

2026 HARMONIZED TECHNICAL OFFICER MANUAL

LAG and KAD Systems

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- Harddrive
- SCANNERS etc – content of the bag

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*Take full page images

*BVM naming convention

Introduction

The Examination Delivery System (EDS) at JAMB has evolved steadily over the years in response to expanding operational needs, technological advancements, and the imperative to ensure reliability and continuity in examination administration. Initially, a single platform was deployed to manage computer-based examinations across designated CBT centres all over the country. However, as operations grew in scale and complexity, the need for system redundancy and operational resilience became paramount. This led to the development of a second, parallel platform to serve as a safeguard against service disruption.

The two platforms are now codenamed KAD and LAG systems because Kaduna State happens to be one of the states where the first system is deployed while the second one is used in Lagos State and some other states. Both systems perform the same core examination functions, including candidate authentication, test deployment, monitoring, response capture, submission management, and reporting. However, because they were developed at different times, there are minor variations in their user interfaces and certain workflow presentations.

Historically, training of technical officers was conducted separately, with personnel trained exclusively on the system assigned to their operational area. Consequently, each system maintained its own dedicated manual. Beginning this year, however, training is being unified to accommodate all technical officers collectively, irrespective of deployment location. As a first step toward this integration, the two existing manuals were carefully reviewed and harmonized, with emphasis placed on consolidating shared features while clearly identifying system-specific distinctions.

We are therefore pleased to present this harmonized Examination Delivery System Manual. This document provides comprehensive guidance applicable to both the KAD and LAG systems, ensuring clarity, consistency, and operational effectiveness for all technical officers and stakeholders. Every prospective technical officer is expected to be fully proficient in both systems as s/he can be required to use any of the two systems.

CHAPTER 1

COLLECTION OF SERVER

When you are at the collection center, you will be given a bag containing each of the following devices; kindly ensure the availability of these devices before departure;

- i. A Server.
- ii. Two Biometric Verification Machines (BVMs).
- iii. An External Hard Disk Drive.
- iv. A scanner (2 Futronic, 1 DigitalPersona)
- v. Sim Cards (Airtel & MTN)
- vi. MiFis (Airtel & MTN)

SERVER

The server given to you comes pre-installed with the exam management software, exam delivery software and candidate exam software.

BVMs

The BVM machines given to you will be used to capture and verify the identity of candidates who have been scheduled to take the examination at your designated centers.

EXTERNAL HARD DISK DRIVE

This will be given to you to enable you in retrieving the CCTV footage of the examination that took place at your designated centers.

SCANNER

This device will be given to you and used by you to capture the biometric features of candidates, for verification of candidate's identity.

SIM CARDS

Two sim cards, Airtel and MTN will be provided to each technical officer

MIFIs

Two MiFi's, Airtel and MTN will be provided to each technical officer for the sim cards.

CHAPTER 2

INITIAL TESTS AND COLLECTIBLES

After you have collected your exam kit and acknowledged the presence of all required equipment, kindly proceed to perform the following tests;

- i. IP Addresses
- ii. Daily passwords
- iii. MiFi Connections/SIM Tests
- iv. Software Version Test
- v. Hard Disks
- vi. Biometric Verification Machine (BVMs)
- vii. Exam Server
- viii. Charger/Charging
- ix. Scanners

[LAG System]

IP ADDRESSES / URLS

The following URLs are necessary to follow through on the successful delivery of an entire examination process;

- a. localhost/admin – UTME (ADMIN)
- b. localhost – UTME (Candidate)

To test this URLs, kindly type in each of the following in your browsers URL address bar;

The following IP addresses are necessary to follow through on the successful delivery of an entire examination process;

- a. 172.30.54.226 – MTN SERVER IP ADDRESS
- b. 192.168.201.20 – AIRTEL SERVER IP ADDRESS
- c. 159.65.53.169 – THIRD PARTY SERVER IP ADDRESS (never to be used unless directed)

DAILY PASSWORDS

The daily passwords would be given to you daily, visit your portal to access your daily passwords. Passwords will become invalid at 8pm of each day and new passwords will be issued out to you via your respective portals typically by 1am. This is the password you will use when downloading an exam and also at the point of login.

NOTE: Login can only take place after an attempt to download an exam.

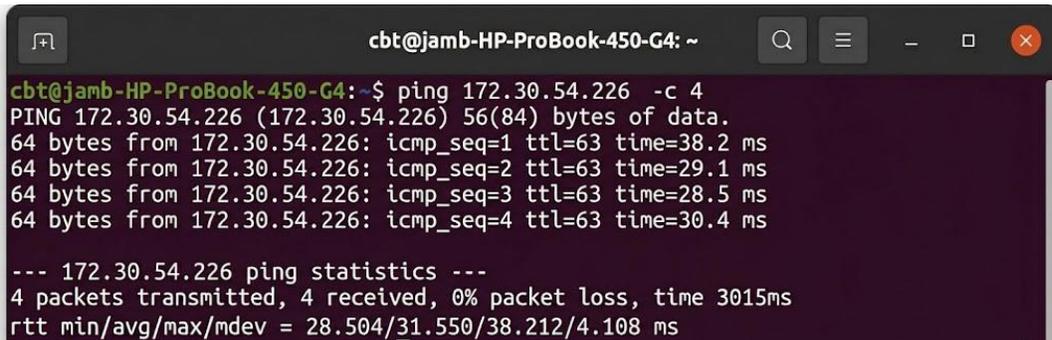
MIFI CONNECTIONS AND SIM TESTS

After collecting your exam kit, turn on your MiFi and connect your server to your MiFi either wirelessly or via a cable. When you are successfully connected to your MiFi network kindly open up a terminal by pressing these key combinations, “**ctrl + alt + T**” on your keyboard. Perform a ping request on the following IP addresses;

- a. 172.30.54.226 – MTN IP
- b. 192.168.201.20 – AIRTEL IP

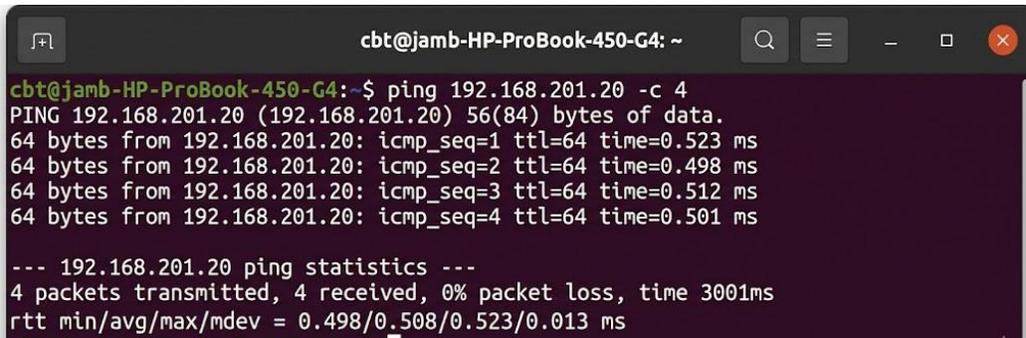
To initiate a ping request, simply type into your terminal the following command;

“**ping 172.30.54.226**” for MTN MiFi

A terminal window titled 'cbt@jamb-HP-ProBook-450-G4: ~' showing the execution of a ping command. The command is 'ping 172.30.54.226 -c 4'. The output shows four successful ping requests with varying response times: 38.2 ms, 29.1 ms, 28.5 ms, and 30.4 ms. A summary line indicates 4 packets transmitted, 4 received, 0% packet loss, and a total time of 3015ms. The round-trip time (rtt) statistics are: min/avg/max/mdev = 28.504/31.550/38.212/4.108 ms.

```
cbt@jamb-HP-ProBook-450-G4: ~  
cbt@jamb-HP-ProBook-450-G4:~$ ping 172.30.54.226 -c 4  
PING 172.30.54.226 (172.30.54.226) 56(84) bytes of data.  
64 bytes from 172.30.54.226: icmp_seq=1 ttl=63 time=38.2 ms  
64 bytes from 172.30.54.226: icmp_seq=2 ttl=63 time=29.1 ms  
64 bytes from 172.30.54.226: icmp_seq=3 ttl=63 time=28.5 ms  
64 bytes from 172.30.54.226: icmp_seq=4 ttl=63 time=30.4 ms  
  
--- 172.30.54.226 ping statistics ---  
4 packets transmitted, 4 received, 0% packet loss, time 3015ms  
rtt min/avg/max/mdev = 28.504/31.550/38.212/4.108 ms
```

and “**ping 192.168.201.20**” for AIRTEL MiFi.

A terminal window titled 'cbt@jamb-HP-ProBook-450-G4: ~' showing the execution of a ping command. The command is 'ping 192.168.201.20 -c 4'. The output shows four successful ping requests with very low response times: 0.523 ms, 0.498 ms, 0.512 ms, and 0.501 ms. A summary line indicates 4 packets transmitted, 4 received, 0% packet loss, and a total time of 3001ms. The round-trip time (rtt) statistics are: min/avg/max/mdev = 0.498/0.508/0.523/0.013 ms.

```
cbt@jamb-HP-ProBook-450-G4: ~  
cbt@jamb-HP-ProBook-450-G4:~$ ping 192.168.201.20 -c 4  
PING 192.168.201.20 (192.168.201.20) 56(84) bytes of data.  
64 bytes from 192.168.201.20: icmp_seq=1 ttl=64 time=0.523 ms  
64 bytes from 192.168.201.20: icmp_seq=2 ttl=64 time=0.498 ms  
64 bytes from 192.168.201.20: icmp_seq=3 ttl=64 time=0.512 ms  
64 bytes from 192.168.201.20: icmp_seq=4 ttl=64 time=0.501 ms  
  
--- 192.168.201.20 ping statistics ---  
4 packets transmitted, 4 received, 0% packet loss, time 3001ms  
rtt min/avg/max/mdev = 0.498/0.508/0.523/0.013 ms
```

[KAD System]

IP ADDRESSES / URLS

The following URLs are necessary to follow through on the successful delivery of an entire examination process;

- a. localhost:6060 – Exam Server Management Application
- b. localhost:9090 – UTME Rapidtest (ADMIN)
- c. localhost:8080 – UTME Rapidtest Candidate

To test this URLs, kindly type in each of the following in your browsers URL address bar;

NOTE: localhost:9090 and localhost:8080 can only be accessed after running localhost:6060 and switching into UTME Server mode.

The following IP addresses are necessary to follow through on the successful delivery of an entire examination process;

- a. 172.30.54.233 – MTN SERVER IP ADDRESS
- b. 172.31.92.17 – AIRTEL SERVER IP ADDRESS
- c. 82.29.169.138 – CLOUD SERVER IP ADDRESS (never to be used unless directed)

DAILY PASSWORDS

The daily passwords would be given to you daily, visit your portal to access your daily passwords. Passwords will become invalid at 8pm of each day and new passwords will be issued out to you via your respective portals typically by 1am. This is the password you will use when downloading an exam and also at the point of login.

NOTE: Login can only take place after an attempt to download an exam.

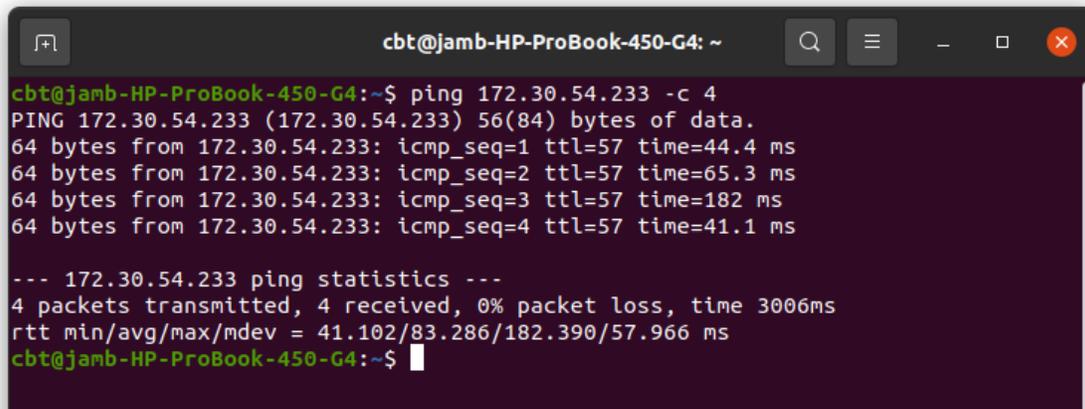
MIFI CONNECTIONS AND SIM TESTS

After collecting your exam kit, turn on your MiFi and connect your server to your MiFi either wirelessly or via a cable. When you are successfully connected to your MiFi network kindly open up a terminal by pressing these key combinations, “**ctrl + alt + T**” on your keyboard. Perform a ping request on the following IP addresses;

- a. 172.30.54.233 – MTN IP
- b. 172.31.92.17 – AIRTEL IP

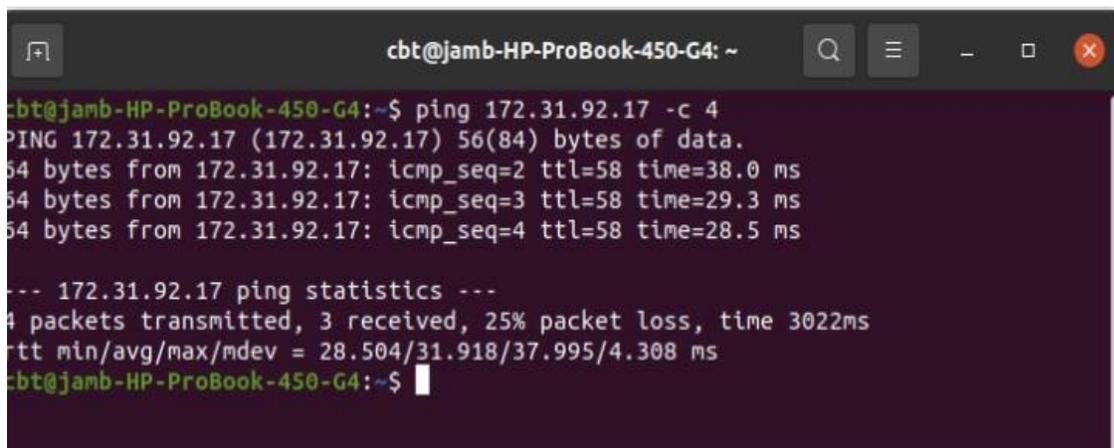
To initiate a ping request, simply type into your terminal the following command;

“ping 172.30.54.233” for MTN MiFi



```
cbt@jamb-HP-ProBook-450-G4: ~  
cbt@jamb-HP-ProBook-450-G4:~$ ping 172.30.54.233 -c 4  
PING 172.30.54.233 (172.30.54.233) 56(84) bytes of data.  
64 bytes from 172.30.54.233: icmp_seq=1 ttl=57 time=44.4 ms  
64 bytes from 172.30.54.233: icmp_seq=2 ttl=57 time=65.3 ms  
64 bytes from 172.30.54.233: icmp_seq=3 ttl=57 time=182 ms  
64 bytes from 172.30.54.233: icmp_seq=4 ttl=57 time=41.1 ms  
  
--- 172.30.54.233 ping statistics ---  
4 packets transmitted, 4 received, 0% packet loss, time 3006ms  
rtt min/avg/max/mdev = 41.102/83.286/182.390/57.966 ms  
cbt@jamb-HP-ProBook-450-G4:~$
```

and “ping 172.31.92.17” for AIRTEL MiFi.

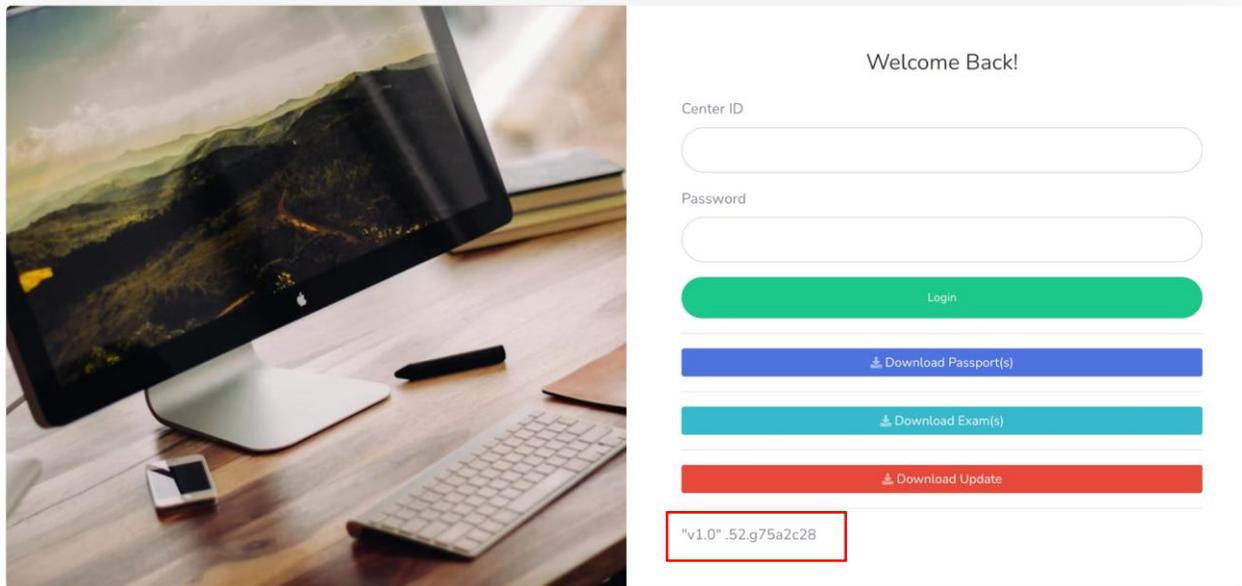


```
cbt@jamb-HP-ProBook-450-G4: ~  
cbt@jamb-HP-ProBook-450-G4:~$ ping 172.31.92.17 -c 4  
PING 172.31.92.17 (172.31.92.17) 56(84) bytes of data.  
64 bytes from 172.31.92.17: icmp_seq=2 ttl=58 time=38.0 ms  
64 bytes from 172.31.92.17: icmp_seq=3 ttl=58 time=29.3 ms  
64 bytes from 172.31.92.17: icmp_seq=4 ttl=58 time=28.5 ms  
  
--- 172.31.92.17 ping statistics ---  
4 packets transmitted, 3 received, 25% packet loss, time 3022ms  
rtt min/avg/max/mdev = 28.504/31.918/37.995/4.308 ms  
cbt@jamb-HP-ProBook-450-G4:~$
```

[LAG System]

SOFTWARE VERSION TEST

First check whether the currently displayed version number (e.g., "v1.0.52.g75a2c28") is the latest recommended version. If it is not, click the Download Update button to download the latest version of the EDS.



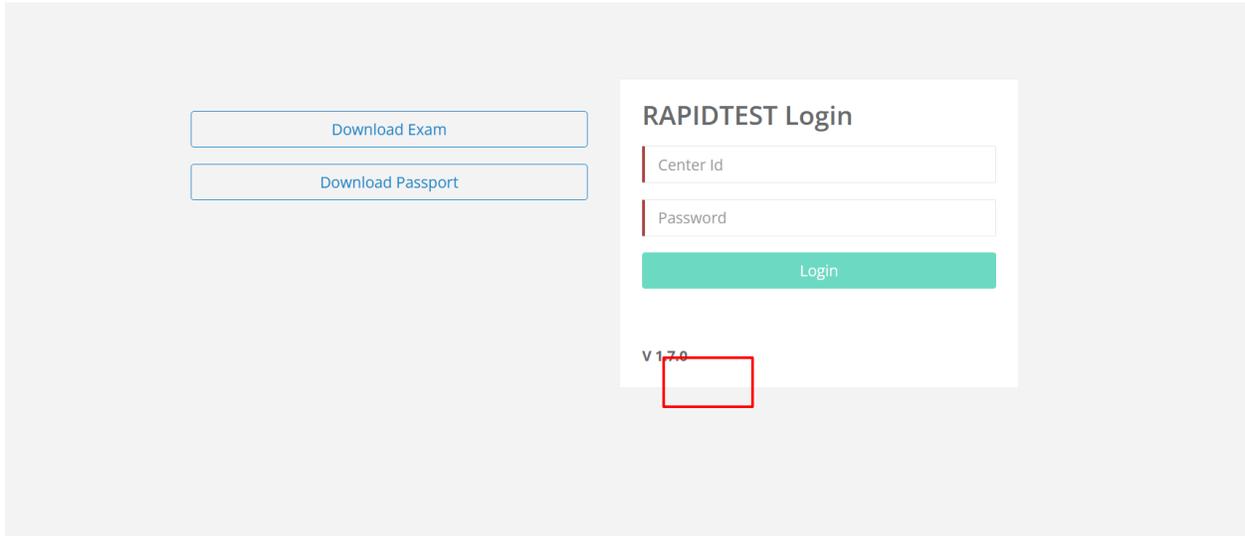
Once the download process begins, a file named request_update.txt will appear on the desktop. This indicates that the update process has started. Wait until the file is completely removed from the desktop, as this confirms that the update has been successfully completed.



[KAD System]

SOFTWARE VERSION TEST

After collection of your server, kindly power up your exam server and launch your browser, navigate to the server application management interface and switch into UTME Server, then launch the exam delivery application on a different tab and ensure that the version displayed on your application is not later than **"v.1.7.0"**.



HARD DISK DRIVES

BIOMETRIC VERIFICATION MACHINE TEST (BVMs)

- Check if the laptop starts up smoothly without any unusual delays.
- Observe if the laptop's performance is smooth and responsive during regular tasks.
- Launch the BVM application to ensure it open & up-to-date
- * Confirm the date, time and version is up-to-date on the BVM application

EXAM SERVER TEST

Kindly, power on your server after collection to ensure that the server boots up properly and you can login to the server by entering the password given during server collection.

CHARGER/CHARGING

Kindly, plug in your server to a power outlet and ensure that the server given to you is capable of retaining power when plugged in to a power outlet and also ensure that the charger given to you is functioning properly before departure.

SCANNERS

- * Confirm there are 3 scanners in the bag
- * 2 Futronic scanners
- * 1 DigitalPersona
- * Test the scanners by plugging them into the BVM port (it will blink a light to indicate good performance)

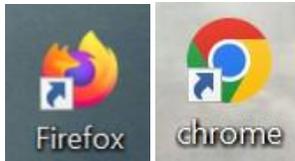
CHAPTER 3

SERVER MANAGEMENT APPLICATION

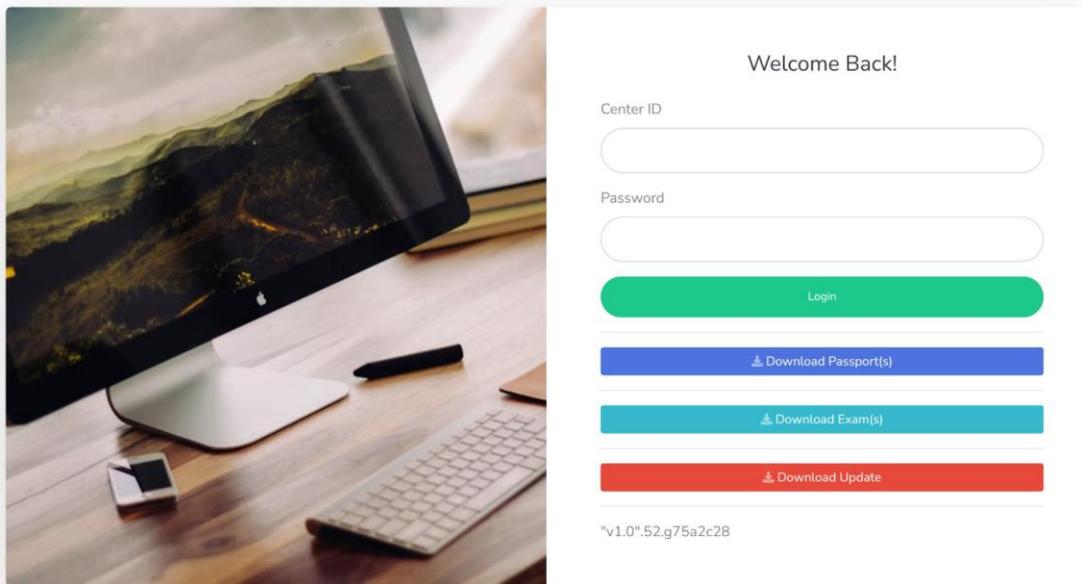
[LAG System]

To manage your server exam delivery software, kindly follow the steps listed below;

i. Launch either of your browsers, Firefox or chrome, by clicking on one of the icons shown in the image below;



ii. Type into the URL address bar "**localhost/admin**";



You are presented with the interface in the image above;

iii. As shown in the image above, there are 4 buttons having unique functionality, these buttons include the following;

- i. Login
- ii. Download Passport(s)
- iii. Download Exam(s)
- iv. Download Update

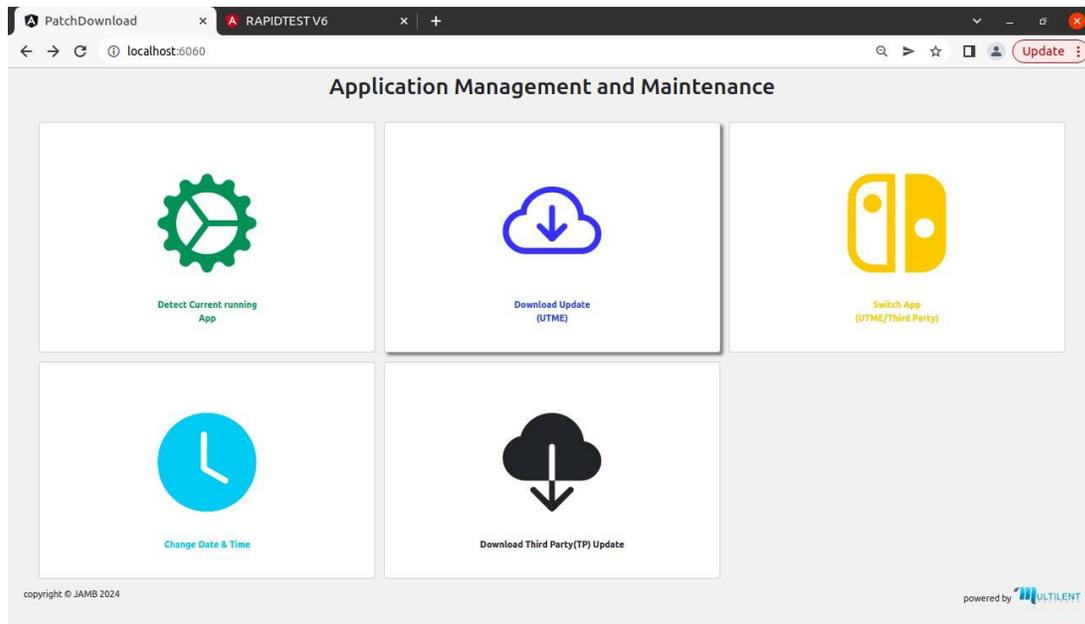
[KAD System]

To manage your server exam delivery software, kindly follow the steps listed below;

- i. Launch either of your browsers, Firefox or chrome, by clicking on one of the icons shown in the image below;



- ii. Type into the URL address bar “localhost:6060”;



You are presented with the interface in the image above;

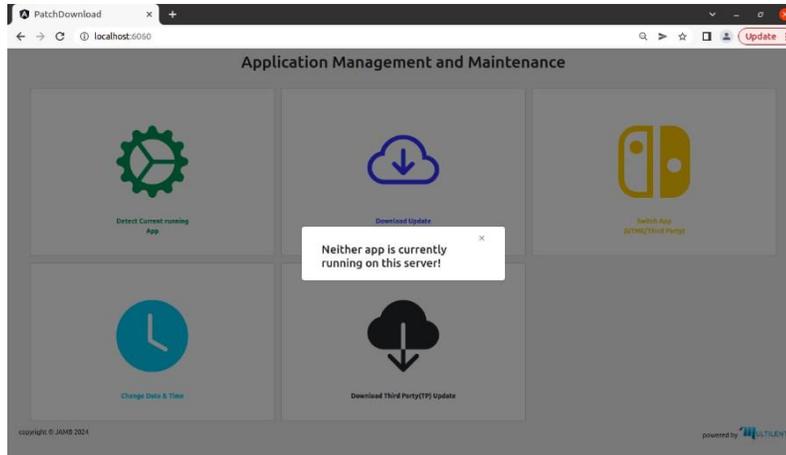
As shown in the image above, there are 5 icons having unique functionality, these icons include the following;

- i. Detect Current running App.
- ii. Download Update (UTME).
- iii. Switch App (UTME/Third Party).
- iv. Change Date & Time.
- v. Download Third Party (TP) Update.

DETECT CURRENT RUNNING APP

The “**detect current running app**” icon, when clicked upon simply displays a dialog box with the name of the application running on the server at that particular time. A sample image is shown below;

NOTE: On powering the server and launching the application management and maintenance interface, by default when you click on the detect current running app, there will be no application server running, until you have successfully switched into either the UTME application server or the Third-Party

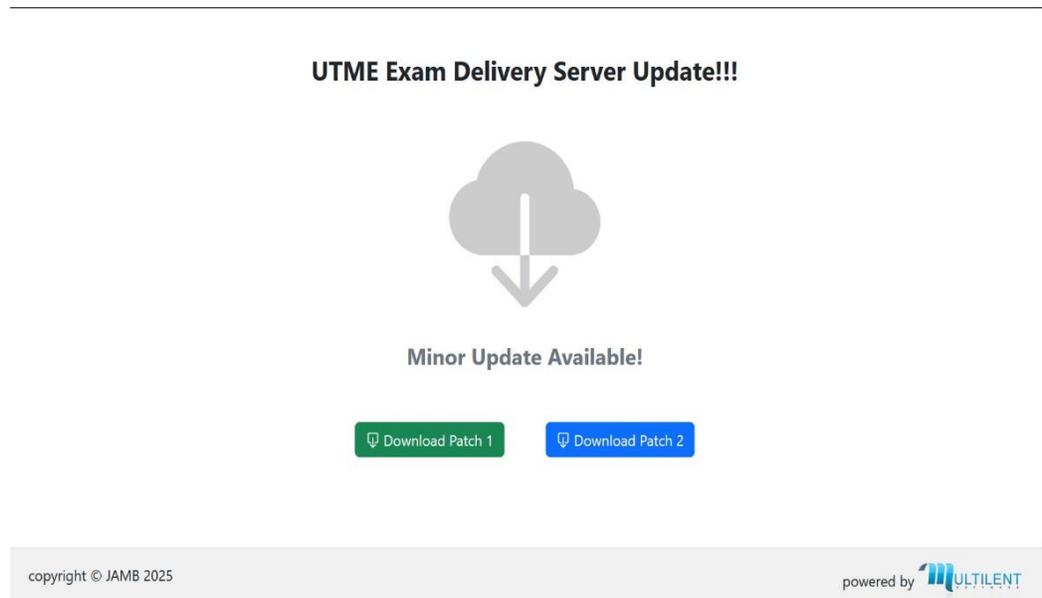


application server. This will be talked about more when we get to switching between server applications.

DONWLOAD UTME (UPDATE)

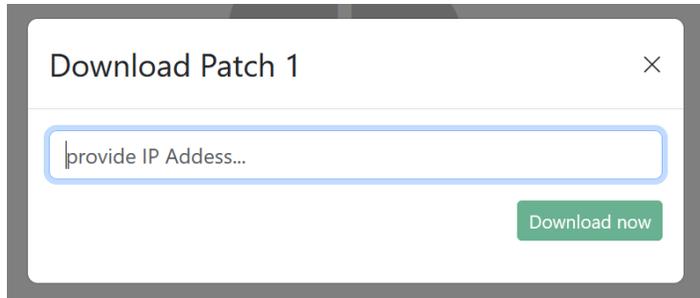
Downloading an update is a major feature addition which can enable you easy access to updated versions of the exam delivery server application. To download an update, kindly, follow these steps;

- i. Click on the “**Download Update (UTME)**” icon.
You will be redirected to a different page like the one displayed in the image below;
There are two buttons each of which downloads a unique variation of the update.



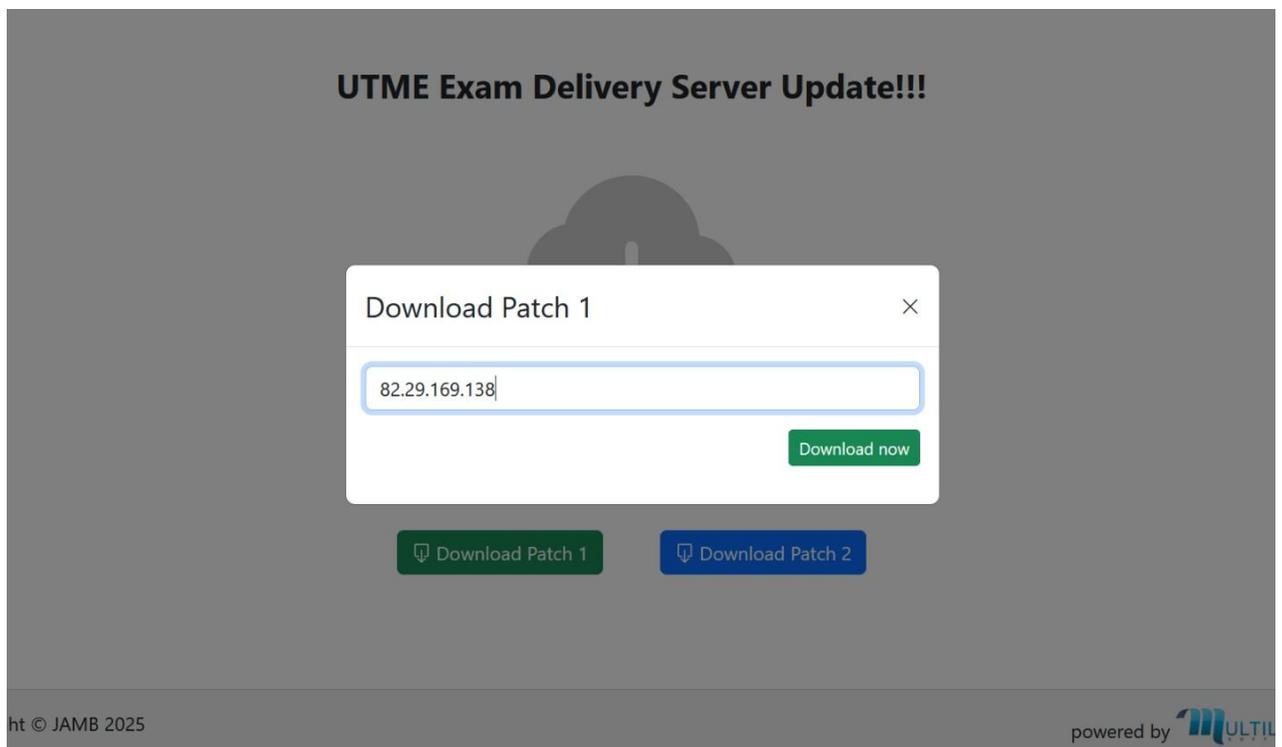
NOTE: Before an update can be carried out, prior directive must have been issued out regarding which patch should be downloaded.

- ii. Click on the “**Download Patch 1**” button;



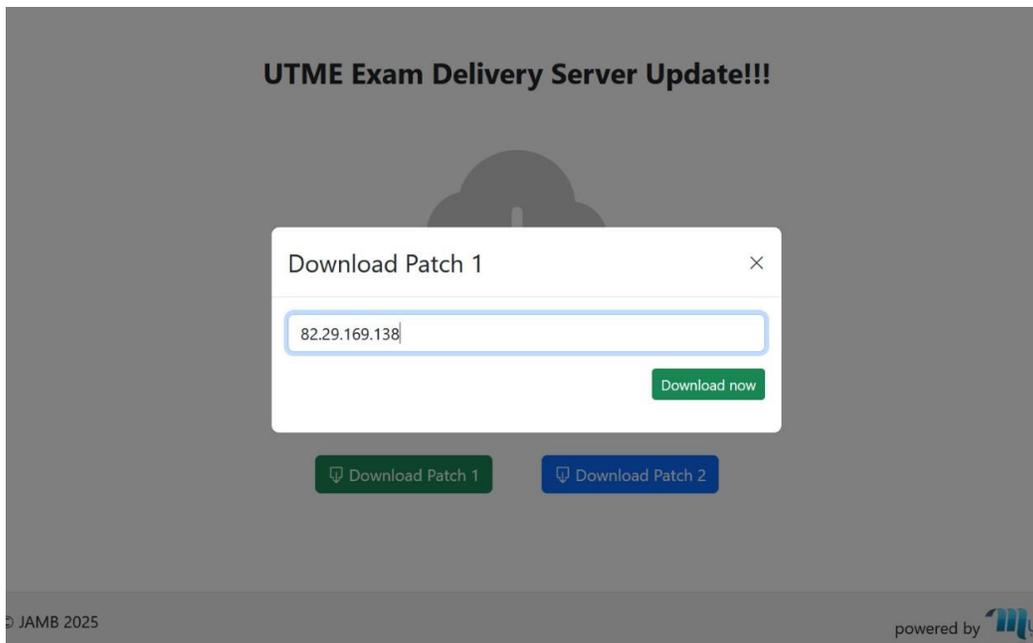
A dialog box like the one in the image above is displayed, requiring you to provide the IP address of the server where the patch can be downloaded from.

NOTE: Before downloading a patch ensure you are connected to a network that has an internet access



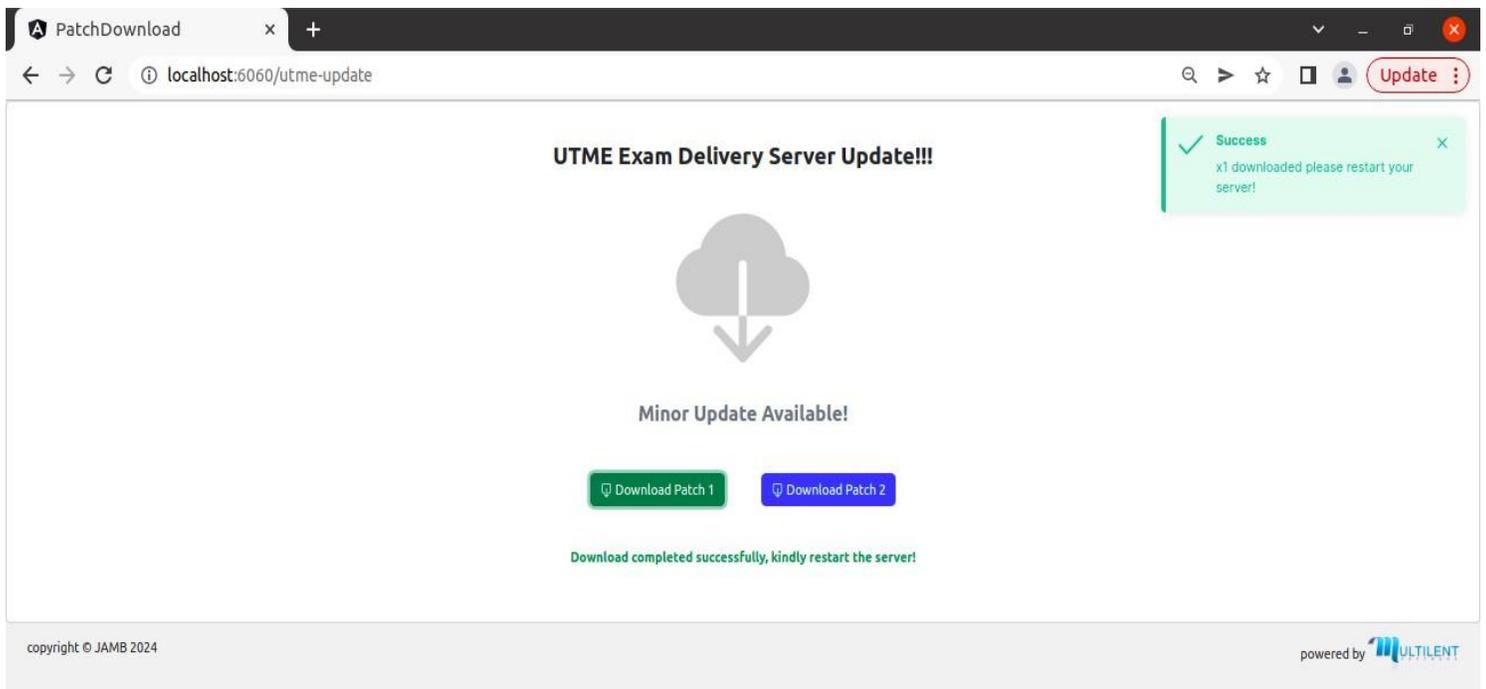
After filling in the IP address which will be made available to you if there is a need for an update.

- iii. Click on the “**Download now**” button to begin the download process.



The Download process is initiated and the “**Download now**” button is changed to “**Downloading**” as shown in the image above;

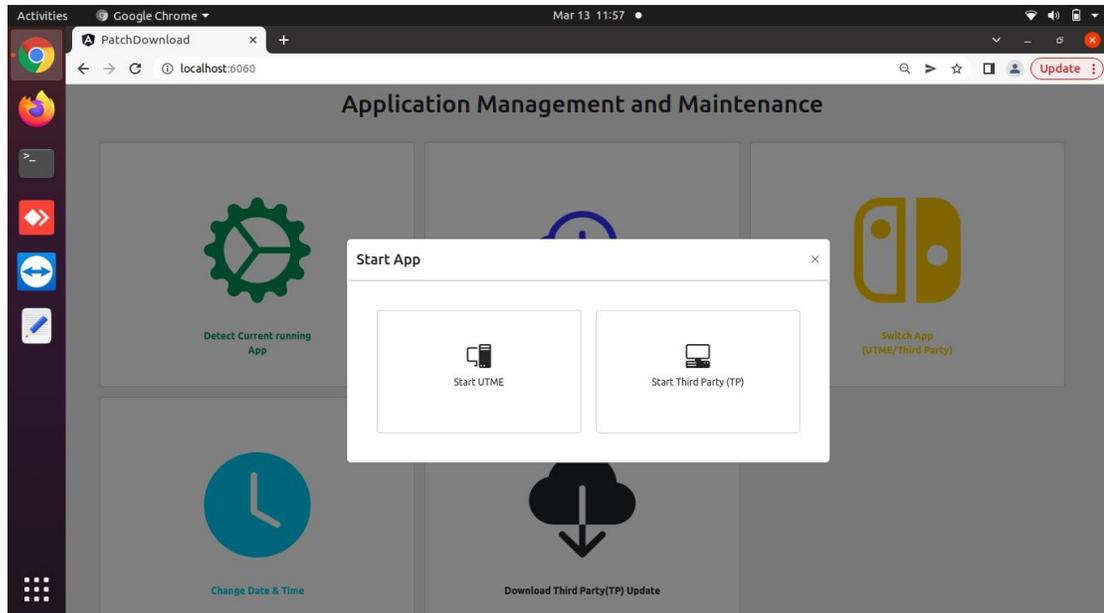
In the event of a successful download a notification is displayed at the top most right corner of the screen, informing you of a successful patch download as shown in the image below;



NOTE: Once the download has been completed successfully, a message is displayed underneath the download buttons, requesting that you “kindly, restart the server”. This is a very important activity after the update to adequately effect the new changes.

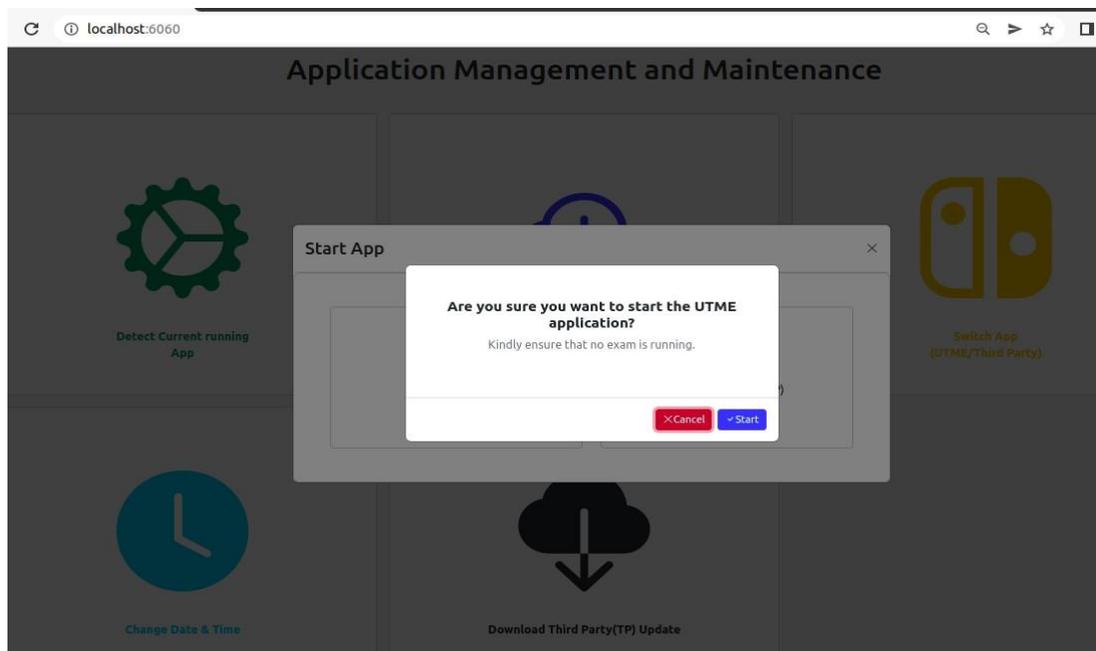
SWITCH APP (UTME/THIRD PARTY)

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



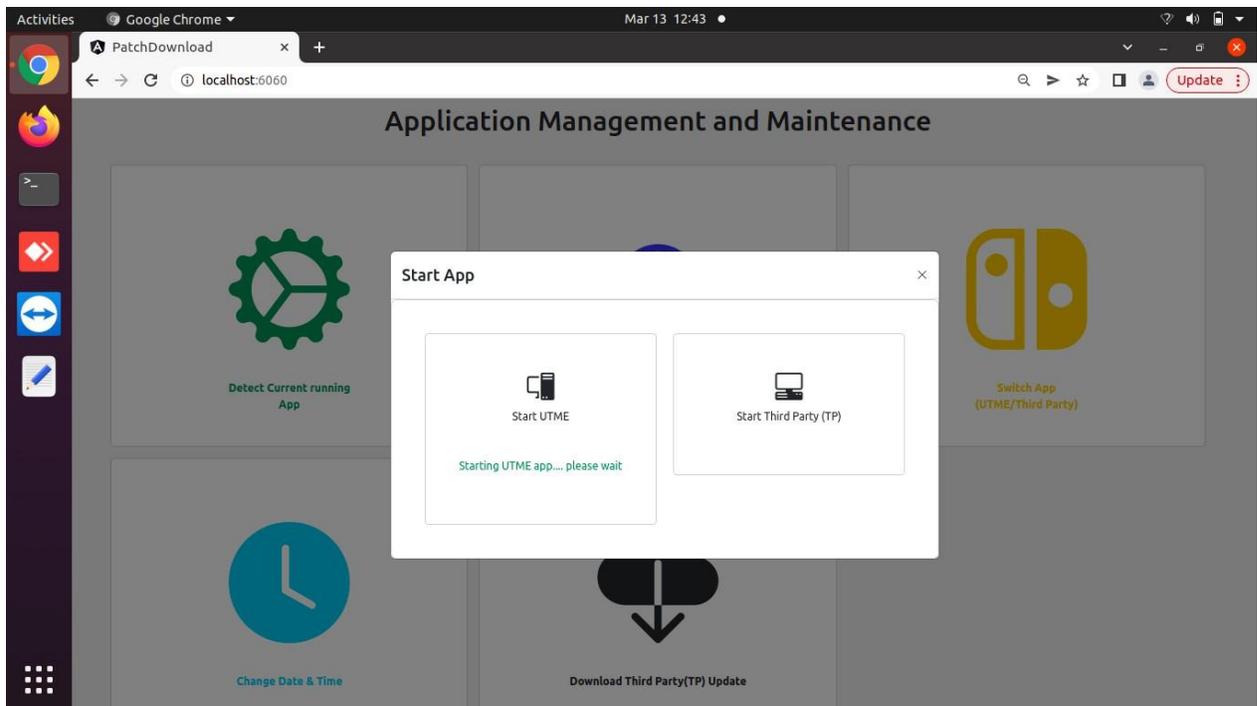
STARTING UTME APPLICATION

- i. Click the **“Start UTME”** icon.



A confirmation Dialog is displayed asking you to ensure that there is no exam running before taking this action and also confirm you really want to start the UTME application.

- ii. Click the **“Start”** button to confirm the start UTME action.



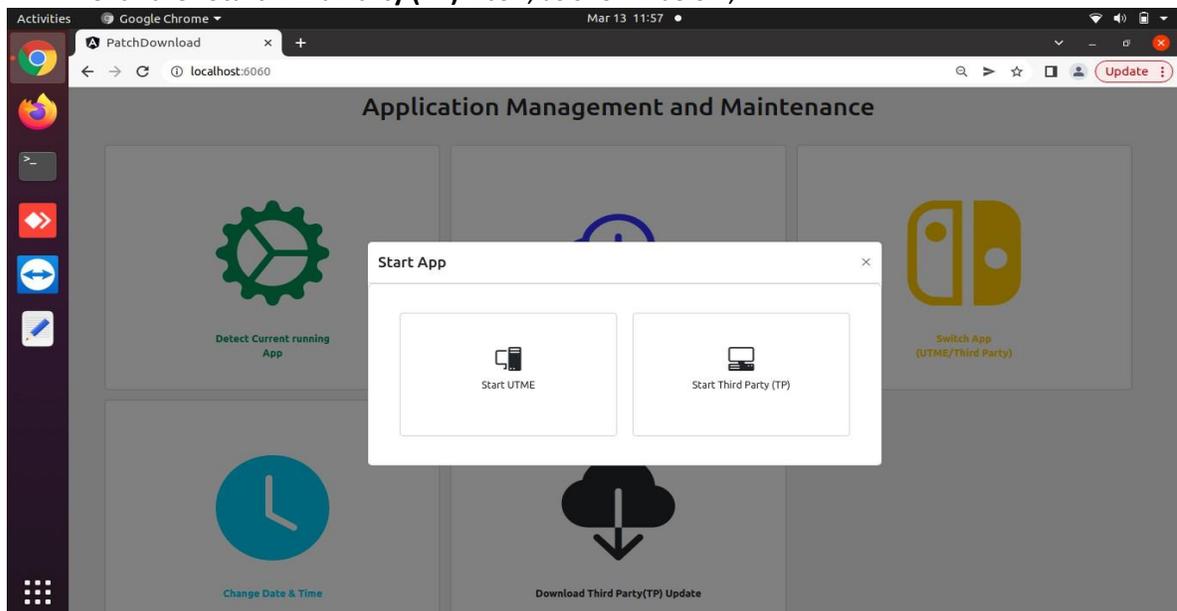
- iii. From the image above, it displays in the Start UTME icon **“Starting UTME app...please wait”**, kindly wait for it to finish and when it finishes you get a different message as shown below;

“UTME Started” and **“running”** is displayed to alert you that the server has started and is currently running.

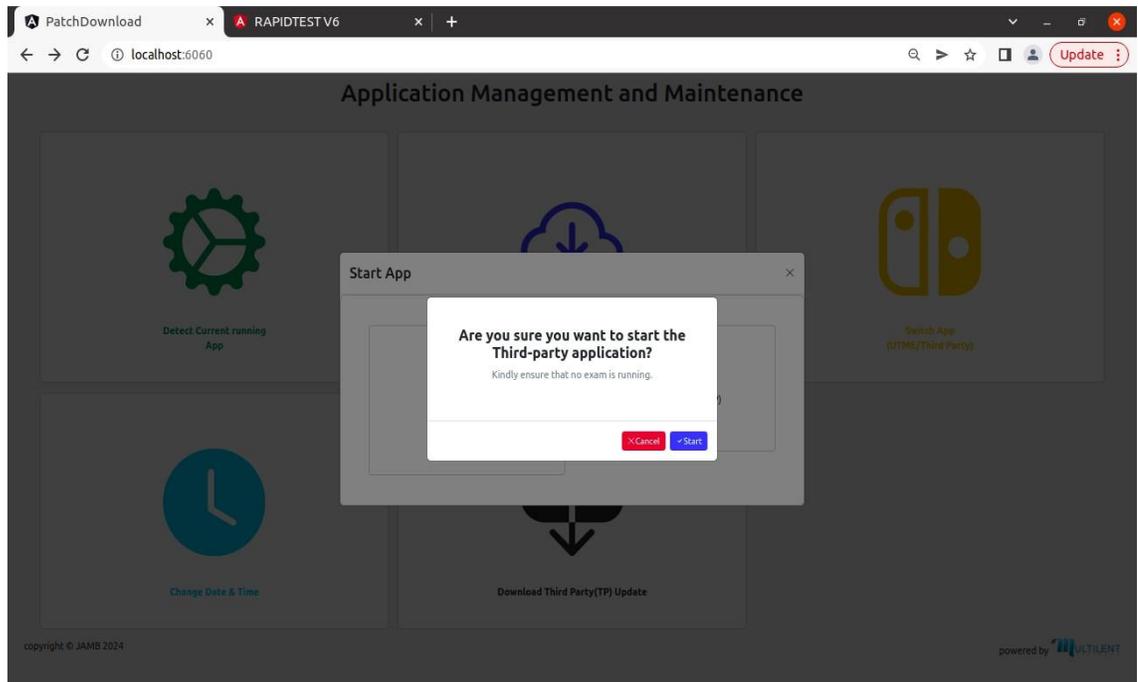
STARTING THIRD PARTY APPLICATION

To start the Third-Party server application, follow the steps listed below;

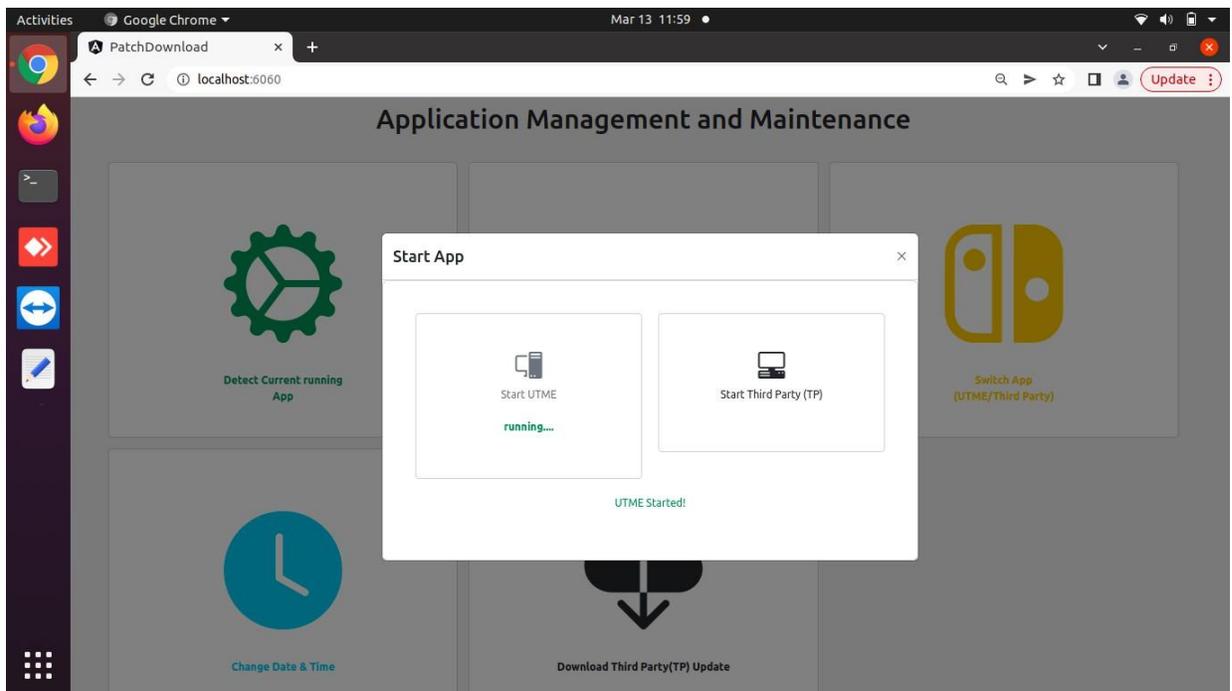
- i. Click the **“Start Third Party (TP)”** icon, as shown below;



- ii. A confirmatiFrom the image above, it displays in the Start UTME icon “Starting UTME app...please wait”, kindly wait for it to finish and when it finishes you get a different message as shown below;

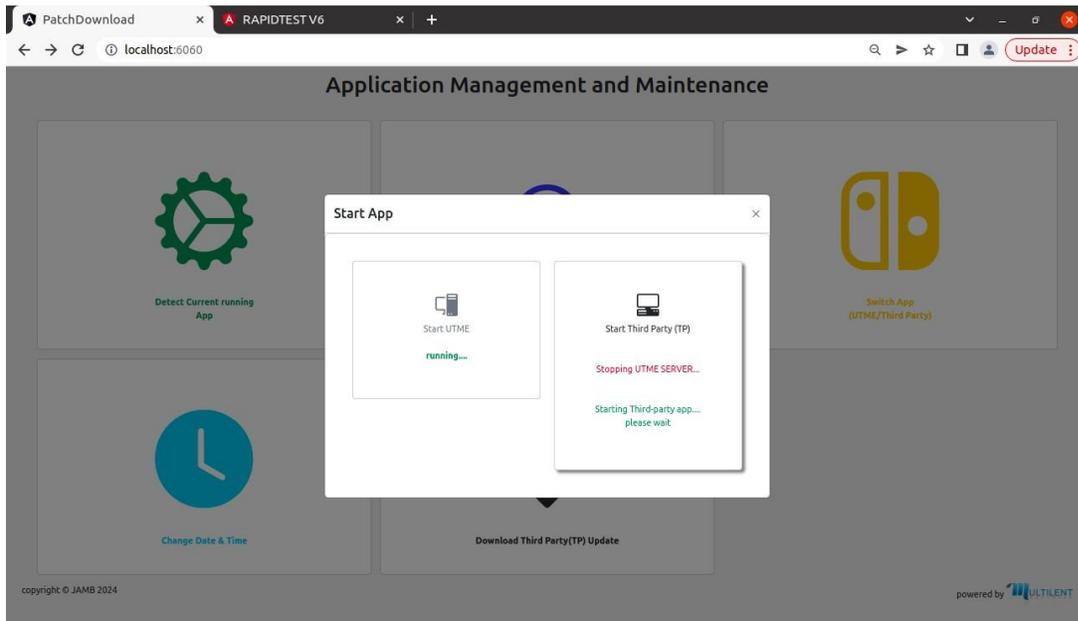


- iii. “UTME Started” and “running” is displayed to alert you that the server has started and is currently running.



