



JOINT ADMISSIONS AND MATRICULATION BOARD

**JAMB**



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

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## PREFACE

This Manual provides all necessary information required by officials engaged in the conduct of the Unified Tertiary Matriculation Examination (UTME). 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 2026 examination exercise.

**Professor Is-haq Olanrewaju Oloyede, CON, NPOM, 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 and Up/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 and up/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 <b>A, B, C</b> or <b>D</b> on the keyboard to select answers,
Click on <b>NEXT</b> button on the screen to bring up the next question.	Press the <b>Right Arrow</b> (➡) key to move to the next question.
Click on <b>PREVIOUS</b> button on the screen to bring back previous question.	Press the <b>Left Arrow</b> (⬅) key to return to the previous question.
Use the scroll wheel for passage reading where applicable.	Use the <b>Up</b> (↑) and <b>Down</b> (↓) arrow keys for scrolling up and down for passage reading where applicable.
Click on any Question Number at the bottom of the screen to bring up the question directly.	For emphasis, the keyboard navigation keys are given below: <b>P</b> for Previous Question <b>N</b> for Next Question <b>R</b> is to Return (if S is pressed in error) <b>S</b> to submit Examination <b>Y</b> to confirm submission of Examination
<b>Calculator:</b> click on the calculator icon shown on top right corner of the screen to access the calculator.	<b>Calculator:</b> Examination Officials should help to click on the top right corner as shown on the screen to access the calculator.
Click an option or select the option ( <b>A, B, C</b> or <b>D</b> ) to automatically save the answer	Pressing the <b>N</b> or <b>P</b> button on the keyboard will automatically save the answer
Click on <b>END EXAM</b> button to end the Examination	Press <b>S</b> button on the keyboard to submit examination, followed by Pressing <b>Y</b> button to confirm submission.
Once submitted, candidate <b>cannot</b> go back	Once submitted, candidate <b>cannot</b> 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 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 administered at examination towns and centres as defined below:

### 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 Misconduct Report Form I (JAMB/TA/UTME/EIR/PC)*  
*B. Examination I Misconduct 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](http://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	<ul style="list-style-type: none"> <li>➤ Provide leadership and direction for all Examination Officials in their assigned state for a hitch-free examination.</li> <li>➤ Receive and analyse reports of Examination Officials and forward same to the Board.</li> <li>➤ Recruit, deploy, remunerate, and pay proctors.</li> <li>➤ Oversee activities in all Examination Centres within the State</li> <li>➤ Inform the Proctors to attend the briefing sessions at the centre a day to the examination.</li> <li>➤ Participate in Centre Accreditation.</li> </ul>
2	High-Powered Opinion Leaders	Prominent Statesmen of Proven Integrity	<ul style="list-style-type: none"> <li>➤ Advise Management on the overall responsibilities of the Board with particular focus on the conduct of the Examination and the Registration exercises.</li> </ul>
3	State Technical Advisors	Information and Communication Technology Professionals	<ul style="list-style-type: none"> <li>➤ Provide the required technical advice to all technical staff in the State.</li> <li>➤ Address technical challenges.</li> <li>➤ Act as custodians of sensitive equipment and deploy them when necessary.</li> <li>➤ Report to the Registrar</li> <li>➤ Participate in Centre Accreditation.</li> </ul>
4	General Monitors	Prominent Personalities, Former Registrars and Directors of the Board, Former Vice Chancellors of Universities	<ul style="list-style-type: none"> <li>➤ Visit, monitor and check the activities in all Examination Centres assigned to them</li> </ul>
5	Peace Monitors	Women of Substance and Integrity	<ul style="list-style-type: none"> <li>➤ Monitor the conduct of the examination through various means of communication and raise appropriate alerts.</li> <li>➤ Report on the examination to the Registrar</li> </ul>

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	Call Room (Situation Room)	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
<b>Total Centre Officials</b>	<b>– 10</b>

■ **Centre Officials**

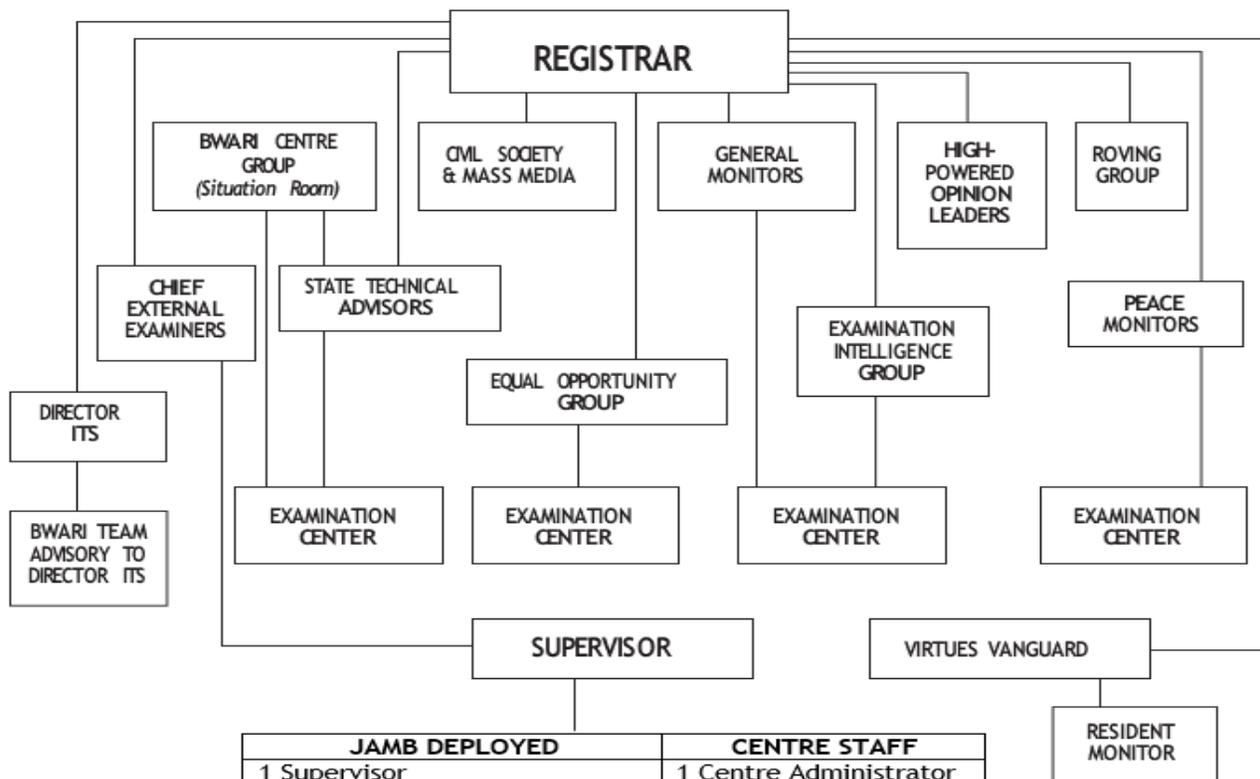
Only three (3) staff of the Computer-Based Test centre, who must have been pre-registered are allowed access into the examination hall. No other staff, except the three (3), should be allowed into the examination hall during the conduct of the examination. The pre-registered staff are:

- 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	



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

# 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's Report Form on the conduct of the examination.
- ii. Complete the Examination Misconduct 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 Misconducts/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, NPOM, FNAL  
Registrar



JAMB/TA/UTME/SPR

### TEST ADMINISTRATION DEPARTMENT SUPERVISOR'S REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE PER SESSION**

EXAMINATION TOWN: ..... YEAR OF EXAMINATION: .....  
 CENTRE NAME: ..... STATE: .....  
 CENTRE CAPACITY: ..... CENTRE NUMBER: .....  
 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 <input type="checkbox"/>	g. Maintenance Assistant <input type="checkbox"/>
b. JAMB Technical Officer <input type="checkbox"/>	h. Nigeria Security and Civil Defence Corps <input type="checkbox"/>
c. Centre Technical Staff <input type="checkbox"/>	i. Examination Centre Security <input type="checkbox"/>
d. Proctors <input type="checkbox"/>	j. Other security agencies <input type="checkbox"/>
e. BVR <input type="checkbox"/>	k. CCTV Monitor/Network Expert <input type="checkbox"/>
f. Resident Monitor <input type="checkbox"/>	l. The general conduct of the examination in your centre? <input type="checkbox"/>

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, NPOM, FNAL

**JAMB/TA/UTME/PAR**

Registrar/Chief Executive



**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, NPOM, FNAL

**JAMB/TA/UTME/DAO**

Registrar/Chief Executive

**TEST ADMINISTRATION DEPARTMENT****DAILY ATTENDANCE FOR EXAMINATION OFFICIALS**

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

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

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

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 2026 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 Misconduct 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 Misconduct 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 Misconduct 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

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



JAMB/TA/UTME/JTRI

### 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)

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

If yes state the Misconduct 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

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



JAMB/TA/UTME/JTRII

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

**FILL OUT SECTION OF THIS FORM AS APPROPRIATE PER ACTIVITY**

(To be completed by JAMB Technical Officer)

YEAR OF EXAMINATION: .....

EXAMINATION TOWN: ..... STATE: .....

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

CENTRE CAPACITY: .....

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

ACTIVITY	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: .....



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

## 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 that candidates' biometric data are verified immediately after the body scan, in order to create synergy between the body scanning and biometric verification.
- vi. Ensure to fill and submit online, the attendance report of all officials within the stipulated time (7 am).
- 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 supervisor should be notified, and the record of such candidate be taken. The candidate's picture and biometrics should be recaptured and uploaded for necessary action.

#### C. Post Examination Duties

The **BVR officer** should:

- i. Complete the BVR officer's form.
- ii. Complete and submit all online report forms 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 internet 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 BM?	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 Technical Officer?	After the examination	

# BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

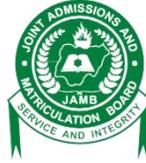
## JOINT ADMISSIONS AND MATRICULATION BOARD

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

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

**JAMB/TA/UTME/PAR**

Registrar/Chief Executive



### TEST ADMINISTRATION DEPARTMENT

### BIOMETRIC VERIFICATION REPORTING OFFICER'S REPORT FORM

(To be Completed After Biometric Verification for Each Session)

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, NPOM, 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 2026 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, NPOM, 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: .....

SESSION: 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: .....



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

## 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, NPOM, FNAL  
Registrar



JAMB/TA/UTME/CAD

### TEST ADMINISTRATION DEPARTMENT CENTRE ADMINISTRATOR'S REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE PER SESSION**

EXAMINATION TOWN: ..... YEAR OF EXAMINATION: .....  
CENTRE NAME: ..... STATE: .....  
CENTRE CAPACITY: ..... CENTRE NUMBER: .....

**SESSION:** FIRST  SECOND  THIRD  FOURTH

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

Day	Month	Year
- What is the capacity of your centre?
- (i) Were you and staff of the centre briefed on the examination? Yes  No   
 (ii) If yes, when was the briefing conducted?
- Which of the following examination officials attended the briefing?  
 Supervisor  BVR  JAMB Technical Staff  Security Personnel  Centre Technical Staff   
 Maintenance Assistant  Proctors  Resident Monitor
- What was the general attitude of the candidates during the examination?  
 Orderly  Disorderly
- Were there incidents of examination Misconduct? Yes  No   
 If Yes,  
 (i) What was the nature of the Misconduct? .....  
 (ii) How many candidates were involved? .....
- 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).....
- 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
- 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:s: .....  
 Signature/Date: .....

