affiliated Institutions.

2. A Programme from the list is selected for modification. The DE Requirements, UTME Requirements or UTME Subjects may be edited and an additional note may be included to provide further clarity. All changes must be accompanied by an attachment showing the approval by the Institution's Senate/Governing Board.
3. The changes will be forwarded to the head of the institution (VC, Provost, Head, Rector) for Approval.
4. Once approved it will be forwarded to the JAMB Administrative team for final review and publishing.

PROCEDURE FOR DELISTING AN EXISTING PROGRAMME

1. The DAP user profile logs into the system and selects a specific Programme for delisting. All Delist requests must be accompanied by an attachment showing the approval by the Institution's Senate/Governing Board.
2. The request is automatically forwarded to the head of the institution (VC, Provost, Head, Rector) for Approval.
3. Once approved it will be forwarded to the relevant Regulatory Body (NUC or NCCE or NBTE) for review and approval. The request may also be declined in case there is an error and the Regulatory user is prompted to provide a reason for declining the request.
4. If Approved by the Regulatory body the request is automatically forwarded to JAMB Administrative team for publishing (Programme is removed from the system).

PROCEDURE FOR MANAGING INSTITUTION USER ACCOUNTS

1. The Institution head user logs into the system and reviews the list of users in the Institution. The list is strictly limited to the current Institution and no Institution can view or interact with users from another Institution. The user with administrative privileges is able to create a new user account and configure the rights and privileges as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

PROCEDURE FOR USING INTERNAL MAIL COMMUNICATION TOOL

1. The Institution user logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
2. The user selects the Compose Message form and indicates the recipients which may include fellow users from the same Institution, their Regulating Body or JAMB.
3. The user completes the intended message and may also include an attachment.
4. The message is immediately sent to the chosen recipients who are also notified of the new communication.

ADVISORY ON REVIEWING NEW PROGRAMMES AND INSTITUTIONS FOR JAMB REGISTRAR

PROCEDURE FOR REVIEWING NEW PROGRAMMES AND INSTITUTION

1. All New Programmes are uploaded by the Regulatory Body on behalf on the Institution.
2. The JAMB Registrar logs into the system to view a list of pending reviews and requests of new Institutions and Programmes. Each request from the Regulatory Bodies may be reviewed individually and subsequently enabled for Publishing.
3. Once this action is complete the JAMB Administrative team would publish the requested update or changes into the system.

PROCEDURE FOR APPROVING ADMISSION REQUIREMENTS CHANGES

1. The JAMB Registrar logs into the system to view a list of pending Programme Admission Requirement changes that need approval.
2. Once an Admission Requirement Change is reviewed it may be enabled for Publishing.
3. Once this action is complete, the JAMB Administrative team would publish the requested update or changes into the system.

PROCEDURE FOR MANAGING SYSTEM USERS

1. The JAMB Registrar logs into the system and reviews the list of users in the system. The list is unrestricted and includes users across JAMB, all Institutions and all Regulatory bodies. The Registrar has administrative privileges to create a new user account in any category and configure the rights and privileges as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

PROCEDURE FOR USING INTERNAL MAIL COMMUNICATION TOOL

1. The JAMB Registrar logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
2. The user selects the Compose Message form and indicates the recipients which include the following options:
 - a. All System Users
 - b. Specific Users
 - c. All Institutions
 - d. Specific Institution(s)
 - e. Regulators
 - f. JAMB Administrative Team
3. The user completes the intended message and may also include an attachment.
4. The message is immediately sent to the chosen recipients who are also notified of the new communication.



ADVISORY ON PUBLISHING NEW PROGRAMMES AND INSTITUTIONS FOR JAMB ADMINISTRATORS

PROCEDURE FOR PUBLISHING NEW PROGRAMMES AND INSTITUTION

1. JAMB Admin user logs into the system to view all New Programmes and Institutions that have been enabled for Publishing by the Registrar.
2. The JAMB Admin user may finalize the process by publishing the new information, which automatically reflects across the system.
3. Once this action is complete the initiating party (Regulatory body) is automatically notified.

PROCEDURE FOR PUBLISHING ADMISSION REQUIREMENTS CHANGES

1. The JAMB Admin user logs into the system to view a list of new Programme Admission Requirement changes that have been approved and enabled for publishing.
2. The change request is published and automatically reflects across the system.

PROCEDURE FOR MANAGING SYSTEM USERS

1. The JAMB Admin user logs into the system and reviews the list of users in the system. The list is unrestricted and includes users across all Institutions and all Regulatory bodies. The JAMB Admin may have administrative privileges to create a new user account in any category and configure the rights and privileges as required.
2. This process takes immediate effect and the newly created user is able to log into the system. Newly created users are STRONGLY advised to change their password immediately upon first login.