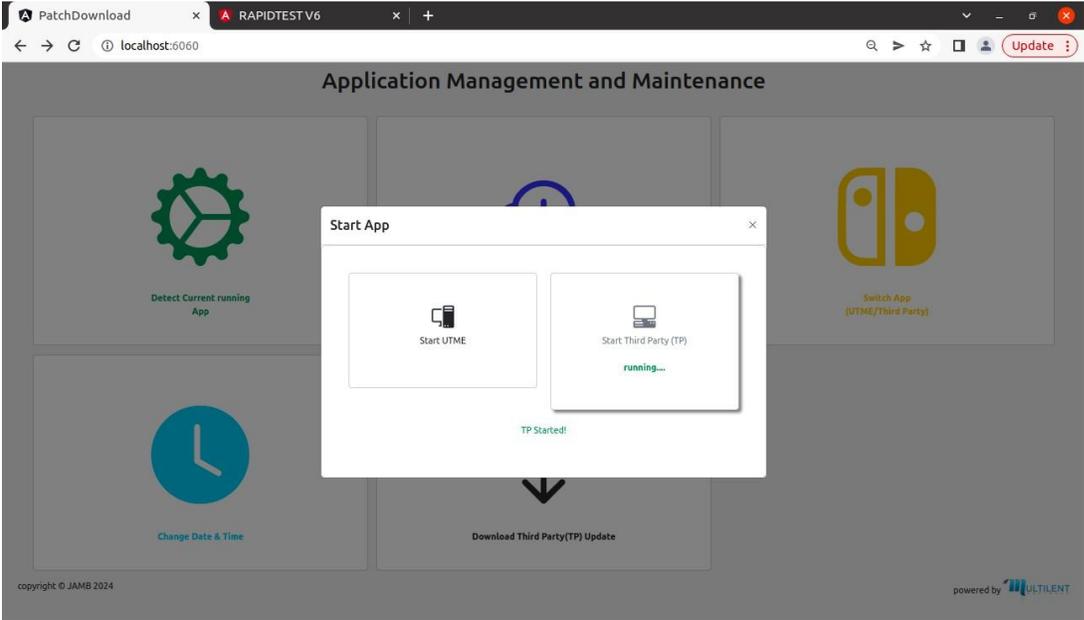
on dialog is displayed asking you to ensure there is no exam running at the time of the switch and also enable you make sure that you are switching to the right server. A sample image is shown below;

- iv. Click the **“Start”** button to switch into the Third-Party application.



You will be presented with a screen like the one in the image above, **“Stopping UTME SERVER”**, **“Starting Third-party app...please wait”**. This let’s you know which server is being put down and which is being started.

On a successful startup of the third-party application, you see a screen like the one shown in the image below;

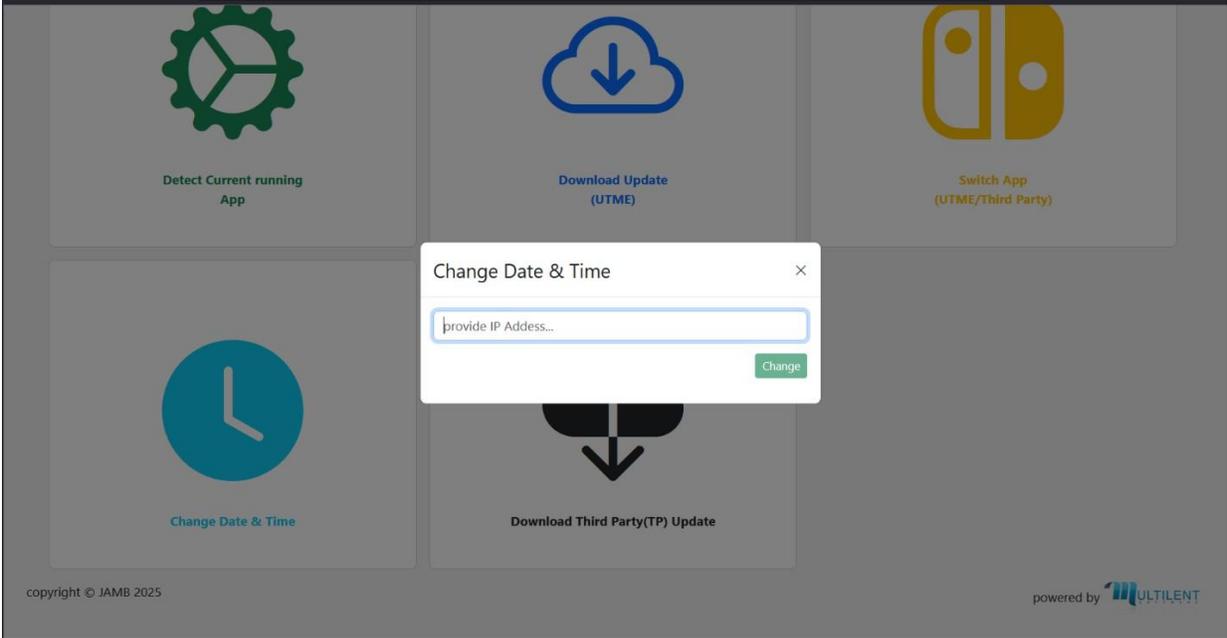


“TP Started” and in the “Start Third Party (TP)” icon you have the running as well.

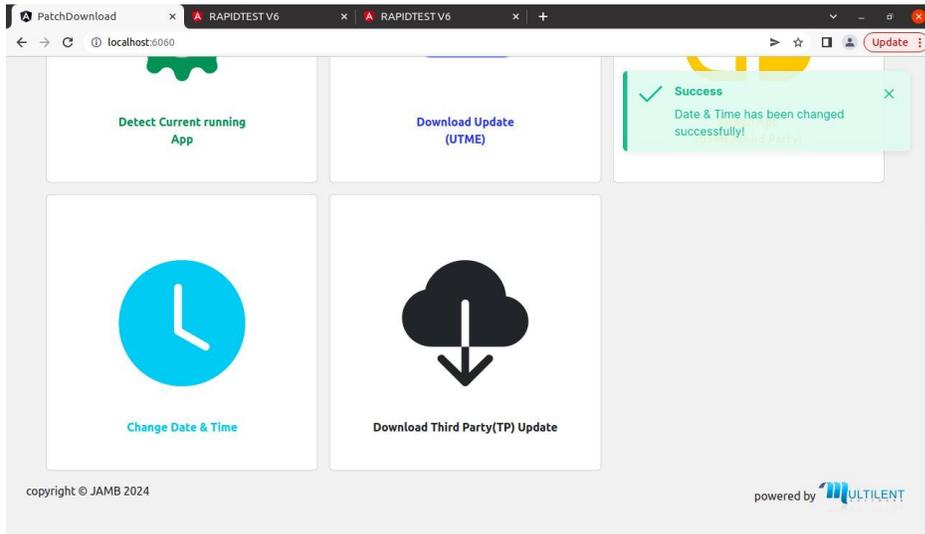
CHANGE DATE AND TIME

If the date and time on the exam server is wrong, follow the steps below to update the Date / Time.;

- a. Click on the “Change Date & Time” icon; A dialog box is displayed to you requiring you to provide an IP Address as shown below;



- b. Enter the IP address; this will be given to you
- c. Click the change button



A notification pops up at the top right corner of the page, informing you about the successful update of the server date and time.

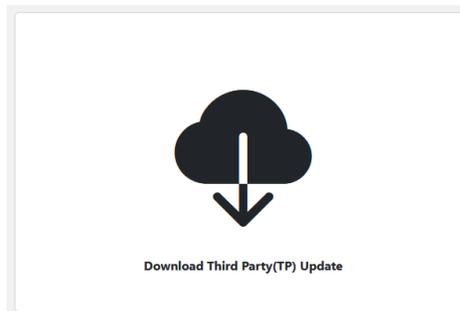
NOTE: This can only be achieved when your server is connected to a network that has access to the internet or connected to the MTN/Airtel MiFi.

DOWNLOAD THIRD-PARTY UPDATE (TP)

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

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

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



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

Third-party Exam Delivery Server Update!!!



Minor Update Available!

[Download Patch 1](#)

[Download Patch 2](#)

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



The image shows a dialog box titled "Download Patch 1" with a close button (X) in the top right corner. Below the title bar is a text input field with the placeholder text "provide IP Address...". At the bottom right of the dialog is a green button labeled "Download now".

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

- iii. Enter the IP address of the server; this will be given to you prior to this action.
Kindly refer back to the UTME download process as they operate in a similar fashion.

CHAPTER 4

Initial Downloads at Point of Collection

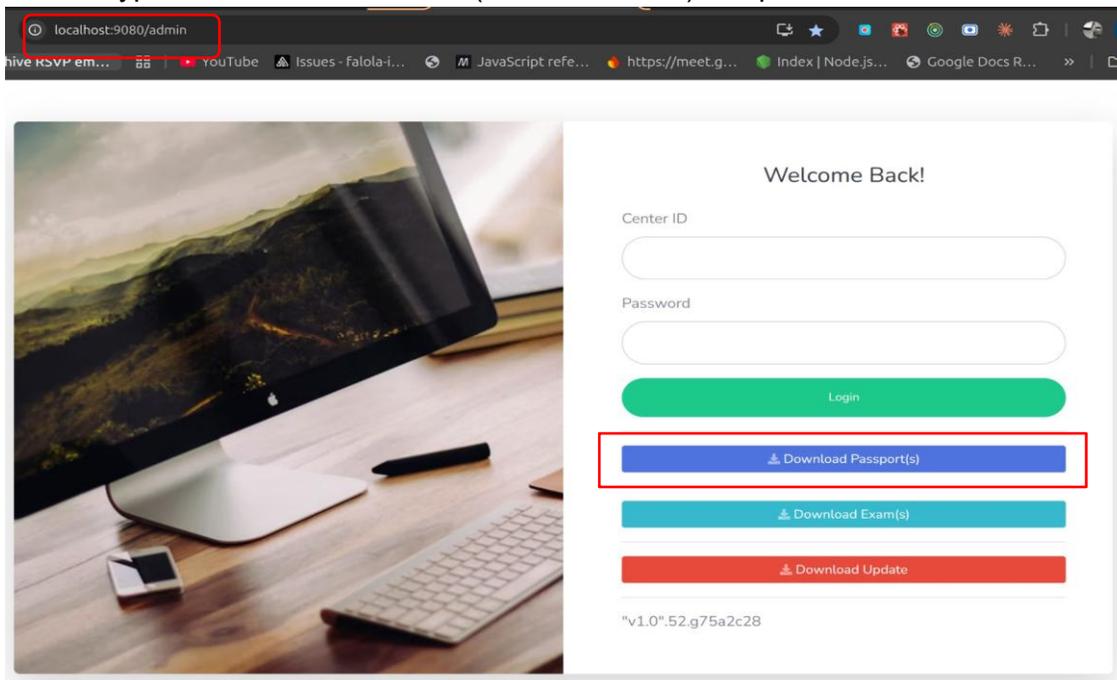
[LAG System]

PASSPORT DOWNLOAD

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

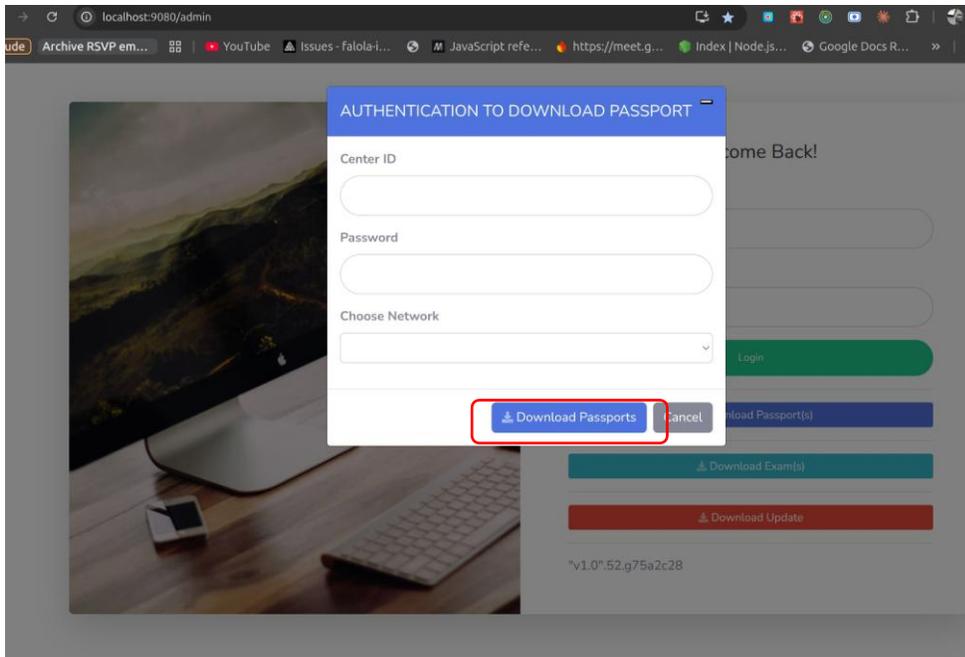
To download the passport photographs of all the candidates of a given CBT center:

- i. Launch the browser
- ii. Type into the browser's URL (localhost/admin) and press enter.

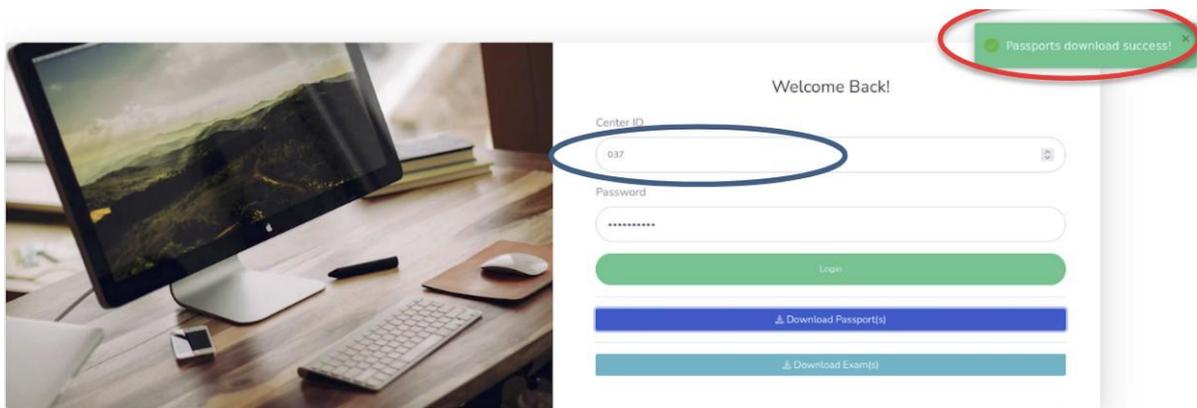


- iii. Click **Download passport(s)**
- iv. Type in your **Center Id**

- v. Type in your **Password**
- vi. Click on Choose Network drop-down to select the network (Others) you are using.



- vii. Click on **Download Passports**
If the information you provided is correct, the passports will start downloading...



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

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

[KAD System]

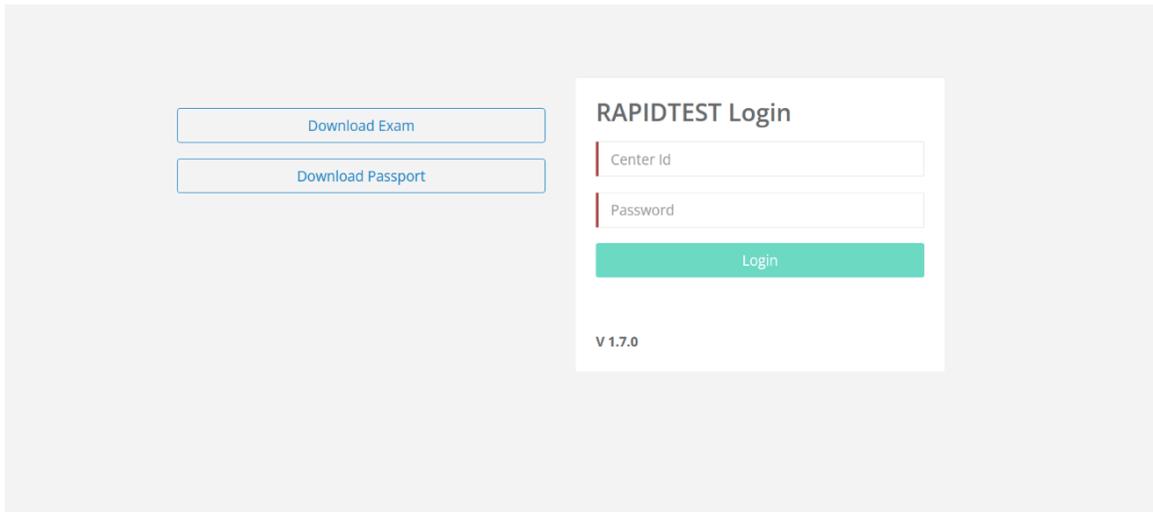
PASSPORT DOWNLOAD

This is a very important and necessary action to be taken by technical officers at the collection points and done only once. The passport download is essential because without this, the candidate's passport photograph will not be displayed during examination.

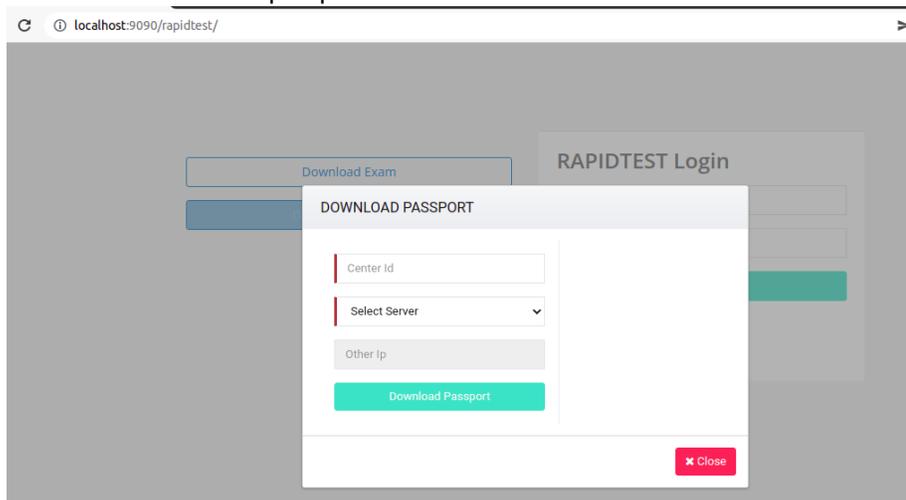
To download a passport, kindly follow the steps listed below;

NOTE: The following steps can only be taken after you have switched into the UTME application from the server application management interface discussed in chapter 3 above;

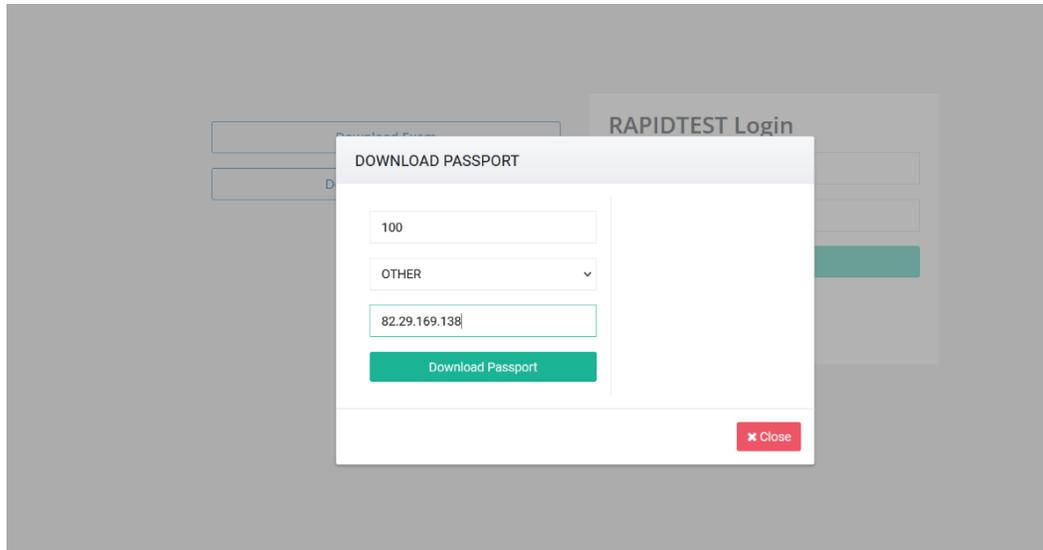
- i. Open a new tab on your browser, either Firefox or Chrome;



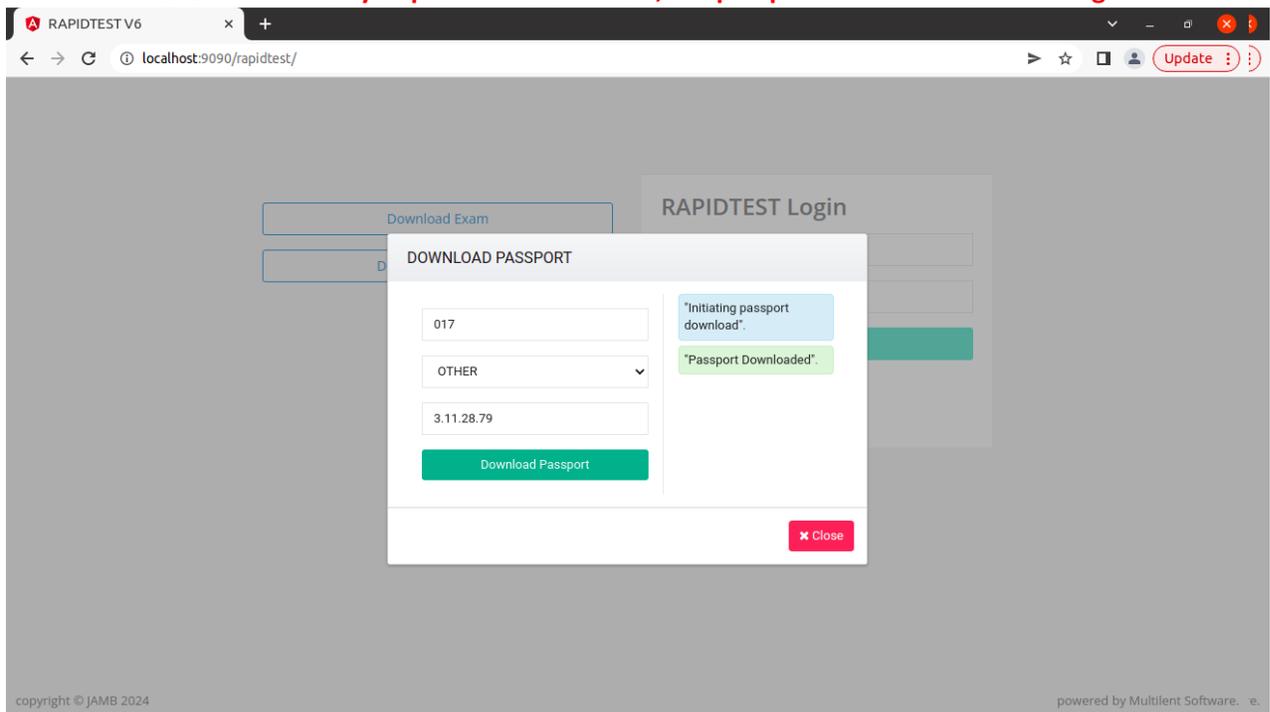
- ii. Type into the browsers URL (**localhost:9090**) and press the enter key.
- iii. Click on download passport



- i. Type in your center ID
- ii. Click on **Select Server** drop-down to select the network (MTN, Airtel or Others) you are using
- iii. Click on download Passport



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



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

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

DOWNLOAD PASSPORT

| | |
|---|---------------------------------|
| <input type="text" value="131"/> | "Initiating passport download". |
| <input type="text" value="OTHER"/> | "Error downloading passport". |
| <input type="text" value="3.11.28.79"/> | |

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

CHAPTER 5

Preparation for Dummy Test

DAILY PASSWORDS

Kindly ensure to obtain the daily password from your profile before attempting to download an exam or login to the exam delivery server application.

[LAG System]

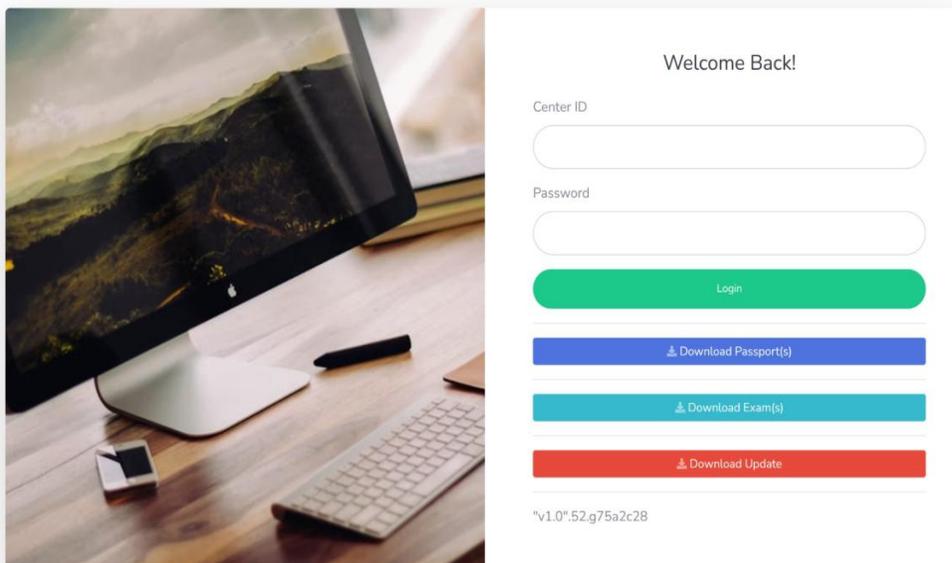
DUMMY DOWNLOADS

DOWNLOADING DUMMY

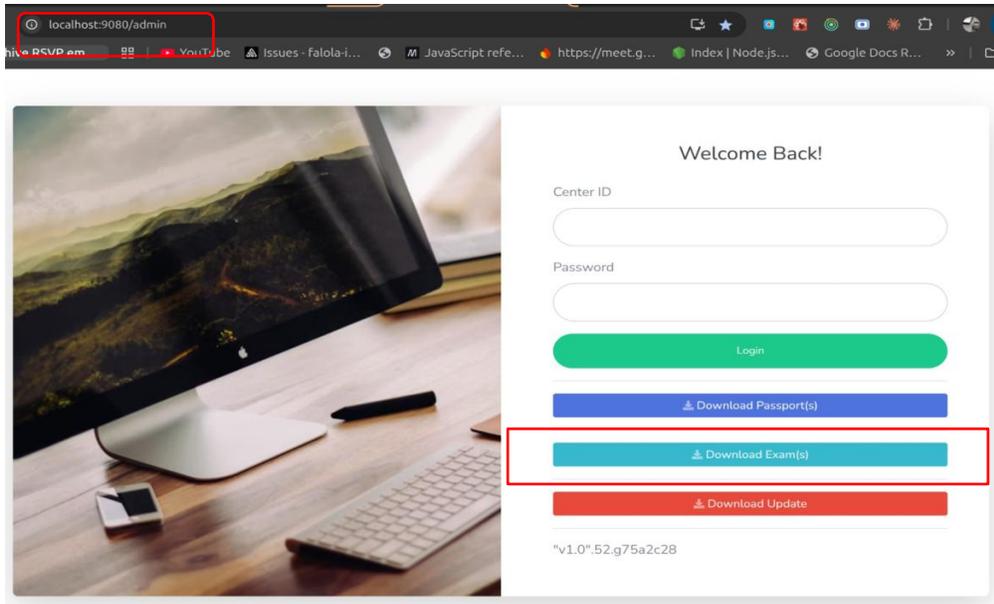
The dummy exam as the name implies is a simulation created for testing purposes. This helps to simulate the download process and also enables you to test your centers and ensure that all equipment provided to you is in good working condition before and after leaving to your various places of assignment.

DOWNLOADING DUMMY EXAM

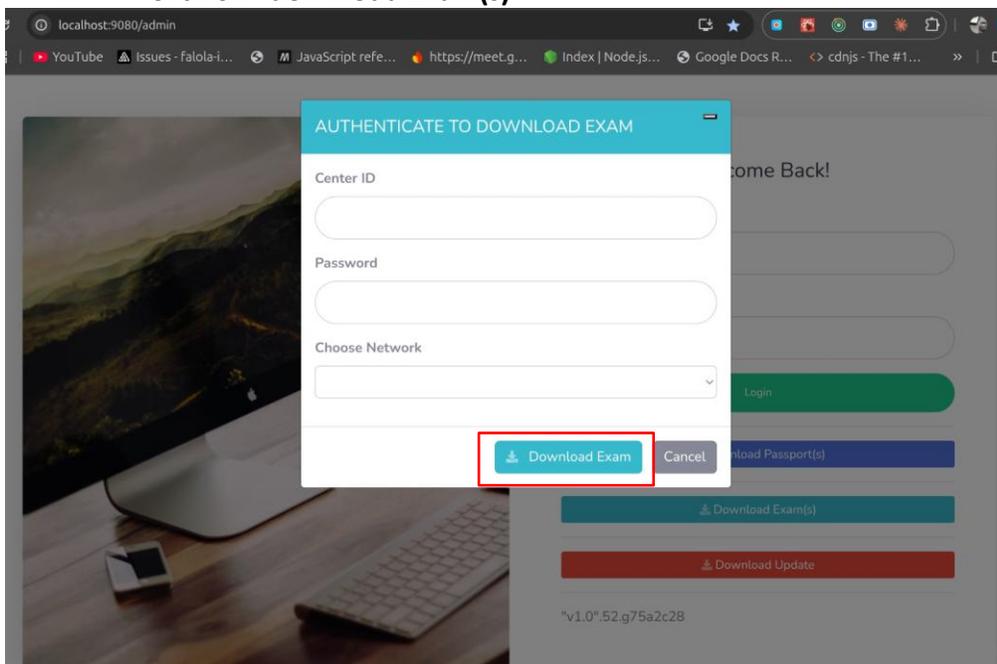
To download a Dummy exam, kindly follow the steps listed below;



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

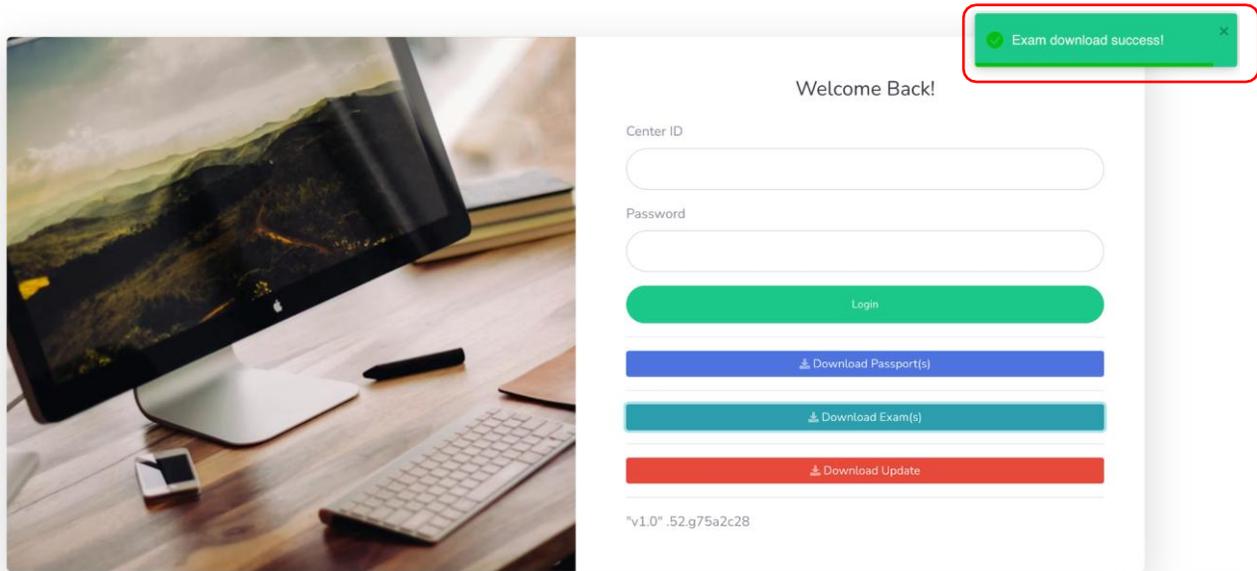


iii. Click on “download Exam(s)”



- iv. Type in your **Center Id** and **Password** (this is the daily password which will be made available to you).
- v. Click on the “**Choose Network**” drop-down menu to select the network you are using. If you select “**Others,**” ensure that your **server is connected to the Wi-Fi network.**
- vi. Click on **Download Exam**

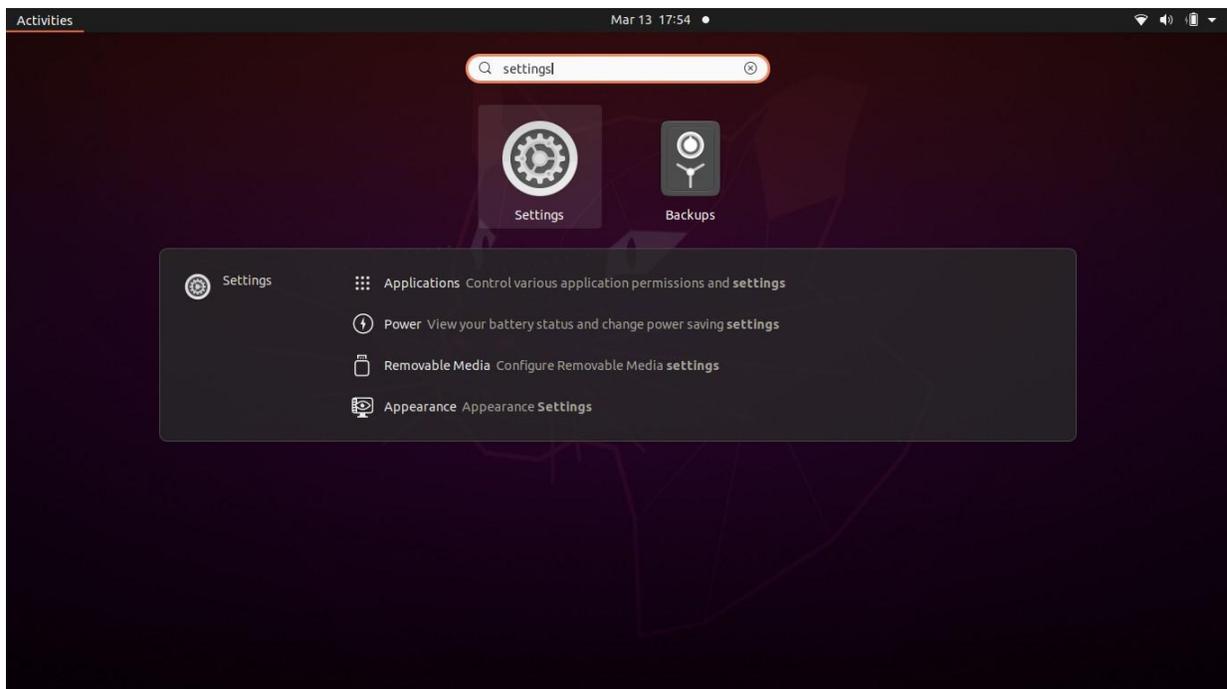
- vii. If the download is successful, a notification stating **“Exam download successful!”** will be displayed.



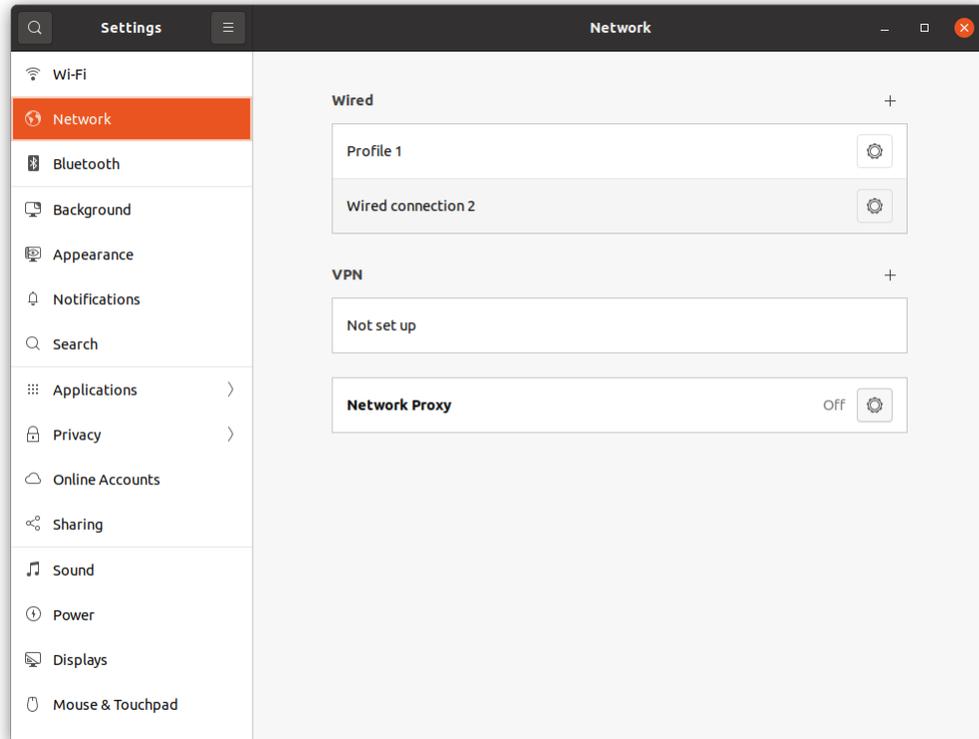
EXAM SERVER IP CONFIGURATION

To configure the exam server IP at the CBT center, kindly follow the steps listed below;

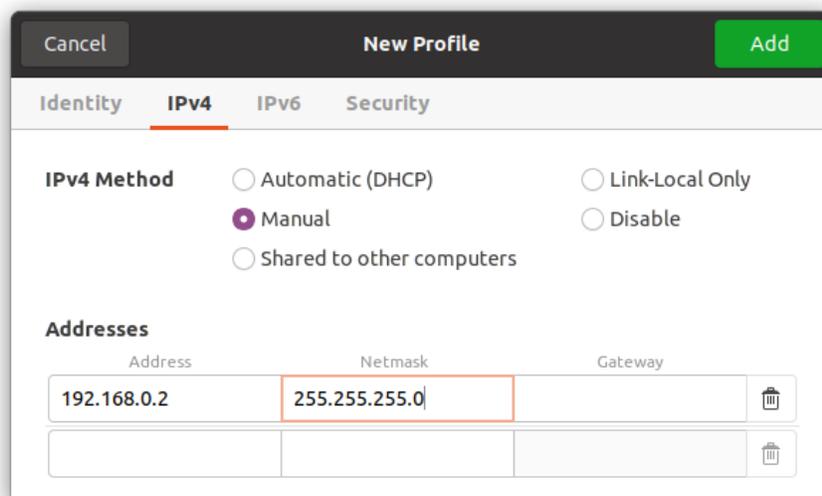
- i. Plug in the network cable given to you by the center technical
- ii. Press the windows button on your keyboard and type **“Settings”** in the search bar as shown in the image below;



- iii. Hit the **“Enter”** key on your keyboard after typing settings. You will be presented a dialog like the one in the image below;



- iv. Select the **“Network”** from the menu as shown in the image above;
- v. Then click the plus icon **“+”** on the same line with the **“Wired”** as highlighted in the image above; When you click on the plus icon it displays another dialog as shown below;



- vi. Change it from **“Automatic (DHCP)”** to **“Manual”**

- vii. Enter the IP address given to you by the center technical
- viii. Enter the subnet mask given to you by the center technician.
- ix. Click the **“Add”** button at the top of the dialog box to save the configuration.

EXAM SERVER PING TEST

Following the configuration of the server IP address above, perform the following tests to confirm the connectivity between the Exam server and the client systems. Ping test can be done from server to client or client to server(recommended). To perform this test, go to any of the client systems and do the following;

- i. Open command prompt by clicking the windows start button, typing “cmd” and tapping on the “enter’ button on the keyboard;
- ii. Type “ping ServerIP Address” (e.g. ping 192.168.0.3) the press enter on the keyboard

POPULATING CENTRE CLIENT SYSTEMS

To populate the center client systems with the candidate’s login interface, kindly follow the steps listed below;

- i. Launch the custom browser.
- ii. Type into the URL address bar (**ServerIP**) and click **“Submit”**.
You should see a screen like the one in the image below;



The image shows a web form with the following elements:

- Title:** Enter Delivery Server IP Address
- Input Field:** A large, empty text box for entering the IP address.
- Submit Button:** A green button with the text "Submit" in white, outlined in red.
- Warning Message:** A red text message at the bottom that reads: "Ensure Exam Delivery Server is connected on the network before clicking submit."

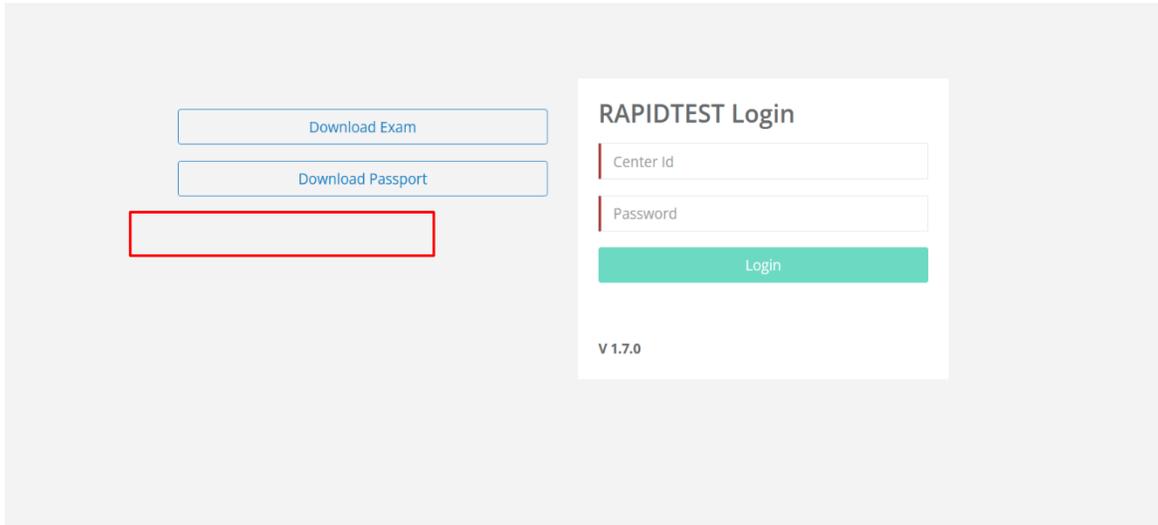
[KAD System]

DUMMY EXAM

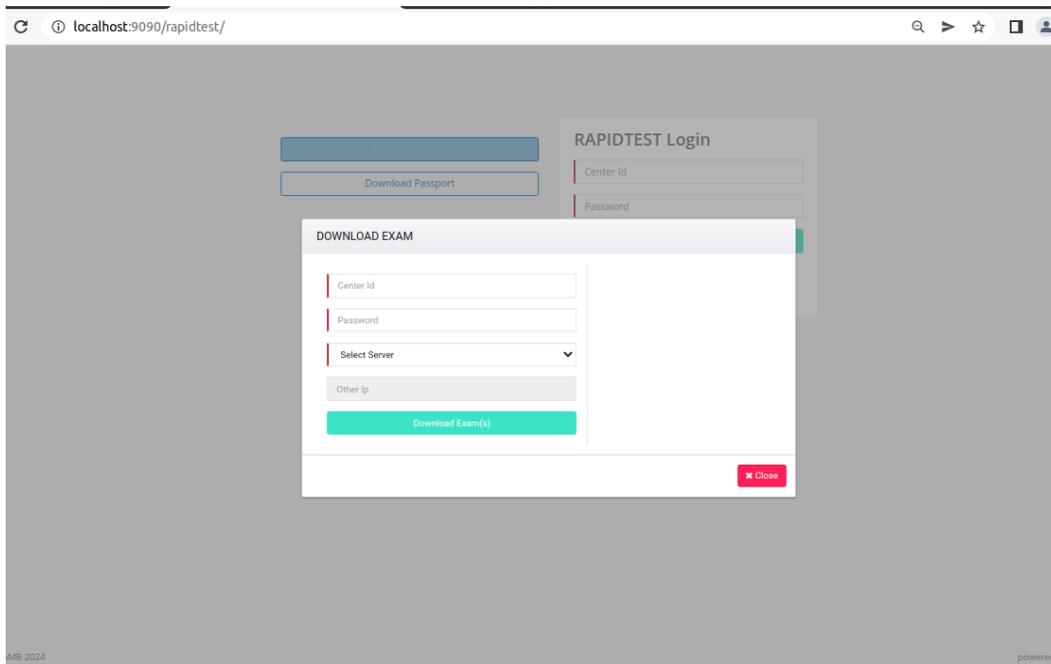
The dummy exam as the name implies is a simulation created for testing purposes. This helps to simulate the download process and also enables you test your centers and ensure that all equipment's provided to you are in good working condition before and after leaving to your various places of assignment.

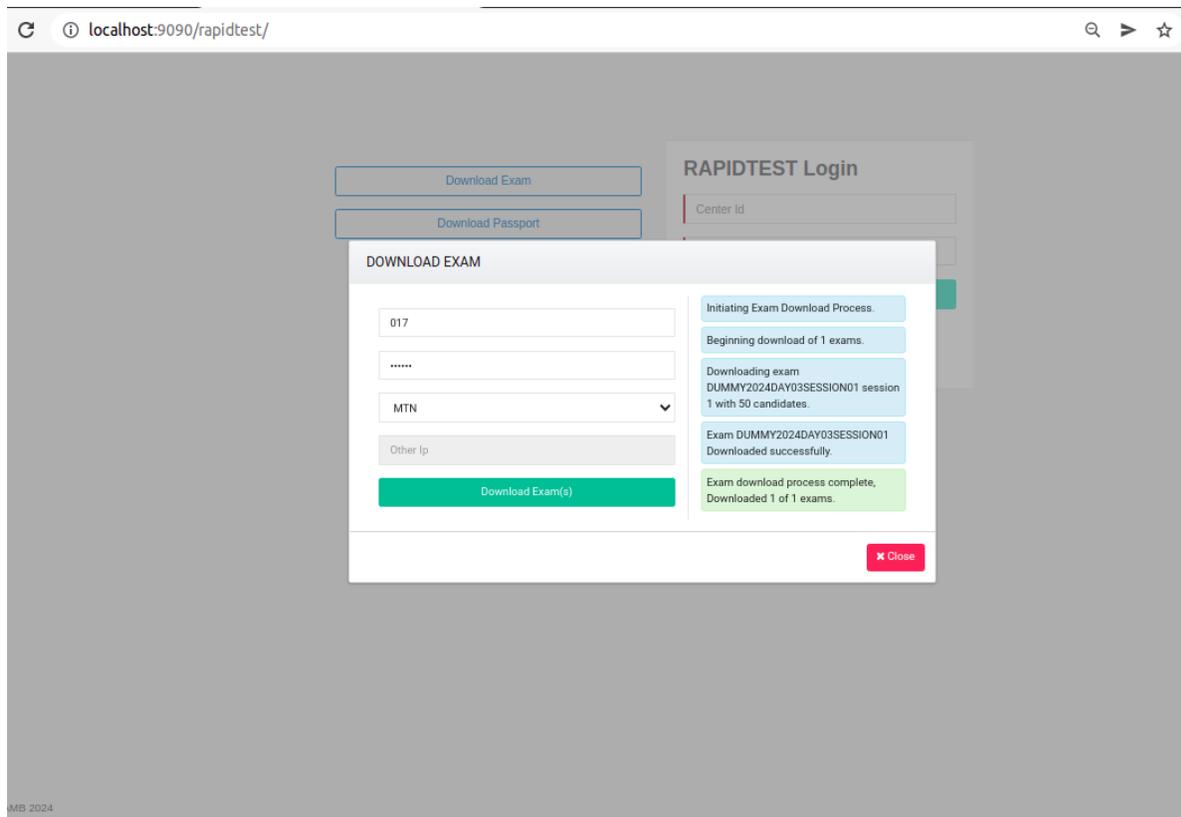
DOWNLOADING DUMMY EXAM

To download a Dummy exam, kindly follow the steps listed below;



- i. Click on the download exam button;
- ii. Type in your center ID
- iii. Type in your password (this is the daily password which will be made available to you).





- iv. Click on select server dropdown to select the network of choice (MTN, Airtel or Others) you are using
- v. Click on download Exams(s) to begin the download process.

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

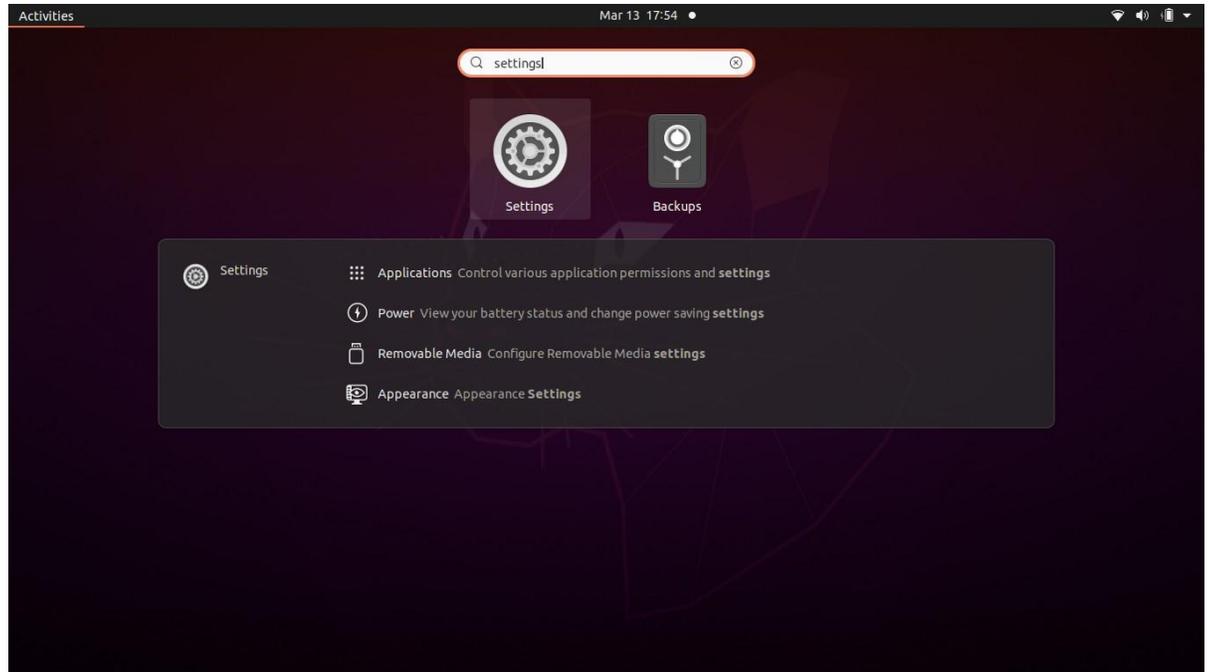
If your authentication was successful, the exam for the day will begin downloading one after the other as shown above;

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

EXAM SERVER IP CONFIGURATION

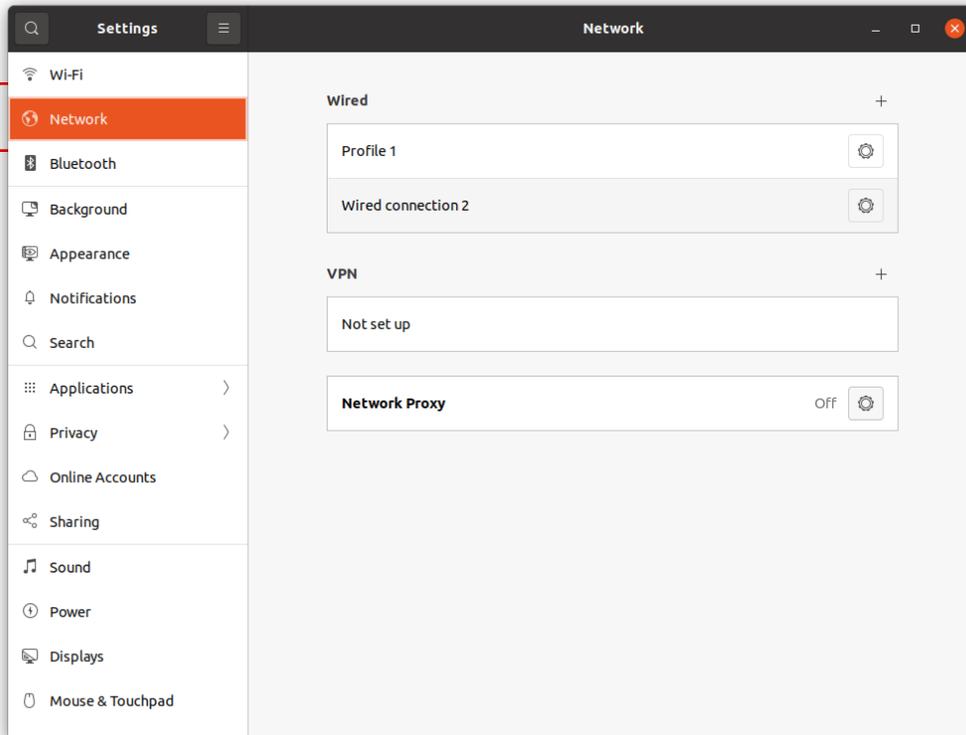
To configure the exam server IP at the CBT center, kindly follow the steps listed below;

- i. Plug in the network cable given to you by the center technical
- ii. Press the windows button on your keyboard and type “**Settings**” in the search bar as shown

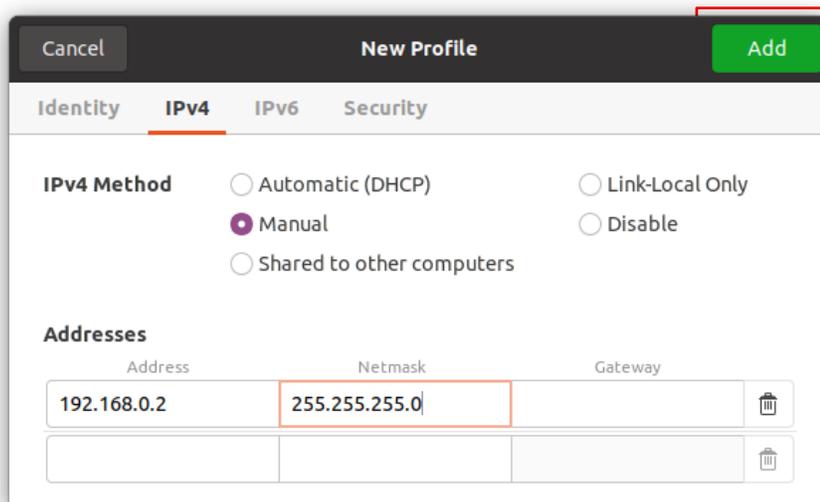


in the image below;

- i. Hit the “**Enter**” key on your keyboard after typing settings. You will be presented a dialog like the one in the image below;



- ii. Select the “Network” from the menu as shown in the image above;
 - iii. Then click the plus icon “+” on the same line with the “Wired” as highlighted in the image above;
- When you click on the plus icon it displays another dialog as shown below;



- iv. Change it from “Automatic (DHCP)” to “Manual”
- v. Enter the IP address given to you by the center technical
- vi. Enter the subnet mask given to you by the center technician.
- vii. Click the “Add” button at the top of the dialog box to save the configuration.