**(Note: Use extra sheets where applicable)**



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

## 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 4GB 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 the examination.
- 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 and technical equipment are functional and ready for use?	Before the Examination Day	
3	Have you upgraded the systems' RAM capacity (2GB) as recommended 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, NPOM, 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) 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/repared? 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: .....



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

# 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 or any prohibited materials.
- 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 Misconduct Report Forms where applicable.
- ii. ensure the following documents are all returned to the Supervisor after the examination:
  - a. Candidates' List.
  - b. Examination Misconduct Report Form.
  - c. Instruction Sheets.
  - d. Registration Numbers with issues.

**Checklist for Proctors**

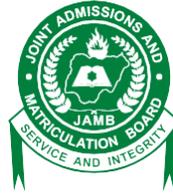
<b>S/NO.</b>	<b>ACTIVITIES</b>	<b>SCHEDULED PERIOD</b>	<b>REMARKS</b>
1	Did you attend the Proctors training on the operations of technical facilities of the centre?	A day before the examination	
2	Have you been allotted a cluster of candidates to invigilate?	A day before the examination	
3	Have you 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, NPOM, 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 Misconduct?  
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 Misconduct 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, NPOM, 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 MISCONDUCT 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, NPOM, FNAL  
Registrar



JAMB/TA/UTME/EIR /SR

**TEST ADMINISTRATION DEPARTMENT**

**EXAMINATION MISCONDUCT REPORT FORM II**

*Candidate's Statement(s), Proctor's Comment(s) and Supervisor's Recommendation(s)*

**COMPLETE THIS FORM AS APPROPRIATE PER SESSION**

EXAMINATION TOWN: ..... YEAR OF EXAMINATION: .....  
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 Misconduct have you been alleged to have committed?  
.....  
.....  
.....

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: .....



# Manual for Officials of 2026 Unified Tertiary Matriculation Examination [UTME]

## 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 centre.
- 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**

<b>S/NO.</b>	<b>ACTIVITIES</b>	<b>SCHEDULED PERIOD</b>	<b>REMARKS</b>
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

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



**JAMB/TA/UTME/CCTV**

**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.





## 4.0 Scheduled Times for 2026 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. Candidate's 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 INTERNATION 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	2022166245810BF	017	Onwuegbuchulam Ifeanyi Amarachi	M
18	202219348360JA	018	Nwobodo Precious Victory	F
19	202218453482DF	019	Aamadi Ukamaka Jonathan	F
20	202217146668JF	020	Utiung Chimaobi	M
21	202213959347GF	021	Okonna Mathias Joshua	M

# EXAMINATION MISCONDUCT



## 6.0 Examination Misconduct

Examination Misconduct 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 undermine 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 Misconduct Codes

### Examination Misconduct 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 misconduct as outlined below:



### EXAMINATION MISCONDUCT CODES, DESCRIPTION, AND PENALTIES

CODE	DESCRIPTION	PENALTY
A	NO E-REGISTRATION SLIP/EXAMINATION SLIP	Cancellation of result.
B	POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES IN THE EXAMINATION HALL	Cancellation of result and Prosecution.
C	SPYING	Cancellation of result.
D	IMPERSONATION	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 EXAMINERS	Cancellation of result, Expulsion from the Examination Hall, Prosecution, and 3-year ban.
H	LATENESS TO THE EXAMINATION HALL	Cancellation of result.
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/EXAMINERS/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/MASS CHEATING	Cancellation of result, and Prosecution.
N	COPYING FROM UNAUTHORIZED MATERIALS	Cancellation of result and Prosecution.
P	TAMPERING WITH / DOCTORING RESULT / PROCESSING OF RELEASED RESULT	Cancellation of result, 3-year ban, and Prosecution for forgery.



## EXAMINATION MISCONDUCT CODES, DESCRIPTION, PENALTIES, PROCESSES AND PROCEDURES

CODE	DESCRIPTION	PENALTY	PROCESS AND PROCEDURE
A	NO E-REGISTRATION SLIP/EXAMINATION SLIP	Cancellation of result.	Timestamp and Screenshot of the CCTV must be acquired.
B	POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES IN THE EXAMINATION HALL	Cancellation of result and Prosecution.	<ol style="list-style-type: none"> <li>1.) The device must be seized.</li> <li>2.) Analysis must be done on the device to determine usage.</li> <li>3.) Video recording interview of the candidate with the evidence must be taken.</li> <li>4.) Timestamp and Screenshot of the CCTV must be acquired.</li> </ol>
C	SPYING	Cancellation of result.	Timestamp and Screenshot of the CCTV must be acquired.
D	IMPERSONATION	Cancellation of result, 2-year ban and Prosecution for the candidate.	<ol style="list-style-type: none"> <li>1.) The fingerprint and picture of the impersonator must be taken.</li> <li>2.) The Misconduct form must be filled.</li> <li>3.) Video interview must be recorded.</li> <li>4.) Timestamp and Screenshot of the CCTV must be taken clearly showing his presence in the exam hall.</li> <li>5.) All communication devices must be taken from the culprit.</li> </ol>
E	SWAPPING EXAMINATION DETAILS/DOCUMENTS	Cancellation of result.	<ol style="list-style-type: none"> <li>1.) Copy of the documents must be retrieved.</li> <li>2.) Timestamp and Screenshot of the CCTV must be taken.</li> <li>3.) Evidence and the picture of the person must be taken.</li> <li>4.) Video interview must be recorded.</li> </ol>

CODE	DESCRIPTION	PENALTY	PROCESS AND PROCEDURE
F	POSSESSION OF USB, CD, HARD DISK OR SIMILAR STORAGE DEVICES	Cancellation of result and Prosecution.	1.) Evidence must be seized. 2.) Pictorial Evidence of possession must be taken. 3.) Timestamp and Screenshot of the CCTV must be taken. 4.) Video interview must be recorded.
G	VIOLENT/UNRULY BEHAVIOUR TO EXAMINERS	Cancellation of result, Expulsion from the Examination Hall, Prosecution, and 3-year ban.	1.) Timestamp and Screenshot of the CCTV must be taken. 2.) Video interview must be recorded.
H	LATENESS TO THE EXAMINATION HALL	Cancellation of result	Timestamp and Screenshot of the CCTV must be taken as evidence.
I	POSSESSION OF WRISTWATCH	Cancellation of result and Prosecution.	1.) Evidence must be seized. 2.) Evidence of aiding must be established. 3.) Timestamp and Screenshot of the CCTV must be taken. 4.) Video interview must be recorded.
J	POSSESSION OF MOBILE PHONE OR SIMILAR ELECTRONIC DEVICES	Cancellation of result and Prosecution	1.) The device must be seized. 2.) Analysis must be done on the device to determine usage. 3.) Video recording interview of the candidate with the evidence must be taken. 4.) Timestamp and Screenshot of the CCTV must be acquired.
K	COLLUDING WITH OTHER CANDIDATES/EXAMINERS/EXTERNAL AGENTS	Cancellation of result, 3-year ban, and Prosecution.	1.) Timestamp and Screenshot of the CCTV must be taken. 2.) Video confession interview must be recorded. 3.) Evidence of collusion must be taken. 4.) Fingerprints and pictures of all the individuals involved must be taken.
L	ENTERING/LEAVING THE EXAMINATION HALL WITHOUT PERMISSION	Cancellation of result	1.) CCTV evidence must be taken. 2.) Video confession interview must be recorded.

CODE	DESCRIPTION	PENALTY	PROCESS AND PROCEDURE
M	WIDESPREAD/MASS CHEATING	Cancellation of result, Prosecution of culprits.	1.) Timestamp and Screenshot of the CCTV must be taken. 2.) Video confessions/interviews must be recorded. 3.) Evidence of collusion/mass cheating must be taken. 4.) Key culprits' fingerprints and pictures of all the facilitating individuals involved must be taken.
N	COPYING FROM UNAUTHORIZED MATERIALS	Cancellation of result and Prosecution.	1.) Acquire the evidence 2.) Timestamp and Screenshot of the CCTV must be taken. 3.) Video interview must be recorded.
P	TAMPERING WITH / DOCTORING RESULT / PROCESSING OF RELEASED RESULT	Cancellation of result, 3-year ban, and Prosecution for forgery.	1.) Acquire the evidence. 2.) Video interview must be recorded.

**FORM A1: MISCONDUCT IDENTIFICATION REPORT****JOINT ADMISSIONS AND MATRICULATION BOARD**

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

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

JAMB/TA/UTME/MIR

**TEST ADMINISTRATION DEPARTMENT  
MISCONDUCT IDENTIFICATION REPORT****COMPLETE THIS FORM AS APPROPRAITE***(To be completed by the Supervisor and NSCDC Personnel)*

YEAR OF THE EXAMINATION: .....

EXAMINATION TOWN: .....

STATE: .....

CENTRE NAME: .....

DATE: .....

S/N	TITLE	RESPONSES
1.	CASE IDENTIFICATION NUMBER	
2.	CANDIDATE/SUBJECT NAME	
3.	CANDIDATE/SUBJECT REGISTRATION NUMBER	
4.	EXAM CENTRE CODE	
5.	SESSION CODE	
6.	EXAM MISCONDUCT CODE	
7.	EVIDENCE SECURED (YES/NO)	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	MISCONDUCT FORM FILLED BY CANDIDATES (YES/NO)	YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	NAME, DATE AND SIGNATURE OF SUPERVISOR	
10.	NAME AND SIGNATURE OF RECEIVING OFFICER (NSCDC PERSONNEL)	

# FORM A2: NSCDC HANDOVER 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, NPOM, FNAL  
Registrar



JAMB/TA/UTME/NHO

### TEST ADMINISTRATION DEPARTMENT NSCDC HANDOVER FORM

**COMPLETE THIS FORM AS APPROPRAITE**

*(To be completed by the Handing over (NSCDC)/ Receiving (POLICE) Officers and State Coordinator)*

YEAR OF THE EXAMINATION: .....

EXAMINATION TOWN: .....

STATE: .....

CENTRE NAME: .....

DATE: .....

S/N	TITLE	RESPONSES
1.	CASE IDENTIFICATION NUMBER	
2.	SUBJECT NAME	
	SUBJECT CONTACT	
	SUBJECT SIGNATURE	
3.	FULL NAME OF THE HANDING OVER OFFICER (NSCDC PERSONNEL)	
	HANDING OVER TIME	
	HANDOVER DIVISION	
4.	TELEPHONE NUMBER	
	SIGNATURE	
	DATE	
	FULL NAME OF THE RECEIVING OFFICER (POLICE PERSONNEL)	
	RANK	
	RECEIVING TIME	
	RECEIVING DIVISION	
5.	TELEPHONE NUMBER	
	SIGNATURE	
	DATE	
5.	FULL NAME OF STATE COORDINATOR	
	SIGNATURE	
	DATE	

### 6.3 Prohibited Items

1	WRISTWATCHES
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 Misconduct 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 Misconduct.