PROCEDURE FOR USING INTERNAL MAIL COMMUNICATION TOOL

3. The JAMB Admin user logs into the system and selects the Mail menu which displays the Inbox, showing new and existing messages.
4. The user selects the Compose Message form and indicates the recipients which include the following options:
 - a. All System Users
 - b. Specific Users
 - c. All Institutions
 - d. Specific Institution(s)
 - e. Regulators
 - f. Other JAMB Administrative Team members
 - g. Registrar
5. The user completes the intended message and may also include an attachment.
6. The message is immediately sent to the chosen recipients who are also notified of the new communication.











JOINT ADMISSIONS AND MATRICULATION BOARD

NATIONAL HEADQUARTERS, BWARI, ABUJA

ADVISORY ON PROCEDURE FOR PROCESSING OF INDEMNITY FORMS FOR AFFILIATED INSTITUTIONS

Please find below an updated procedure for processing of indemnity forms for affiliated institutions

-  Candidate goes to any JAMB office to complete his/her application and submit the form after completion online.
-  The candidate prints the completed application carrying the indemnity and submits the physical form to the Head of the affiliated institution for signature.
-  The Head of Affiliated-Institution proposes the candidate online to the Mother-Institution.
-  The Mother-Institution (wherever it is based) logs into the JAMB portal and recommends (or rejects) the candidate to JAMB State office (wherever the affiliated Institution is based) for approval processing.
-  The affiliated institution logs into JAMB portal, views recommended candidate(s) and submits the indemnified physical form of only recommended candidates by mother-institution to the State Coordinator of JAMB for upload of physical forms (forms of candidates not recommended online by mother-institution cannot be uploaded). **No submission by proxy.**
-  The physical form of recommended candidate(s) is/are uploaded from the State affiliated-institution JAMB Office to the Headquarters and made available on the efacility platform for processing.
-  If the application is approved/rejected, the candidate (and the two institutions can view it) is notified through his/her email.
-  The candidate can thereafter print his/her admission letter and access other services online from his/her profile.

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JOINT ADMISSIONS AND MATRICULATION BOARD

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JOINT ADMISSIONS AND MATRICULATION BOARD

NATIONAL HEADQUARTERS, BWARI, ABUJA

ADVISORY ON PROCEDURE FOR PROCESSING OF (DEGREE) ADMISSION AFFILIATED-INSTITUTIONS

Please find below an updated procedure for processing of admission for affiliated institutions:

-  Head of the affiliated-institution logs into JAMB (CAPS) portal and download candidates for a particular programme;
-  The Head of the Affiliated-Institution (wherever it is based) logs into JAMB (CAPS) portal and set admissions criteria for every programme such as minimum scores for UTME, post UTME, aggregate, catchment and ELDS;
-  The Head of the affiliated institution proposes the qualified candidates for each programme on CAPS and it goes to the Head of the mother-institution;
-  The Head of the Mother-Institution (wherever it is based) logs into the JAMB (CAPS) portal and recommends the candidate to the Registrar of JAMB (or representative) for approval or decline the proposal with a reason for the rejection;
-  The Registrar of JAMB (or representative) approves the recommendation(s) from the Head of the Mother-Institution or decline the recommendation with a reason for the rejection;
-  If the recommendation is approved, the candidate is notified through his/her email and SMS to either accept or reject the offer of admission. The two institutions can log in and view the status of the recommended candidates;
-  If the candidate accepts the offer of admission, he/she can thereafter print his/her admission letter and access other services online from his/her profile.

NOTE: The Head of Affiliated-Institution has access to **VIEW ONLY** all recommendations by the Head of Mother-Institution

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JOINT ADMISSIONS AND MATRICULATION BOARD



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NATIONAL HEADQUARTERS, BWARI, ABUJA

ADVISORY ON PROCEDURE FOR INTERNAL TRANSFER OF CANDIDATES FROM ONE PROGRAMME TO ANOTHER ON CAPS

-  The Head of Affiliated-Institution proposes to candidate on CAPS to move him/her to another programme;
-  Candidate accepts or rejects the proposal;
-  If the candidate accepts, his/her records moves to the new programme and the Head of the Affiliated-Institution proposes the candidate in the new programme to the Head of the Mother-Institution.
-  The Head of the Mother-Institution recommends the candidate(s) to the Registrar of JAMB for approval;
-  The Registrar of JAMB (or representative) approves the recommendation(s) from the Head of the Mother-Institution or decline the recommendation with a reason for the rejection;
-  If the recommendation is approved, the candidate is notified through his/her email and SMS to either accept or reject the offer of admission. The two institutions can log in and view the status of the recommended candidates;
-  If the candidate accepts the offer of admission, he/she can thereafter print his/her admission letter and access other services online from his/her profile