EXAM SERVER PING TEST

Following the configuration of the server IP address above, perform the following tests to confirm the connectivity between the Exam server and the client systems. Ping test can be done from server to client or client to server(recommended). To perform this test, go to any of the client systems and do the following;

- i. Open command prompt by clicking the windows start button, typing “cmd” and tapping on the “enter’ button on the keyboard;
- ii. Type “ping ServerIP Address” (e.g. ping 192.168.0.3) the press enter on the keyboard

POPULATING CENTRE CLIENT SYSTEMS

To populate the center client systems with the candidate’s login interface, kindly follow the steps listed below;

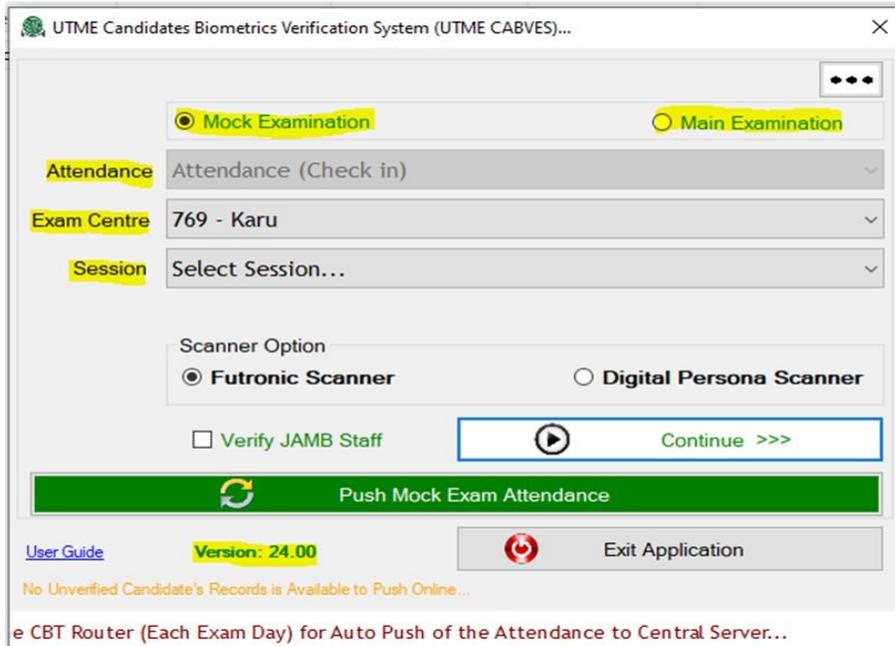


- i. Launch the custom browser (Autobot browser).
- ii. Type into the URL address bar (**ServerIP**) and click “**OK**”. You should see a screen like the one in the image below;

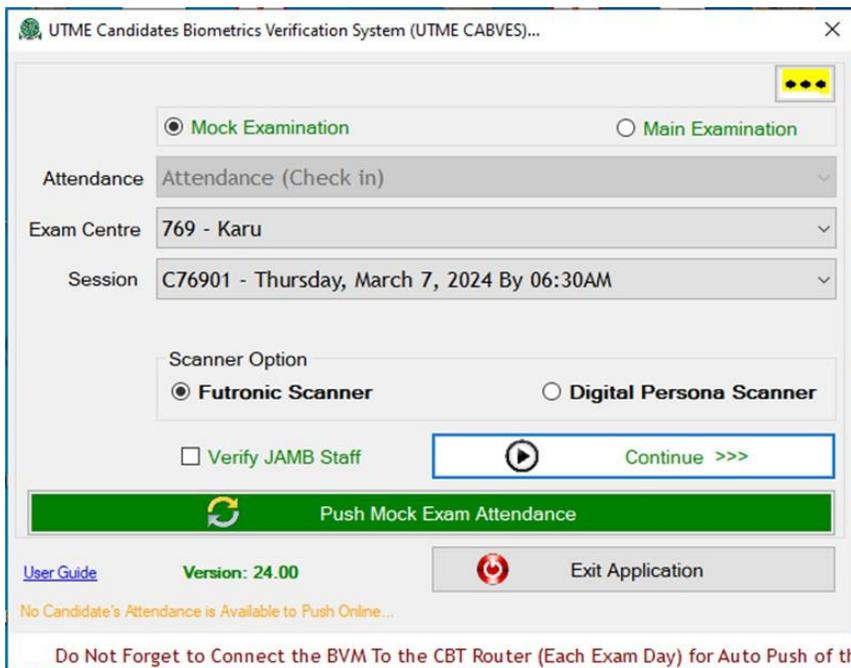
CHAPTER 6

BVM OPERATIONS FOR DUMMY EXAM

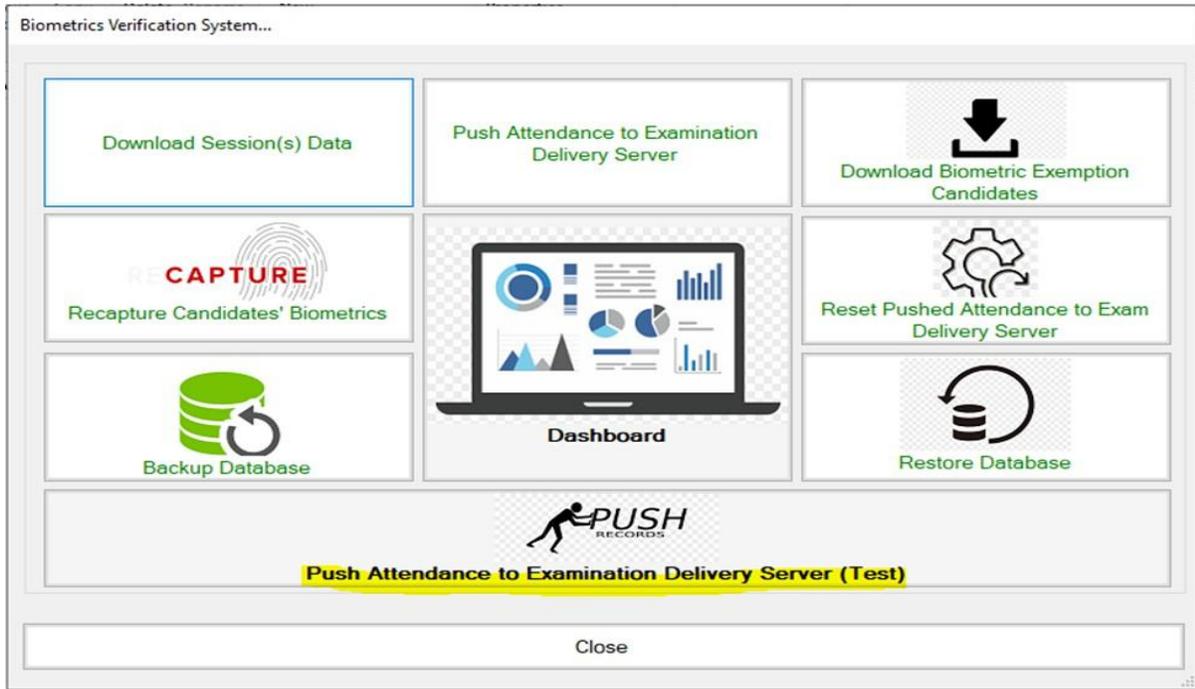
First, launch the BVM software application and make sure the time and date are correct. Make sure the software version is up-to-date. Choose the relevant exam (Mock or Main Examination), attendance as Check-in, Exam Centre & Session.



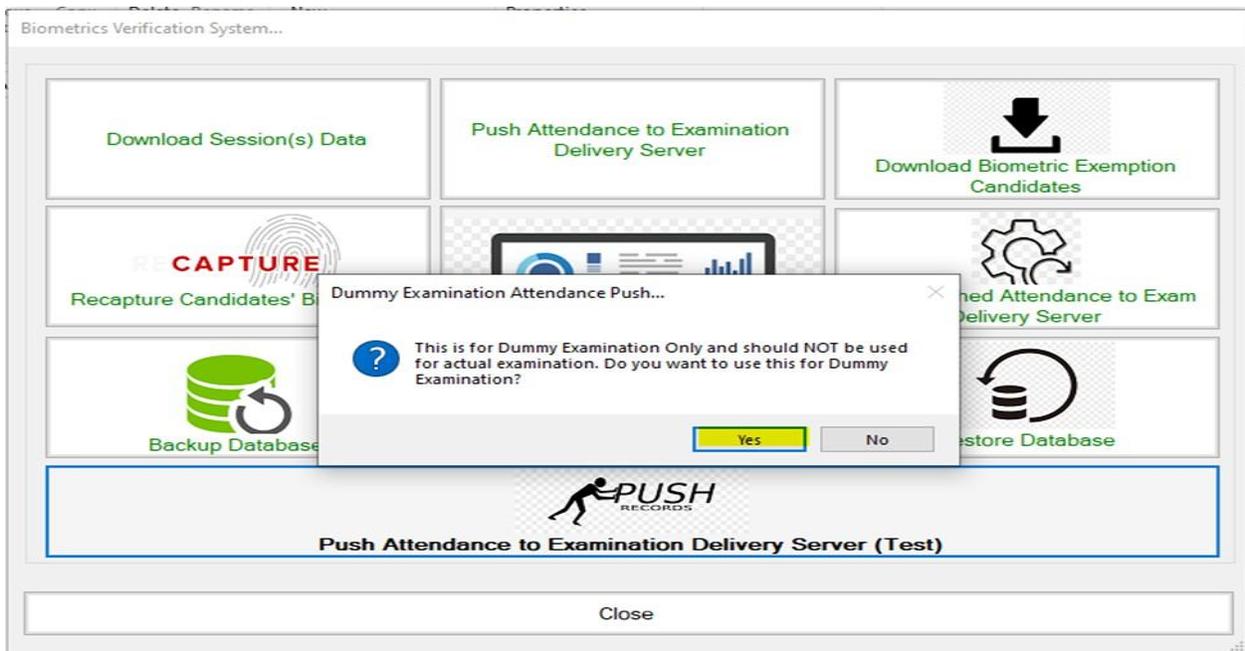
Click on the three dots on the top right (as highlighted) and it will take you to a new landing page which will be reflected on the next image.



I. In this next page you will click on the “Push Attendance to Exam Delivery Server (Test)”



II. You will be prompted with a message that tells you that this is for Dummy and should NOT be used for the Mock or Main exams, please choose Yes and go ahead (For Dummy strictly)

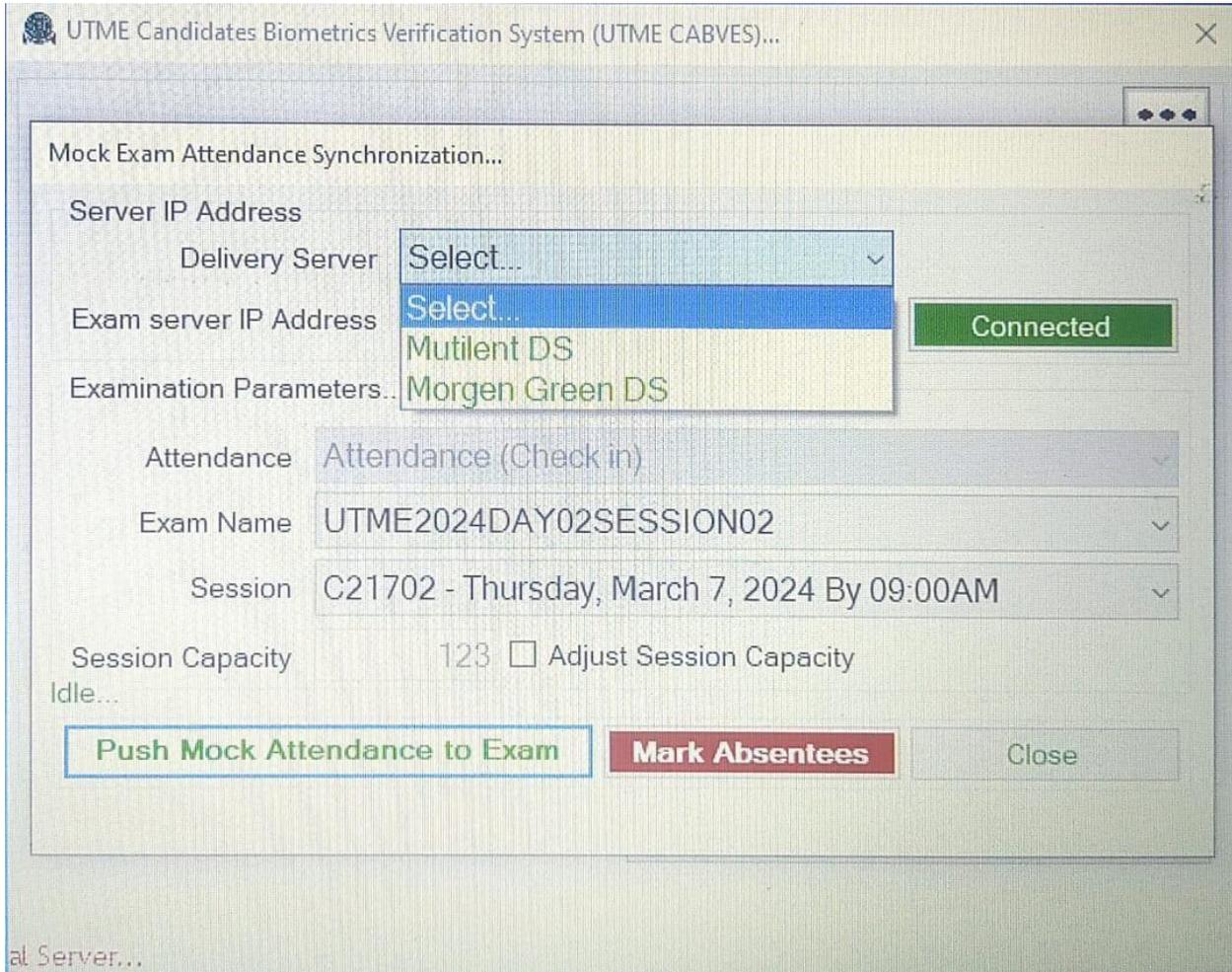


III. Choose “**LAG**” on the dropdown on the Exam Attendance synchronisation page.

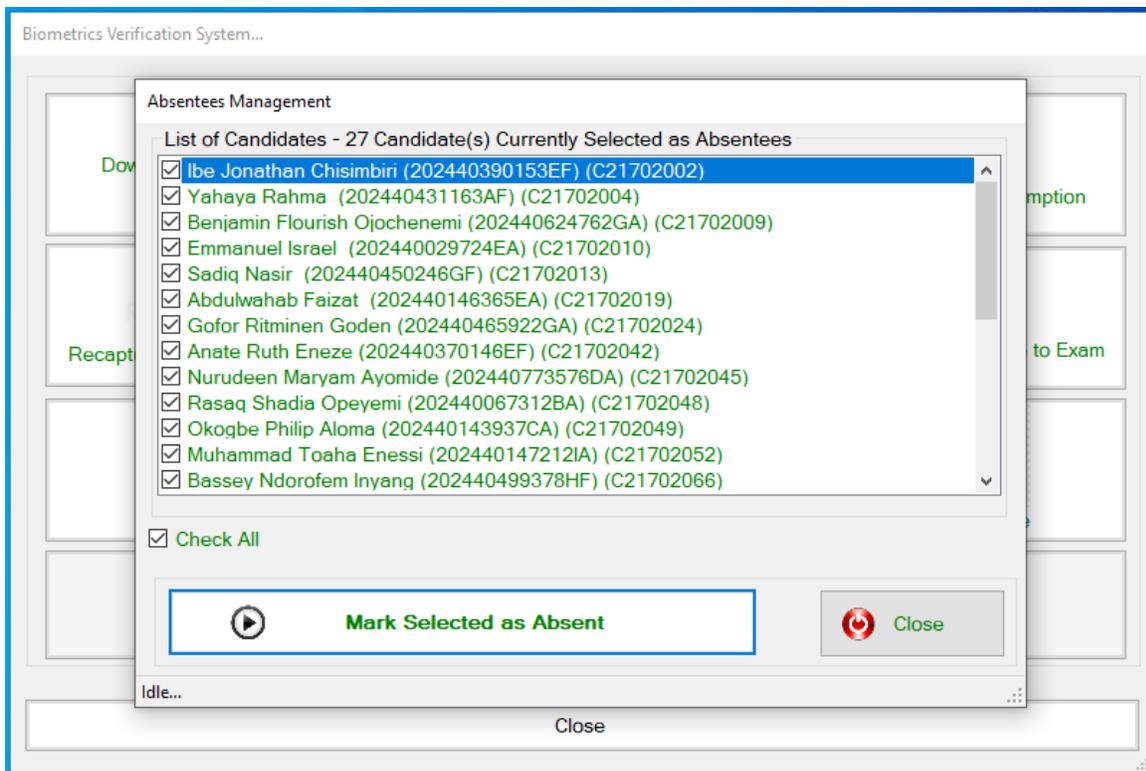
IV. Type the “Exam server IP address” to input the IP address of the server.

- V. Click "Test Connection" button which will turn green to signify connection establishment between the server and the BVM.
- VI. "Attendance" must be Check-in
- VII. "Exam name" will be the name of the exam to be activated
- VIII. "Session" will be the session number for that exam (e.g. C32103)

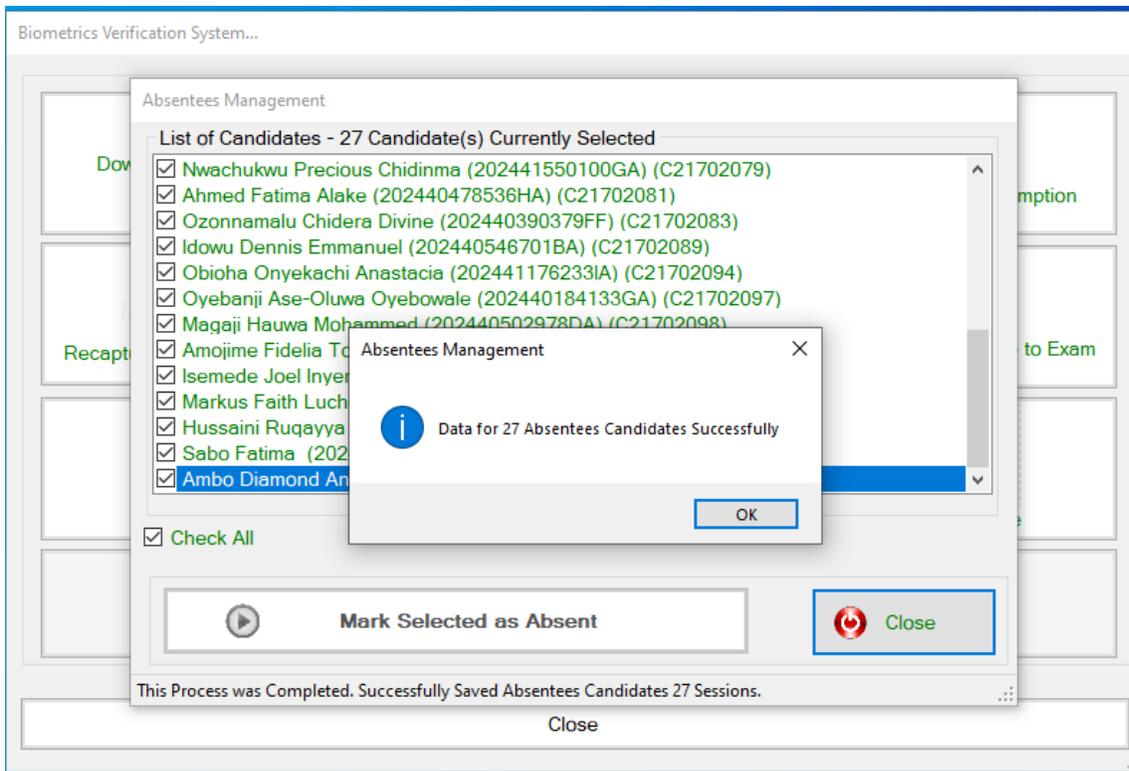
See image below and choose the delivery server to push (KADDS or LAG DS).



Next, we will Mark Absentees by clicking on the red bar stated as "Mark Absentees" to take us to a new landing page below



We will check all absentees and then click on “Mark Absentees as Absent” which will mark them as absent and then you can now “Push” Dummy Exam



An image of the push dummy exam

[LAG System]

Mock Exam Attendance Synchronization...

Server IP Address

Delivery Server **Morgen Green DS** ▾

Exam server IP Address **192.168.8.101** **Connected**

Examination Parameters...

Attendance **Attendance (Check in)** ▾

Exam Name **UTME2024DAY02SESSION02** ▾

Session **C21702 - Thursday, March 7, 2024 By 09:00AM** ▾

Session Capacity Adjust Session Capacity

Idle...

Push Mock Attendance to Exam **Mark Absentees** Close

[KAD System]

Mock Exam Attendance Synchronization...

Server IP Address

Delivery Server **Mutilent DS** ▾

Exam server IP Address **192.168.8.101** **Connected**

Examination Parameters...

Attendance **Attendance (Check in)** ▾

Exam Name **UTME2024DAY02SESSION02** ▾

Session **C21702 - Thursday, March 7, 2024 By 09:00AM** ▾

Session Capacity Adjust Session Capacity

Idle...

Push Mock Attendance to Exam **Mark Absentees** Close

CHAPTER 7

Conducting the Dummy Test

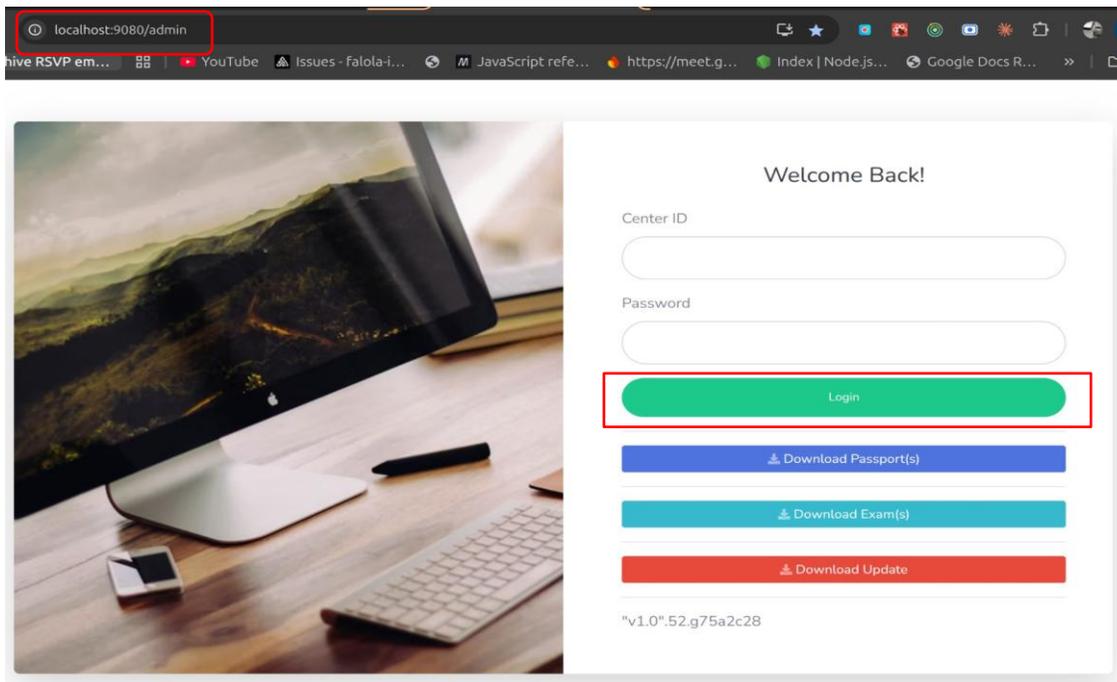
[LAG System]

To conduct a Dummy test, follow the steps listed below;

LOGGING IN

Once you login to the administrator's portal:

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



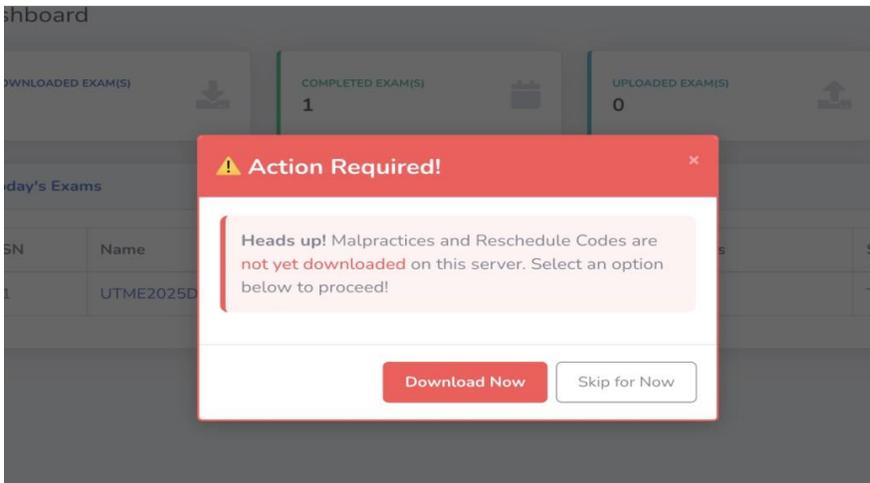
- iii. Enter your login credentials, Center Id and Password. These would be given to each technical staff member. Needless to say, the password must be securely guarded and must not be given to anybody.
- iv. Click Login. If your login credentials are correct, the dashboard appears.

MALPRACTICE AND RESCHEDULE CODE NOTIFICATION

I. Dashboard Check: Each time the admin navigates to the dashboard, the system checks whether the Malpractice and Reschedule Codes have been downloaded.

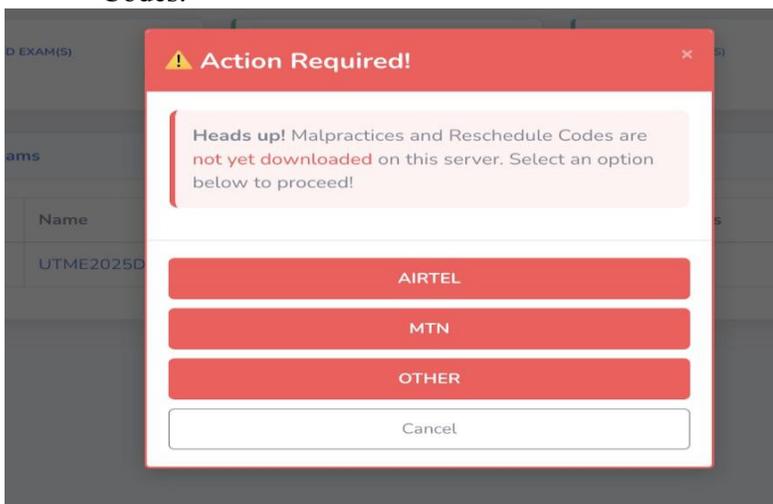
II. Modal Prompt:

- If the codes are missing, a modal appears informing the admin that the codes are not yet downloaded.
- The modal offers two main actions: Download Now or Skip for Now.



III. Download Process:

- If Download Now is selected, the admin is prompted to choose a network option (Other).
- After a successful download, the modal closes, and it will no longer appear because the codes are now present on the sever
- If Skip for Now is chosen, the modal simply closes without downloading the Codes.

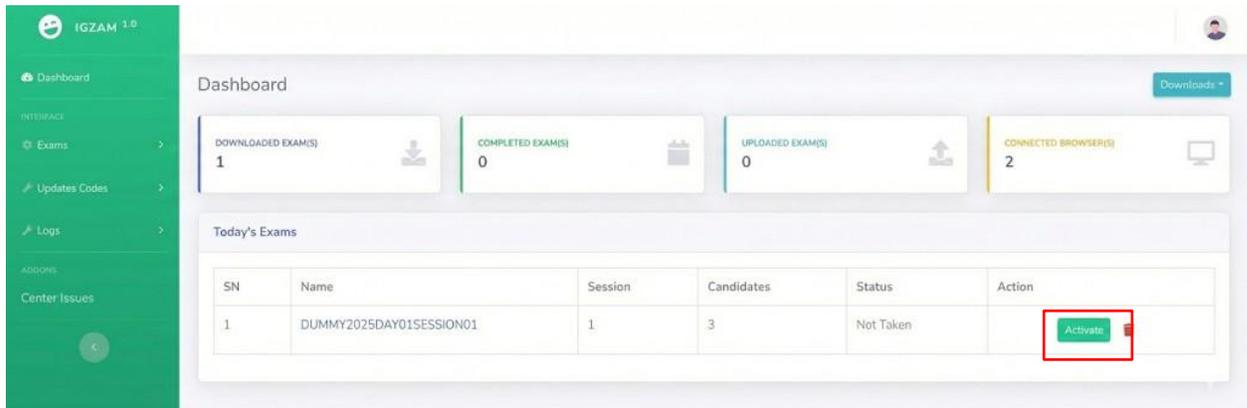


ACTIVATE EXAM

To conduct the examination, follow the steps listed below;

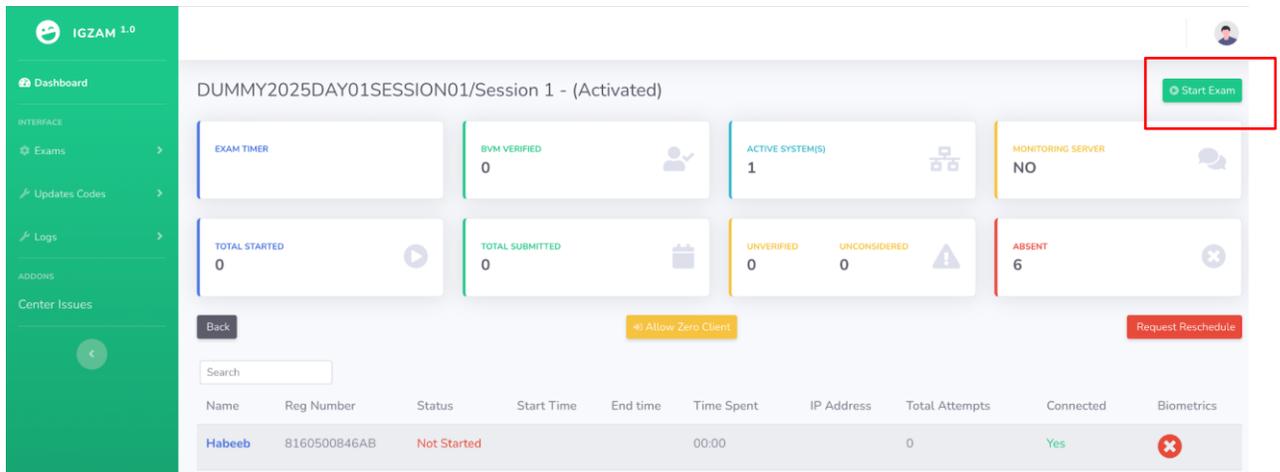
After downloading the exam and logging in using the Center ID and password, the TO will be redirected to the dashboard, as shown in the image below.

- i. Click on the Activate Exam

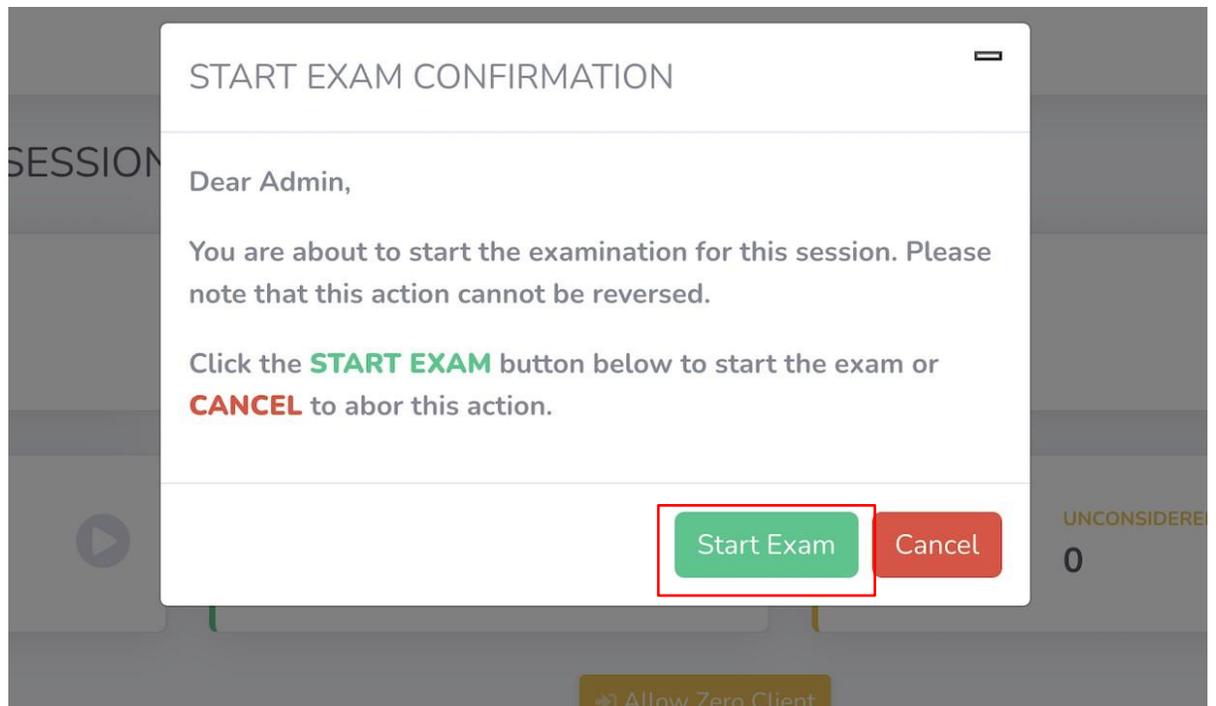


After the exam has been activated it will redirect to the exam page which has a “Start Exam” button

- ii. Click on the start exam button



- iii. When the **Start** button is clicked, a confirmation modal will appear asking the user whether they want to begin the exam. For **UTME exams**, a valid start code is required before the exam can begin. For **Dummy exams**, no start code is required



- iv. Click on the **“Start Exam”** button and the exam will start immediately.
- v. The Technical Officer (TO) must configure each candidate’s system before the examination begins.

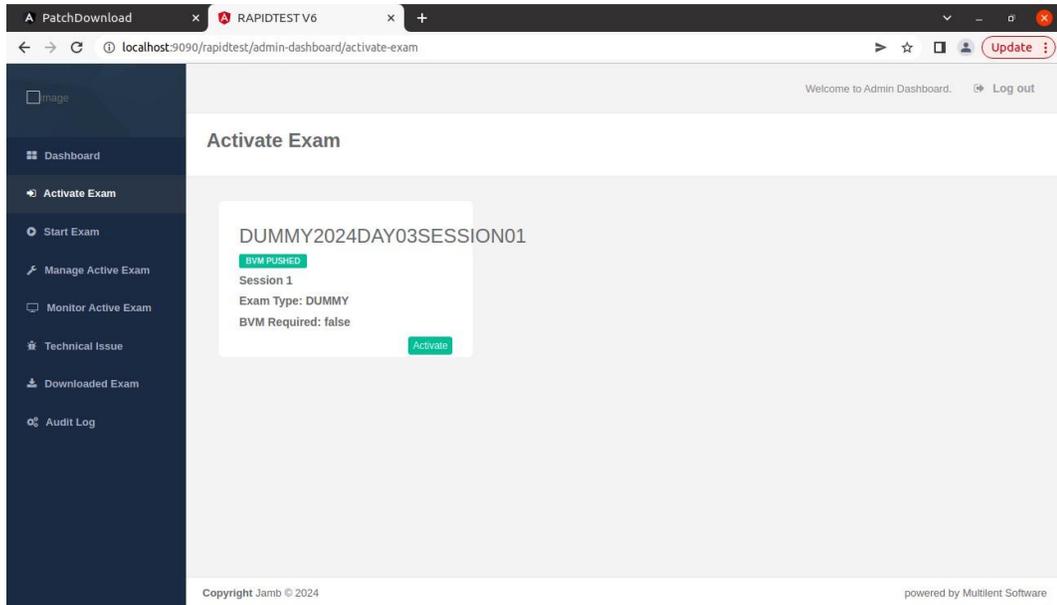
To do this:

- i. Launch the **custom browser** installed on each client system.
- ii. Enter the server’s IP address in the designated field.

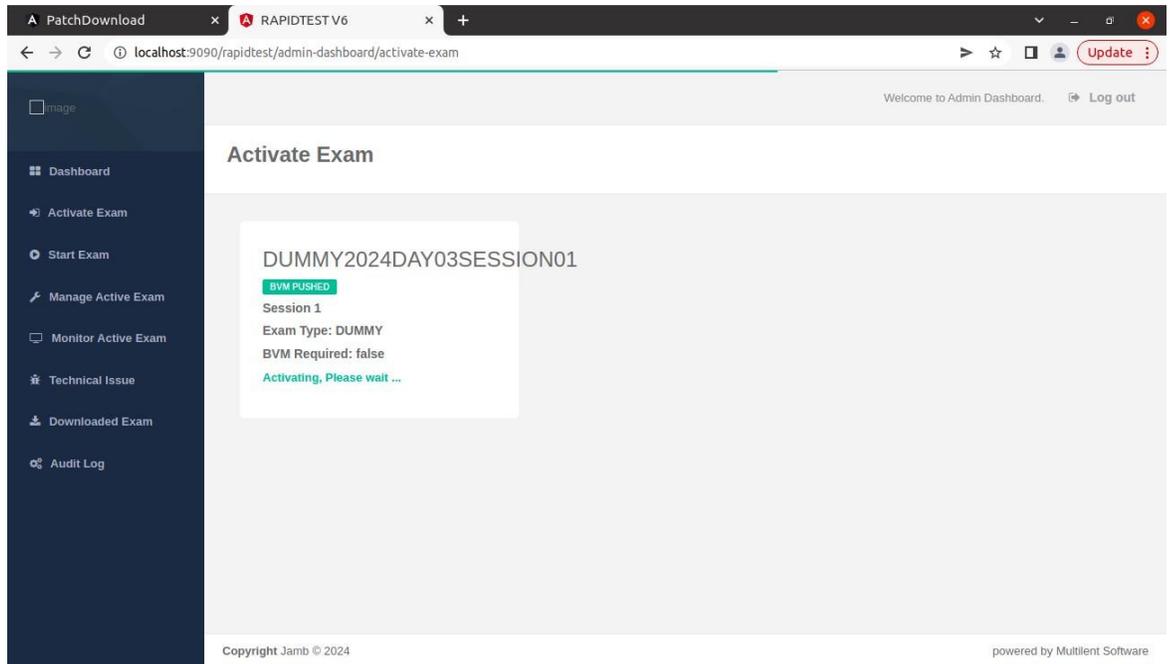
[KAD System]

To conduct a Dummy test, follow the steps listed below;

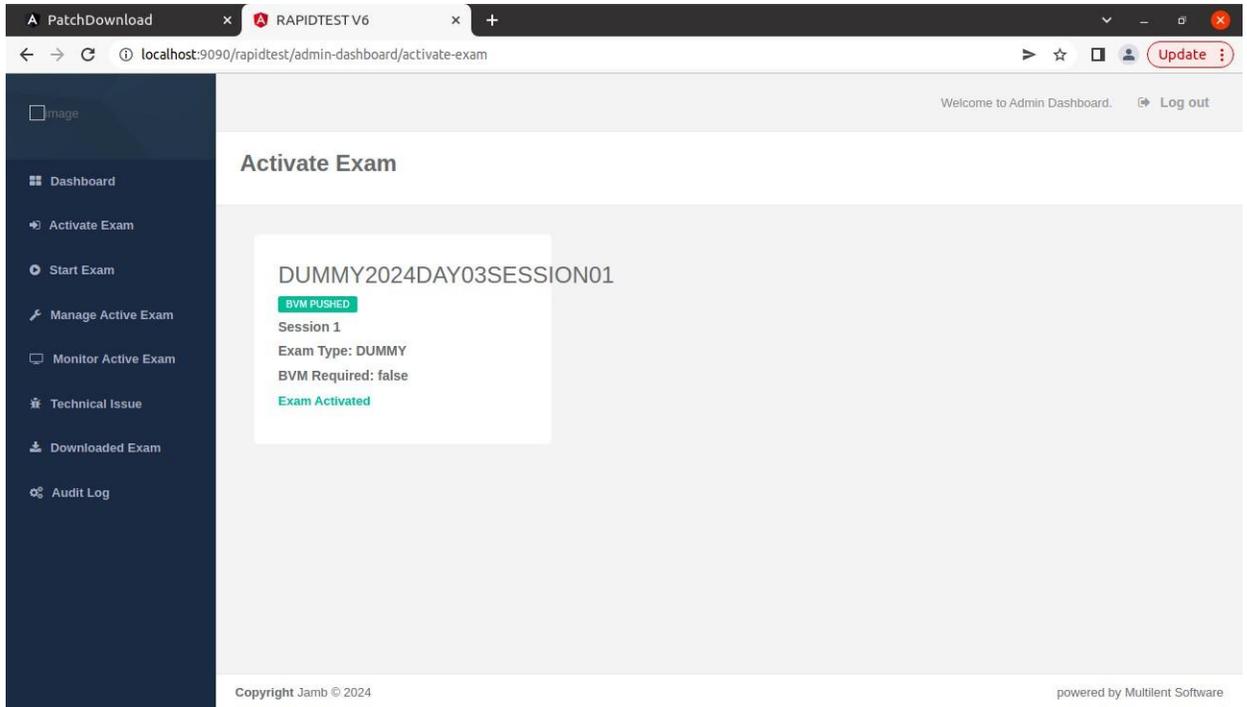
- i. Click on the Activate Exam link located on the left side of the page after admin login on **“localhost:9090”**



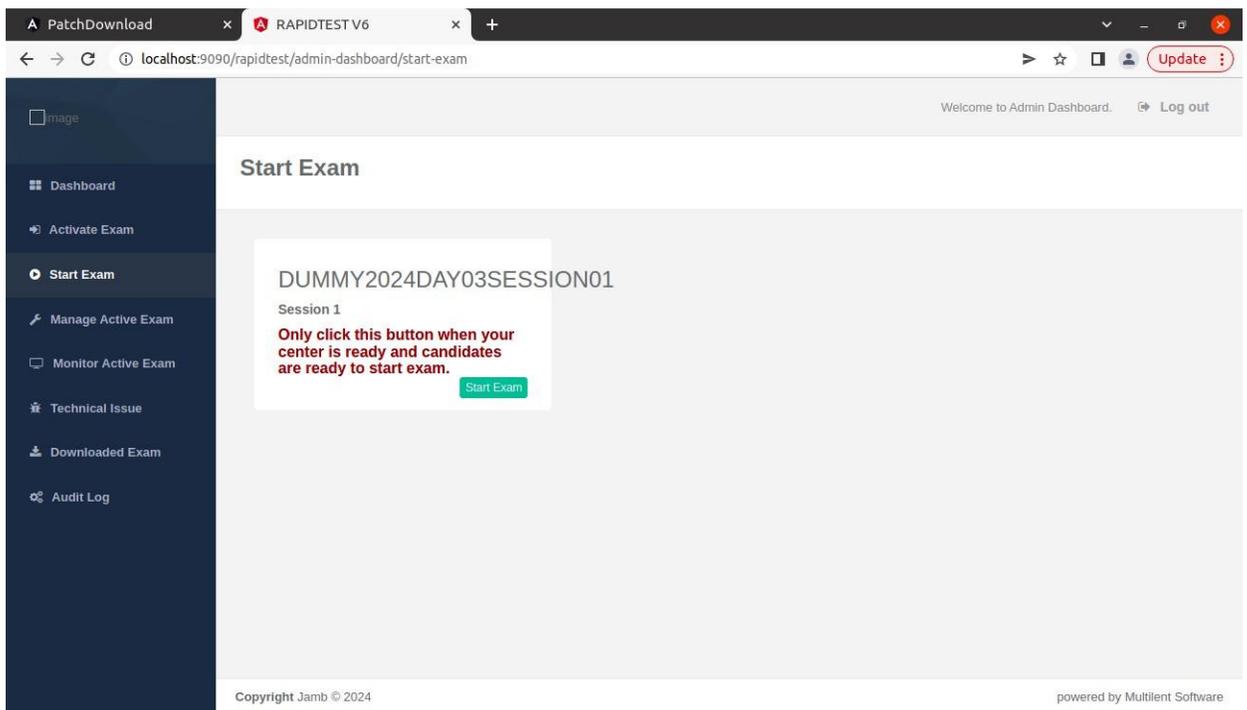
- ii. Click on the Activate button



Wait for the activation to finish, as shown in the image below;

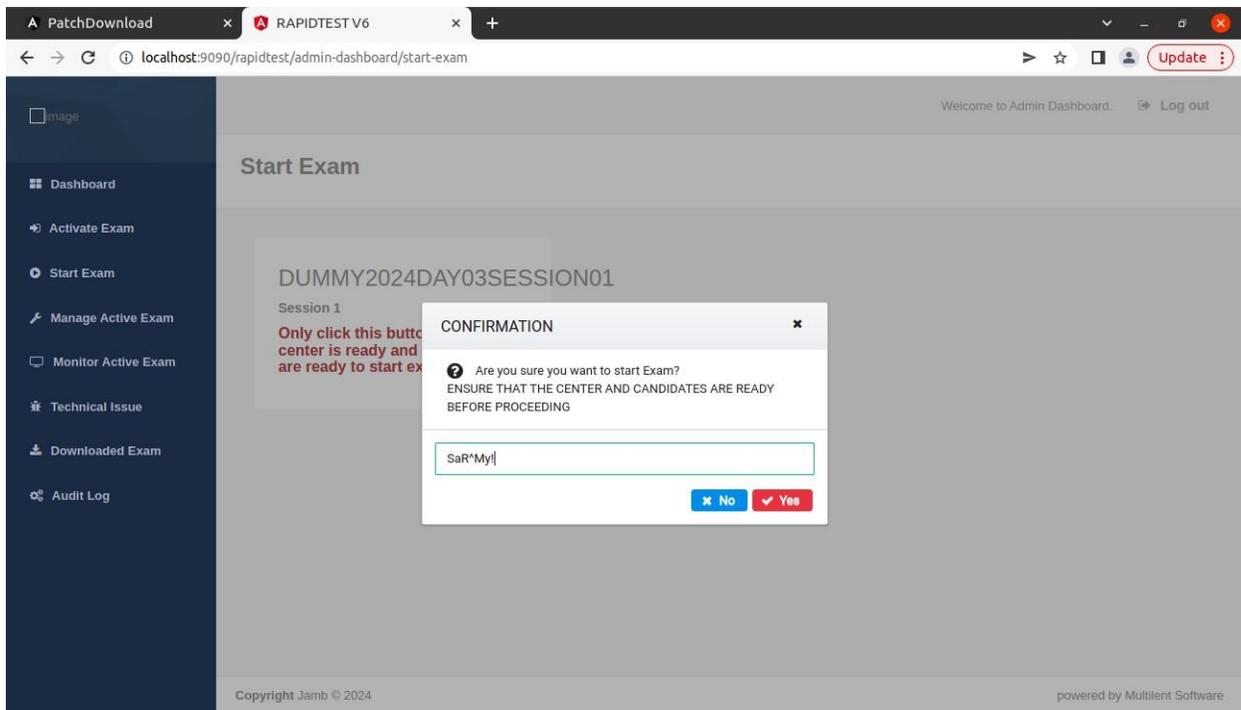


- i. After the exam has been activated click on the start exam link located on the left side of the page

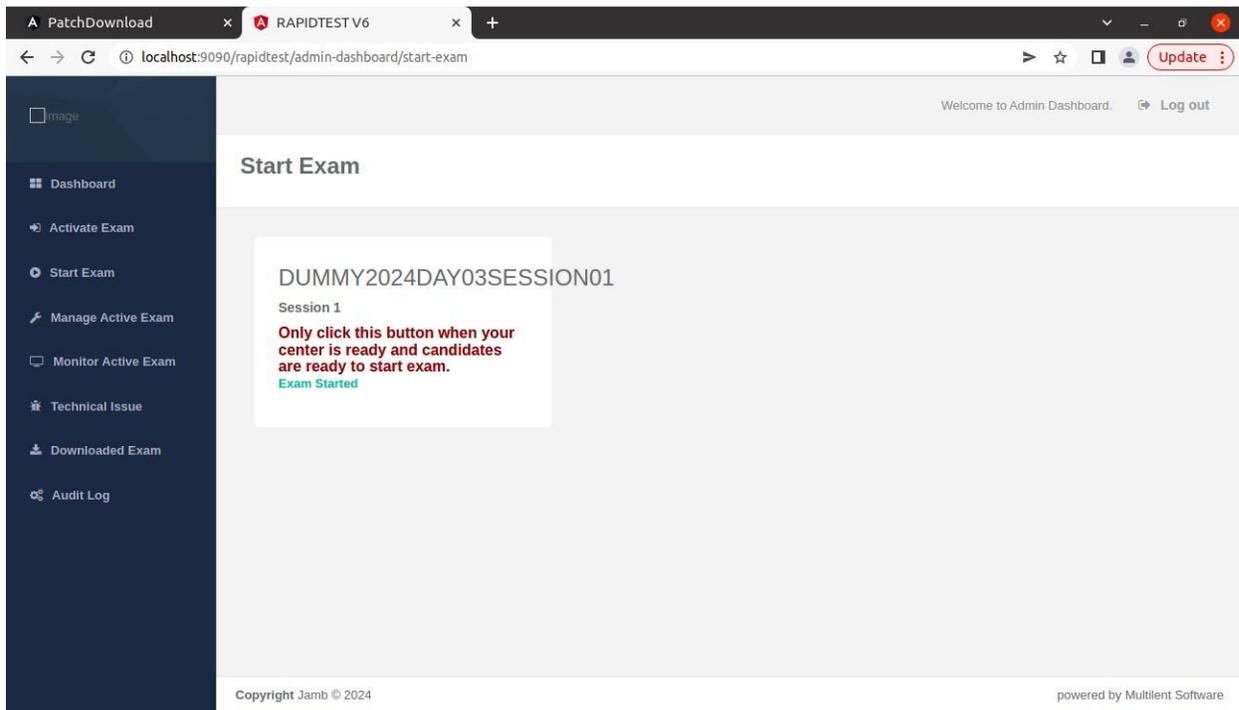


- ii. Click on the start exam button;

When you click on the start exam button a dialog box is displayed asking you to provide the start Exam Code, which will be given to you. As shown in the image below;

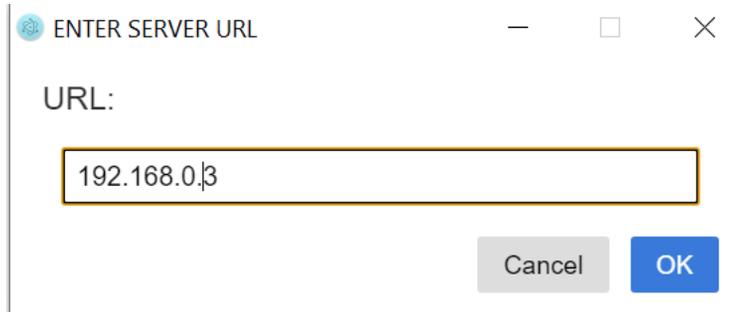


After entering the start exam code, click the yes button to start the exam as shown above;



- i. Populate the center client systems as follows.

Launch the custom browser (Autobot browser).



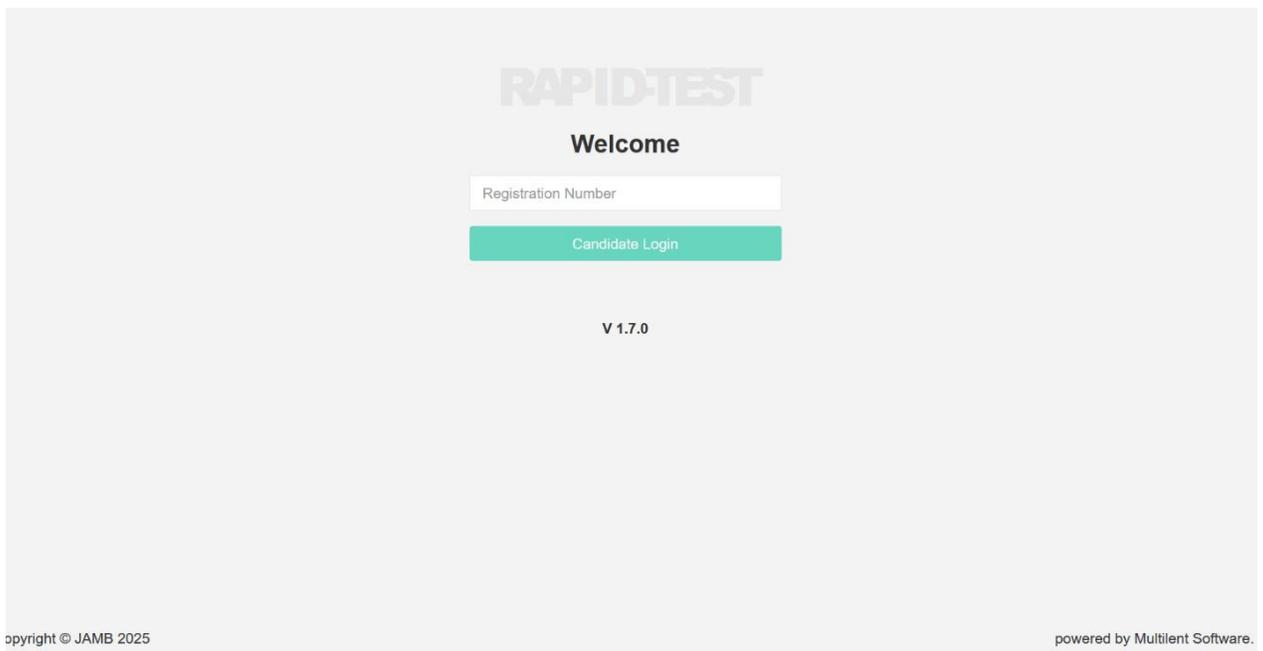
ENTER SERVER URL

URL:

192.168.0.3

Cancel OK

- a. Type in the server IP address into the URL address bar as shown above and click **“OK”**.



Above is the screen you will see when you point to the server's IP address.

CHAPTER 8

[KAD System]

The Autobot is an application used to test the readiness of an examination center before the usage of the center for the next examination. The Autobot system performs a network test on the center, resource utilization etc.

For more resources on the Autobot kindly refer to the manual.

INSTALLATION

The installation process is broken down into three

stages: Hardware Requirements

Computer to run the Autobot server app is required to have a minimum of:

- a) 4GB RAM
- b) network speed of 100Mbps
- c) Core i5

processor

Software

Requirements

Software that must be present to run Autobot server app:

- a) Java 17 only
- b) Operating system: any

Installation and running application walkthrough 1. Autobot Candidate installation

- a) Copy the autobot-candidate.zip file to the C drive/directory
- b) Extract autobot-candidate.zip IN the C drive
- c) Click the start menu
- d) Type "cmd" and click "Command prompt" once it comes up
- e) In the command prompt, type "cd /" and press enter
- f) In the command prompt, type "cd autobot-candidate" and press enter
- g) In the command prompt, type "java -jar autobot-candidate.jar" and press enter

to run the application

```
cmd Command Prompt
Microsoft Windows [Version 10.0.17763.973]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Multilent-pc>cd /

C:\>cd autobot-candidate

C:\autobot-candidate>java -jar autobot-candidate.jar
```

1. Autobot Admin installation

- a) Install java jre 1.8 on the computer to use as server (if not installed already)
- b) Copy the autobot-admin.zip file to the C drive/directory
- c) Extract autobot-admin.zip IN the C drive
- d) Click the start menu
- e) Type "cmd" and click "Command prompt" once it comes up

- f) In the command prompt, type “cd /” and press enter
- g) In the command prompt, type “cd autobot-admin” and press enter
- h) In the command prompt, type “java -jar autobot-admin.jar” and press enter to run the application

```
C:\> Command Prompt
Microsoft Windows [Version 10.0.17763.973]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Multilent-pc>cd /

C:\>cd autobot-admin

C:\autobot-admin> java -jar autobot-admin.jar
```

DASHBOARD

To get to the admin dashboard:

- a) Open a web browser, preferably chrome
- b) Enter “localhost:9090” in the address bar and hit enter
- c) The dashboard should come up. Your center details will be empty as you are yet to register your center.



- d) For a registered center, the dashboard shows information about your center and a list of exams taken. If you click “View report” you will be taken to the report of that exam. The screenshot below is what the dashboard of a REGISTERED center looks like.

