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

JAMB/TA/UTME/CEE

PROF. IS-HAQ O. OLOYEDE, OFR, FNAL Registrar



## TEST ADMINISTRATION DEPARTMENT CHIEF EXTERNAL EXAMINER REPORT FORM

DATE.....

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

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

### 2. Breakdown according to CBT Centres

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

Please comment (on high priority centres)
Full Name of CHIEF EXTERNAL EXAMINER (No initials please)
Гelephone Number
e-Mail Address
Signature/ Date

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria JAMB/TA/UTME/STA

PROF. IS-HAQ O. OLOYEDE, OFR, FNAL Registrar

STATE .....



## TEST ADMINISTRATION DEPARTMENT STATE TECHNICAL ADVISOR REPORT FORM

DATE.....

1. Please complete the table with the number of issues resolved under the appropriate areas							
EXAM TOWN(S)	NETWORK CONNECTIVITY ISSUES RESOLVED	TEST SOFTWARE ISSUES RESOLVED	LOCALIZED CONNECTIVITY ISSUES RESOLVED	TECHNICAL OFFICER ISSUES RESOLVED	CENTRE COMPUTER ISSUES RESOLVED	STATUS (HIGH PRIORITY-HP, MEDIUM-MP AND LOW PRIORITY-LP)	
				·			

## 2. Breakdown according to CBT Centres

СВТ	CENTRE	NETWORK	TEST	LOCALIZED	TECHNICAL	CENTRE	STATUS
CENTRE	ADMINISTRATOR/	CONNECTIVITY	SOFTWARE	CONNECTIVITY	OFFICER	COMPUTER	(HIGH
NAME	CENTRE	ISSUES	ISSUES	ISSUES	ISSUES	ISSUES	PRIORITY-
	SUPERVISOR'S	RESOLVED	RESOLVED	RESOLVED.	RESOLVED	RESOLVED	HP,
	CONTACT NOS						MEDIUM-
							MP AND
							LOW
							PRIORITY-
							LP)
	l	l	l	1	1	1	

Please comment (on high priority areas)
Full Name of State Technical Advisor (No initial please)
Telephone Number
e-Mail Address
Signature/ Date

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

JAMB/TA/UTME/PM

PROF. IS-HAQ O. OLOYEDE, OFR, FNAL Registrar



## TEST ADMINISTRATION DEPARTMENT PEACE MONITOR REPORT FORM

	STATE MONITOREDDATEDATE
	SESSION: MORNING □ MID-DAYA□TERNOON □
	On a scale of 1-5 where 1 is the least and 5 is the highest, kindly assess the following on centre monitored:  CENTRE NAME
1.	Biometric verification exercise: pre-examination and post-examination.  1 2 3 4 5
2.	Record of attendance.  1 2 3 4 5
3.	The conduct of security personnel or professionalism in handling security issues.  1 2 3 4 3
4.	The conduct of candidates in the examination hall or waiting to be ushered into the examination hall.
5.	The conduct of the examination officials.  1 2 3 4 5

6.	Centre facilities provided such as holding room for candidates waiting to be ushered into the
	examination hall, examination hall, convenience roomsand arrangement of candidates inside the
	examination hall.
	1 2 3 4 5
7.	Were there incidents of examination malpractice?
	1 2 3 4 5
	Please comment as necessary.
	, and the second
	me of Peace Monitor (No initials please)
	one Number
e-Mail	Address
Signat	ıre/ Date

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

JAMB/TA/UTME/SPR

PROF. IS-HAQ O. OLOYEDE, OFR, FNAL Registrar



# TEST ADMINISTRATION DEPARTMENT SUPERVISOR REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE** 

	YEAR OF EXAMNATION								
	EXAMINATION TOWN STATE								
	CENTRE NAME CENTRE NUMBER CENTRE								
	CAPACITY								
	SESSION: MORNING $\square$ MID-DAY $\square$ AFTERNOON $\square$								
1.	Was there any case of generator outage during the examination?								
	YES (Enter the duration of the outage)								
	N0								
2.	Was there a security issue?								
	YES (Enter the duration security personnel took to resolve the issue(s))								
	NO								
3.	Were all the air conditioners functioning?								
	YES								
	NO (Enter the number not functioning)								
4.	Were all the installed lights functioning?								
	YES								
	NO (Enter the number not functioning)								
5.	Were the toilet facilities cleaned daily?								
	YES (Enter the number of times the toilets were cleaned daily)								
	NO								
6.	Was a holding room or canopy provided for candidates?								
	YES								
	NO								
7.	Was there a remote CCTV viewing for different locations within the examination centre?								