#### **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 Misconduct 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 Misconduct 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 Officials are expected to fill their forms 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**
  - **Proctor's 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 Officials 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 by the candidate 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 Misconduct 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

6000

Fig. 1

### SUPERVISOR REPORT FORM

#### JOINT ADMISSIONS AND MATRICULATION BOARD

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

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



TEST ADMINISTRATION DEPARTMENT  
SUPERVISOR REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE PER SESSION**

JAMB/TA/UTME/SPR

EXAMINATION TOWN... MBAISE ... YEAR OF EXAMINATION... 2023  
 CENTRE NAME... MATIER ECCLESIA'S SEMINARY ... STATE... Imo  
 CENTRE CAPACITY... 250 ... CENTRE NUMBER... 27801

1. SESSION: FIRST  SECOND  THIRD  FOURTH

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

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

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

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

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

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

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

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

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

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

12. What time did NSCDC Officials arrived at the centre and how many? 7:30am

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

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

Please comment as necessary SATISFACTORILY DONE

Full Name of Supervisor (No Initials Please) OLURAM UDEKA DANASABE  
 Staff Identity Number 33336 Designation/Rank DD  
 Department/Station TEST ADMINISTRATION  
 Telephone Number 08123456789  
 e-Mail Address oudanasabe@jamb.gov.ng Signature/Date OUO 29/09/23

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... MBASE STATE... Imo  
CENTRE NAME... MATER ECCLESIA'S SEMINARY CENTRE NUMBER... 27801  
CENTRE CAPACITY... 250

SESSION: FIRST  SECOND  THIRD  FOURTH

PRE EXAMINATION VERIFICATION

- 1. Number of candidates verified with fingerprints. 246
- 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)... ALSHA 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)

EXAMINATION TOWN ABAKANKI YEAR OF EXAMINATION 2023  
 CENTRE NAME ANNUNCIATION ICT CRT STATE EBONYI  
 CENTRE CAPACITY 250 CENTRE NUMBER 16003  
 CANDIDATES ASSIGNED \_\_\_\_\_

1. SESSION: FIRST  SECOND  THIRD  FOURTH
- Was the download successful?  
 YES  NO: (Enter the number of failed attempts) \_\_\_\_\_
  - 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
  - (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) \_\_\_\_\_
  - Could you log on with the same registration number on more than one computer?  
 YES (Enter the number of instances) \_\_\_\_\_ NO
  - 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
  - Were all the clients able to communicate with the server?  
 YES  NO (Enter the number of failed attempts) \_\_\_\_\_
  - (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
  - Number of candidates present 240
  - Number of candidates absent 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 09/09/23

7.2 HOW NOT TO FILL THE REPORT FORMS

Fig 1B

BAD

Fig 4

### SUPERVISOR REPORT FORM

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

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

JAMB/TA/UTME/SPR



TEST ADMINISTRATION DEPARTMENT  
SUPERVISOR REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE PER SESSION**

EXAMINATION TOWN MBAISE YEAR OF EXAMINATION 2023  
 CENTRE NAME MATER ECCLESIAE SEMINARY STATE IMO  
 CENTRE CAPACITY 250 CENTRE NUMBER 27801

1. SESSION: FIRST  SECOND  THIRD  FOURTH

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

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

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

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

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

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

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

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

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

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

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

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

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

Please comment as necessary SATISFACTORILY DONE

Full Name of Supervisor (No Initials Please) OLUREMI UOFEKA DANASABE  
 Staff Identity Number 3333C Designation/Rank DD  
 Department/Station TEST ADMINISTRATION  
 Telephone Number 08123456789  
 e-Mail Address udanasabe@jamb.gov.ng Signature/Date ouo 29/09/23

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  
Registrar



JAMB/TA/UTME/JTR

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 Administration CRT 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. 1  
(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 Designation/Rank PAD  
Department/Station Test Administration  
Telephone Number 08012345678  
e-Mail Address ac-aminu@jamb.gov.ng  
Signature/Date AC Aminu 29/09/23

Fig3B

Fig. 6

BAO.

### 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..... Abakaliki STATE..... EBONYI

CENTRE NAME..... MASTER ECCLESIA SEMINARY CENTRE NUMBER..... 278

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

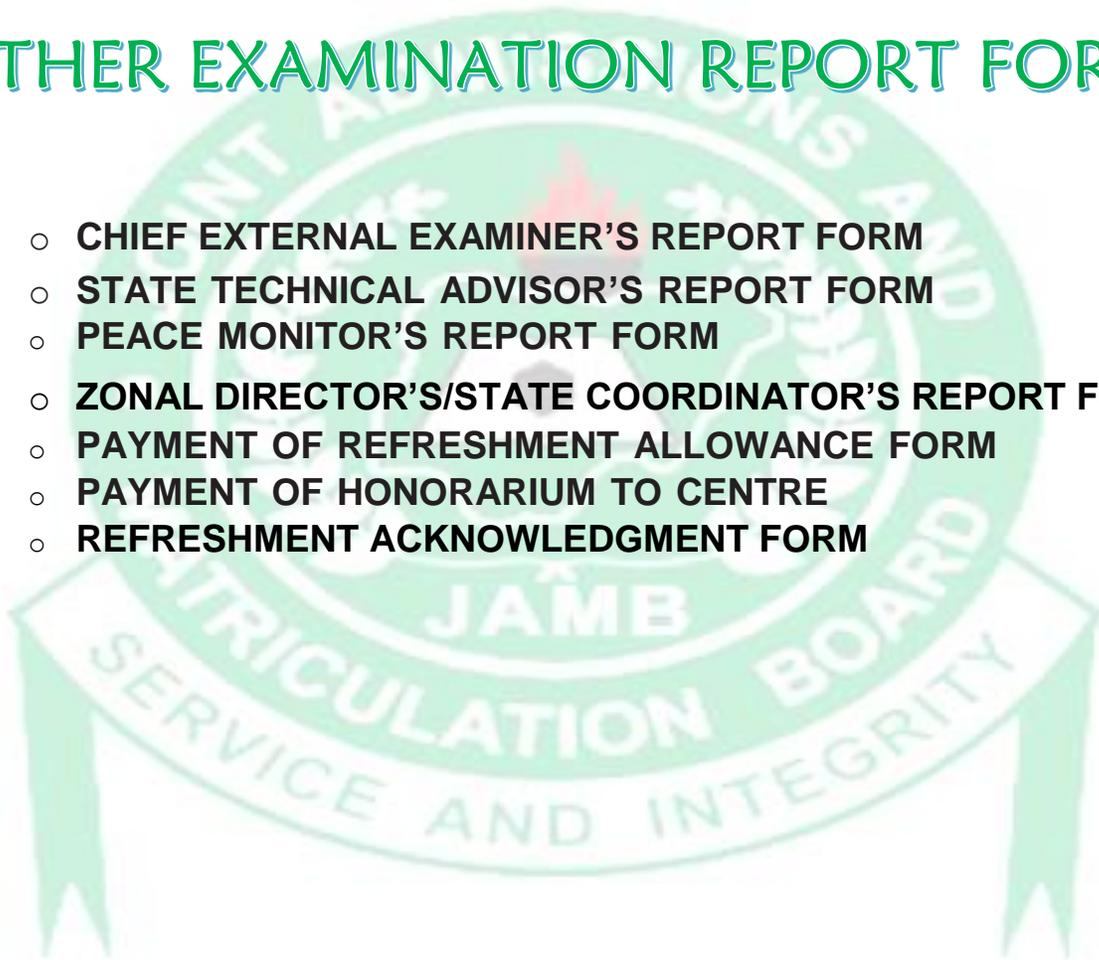
Telephone Number..... 08012345678

e-Mail Address..... aishatachi.kafaya@jamb.gov.ng

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

## OTHER EXAMINATION REPORT FORMS

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



# 8.1 CHIEF EXTERNAL EXAMINER'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, NPOM, 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 MISCONDUCT (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 MISCONDUCT (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: .....

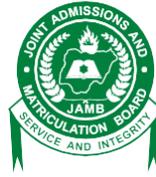
Signature/Date: .....

## 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, NPOM, 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, NPOM, 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 Misconduct?  

1	2	3	4	5
---	---	---	---	---

Please comment as necessary

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

Telephone Number: .....

e-Mail Address: .....

Signature/Date: .....

### 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, NPOM, 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 Misconduct during UTME (Please provide additional sheet if necessary).

S/N	Name of Centre	No. of Cases	Misconduct 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, NPOM, 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					
<b>TOTAL AMOUNT RECEIVED</b>					

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, NPOM, FNAL  
Registrar



JAMB/TA/UTME/PHC

### TEST ADMINISTRATION DEPARTMENT

#### PAYMENT OF HONOURARIUM TO CENTRE

EXAMINATION TOWN: ..... YEAR OF EXAMINATION: .....  
 CENTRE NAME ..... STATE: .....  
 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				
<b>TOTAL AMOUNT RECEIVED</b>				

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

## 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, NPOM, 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	<ul style="list-style-type: none"> <li>■ Incorrect input of candidate's JAMB registration number such as candidates typing alphabets instead of numbers and vice-visa ('o' and 'O', and 1, l, I and I)</li> <li>■ Candidate is not scheduled for that session of the day or candidate is not scheduled for that centre.</li> </ul>	<ul style="list-style-type: none"> <li>■ Supervisor or official on ground should assist the candidate in typing his/her JAMB registration number correctly.</li> <li>■ Candidate should take note of the alpha-numeric nature of the registration number.</li> <li>■ The Examination Official should verify whether or not the candidate is scheduled for that particular session of the day.</li> </ul>
3	Candidate Exam is running <b>Contact Administrator</b>	Candidate has logged in on same device	<ul style="list-style-type: none"> <li>■ The Technical Officer should be contacted immediately and he/she should unlock the candidate (after confirming that there is no trace of Misconduct involved). If candidate has started taking exam, he/she will continue from wherever he/she stopped.</li> </ul>
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.	<ul style="list-style-type: none"> <li>■ The Technical Officer should be contacted immediately and he/she should release the candidate IP address (after confirming that there is no trace of Misconduct involved). Once released, candidate will continue from wherever he/she stopped.</li> </ul>
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	<ul style="list-style-type: none"> <li>■ Power failure</li> <li>■ Computer system malfunctioned.</li> <li>■ Bad computer system</li> <li>■ Low battery (in the case of laptop)</li> </ul>	<ul style="list-style-type: none"> <li>■ The candidate should be moved to another computer system to continue his/her examination.</li> <li>■ 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.</li> </ul>

S/N	ERROR MESSAGE	CAUSE(S)	SOLUTION(S)
7	<p>Lost connection between the computer system and server</p> <p>An alert “Your computer has lost connection to the server” will appear</p>	<ul style="list-style-type: none"> <li>■ Network failure</li> <li>■ The network cable is mistakenly disconnected from the candidate’s computer system</li> </ul>	<ul style="list-style-type: none"> <li>■ The Technical Officer should be contacted.</li> <li>■ The network should be restored by connecting the network cable back to the candidate’s system. The candidate continue from where he/she stopped.</li> </ul>
8	Candidate's computer browser closed	<ul style="list-style-type: none"> <li>■ Outdated version of JAMB browser being used</li> <li>■ Candidate attempting Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure latest version of JAMB browser is used</li> <li>■ 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.</li> <li>■ Candidate should be investigated for possible Misconduct.</li> </ul>
9	Server malfunction	<ul style="list-style-type: none"> <li>■ It may be caused by hot environment.</li> <li>■ Software Issue</li> </ul>	<ul style="list-style-type: none"> <li>■ Put on a cooling device e.g., fan or air conditioner.</li> <li>■ After a session, log out and shut down the computer system for a while to cool down.</li> </ul>
10	Inability to ping, download or upload from/to the central server	<ul style="list-style-type: none"> <li>■ There may be a disconnection on the system.</li> <li>■ Network failure from the service provider</li> </ul>	<ul style="list-style-type: none"> <li>■ Check connection between the modem and delivery server.</li> <li>■ Check the signal indicators on the modem to ensure that they are green and stable.</li> <li>■ Check for the correctness of the IP address.</li> </ul>