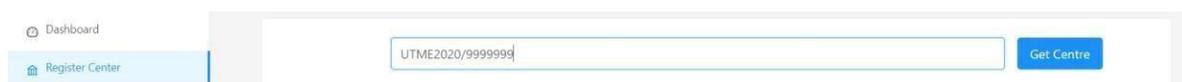


REGISTER CENTER

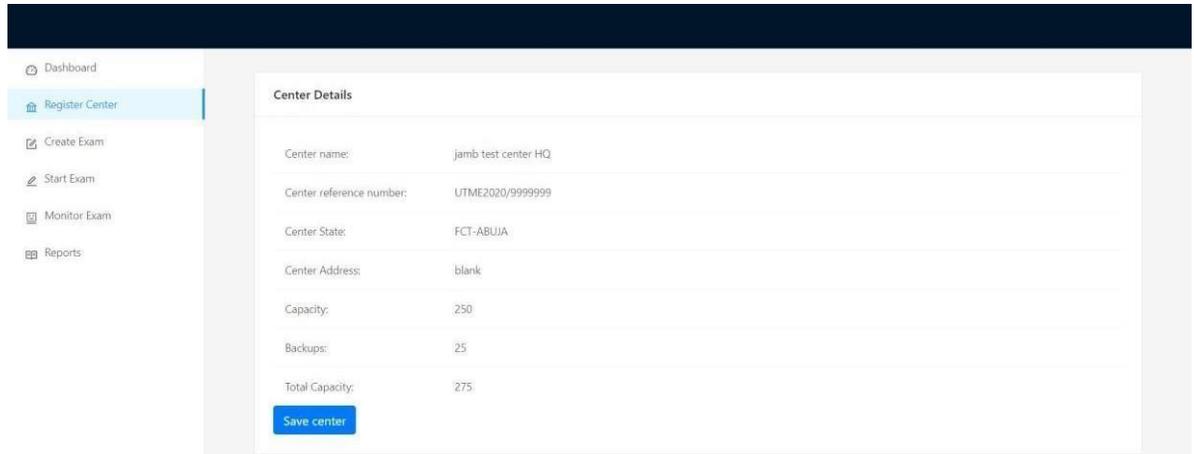
To register your center, click “Register center” on the navigation menu by your left. The center registration page should come up. It looks something like this:



- The registration page has a text field for entering your center reference number and a search button called “Get Center”.
- Enter your reference number and click the “Get Center” button.



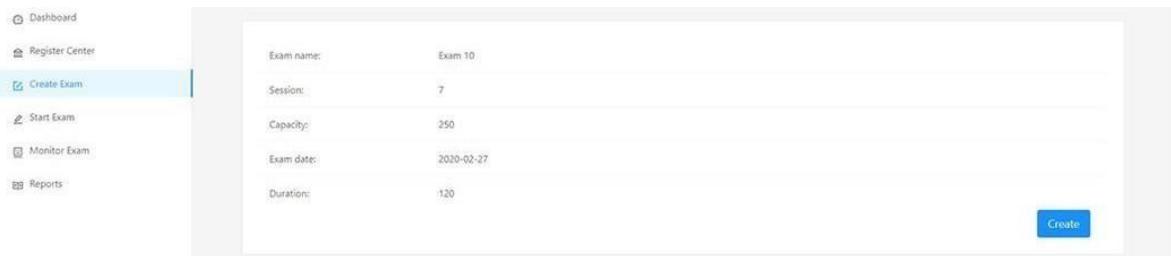
- Your center details will be displayed. If your center details do not display, then you either entered an invalid reference number or you are having connection issues.



- d. If your center details do display, then you should also notice a button called “Save center”. Click it to register your center. After successful registration, the button should disappear. ENSURE THAT YOU HAVE INTERNET CONNECTION ELSE REGISTRATION WILL FAIL!!

CREATE EXAM

- a. To create an exam, simply click “Create exam” on the navigation menu.



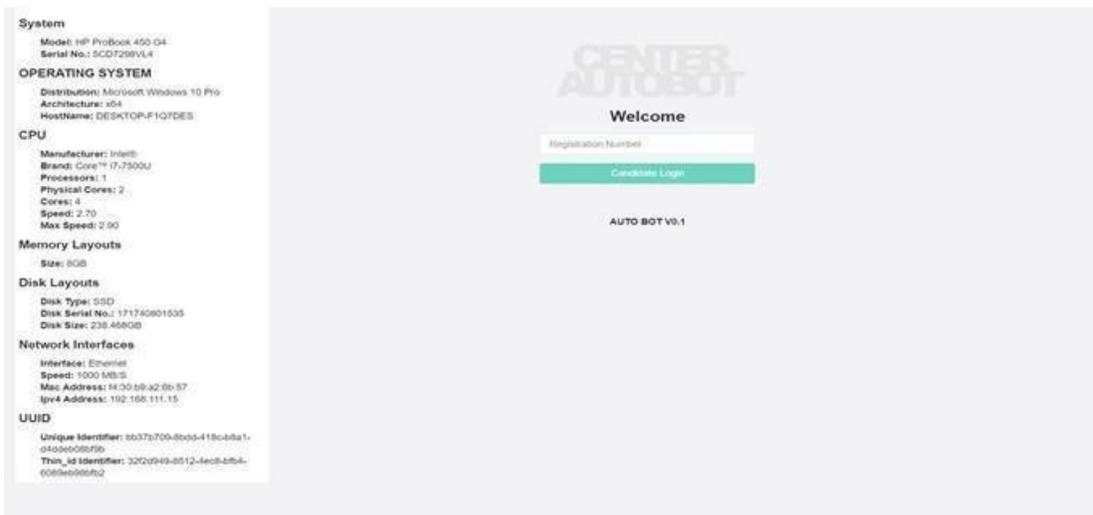
- b. The create exam page will load with the next (or first) exam that is awaiting creation.
 c. You just need to click the “Create exam” button to create the exam. If the exam is created successfully, you should get a message on the page saying so.



START EXAM

- a. To start an autobot exam, ensure the following.

1. Ensure that the autobot-candidate app is running after typing “java -jar autobotcandidate.jar” on command line
2. Ensure that the autobot-admin app is running after typing “java -jar autobotadmin.jar” on command line
3. Launch the auto bot browser on all computers in the center
4. Enter the ip address of the autobot-candidate app when prompted for server ip address
5. Ensure that all computers in the center, successfully launch the login page and showing system information
6. **ENSURE THAT NO BACKUP COMPUTER IS BEING USED TO TAKE AUTOBOT EXAM**



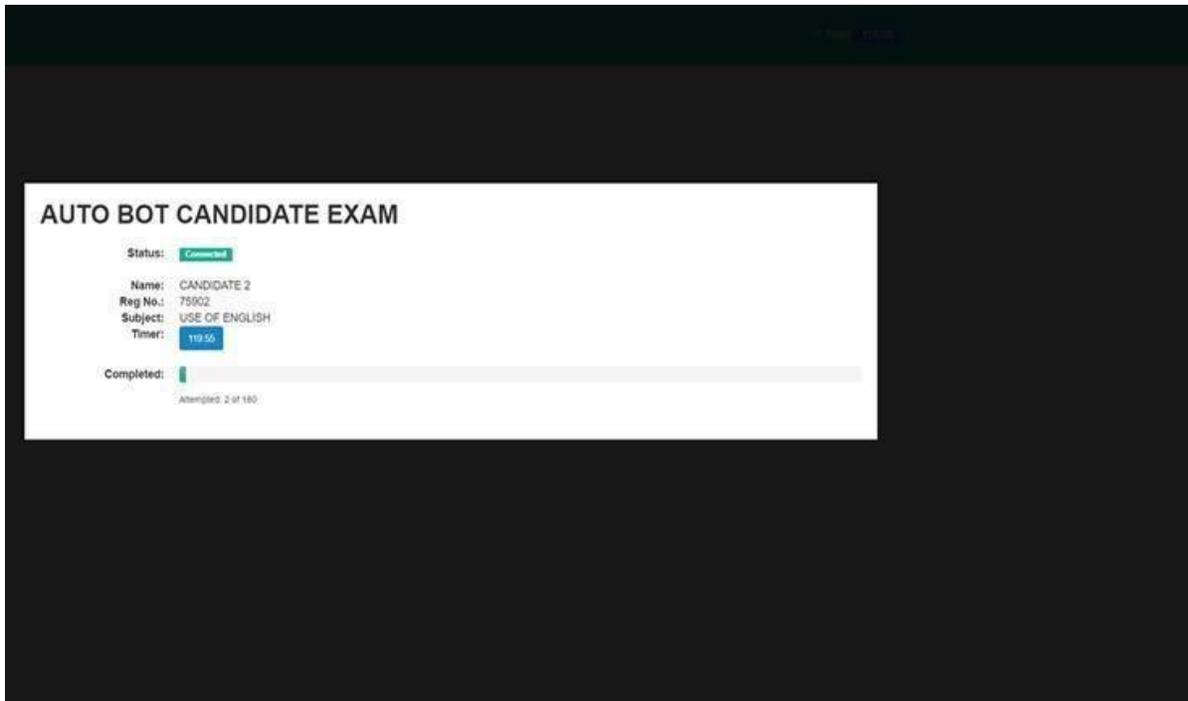
- b. To start the exam created in section 3 above, simply click “Start exam” on the navigation menu.
- c. The start exam page should load up. The page will display details about the exam whose creation you approved in section 3.

Note: It will also show the number of computers running the browser and on the login page that have connected to the server. That number is very important so watch it. YOU WILL NOT BE ALLOWED TO START AN EXAM UNTIL AT LEAST 75% OF THE COMPUTERS

IN YOUR CENTER HAVE CONNECTED. Once 75% or more are connected, the “Start exam” button will be enabled. Once you are ready to start the exam, click the button.



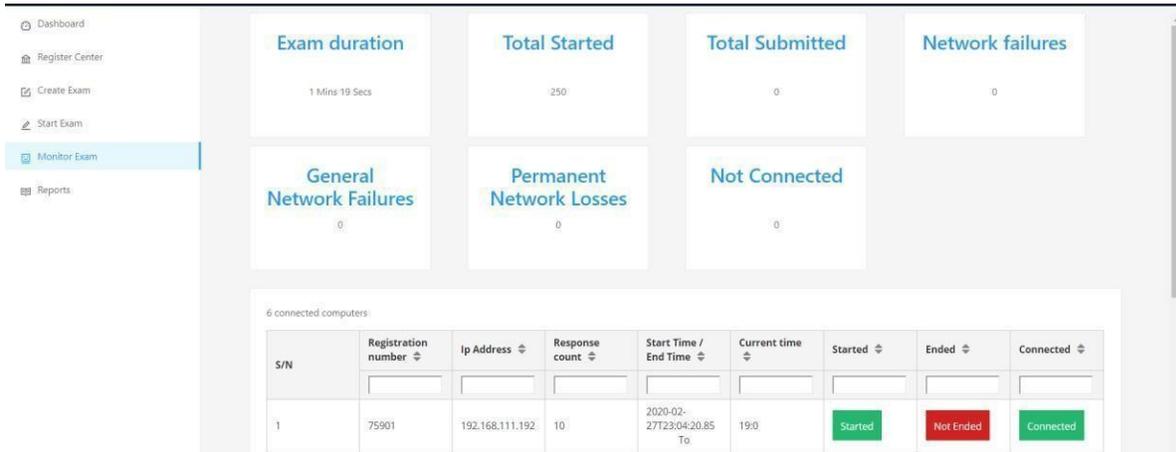
d. All candidates should then start to write exam.



e. If you click the “View” link, you will be taken to another page which lists all the computers that have connected. This is to make it easy for a center to trace which computers have yet to connect.

MONITOR EXAM

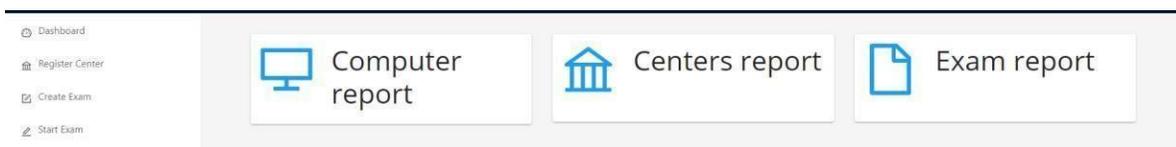
- a. Once you have started an exam, you can monitor everything about the exam by clicking “Monitor exam” on the navigation menu. At the top of the monitor exam page is a quick summary of the exam:



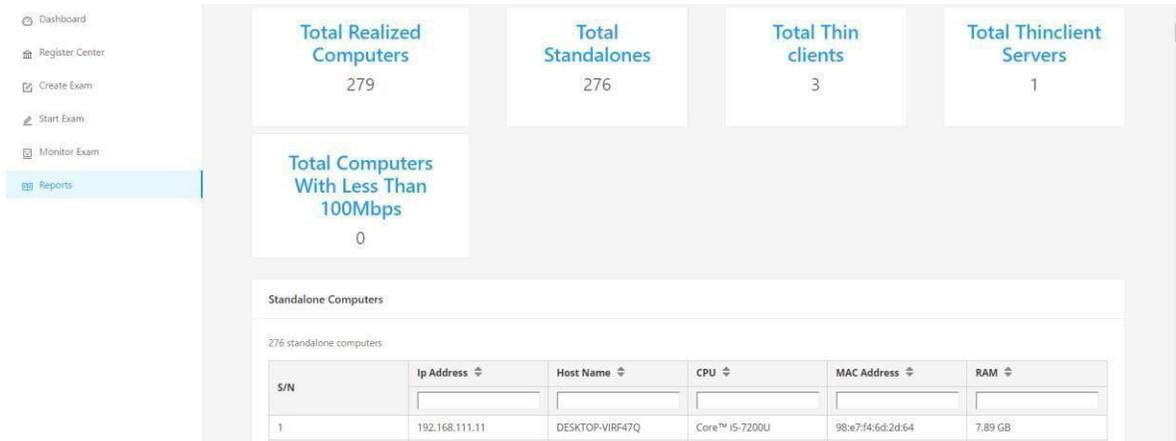
- b. The summary includes:
- i) how long the exam has been running
 - ii) the number of candidates that have started
 - iii) total number of network failures experienced during the exam
 - iv) total number of general network failures experienced during the exam
 - v) total number of permanent network losses experienced during the exam
 - vi) and the number of candidates who are not connected.
- c. Below the summary, is a table of all the candidates and their details. The details also include whether the candidate has started, whether the candidate has ended, and whether the candidate is still connected.

3.REPORTS

To view reports, click “Reports” on the navigation menu. A new page should appear showing that there are three categories of reports.



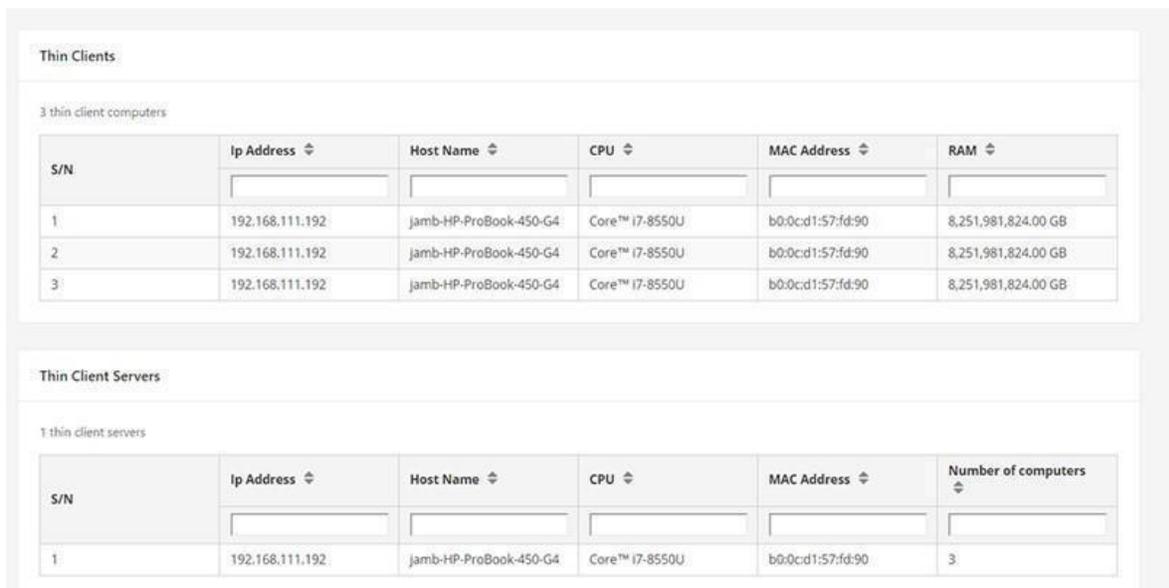
- a. Computer report: If “Computer Report” is clicked, a new page is loaded:



- i) At the top of the page is:
 - the total number of detected computers in the centre
 - how many of those detected computers are standalone
 - how many detected computers are thin clients
 - how many thin client servers are running in the centre
 - how many computers have a network speed of less than 100Mbps.

- ii) As you can see above, Computer report page also gives detailed information about each computer in the centre.

- iii) It also lists all thin client computers and all thin client servers and their details:



b. Centre report: If “Centre Report” is clicked, a new page is loaded. The page displays information about the centre such as:

- i) Average schedule performance: Percentage of candidates that successfully completed exam in all exams conducted

- ii) Total Started against self-ended:
Percentage of candidates that started exam and ended exams by themselves (did not run out of time)
- iii) Total capacity against self-ended:
Percentage of candidates that started exam and ended exams by themselves, compared to the center expected capacity.
- iv) percentage of computers using over 80% of their RAM
- v) the percentage of computers using over 80% of their CPU
- vi) the percentage of computers whose RAM is less than 1.8GB



c. Exam report: If “Exam Report” is clicked, a new page is loaded listing all the exams taken and finished in that centre and other information about the exams.

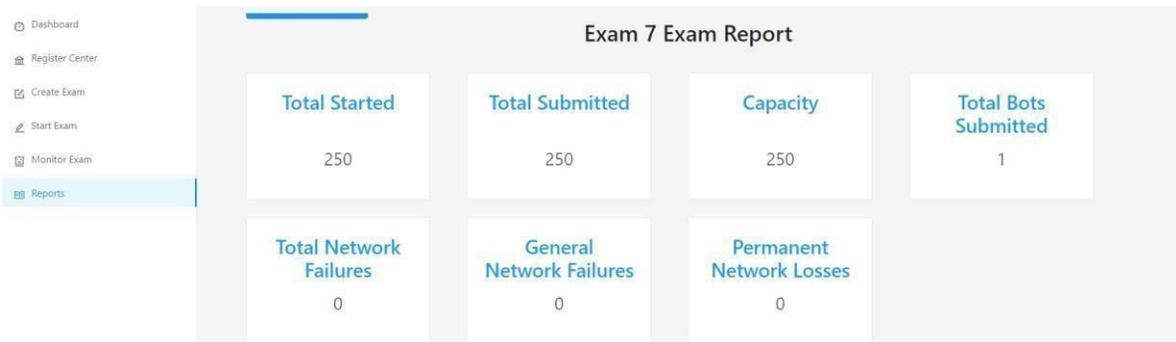
List of Exams

8 exams

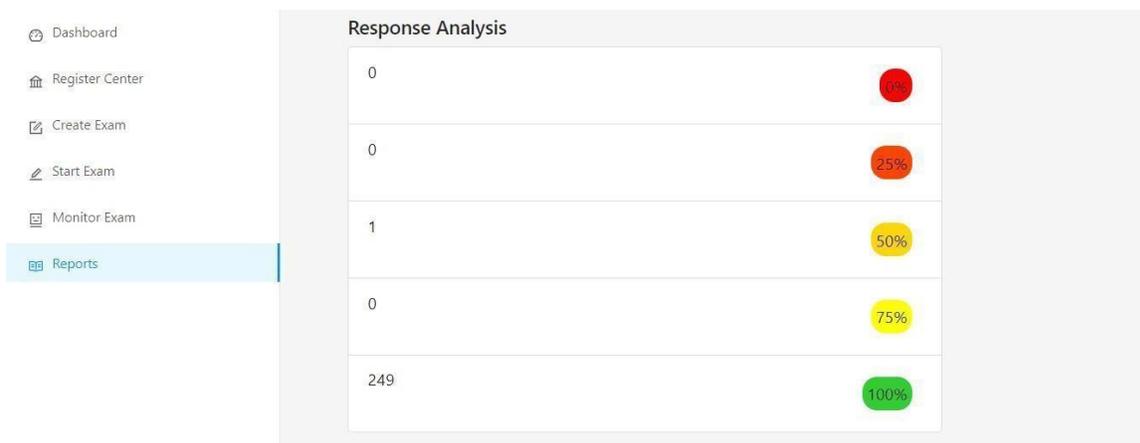
| S/N | Exam name | Session | Start time | End time | Duration | date | Upload status | | |
|-----|-----------|---------|-------------------------|-------------------------|----------|------------|------------------|--------|------|
| 1 | Exam 1 | 1 | 2020-02-26T13:21:23.637 | 2020-02-26T15:25:30.23 | 120 | 2020-02-26 | Not yet uploaded | Upload | View |
| 2 | Exam 2 | 2 | 2020-02-26T16:19:54.251 | 2020-02-26T16:20:02.875 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 3 | Exam 3 | 3 | 2020-02-26T17:45:32.899 | 2020-02-26T17:49:10.56 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 4 | Exam 4 | 1 | 2020-02-27T10:04:25.349 | 2020-02-27T10:12:41.44 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 5 | Exam 5 | 2 | 2020-02-27T10:28:59.16 | 2020-02-27T10:29:04.198 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 6 | Exam 6 | 3 | 2020-02-27T10:57:21.233 | 2020-02-27T13:01:36.911 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 7 | Exam 7 | 4 | 2020-02-27T13:39:46.76 | 2020-02-27T15:44:38.518 | 120 | 2020-02-27 | Uploaded | | View |
| 8 | Exam 8 | 5 | 2020-02-27T22:23:23.22 | 2020-02-27T22:52:26.17 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |

The "Upload" link will be treated in section 7.

- i) If you click the "View" link for any of the listed exams, you will be sent to another page showing the report for that exam. At the top of the report page is information about the exam such:
- number of candidates that have started
 - capacity of the centre
 - number of bots that submitted
 - total network failures
 - total general network failures: how many times 25% or more of the computers lost connection to the server)
 - total number of permanent network losses: how many times did a computer lose its connection to the server for 3 minutes or more



- ii) Below the exam information, is the response analysis of the exam. The response analysis shows the number of computers that were connected to the server for the entire duration of the exam, for 75% of the duration of the exam, for half of the duration of the exam, for 25% of the duration of the exam, and the number of computers who were detected but never took the exam.



- iii) Below the response analysis, is a table showing the performance of each computer. It shows the average CPU usage and the average RAM usage of each computer. This makes it easier to identify computers who are more likely to cause problems during an actual exam as they will have higher average CPU and or RAM usage.

Computer Performance

237 computers

| S/N | OS Id | Average CPU | Average RAM |
|-----|----------------|-------------|-------------|
| 1 | 192.168.10.255 | 9.65% | 15.36% |
| 2 | 192.168.10.232 | 9.71% | 13.53% |
| 3 | 192.168.10.239 | 9.72% | 13.63% |
| 4 | 192.168.10.223 | 9.75% | 13.65% |
| 5 | 192.168.10.238 | 9.76% | 13.51% |
| 6 | 192.168.10.236 | 9.77% | 13.63% |
| 7 | 192.168.10.30 | 9.78% | 14.84% |
| 8 | 192.168.10.241 | 9.79% | 13.52% |
| 9 | 192.168.10.222 | 9.83% | 13.36% |
| 10 | 192.168.10.111 | 9.86% | 15.40% |
| 11 | 192.168.10.254 | 9.89% | 14.86% |
| 12 | 192.168.10.253 | 10.06% | 13.68% |

- iv) Below the computer performances, are two tables showing the network failure per candidate and the network failure per computer. That is:
- the computers who had network failure and the number of times they had network failure
 - the candidates who had network failure and the number of times they had network failure.

Network Failure Per Computer

6 computers

| S/N | Computer | Network failure count |
|-----|----------------|-----------------------|
| 1 | 192.168.10.87 | 1 |
| 2 | 192.168.10.76 | 1 |
| 3 | 192.168.10.228 | 1 |
| 4 | 192.168.10.168 | 1 |
| 5 | 192.168.10.180 | 1 |
| 6 | 192.168.10.156 | 1 |

Network Failure Per Candidate

6 computers

| S/N | Candidate | Network failure count |
|-----|-----------|-----------------------|
| 1 | 7590100 | 1 |
| 2 | 759012 | 1 |
| 3 | 7590151 | 1 |
| 4 | 7590159 | 1 |
| 5 | 7590245 | 1 |
| 6 | 759041 | 1 |

UPLOAD REPORT

- i) To upload the reports, go to the navigation menu and click "Reports".

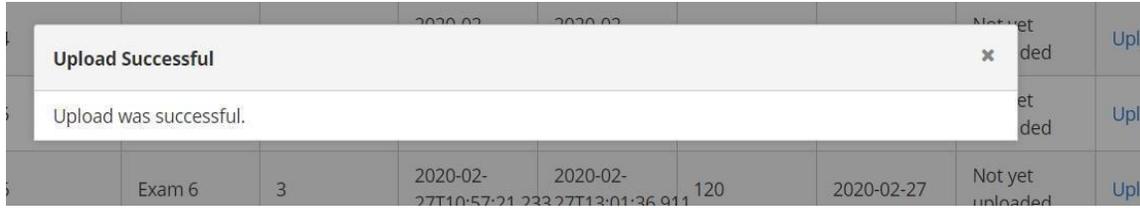
- ii) On the reports page, click “Exam report”. A new page will appear listing all the finished exams.

| S/N | Exam name | Session | Start time | End time | Duration | date | Upload status | | |
|-----|-----------|---------|-------------------------|-------------------------|----------|------------|------------------|--------|------|
| 1 | Exam 1 | 1 | 2020-02-26 13:21:23.637 | 2020-02-26 15:25:30.23 | 120 | 2020-02-26 | Not yet uploaded | Upload | View |
| 2 | Exam 2 | 2 | 2020-02-26 16:19:54.251 | 2020-02-26 16:20:02.875 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 3 | Exam 3 | 3 | 2020-02-26 17:45:32.899 | 2020-02-26 22:49:10.56 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 4 | Exam 4 | 1 | 2020-02-27 10:04:25.349 | 2020-02-27 10:12:41.44 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 5 | Exam 5 | 2 | 2020-02-27 10:28:59.16 | 2020-02-27 10:29:04.198 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 6 | Exam 6 | 3 | 2020-02-27 10:57:21.233 | 2020-02-27 13:01:36.911 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 7 | Exam 7 | 4 | 2020-02-27 13:39:46.76 | 2020-02-27 15:44:38.518 | 120 | 2020-02-27 | Uploaded | | View |
| 8 | Exam 8 | 5 | 2020-02-27 22:23:23.22 | 2020-02-27 22:52:26.17 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |

- iii) Find the exam you wish to upload a report for and click “Upload”. If “Upload” is not displaying for that exam, then it means you have already uploaded the report for that exam.
- iv) Once you click “Upload”, a popup will appear asking you to confirm that you wish to upload the report for that exam.

| S/N | Exam name | Session | Start time | End time | Duration | date | Upload status | | |
|-----|-----------|---------|-------------------------|-------------------------|----------|------------|------------------|--------|------|
| 1 | Exam 1 | 1 | 2020-02-26 13:21:23.637 | 2020-02-26 15:25:30.23 | 120 | 2020-02-26 | Not yet uploaded | Upload | View |
| 2 | Exam 2 | 2 | 2020-02-26 16:19:54.251 | 2020-02-26 16:20:02.875 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 3 | Exam 3 | 3 | 2020-02-26 17:45:32.899 | 2020-02-26 22:49:10.56 | 20 | 2020-02-26 | Not yet uploaded | Upload | View |
| 4 | Exam 4 | 1 | 2020-02-27 10:04:25.349 | 2020-02-27 10:12:41.44 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 5 | Exam 5 | 2 | 2020-02-27 10:28:59.16 | 2020-02-27 10:29:04.198 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 6 | Exam 6 | 3 | 2020-02-27 10:57:21.233 | 2020-02-27 13:01:36.911 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |
| 7 | Exam 7 | 4 | 2020-02-27 13:39:46.76 | 2020-02-27 15:44:38.518 | 120 | 2020-02-27 | Uploaded | | View |
| 8 | Exam 8 | 5 | 2020-02-27 22:23:23.22 | 2020-02-27 22:52:26.17 | 120 | 2020-02-27 | Not yet uploaded | Upload | View |

- v) Click “OK” to proceed with upload. While uploading, you should see a spinning icon. It indicates that the upload is still in progress. ENSURE THAT YOU HAVE INTERNET CONNECTION ELSE UPLOAD WILL FAIL!!
- vi) Once it stops, you will get a message saying whether the upload was successful or not.



- vii) After you have successfully uploaded, the upload link will disappear. This is to prevent duplicate report upload.

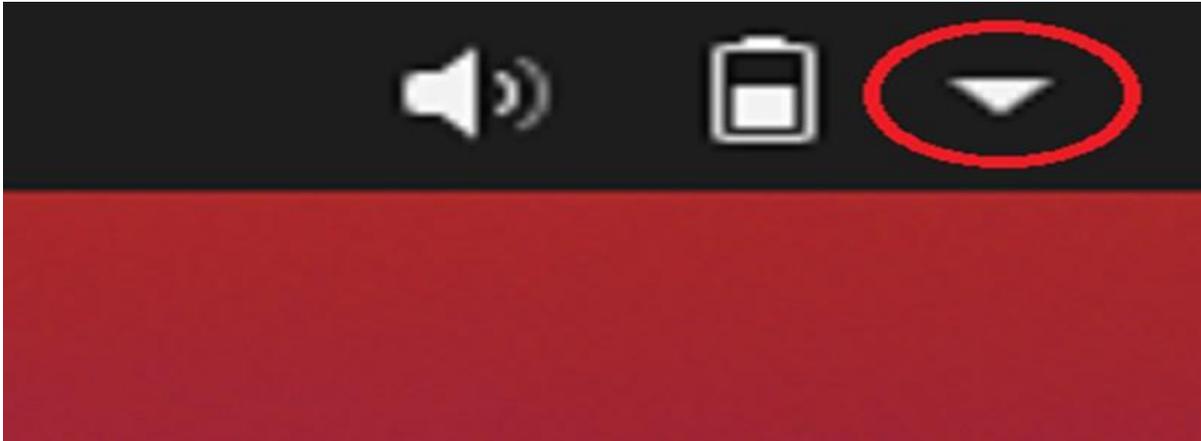
CHAPTER 9

Pre-Exam Activities

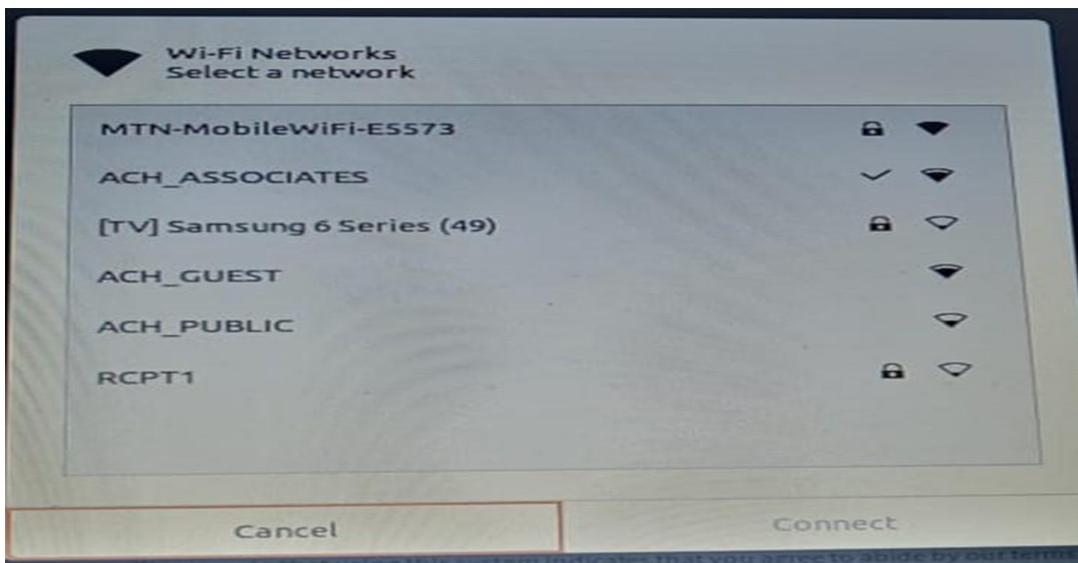
CONNECTING TO THE MiFi VIA WiFi (Wireless) ON YOUR EXAM SERVER

The following steps should be taken to connect MiFi via wireless on the Exam Server

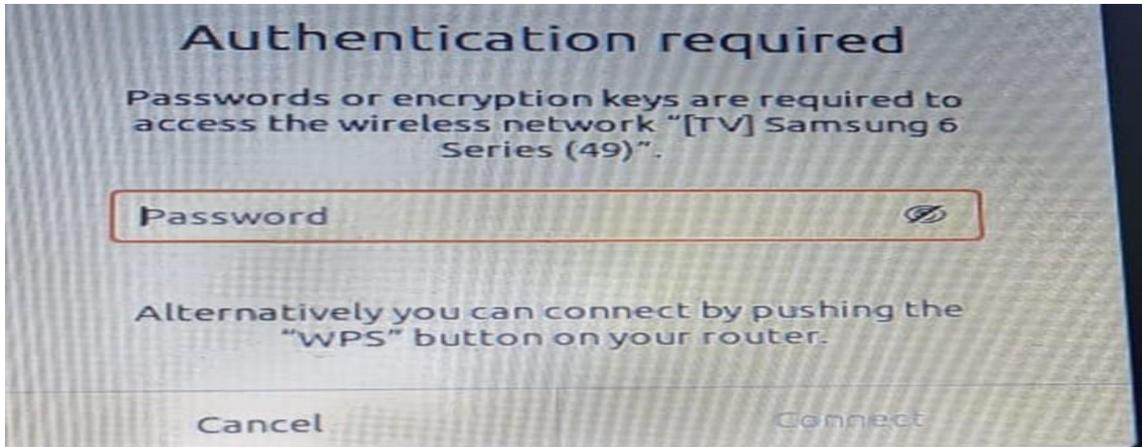
- i. Click the drop-down arrow close to battery icon at the top-right corner of the screen



- ii. Select "Wi-Fi"
- iii. Click on TURN ON if the Wi-Fi is turn off to be able to see the MiFi name to connect to
- iv. Click on SELECT NETWORK, A pop up comes on screen for you to select the Wi-Fi name you want



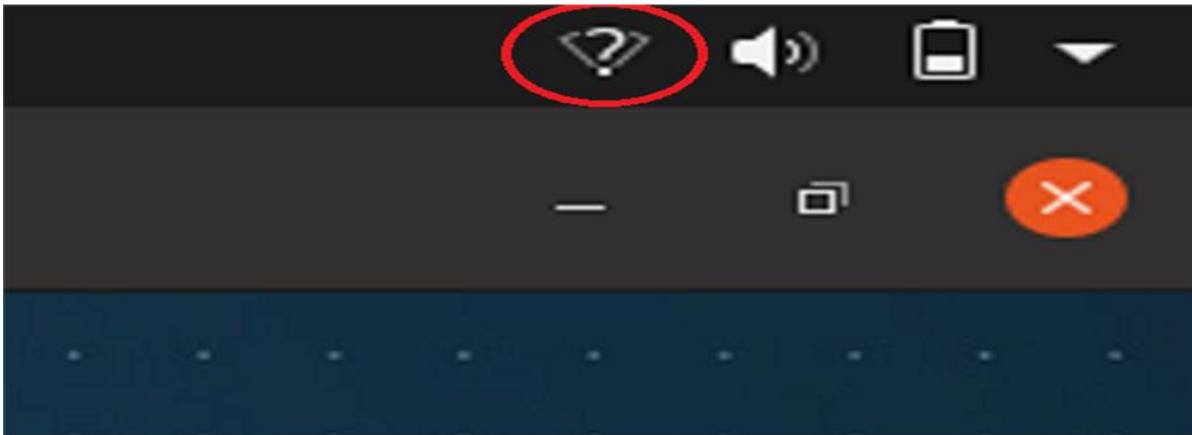
- v. Click on the Wi-Fi to connect to and click on CONNECT
- vi. A pop up will come up for the AUTHENTICATION as shown below



NOTE : at this point a WiFi KEY is required, which can be gotten at the back of the MiFi, in some MiFi you may have to open the MiFi case and remove the battery before you can see the WiFi KEY, In this case, you can copy it out.

- i. Enter your MIFI KEY in the password space above and click on CONNECT.

Once your WIFI KEY is connected, your WIFI will automatically connect which shows the sign of the question mark as shown below



[LAG System]

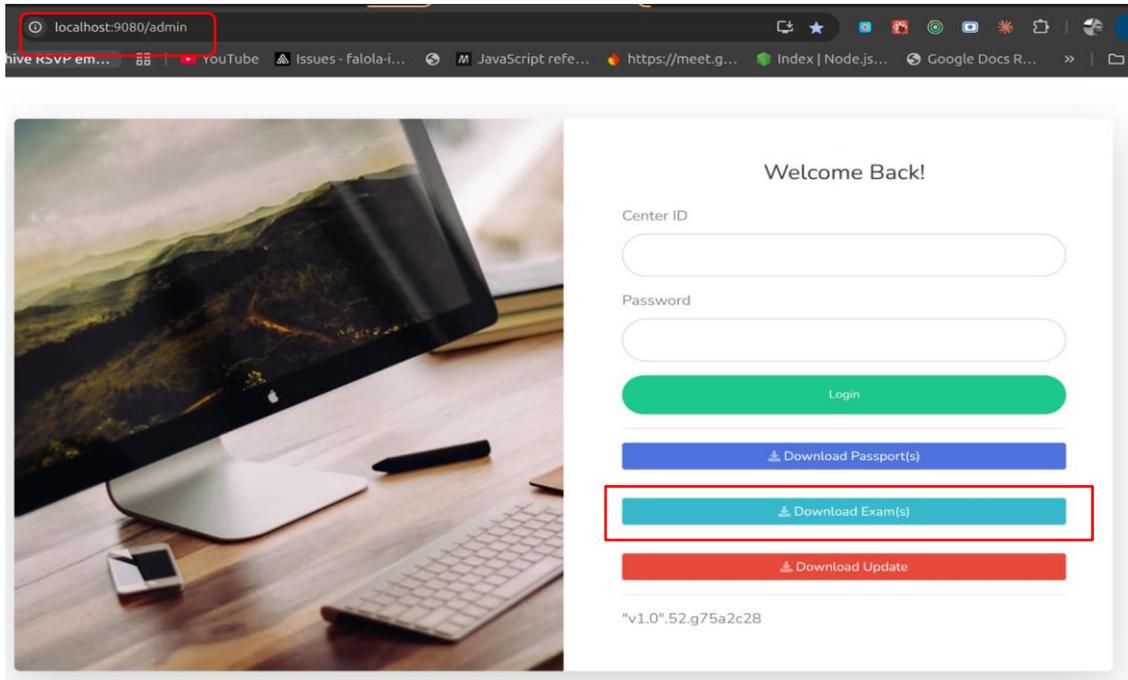
EXAM DOWNLOAD AFTER CONNECTION TO MiFi

This must be done in the early hours of the day of the exam (Typically between 1am and 6am).

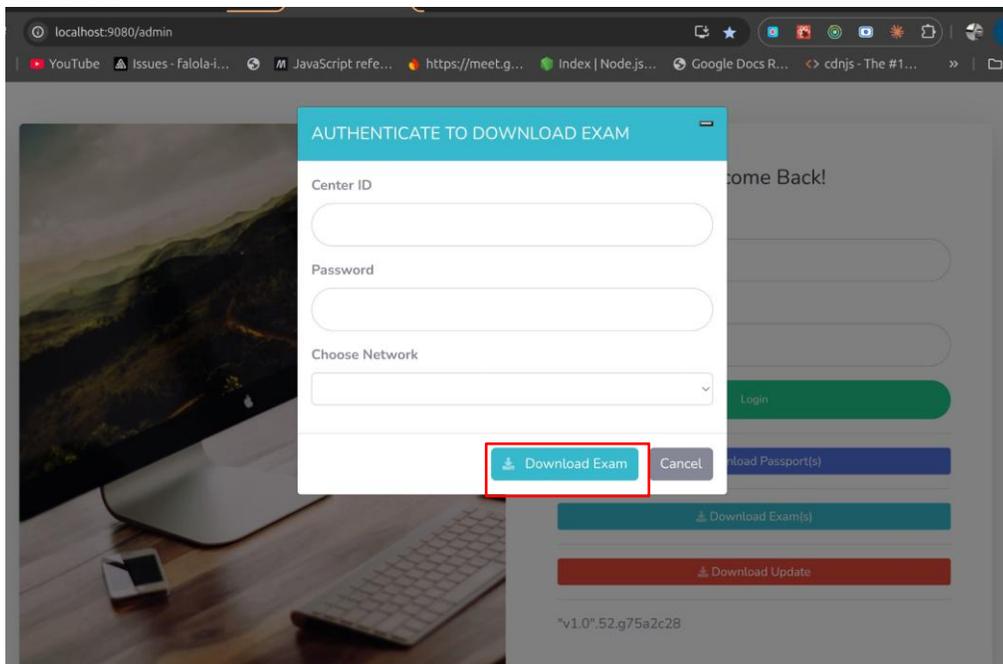
The daily password is required to download the examination.

To download an Exam, kindly follow the steps listed below;

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



- iii. Type in your **Center Id** and **Password**.
- iv. Click on the **“Choose Network”** drop-down menu to select the network you are using. If you select **“Others,”** ensure that your **server is connected to the Wi-Fi network**.



- v. Click on **Download Exam**

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

EXAM SERVER PING TEST

Following the configuration of the server IP address above, perform the following tests to confirm the connectivity between the Exam server and the client systems. Ping test can be done from server to client or client to server(recommended). To perform this test, go to any of the client systems and do the following;

- i. Open command prompt by clicking the windows start button, typing “cmd” and tapping on the “enter’ button on the keyboard;
- ii. Type “ping ServerIP Address” (e.g. ping 192.168.0.3) the press enters on the keyboard

POPULATING SYSTEMS

To do this:

- iii. Launch the **custom browser** installed on each client system.
- iv. Enter the server’s IP address in the designated field.

Enter Delivery Server IP Address

Submit

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

[KAD System]

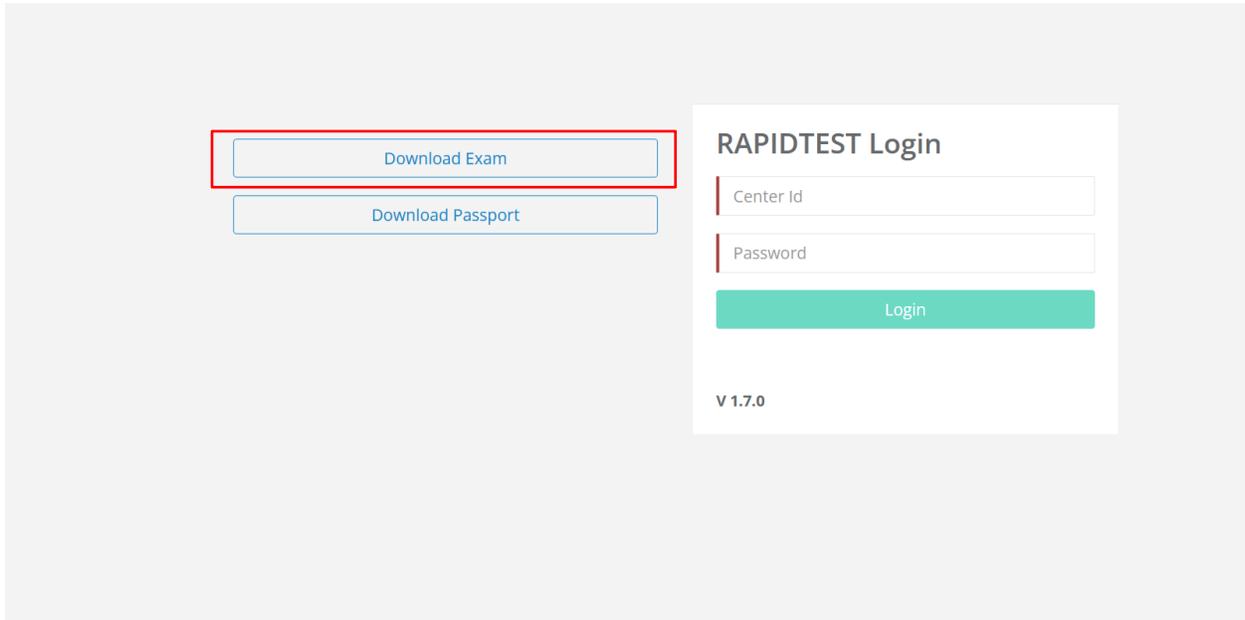
EXAM DOWNLOAD AFTER CONNECTION TO MiFi

This must be done in the early hours of the day of the exam (Typically between 1am and 6am).

The daily password is required to download the examination.

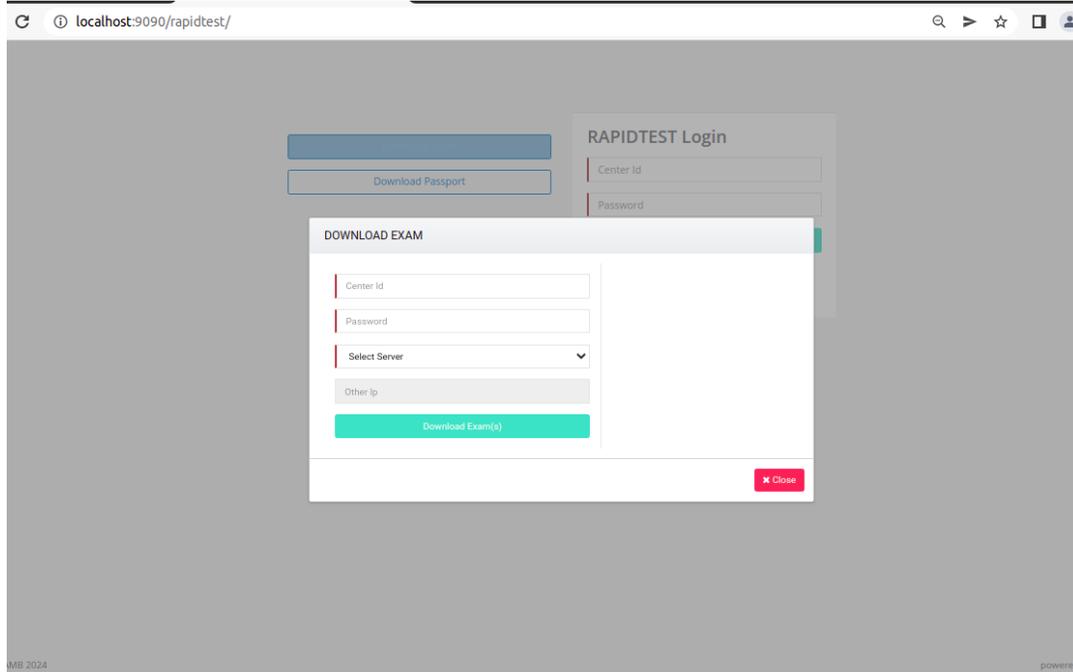
To download an Exam, kindly follow the steps listed below;

- i. Click on the download exam button;

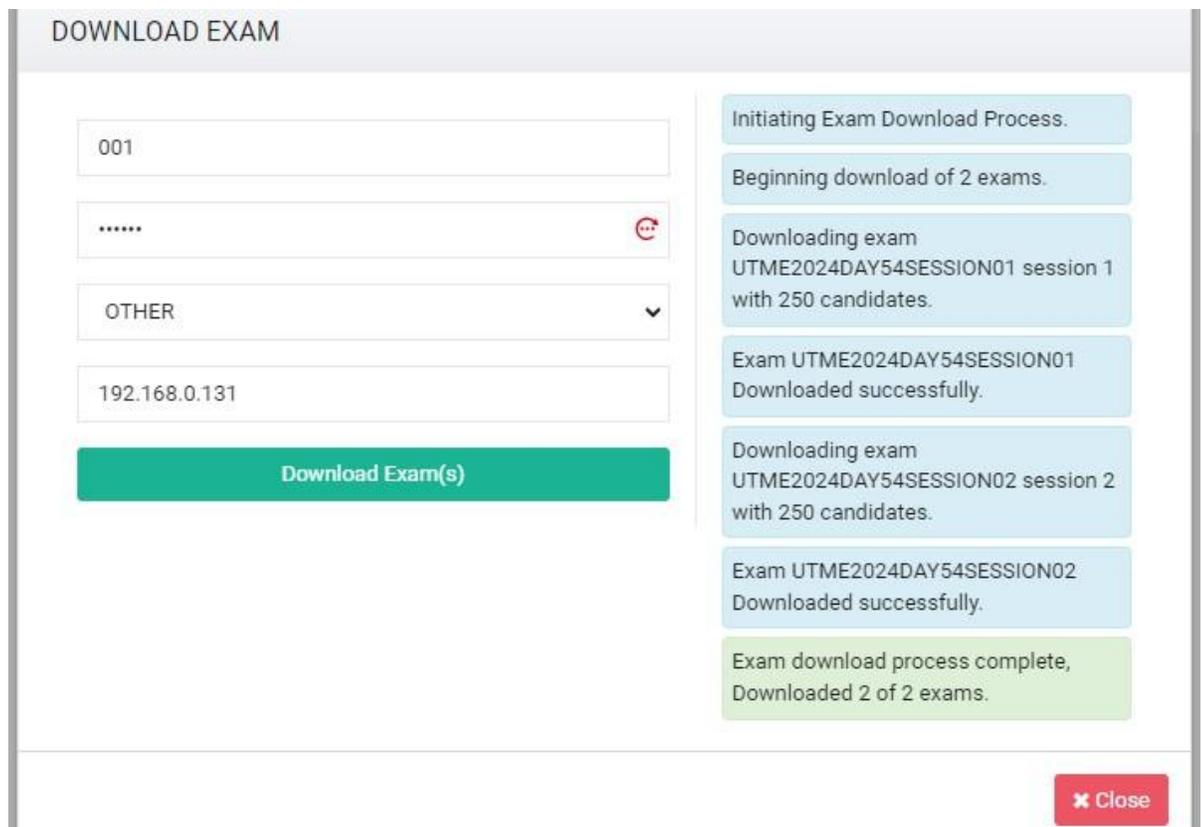


- ii. Type in your center ID

iii. Type in this password (this is the daily password sent to the profile of each technical officer).



- iv. Click on select server dropdown to select the network of choice (MTN, Airtel or Others) you are using
- v. Click on download Exams(s) to begin the download process.



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

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

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

EXAM SERVER PING TEST

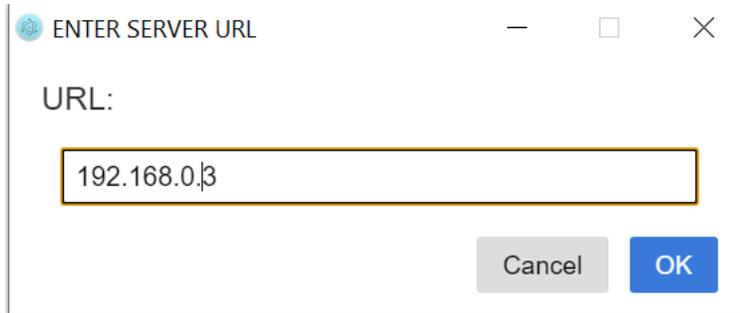
Following the configuration of the server IP address above, perform the following tests to confirm the connectivity between the Exam server and the client systems. Ping test can be done from server to client or client to server(recommended). To perform this test, go to any of the client systems and do the following;

- i. Open command prompt by clicking the windows start button, typing “cmd” and tapping on the “enter’ button on the keyboard;
Type “ping ServerIP Address” (e.g. ping 192.168.0.3) the press enters on the keyboard

POPULATING SYSTEMS

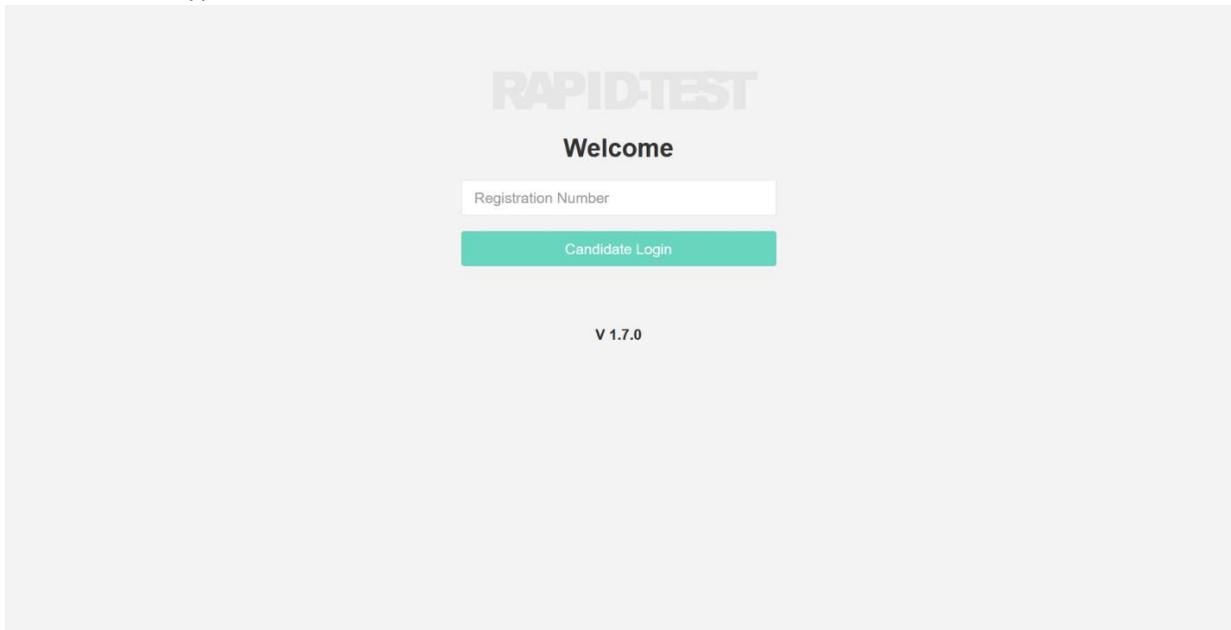
To populate the center systems with the candidate's interface, kindly follow the steps listed below;

- I. Launch the custom browser (Autobot browser).



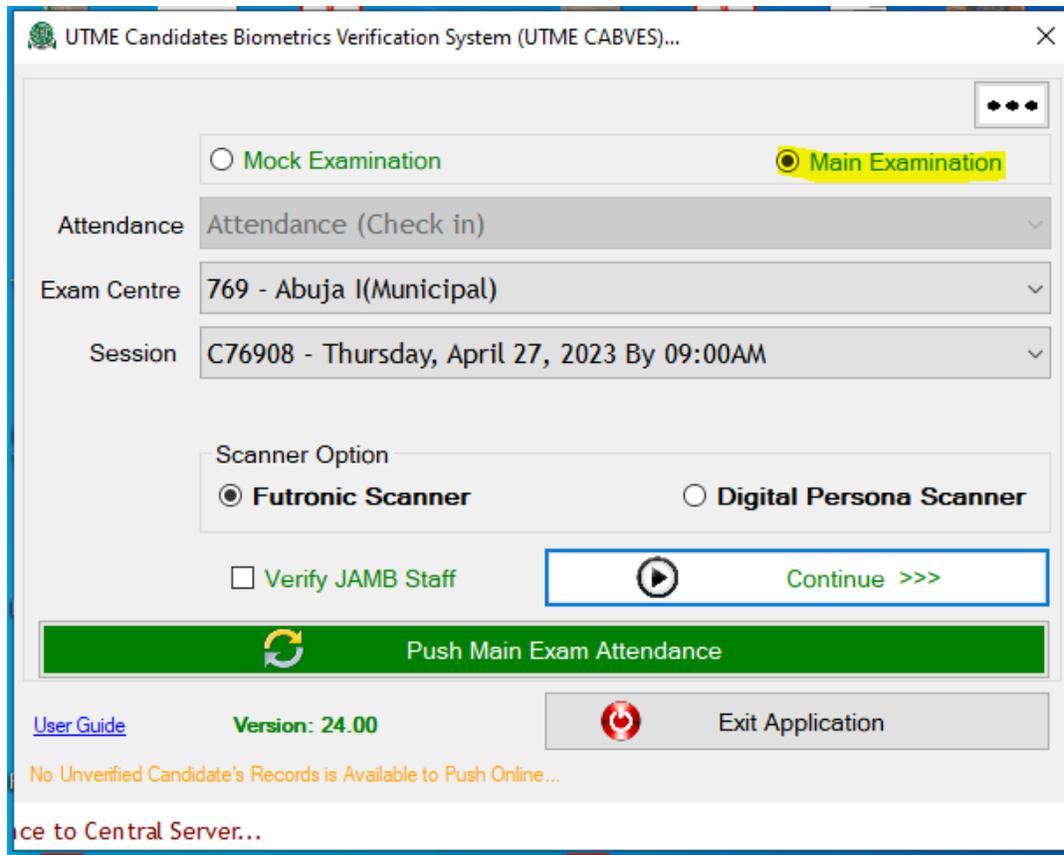
A dialog box titled "ENTER SERVER URL" is shown. It has a standard window title bar with a minimize button, a maximize button, and a close button. Below the title bar, the text "URL:" is displayed. A text input field contains the IP address "192.168.0.3". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "OK" button.