YES (Enter the number of views from the screen)

	Were the examination centre staff responsive to complaints? YES								
	NO (H	ow many times have they not responded?)							
	<ol> <li>Are all the computer monitors either 15' or 17'?</li> <li>YES</li> <li>NO (Enter the number of computers that do not conform to this requirement)</li> </ol>								
	•	u ensure that the Registration numbers of all	• • • •						
		te the nature of the issue against the Registra	•						
11.		cale of 1-5, where 1 is the least and 5 the hig	hest, how would you rate the following:						
		Centre Administrator							
	b.	JAMB Technical Staff							
	C.	Centre Technical Staff							
		Proctors							
	e.	BVR	_						
	f.	Maintenance Assistant							
	g.	Nigeria Security and Civil Defence Corps							
	h.	Examination Centre Security							
	i.	Other security agencies							
	j.	The general conduct of the examination in y	your centre <u> </u>						
	Please comment as necessary								
Full Na	me of S	Supervisor (No Initials Please)							
Staff Ide	Staff Identity Number Designation/ Rank								
Depart	Department/ Station								
Teleph	one Nu	umber							
م licM_م	a-Mail Address								

National Headquarters Complex, Suleja Road, Bwari, P.M.B. 189, Garki, Abuja, Nigeria JAMB/TA/UTME/JTR

Signature/ Date.....

NO



# TEST ADMINISTRATION DEPARTMENT JAMB TECHNICAL STAFF REPORT FORM

COMPLETE THIS FORM AS APPROPRIATE PER SESSION (TO BE COMPLETED BY JAMB TECHNICAL STAFF)

	YEAR OF EXAMINATION
	EXAMINATION TOWN STATE
	CENTRE NAME CENTRE NUMBER
	CENTRE CAPACITY
	SESSION: MORNING   MID-DAYA  TERNOON
1.	Was the download successful?
	YES
	NO (Enter the number of failed attempts)
2.	Were you able to get support from Network Operating Centre for any technical issue(s) relating to
	the network link?
	YES: (Enter the duration it took for the issue to be resolved)
	NO
3.	Were there complaints on the presentation of questions, graphics and tone marks in the case of
	languages?
	YES: (Enter the number of instances)
	NO
4.	Could you log on with the same registration number on more than one computer?
	YES:(Enter the number of instances)
	NO
5.	Were you able to get support from Network Operating Centre for any software issue relating to
	the presentation of examination questions?
	YES: (Enter the duration it took for the issue to be resolved)
	NO
6.	Were all the clients able to communicate with the server?
	YES:
	NO:(Enter the number of failed attempts)
7.	(a) How many computers developed fault during the examination?
	Enter the number

	(b) If any, were the faulty systems replaced from the backup computers available?
	YES: (Enter the number replaced)
8.	Did the number of candidates writing the examination correspond with the number on the server YES/NO
•	f NO comments
9.	Was the upload successful?
	YES:
	NO: (Enter the number of failed attempts)
	Please comment
Full Na	ne of Technical Staff (No initials Please)
Staff Ic	entity Number
Design	ation/ RankDepartment/ Station
e-Mail	Address
Signati	re/ DateTelephone Number



# TEST ADMINISTRATION DEPARTMENT BIOMETRIC VERIFICATION REPORTING OFFICER REPORT FORM

**COMPLETE THIS FORM AS APPROPRIATE** 

		YEAR OF EXAMINATION
	EXAMINATION TOWN	TATE
	CENTRE NAMECE	NTRE NUMBER
	CENTRE CAPACITY	<u></u>
	SESSION: MORNING MID-DAYTERNOON	
	NE EVANDATION VERIEIOATION	
Pr	RE-EXAMINATION VERIFICATION	
1.	No. of candidates verified with finger prints	
1.	No. of candidates not verified	
3.	No. of candidates absent	
_		
PC	OST-EXAMINATION VERIFICATION	
1.	No. of candidates verified with finger prints	
	• .	
2.	No. of candidates not verified	
3.	Enter Registration numbers of candidates not ve	rified
4.	No. of candidates absent	
	Full Name of BVR (No initials Please)	
	Staff Identity Number	
	Telephone Number	
	e-Mail Address	
	Signature/Date	
	orginatoro, bato	