# **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 C – 150 Systems**



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

- ✓ **10% (25) numbers installed backup systems.**
- ✓ **Provision of individual cubicle (26L x 18H x 18B) inches & appropriate seat for each system.**

### LAPTOP SPECIFICATION



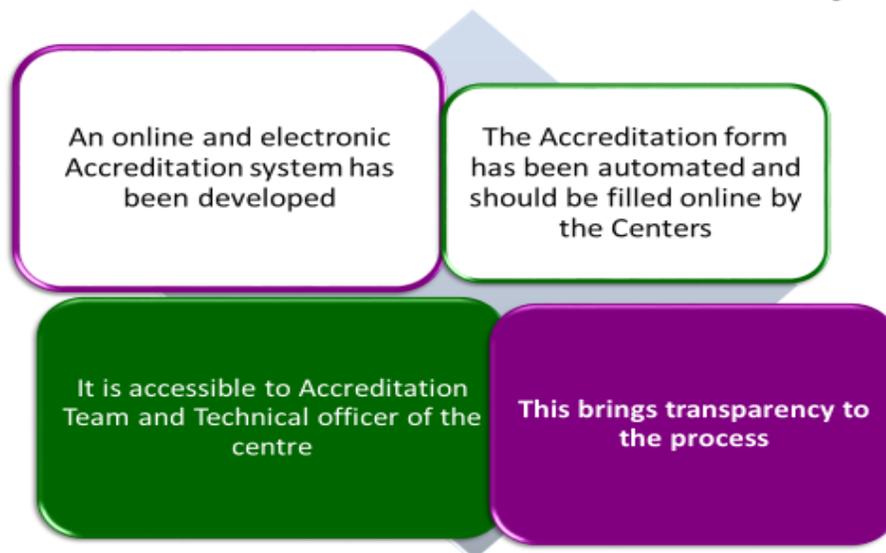
- ✓ **PROCESSOR:** Celeron/Dual core (intel)
- ✓ **HARD DISK:** 64GB minimum (SSD preferred)
- ✓ **RAM:** 4GB
- ✓ **MONITOR SIZE:** 14 inches
- ✓ **OPERATING SYSTEM:** Windows 10
- ✓ **NETWORK PORT:** 10/100Mbps RJ45

## 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



## CONDUCT OF AUTOBOT TEST

Each CBT Center must Conduct Three Autobot tests

**3 Autobot 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(s)
  - Server room
  - Entrance & exit doors



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



- ✓ 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 4GB 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 2026 UTME/DE Application



- ✓ Sales of UTME Application Documents;  
19<sup>th</sup> January to 26<sup>th</sup> February, 2026
- ✓ Registration of UTME at CBT Centres;  
26<sup>th</sup> January to 28<sup>th</sup> February, 2026
- ✓ **Close of Mock Exam Selection;**  
16<sup>th</sup> February, 2026
- ✓ **Close of UTME registration;**  
28<sup>th</sup> February, 2026
- ✓ Sales of DE Application Documents and  
Registration at JAMB PRCs only;  
2<sup>nd</sup> March to 25<sup>th</sup> April, 2026

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



- ✓ As a requirement for printing registration slip, a candidate must use at least two fingers
- ✓ Any of the two fingers would be used to print his/her registration slip
- ✓ All candidate registrations (UTME/DE) would be concluded with fingerprint authentication for the printing of registration slip
- ✓ Any of the two fingers would also be used for verification at all times
- ✓ The two consecutive successful verification fingers (to enable printing) would be indicated on the registration and examination slips

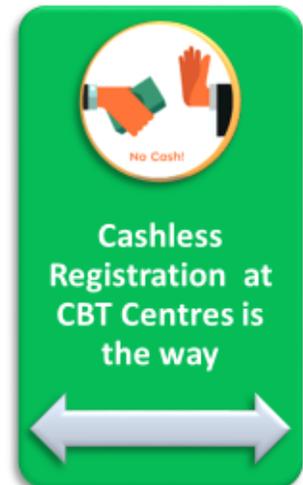
## Deployment of Technical Experts to Each Geo-Political Zone

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



## 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



## **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/₦1,500**
    - ☐ **Bank Charges/Commission** - **₦ 500**
- ✓ Candidate should not pay any money as Service Charge to any CBT Centre
- ✓ Consequently, every candidate pays as follows:
  - **DE** - **₦ 5,700**
  - **UTME** - **₦ 7,200**
  - **UTME with MOCK** - **₦ 8,700**

## **FULL LIST OF APPROVED UTME SUBJECTS**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Arabic</li> <li>3. Art</li> <li>4. Biology</li> <li>5. Chemistry</li> <li>6. Christian Religious Studies</li> <li>7. Commerce</li> <li>8. Economics</li> <li>9. French</li> <li>10. Geography</li> <li>11. Government</li> <li>12. Hausa</li> <li>13. History</li> </ol> | <ol style="list-style-type: none"> <li>14. Home Economics</li> <li>15. Igbo</li> <li>16. Islamic Studies</li> <li>17. Literature –in- English</li> <li>18. Mathematics</li> <li>19. Music</li> <li>20. Physics</li> <li>21. Principles of Account</li> <li>22. Use of English</li> <li>23. Yoruba</li> <li>24. Computer Studies</li> <li>25. Physical and Health Education</li> </ol> |
|--|---|

## 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!!!)



**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
- ✓ Candidates have been advised not to use both
- ✓ Candidate to ensure that bio-data with NIMC on National Identity number (NIN) agrees with personal details and no changes will be updated in 2026 even after changes with NIMC except it is done before profile code creation.

## **National Identification Number (NIN)**



- ✓ Each candidate must have obtained the NIN

## Public Address System



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

## White Background for Picture



- ✓ All pictures **MUST** be taken with **WHITE** background
- ✓ Any centre that uploads picture **without white background** will be delisted



- ✓ **20 access codes to each Centre & monitored** - No transfer of NIN (ID) nor merger of individual processor's roles
- ✓ **Opening of a minimum 10 access 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 3<sup>rd</sup> 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 cards issued to your Centre is **secured** at all times
- ✓ Be in possession of SIM cards issued to your Centre
- ✓ Follow the registration guidelines when registering candidates
- ✓ Comply with all advisories from the Board whenever it is sent to you
- ✓ Online network-test must have been completed
  - On all systems with appropriate specification
- ✓ Proper upload of candidates template



**DOs**



**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)



## 2026 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 bio-data supplied by NIMC and will be used in all communications related to his/her 2026 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, UTME only and Direct Entry for those that will be at **least 16 years old by 30<sup>th</sup> September, 2026**
  - Except those that are exceptional brilliant that can be less than 16 years by 30<sup>th</sup> September, 2026

"Dear Fabian Thomas, Your Profile code: 172081003 and NIN 44617822814.  
Visit [www.jamb.gov.ng](http://www.jamb.gov.ng), Quick Links, then IBASS for eBrochure. Buy UTME pin with Mock ₦8,700, UTME only ₦7,200 and DE pin ₦5,700"
5. The candidate presents the profile code at the point of procurement of ePIN (Banks, MMOs, MFBs, Switches).
  - 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)

### **Updated NIMC Data re-query** (Re-pulling of candidate's data during Registration)

- ✓ At the stage of data validation
- ✓ Candidates that requires data update from NIMC indicates the data, be it the;
  - Name
  - DoB
  - State of Origin
  - Gender
- ✓ This is for candidate who has profile code in previous years registration with JAMB and has a correction.

**REGISTRATION PROCESS - At CBT Centres (cont'd)****Note**

- ✓ It is advisable to make available a dedicated staff to attend to this category of candidates as there will be a brief interruption of their registration
- ✓ Document for upload by candidates with NIMC update outside the normal document upload are
  - NIN slip
  - Affidavit and
  - An Update form
- ✓ The candidate afterwards then continues with the registration process
  
- ✓ At the Centre, 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)
  - Group/School based registration of candidates is not allowed.
  
- ✓ 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)
- ✓ **Collect Reading text**
- ✓ **NO OFFLINE REGISTRATION**
  - all accredited CBT centres have been empowered for real time online registration



## BIOMETRIC CHALLENGES

- ✓ Candidates with biometric challenges can ONLY register at **JAMB Headquarters and State Offices**
- ✓ *No other CBT centre is allowed to register such candidates*
- ✓ *They will also sit their examination at designated Centres*



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

- ✓ **All persons to be involved in UTME/DE will sign an undertaking**
    - Permanent Staff of JAMB
    - Ad-hoc Staff
    - Service Providers
    - CBT Centres
    - Other Partners
    - Candidates - before completing registration
- } before their engagement

# Payment & Registration Flow



## 2026 UTME Registration - Registration Template (001 - UTME)

DO NOT PAY FOR THE TEMPLATE. DO NOT SUBMIT TEMPLATE TO THE REGISTRATION CENTRE.  
**2026 UTME REGISTRATION TEMPLATE** TEMP001

**A ESSENTIAL INFORMATION** (Information declared here must agree with NIMC)  
 FILL THIS FORM IN CAPITAL LETTERS  
 PROFILE CODE: [ ]  
 PIN: \_\_\_\_\_  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Maiden Name if Married: \_\_\_\_\_ Previous Name: \_\_\_\_\_  
 Date of Birth: [ ]  
 Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_ L. S. A: \_\_\_\_\_  
 Have you made corrections to your Biometric at NIMC after the last registration? YES  NO  (Complete TEMP1, 003)

**B OTHER INFORMATION**  
 Disabilities/Challenges: Blind  Deaf  Dumb  Albino  Lame  Others: \_\_\_\_\_ None   
 Email Address: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Preferred State of Exam: \_\_\_\_\_ Exam Town: \_\_\_\_\_ Mock Exam? YES  NO   
 Mock Exam State: \_\_\_\_\_ Mock Exam Town: \_\_\_\_\_

**C CHOICES OF INSTITUTION**  
 Candidates are to NOTIFY their Staff ID choice and also be a College of Education, University, Invention Enterprise Institute, Polytechnic/Monotechnic, 400 Regional Defence Academy or Nigeria Police Academy.  
 1st Choice (Degree/Diploma/ND/NC/SE): \_\_\_\_\_  
 Programme of study: \_\_\_\_\_  
 2nd Choice (Institution): \_\_\_\_\_  
 Programme of study: \_\_\_\_\_  
 3rd Choice (Institution): \_\_\_\_\_  
 Programme of study: \_\_\_\_\_  
 4th Choice (Institution if Only): \_\_\_\_\_  
 Programme of study: \_\_\_\_\_

**D UTME SUBJECTS**

1	2	3	4
1	2	3	4

**E LEVEL INFORMATION**  
 NAME OF SECONDARY SCHOOL ATTENDED: \_\_\_\_\_ No. of Staff: \_\_\_\_\_

LEVEL SUBJECTS	GRADE	MARKS	MCES NUMBER	GRADE	MARKS	EXAM NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						

**F PREVIOUS REGISTRATIONS** (Candidates to provide the history of previous registration and admission)  
 Number of previous registrations (UTME/DS/Other) (1,2,3): \_\_\_\_\_ provide registration year(s) (2012-2015): \_\_\_\_\_  
 Are you currently enrolled in a tertiary institution? YES  NO  If Yes, Programme name: \_\_\_\_\_  
 Name of institution: \_\_\_\_\_  
 \_\_\_\_\_ supplied the above information. Signature & Date: \_\_\_\_\_

Candidates completed all fields: Yes  No  **FOR STAFF ONLY**  
 Processed by: \_\_\_\_\_ Signature & Date: \_\_\_\_\_  
 Remark: \_\_\_\_\_