NOTE: The Head of Affiliated-Institution has access to **VIEW ONLY** all recommendations by the Head of Mother-Institution

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JOINT ADMISSIONS AND MATRICULATION BOARD

JOINT ADMISSIONS AND MATRICULATION BOARD

NATIONAL HEADQUARTERS, BWARI, ABUJA

ADVISORY ON EXTENDING THE SCOPE OF SERVICE FOR CBT CENTRES

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

2. These services being extended to the CBT centres are registrations for:
 - (i) **Part-time**
 - (ii) **NOUN**
 - (iii) **Sandwich**
 - (iv) **Distance Learning**
3. The following steps are to be followed by each centre while attending to these category of candidates:
 - a. First create a 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 the payment of N3,500 application fees online 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 to register the candidate on the Registration App platform and print out the Registration Slip.
 - f. For DE candidates of 2017 onwards, after registration, only the Registration Slip is to be given to them as the candidate's registration information goes straight to CAPS;
 - g. For candidates of year 2016 and before, after registration, the centre is expected to give them both the Registration Slip and an Indemnity Form;
 - h. The service charge for this type of registration is N700 only and payable directly to the centre.
4. Do not write down or copy any vital data of the candidates such as card details, profile code, password etc.
5. Recall that like the UTME/DE, the template is to be uploaded while candidates are to go away with the original (hard copy) template.
6. CBT centres shall abide by the rules as severe sanctions would be meted out to infractors.

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JOINT ADMISSIONS AND MATRICULATION BOARD



NO CANDIDATE CAN LOGIN ONE HOUR INTO THE EXAMINATION – JAMB



Prof. Is-haq Oloyede, Registrar of JAMB

Ahead of the conduct of the 2023 UTME, the Joint Admissions and Matriculation Board (JAMB) has said no candidate would be allowed to login to the examination one hour into the stipulated examination start time. This, according to the Board, is

meant as a corollary to its earlier directive that no candidate would be allowed to login or enter the examination hall one hour into the examination start time.

This policy direction was part of takeaways at a virtual training organised for Proctors by the Board on Saturday, 4th March, 2023.

The Registrar, Prof. Is-haq Oloyede, in his address to the participants, pointed out that only candidates who have been biometrically verified successfully would be able to login for the examination.

Prof. Oloyede stated that the Board has put in place features aimed at further simplifying its examination delivery with the use of nine (9) keys, in lieu of the mouse, in addition to explicit instructions to candidates.

He charged candidates to ensure

that they carefully read and follow all the instructions as stated on the screen before, during and after the examination and should refrain from doing anything contrary to the rules guiding the conduct of the examination.

The Registrar also reiterated the ban on prohibited items adding that the Board would sanction any candidate found culpable. According to him, the list of prohibited items include the following: mobile phones, pens/biros, ear pods/ear piece, smart button, wallet/purse, necklaces, rings, bangles, keyholders, calculators, Bluetooth devices, cameras, microphones, recorders, contact lenses, books, spyglasses, smartwatches, flash drives, among others.

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...JAMB Warns CBT Centres Against Extortion of Candidates

adhere strictly to all policies guiding the operations of all the accredited CBT centres in the country.

Hajia Lawal, who revealed this in an interactive session with CBT centre owners across the State, stated that the meeting was also aimed at ascertaining their level of compliance with the Board's guidelines in line with their rules of

engagement.

In his remarks, the Chief Technical Advisor for the State, Dr. Ibrahim, charged the CBT centre owners to work as a team with the State Office to achieve its objectives. He congratulated the invited CBT centre administrators on their successful outing during the 2023 UTME accreditation exercise, which,

he said, was vigorously undertaken for the purpose of selecting the best centres among the many-contending ones. This move, he disclosed, bore fruit as reports pointed to a flawless 2023 UTME registration exercise in the State.

MRS ANGELA OKORO OF THE HUMAN RESOURCE DEPARTMENT CELEBRATES BIRTHDAY IN STYLE



Mrs Okoro Angela Ify, (2nd left) marks her birthday with staff of Human Resources Department



JOINT ADMISSIONS AND MATRICULATION BOARD

NATIONAL HEADQUARTERS, BWARI, ABUJA

ADVISORY TO INSTITUTIONS ON HOW TO HANDLE THE CONDONEMENT OF UNDISCLOSED ILLEGAL INSTITUTIONAL ADMISSIONS (CUIIA) (ADMISSIONS CONDUCTED OUTSIDE CAPS 2017-2020)

The Board introduced the **Central Admissions Processing System (CAPS)** in 2017 as the transparent platform for all admissions. Regrettably, some of the institutions continued to admit some, indeed large number of candidates (undisclosed to JAMB), thereby jeopardizing the interest of such candidates admitted through under-the table deals.