JOINT ADMISSIONS AND MATRICULATION BOARD



#### **TEST ADMINISTRATION DEPARTMENT**

CLOSED CIRCUIT TELEVISION (CCTV) MONITOR REPORT FORM

Complete this form as appropriate

	Year	of Examination	on			
EXAMINATION TOWN	STA1	ΓE				
CENTRE NAME	CEN	ITRE NUMBER				
CENTRE CAPACITY						
SESSION: MORNING		MID-DAY		AFTER	NOON	
1. Is the CCTV functional?	Yes		No			
2. Is the CCTV digital? Yes		No				
3. Can the CCTV record and st	core information?	Yes	1	No		
4. Can the CCTV view strateg	ic areas in and arou	nd the examina	ation centre?	Yes		
5. How many cameras are ins	stalled in the centre	?		]		
6. Can you monitor proceedi	ngs conveniently?	Yes	1	No		
7. Can you communicate wit	n the Peace Monito	rs effectively?	Yes			
8. What is the DVR capacity o	of the CCTV?					
9. Is there any challenge in c				o		

10.	. What is your overall assessment of the CCTV view	w in the centre?
Fu	Full Name of CCTV Monitor (No Initial Please)	
De	Department/Institution	
Te	Telephone Number	
۵_ا	e-Mail Address Signa	ture/Date

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

JAMB/TA/UTME/PTR



## TEST ADMINISTRATION DEPARTMENT PROCTOR REPORT FORM

#### **COMPLETE THIS FORM AS APPROPRIATE**

CENTR	E NAMECENTRE NUMBER
CENTR	E CAPACITY
SESSIC	DN: MORNING MID-DAY AFTERNOON
	What date and time was the hall arranged for the examination?  Was the examination on schedule?  YES  NO (Enter the duration behind schedule)
3.	How many candidates were present in the hall?
	How many candidates were absent in the hall?  Were there incidents of examination malpractice?
	YES: (Enter the number of candidate(s))  NO
6	Was any candidate found with exhibit?
0.	YES: (Enter the number of candidate(s) involved)  NO
7.	Was the malpractice a case of collusion between candidates?
	YES: (Enter the number of candidate(s) involved)  NO
8.	Were the centre staff involved in the act of collusion?
	YES: (Enter the number of centre staff involved)  NO
9.	On a scale of 1-5, where 1 is the least and 5 the highest, how would you rate the
	conduct of the examination in your hall?
comm	ent

Full Name of Proctor (No initials Places)
Full Name of Proctor (No initials Please)
Staff Identity Number
Designation/ Rank
Department/ Station
Telephone Number
e-Mail Address
Signature/Date



## TEST ADMINISTRATION DEPARTMENT PROCTOR'S CHART

#### **COMPLETE THIS FORM AS APPROPRIATE**

			YEAR OF EXAMINATION
	<b>EXAMINATION TOW</b>	/NSTATE.	
	CENTRE NAME	CENTF	RE NUMBER
	CENTRE CAPACITY	,	
	SESSION: MORNIN	G MID-DAY AFTERNOON	
		_	
0/1	DANIOE OF	NAME OF PROOTOR	TELEPHONE NUMBER(O)
S/N	RANGE OF CANDIDATE'S SEAT	NAME OF PROCTOR	TELEPHONE NUMBER(S)
	NUMBER		
1	001-050		
2	051-100		
3	101-150		
4	151-200		
5	201-250		
		(A	
Full	Name of Supervisor	(No initials Please)	
Staff	Identity Number	Designat	ion/ Rank
Depa	artment/ Station	Telepho	ne Number
e-Ma	ail Address	Signatur	e/Date