### Declaration of Previous Registration and Admission

- ✓ Some undergraduate students were caught involved in examination malpractice during the conduct of 2025 UTME
- ✓ Every candidate must now declare his/her previous registration and admission history with JAMB, if available
  - This declaration is part of the registration template
- ✓ Do not redesign the template, use the new Template issued to you because of modifications that it contains
- ✓ Ensure every candidate signs the online declaration during registration

# 2026 UTME Registration - Registration Template (002 - DE)

DO NOT PAY FOR THE TEMPLATE. DO NOT SUBMIT THIS TEMPLATE TO THE REGISTRATION CENTRE.  
**2026 DIRECT ENTRY REGISTRATION TEMPLATE**  
 TEMPL 002

**A ESSENTIAL INFORMATION** (Information declared here must agree with NIMC)  
 FILL THIS FORM IN CAPITAL LETTERS PROFILE CODE: \_\_\_\_\_  
 PIN: \_\_\_\_\_  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Maiden Name (if Married): \_\_\_\_\_ Previous Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_ L.G.A.: \_\_\_\_\_  
 Have you made corrections to your Biodata at NIMC after the last registration? YES  NO  (complete TEMPL 003)

**B OTHER INFORMATION**  
 Disabilities/Challenges: Blind  Deaf  Dumb  Albino  Lame  Others: \_\_\_\_\_ None   
 Email Address: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_

**C CHOICES OF INSTITUTION** (Candidates are to NOTE that their choices can be any Degree-awarding institution).  
 1st Choice: \_\_\_\_\_  
 Programme of study: \_\_\_\_\_  
 2nd Choice: \_\_\_\_\_  
 Programme of study: \_\_\_\_\_

**D A'LEVEL INFORMATION**  
 Institution Attended by Candidate: \_\_\_\_\_  
 Awarding Institution: \_\_\_\_\_  
 A'Level Subjects/Grade: \_\_\_\_\_  
 Date of Graduation: \_\_\_\_\_ Course: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Qualification: \_\_\_\_\_  
 Exam/Admission/Mat No.: \_\_\_\_\_  
 Previous IAMB Reg. No. (ND/NCE/1st Degree): \_\_\_\_\_

**E O'LEVEL INFORMATION**  
 NAME OF SECONDARY SCHOOL ATTENDED: \_\_\_\_\_ No. of sittings: \_\_\_\_\_

1	O'LEVEL SUBJECTS	GRADE	NIMC REG. NUMBER	SCHOOL BASED/EXTERNAL	YEAR	EXAM NUMBER
2						
3						
4						
5						
6						
7						
8						
9						

**F PREVIOUS REGISTRATIONS** (Candidates to provide the history of previous registration and admission)  
 Number of previous registrations (UTME/DE/Other (1,2,3): \_\_\_\_\_ provide registration year(s) (2022,2021, ...)  
 Are you currently enrolled in a tertiary institution? YES  NO  If Yes, Programme name: \_\_\_\_\_  
 \_\_\_\_\_ supplied the above information. Signature & Date: \_\_\_\_\_

Candidate completed all fields: Yes  No  **FOR STAFF ONLY**  
 Processed by: \_\_\_\_\_ Signature & Date: \_\_\_\_\_  
 Remark: \_\_\_\_\_

✓ Do not redesign the template, use the new Template issued to you because of modifications that it contains

✓ Ensure every candidate signs the online declaration during registration

## 2026 UTME Registration Registration Template (003 – NIMC Data Override)

- ✓ This template is for candidates who require update of their previous data by NIMC
- ✓ Such data will only be updated on existing JAMB records only if the affected candidates go through a process of RE-QUERY to retrieve the updated data through templ 003 during 2026 registration
- ✓ Replaced data shall be tracked and ever reflected as footnote on the candidates' profiles and all slips

## Retroactive Change of Data after Profile Code Generation

Retroactive changes of Data after receipt from NIMC  
would not be countenanced



Every candidate is to check his/her data with NIMC to ensure the details agree with his/her claims before creating profile as there would be no change of data thereafter. All candidates' records would be pulled from NIMC database



Those who had change their records (names, date of birth) would have their new records extracted and updated on JAMB records but the old records would be tracked and appended to all their documents as footnote



This will allow JAMB to track and have history of the candidates with the Board

## LIVE COVERAGE OF REGISTRATION EXERCISE

**NO VISION  
NO REGISTRATION  
NO UTME**

- ✓ All centres participating in the 2026 UTME registration exercise would be monitored live from JAMB Headquarters.
  - Any centre whose registration activities cannot be viewed from the JAMB headquarters will not be paid
  - such registration may be invalidated

**LIVE  
STREAM**

LIVE NOW



## Compulsory Use of Microsoft or Digitech Live Cameras for Registration

**NO VISION – NO REGISTRATION – NO UTME**

- ✓ Only Microsoft or Digitech Live cameras can be used for capturing the second image during registration

- This is to minimize manipulation of pictures as detected during registration last year
- Centres and individuals involved have been delisted and are being prosecuted



## GROUP OR SCHOOL-BASED REGISTRATION (Reminder)

- ✓ Group/school-based registration of candidates **is not allowed!**
- ✓ CBT Centres have been warned to desist from allowing group or school-based registration to avoid data mix-up
- ✓ Most candidates regret it thereafter ... help us enlighten the candidates



## ATTESTATION CLAUSE IN THE REGISTRATION DOCUMENTS

- ✓ This attestation clause incorporated into the registration document is part of lesson JAMB has learnt from the Courts

I, ..... hereby declare that the information I have given in my application as well as other supporting documents attached are true and correct. I further declare that I have not included in this application any false or misleading information which could affect my suitability to participate in the Unified Tertiary Matriculation Examination (UTME) for placement to tertiary institutions in Nigeria.

I, further declare that I have carefully read and understood the meaning and effect of examination regulation contained overleaf. I, hereby declare and agree to be bound by the terms, conditions and disciplinary measures that may be taken against me by the Joint Admissions and Matriculation Board on account of any infraction to the regulations

### CONSEQUENCES OF INFRACTION

1. Candidates may be barred from sitting from JAMB examinations for up to 3 years.
2. Names of defaulters may be published by the Board in Daily National Newspapers and as well circulated to other public examination bodies.
3. Candidates may be handed to the EFCC, ICPC or the Nigerian Police for prosecution.

**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 <b>without</b> JAMB Registration Number (To be printed in Colour): Normal Application Late Registration Penalty	3,500 5,000	700
4	Condonement of Illegitimate Admission <b>with</b> JAMB Registration Number (Auto filled from JAMB Database) Note: Nothing can be changed except the qualification	5,000	Free
5	Transfer of Admission (Foreign Candidate Transfer)	5,000	Free
6	Transfer of Admission (Local Candidate Transfer)	5,000	Free
7	Application for Programme Change (New Admission Letter)	2,500	Free
8	Normalization of improper Inter-Institutional movement (deletion)	5,000	Free
9	Retrieval of Registration Number	1,000	Free
10	Conversion of UTME to DE	Free	Free

## 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 TEN (10) FOREIGN COUNTRIES:**

- (a) The Board conducts registration and UTME in the following cities: Abidjan, Accra, Banjul, Beau, Cotonou, Jeddah, Johannesburg, London, Malabo and Ouagadougou. The Nigerian Mission (Embassy) in each of the cities (countries) can be contacted for guidance on the registration and examination.
- (b) The Registration fee for candidates from the 10 foreign countries is Thirty United States Dollars (\$30) in each of the ten (10) countries or its local equivalent.

## **DONATION OF FREE APPLICATION DOCUMENTS**

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

## 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'*

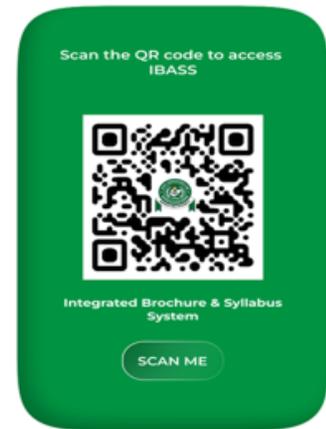
## **Problem of Correction of Data by Candidates (Questions to Ask)**



- ✓ 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**

- ✓ Make sales at accredited CBT centres in addition to your office/online
- ✓ Collection of the Profile code from candidate's phone
- ✓ Ascertain age eligibility from the profile code message with options available therein.
- ✓ Collection of payment and vending of ePIN by SMS to candidate's phone (Not dictating or copying)
- ✓ Facilitation of Payment through POS, if necessary
- ✓ Issue evidence of payment to candidate and specify the details
 

▪ ePIN (UTME/DE)	-	₦3,500.00
▪ Reading Text	-	₦1,000.00
▪ Registration Service Charge at CBT Centre	-	₦700.00
▪ CBT Centre Service Charge for Mock/UTME	-	₦1,500.00/₦1,500.00
▪ Bank Charges/Commission	-	₦500.00



### *Duties of Partners in a Partnership*

## 2026 Examination Instructions

### Roles of Network Expert

- ✓ 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



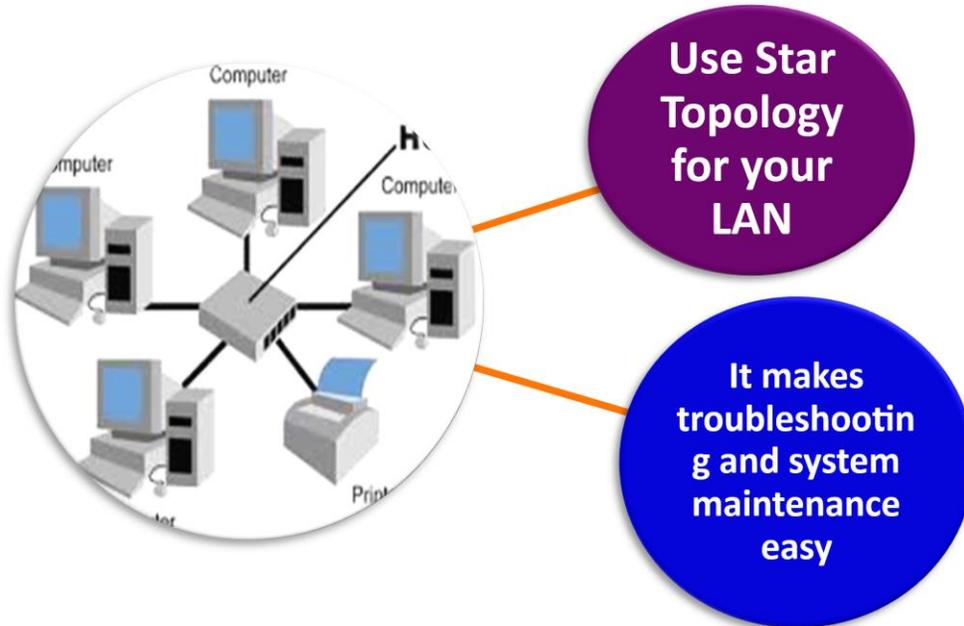
### Network Cable for Biometric Verification