- II. Type into the browser URL address bar (**ServerIP**) and click the “**OK**” button.

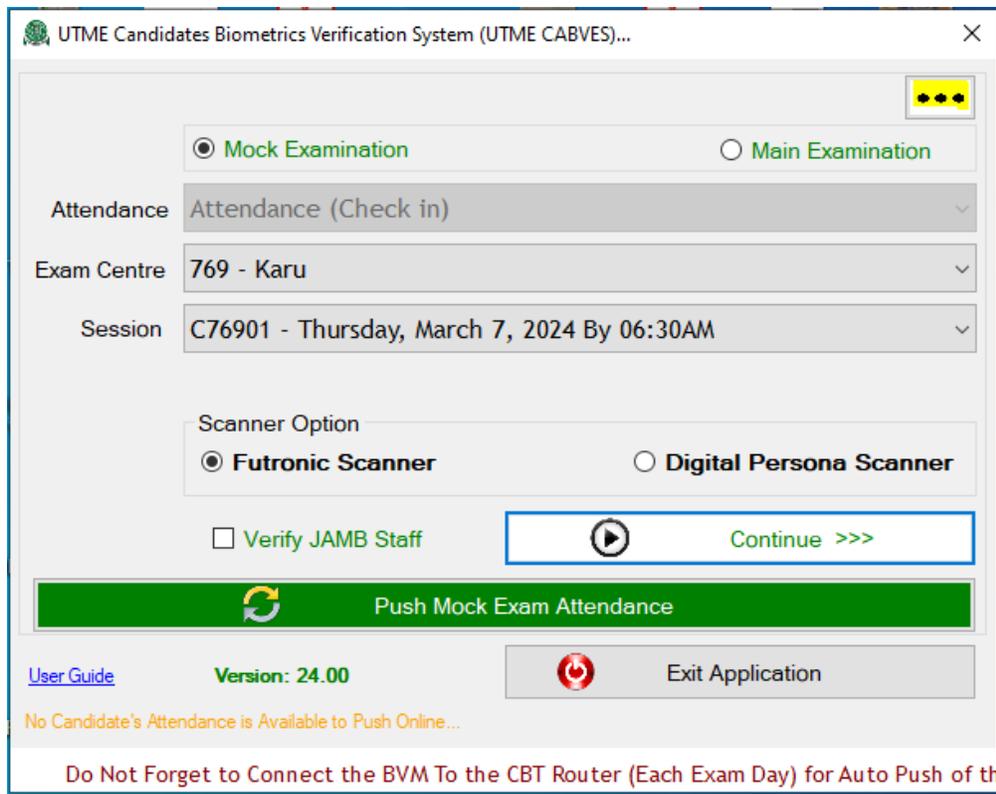


BVM

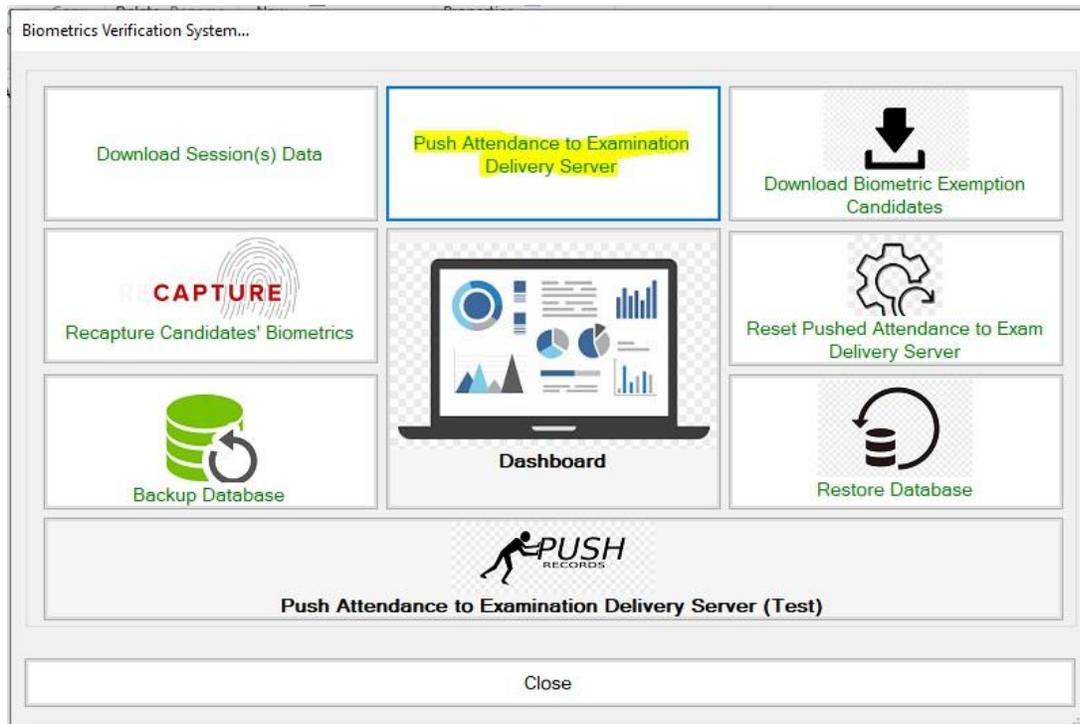
1. First, Launch the BVM software application and make sure the time and date is correct and make sure the software version is up-to-date. Choose the Mock (For Mock) & Main Examination (For Main), Attendance as Check-in, Exam Center & Session.



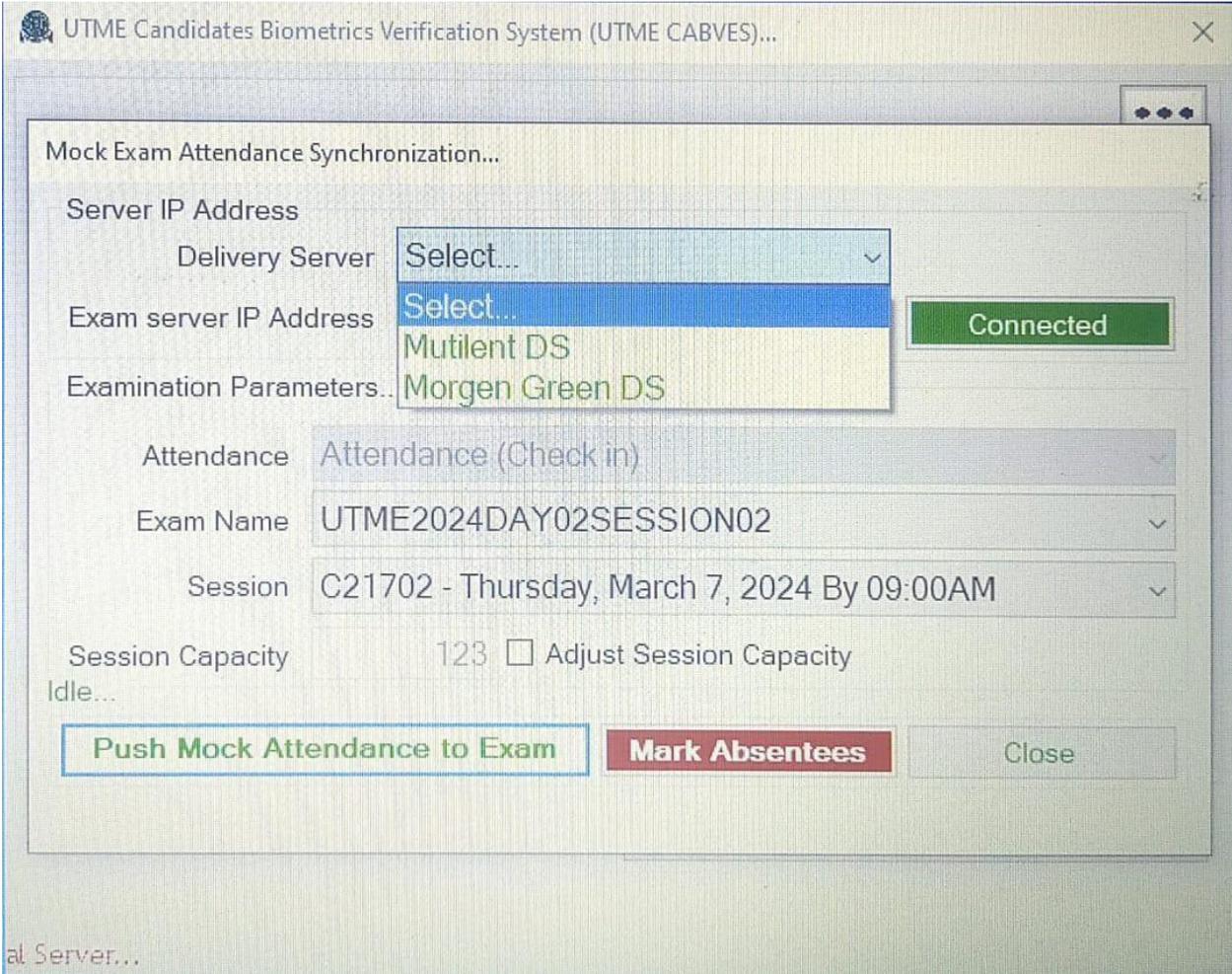
2. Click on the three dots on the top right (as highlighted) and it will take you to a new landing page which will be reflected on the next image.



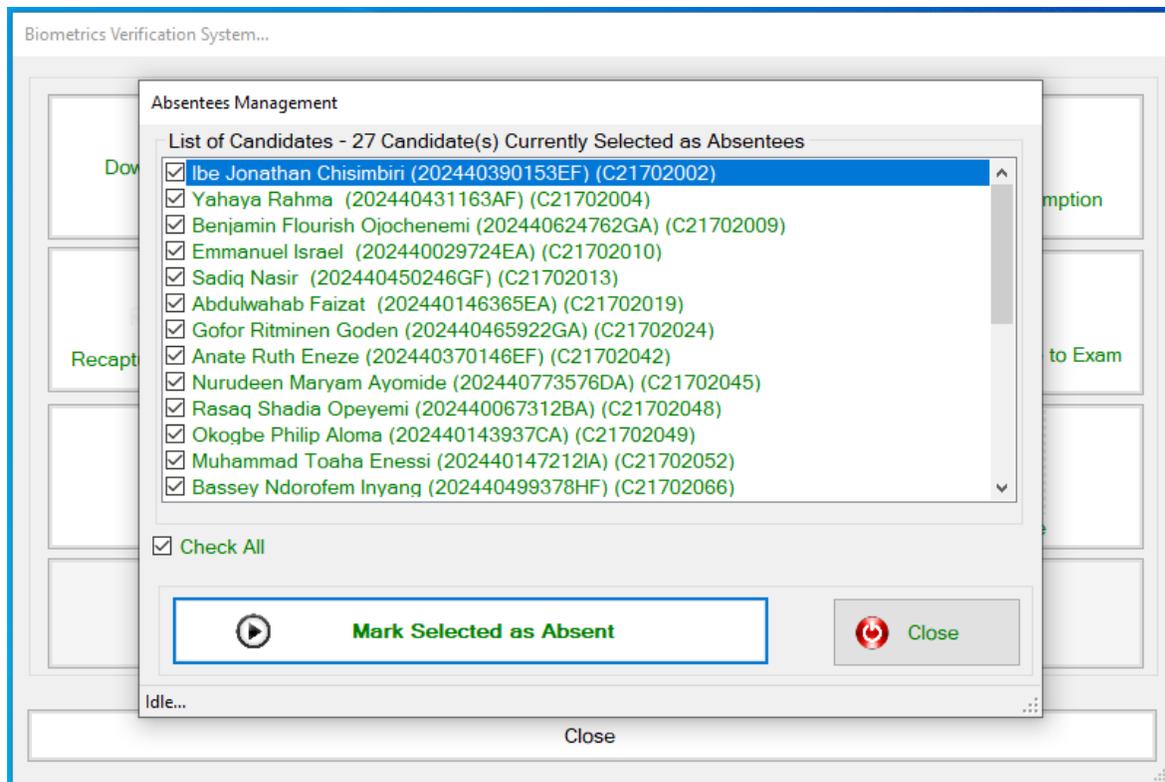
3. In this next page you will click on the “Push Attendance to Exam Delivery Server”



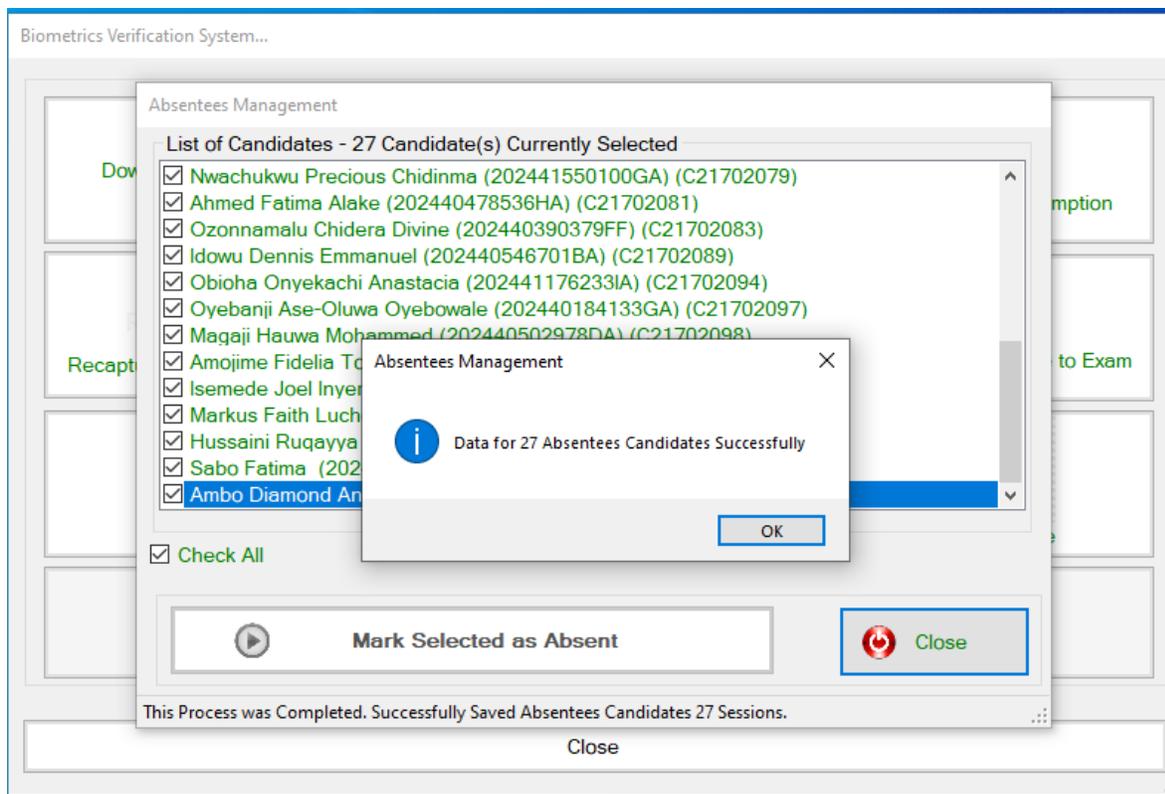
4. Next, you will have a prompt on an Exam Attendance synchronization page which you will choose the delivery server as either “LAG or KAD”, “Exam server IP address” to input the IP address of the server, The “Test Connection” will turn green to signify connection establishment, “Attendance” must be Check-in, “Exam name” The exam name, “Session” the session for that exam.



5. Moving forward, you will click on **Mark Absentees** and check all the absent candidates and finally click on “Mark Selected as Absent”, this will mark the absent candidates and take you back to the page you will push exam.



6. The success prompt message below shows success for marking absentees.



7. Finally, we push using the "Push Mock Attendance to Exam Delivery Server" (say we are pushing to LAG)

[LAG System]

Mock Exam Attendance Synchronization...

Server IP Address

Delivery Server **Morgen Green DS**

Exam server IP Address **192.168.8.101** **Connected**

Examination Parameters...

Attendance **Attendance (Check in)**

Exam Name **UTME2024DAY02SESSION02**

Session **C21702 - Thursday, March 7, 2024 By 09:00AM**

Session Capacity Adjust Session Capacity

Idle...

Push Mock Attendance to Exam **Mark Absentees** **Close**

[KAD System]

Mock Exam Attendance Synchronization...

Server IP Address

Delivery Server **Mutilent DS**

Exam server IP Address **192.168.8.101** **Connected**

Examination Parameters...

Attendance **Attendance (Check in)**

Exam Name **UTME2024DAY02SESSION02**

Session **C21702 - Thursday, March 7, 2024 By 09:00AM**

Session Capacity Adjust Session Capacity

Idle...

Push Mock Attendance to Exam **Mark Absentees** **Close**

CHAPTER 10

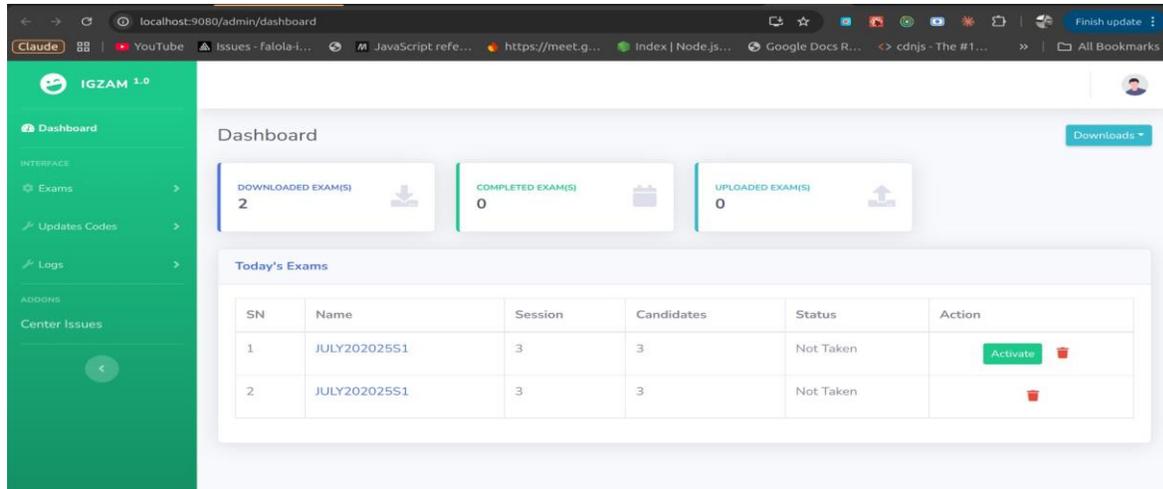
EXAMINATION DELIVERY

[LAG System]

ACTIVATE EXAM

To conduct the examination, follow the steps listed below;

After downloading the exam and logging in using the Center ID and password, the TO will be redirected to the dashboard, as shown in the image below.



The **Dashboard** provides a summary of all examination activities on the server.

The top section displays three key metrics:

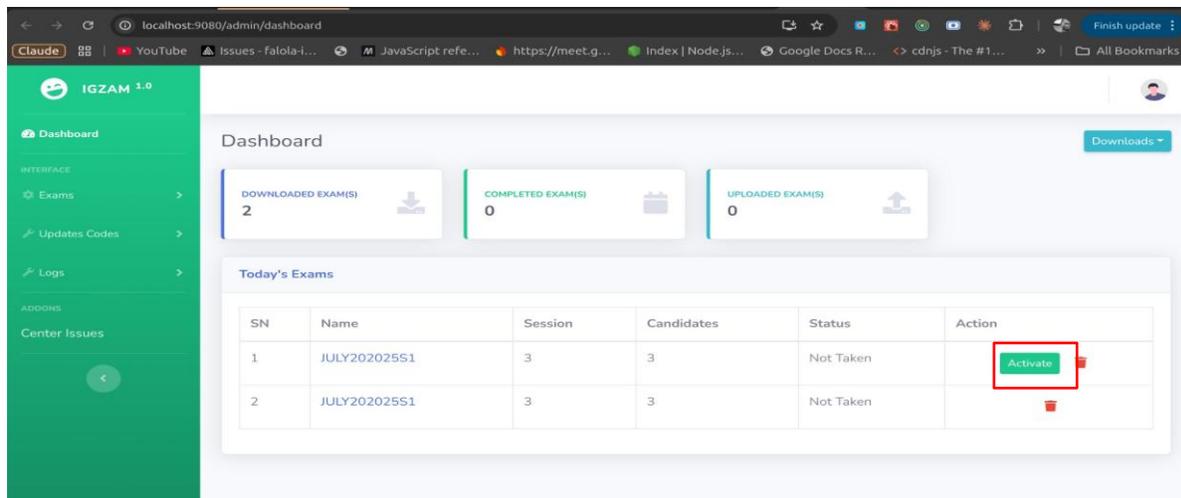
- **Downloaded Exams:** Shows the total number of exams downloaded to the server.
- **Completed Exams:** Shows the total number of exams that have been taken on the server.
- **Uploaded Exams:** Shows the total number of exams that have been successfully uploaded from the server.

Clicking on any of these tiles redirects you to the corresponding page, where you can view detailed information about the exams.

Below the summary section is the **Today's Exams** table. This table displays all exam sessions downloaded for the current day, including:

If an exam is downloaded more than once (which should not normally occur), the duplicate entry can be removed by clicking the **bin icon** located beside the **Activate** button.

Note: An exam cannot be started immediately after download. It must first be activated on the delivery server.



Activating an Exam

To activate an exam:

- I. Ensure the required **BVM** has been pushed (if applicable).
 - If BVM is required, push it before activation.
 - If BVM is not required, proceed directly to activation.
- II. Locate the specific exam (by name and session) that you wish to activate, then click the **Activate** button from the side menu at the left corner of the page to activate the exam.

After a successful activation, a confirmation message will be displayed at the top-right corner of the page, and you will be redirected to the Candidates page.

The screenshot displays the ICZAM dashboard for 'JULY2025S1/Session 1 - (Activated)'. A green notification box in the top right corner states 'Exam activated successfully'. The dashboard includes several summary cards: 'EXAM TIMER', 'BIM VERIFIED(S) 3', 'ACTIVE SYSTEM(S) 0', and 'MONITORING SERVER No'. Below these are 'TOTAL STARTED 0' and 'TOTAL SUBMITTED 0'. A table lists candidates with their registration numbers, status (all 'Not Started'), and biometric verification status (all 'No').

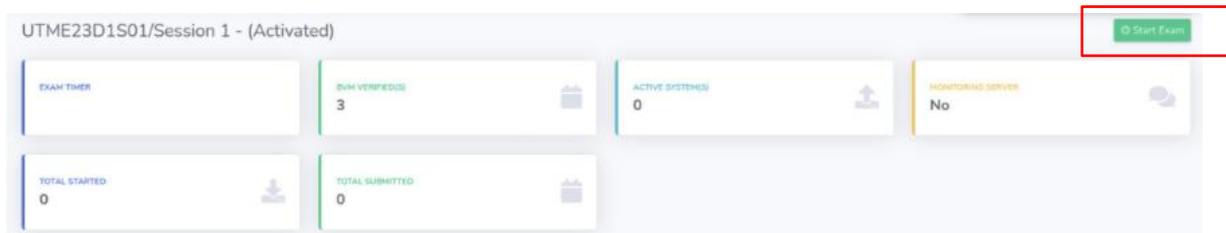
| Name | Reg Number | Status | Start Time | End time | Time Spent | IP Address | Total Attempts | Connected | Biometrics |
|--------------------------------|----------------|-------------|------------|----------|------------|------------|----------------|-----------|------------|
| Robinson Catherine Nkechinyere | 202330000119DF | Not Started | | | 00:00 | | 0 | No | ⚠️ |
| Igoche Ali | 202330001225BF | Not Started | | | 00:00 | | 0 | No | ❌ |
| Udaya Florence Ugochukwu | 202330000342AF | Not Started | | | 00:00 | | 0 | No | ❌ |
| Musa Hassan | 202330000366DF | Not Started | | | 00:00 | | 0 | No | ❌ |
| Sagagi Abdulrasheed Basheer | 202330000494GA | Not Started | | | 00:00 | | 0 | No | ❌ |
| Kure Martina | 202330000707GF | Not Started | | | 00:00 | | 0 | No | ❌ |

III. If no candidate has completed biometrics , you will not be able to activate exams and get the error shown below

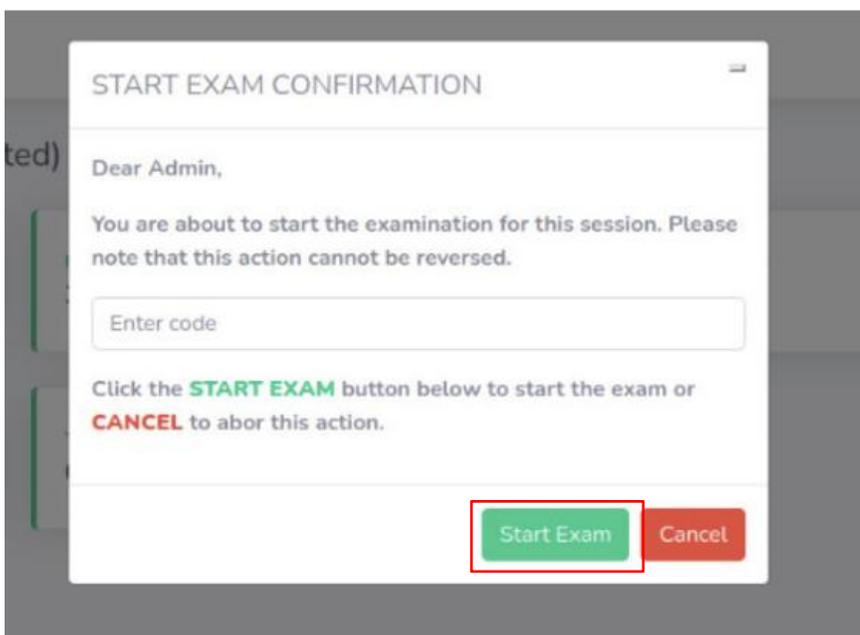
The screenshot shows a red error message box with the text: 'Exam can only be activated when at least one candidate has completed biometric verification'. The message is displayed over a blurred background of the dashboard interface.

START EXAM

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



- II. The Start Exam button will ask for a confirmation code when you click the button. Input the start exam code to ensure you are ready to start the examination.

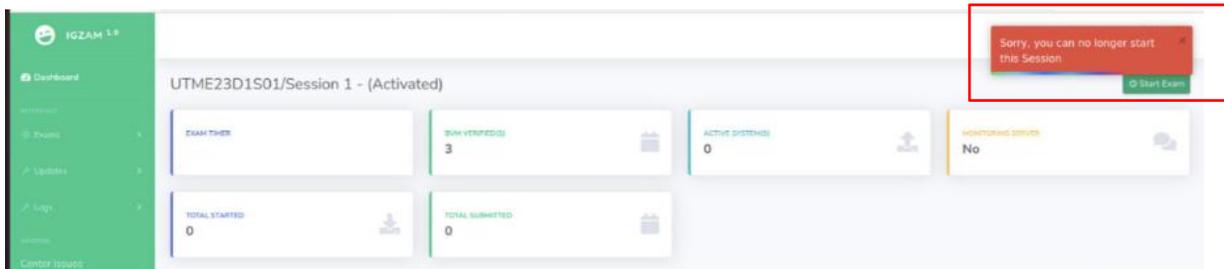


Note: Ensure that the center and all candidates are fully ready before starting the examination.

Once the examination has started, a countdown timer begins. After one (1) hour from the official start time, no new candidates will be allowed to log in to the examination.

Once one (1) hour has passed from the originally scheduled exam start time, you will no longer be able to start the examination. The following error message will be displayed:

“Sorry, you can no longer start this session.”



CANDIDATE EXAM

The Technical Officer (TO) must configure each candidate’s system before the examination begins.

To do this:

- i. Launch the **custom browser** installed on each client system.
- ii. Enter the server’s IP address in the designated field.

Enter Delivery Server IP Address

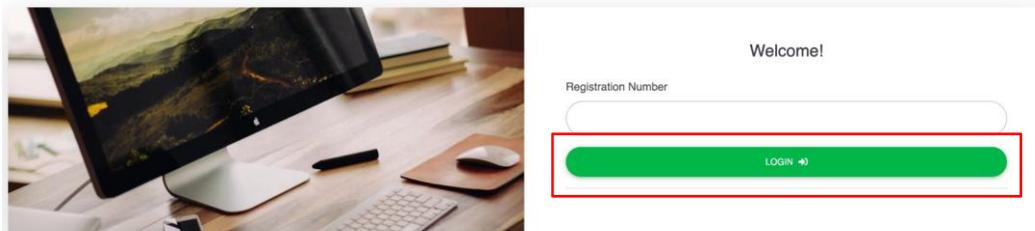
Submit

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

- iii. Click the **Submit** button.

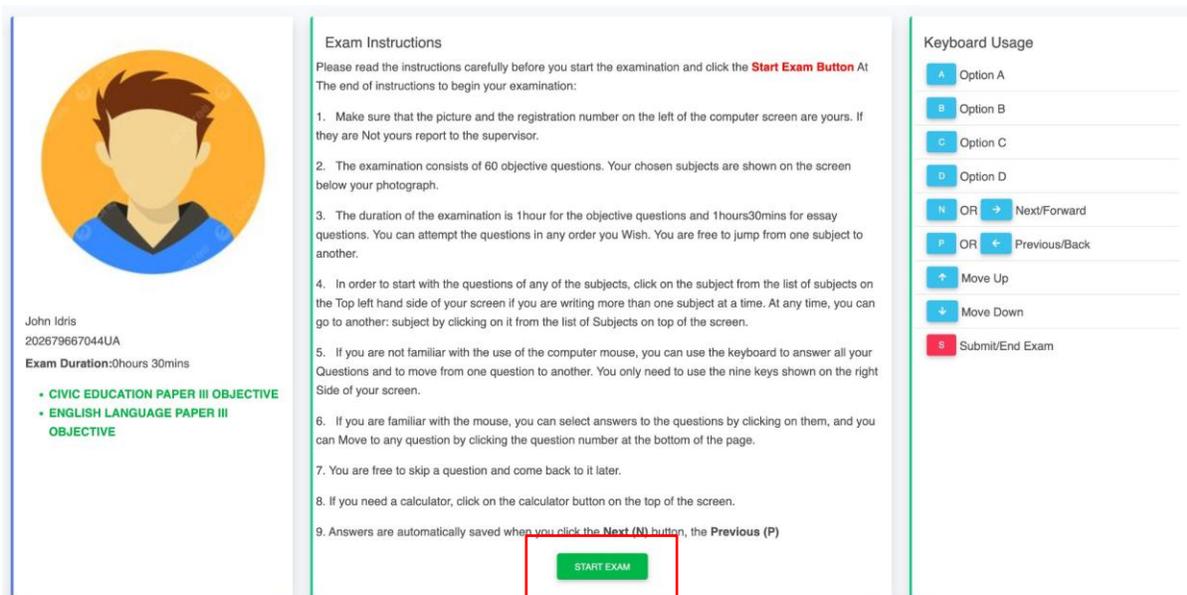
Upon submission, the system will automatically redirect to the candidate login page, confirming a successful connection to the examination server.

Note: Ensure that all client systems are properly connected to the local network before entering the server IP address.



- iv. On the Candidate Login page, the candidate is required to enter their Registration Number in the designated field and click the Login button.
- v. Upon successful login, the candidate will be redirected to the **Instructions Page**, where they can carefully read the examination guidelines and important information before the commencement of the exam.

Note: Candidates are advised to read all instructions thoroughly before proceeding to start the examination.



Candidate Instruction

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

1. The Candidate Details: This is located at the left corner of the page, displaying the candidate's basic information such as the passport, name, registration number, duration of the exam and the subject combinations
2. The Exam Instructions: At the center of the page is the exam instructions which the candidate is expected to go through carefully before starting the exam.
3. The Keyboard Usage: This is located at the right corner of the page, showing the candidate(s) the various keyboard symbols they can use.

Starting the Exam

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

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

Candidate Exam Page

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

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

The screenshot displays the exam interface. At the top, a navigation bar contains three buttons: 'CIVIC EDUCATION PAPER III OBJECTIVE' (green), 'ENGLISH LANGUAGE PAPER III OBJECTIVE' (green), and 'CALCULATOR' (yellow). On the right side of the navigation bar, a timer shows '00:29:56' with sub-labels for hours, minutes, and seconds, and a user profile icon for 'John Idris'. The main content area is titled 'CIVIC EDUCATION PAPER III OBJECTIVE' and 'Question 1'. The question text is 'The legal entitlement enjoyed by citizens is'. Below the question are five multiple-choice options: (A) authority, (B) duty, (C) privilege, (D) protection, and (E) right. A navigation bar at the bottom of the question area shows a sequence of question numbers from 1 to 20. Question 1 is highlighted in blue, and questions 19 and 20 are highlighted in red. A green 'NEXT' button is located to the right of the question numbers. On the right side of the page, there is a candidate details panel. It features a profile picture of a man with brown hair, a name 'John Idris', a registration number '202679667044UA', an 'Exam Duration' of '0hours 30mins', a 'Seat No:', and a progress indicator 'ATTEMPTED 0 OF 20'. Below this, it specifies 'CIVIC EDUCATION PAPER III OBJECTIVE' and 'TOTAL QUESTIONS ATTEMPTED: 0 OF 40'. A red 'END EXAM' button is located in the top right corner of the main content area.

b. The subjects are clickable and navigate the candidate to that subject's questions.

The current subject the candidate is answering will be colored light green on the nav bar.

The screenshot shows the top navigation bar with three items: 'CIVIC EDUCATION PAPER III OBJECTIVE' (highlighted in light green), 'ENGLISH LANGUAGE PAPER III OBJECTIVE', and 'CALCULATOR'. To the right is a timer showing '00:29:56' (hours, minutes, seconds) and the candidate's name 'John Idris' with a profile picture. Below the navigation bar, the main content area is titled 'CIVIC EDUCATION PAPER III OBJECTIVE' and 'Question 1'. The question text is 'The legal entitlement enjoyed by citizens is' followed by five multiple-choice options: (A) authority, (B) duty, (C) privilege, (D) protection, and (E) right. Below the question is a row of 20 numbered buttons (1-20) and a 'NEXT' button. The right sidebar contains the candidate's profile, exam duration ('Exam Duration: 0hours 30mins'), seat number, and progress information: 'ATTEMPTED 0 OF 20', 'CIVIC EDUCATION PAPER III OBJECTIVE', and 'TOTAL QUESTIONS ATTEMPTED: 0 OF 40'.

The calculator is next after the two subject combinations of the candidate.

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

The End Exam Button only displays when the candidate has spent at least 1 hour taking the examination

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

This screenshot is identical to the one above, but with a red rectangular box highlighting the question area. The question text and options are: 'The legal entitlement enjoyed by citizens is' followed by (A) authority, (B) duty, (C) privilege, (D) protection, and (E) right. The rest of the interface, including the navigation bar, timer, calculator, and right sidebar, remains the same.

- d. The Question Navigation Bar: This section is at the bottom of the page that helps the candidate navigate through the questions. The next and previous buttons are used to navigate to the next and previous questions respectively. The question numbers are colored.

The screenshot shows the exam interface. At the top, there are tabs for 'CIVIC EDUCATION PAPER III OBJECTIVE' and 'ENGLISH LANGUAGE PAPER III OBJECTIVE', along with a 'CALCULATOR' icon. The timer shows 00:29:56. The user's name is John Idris. The main content area displays 'Question 1' with the text 'The legal entitlement enjoyed by citizens is' and five multiple-choice options: (A) authority, (B) duty, (C) privilege, (D) protection, and (E) right. Below the options is a navigation bar with 20 numbered buttons. Buttons 1 through 18 are red, 19 and 20 are blue, and a green 'NEXT' button is to the right. An 'END EXAM' button is visible in the top right corner. The sidebar on the right shows the user's profile, exam duration (0 hours 30 mins), seat number, and progress: 'ATTEMPTED 0 OF 20' and 'TOTAL QUESTIONS ATTEMPTED: 0 OF 40'.

Ending the Exam

To end the exam, the candidates are expected to click on the **End Exam** button shown in the figure below. The button remains hidden during the exam and becomes visible only when the candidate has spent 1 hour taking the examination.



A modal will appear asking the candidate to confirm whether they would like to end the exam or continue.

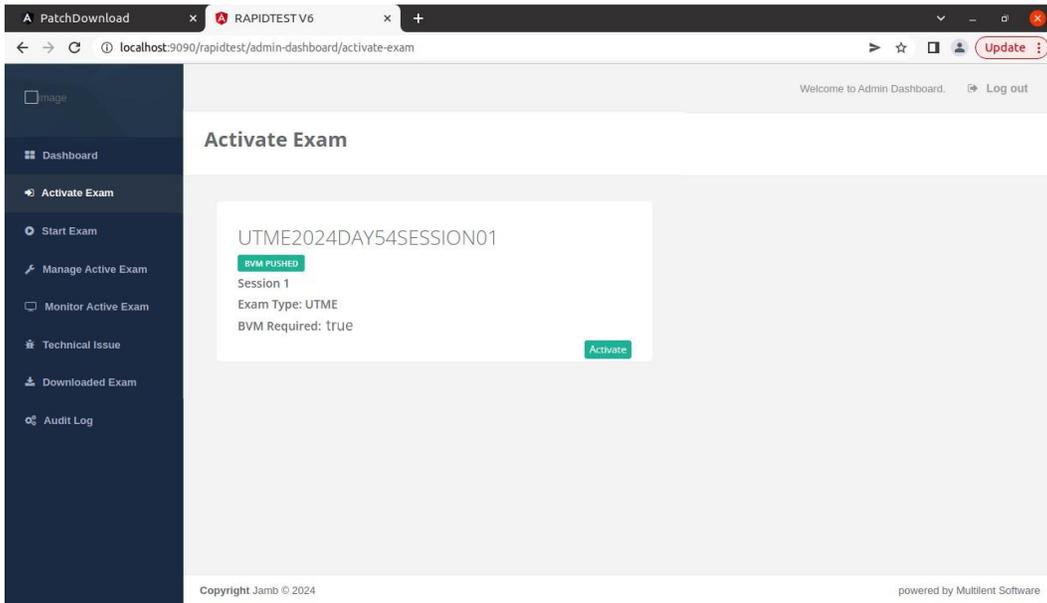
The modal dialog box is titled 'END EXAMINATION'. It contains the following text: 'Dear Candidate,' followed by 'You are about to end your exam' in bold. Below that, it says 'Total Questions Attempted is 43' and 'Press R to continue Exam, Press Y to end Exam'. At the bottom, there are two buttons: a green 'Continue Exam' button and a red 'End Exam' button.

[KAD System]

ACTIVATE EXAM

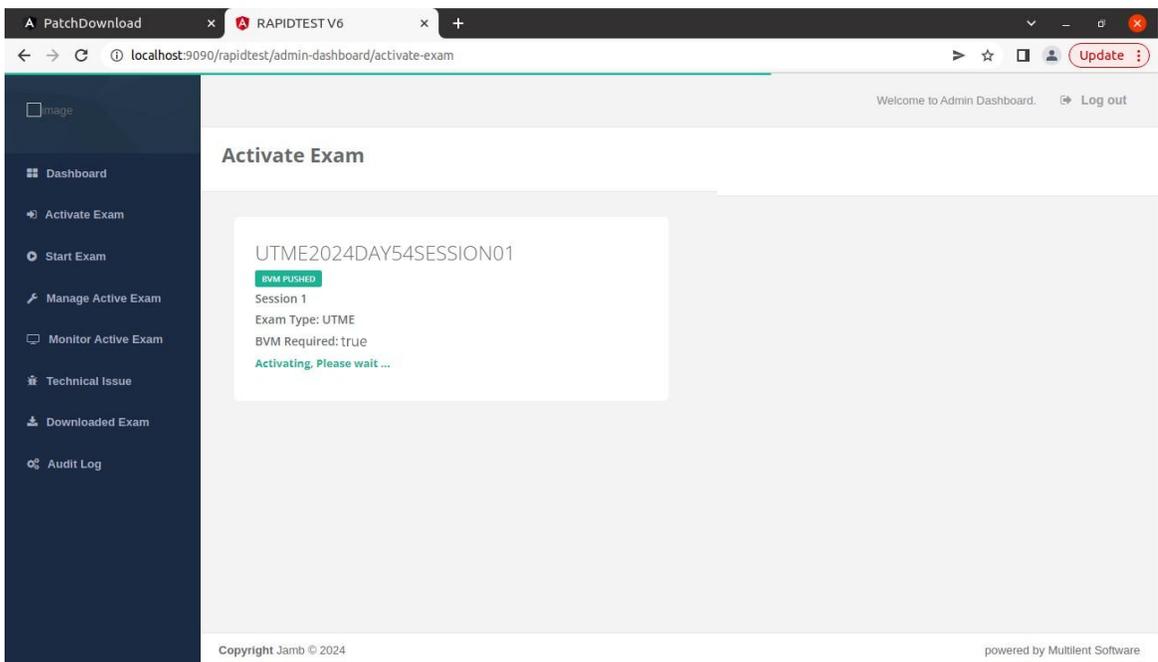
To conduct the examination, follow the steps listed below;

- i. Click on the Activate Exam link located on the left side of the page after admin login to localhost:9090

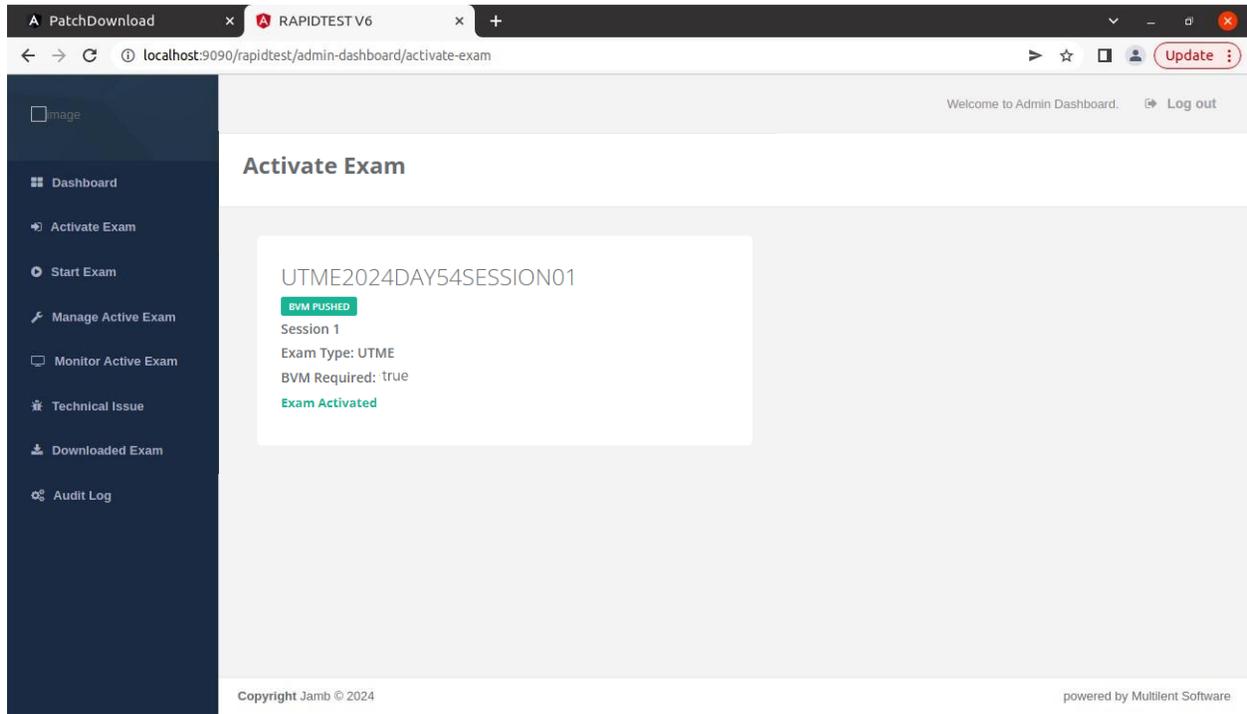


- ii. Click on the Activate button (The BVM must have been pushed.)

iii.

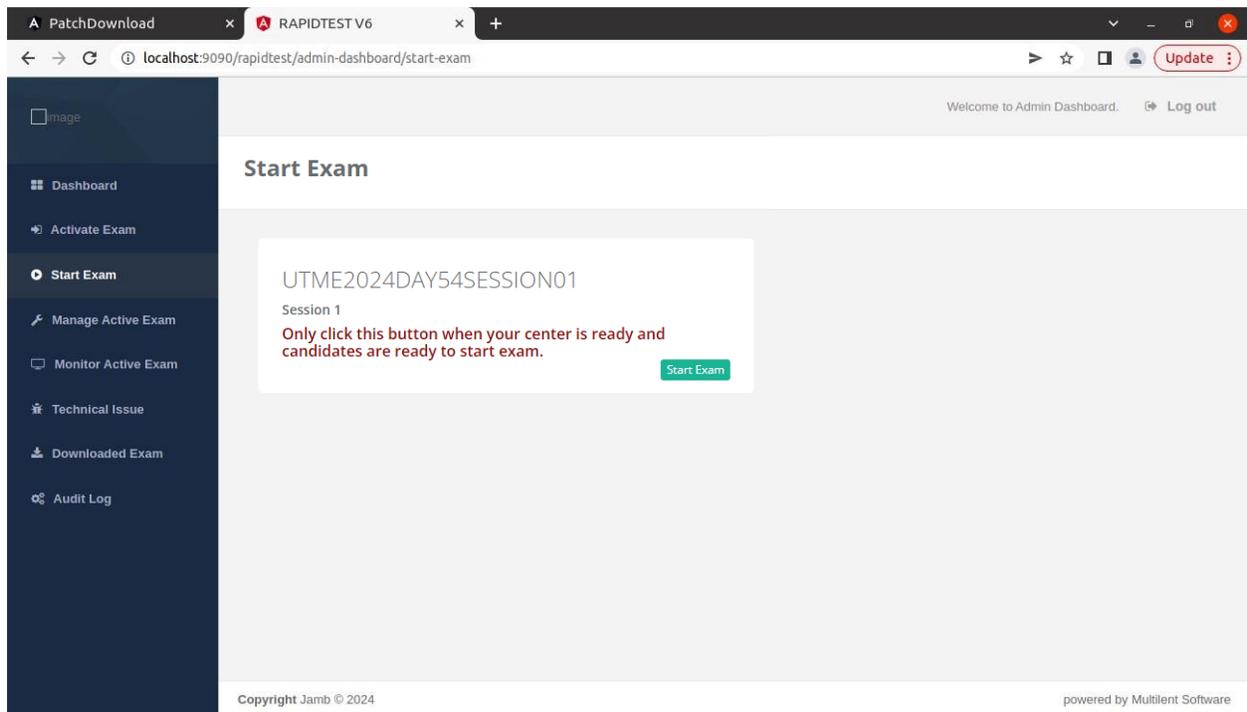


Wait for the activation process to finish and display “Exam Activated”, as shown in the image below;

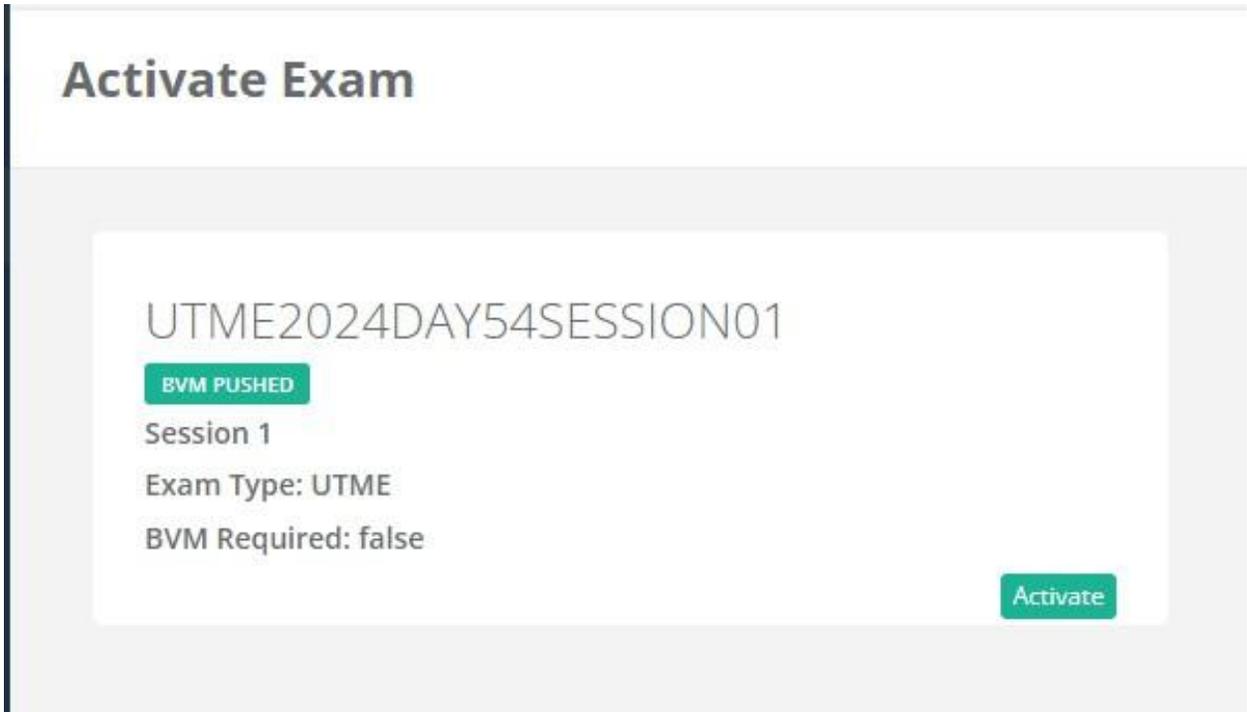


START EXAM

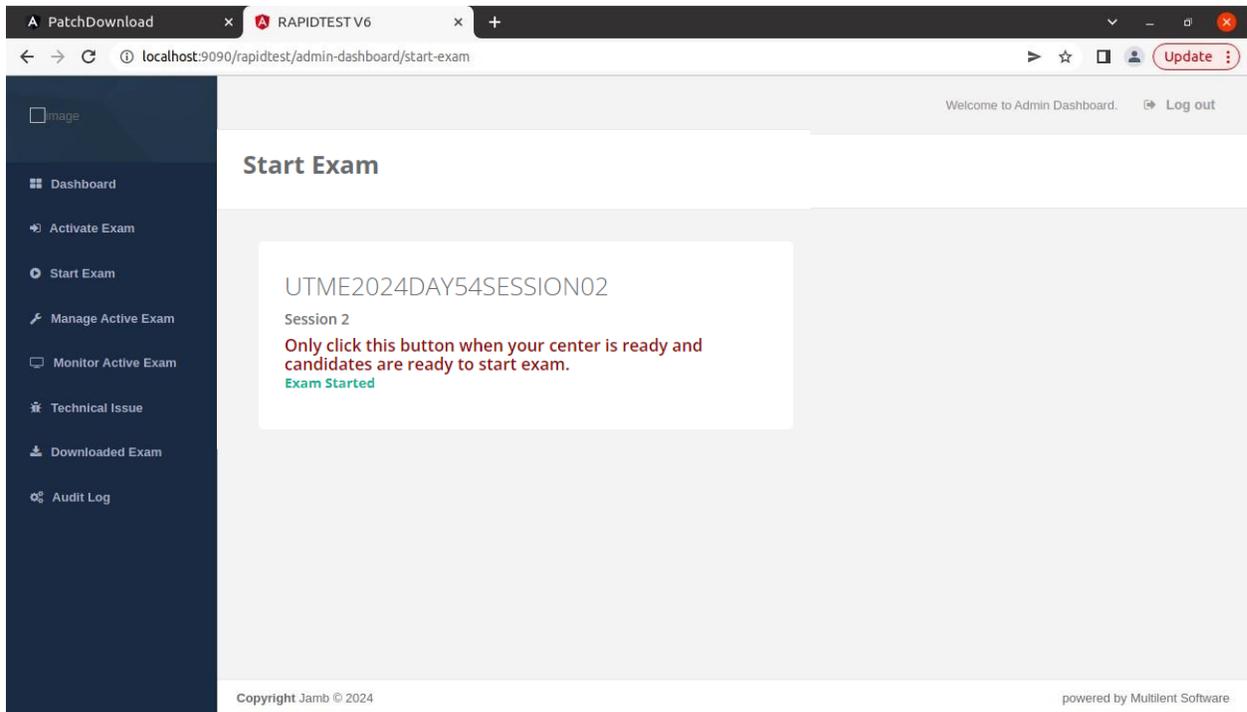
- i. After the exam has been activated click on the start exam link located at left side of the page
- ii. Click on the start exam button;



When you click on the start exam button a dialog box is displayed asking you to provide the start Exam Code, which will be given to you. As shown in the image below;

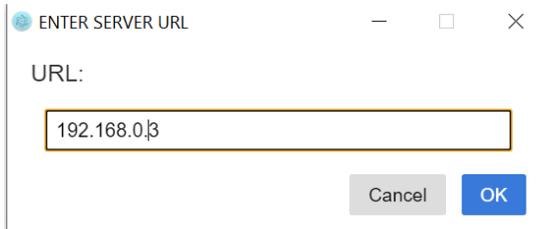


After entering the start exam code, click the yes button to start the exam as show below;



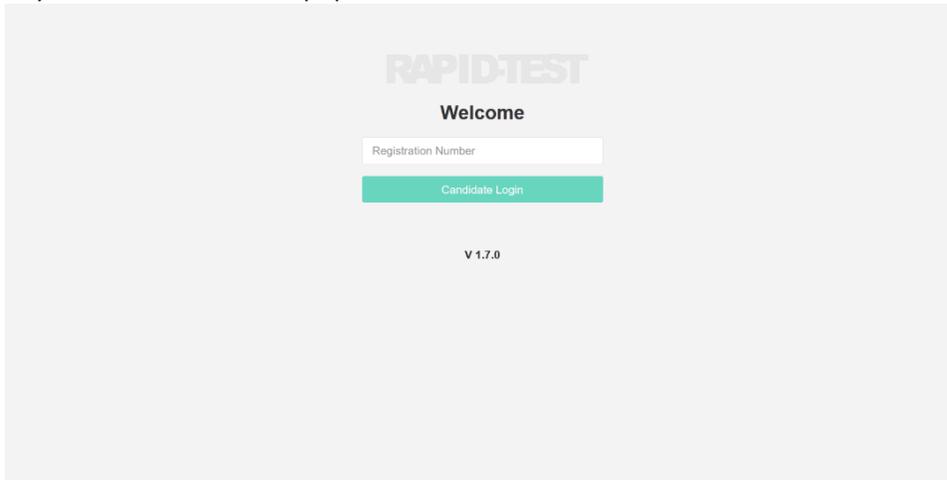
CANDIDATE EXAM

In order to be able to login, a candidate, populate the center client systems by launching the custom (Autobot browser) and enter into the URL address bar (**ServerIP**) and click “**OK**”



A screenshot of a dialog box titled "ENTER SERVER URL". The dialog box has a title bar with a close button (X) and a maximize button (square). Below the title bar, the text "URL:" is followed by a text input field containing the IP address "192.168.0.3". At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

the client systems screens will be populated with the candidate interface. As shown in the image below;



Candidate should do the following;

- i. enter their JAMB registration number correctly
- ii. Click the “**Candidate Login**” button.

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

UTME2024DAY01SESSION01/Session 1

Candidate Details

Cand050
202440072270BF
Exam Duration: 120 Minute(s)
USE OF ENGLISH
AGRICULTURE
ARABIC
ART

Exam Instructions

You are about to take the Unified Tertiary Matriculation Examination (UTME) which is an entrance examination conducted by the Joint Admissions and Matriculation Board (JAMB) for the purpose of selecting suitably qualified candidates in tertiary institutions in Nigeria.

Please read the instructions carefully before you start the examination and click the **Start Exam Button** at the end of instructions to begin your examination:

1. Make sure that the picture and the registration number on the left of the computer screen are yours. If they are not yours report to the supervisor.
2. The examination consists of 60 questions on the Use of English and 40 questions in each of your three (3) chosen subjects giving a total of 180 questions. Your three (3) chosen subjects as well as the compulsory Use of English are shown on the screen below your photograph.
3. The duration of the examination is 2 hours (120 minutes). You can attempt the questions in any order you wish. You are free to jump from one subject to another.
4. In order to start with the questions of any of the subjects, click on the subject from the list of subjects on the top left hand side of your screen. At any time, you can go to another subject by clicking on it from the list of subjects on top of the screen.
5. If you are not familiar with the use of the computer mouse, you can use the keyboard to answer all your questions and to move from one question to another. You only need to use the eight keys shown on the right side of your screen.
6. If you are familiar with the mouse, you can select answers to the questions by clicking on them, and you can move to any question by clicking the question number at the bottom of the page.
7. You are free to skip a question and come back to it later.
8. If you need a calculator, click on the calculator button on the top of the screen.
9. Answers are automatically saved when you click the Next (N) button, the Previous (P) button, the left arrow key, the right arrow key or you click on any question number at the bottom of the page.
10. You have to spend 1 hour attempting the examination before you are allowed to submit your exam. In order to submit, press key S twice or click on the End Exam button at the top right hand corner of the screen. Press R to refresh the questions in case you mistakenly pressed S once.
11. Once a candidate submits his/her exam, it is not possible to go back or undo the submission.
12. Do NOT use the browser refresh button to reload any question.
13. Click the **Start Exam Button** below to begin your examination

Keyboard Usage

- A Select Option A
- B Select Option B
- C Select Option C
- D Select Option D
- N --Next / Forward
- P --Previous / Back
- ↑ -- Move Up
- ↓ -- Move Down
- S ---Submit/End Exam
- Y --- Confirm Submit/End Exam

Candidate Instruction

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

1. The Candidate Details: This is located at the left corner of the page, displaying the candidate's basic information such as the passport, name, registration number, duration of the exam and the subject combinations
2. The Exam Instructions: At the center of the page is the exam instructions which the candidate is expected to go through carefully before starting the exam.
3. The Keyboard Usage: This is located at the right corner of the page, showing the candidate(s) the various keyboard symbols they can use.