#### JOINT ADMISSIONS AND MATRICULATION BOARD



#### CENTRE ADMINISTRATOR REPORT FORM

#### Tick/Complete this form as appropriate per session

Year of Examination ..... EXAMINATION TOWN......STATE ...... CENTRE NAME......CENTRE NUMBER...... CENTRE CAPACITY..... **SESSION: MORNING** AFTE N 1. When did you receive the Board's notification for the use of your organisation as examination venue? Month Day Year 2. What is the capacity of your centre? 3. (i) Were you and staff of the centre briefed on the examination? Yes (ii) If Yes, when was the briefing conducted? 4. Which of the following examination officials attended the briefing? **Supervisor BVR JAMB Technical Staff Security Personnel Centre Technical Staff Maintenance Assistant Proctors** 5. What was the general attitude of the candidates during the examination? Orderly isorderly 6. Were there incidents of examination malpractice? Yes

(i) what was the nature of the malpractice?
(ii) how many candidates were involved?
<ul><li>7. Which of the following security outfits were present at the examination centre?</li><li>(i)Nigeria Security and Civil Defence Corps</li></ul>
(ii) Examination centre security
(iii) Other security agencies (Please specify)
8. How would you assess the performance of the security agencies?
(i) Nigeria Security and Civil Defence Corps
Effective Ineffective
(ii) Examination centre security
Effective ffective
(iii) Other security agencies (Please specify)
Effective effective
9. What is your overall assessment of the administration of the examination?
Successful ematic but successful Unsuc ul
(i) If problematic but successful, explain
(ii) If unsuccessful, explain
Full Name of Centre Administrator (No Initials please)
Designation/Ranke-mail Address
(Note: Use extra sheets where applicable)

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

If Yes,



#### **TEST ADMINISTRATION DEPARTMENT**

## CENTRE TECHNICAL STAFF REPORT FORM Tick/Complete this form as appropriate per session

Year of Examination .....

EXAMINATION TOWNSTATE
CENTRE NAME
CENTRE NUMBER CENTRE CAPACITY
SESSION: MORNING AFTERN
1. Did you participate in the pre-examination briefing at the centre? Yes No
(i) If yes, when was the briefing conducted?
(ii) If No, why?
2. What is the capacity of the examination centre?
3. State the sizes of the computer monitors in your centre
4. Is the screen resolution adequate for candidates to read without difficulties? Yes No
5. (i) Were the <i>clients</i> able to communicate with Centre Server? Yes No
(ii) If no, why and what did you do to correct them?
6. (i) How many computer systems did you prepare for the examination?
(ii) How many were reserved as backup?
7. (i) How many computer systems developed fault during the examination?  (ii) If any wore the faulty computersystems replaced (repaired? Yes.
(ii) If any, were the faulty computersystems replaced/repaired? Yes No
8. (i) Did you encounter any other technical hitches? Yes  N  (ii) If you what were the hitches?
(ii) If yes, what were the hitches?
(iii) How were the hitches resolved?
Comments/Suggestions

Full Name of Centre Technical Staff (No Initials please)
Staff Identity Number
Designation/Rank
Department/Institution
Telephone Number
e-mail Address
Signature/Date



## TEST ADMINISTRATION DEPARTMENT EXAMINATION MALPRACTICE REPORT FORM I

#### **DETAILS OF CANDIDATES**

Complete this form as appropriate per session

									,	ear of Examinat	ion					
E)/ A I	4151.6	TIOI		2147						CTATE						
										STATE						
CEN	rre n	IAM	E	•••••	•••••	•••••	•••••	•••••	 •••••	CENTRE NUI	∕IBER					
CEN	TRE C	APA	CIT	Υ					 							
SESS	ION:		N	ИOГ	RNII	١G				MID-DAY			AF	TERN	100	N
S/N			REC	SISTR	RATIO	N NU	JMBE	R	1	NAM	E IN FULL		SEAT	NUM	BER	MALPRACTICE CODE
	All re or's Fu									Supervisor's Ful	Name(No init	ials plea	se)			
Signa	ture/D	ate .							 	Signature/Date						

#### JOINT ADMISSIONS AND MATRICULATION BOARD

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

PROF. IS-HAQ O. OLOYEDE,OFR, FNAL Registrar

JAMB/TA/UTME/EMR /SR



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

#### Complete this form as appropriate per session

Year of Examination .....