- ✓ 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

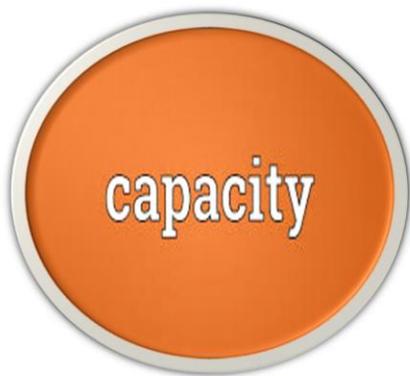


**...to ensure compliance with the policy of NO BVM...NO EXAMINATION**

## Use of Star Topology



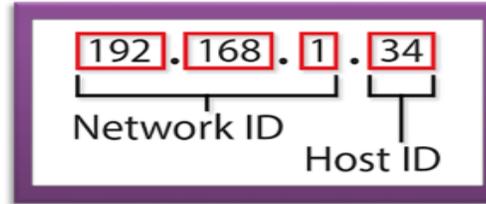
## Recommended Examination Sessions per day



- ✓ Every CBT Centre must have capacity to hold **4 examination sessions** per day
- ✓ The fourth session would be used as reserve session provided for rescue services to other Centres

### Reservation of IP Addresses 1 to 10

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



### CCTV Footages

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





### 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.	SALES OF UTME APPLICATION DOCUMENTS	19 <sup>TH</sup> JANUARY TO 26 <sup>TH</sup> FEBRUARY, 2026
2	REGISTRATION OF UTME AT CBT CENTRES	26 <sup>TH</sup> JANUARY TO 28 <sup>TH</sup> FEBRUARY, 2026
3.	CLOSE OF MOCK EXAM SELECTION	16 <sup>TH</sup> FEBRUARY, 2026
4.	CLOSE OF UTME REGISTRATION	28 <sup>TH</sup> FEBRUARY, 2026
5	MOCK EXAM	28 <sup>TH</sup> MARCH, 2026
6.	UTME	16 <sup>TH</sup> APRIL TO 25 <sup>TH</sup> APRIL, 2026
7.	SALES OF DE APPLICATION DOCUMENTS AND REGISTRATION AT JAMB PRCs ONLY	2 <sup>ND</sup> MARCH TO 25 <sup>TH</sup> APRIL, 2026

- **ADVERTORIAL ON SALE OF UTME/DE APPLICATION DOCUMENTS**
- **ADVISORY ON EXTENDING THE SCOPE OF SERVICE FOR CBT CENTRES**
- **PROCEDURE FOR 2026 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 2026 UNIFIED TERTIARY MATRICULATION EXAMINATION/DIRECT ENTRY REGISTRATION EXERCISE**
- **ADVISORY FOR MONITORS OF 2026 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](http://www.jamb.gov.ng) by selecting "Ticket/Support" under Quick links for any complaint or enquiry. Enquiries/Complaints by proxy will not be entertained

## SALE OF 2026 UNIFIED TERTIARY MATRICULATION EXAMINATION (UTME) AND DIRECT ENTRY (DE) APPLICATION DOCUMENTS IN NIGERIA AND DESIGNATED FOREIGN CENTRES

- 1.0 2026 UTME/DE APPLICATION
- 1.1 Applications are invited from suitably qualified candidates for admission into tertiary institutions in Nigeria for the 2026/27 Academic Session.
- 1.2 Only Candidates who will not be less than 16 years old by 30<sup>th</sup> September, 2026 are generally eligible to apply/be considered.
- 1.3 However, candidates less than 16 years old by 30<sup>th</sup> September, 2026 will have to undergo an intensive evaluation to determine their eligibility for a waiver. Such must have scored not less than 80% in each of UTME/A-LEVEL, PUTME, SSCCE and in the exceptional candidate assessment.
- 1.4 The UTME results of the underage candidates will be released only at the conclusion of the complete evaluation process.
- 1.5 Once a candidate completes 2026 registration with biodata supplied by NIMC, subsequent changes of biodata would not be effected by JAMB for the 2026 admission. NO CHANGE WILL BE TOLERATED.
- 1.6 RE-QUERY: FOR 2026, CHANGES IN PREVIOUS DATA BY NIMC WILL ONLY BE UPDATED ON EXISTING JAMB RECORDS ONLY IF THE AFFECTED CANDIDATES GO THROUGH A PROCESS OF RE-QUERY TO RETRIEVE THE UPDATED DATA THROUGH TEMP 07 DURING 2026 REGISTRATION. HOWEVER, REPLACED DATA SHALL BE TRACKED AND NEVER REFLECTED AS FOOTNOTE ON THE CANDIDATES' PROFILES AND ALL-SHIPS.
- 1.7 FEES AND CHARGES
- 1.8 The Board will maintain its cashless registration system for the 2026 UTME/DE registration in order to prevent the exploitation of candidates.
- 1.9 AS A RESULT, THE CENTRALIZED COLLECTION OF ALL THIRD-PARTY FEES WILL CONTINUE WITH REMITTANCES MADE TO BENEFICIARIES ON WEEKLY BASIS. THERE WILL BE 3 CATEGORIES OF E-PIN: DIRECT ENTRY (N5,700); UTME ONLY WITHOUT MOCK (N2,200); UTME WITH MOCK (N8,700). THE DETAILS ARE AS FOLLOWS: UTME/DE JAMB APPLICATION FEE - N3,500; READING TEXT - N1,000; CBT CENTRE REGISTRATION SERVICE CHARGE - N700; CBT CENTRE UTME SERVICE CHARGE - N1,500; BANK CHARGES - N500; CBT MOCK-UTME CENTRE CHARGE - N1,500
- 1.10 CANDIDATES ARE SPECIFIED THE TYPE OF E-PIN REQUIRED AT THE POINT OF PURCHASE AS NO REFUND WOULD BE MADE.
- 2.0 BIOMETRIC INTEGRITY, IMAGE CAPTURE AND ANTI-IMPERSONATION WARNING
- 2.1 Candidates are advised to ensure that their own ten (10) fingers are captured individually and correctly by the CBT Centre.
- 2.2 MULTIPLE NIN USAGE AND DOUBLE REGISTRATION
- 2.3 The use of multiple National Identification Numbers (NINs) by a single candidate for the purpose of double registration, impersonation, or any form of identity manipulation is strictly prohibited and will be severely sanctioned.
- 3.0 REGISTRARI PERIODS
- 3.1 The period of registration for UTME candidates, including those from Foreign Countries, is from Monday, 26<sup>th</sup> January, 2026 to Saturday, 28<sup>th</sup> February, 2026. Candidates are to have valid, functional and accessible personal e-mail addresses before commencing the process of registration.
- 3.2 E-PIN vending for UTME begins on Monday, 19<sup>th</sup> January, 2026, and ends on Thursday, 26<sup>th</sup> February, 2026, while registration closes on Saturday, 28<sup>th</sup> February, 2026.
- 3.3 Sale of 2026 Direct Entry (DE) application documents and E-PIN vending would commence from Monday, 2<sup>nd</sup> March, 2026 and end on Saturday, 25<sup>th</sup> April, 2026 and would only be at the Board's State and Zonal Offices.
- 4.0 ELIGIBILITY CHECKER
- 4.1 Candidates should: SCAN THE QR CODE BELOW TO ACCESS IBASS FOR THE e-BROCHURE/e-SYLLABUS



IBASS (IBAS) and a Unified Number 2026

- 4.1 GENERAL ENTRY REQUIREMENTS
- 4.1.1 MINIMUM REQUIREMENTS FOR 100 LEVEL DEGREE: ND/ NCE (UTME) DEGREE: Minimum of five (5) credit passes in English and other relevant subjects obtained in not more than 2 sittings. Mathematics is mandatory for Science, Technology and Social Science programmes. ND/ NCE: Minimum of four (4) credit passes in relevant subjects, including English for non-science and Mathematics for science programmes.
- 4.2 DIRECT ENTRY REQUIREMENTS
- 4.2.1 A minimum of 5 credit level credit passes at not more than two sittings, at least 2 of which must be at the Principal or Advanced level. Other acceptable qualifications in lieu of A-LEVELS are: First Degree (Nigerian University Diploma, National Diploma (thenceforth the Certificate to be accepted for up to only 2024 intake), Nigeria French Language Diploma, National Arabic Language Diploma, Higher National Diploma, NCE, Level Certificate from JAMB, JUPEB, NABTEB (JAMB), NABTEB (ANTC), First Degree (Other Countries Universities), Cambridge A-level, International Baccalaureate (foreign certificates only), Foreign GCE A-level, Trans-national Foundation Certificate. AWARDED INSTITUTIONS ARE REQUIRED TO FORWARD VERIFICATION TO JAMB BEFORE REGISTRATION CAN BE COMPLETED.
- 4.2.2 Candidates are advised to pre-verify their DE qualification before completing their DE registration.
- 4.2.3 At the point of registration, at 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 (where applicable);
  - 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 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. DE candidates will not be processed for admission until such claimed results are uploaded and verified by the awarding institutions on JAMB e-stability platform.
  - b) A DE candidate, who at the point of registration is awaiting A-level results of JAMB, JUPEB, NABTEB, must have uploaded the Admission Letter and Registration Template at the time of registration.
  - c) Applicants with pre-2020 Cambridge certificates 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-stability profile of the DE candidate.
  - d) 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.
  - e) Upgrade from UTME to DE is available only to candidates, whose A-level 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.
  - f) 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 violates 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. List and addresses of approved CBT centres are on the official website of the board ([www.jamb.gov.ng](http://www.jamb.gov.ng)).
- 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, tasters etc.) is liable for any alteration done by such other person(s).
- 4.3.4 COMPULSORY DISCLOSURE OF PREVIOUS ADMISSION STATUS
- 4.3.4.1 Candidates are henceforth required to disclose their admission (matriculation status) by indicating their previous registration details with the year of UTME/DE at the point of registration. Any false or non-disclosure of previous registration or matriculation will automatically invalidate the candidate's registration, previous admission, having been previously admitted (matriculated) and wishing to change or start over in another institution or programme is allowed, however, failure to disclose such prior admission is offences.
- 4.4 ORDER OF CHOICE OF INSTITUTIONS
- 4.4.1 Every candidate is to note that his/her 1st choice can be any of the institutions that is, College of Education, University, Polytechnic, Monotechnic, Nigerian Defence Academy or Police Academy.
- 5.0 STEP-BY-STEP PROCEDURE FOR THE PURCHASE OF 2026 UTME/DE REGISTRATION DOCUMENTS
- 5.1 CREATION OF PROFILE
- 5.1.1 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 and applications.
- 5.1.2 Candidates who procure SIMs only for registration with JAMB (and not in person advised to take advantage of and use the Keep My Number service offered by the registration (matriculation) facility. The SIM is alive even if unused by the candidate by ensuring that the SIM is not reused to another customer. KMN will keep the SIM for the candidate for an initial period of 3 years, which is also renewable afterwards.
- 5.1.3 Candidate will send his/her National Identification Number (NIN) by text (SMS) to either 55019 or 66019 from his/her personal GSM number. In the instance, write the word "NIN" then space and add your 11-digit NIN Number and send to 55019 or 66019 in the format (NIN 00123456789). There should be a space between the word "NIN" and 11-digit NIN. (Make sure 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 topped with credit).
- 5.1.4 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 code remains the same for the candidate for present and future applications with the Board.
- 5.1.5 CANDIDATES SHOULD NOTE AND ALWAYS REMEMBER THEIR E-MAIL ADDRESSES AND PHONE/SIM NUMBER USED FOR THE PROFILE CODE FOR SUBSEQUENT COMMUNICATION WITH THE BOARD.
- 5.1.6 BY OBTAINING UTME APPLICATION DOCUMENTS, A CANDIDATE HAS ACCEPTED TO RECEIVE TEXT MESSAGES FROM JAMB (55019 OR 66019) EVEN WHEN THE PHONE IS NOT ACTIVATED.
- 5.1.7 JAMB does not entertain any request for change of SIM number after profication.
- 5.1.8 Candidate will present the profile code at the point of procurement of application document (from Banks, MNOs, MFBs, Switches, USSD Partners). An e-PIN is then sent as text message to the candidate's phone.
- 5.1.9 Candidate will present the Profile code and e-PIN at any JAMB accredited CBT Centre for registration. The application cannot be completed until the candidate's biometrics (all ten fingers) are captured and photograph taken physically (the submission of passport photograph). Successful capture of biometrics and photograph will authorize 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 will be required for any further transaction with JAMB on the candidate's profile.
- 5.2 GROUP SCHOOL BASED REGISTRATION OF CANDIDATES IS NOT ALLOWED. MOST CANDIDATES REGISTER IT THEMSELVES.
- 5.3 ONLY candidates, whose biometric verification is successful on examination day would be permitted to the UTME/DE mock.
- 5.4 Candidates with peculiar biometric challenges can only register at JAMB National and State offices. Arrangements will be made for their registration at JAMB State Offices.
- 5.5 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 via 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.
- 5.6 TICKETING (FREE COMPLAINTS)
- 5.6.1 For all complaints on JAMB processes including NIN and Profile Code related matters, a candidate should create a support ticket at <http://www.jamb.gov.ng> by selecting the Quicklinks, and then Ticket/Support with his/her e-mail address with the Board. The candidate then provides his/her name, phone number as well as the nature of the complaint, and selects a complaint area on a drop-down and then summarizes the nature of the complaint. He/she should also attach supporting documents (if available).
- 5.6.2 COMPLAINTS FROM 3<sup>rd</sup> 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.
- 5.7 THE E-PIN SELLING POINTS
- 5.7.1 The e-PIN outlets are NIPEDS, Banks, MNOs, MFBs and other participating financial institutions.
- 5.7.2 Participants at e-PIN 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 USSD system and provide evidence of payment.
- 5.8 STEPS FOR PAYMENT
  - (a) Present Profile Code and a payment of N5,700 (DE); N7,200 (UTME) (including N2,200 Mock) and N1,000 (DE) to the e-PIN outlet.
  - (b) The e-PIN is then delivered to the candidate's unique telephone number.
- 5.9 PROCEDURE FOR REGISTRATION AT THE 10 FOREIGN CENTRES:
- 5.9.1 The Board conducts registration and UTME in the following cities: Abidjan, Accra, Bangui, Bata, Cotonou, Jeddah, Johannesburg, London, Malabo, and Ouagadougou (The Nigerian Mission/Embassies) in each of the cities (countries) can be contacted for guidance on the registration and examination.
- 5.9.2 Registration fee for candidates from the 10 foreign countries is Thirty United States Dollars (USD) or its local equivalent or its local equivalent.
- 5.10 DONATION OF FREE APPLICATION DOCUMENTS
- 5.10.1 Any person or organisation that wishes to distribute free application documents to prospective applicants should contact the Board on