Starting the Exam

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

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

Candidate Exam Page

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

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

The screenshot shows the Candidate Exam Page interface. At the top is a green navigation bar with four subject buttons: ART (highlighted in blue), AGRICULTURE, ARABIC, and USE OF ENGLISH. To the right of these buttons is a calculator icon and a timer showing 119:30. Below the navigation bar is the question area, which displays 'ART Question 1' and a multiple-choice question: 'Music, dance and drama are' with options (A) Literary art, (B) Performing art, (C) Applied art, and (D) Fin art. To the right of the question area is the 'Candidate Details' panel, which includes a QR code, a profile picture, and the following information: CAND050, 202440072270BF, Seat No: 50, ATTEMPTED 0 OF 40 ART, and Total Questions Attempted: 0 OF 180. At the bottom of the page is a navigation bar with a 'PREVIOUS' button, a row of 40 numbered buttons (1-40), and a 'NEXT' button. The 'ART' button is highlighted in blue, and the 'NEXT' button is highlighted in green.

The subjects are clickable and navigates the candidate to that subject's questions.

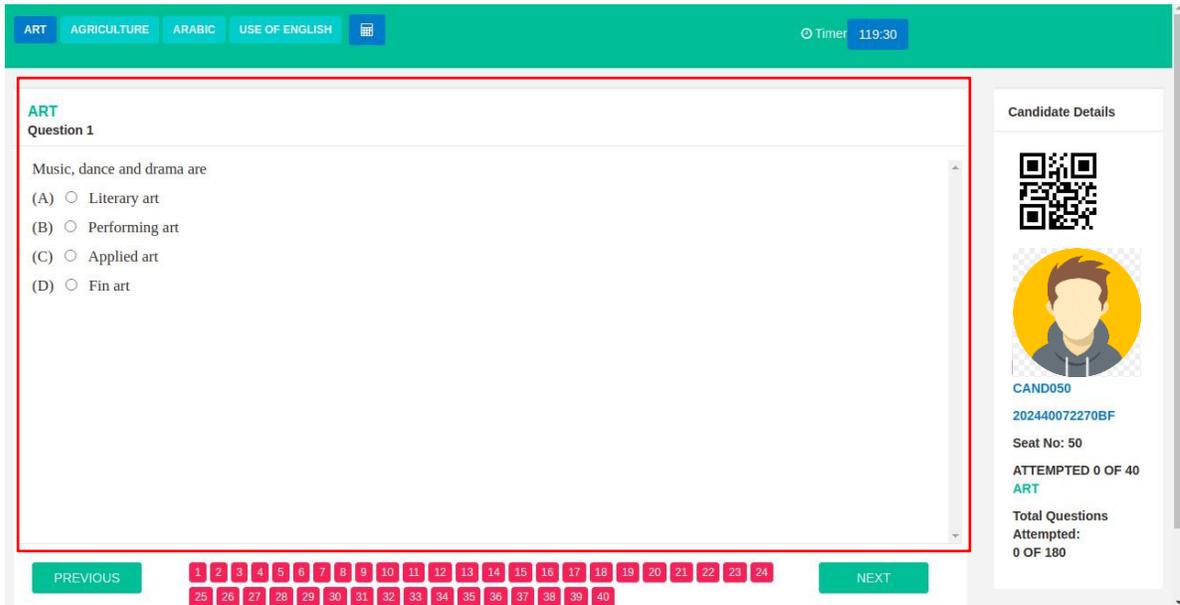
The current subject the candidate is answering will be colored blue on the nav bar.

The calculator is next after the four subject combinations of the candidate.

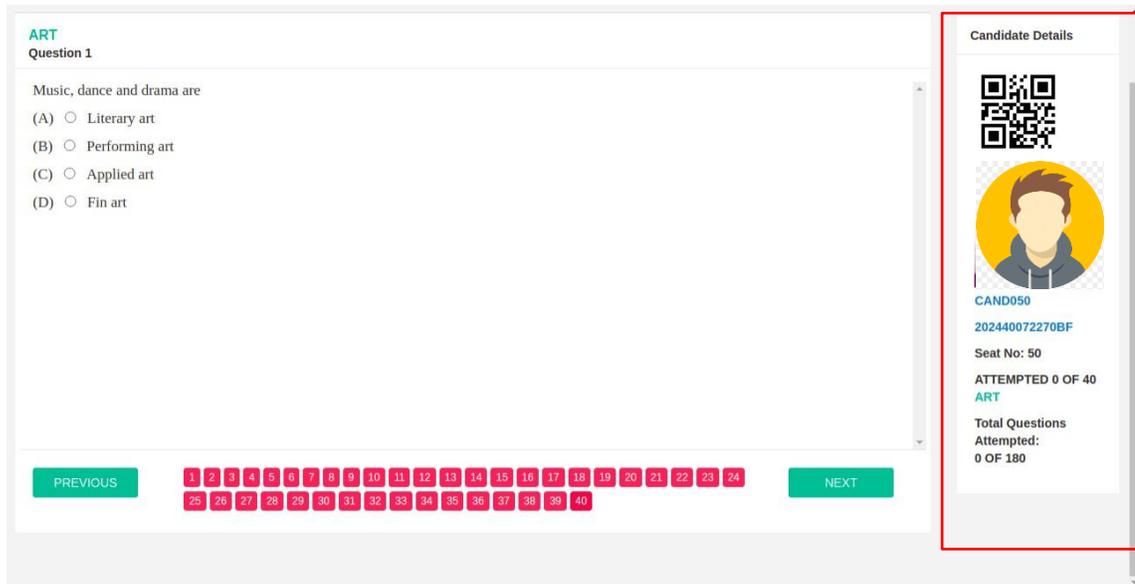
Towards the right is the timer (in minutes and seconds) which starts to counts down the moment the candidate clicks the start exam button.

The End Exam Button only displays when the candidate has spent at least 1 hour taking the examination

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



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



- d. The Question Navigation Bar: This section is at the bottom of the page that helps the candidate navigate through the questions. The next and previous buttons are used to navigate to the next and previous questions respectively. The question numbers colored green show that the

candidates have attempted them. The ones colored red show that they have not been attempted. The one colored blue is the current question the candidate is on.

ART
Question 1

Music, dance and drama are

(A) Literary art

(B) Performing art

(C) Applied art

(D) Fin art

PREVIOUS

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

25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

NEXT

Candidate Details

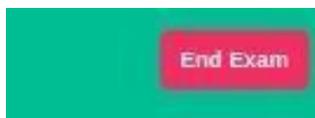
QR Code

Profile Picture

CAND050
202440072270BF
Seat No: 50
ATTEMPTED 0 OF 40
ART
Total Questions Attempted: 0 OF 180

Ending the Exam

To end the exam, the candidates are expected to click on the **End Exam** button shown in the figure below. The button remains hidden during the exam and becomes visible only when candidate has spent 1 hour taking the examination.

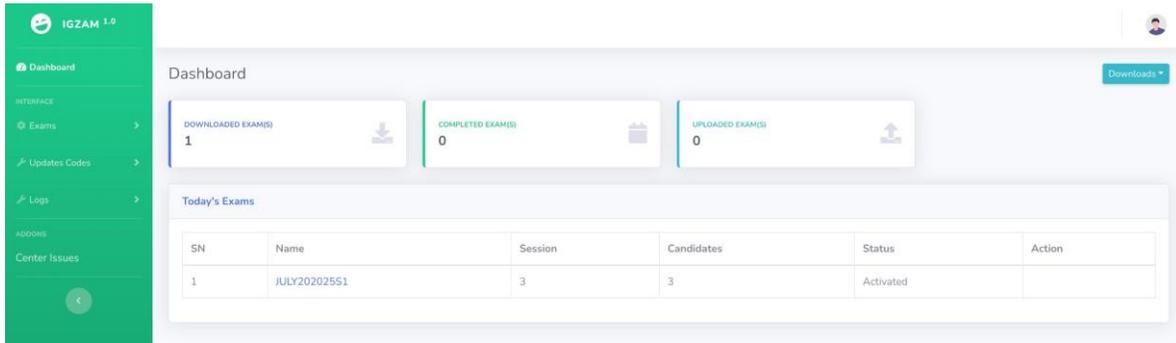


CHAPTER 11

EXAM ADMINISTRATION

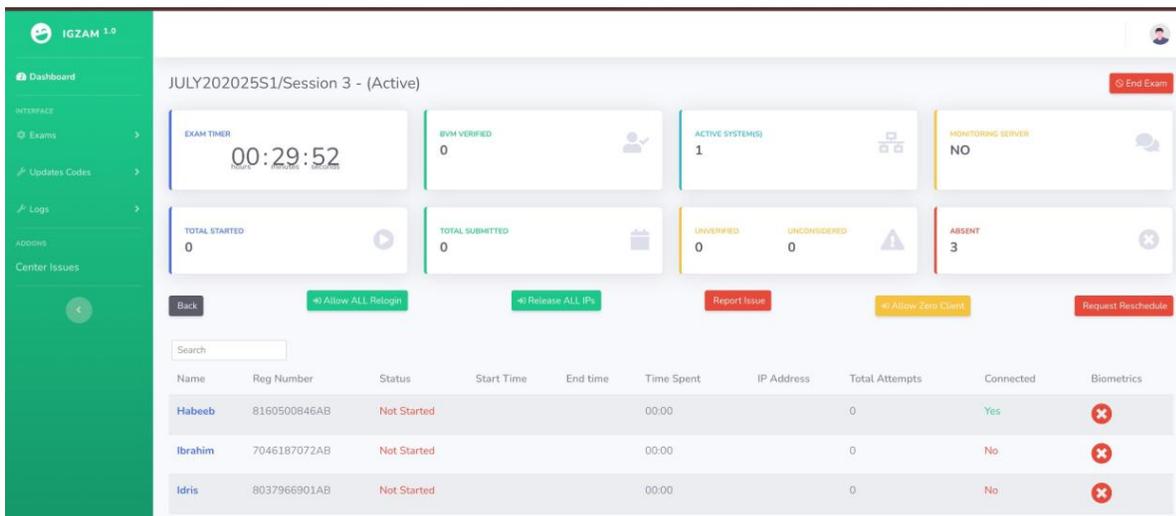
[LAG System]

MANAGE ACTIVE EXAM



The Dashboard displays a list of active exams in the Today's Exams table.

To manage an active exam, click on the exam with the status "Activated." This will redirect you to the Active Exam page, where various actions can be performed to monitor and manage the ongoing examination.



The **Active Exam** page provides real-time monitoring and management tools for an ongoing examination. It displays key performance indicators, candidate activity, and administrative controls required to effectively supervise the exam session.

Exam Information Header

At the top of the page, the system displays the **Exam Name and Session** (e.g., *JULY202025S1 / Session 3 – Active*), indicating the currently running examination.

Real-Time Monitoring Panels

The dashboard contains several summary panels that provide live updates:

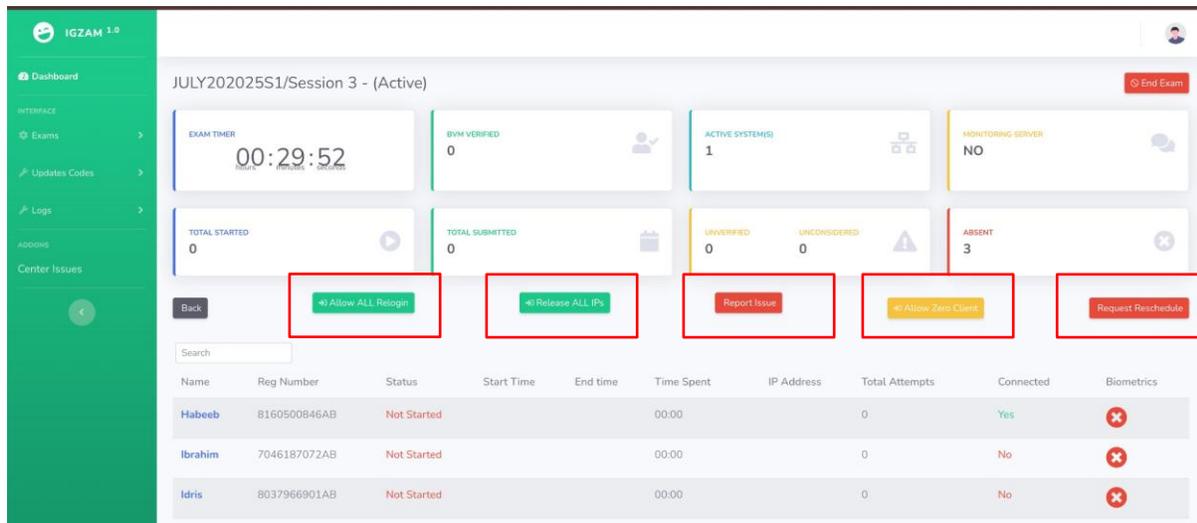
- a. **Exam Timer:** Displays the official countdown timer for the ongoing examination. This reflects the remaining time available to candidates.
- b. **BVM Verified:** Shows the total number of candidates who have successfully completed biometric verification (BVM) before starting the exam.
- c. **Active Systems:** Indicates the number of client systems currently connected to the examination server.
- d. **Monitoring Server:** Shows whether the examination session is actively being monitored by the monitoring service.

 YES – Monitoring service is active

 NO – Monitoring service is not active
- e. **Total Started:** Displays the total number of candidates who have successfully started the examination.
- f. **Total Submitted:** Displays the total number of candidates who have submitted their exam.
- g. **Absent:** Shows the number of candidates marked as absent for the session.

Available Administrative Actions

The Active Exam page provides several management options for handling issues during the exam:



The screenshot shows the IGZAM 1.0 Active Exam dashboard for session JULY202025S1/Session 3 - (Active). The dashboard includes several key metrics and administrative actions:

- EXAM TIMER:** 00:29:52
- EVN VERIFIED:** 0
- ACTIVE SYSTEMS:** 1
- MONITORING SERVER:** NO
- TOTAL STARTED:** 0
- TOTAL SUBMITTED:** 0
- UNVERIFIED:** 0
- UNCONSIDERED:** 0
- ABSENT:** 3

Administrative actions highlighted with red boxes include:

- Allow ALL ReLogin
- Release ALL IPs
- Report Issue
- Allow Zero Client
- Request Reschedule

A table below the dashboard shows candidate details:

| Name | Reg Number | Status | Start Time | End time | Time Spent | IP Address | Total Attempts | Connected | Biometrics |
|---------|--------------|-------------|------------|----------|------------|------------|----------------|-----------|------------|
| Habeeb | 8160500846AB | Not Started | | | 00:00 | | 0 | Yes | ✘ |
| Ibrahim | 7046187072AB | Not Started | | | 00:00 | | 0 | No | ✘ |
| Idris | 8037966901AB | Not Started | | | 00:00 | | 0 | No | ✘ |

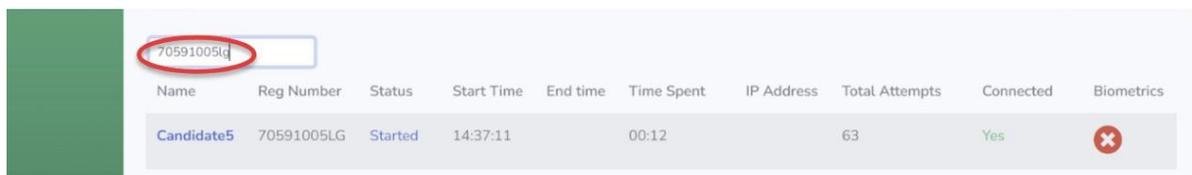
ALLOW RELOGIN

Allowing re-login is necessary when a candidate is unexpectedly logged out of the examination due to network failure, power interruption, system crash, or any other technical issue before completing the exam. A candidate who has been logged out cannot continue the examination unless re-login is enabled by the Technical Officer (TO).

To Allow Re-login for a Specific Candidate:

- Navigate to the Active Exam page.
- Look up the affected candidate by entering the candidate's registration number in the **Search** field.

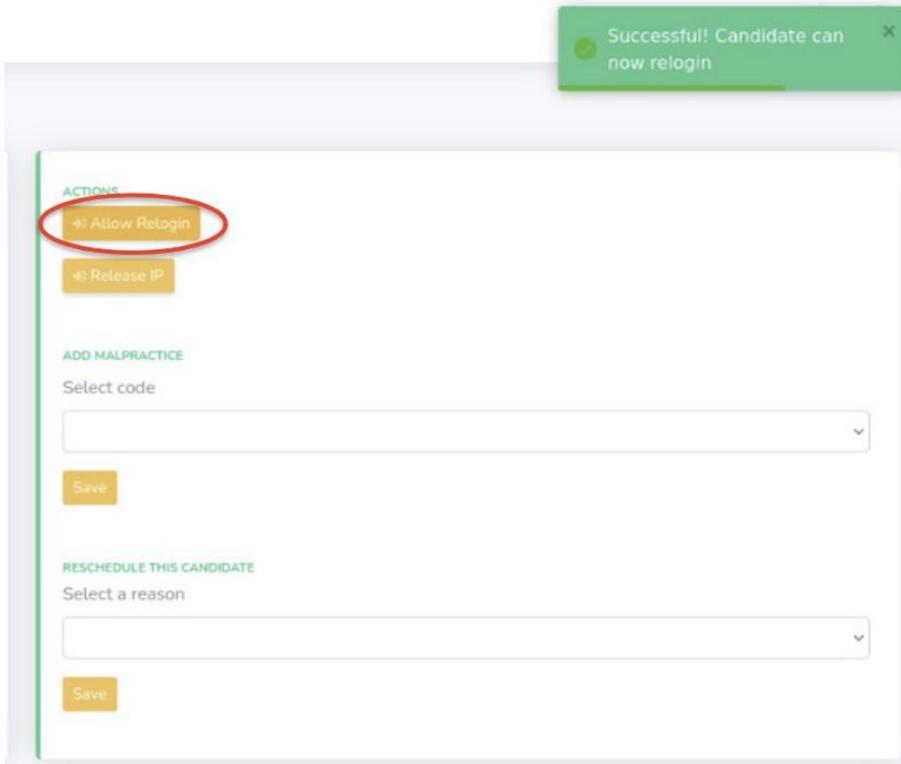
From the filtered results displayed in the table, click on the candidate's name (highlighted in blue) to open the candidate's details page



The screenshot shows a search results table with the registration number 70591005LG highlighted in a red circle. The table displays the following candidate details:

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

- Select the candidate.
- Click the Allow Re-login button.



- a. If required, release the candidate's IP address to enable reconnection.

Once re-login has been granted, the candidate can log in again and continue the examination from where it was interrupted.

To Allow Re-login for All Candidates:

If all candidates were affected (for example, due to a general network failure or server interruption), re-login can be granted to everyone at once by clicking the **"Allow All Relogin"** button on the Active Exam page. This action enables all affected candidates to log in again and resume their examinations.

RELEASE IP

Releasing an IP address allows a candidate to log in from a different computer system other than the one initially used. This may be necessary if the candidate's workstation develops a serious fault and the candidate needs to be moved to another system.

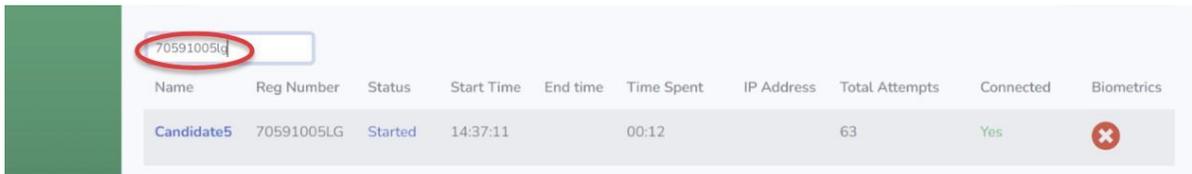
Even after Allow Re-login has been granted, the system will not permit the candidate to log in on a different computer until the IP address assigned to that candidate has been released.

To Release IP for a Single Candidate:

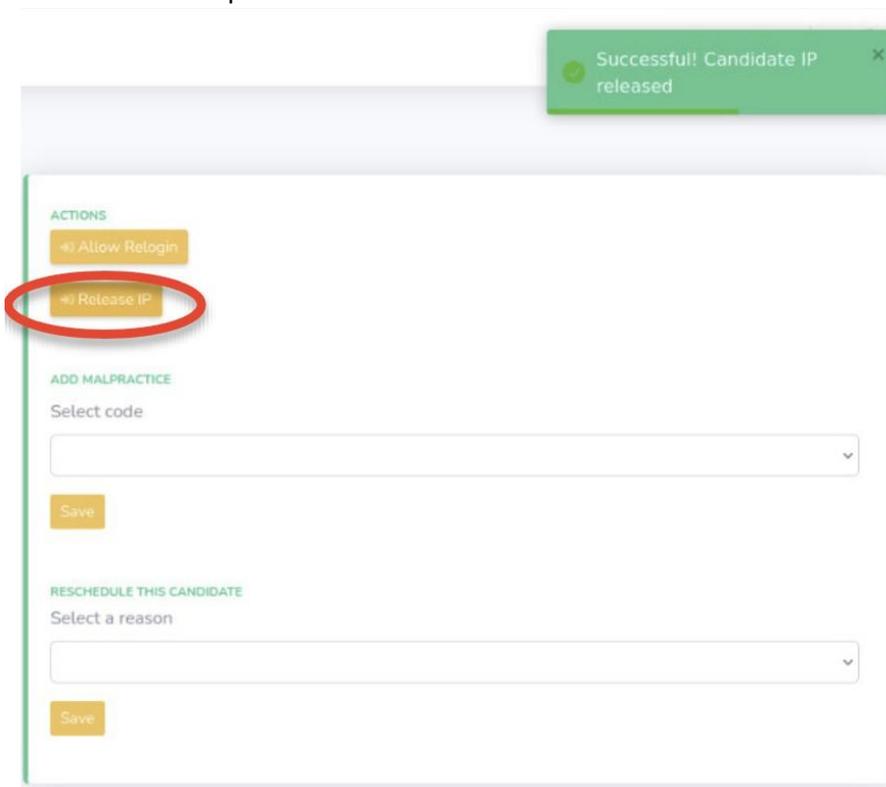
Releasing the IP address for an individual candidate follows the same lookup/selection process used when granting Allow Re-login:

- a. Navigate to the Active Exam page.
- b. Look up the affected candidate by entering the candidate's registration number in the **Search** field.

From the filtered results displayed in the table, click on the candidate's name (highlighted in blue) to open the candidate's details page.



- c. Use the available option to Release IP Address for that candidate.



Once released, the candidate can log in from a different workstation.

To Release IP for All Candidates:

If multiple candidates were affected (e.g., due to network or system-wide issues), click the "Release All IPs" button on the Active Exam page.

This action clears the IP restrictions for all candidates, allowing them to log in again from any available workstation

ALLOW ZERO CLIENT

For centers operating without a thin client system configuration (i.e., Zero Client setup), it is important to enable the Allow Zero Client option to ensure that the examination system functions properly without compatibility or performance issues.

Enabling this option configures the exam solution to operate correctly in environments where candidates are not using thin client machines.

To Enable Allow Zero Client:

- a. Navigate to the Active Exam page.
- b. Click the “Allow Zero Client” button.

RESCHEDULE A CANDIDATE

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

- a. Click on Reschedule this candidate and select an option from the drop-down

The screenshot displays a candidate management interface. On the left, the 'CANDIDATE INFO' section shows details for Salako Babatunde Olujimi, including Reg Number 202330007951BF, BVM Verified status (checked), IP Address, Total Attempts (0), Login Time (13:16:48), and Start/End Time fields. On the right, the 'ACTIONS' section contains buttons for 'Allow Rerogin' and 'Release IP'. Below this is the 'ADD MALPRACTICE' section with a 'Select code' dropdown and a 'Save' button. The 'RESCHEDULE THIS CANDIDATE' button is highlighted with a red box, and its dropdown menu is open, showing a 'Select a reason' prompt and a list of reasons: BVM, CENTER COMPUTERS, CENTER ELECTRIC POWER, CENTER NETWORK, EXAM SERVER, EXAM SOFTWARE, OTHERS, and TELECOMS NETWORK.

- b. Click Save

RESCHEDULE AN EXAM

The screenshot shows the IGZAM 1.0 dashboard for an active exam session (JULY202025S1/Session 3). The dashboard includes a sidebar with navigation options like Dashboard, Exams, Updates Codes, Logs, and Center Issues. The main content area displays various metrics: Exam Timer (00:29:39), Exam Verified (0), Active Systems (0), Monitoring Server (NO), Total Started (0), Total Submitted (0), Unverified (0), Unconsidered (0), and Absent (3). Below these metrics are several action buttons: Back, Allow ALL Retain, Release ALL IPs, Report Issue, Allow Zero Clients, and Request Reschedule. The 'Request Reschedule' button is highlighted with a red box. Below the buttons is a search bar and a table of exam participants.

| Name | Reg Number | Status | Start Time | End time | Time Spent | IP Address | Total Attempts | Connected | Biometrics |
|---------|--------------|-------------|------------|----------|------------|------------|----------------|-----------|------------|
| Habeeb | 8160500846AB | Not Started | | | 00:00 | | 0 | No | ✖ |
| Ibrahim | 7046187072AB | Not Started | | | 00:00 | | 0 | No | ✖ |
| Idris | 8037966901AB | Not Started | | | 00:00 | | 0 | No | ✖ |

If there are any significant or important reasons why an exam session needs to be rescheduled, simply click on the "**Request Reschedule**" button.

The 'RESCHEDULE SESSION' form contains the following text and fields:

Dear TO,

You are about to reschedule this session. Please be sure that you want to perform this action because the action cannot be reversed.

If you know what you are doing, select your reason for this action and click the **RESCHEDULE SESSION** button below to reschedule this session or **CANCEL** to abort this action.

Select category

CENTER NETWORK

Any case of malpractice?

YES

YES

NO

- choose a category for why the session is being rescheduled

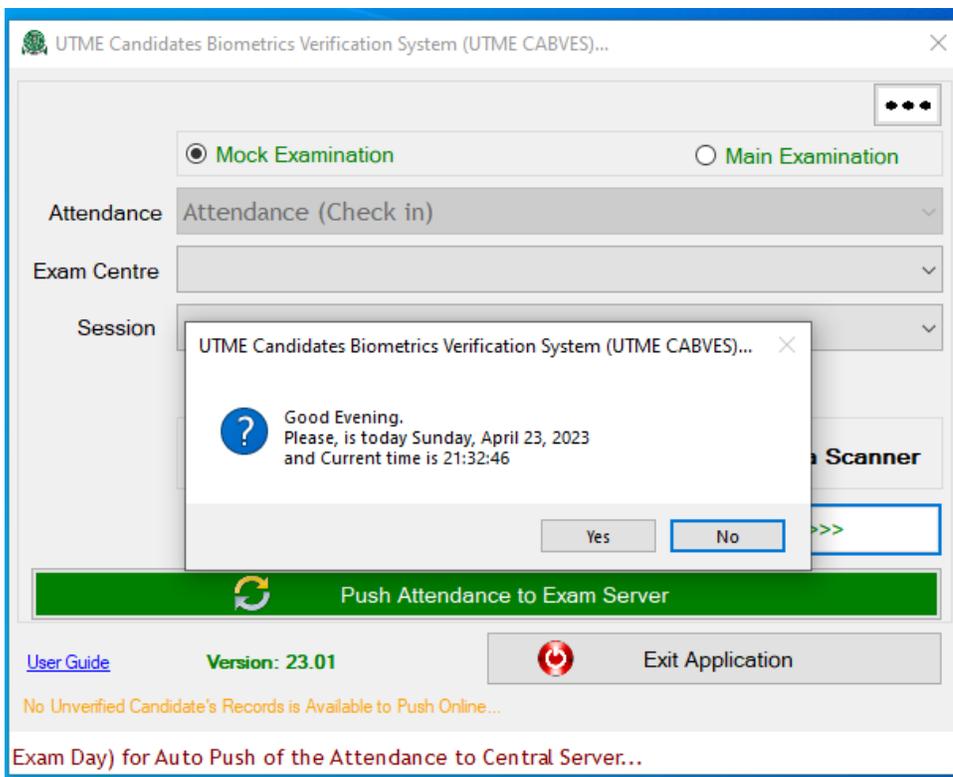
- b. select an option if there is any instance of exam malpractice.
- c. Click on Reschedule Session

Note: Reschedule exam has to be uploaded

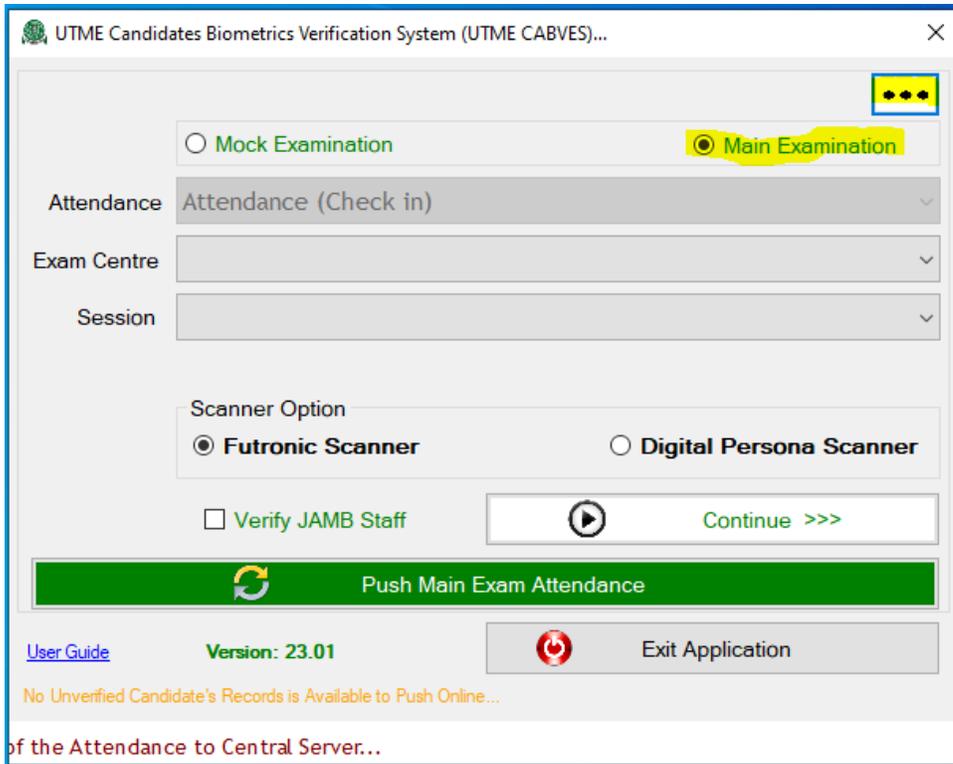
BVM

after successful rescheduling on the Exam Server, we will go ahead to download the rescheduled session on the BVM using the Download Session(s) Data

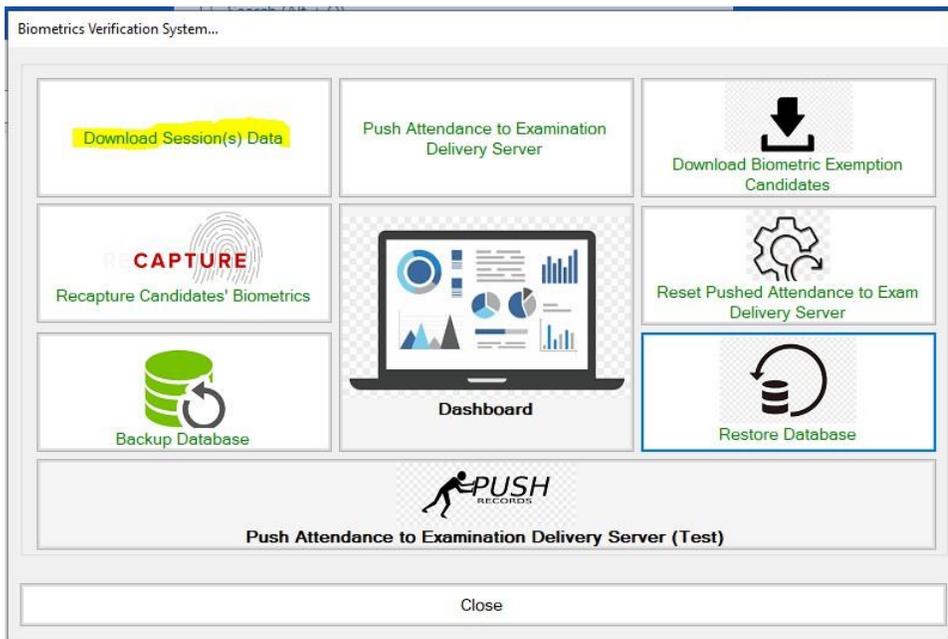
1. First, make sure the date and time on the BVM is correct, also connect your BVM to a good internet.
2. Launch the JAMB-UTME Verification application and select “Yes” on the prompt message.



3. Choose the “Main Examination or Mock Examination” on the top and also click on the three dot on the top right above the main examination.



4. After clicking the three dots, the next page will show you to “Download Session(s) Data” on the top left.



5. Next, Choose the “Examination” as main examination, “State” as your state, Choose the “Exam Town” you oversee and under “List of Sessions – 0 Session(s) Currently Selected” we can check the box for the sessions we want to download and click on “Download Selected Sessions(s)” below.

Download Sessions Data

Examination Centre

Pull All Towns in the State

Examination: Main Examination

State: FCT-Abuja

Exam Town: Main:Abuja li(Bwari/Dutse/Kubwa/Dei-Dei) (760)

Pull All JAMB Staff Data

List of Sessions - 0 Session(s) Currently Selected

- Main:C76001 - Tuesday, April 25, 2023 By 06:30AM
- Main:C76002 - Tuesday, April 25, 2023 By 09:00AM
- Main:C76003 - Tuesday, April 25, 2023 By 12:00PM
- Main:C76004 - Wednesday, April 26, 2023 By 06:30AM
- Main:C76005 - Wednesday, April 26, 2023 By 09:00AM
- Main:C76006 - Wednesday, April 26, 2023 By 12:00PM
- Main:C76007 - Thursday, April 27, 2023 By 06:30AM
- Main:C76008 - Thursday, April 27, 2023 By 09:00AM
- Main:C76009 - Thursday, April 27, 2023 By 12:00PM
- Main:C76010 - Friday, April 28, 2023 By 06:30AM
- Main:C76011 - Friday, April 28, 2023 By 09:00AM
- Main:C76012 - Friday, April 28, 2023 By 3:00PM
- Main:C76013 - Saturday, April 29, 2023 By 06:30AM

Check All Filter undownloaded Session(s) Only

Idle...

6. Finally, you will get a successful download prompt. Click “ok” and Relaunch the BVM software to check the downloaded session.

Download Sessions Data

Pull All Towns in the State

Examination: Main Examination

State: FCT-Abuja

Exam Town: Main:Abuja li(Bwari/Dutse/Kubwa/Dei-Dei) (760)

Pull All JAMB Staff Data

List of Sessions - 1 Session(s) Currently Selected

- Main:C76001 - Tuesday, April 25, 2023 By 06:30AM
- Main:C76002 - Tuesday, April 25, 2023 By 09:00AM
- Main:C76003 - T
- Main:C76004 - W
- Main:C76005 - W
- Main:C76006 - W
- Main:C76007 - T
- Main:C76008 - T
- Main:C76009 - T
- Main:C76010 - F
- Main:C76011 - Friday, April 28, 2023 By 09:00AM
- Main:C76012 - Friday, April 28, 2023 By 3:00PM
- Main:C76013 - Saturday, April 29, 2023 By 06:30AM

Check All Filter undownloaded Session(s) Only

 Download Selected Session(s)  Close

This Process was Completed. Successfully Downloaded 1 Sessions.

Download Sessions Data

 Data for 1 of 1 session(s) Downloaded Successfully

OK

Note: Make sure the BVM is connected to a good internet without interruption.

MALPRACTICE

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

- a. Look up the affected candidate by entering the candidate's registration number in the **Search** field.

From the filtered results displayed in the table, click on the candidate's name (highlighted in blue) to open the candidate's details page

The screenshot shows a candidate details page for Salako Babatunde Olujimi. The page is divided into two main sections: 'CANDIDATE INFO' and 'ACTIONS'. The 'CANDIDATE INFO' section contains a table with the following data:

| CANDIDATE INFO | |
|----------------|-------------------------------------|
| Name | Salako Babatunde Olujimi |
| Reg Number | 202330007951BF |
| BVM Verified | <input checked="" type="checkbox"/> |
| IP Address | |
| Total Attempts | 0 |
| Login Time | 13:16:48 |
| Logout Time | |
| Start Time | |
| End Time | |

The 'ACTIONS' section contains two buttons: 'Allow ReLogin' and 'Release IP'. Below these is a red-bordered button labeled 'ADD MALPRACTICE'. A dropdown menu is open below this button, showing a list of malpractice codes:

- NO E-REGISTRATION SLIP/EXAMINATION SLIP
- POSSESSION OF CALCULATOR OR SIMILAR ELECTRONIC DEVICES
- SPYING/COPYING UNAUTHORIZED MATERIAL
- IMPERSONATION
- SWAPPING OF EXAMINATION DETAILS/DOCUMENTS
- POSSESSION OF USE, CD, HARD DISK OR SIMILAR STORAGE DEVICE
- VIOLENT/UNRULY BEHAVIOUR TO EXAMINER
- LATENESS TO EXAMINATION HALL
- POSSESSION OF WRIST WATCH
- POSSESSION OF MOBILE PHONE OR SIMILAR ELECTRONIC DEVICE
- COLLUDING WITH OTHER CANDIDATES/EXAMINER/OTHER AGENTS
- LEAVING THE EXAMINATION HALL WITHOUT PERMISSION
- WIDE SPREAD/MAASS CHEATING

- b. Click on **Add Malpractice**
- c. Select **Malpractice Code** from the drop-down list
- d. **Click Save**

REPORT ISSUES

To report any issue that occurs during the examination, use the **Report Issues** feature on the **Active Exam** page.

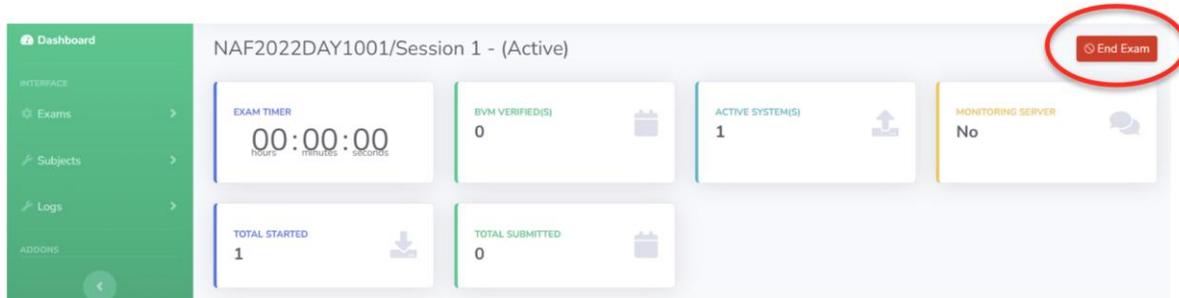
To Submit an Issue Report:

- a. Click the “**Report Issues**” button on the Active Exam page.
- b. A new modal window will open.
- c. **Select** the appropriate issue **category** from the predefined list.
- d. Enter a detailed description of the issue in the Details of Issue field. Be clear and specific, including relevant information such as candidate name, registration number, system number, and time of occurrence (if applicable).
- e. Click **Send** to submit the issue report.

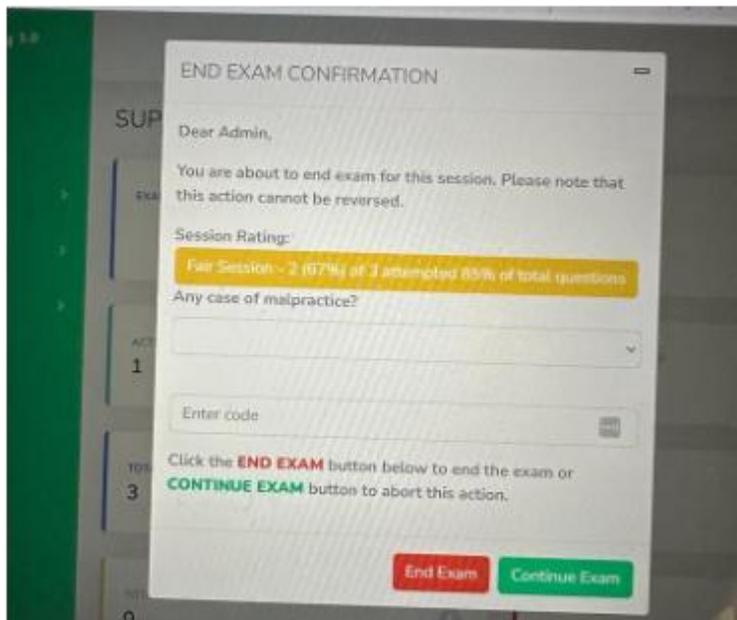
The screenshot shows a modal window titled "REPORT CENTER ISSUES" with a green header. The modal contains a "Select category" dropdown menu and a "Details of issue" text area. At the bottom right, there are two buttons: a green "Send" button and a grey "Cancel" button. The "Send" button is highlighted with a red rectangular box. In the background, parts of the "Active Exam" page are visible, including a "Report Issue" button and a "Release ALL IPs" button.

END EXAM

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



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



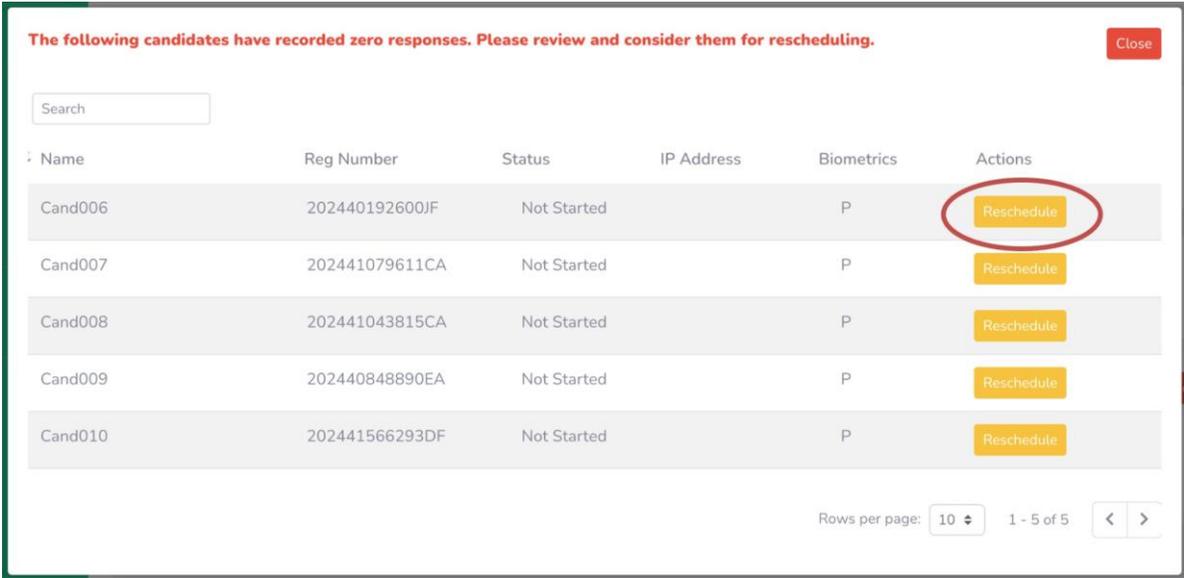
- c. You can see a 'Session Rating' alert box, these come in 3 colours with, 3 different meanings assigned to them as listed below;
 - i. GREEN colour is Good where 80% and above answered 85% and above number of questions.
 - ii. AMBER colour is fair Where 50% to 79% answered 85% and above number of questions
 - iii. RED colour is bad where below 50% answered the 85% and above number of question
- d. Click the **End Exam** button to complete the end exam action
- e. Click the **Continue Exam** button if you do not wish to end the exam

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

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

Rescheduling present but not started candidates

At the end of the exam, when the Technical Officer (TO) clicks the 'End Exam' button, a modal will appear if there are any candidates whose biometric attendance has been marked as present but who did not start the exam for any reason. The modal will provide instructions prompting the TO to reschedule the affected candidates, but only if the candidate meets the requirement(s) or is qualified to be rescheduled. It will also display a list of these candidates along with a button to initiate the rescheduling process, as shown in the image below. If the candidate does not meet the rescheduling requirements, the TO can close the modal and end the exam.



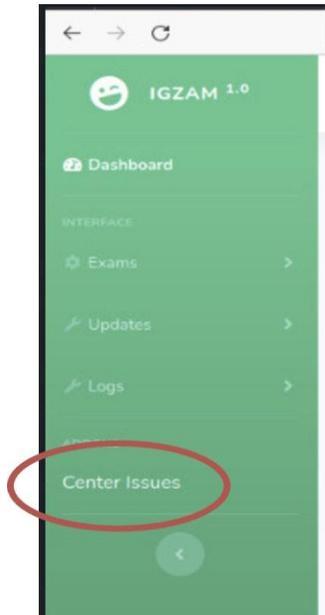
When the Technical Officer (TO) clicks the reschedule button for a candidate, another modal will appear with a dropdown list to select a rescheduling reason. The modal will also include a 'Save' button. Upon clicking 'Save,' the candidate will be successfully rescheduled.



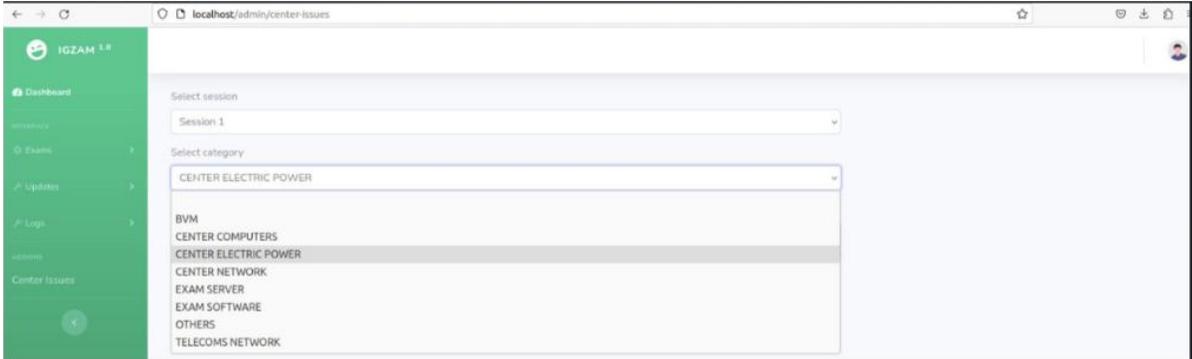
Once all affected candidates have been rescheduled and the modal is closed, the exam will officially end.

UPLOADS

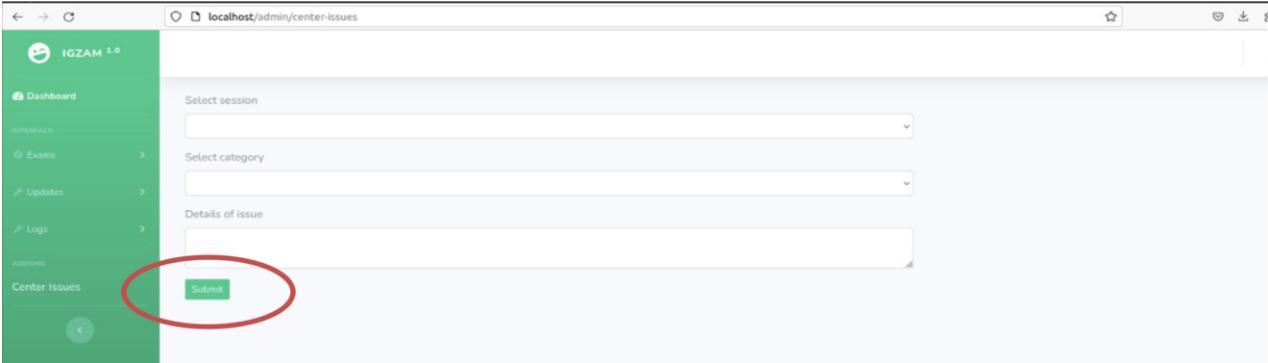
Uploading technical reports



In case you are experiencing any issues at your centre, you can communicate the issue using the Center Issue link



Click on the centre issues on the left menu bar



- Fill in the fields and select the category of issue you encountered.
- Give details of the issue
- Click on submit

UPLOADING AN EXAM

The screenshot shows the IGZAM 1.0 dashboard for a specific exam session. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Exams', 'Subjects', 'Logs', and 'ADDONS'. The main content area displays the exam title 'NAF2022DAY1001/Session 1 - (Taken)' and several key metrics: 'EXAM TIMER', 'EVM VERIFIED(S) 0', 'ACTIVE SYSTEM(S) 0', 'MONITORING SERVER No', 'TOTAL STARTED 2', and 'TOTAL SUBMITTED 2'. A yellow 'Upload Exam' button with a download icon is circled in red in the top right corner. Below the metrics is a 'Back' button and a search bar. At the bottom, there is a table with columns for Name, Reg Number, Status, Start Time, End time, Time Spent, IP Address, Total Attempts, Connected, and Biometrics. The table contains one row for 'Candidate5' with a status of 'Submitted' and a 'Connected' status of 'No'.

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

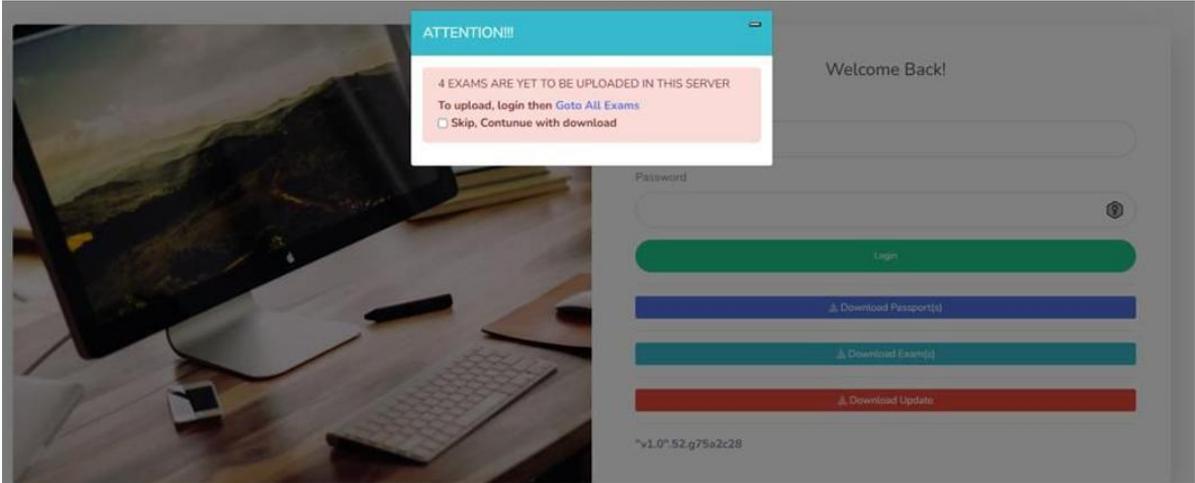
Ensure you are connected with the MiFi before clicking the upload button otherwise the exam will not be uploaded, and you will get a notification indicating that.

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

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

UPLOAD NOTIFICATION

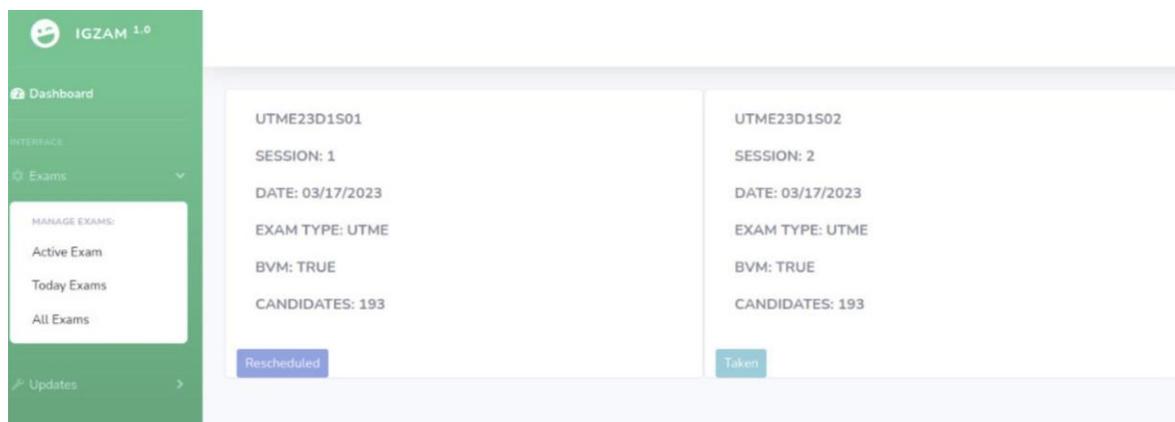
When downloading a new exam, if there are any previously unuploaded exams on the system, a pop-up notification will appear, alerting the Technical Officer (TO) to upload them. A sample image of this notification is shown below.



VIEWING DOWNLOADED EXAM

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

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



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

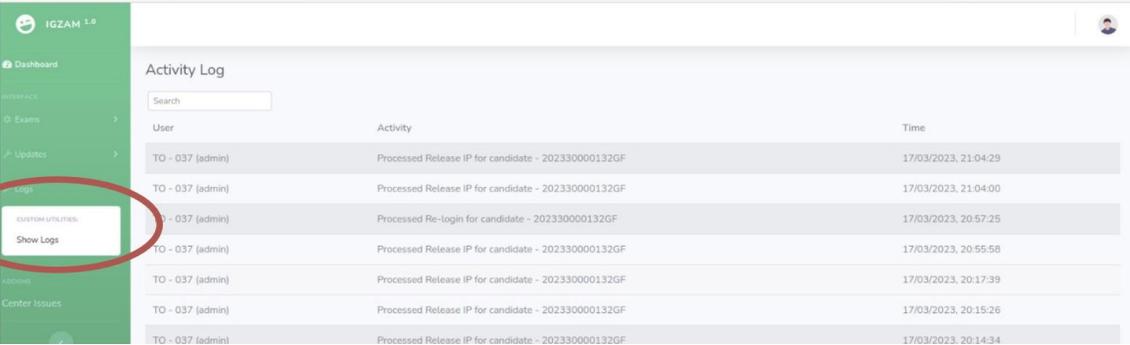
- I. **Exam Name** – This shows the name of the exam.
- II. **Session** – The exam session
- III. **Date** – This shows the date of the exam
- IV. **UTME EXAM TYPE** – This is a UTME exam type.
- V. **BVM Required** – This shows if the examination requires BVM or not.
- VI. **Number of candidates** – This shows a number of candidates for the exam.

VIEWING AUDIT LOGS

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

Click on Log on the side-menu

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



The screenshot shows the IGZAM 1.0 dashboard. The left sidebar contains a menu with items: Dashboard, Exams, Updates, Log (circled in red), Custom Utilities, and Show Logs. The main content area is titled 'Activity Log' and features a search bar and a table of activity logs.

| User | Activity | Time |
|------------------|---|----------------------|
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 21:04:29 |
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 21:04:00 |
| TO - 037 (admin) | Processed Re-login for candidate - 202330000132GF | 17/03/2023, 20:57:25 |
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 20:55:58 |
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 20:17:39 |
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 20:15:26 |
| TO - 037 (admin) | Processed Release IP for candidate - 202330000132GF | 17/03/2023, 20:14:34 |

NOTE:

No candidate or TO can start the exam after 1 hour of the scheduled time. In case of center issue, please report and reschedule the exam accordingly.