Recent events made the candidates protest the disadvantages of such non-disclosure and lack of formal recognition of their degrees. Such Institutions are now being compelled by necessity to confess their past deeds of undisclosed admission.

This Advisory is to guide the affected institutions on how the candidates can be rescued:

- i. The institutions should first and foremost declare the number of candidates admitted outside CAPS by sending a formal letter of confession and disclosure (LCD) to the Registrar of JAMB.
- ii. The letter of confession and disclosure should have the list of candidates attached. A copy of the letter and the list of candidates should be sent to JAMB state office where the institution is located. The list and total number of affected candidates for each year of admission should be clearly specified with the Programme (i.e Course of Study).
- iii. If the Board upon receiving the letter (and after due scrutiny and investigations) grants approval, the institution shall be contacted within 2 weeks of acknowledged receipt of the LCD.
- iv. The portal is then opened for the Institution to upload the list of candidates already submitted.
- v. The letter of approval from JAMB to the institution and the uploaded list shall contain the following:
 - the academic year for which the retroactive approval is granted;
 - total number of candidates, and
 - the period of grace (**not exceeding 60 days**) within which the affected candidates must complete the process of **Condonement of Undisclosed Illegal Institutional Admission (CUIIA)**. Only the candidates declared by the institutions are to visit JAMB office and complete the appropriate form online after paying the prescribed fee (i.e) the application fee of N4,000 only is paid by those without JAMB Registration number for the year and N5,000 penalty paid by every candidate involved.
- vi. The records of the candidates shall then be made available on CAPS after they have completed the online process.
- vii. The Admission Officer of the Institution shall retroactively propose formally the candidates to the Head of Institution who in turn shall recommend the candidates within the specified time.
- viii. The JAMB Desk officer too, shall retroactively approve the candidates on CAPS within the original list submitted by the institution. After approval, the previously illegal students will be able to print their JAMB admission letters from e-facility on JAMB Portal.
- ix. It should be noted that the admission letter would henceforth carry the date of the retroactive approval and not backdated to protect the Board's integrity of the data it might have provided before the condonement. The admission letter would also be named "**Retroactive Letter of Admission**" to reflect the correct history of the admission.
- x. Please **NOTE** that only candidates on the list declared by the institutions shall be attended to at the JAMB office. The Board shall not extend the period of grace granted to each institution. Any candidate that does not complete the process within the allotted (maximum two months) grace - period loses the remedial opportunity.

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JOINT ADMISSIONS AND MATRICULATION BOARD

ATTENTION!!!

Serialisation of guidelines for the 2022 admissions exercise continues.

Second series.

CESSATION OF ILLEGAL/IRREGULAR ADMISSIONS

- 🌐 All applications of admissions to **First Degree, National Diploma, National Innovation Diploma and the Nigeria Certificate in Education into Full-Time, Distance Learning, Part-Time, Outreach, Sandwich, etc.**, must be processed **ONLY** through the Joint Admissions and Matriculation Board (JAMB).
- 🌐 No Institution should advertise or sell “application forms” for admissions into the programmes. Institutions should advertise candidates to apply to them through Joint Admissions and Matriculation Board (JAMB). Duplication of application forms is **NOT** allowed.
- 🌐 Joint Admissions and Matriculation Board (JAMB) and the three (3) Regulatory Agencies (National Universities Commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE) will ensure that all Tertiary Institutions comply with this policy directive. Other Professional Regulatory Agencies will also play a role in sanitizing the process.
- 🌐 The duration of all Non-Full Time Studies must be maintained as approved by the Regulatory Agencies. This is generally not less than one hundred and fifty percent (150%) of the equivalence of Full Time.

ADVERTORIALS

- 🌐 Institutions that desire to place advertisement can do so with the requirement that candidates who sat for the current **UTME** (or **DE** candidates) should change to their institutions as First (1st) Choice rather than requesting the candidates to purchase another application form or apply. This is to prevent the issue of double registration which is a violation of the mandate of JAMB.
- 🌐 It should be reiterated that no Institution should advertise or sell “application forms” for admissions into the programmes listed above. Institutions should advise candidates to apply to them through Joint Admissions and Matriculation Board (JAMB). Duplication of application forms is **NOT** allowed.