- +234802364663 OR e-mail: [tab@jamb.gov.ng](mailto:tab@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 (<http://www.jamb.gov.ng> and JAMB offices), with his/her profile code and e-PIN.
- 5.11 LIVE VIEW OF REGISTRATION EXERCISE CBT CENTRES
- 5.11.1 All centres participating in the 2026 registration exercise must be monitored live from the headquarters. Any centre whose registration activities are not viewed from the headquarters will not be paid, and such registration may be invalidated.
- 5.12 CONCLUDING THE REGISTRATION PROCESS AT CBT CENTRES:
- 5.12.1 A candidate who registers at a CBT Centre for registration, a candidate's photograph and biometrics (all ten fingerprints) would be captured at the CBT Centre.
- 5.12.2 Candidates are to:
  - a) 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 results).
  - d) Upload relevant certificates.
  - e) Provide choice of institutions, course of study (programme), UTME subjects and choice of examination towns for the optional Mock examination and Unified Tertiary Matriculation Examination (UTME) (actual examination).
  - f) Review entries and confirm correctness, and
  - g) Print Registration Slip (UTME/DE) for IDENTIFICATION 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.
- 5.12.3 Candidates are to check results 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 candidates from the Board's website (and the download is tracked to avoid abuse).
- 5.12.4 Candidates are to note that their particulars on their NIN should tally with information on their supporting documents.
- 5.13 PERSONS WITH DISABILITIES (PWDs)
- 5.13.1 To ensure inclusivity, the following categories of candidates are to indicate their disability for special attention:
  - 5.13.1.1 BLIND/MUTED/DEAF CANDIDATES
  - 5.13.1.1.1 Candidates who are blind are to indicate by selecting BLIND from the dropdown options and also pick the closest designated JEDG centre and preferred mode of examination.
  - 5.13.1.1.2 A special indicator for the deaf/mute has been created to identify them for special attention during the examination.
  - 5.13.1.1.3 To promote inclusivity, the Board fully refunds registration fees to the blind, the deaf and those on wheel chairs who possess the required 5 credits at the point of registration.
  - 5.13.1.2 OTHERS
  - 5.13.1.2.1 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 Biometric Opportunity Group (JEOG) for special attention.
- 5.14 BIOMETRIC CHALLENGES
  - a) No candidate will be allowed to enter the examination hall or sit at the examination if their biometrics is not verified.
  - b) Candidates with biometric abnormalities can only register and take confirmation of the Abuja Headquarters of the Board. The Board will facilitate their travels.
- 6.0 DATES AND VENUE FOR THE 2026 UNIFIED TERTIARY MATRICULATION EXAMINATION
- 6.1 The 2026 UTME will commence on Thursday, 16<sup>th</sup> April, 2026 and end on Saturday, 25<sup>th</sup> April, 2026.
- 6.2 The venue of the examination will be at ANY centre in the candidate's chosen examination town/city.
- 6.3 JAMB DOES NOT POST ANY CANDIDATE TO ANY EXAMINATION TOWN OR GROUP OF TOWNS OTHER THAN THE ONE CHOSEN BY THE CANDIDATE AT THE POINT OF REGISTRATION. 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-PIN
- 7.1 Candidates should note that e-PINs purchased are tied to individual profiles and are not transferable.
- 7.2 Candidates are advised to keep as private and confidential their security details such as a registration numbers, password, numbers of ATM cards, email addresses and e-PINs. No centre allowed to request or accept candidate's password.
- 8.0 OPTIONAL MOCK-UTME
- 8.1 Mock-UTME (optional) will hold on Saturday, March 28<sup>th</sup> 2026.
- 9.0 GENERAL INFORMATION
- 9.1 The registration fee is non-refundable.
- 9.2 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. Hear/she is also to sign an indemnity or ethical standards.
- 9.3 Candidates are to note that irrespective of their choice of programme, they will also be tested on a general test: "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 centres with mobile phones, 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 cybercafe, 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 endorse the "Attestation Clause" on the registration portal.
- 9.7 NO REGULARISATION OF ILLGAL ADMISSION
- 9.8 PROCEDURE FOR VALID ADMISSION
- 9.8.1 Candidates who are not admitted MUST be from JAMB and only printed on e-facility. Any offer of admission from any tertiary institution without JAMB Admission letter is illegal and in addition to the cancellation of results, publication of names and admission outside CAPS does so at his/her own risk as the Board would neither 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 2026 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 (e.g. reading text) should be sold to anybody.
- n. Do not write down or copy any vital data of the candidates such as card details, profile code, password etc.

### **13.0 SALE OF 2026 UNIFIED TERTIARY MATRICULATION EXAMINATION (UTME) AND DIRECT ENTRY (DE) APPLICATION DOCUMENTS IN NIGERIA AND DESIGNATED FOREIGN CENTRES**

#### **1.0 2026 UTME/DE APPLICATIONS**

- 1.1 Applications are invited from suitably qualified candidates for admission into Tertiary Institutions in Nigeria for the **2026/2027** Academic Session.
- 1.2 **Only** Candidates who will not be less than **16 years old by 30<sup>th</sup> September, 2026** are generally **eligible** to apply/be considered.
- 1.2.1 However, candidates less than **16 years old by 30<sup>th</sup> September, 2026** will have to undergo an intensive evaluation to determine their eligibility for a waiver. Such must have scored not less than 80% in each of UTME/A'LEVEL, PUTME, SSCE and in the exceptional candidate assessment.
- 1.2.2 **The UTME results of the underage candidates will be released only at the conclusion of the complete evaluation process.**
- 1.3 Once a candidate completes 2026 registration with biodata supplied by NIMC, subsequent changes of biodata would not be effected by JAMB for the 2026 admission. **NO CHANGE WILL BE TOLERATED.**
- 1.4 **RE-QUERY: FOR 2026, CHANGES IN PREVIOUS DATA BY NIMC WILL ONLY BE**

**UPDATED ON EXISTING JAMB RECORDS ONLY IF THE AFFECTED CANDIDATES GO THROUGH A PROCESS OF RE-QUERY TO RETRIEVE THE UPDATED DATA THROUGH TEMPL 007 DURING 2026 REGISTRATION. HOWEVER, REPLACED DATA SHALL BE TRACKED AND EVER REFLECTED AS FOOTNOTE ON THE CANDIDATES' PROFILES AND ALL SLIPS.**

#### **1.5 FEES AND CHARGES**

- 1.5.1 The Board will maintain its cashless registration system for the 2026 UTME/DE registration 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 3 CATEGORIES OF E-PINS: 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 - N3,500; READING TEXT - N1,000; CBT CENTRE REGISTRATION SERVICE CHARGE - N700; CBT CENTRE UTME SERVICE CHARGE - N1,500; BANK CHARGES - N500; CBT MOCK-UTME CENTRE CHARGE - N1,500**

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

## 2.0 BIOMETRIC INTEGRITY, IMAGE CAPTURE AND ANTI-IMPERSONATION WARNING

2.1 Candidates are advised to ensure that **only their own ten (10) fingers** are captured individually and correctly at the CBT Centre.

## 2.2 MULTIPLE NIN USAGE AND DOUBLE REGISTRATION

The use of multiple National Identification Numbers (NINs) by a single candidate for the purpose of double registration, impersonation, or any form of identity manipulation is strictly prohibited and will be severely sanctioned.

## 3.0 REGISTRATION PERIODS

- 3.1 The period of registration for UTME candidates, including those from Foreign Countries, is from **Monday, 26<sup>th</sup> January, 2026 to Saturday, 28<sup>th</sup> February, 2026** (Candidates are to have valid, functional and accessible personal e-mail addresses before commencing the process of registration).
- 3.2 E-PIN vending for UTME begins on **Monday, 19<sup>th</sup> January, 2026, and ends on Thursday, 26<sup>th</sup> February, 2026, while registration closes on Saturday, 28<sup>th</sup> February, 2026.**
- 3.3 Sale of 2026 Direct Entry (DE) application documents and E-PIN vending would commence from **Monday, 2<sup>nd</sup> March, 2026 and end by Saturday, 25<sup>th</sup> April, 2026** and would only be at the Board's State and Zonal Offices.

## 4.0 ELIGIBILITY CHECKER

Candidates should:

**SCAN THE QR CODES BELOW TO ACCESS IBASS FOR THE e-BROCHURE/e- SYLLABUS**



## 4.1 GENERAL ENTRY REQUIREMENTS

### 4.1.1 MINIMUM REQUIREMENTS FOR 100 LEVEL DEGREE/ND/NCE (UTME)

**DEGREE:** Minimum of five (5) credit passes in English and other relevant subjects obtained in not more than 2 sittings. Mathematics is mandatory for Science, Technology and Social Science Programmes.