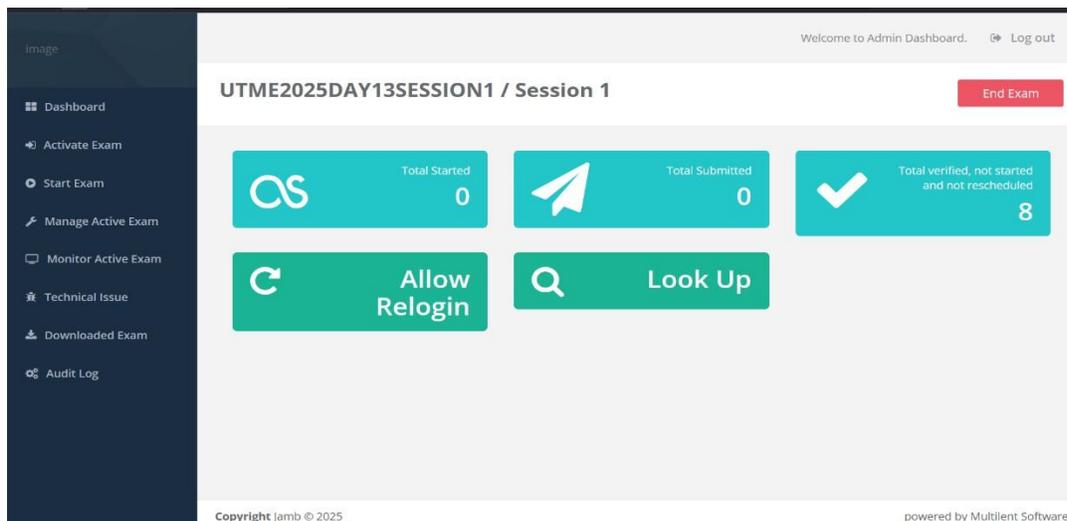
Daily password will be shared on the technical account profile.

[KAD System]

MANAGE ACTIVE EXAM

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

- a. Exam Name: Name of the ongoing exam
- b. Exam Session: Session of the ongoing exam
- c. Total Started: The number of candidates who have started the exam
- d. Total Submitted: The number of candidates who have submitted during the exam.
- e. Total verified, not started and not rescheduled: The total number of candidates who have been verified but have not yet started the exam or had their exam rescheduled by the admin.



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

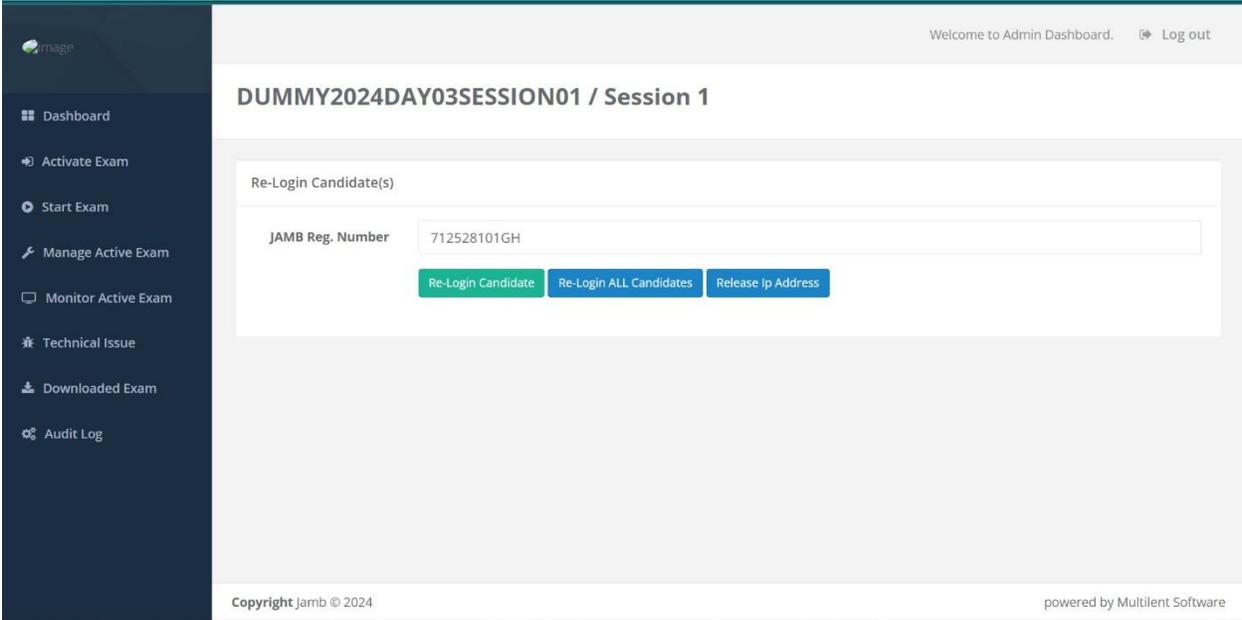
- a. Allow Re-login (for specific candidate(s) or all candidates and also release ip address)
- b. Look Up (view information about a candidate)
- c. End Exam (click only when exam has ended)

ALLOW RELOGIN

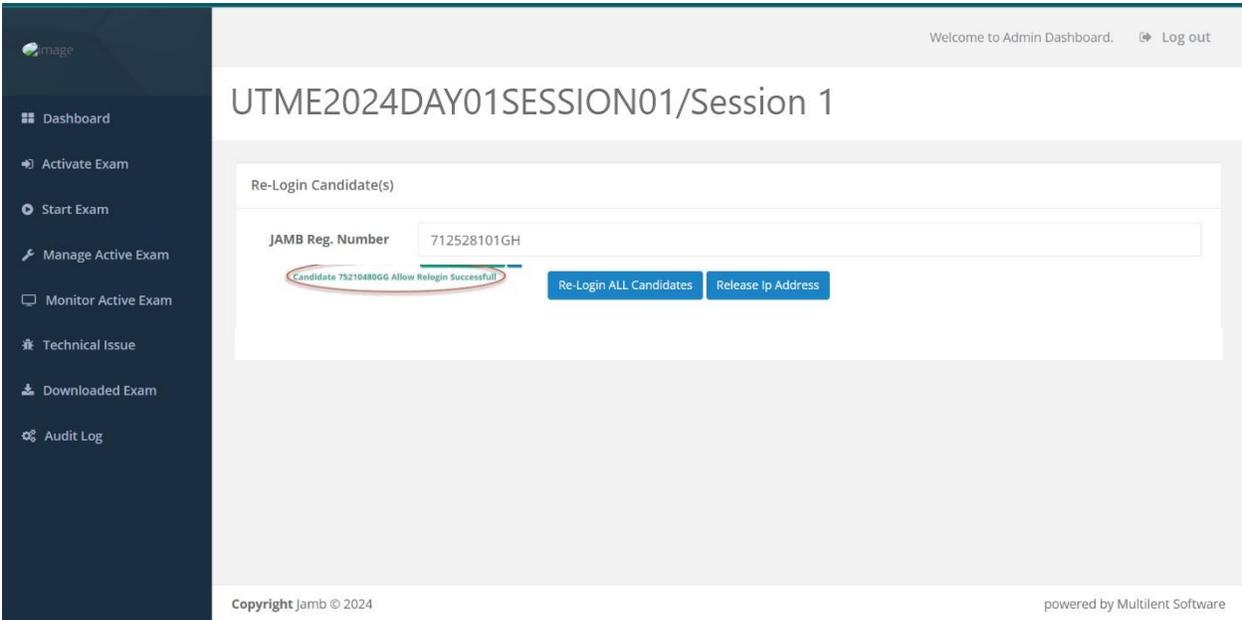
Allowing re-login for a candidate is required if a candidate is logged out because of a network problem or some other reasons before s/he completes his/her examination. The only way a

candidate can continue his/her examination is to re-log him/her from this page. To allow re-login for a candidate:

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



d. Click on *Re-Login Candidate*



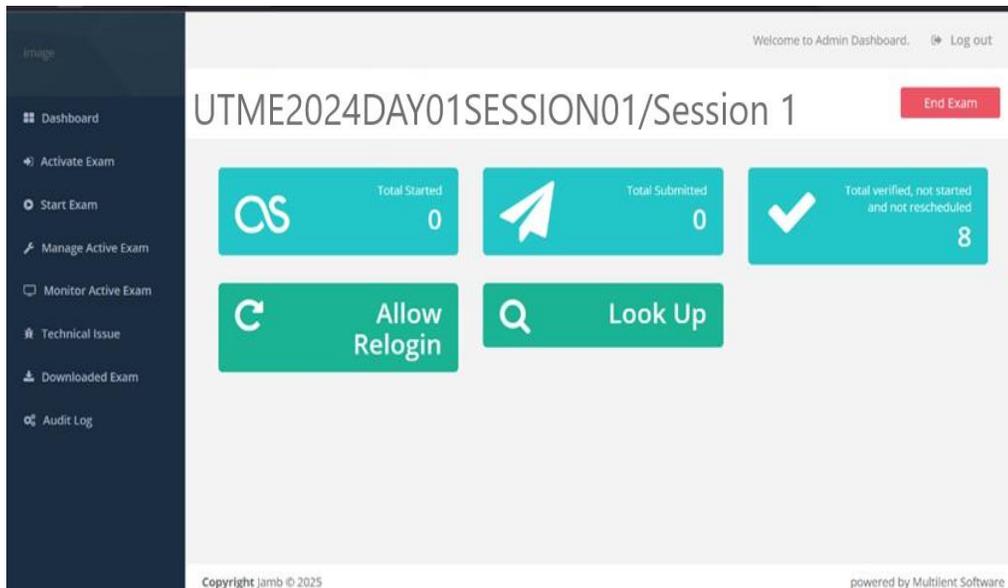
A successful candidate re-login will display a success message

Note: A Candidate must have started the exam before being allowed to re-login else an error message (“Candidate does not exist”) will be displayed.

LOOKUP

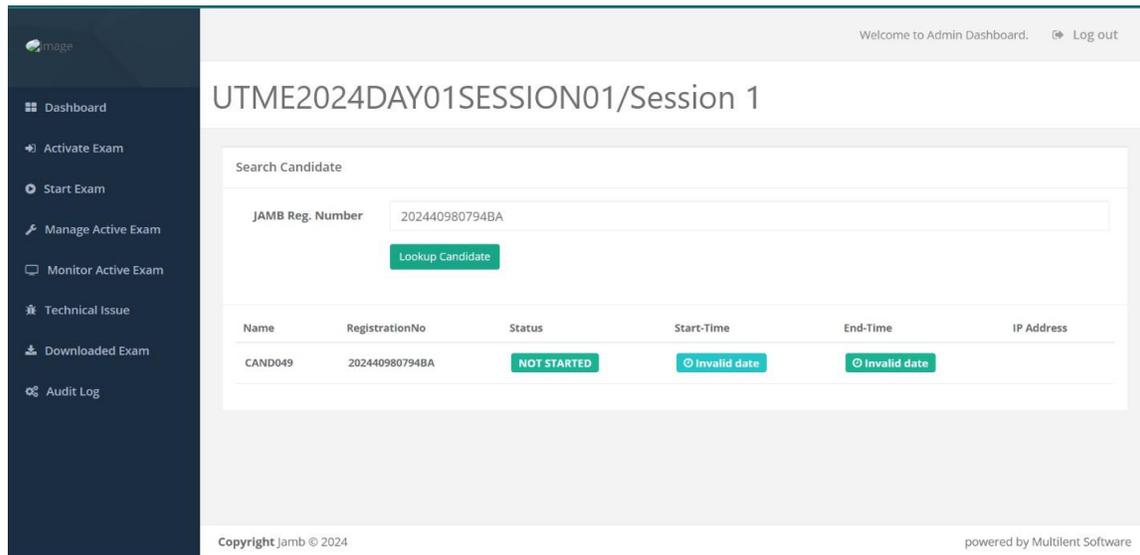
There may be the need to check the status and other details of a particular candidate. To look up a candidate:

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



- b. Click on ***Look Up***
- c. Type in the candidate's ***Registration Number*** in the field provided

d. Click “Lookup Candidate”



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

- i. Candidate’s Name
- ii. Candidate’s Registration Number
- iii. Candidate’s Status (not started, started, completed)
- iv. Candidate’s Start Time
- v. Candidate’s End Time
- vi. Candidate’s Computer IP Address

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

The screenshot displays the JAMB exam management interface. On the left is a dark sidebar with a menu containing: Dashboard, Activate Exam, Start Exam, Manage Active Exam, Monitor Active Exam, Technical Issue, Downloaded Exam, and Audit Log. The main content area is titled "UTME2024DAY01SESSION01/Session 1". At the top right, a red error alert box reads "Error Candidate Does Not Exist". Below the title is a "Search Candidate" section with a text input field for "JAMB Reg. Number" containing "7GH4649203" and a green "Lookup Candidate" button. Underneath is a table with columns: Name, RegistrationNo, Status, Start-Time, End-Time, and IP Address. The footer contains "Copyright Jamb © 2024" and "powered by Multitent Software".

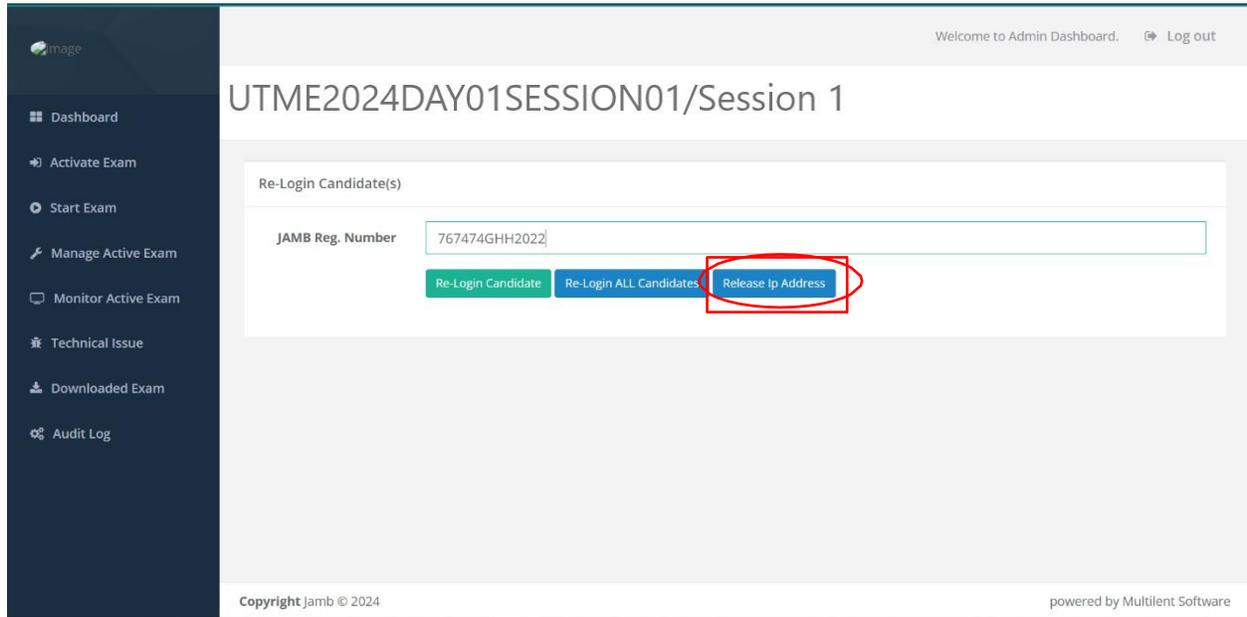
RELEASE IP

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

To Release an IP Address:

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

- c. Type in the candidate's **Registration Number** you want to release the IP address, in the field provided



The screenshot displays the Admin Dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Activate Exam, Start Exam, Manage Active Exam, Monitor Active Exam, Technical Issue, Downloaded Exam, and Audit Log. The main content area shows the session title 'UTME2024DAY01SESSION01/Session 1' and a 'Re-Login Candidate(s)' section. This section includes a text input field for 'JAMB Reg. Number' with the value '767474GHH2022'. Below the input field are three buttons: 'Re-Login Candidate' (green), 'Re-Login ALL Candidates' (blue), and 'Release Ip Address' (blue). The 'Release Ip Address' button is circled in red. The top right corner of the dashboard says 'Welcome to Admin Dashboard. Log out'. The footer contains 'Copyright jamb © 2024' and 'powered by Multitent Software'.

A successful IP Address release will display a success message

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

MONITOR ACTIVE EXAM

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

The monitor active exam page is divided into two sections which are the overview and the candidates list. As shown below;

The screenshot shows the 'Monitor Active Exam' dashboard. At the top, it displays the exam name 'UTME2024DAY01SESSION01/Session 1'. Below this, there are eight summary cards: Exam Timer (282:47), BVM Registered (50), Active Systems (0), Monitoring Server (NO), Total Started (0), Total Submitted (0), Total Reschedules (1), and Total Malpractices (1). A sidebar on the left contains navigation options like Dashboard, Activate Exam, Start Exam, Manage Active Exam, Monitor Active Exam, Technical Issue, and Downloaded Exam. Below the summary cards, there is a table titled 'All Candidates assigned to this Exam (250)' with columns for S/N, Name, Regnumber, Status, Start Time, End Time, Current Time, Ip-Address, Candidate Systems, Responses Count, Connected, BVM Verified, BVM Status, and Actions. The table lists six candidates, all with a status of 'Not Started'.

| S/N | Name | Regnumber | Status | Start Time | End Time | Current Time | Ip-Address | Candidate Systems | Responses Count | Connected | BVM Verified | BVM Status | Actions |
|-----|------------------------------------|----------------|-------------|------------|----------|--------------|------------|-------------------|-----------------|-----------|--------------|------------|---------------------------|
| 1 | Nwergu Nwialozie Princess Chiamaka | 202211480704EA | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |
| 2 | Nhaji Amrozchi Chimdindu | 202211530844EF | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |
| 3 | Uche Mary Uchechi | 202301445663CF | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |
| 4 | Ndubuisi-Kaku Given Chukwadi | 2022114075259F | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |
| 5 | Onale Chibaram Akwugo | 20230213888DF | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |
| 6 | Uchandu Victor Chidudu | 202211498105FF | Not Started | | | | | | 0 | False | True | P | Reschedule Malpractice |

- Exam Name: Name of the ongoing exam
- Exam Session: Session of the ongoing exam
- Exam Timer: Lets you know how far into the exam you are in minutes and seconds
- BVM Registered: The number of candidates who have been verified
- Active Systems: The number of computer systems currently active
- Monitoring Server: Shows whether or not your Exam Delivery Server is connected to the Monitoring Server at headquarters.
- Total Started: The number of candidates who have started the exam
- Total Submitted: The number of candidates who have submitted during the exam
- Total Reschedules: The number of candidates who has been rescheduled
- Total Malpractices: The number of candidates that has been reported for malpractice.

- k. All Candidates Assigned to The Exam: A table (sortable) showing the list of all candidates who have been scheduled to take part in the ongoing exam with their respective details:
 - i. Name (searchable)
 - ii. Registration Number (searchable)
 - iii. Status (not started, started, completed)
 - iv. Start Time
 - v. End Time
 - vi. Current Time
 - vii. Computer IP Address
 - viii. Responses Count
 - ix. Connection to the Server
 - x. BVM Verification
 - xi. BVM status: This are represented as alphabets A for Absent, P for Present, U for Unverified and C for Unconsidered.
 - xii. Actions: There are two actions which can be carried on a candidate, which are
 - i. Selected rescheduling of candidates
 - ii. Reporting a candidate or group of candidates for malpractice

RESCHEDULING

There are two types of reschedule, which includes;

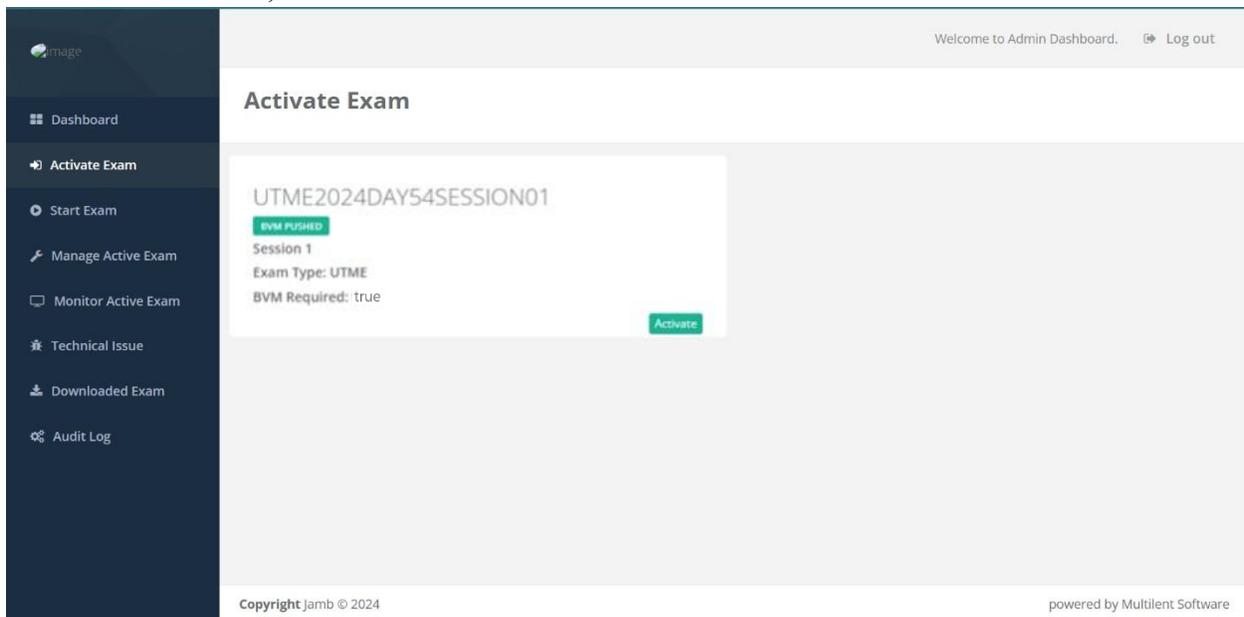
- a. Forced Reschedule (exam not running)
- b. Selected Reschedule (during exam)

Forced Reschedule

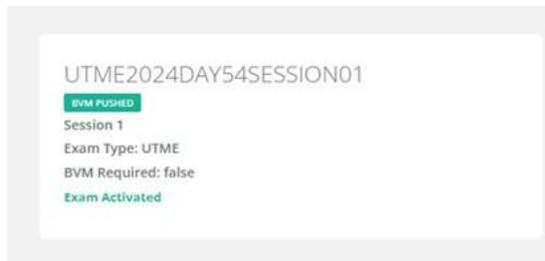
This type of reschedule can only be done when the exam has not been started and you are trying to start the exam 90 minutes after the scheduled start time for the exam.

How to forcefully reschedule an Exam

- i. Click on the activate exam link, and you will be directed to the activate exam page as shown below;

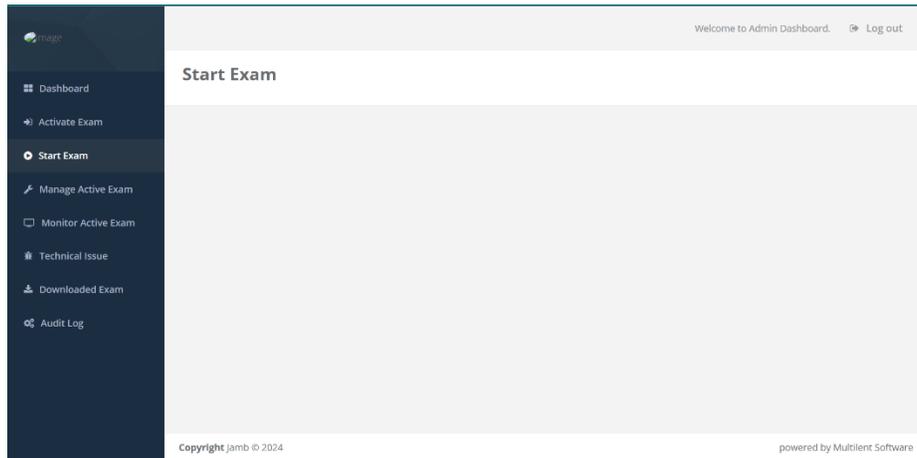


- ii. Click on activate exam and wait for it to display “Exam Activated”

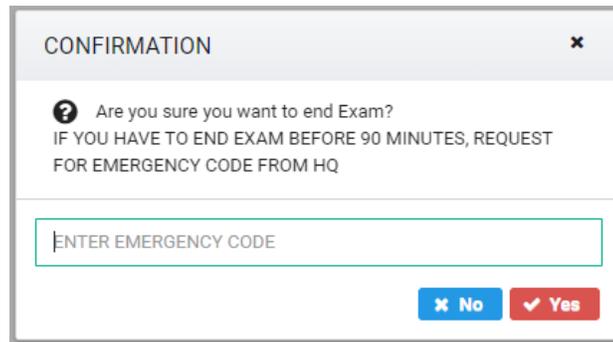


- iii. Click on the start exam link, you will be directed to the start exam page as shown

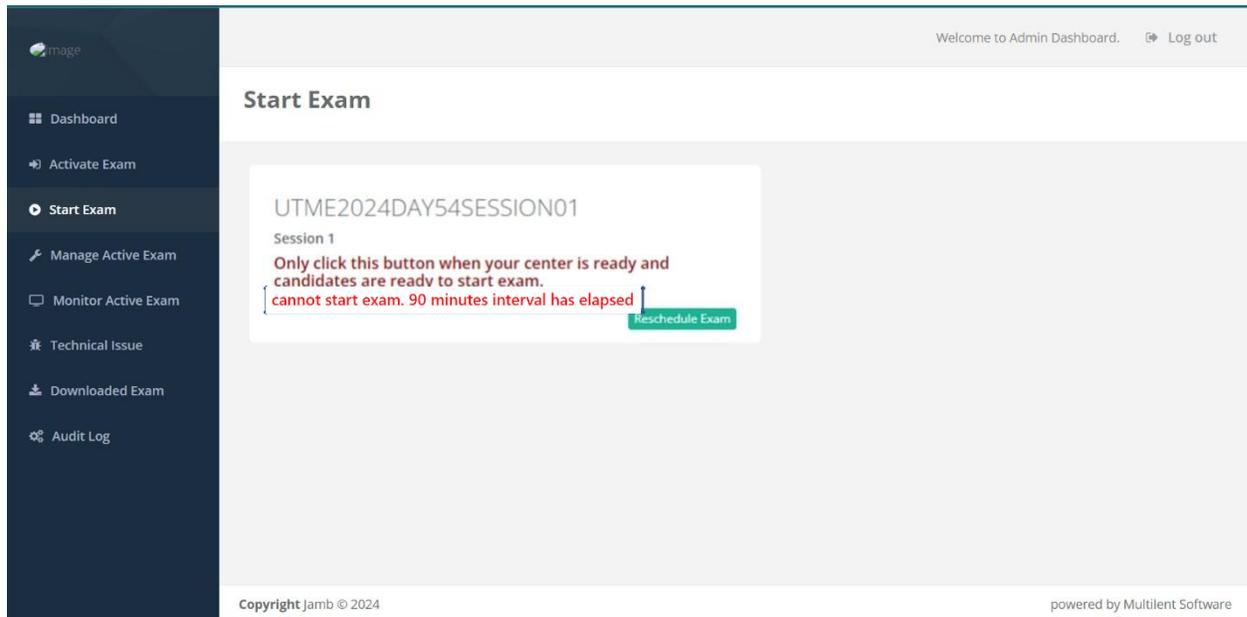
below;



iv. Click the start exam button.

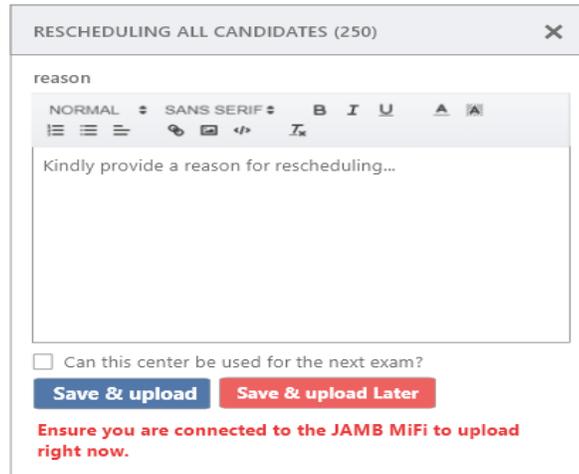


v. Enter the start exam code and click “YES”



NOTE: If the start exam time has exceeded 90 minutes you will see an error message telling you that 90 minutes interval has elapsed and a “Reschedule Exam button” will be provided as shown above;

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



RESCHEDULING ALL CANDIDATES (250)

reason

NORMAL SANS SERIF B I U A

Kindly provide a reason for rescheduling...

Can this center be used for the next exam?

Save & upload Save & upload Later

Ensure you are connected to the JAMB MiFi to upload right now.

When the reason has been provided you click on save & upload to save the reschedule and upload it to HQ or you save it and upload it later through the downloaded exams page. A success notification pops up displaying “Forced Reschedule Completed”;

SELECTED RESCHEDULE

This reschedule can only be possible when an exam is currently running. Follow the steps listed below to perform a selected reschedule;

- a. Click on the reschedule button on the candidate row you want to reschedule
- b. Fill in the reason for the reschedule and click the save button to add the selected candidate to the list of candidates that should be considered for reschedule.

cannot start exam. 90 minutes interval has elapsed

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

✕
REASON FOR RESCHEDULE

reason

NORMAL SANS SERIF B I U A [icon]

[icon] [icon] [icon] [icon] [icon] [icon]

Kindly provide a reason for rescheduling...

Can this center be used for the next exam?

Save

RESCHEDULING ALL CANDIDATES

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

- Dashboard
- Activate Exam
- Start Exam
- Manage Active Exam
- Monitor Active Exam
- Technical Issue
- Downloaded Exam
- Audit Log

Welcome

✓ Success
Selected Reschedule Completed

UTME2024DAY01SESSION01/Session 1

🕒 Exam Timer
286 : 22

👍 BVM Registered
50

★ Active Systems
0

🖥️ Monitoring Server
NO

∞ Total Started
0

✈️ Total Submitted
0

🔄 Total Reschedules
50

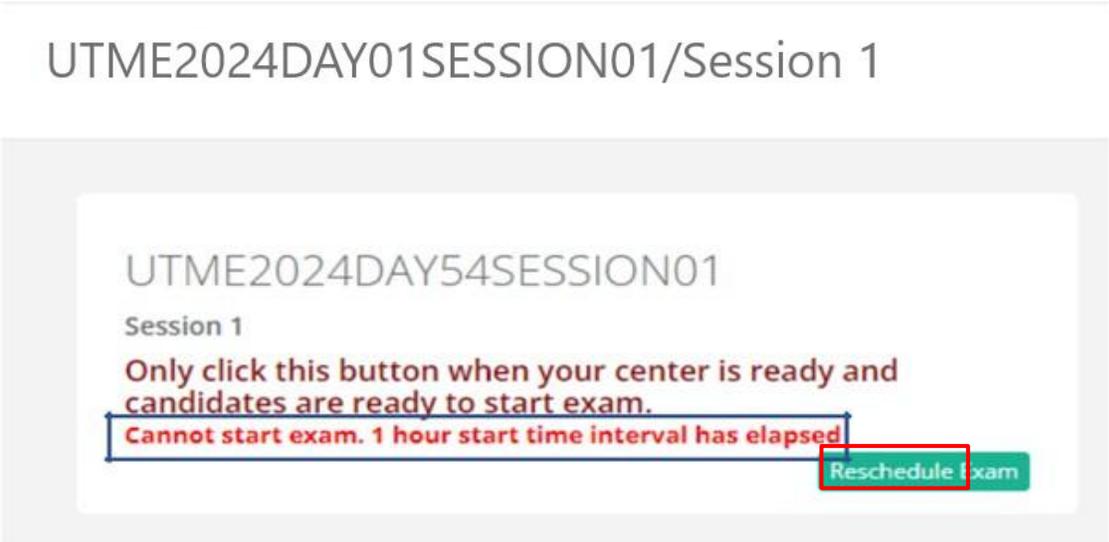
⚠️ Total Malpractices
1

All Candidates assigned to this Exam (50) select all

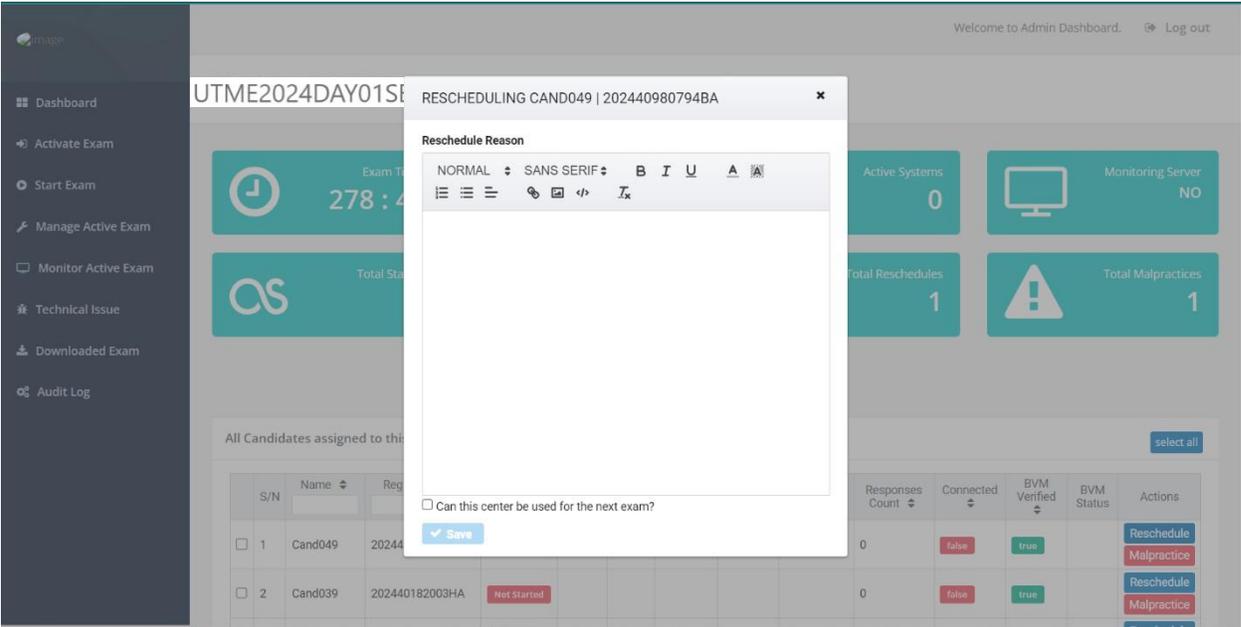
| S/N | Name | RegNumber | Status | Start-Time | End-Time | Current-Time | Ip-Address | Candidate Systems | Responses Count | Connected | BVM Verified | BVM Status | Actions |
|--------------------------|---------|----------------|-------------|------------|----------|--------------|------------|-------------------|-----------------|-----------|--------------|------------|---|
| <input type="checkbox"/> | Cand049 | 202440980794BA | Not Started | | | | | | 0 | false | true | | Reschedule Malpractice |
| <input type="checkbox"/> | Cand039 | 202440182003HA | Not Started | | | | | | 0 | false | true | | Reschedule Malpractice |

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

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

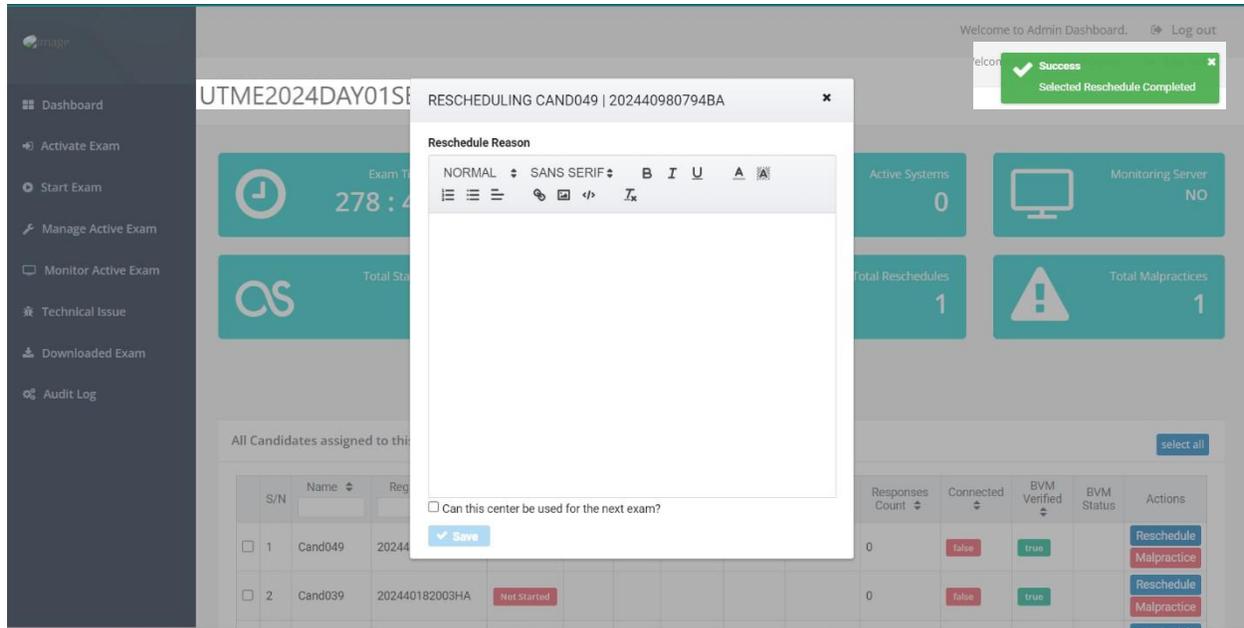


c) Click on the “reschedule all candidates” from the dropdown actions as shown in the image above;



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

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



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

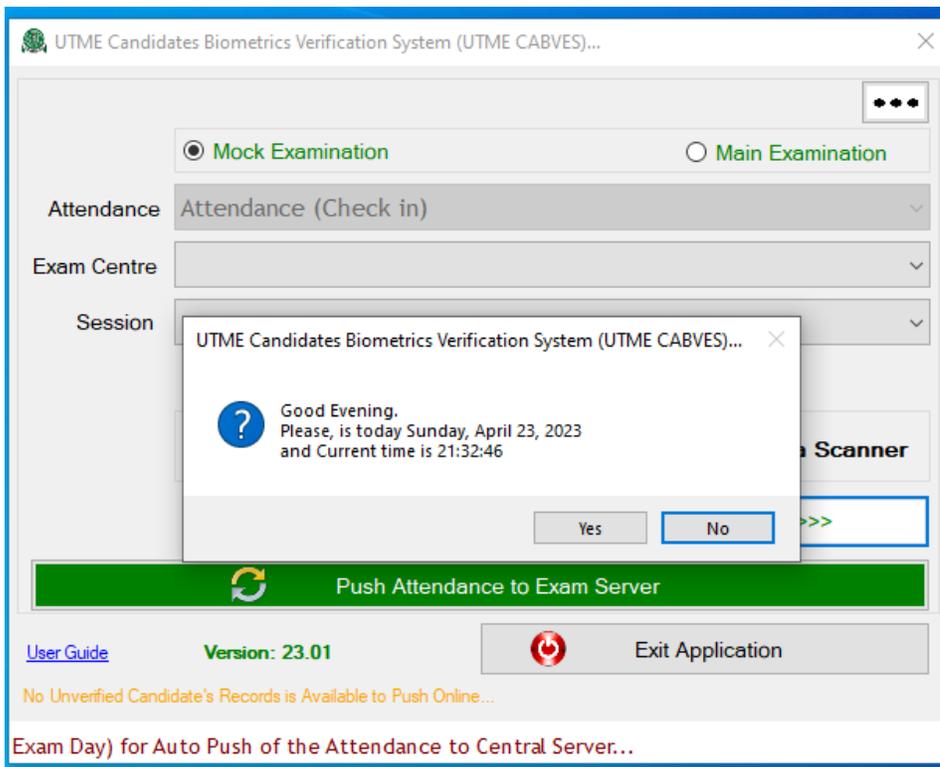
1. **NOTE: If you do not intend to reschedule all the candidate's but you want to reschedule more than one candidate then you can simply use the checkbox to select the candidates you wish to be rescheduled.**

BVM

after successful rescheduling on the Exam Server, we will go ahead to download the rescheduled session on the BVM using the Download Session(s) Data

1. First, make sure the date and time on the BVM is correct, also connect your BVM to a good internet.

2. Launch the JAMB-UTME Verification application and select “Yes” on the prompt message.



3. Choose the “Main Examination or Mock Examination” on the top and also click on the three dot on the top right above main examination.

UTME Candidates Biometrics Verification System (UTME CABVES)...

Mock Examination Main Examination

Attendance: Attendance (Check in)

Exam Centre

Session

Scanner Option

Futronic Scanner Digital Persona Scanner

Verify JAMB Staff ▶ Continue >>>

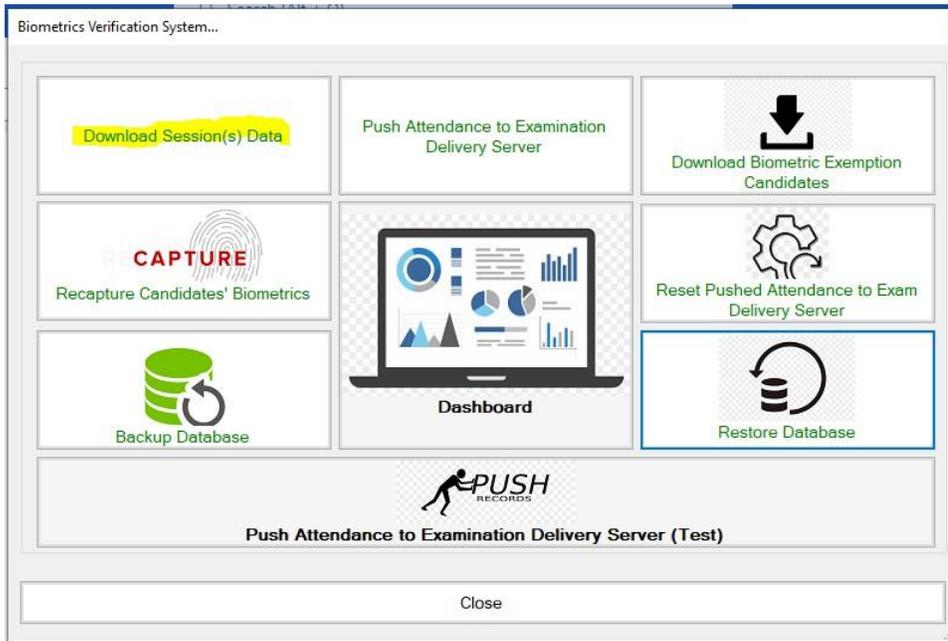
Push Main Exam Attendance

[User Guide](#) Version: 23.01 ⏻ Exit Application

No Unverified Candidate's Records is Available to Push Online...

of the Attendance to Central Server...

1. After clicking the three dots, the next page will show you to “Download Session(s) Data” on the top left.



2. Next, Choose the “Examination” as main examination, “State” as your state, Choose the “Exam Town” you oversee and under “List of Sessions – 0 Session(s) Currently Selected” we can check the box for the sessions we want to download and click on “Download Selected Sessions(s)” below.

Download Sessions Data

Pull All Towns in the State

Examination: **Main Examination**

State: **FCT-Abuja**

Exam Town: **Main:Abuja Ii(Bwari/Dutse/Kubwa/Dei-Dei) (760)**

Pull All JAMB Staff Data

List of Sessions - 0 Session(s) Currently Selected

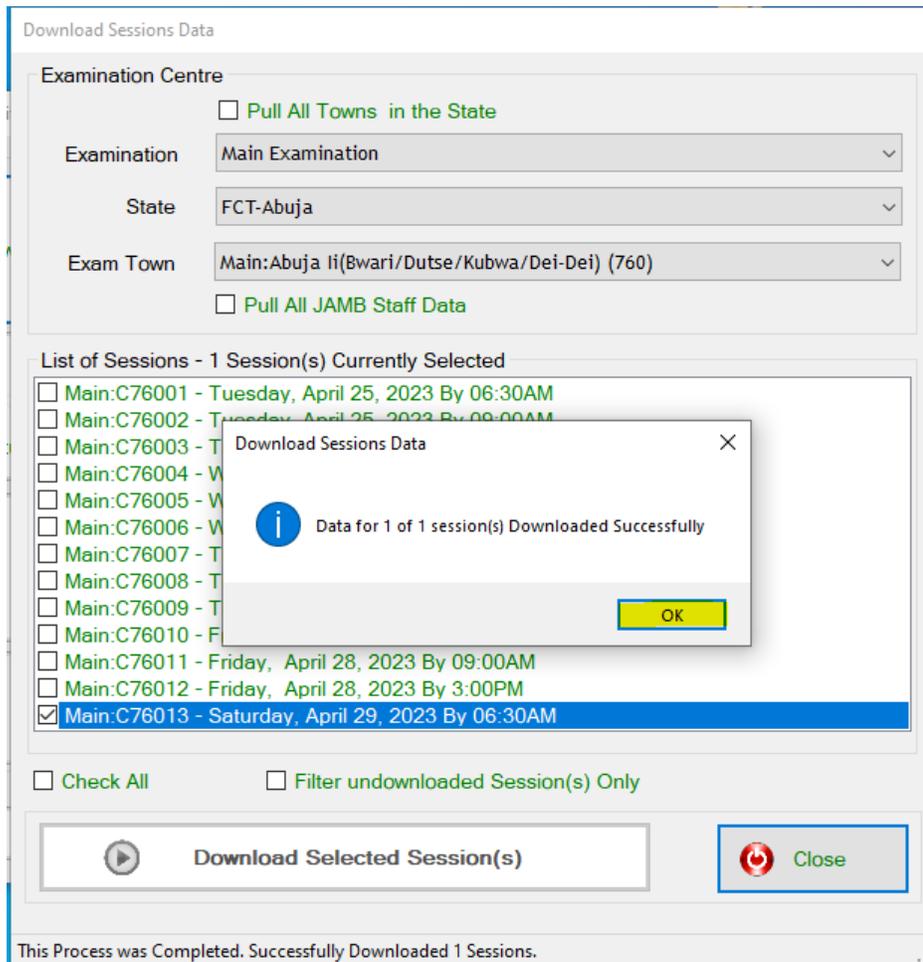
| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Main:C76001 - Tuesday, April 25, 2023 By 06:30AM |
| <input type="checkbox"/> | Main:C76002 - Tuesday, April 25, 2023 By 09:00AM |
| <input type="checkbox"/> | Main:C76003 - Tuesday, April 25, 2023 By 12:00PM |
| <input type="checkbox"/> | Main:C76004 - Wednesday, April 26, 2023 By 06:30AM |
| <input type="checkbox"/> | Main:C76005 - Wednesday, April 26, 2023 By 09:00AM |
| <input type="checkbox"/> | Main:C76006 - Wednesday, April 26, 2023 By 12:00PM |
| <input type="checkbox"/> | Main:C76007 - Thursday, April 27, 2023 By 06:30AM |
| <input type="checkbox"/> | Main:C76008 - Thursday, April 27, 2023 By 09:00AM |
| <input type="checkbox"/> | Main:C76009 - Thursday, April 27, 2023 By 12:00PM |
| <input type="checkbox"/> | Main:C76010 - Friday, April 28, 2023 By 06:30AM |
| <input type="checkbox"/> | Main:C76011 - Friday, April 28, 2023 By 09:00AM |
| <input type="checkbox"/> | Main:C76012 - Friday, April 28, 2023 By 3:00PM |
| <input type="checkbox"/> | Main:C76013 - Saturday, April 29, 2023 By 06:30AM |

Check All Filter undownloaded Session(s) Only

 **Download Selected Session(s)**  Close

Idle...

3. Finally, you will get a successful download prompt. Click “ok” and Relaunch the BVM software to check the downloaded session.



Download Sessions Data

Examination Centre

Pull All Towns in the State

Examination: Main Examination

State: FCT-Abuja

Exam Town: Main:Abuja Ii(Bwari/Dutse/Kubwa/Dei-Dei) (760)

Pull All JAMB Staff Data

List of Sessions - 1 Session(s) Currently Selected

- Main:C76001 - Tuesday, April 25, 2023 By 06:30AM
- Main:C76002 - Tuesday, April 25, 2023 By 09:00AM
- Main:C76003 - Tuesday, April 25, 2023 By 09:00AM
- Main:C76004 - Wednesday, April 26, 2023 By 06:30AM
- Main:C76005 - Wednesday, April 26, 2023 By 09:00AM
- Main:C76006 - Wednesday, April 26, 2023 By 09:00AM
- Main:C76007 - Thursday, April 27, 2023 By 06:30AM
- Main:C76008 - Thursday, April 27, 2023 By 09:00AM
- Main:C76009 - Thursday, April 27, 2023 By 09:00AM
- Main:C76010 - Friday, April 28, 2023 By 06:30AM
- Main:C76011 - Friday, April 28, 2023 By 09:00AM
- Main:C76012 - Friday, April 28, 2023 By 3:00PM
- Main:C76013 - Saturday, April 29, 2023 By 06:30AM

Check All Filter undownloaded Session(s) Only

This Process was Completed. Successfully Downloaded 1 Sessions.

Note: Make sure the BVM is connected to a good internet without interruption.

MALPRACTICE

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

How to report a candidate for malpractice:

- i. Click the malpractice button on the candidate who was caught cheating

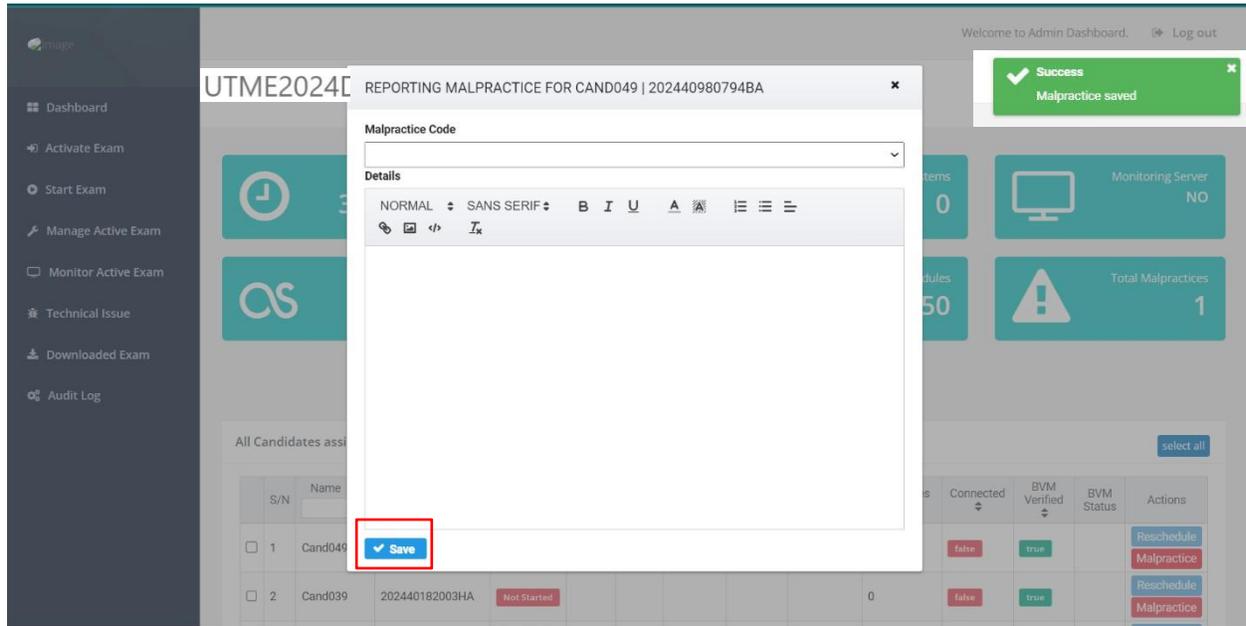
The screenshot shows the Admin Dashboard for 'DUMMY2024DAY03SESSION01 / Session 1'. The dashboard includes a sidebar with navigation options like Dashboard, Activate Exam, Start Exam, Manage Active Exam, Monitor Active Exam, Technical Issue, Downloaded Exam, and Audit Log. The main content area displays several statistics cards: Exam Timer (307:05), BVM Registered (50), Active Systems (0), Monitoring Server (NO), Total Started (0), Total Submitted (0), Total Reschedules (50), and Total Malpractices (1). Below these cards is a table titled 'All Candidates assigned to this Exam (50)' with a 'select all' button. The table has columns for S/N, Name, RegNumber, Status, Start-Time, End-Time, Current-Time, Ip-Address, Candidate Systems, Responses Count, Connected, BVM Verified, BVM Status, and Actions. Two candidates are listed: Cand049 and Cand039, both with a 'Not Started' status. The Actions column for each candidate includes 'Reschedule' and 'Malpractice' buttons.

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

The screenshot shows the Admin Dashboard with a modal window titled 'REPORTING MALPRACTICE FOR CAND049 | 202440980794BA' open. The modal has a 'Malpractice Code' dropdown menu and a 'Details' section with a rich text editor. The rich text editor has a toolbar with options for text color, background color, bold, italic, underline, link, unlink, list, and indent. Below the editor is a 'Save' button. The background of the dashboard is dimmed, showing the same statistics and candidate list as in the previous screenshot.