**ND/NCE:** Minimum of four (4) credit passes in relevant subjects, including English for non-science and Mathematics for science programmes.

## 4.2 DIRECT ENTRY REQUIREMENTS

4.2.1 A minimum of 5 SSSC (O'level) credit passes at not more than two sittings, at least two of which must be at the Principal or Advanced level. Other acceptable qualifications in lieu of A'LEVELs are:

First Degree (Nigerian Universities), University Diploma, National Diploma (henceforth the Certificate to be accepted for up to only 2024 intake), Nigeria French Language Diploma/National Arabic Language Diploma, Higher National Diploma, NCE, A-Level Certificate from IJMB, JUPEB, NABTEB-(ANBC), NABTEB-(ANTC), First Degree (Other Countries Universities), Cambridge A- level, International Baccalaureate (foreign certificates only), Foreign GCE A- level, Trans-national Foundation Certificates AWARDING INSTITUTIONS ARE REQUIRED TO FORWARD VERIFICATION TO JAMB BEFORE REGISTRATION CAN BE COMPLETED.

4.2.2 Candidates are advised to pre-verify their DE qualification before completing their DE registration.

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 (where applicable);
- 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 pre-2020 Cambridge certificates 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 A-level results have not been released at the point of UTME registration and who must have indicated at the point of registration that he/she is awaiting A-level results. The particulars of which he/she must have supplied and contained in the uploaded registration template.
- g) Candidates are hereby advised to constantly check their A' level admission status in their e-facility profile, where it will show the status of verification by NIPED indicating "CLEARED" or "NOT CLEARED" with 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. List and addresses of approved CBT centres are on the official website of the board ([www.jamb.gov.ng](http://www.jamb.gov.ng))
- 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).

### 4.3.4 COMPULSORY DISCLOSURE OF PREVIOUS ADMISSION STATUS

Candidates are henceforth required to disclose their admission (matriculation) status by indicating their previous registration details with the year of UTME/DE at the point of registration. Any false or non-declaration of previous registration/matriculation will automatically invalidate the candidate's registration/previous admission.

Having been previously admitted (matriculated) and wishing to change or start afresh in another institution or programme is allowed, however, failure to disclose such prior admission is an offence.

### 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, Polytechnic/Monotechnic, Nigerian Defence Academy or Police Academy.

## 5.0 STEP BY STEP (PROCEDURE) FOR THE PURCHASE OF 2026 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. Candidates who procure SIMs only for registration with JAMB (and not in 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 by 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.
- C. 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.**
- D. 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 applications with the Board.
- E. CANDIDATES SHOULD NOTE AND ALWAYS REMEMBER THEIR E-MAIL ADDRESSES AND PHONE (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**

- 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.**

**COMPLAINTS FROM 3<sup>RD</sup> 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**

- J. Only candidates, whose biometric verification is successful on examination day would be permitted to sit the UTME or Mock.
- K. Candidates with peculiar biometric challenges can only register at JAMB National and State offices. Arrangements would be made for this through JAMB State offices.

## **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 summarises the nature of the complaint. He/she should also attach supporting documents (if available).

## **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 **N 5, 700 ( DE) ; N 7, 200 ( UTME WITHOU MOCK)** and **N 8, 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 10 FOREIGN CENTRES:**

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

5.7.2 Registration fee for candidates from the 10 foreign countries is Thirty United States Dollars (\$30) in each of the 10 (ten) 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](mailto: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. Each Registration is carried out only at the accredited Computer-Based Test (CBT) Centres.
- b. 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 omces), with his/her profile code and e-PIN.

**5.11 LIVE VIEW OF REGISTRATION EXERCISE AT CBT CENTRES**

All centres participating in the 2026 registration exercise must be monitored live from the headquarters. Any centre whose registration activities are not viewed from the headquarters will not be paid, and such registration may be invalidated.

**5.12 CONCLUDING THE REGISTRATION PROCESS AT CBT CENTRES:**

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.

**5.12.1 Candidates are to:**

- a) 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 results).
- d) Upload relevant certificates.
- e) Provide choice of institutions, course of study (programme), 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.

5.12.2 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).

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

### 5.13 PERSONS WITH DISABILITIES (PWDs)

To ensure inclusivity, the following categories of candidates are to indicate their disability for special attention:

#### 5.13.1 BLIND/MUTED (DEAF) CANDIDATES

Candidates who are blind are to indicate by selecting BLIND from the dropdown options and pick the closest designated JEOG centre and preferred mode of examination.

A special indicator for the deaf/mute has been created to identify them for special attention during the examination.

**To promote inclusivity, the Board fully refunds registration fees to the blind, the deaf and those on wheelchairs who possess the required 5 credits at the point of registration.**

#### 5.13.2 OTHERS

Candidates with **Albinism, Down Syndrome, Autism, Dyslexia and Attention Deficit Hyperactivity Disorder (ADHD) Amputees, Lamé, 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.

### 5.14 BIOMETRIC CHALLENGES

- a) No candidate will be allowed to enter the examination hall or sit the examination if their biometrics is not verified.

- b) Candidates with biometric abnormalities can only register and take examination at the Abuja Headquarters of the Board. The Board will facilitate their travels.

## 6.0 DATES AND VENUE FOR THE 2026 UNIFIED TERTIARY MATRICULATION EXAMINATION

- 6.1 The 2026 UTME will commence on Thursday, 16<sup>th</sup> April, 2026 and end on Saturday, 25<sup>th</sup> April, 2026.
- 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 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 Candidates should note that e-PINS purchased are tied to individual profiles and are not transferable.
- 7.2 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 Mock-UTME (optional) shall hold on **Saturday, March 28<sup>th</sup> 2026**.

## 9.0 GENERAL INFORMATION

- 9.1 The registration fee is non-refundable.
- 9.2 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.
- 9.3 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 Misconduct 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 endorse 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 neither recognise such admissions nor condone it.

## 14.0 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.



### 14.1 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 2026**” 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., 202630074987JA as specified below.

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

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

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

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

## 14.2 SAMPLE OF UTME E-REGISTRATION SLIP


**JOINT ADMISSIONS AND MATRICULATION BOARD**  
*...enhancing Academic Excellence*  
**UNIFIED TERTIARY MATRICULATION EXAMINATION**


**2025**

**Registration Slip**

Date Submitted: Friday, February 7, 2025      Date Printed: Friday, February 7, 2025

**Personal Details:**

<b>Surname:</b>		
<b>First Name:</b>		
<b>Other Name:</b>		
<b>Date of Birth:</b>	December 18, 2007	
<b>Physically Challenged:</b>	None	
<b>Gender/Origin:</b>	Male/Bwari LGA in FCT-Abuja	
<b>GSM No/eMail:</b>		

**Examination Details:**

**Registration Number:** [REDACTED]

**Exam Town Code:** C041

**Examination Town:** Abuja li(Bwari/Dutse/Kubwa/Dei-Dei) in FCT-Abuja

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

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

**Choice of Institutions:**

<p><b>First Choice</b>  <b>Institution Type:</b> Degree-Awarding  <b>Institution:</b> Federal University Of Technology, Minna, Niger State  <b>Programme:</b> Architecture  <b>Faculty:</b> Engineering/Tech/Env</p>	<p><b>Second Choice</b>  <b>Institution Type:</b> Degree-Awarding  <b>Institution:</b> Enugu State University Of Science And Technology, Enugu, Enugu State  <b>Programme:</b> Architecture  <b>Faculty:</b> Engineering/Tech/Env</p>
<p><b>Third Choice</b>  <b>Institution Type:</b> ND-Awarding  <b>Institution:</b> Federal Polytechnic, Bida, Niger State  <b>Programme:</b> Architectural Technology  <b>Faculty:</b> Engineering/Tech/Env</p>	<p><b>Fourth Choice</b>  <b>Institution Type:</b> Innovative Enterprise Institute  <b>Institution:</b> Afion Digital Institute, Abuja, Fct  <b>Programme:</b> Digital Multimedia Technology  <b>Faculty:</b> Engineering/Tech/Env</p>

Computer Based Test

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

**Reference No. :** UTME2017/37020002  
**Reg. Centre:** JAMB Professional Test Centre (Ptc), Kogo, Bwari, Abuja, Fct  
**Serial Number:** 827B6DAC-2329-4D76-98B6-EF4147B9FFD8  
**Candidate Serial Number:** 2 95  
**Registered By:** Amodu Mathow Attama  
**Verified:** Reg Verification (Right Thumb - (D)) and Reg Verification (Right Index Finger - (D))



**Application: 3,500.00, Exam Serv. Chg: 1,500.00, Reading Text: 1,000.00, Reg. Serv. Chg: 700.00, Bank/Comm Chg: 500.00**

### 15.0 ADVISORY ON GUIDELINES FOR REGISTRATION OF 2026 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 2026 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.

### 16.0 ADVISORY FOR MONITORS PARTICIPATING IN 2026 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 2026 UTME/DE registration is to be paid by the candidates at the point of **PIN VENDING. NO CENTRE IS TO CHARGE CANDIDATE ADDITIONAL MONEY FOR 2026 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 2026 UTME/DE registration are to complete a registration template:
  - a. Registration template must be scanned and uploaded.
  - b. The original registration template **MUST BE GIVEN BACK TO THE CANDIDATE AND NOT KEPT BY ANY CENTRE.**
5. The following rules must be complied with by every JAMB office and approved CBT centre:
  - a. No centre should write down or copy any vital data of any candidate such as card details, profile code, password, GSM, or registration number.
  - b. Centres are to collect not more than ~~N~~**700** service charge for **OTHER REGISTRATIONS SUCH AS SANDWICH, PART-TIME, NOUN AND DISTANCE LEARNING.**
  - c. Candidate's passport must be captured on white or off-white background;

- d. Each registration point must have dual screen. One screen should face the candidate the other faces the registration officer.
- 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.

**17.0 CONTACTS OF SOME EXAMINATION OFFICIALS**

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2	Technical Advisors	Prof. Bashir Galadanci	-	Dr. Ibrahim Abdullahi
3	Equal Opportunity	Prof. Peter Okebukola	-	Mrs. Basirat Agbabiaka
4	Virtues Vanguard	Prof. Abdul Ganiyu Ambali Prof. Musbau Akanji (Deputy Chairman)	Otunba Lanre Ipinmisho Mr. Abubakar Kimpa Isah	Mr. Mubarak Abisoye
5	Peace Monitors	Prof. Braide Ekanem	Mrs Kulu Joro Yabilsu	Mrs Fauzziyya F. B- Usman
6	High-Powered Opinion Leaders	Mrs. Chinwe N. Obaji	Mr. Yusuf Ali	Abdullahi Ashura
7	Civil Society & Mass Media	Prof. M. S. Audu	Alhaji Najim Jimoh	Dr. Fabian Benjamin
8	General Monitors		Mrs. Aisha D. Dahiru	Mrs. Zainab A. Hamza
9	Roving	Prof. Yasir Anjola Quadri	Dr. Akeem Lawal	Mrs. Sabinah A. Oroge
10	Bwari Call Centre			Mr. Kassim K. Babamale

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**JAMB - ACTU**

(ANTI-CORRUPTION AND TRANSPARENCY UNIT)

**ARE YOU A  
PERSON OF  
INTEGRITY  
CAN YOU SAY  
"YES"  
TO THESE QUESTIONS**

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

**If you say YES,  
you are a person of  
INTEGRITY**

**JOIN THE FIGHT  
AGAINST CORRUPTION TODAY**