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

- iii. Click “Save” to store the candidate’s details on malpractice. When the save button is clicked a success message is displayed to the technical officer as shown below;



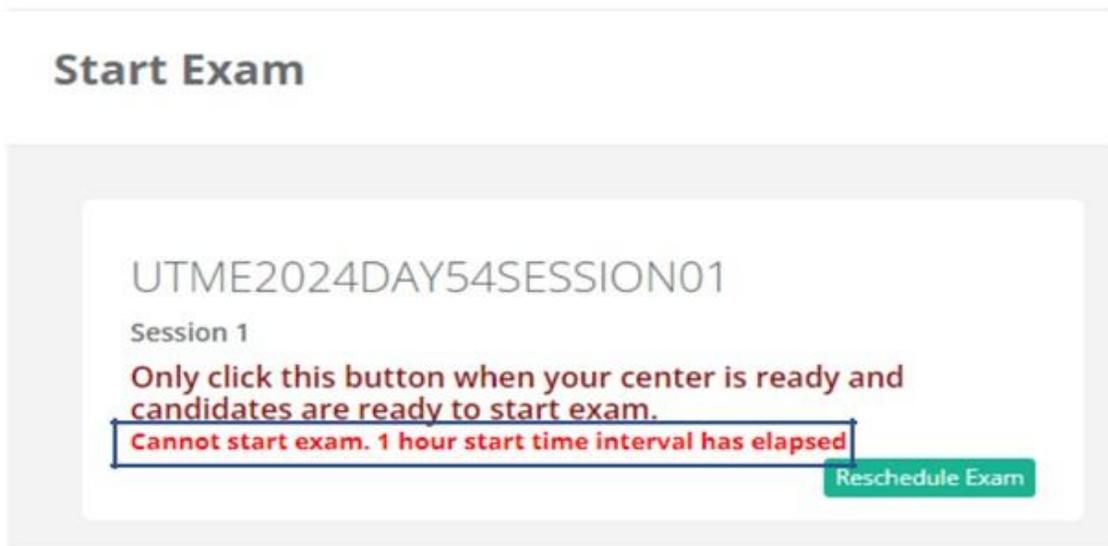
How to report all candidates for malpractice:

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

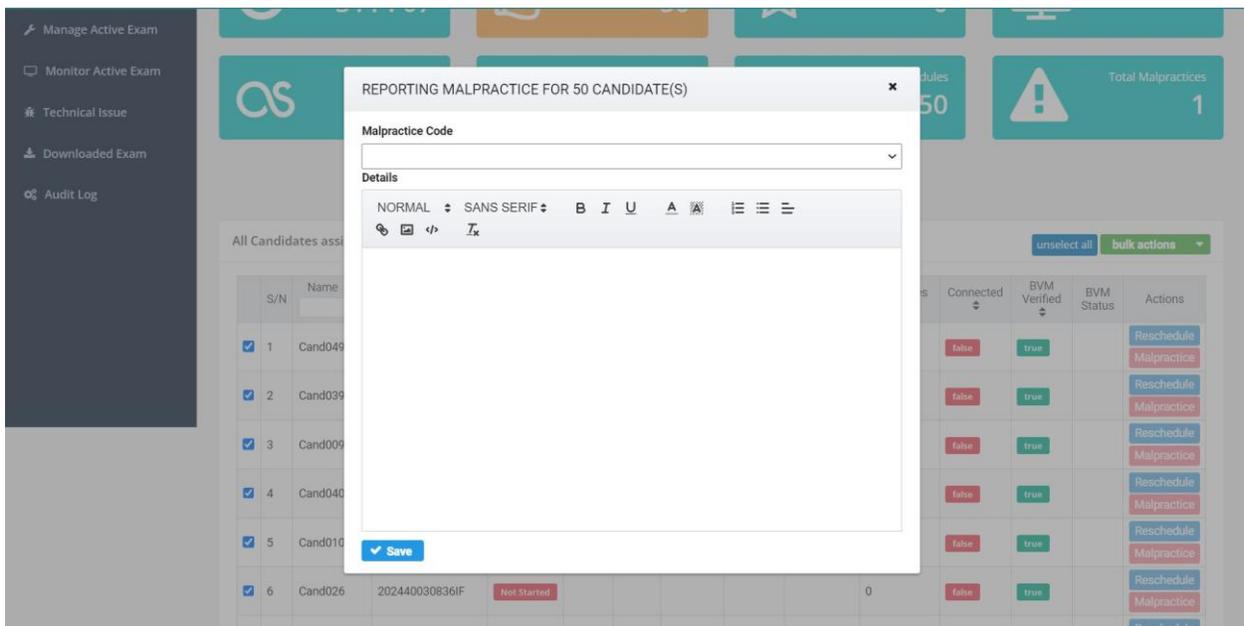
UTME2024DAY01SESSION01/Session 1



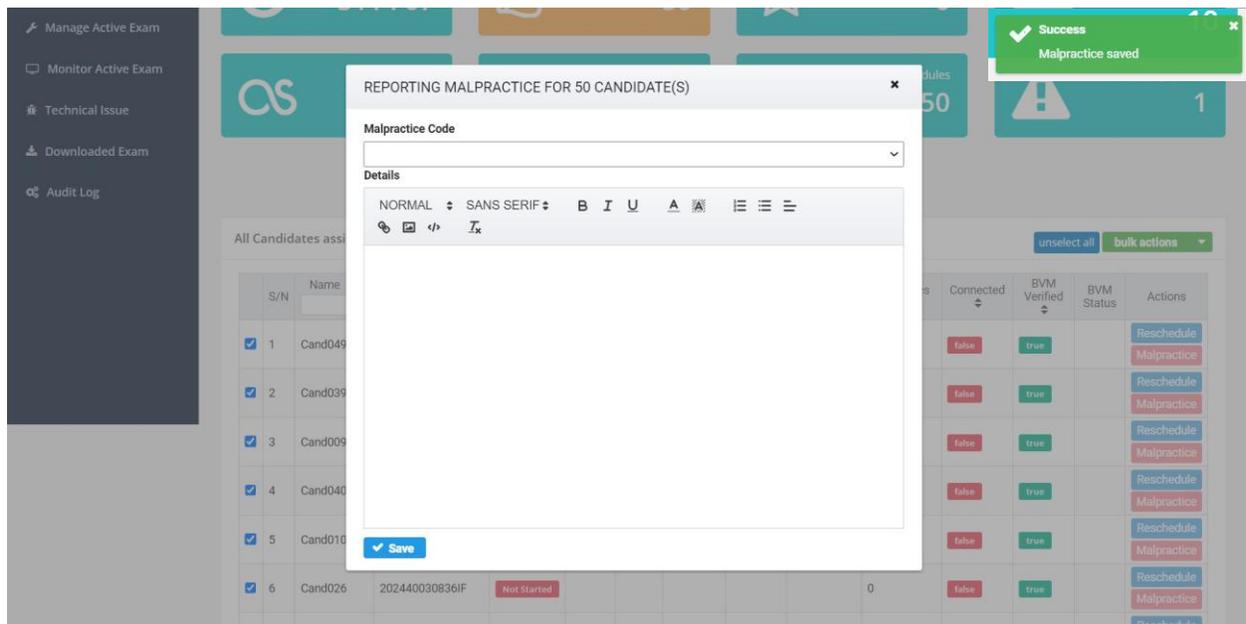
When you have selected all the candidates involved in the malpractice, click on the bulk actions button and select the report all candidates for malpractice as shown below;



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

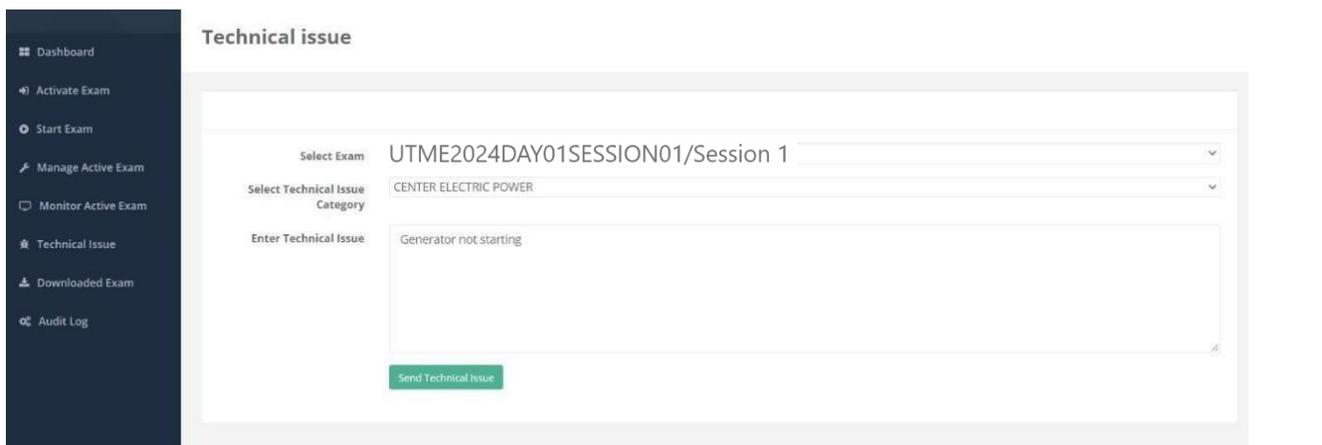


On a successful save a notification is displayed to the technical officer affirming the success of the just concluded action as shown below;



REPORT TECHNICAL ISSUES

In case you are experiencing a technical issue at your center, you can communicate the issue using the 'Technical Issue' link. This can only be done during exam delivery.



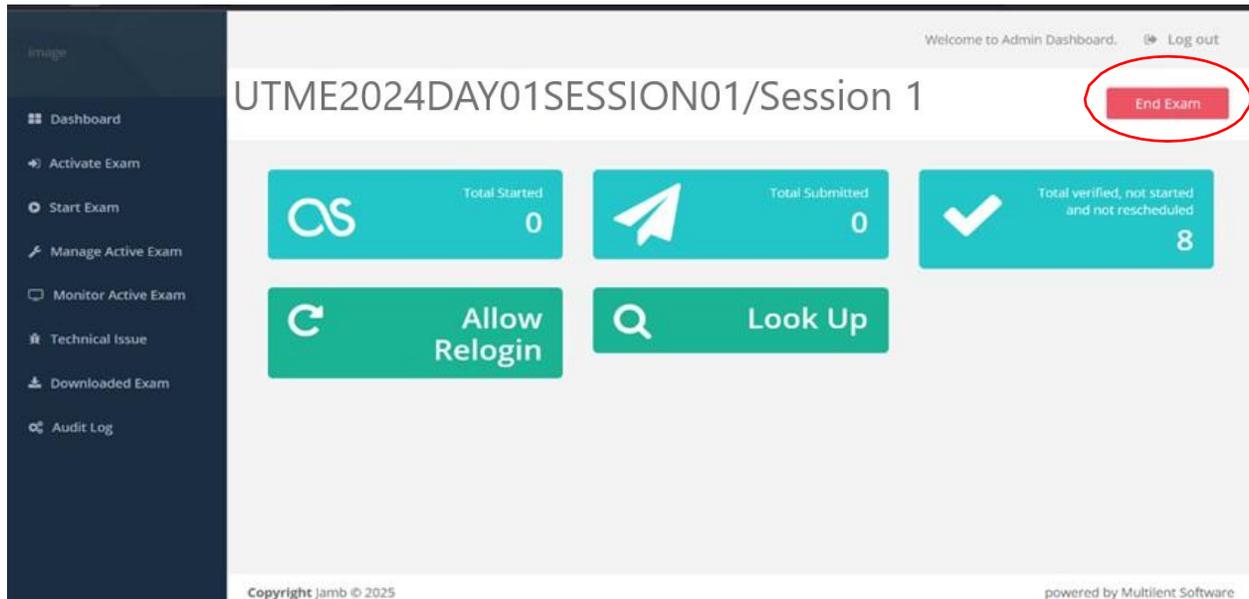
Fill in the fields and click the send Technical Issue to send the issue filled in by you.

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

END EXAM

To end an exam:

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

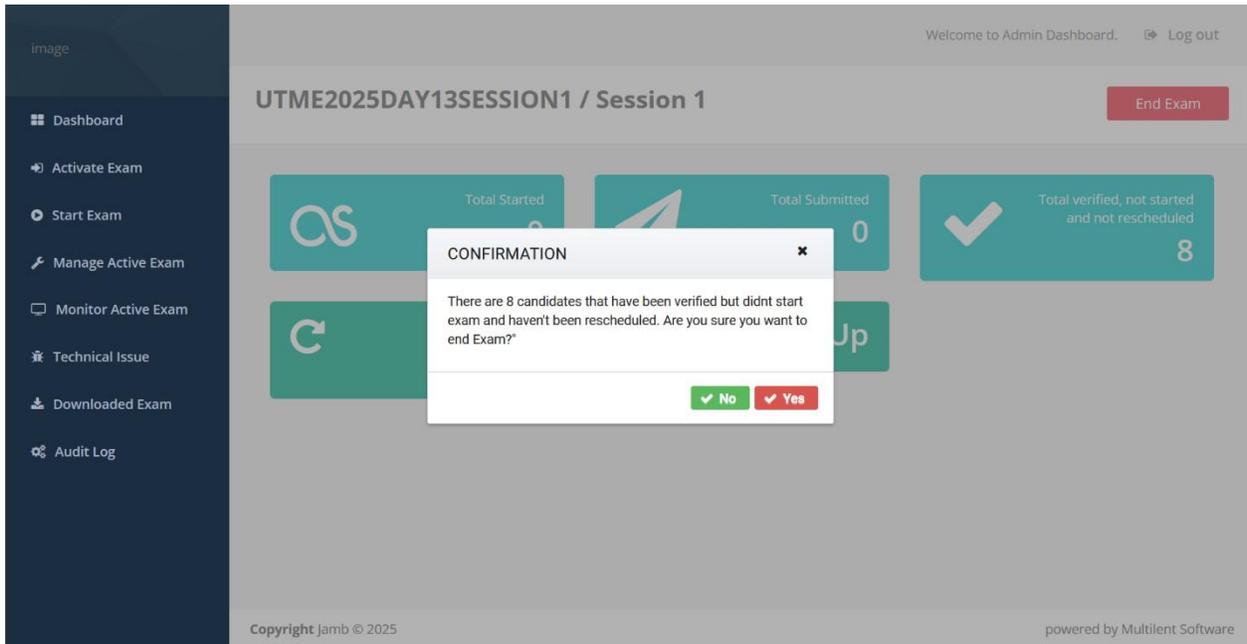


- b. Click on **End Exam** (a red button at the top right side of the page) A confirmation page will be displayed

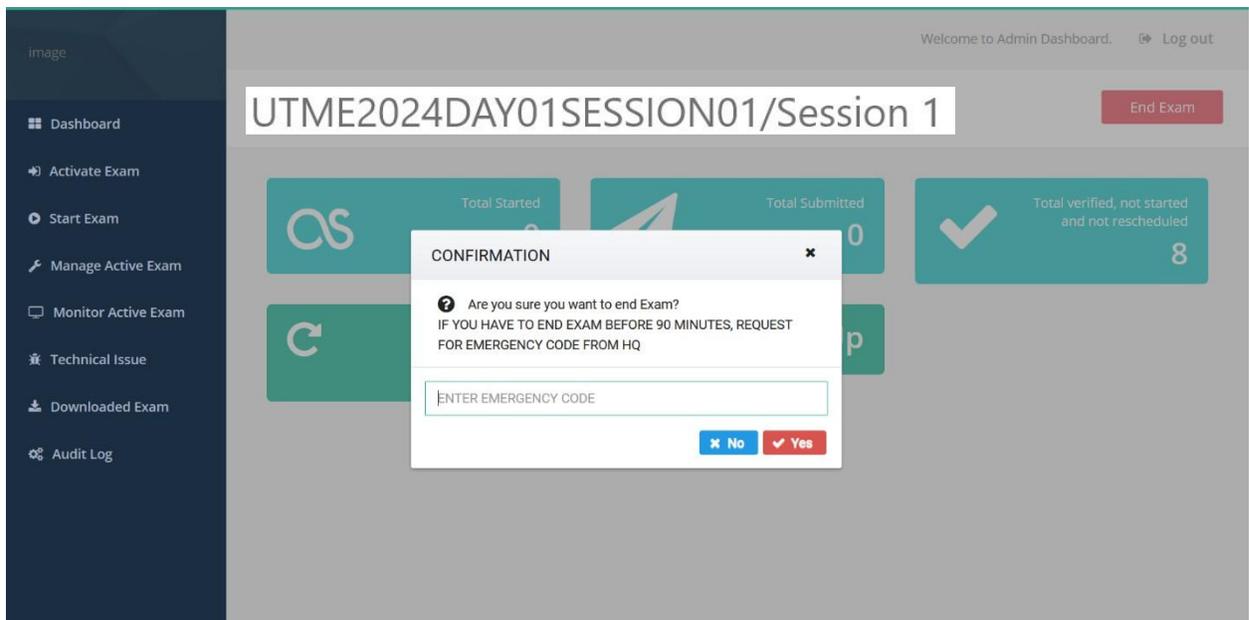
New Policy for ending examinations.

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

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



Note: When you click end exam, the above popup will show. If you have candidates that have been verified but didn't start the exam and haven't been rescheduled.



Also Note:

The popup above will appear when the End Exam button is clicked under the following conditions:

1. If you don't have candidates that have been verified but didn't start the exam and haven't been rescheduled.
2. Your exam has not yet reached 90-minute. In this case, you will be required to enter an emergency code.

Please note:

Use the End Exam button only when you are doubly sure that it is time to end the exam. If the exam is mistakenly ended, there is no way to resume it. Only click End Exam when you are absolutely certain that the exam is complete.

UPLOADS

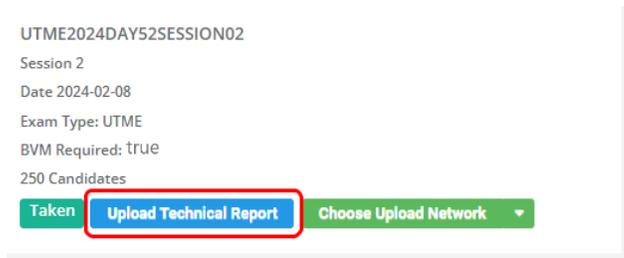
Uploading technical reports

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

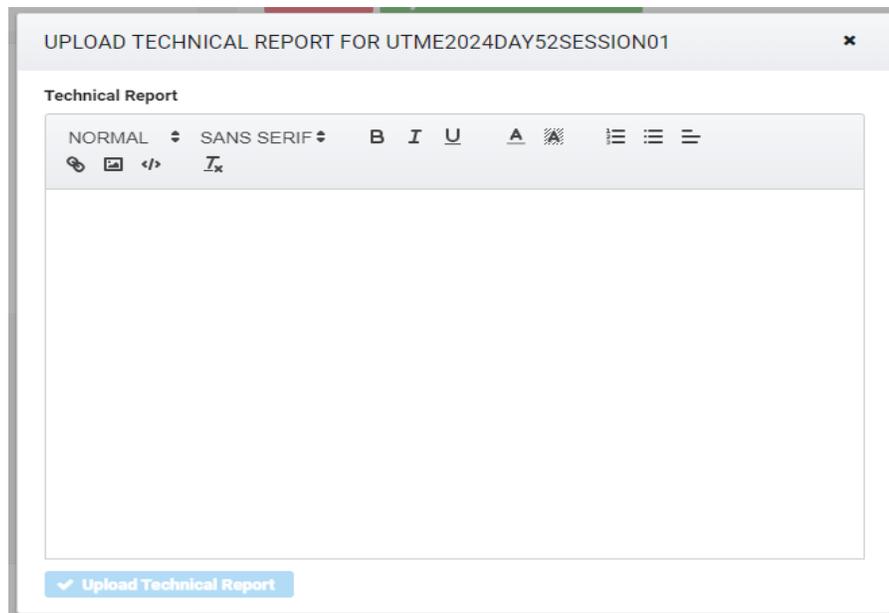
- a. Go to the downloaded exams page.

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

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



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

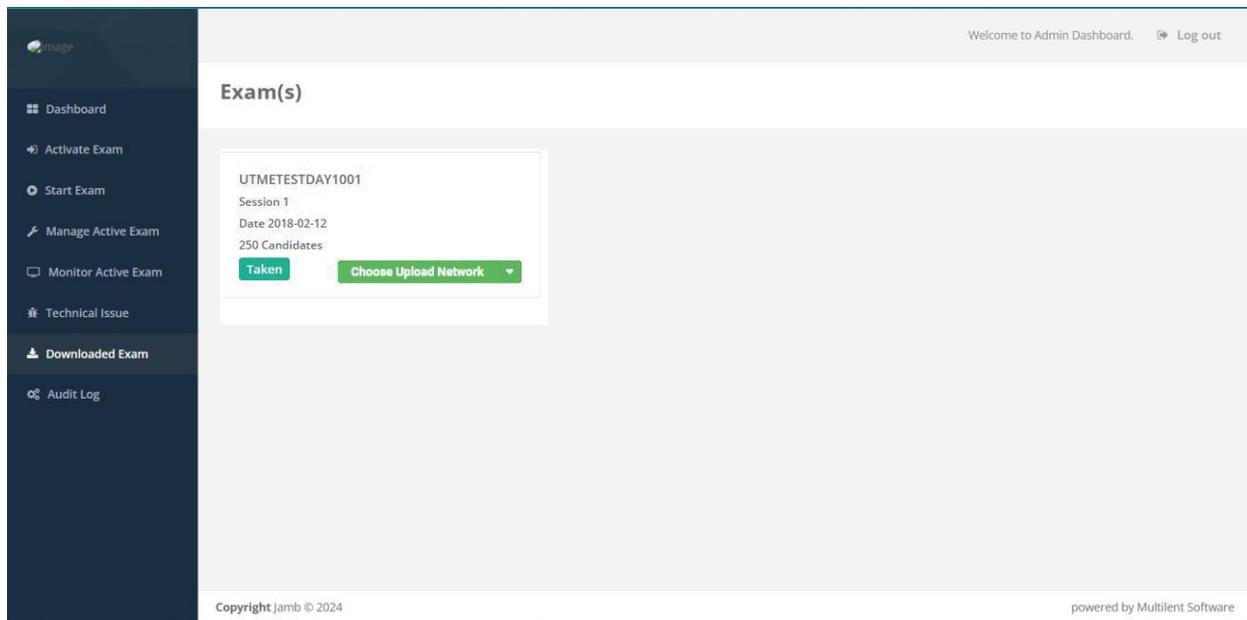


NOTE: This can only be done once and when there are no exams running on the server at the point of upload.

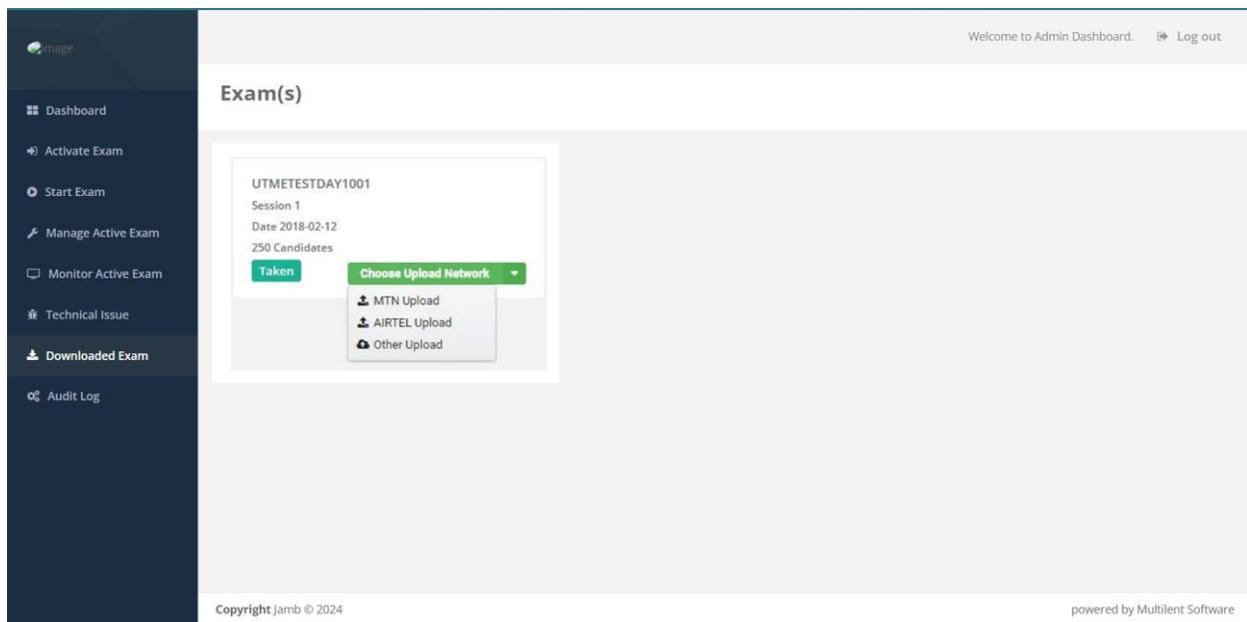
Uploading an Exam

To upload an exam:

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

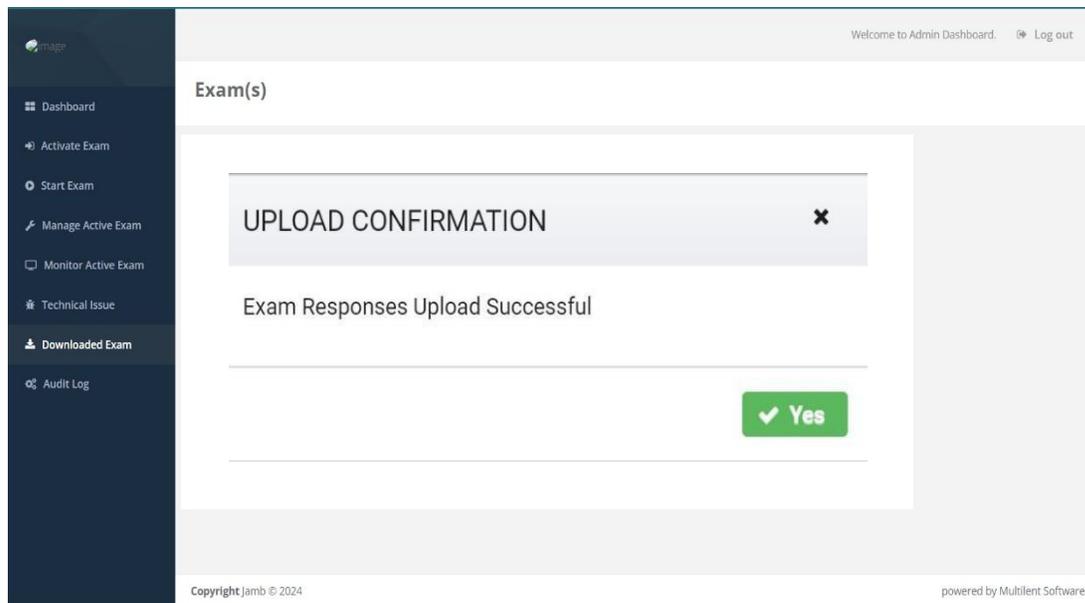


c. Click on the drop-down *Choose Upload Network*

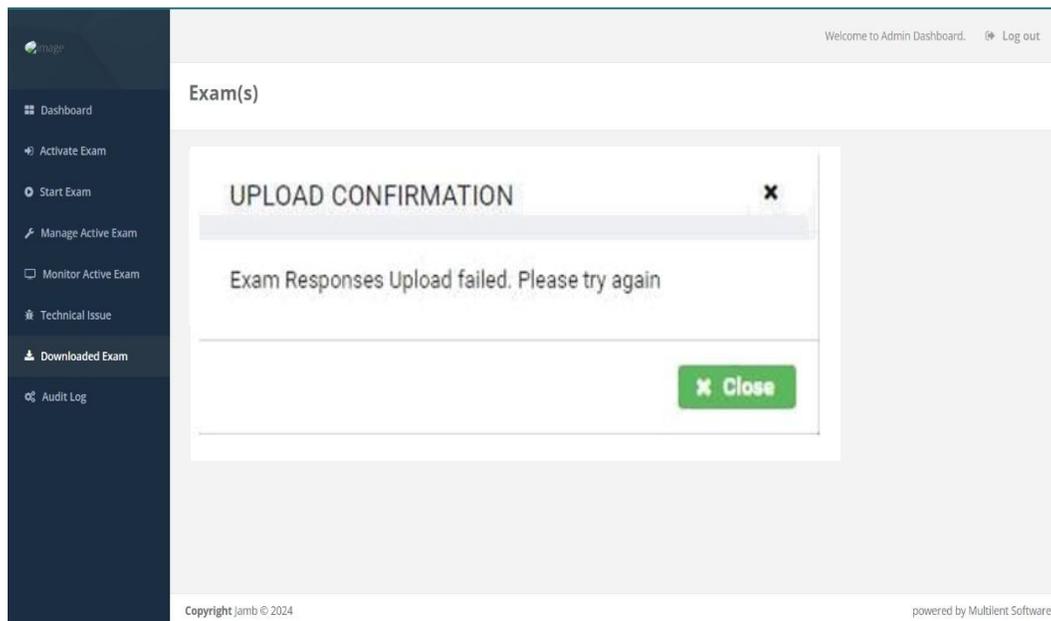


d. Select the network with the highest signal in your location whose mi-fi should be used and click on it

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



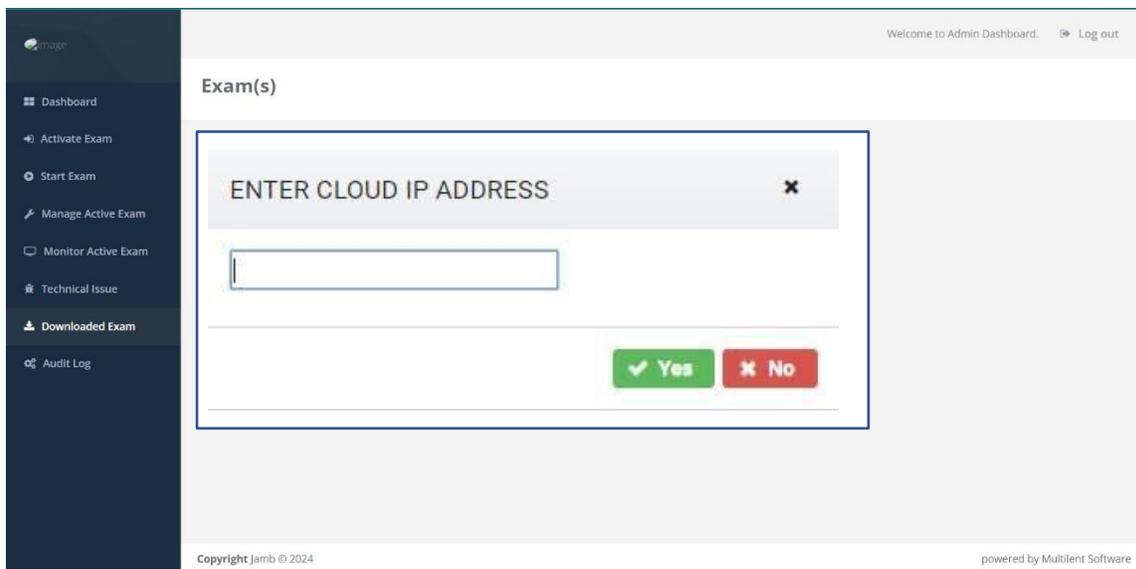
An unsuccessful upload will also give an error alert confirmation as shown below and click yes to close this alert



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

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

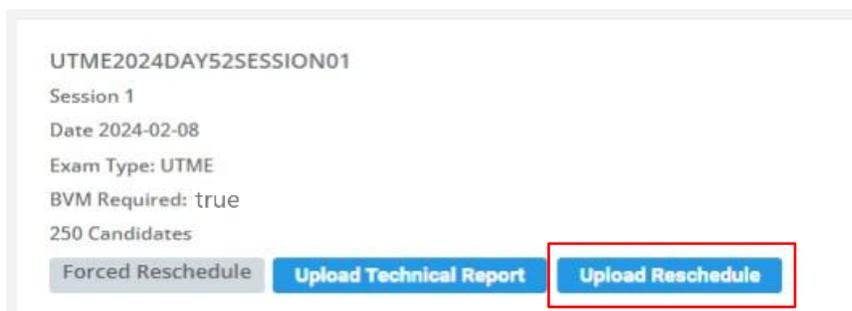
Note: If there is a previous exam session that has not been uploaded for the current day, the system will first upload the previous exam before uploading the selected exam.



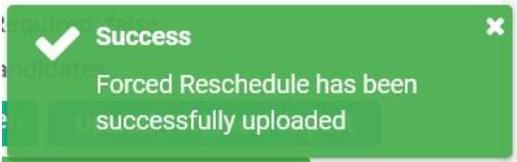
UPLOADING FORCED RESCHEDULE

This can only be done after you have saved a reschedule without uploading it immediately. To upload a forced reschedule follow these steps;

- i. Click on the “**Upload Reschedule**” button



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



VIEWING AUDIT LOG

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

To view audit logs:

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

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

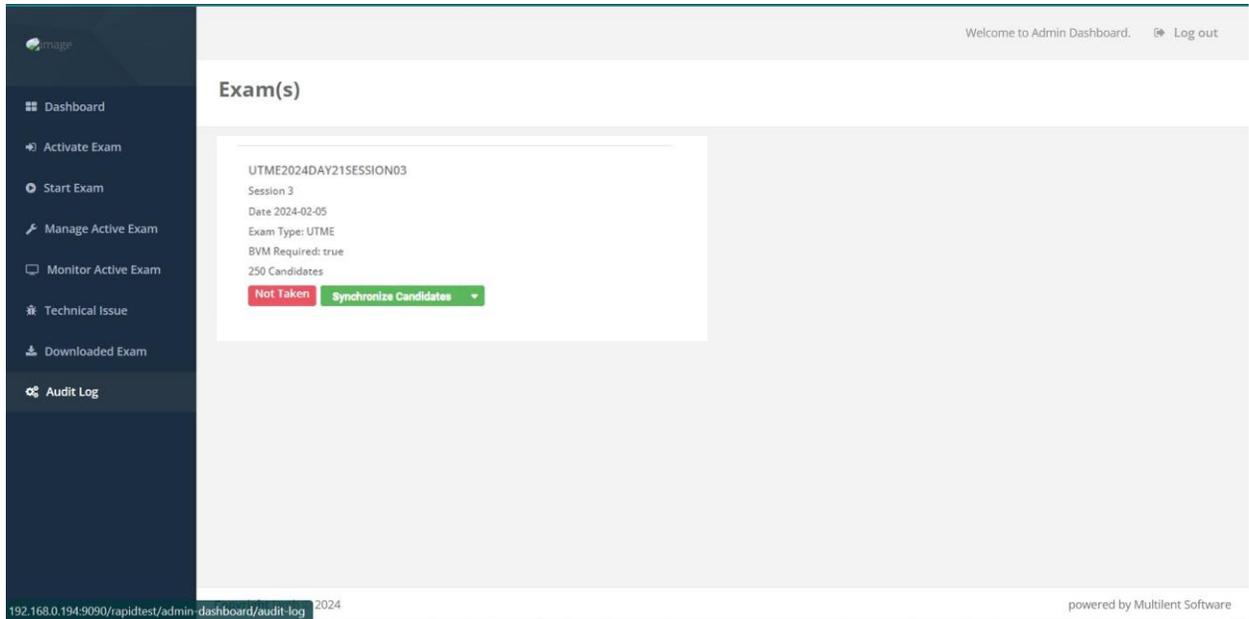
The screenshot shows the Admin Dashboard interface. On the left is a dark blue sidebar menu with items like Dashboard, Activate Exam, Start Exam, etc., and 'Audit Log' is highlighted. The main content area is titled 'Audit Log' and contains a table with columns for S/N, User, Activity, and Time. The table lists 8 entries of system activities performed by an 'Admin' user.

| S/N | User | Activity | Time |
|-----|-------|--|----------------------------|
| 1 | Admin | Log In | 2024-03-13T17:30:48.794888 |
| 2 | Admin | Look Up Candidate with Jamb Reg 202440980794BA | 2024-03-13T17:22:32.567601 |
| 3 | Admin | Log In | 2024-03-13T17:01:06.244172 |
| 4 | Admin | Look Up Candidate with Jamb Reg 202440980794BA | 2024-03-13T16:17:48.135094 |
| 5 | Admin | Re-login All Candidate | 2024-03-13T16:17:08.927881 |
| 6 | Admin | Exam Started DUMMY2024DAY03SESSION01 | 2024-03-13T16:16:19.173482 |
| 7 | Admin | Activated Exam DUMMY2024DAY03SESSION01 | 2024-03-13T16:16:05.802812 |
| 8 | Admin | Log In | 2024-03-13T16:15:50.609119 |

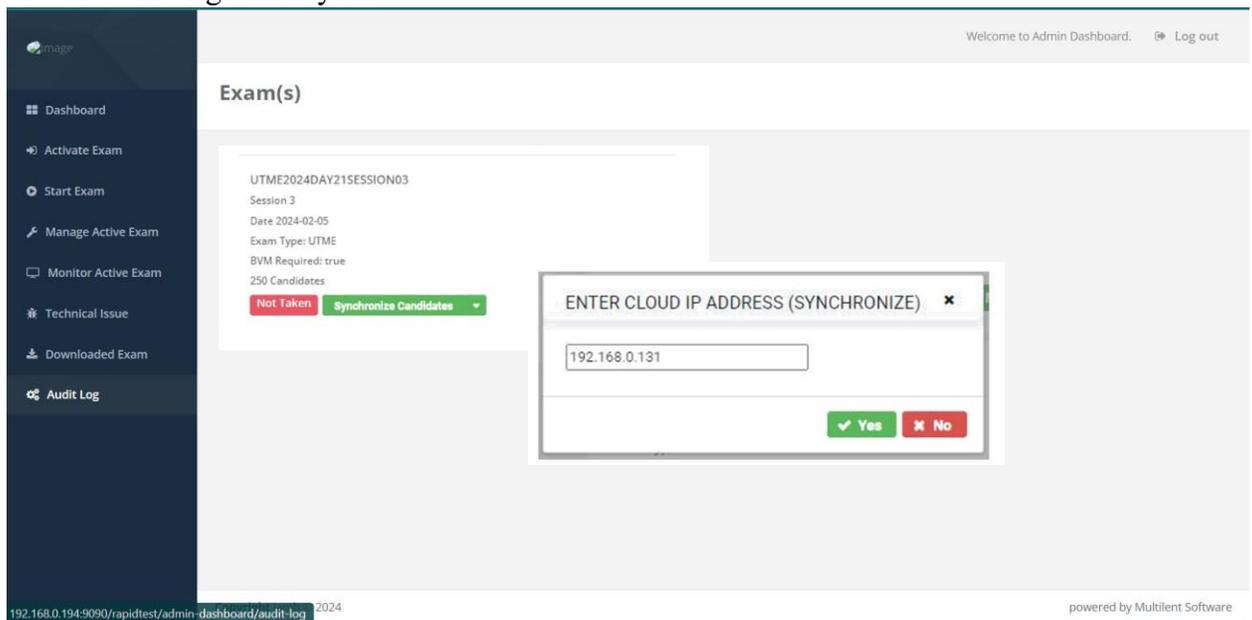
SYNCHRONIZE

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

- 1. Go to the downloaded exams page



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



4. After providing the IP address click yes to synchronize

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



- Dashboard
- Activate Exam
- Start Exam
- Manage Active Exam
- Monitor Active Exam
- Technical Issue
- Downloaded Exam
- Audit Log

Exam(s)

Success
successfully synchronized 252
Candidates

UTME2024DAY21SESSION03

Session 3

Date 2024-02-05

Exam Type: UTME

BVM Required: true

250 Candidates

Not Taken **Synchronize Candidates**

CHAPTER 12

POST-EXAM ACTIVITIES

ONLINE REPORTS

Login Screen



JAMB EXAM REPORTING SYSTEM

Username

Password

HOW TO LOGIN

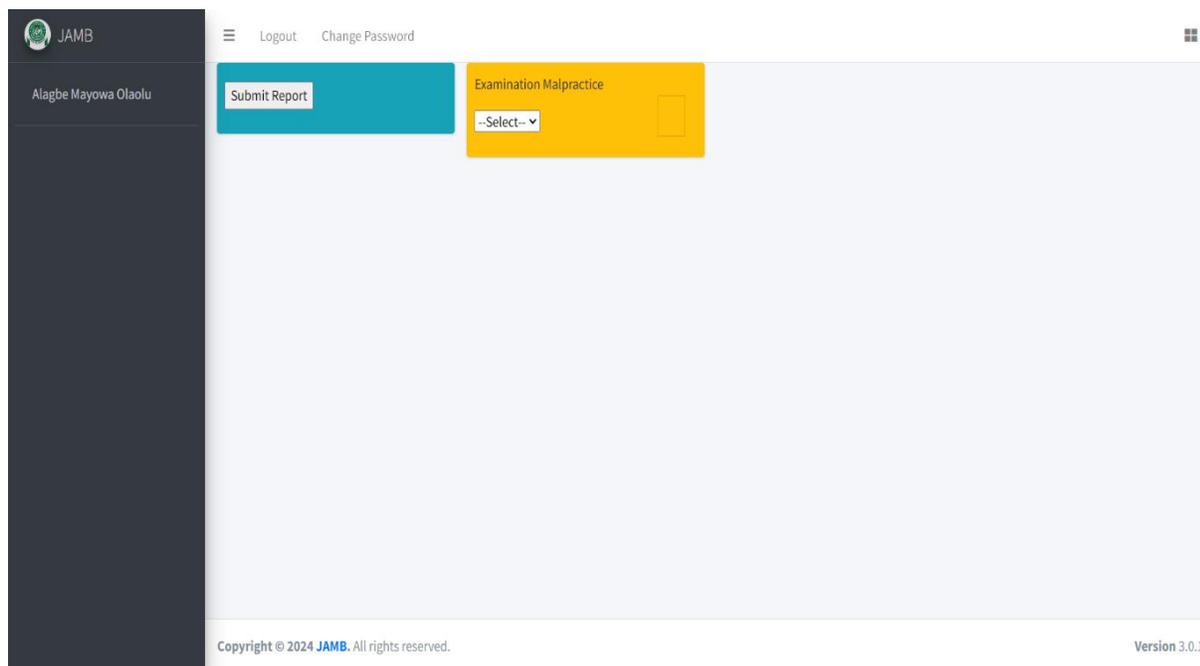
Type reports.jamb.gov.ng on the web browser (Google Chrome)

- Enter Username (Profile Code)
- Enter Password (Your NIN)
- Click on the **Sign in** button to login

BVR Home Page

The screenshot shows the user interface of the BVR Home Page. On the left, there is a dark grey sidebar with the JAMB logo and the name "Adams Maureen". At the top right of the main content area, there are links for "Logout" and "Change Password". A prominent teal button labeled "Submit Report" is visible in the center of the page.

JAMB TECHNICAL STAFF



Definition

JAMB Technical Staff Home Page

Navigation

- Click Submit
- Select Examination Malpractice

JAMB TECHNICAL STAFF

JAMB

Logout Change Password

Alagbe Mayowa Olaolu

JAMB Technical Staff

Setting / JAMB Technical Staff

State OGUN

Examination Town OTA/IFO/ILARO/OWODE/IGBESA/IJOKO

Centre BAMMY COLLEGE CENTRE, NO. 7 UNITY STREET, IKARE B/STOP, AGBADO OKE ARO ROAD, IFO LOCAL GOVERNMENT, OGUN STATE

Session

-- Select --

1. Was the download successful?

Yes

No

2. Were you able to get support from Network Operating Centre for any technical issue(s) relating to the network link?

Yes

No

3. Were there complaints on the presentation of questions, graphics and tone marks in the case of languages?

Yes

No

4. Could you log on with the same registration number on more than one computer?

Yes

No

5. Were you able to get support from Network Operating Centre for any software issue relating to the presentation of examination question?

Yes

No

6. Were all the clients able to communicate with the server?

Yes

No

7. How many computers develop fault during examination?

if any, were the faulty systems replaced from the backup computers available?

Yes

No

8. Was the upload successful?

Yes

No

Actual Centre Capacity (During the Selected Session Above)

*Did Your Session Hold

Please comment as necessary

Save Update

Details

JAMB TECHNICAL STAFF

Select Session

- ❑ Fill the form with all the necessary information
- ❑ Click on the **Save** button to save record

Note: A pop-up appears asking if you are sure you want to save the record

- ❑ Click on the **OK** button to confirm save
- ❑ ***Record Successfully Added!!*** is displayed

Note:

All the fields are required

EXAMINATION MALPRACTICE

The screenshot shows a web application interface for reporting examination malpractice. On the left is a dark sidebar with the JAMB logo and the user's name, Alagbe Mayowa Olaolu. The main content area is titled "Examination Malpractice Report Form/Exhibits" and contains the following fields:

- State:** OGUN
- Examination Town:** OTA/IFO/ILARO/OWODE/IGBESA/IJOKO
- Centre:** BAMMY COLLEGE CENTRE, NO. 7 UNITY STREET, IKARE B/STOP, AGBADO OKE ARO ROAD, IFO LOCAL GOVERNMENT, OGUN STATE
- Session:** A dropdown menu with "-- Select --" selected.
- Registration Number:** A text input field.
- Name:** A text input field.
- Seat No:** A text input field.
- Malpractice:** A dropdown menu with "-- Select --" selected.
- Comment:** A large text area for providing details.
- Upload:** A file upload section with a "Choose File" button and "No file chosen" text.
- Save:** A blue button to submit the report.
- Details:** A section for additional information.

At the bottom of the page, there is a copyright notice: "Copyright © 2024 JAMB. All rights reserved." and the version number: "Version 3.0.1".

Fill the form with all the necessary information

Click on the **Save** button to save record

Note: A pop-up appears asking if you are sure you want to save the record

Click on the **OK** button to confirm save

Record Successfully Added!! is displayed

Note:

All the fields are required

NO EXAMINATION MALPRACTICE

JAMB

Logout Change Password

Alagbe Mayowa Olaolu

No Examination Malpractice Report Form

Setting / No Examination Malpractice Report Form

State OGUN

Examination Town OTA/IFO/ILARO/OWODE/IGBESA/IJOKO

Centre BAMMY COLLEGE CENTRE, NO. 7 UNITY STREET, IKARE B/STOP, AGBADO OKE ARO ROAD, IFO LOCAL GOVERNMENT, OGUN STATE

Session Code(Please, Enter the 5 Digit Session Code e.g 00101)

Save

Details

Copyright © 2024 JAMB. All rights reserved. Version 3.0.1

- Fill the form with all the necessary information
- Click on the **Save** button to save record
- Note:** A pop-up appears asking if you are sure you want to save the record
- Click on the **OK** button to confirm save
- Record Successfully Added!!** is displayed

Note:

All the fields are required

- COPYING CCTV FOOTAGE
- RETURNING THE SERVER

CHAPTER 13

Troubleshooting

INCORRECT DATE AND TIME

1. Launch your browser.
2. Type into the URL address bar “localhost:6060”
3. Connect the server to the internet.
4. Click on change date and time.
5. Input the IP address (3.11.28.79).
6. Click on the button to update the date and time.

CANNOT CONNECT TO MIFI

1. Make sure your MIFI is well charged.
2. Power on your MIFI.
3. On your server click on the Wi-Fi/Network icon at the top right
4. Select the name of your MIFI.
5. Input your MIFI password.
6. Click on connect.

CANNOT PING MTN SERVER

- Make sure your MIFI is well charged.
- Power on your MIFI
- On your server click on the Wi-Fi/Network icon at the top right
- Select the name of your MIFI.
- Input your MIFI password.
- Click on connect.
- After connecting to MIFI
- Launch the terminal on your server.
- Input the command “ping 172.30.54.226” on MTN MIFI

CANNOT PING AIRTEL SERVER

1. Make sure your MIFI is well charged.
2. Power on your MIFI.
3. On your server click on the Wi-Fi/Network icon at the top right
4. Select the name of your MIFI.
5. Input your MIFI password.
6. Click on connect.
7. After connecting to MIFI
8. Launch the terminal on your server.
9. Input the command “ping 192.168.201.20” on AIRTEL MIFI

CANNOT DOWNLOAD EXAM

1. Ensure you are running the right version of the application which is version 1.6.1
2. Make sure you are connected to your MIFI(MTN/AIRTEL)
3. Make sure you can PING AIRTEL server if connected to your AIRTEL MIFI.
4. make sure you can PING MTN server if connected to your MTN MIFI.
5. On a successful PING, retry download by selecting MTN/ARITEL server pending on the network you are connected to.

CANNOT DOWNLOAD PASSPORT

1. Ensure you are running the right version of the application which is version 1.6.1
2. Make sure you are connected to your MIFI(MTN/AIRTEL)
3. Make sure you can PING AIRTEL server if connected to your AIRTEL MIFI.
4. make sure you can PING MTN server if connected to your MTN MIFI.
5. On a successful PING, retry passport download by selecting MTN/ARITEL server pending on the network you are connected to.

CANNOT LOGIN

1. Make sure you have downloaded the exam successfully for that day.
2. Make sure the center Id and password are correct.

LOCALHOST 9090 NOT RUNNING

1. Launch your browser.
2. Type into the URL address bar “localhost:6060”
3. Click on start UTME server.
4. Wait for UTME server to start.
5. Type into the URL address bar “localhost:9090”

LOCALHOST 8080 NOT RUNNING

1. Launch your browser.
2. Type into the URL address bar “localhost:6060”
3. Click on start UTME server.
4. Wait for UTME server to start.
5. Type into the URL address bar “localhost:8080”

RUN UPDATE VERSION

1. Launch your browser
2. Type into the URL address bar “localhost:6060”
3. Click on update UTME server.
4. Click “Download Patch 1” button.
5. Input IP address (3.11.28.79).

6. Click on “Download now”.
7. Wait for patch 1 update to complete.
8. Click on “Download Patch 2” button.
9. Input IP address (3.11.28.79).
10. Click on “Download now”.
11. Wait for patch 2 update to complete.
12. Clear browser cache.
13. Restart the server.

CANNOT ACTIVATE EXAM

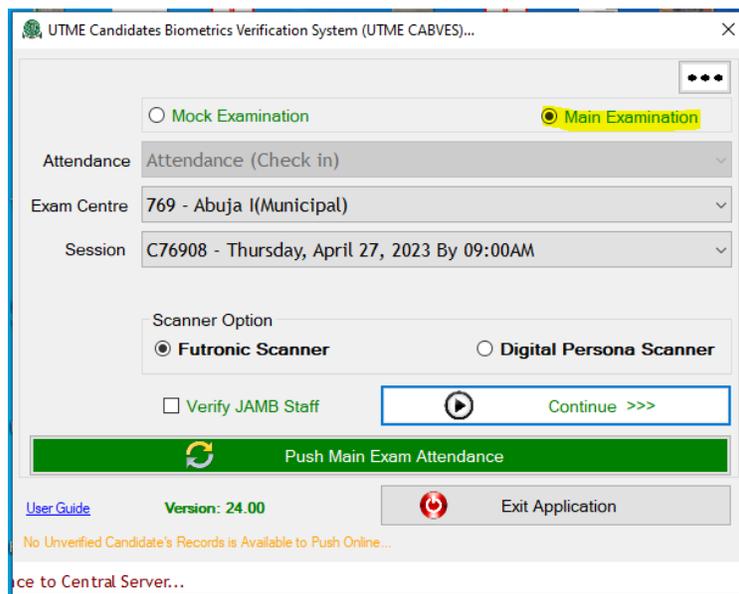
1. Ensure the server Date and time is correct.
2. Ensure that the UTME exam has started on “localhost:9090”.
3. Ensure BVM has been pushed.

CANNOT START EXAM

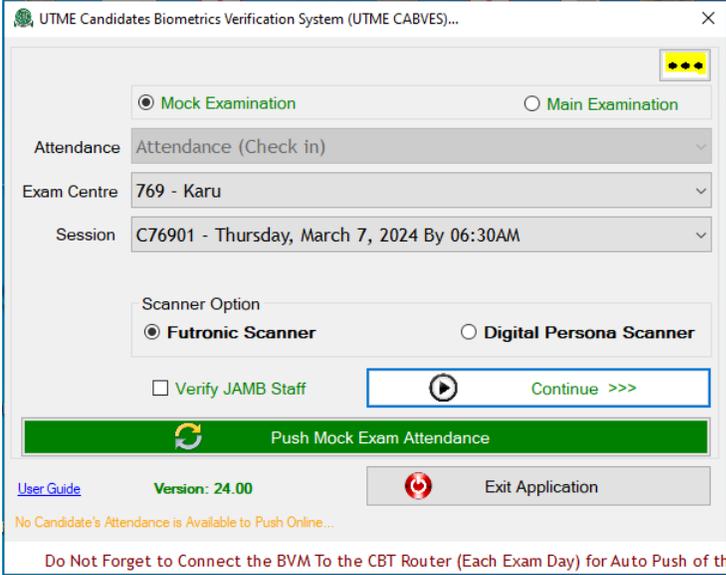
1. Ensure the server date and time is correct.
2. Ensure the exam date and time has not elapsed.
3. Ensure that you have not been caught by the 1hour trap.
4. Ensure BVM has been pushed.

CANNOT PUSH BVM

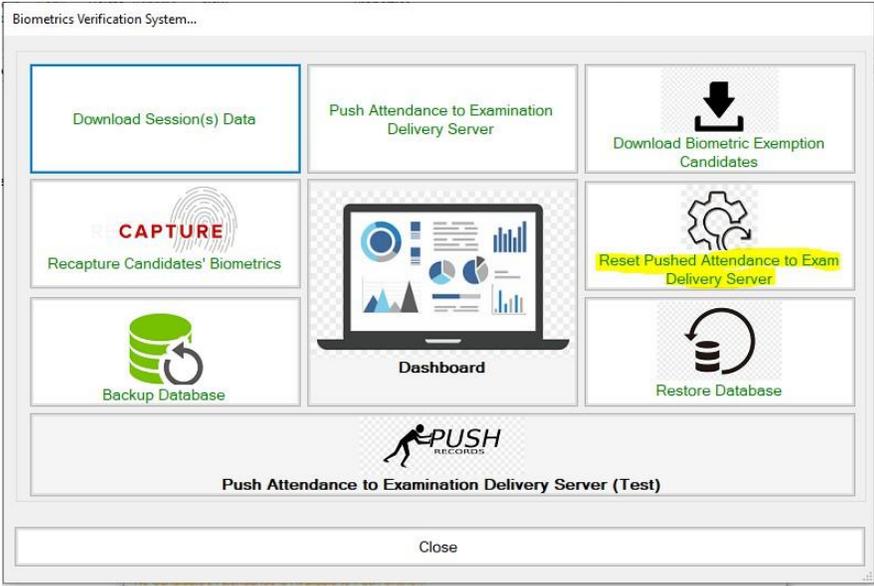
1. Reset Pushed attendance to Exam delivery server
First, Launch the BVM software application and make sure the time and date is correct and make sure the software version is up-to-date. Choose the Mock Exam, Attendance as Check-in, Exam Center & Session.



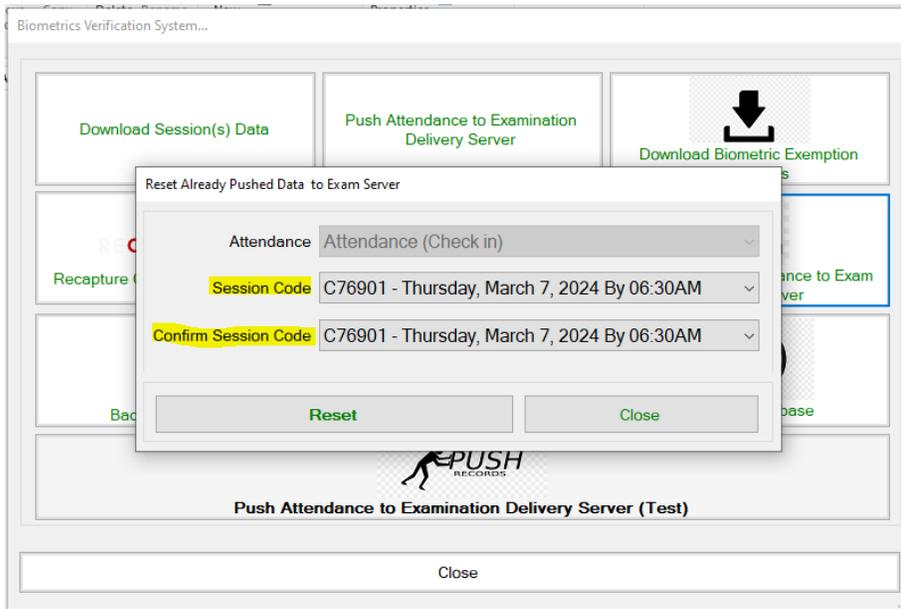
2. Click on the three dots on the top right (as highlighted) and it will take you to a new landing page which will be reflected on the next image.



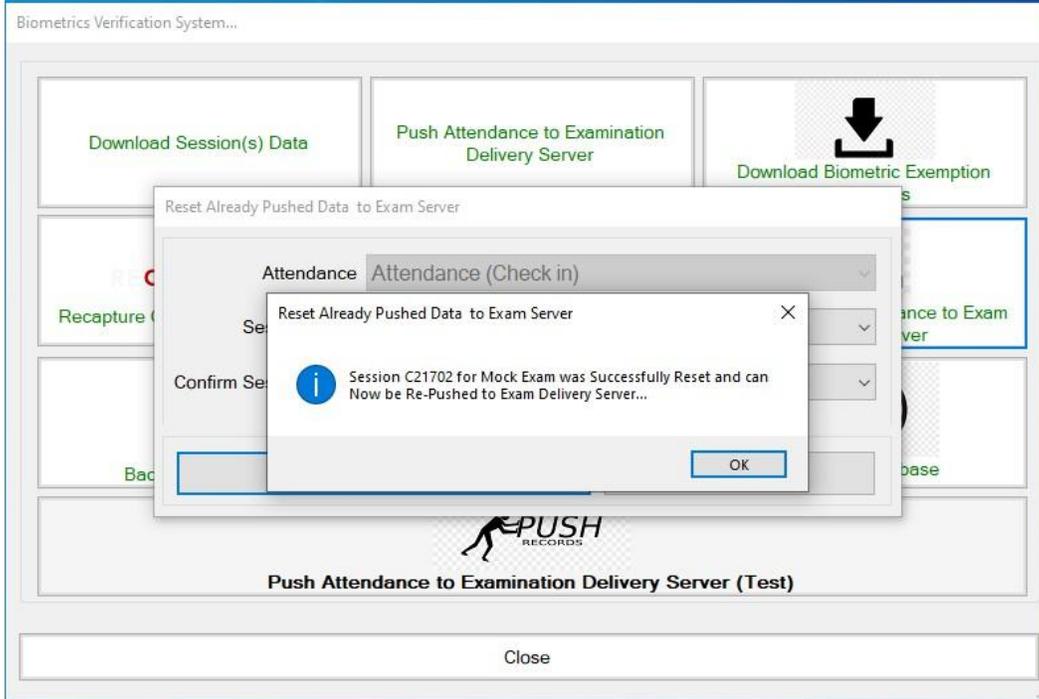
3, in this next page you will click on the “Reset Pushed Attendance to Exam Delivery Server”



4. You will be prompted with a page that asks you to choose Attendance as “Check-in”, “Session code” and “Confirm Session code” and then click on Reset.



5. Click on Reset and you will be prompted with a successful message and you can go ahead and re-push



CANNOT CONNECT TO CENTER LAN

1. Ensure the LAN cable is functional.
2. Ensure the switch port is functional.
3. Navigate to network settings on your server.
4. Remove connection profile.
5. Reconnect LAN cable.
6. Reconfigure the connection.
7. Save changes.

CANNOT RELOGIN CANDIDATE

1. Ensure you are inputting the correct exam number of the candidate you want to relogin.

CANDIDATE CANNOT LOGIN

1. Ensure the candidate's reg number is correct.
2. Ensure the candidate system is connected to the server.
3. Ensure the candidate's reg number is on the exam participants list on the server.

CANNOT UPLOAD RESPONSES

1. Ensure the exam has been completed.
2. Ensure your server is connected to the MIFI (AIRTEL / MTN)
3. Ensure you can ping the MTN server (172.30.54.226) if connected to a MTN MIFI
4. Ensure you can ping the AIRTEL server (192.168.201.20) if connected to AIRTEL MIFI
5. Retry Reuploading response by selecting the network you are connected to.

CANNOT UPLOAD TECHNICAL REPORT

1. Ensure the exam has been completed.
2. Ensure your server is connected to the MIFI (AIRTEL / MTN)
3. Ensure you can ping the MTN server (172.30.54.226) if connected to a MTN MIFI.
4. Ensure you can ping the AIRTEL server (192.168.201.20) if connected to AIRTEL MIFI.
5. Retry Reuploading technical report by selecting the network you are connected to.

CANNOT UPLOAD FORCE RESCHEDULE

1. Ensure the exam has been completed.
2. Ensure your server is connected to the MIFI (AIRTEL / MTN)
3. Ensure you can ping the MTN server (172.30.54.226) if connected to a MTN MIFI.
4. Ensure you can ping the AIRTEL server (192.168.201.20) if connected to AIRTEL MIFI.
5. Retry Reuploading force reschedule by selecting the network you are connected to.

CANNOT UPLOAD TECHNICAL ISSUE

1. Ensure the exam has been completed.
2. Ensure your server is connected to the MIFI (AIRTEL / MTN)

3. Ensure you can ping the MTN server (172.30.54.226) if connected to a MTN MIFI.
4. Ensure you can ping the AIRTEL server (172.30.54.226) if connected to AIRTEL MIFI.

Retry Reuploading technical issues by selecting the network you are connected to.