FXAMINATION	LTOWN		STATE			
			CENTRE NUMBER			
	CITY					
SESSION:	MORNING		MID-DAY		AFTERNOON	
A. Full Name	of Candidate					
Registrati	ion Number	E	Examination Num	ber		
Subjects E	Entered for: Use	of English, (i)	(ii)	(iii)		
1. What offe	ence have you be	een accused of co	ommitting?			
	your explanation					
•••••						
Telephon	e Number		Signature/Dat	:e		
B. Proctor's	comment(s)					
Full Name	(No Initial please	e)	Signature/D	ate		
C. Supervisor	r's recommendat	ion(s)				
e-MailAddress			Signature/D	ate		

### JOINT ADMISSIONS AND MATRICULATION BOARD



#### PAYMENT OF REFRESHMENT ALLOWANCE:

#### NIGERIA SECURITY AND CIVIL DEFENCE CORPS (NSCDC)

Year of Examination .....

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

Days	Name of Officer	Identity Number	Amount Received	Phone Number	Signature/Date
Day 1					
Day 2					
,					
Day 3					
Day 4					
,					
Day 5					
Day 6					
,					
Day 7					
Day 8					
Layo					
Day 9					
Day 10					

Day 11				
Day 12				
Day 13				
Day 14				
TOTAL AMO	TOTAL AMOUNT RECEIVED			,

Full Name of Supervisor	(No init	ial ple	ease)		
Staff Identity Number					
Designation/Rank					
Department/Station					
Telephone Number					
e-mail Address					
Signature/Date					



#### PAYMENT OF HONORARIUM TO CENTRE

			rear or Examina	uon
EXAMINATION	I TOWN	STATE		
CENTRE NAME		CENTRE NUM	1BER	
CENTRE CAPAC	CITY			
Kindly acknow	ledge receipt of your ho	norarium for each da	ay of the examination	on.
Days	Name	Amount Received	Phone Number	Signature/Date
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				

Day 10			
Day 11			
Day 12			
Day 13			
Day 14			
TOTAL AM	OUNT RECEIVED		

Full Name of Centre Administrator (No initial please)				
Designation/Rank				
Institution				
Telephone Number				
e-mailAddress				
Signature/Date				



#### REFRESHMENT ACKNOWLEDGMENT FORM:

Year of Examination .....

/N	Representative:	Name of Officer	Identity	Telephone	Signature/
	A sum of <b>¥10,0</b>	000 has been provided for centre ref	reshment d	aily.	
	Kindly acknowl	edge receipt of the provision of ref	reshment to	centre.	
CEN	ITRE CAPACITY	DAY			
CEN	ITRE NAME	CENTRE NU	JMBER		
EXA	MINATION TOWN	STATE			

S/N	Representative:	Name of Officer	Identity Number	Telephone Number	Signature/Date
1	JAMB				
2	CENTRE				
3	PROCTORS				
4	NYSC				

Full Name of Centre Administrator (No init	ial please)
Designation/Rank	
Telephone Number	
E-mail Address	Signature/Date

#### JOINT ADMISSIONS AND MATRICULATION BOARD



#### **TEST ADMINISTRATION DEPARTMENT**

**RESIDENT MONITOR (RM) REPORT FORM** 

Complete this form as appropriate

Year of Examination ..... EXAMINATION TOWN...... STATE ..... CENTRE NAME...... CENTRE NUMBER..... CENTRE CAPACITY..... SESSION: **MORNING AFTERNOON** MID-DAY 1. Is the Generator functional? Yes 2. Were all the Computer System functioning? Yes No 3. Can the Server connect to the terminals? Yes 4. Were you able to monitor all activities conveniently? 5. Did you have a good understanding with other officials? 6. Is there any challenge at the centres? Yes If Yes, give details..... What is your overall assessment of the conduct of the examination at the centre? ..... 7. 

Full Name of Resident Monitor (No Initial Pleas	se)
Department/Institution	
Telephone Number	
e-Mail Address	Signature/Date

UNIFIED TERTIARY MATRICULATION EXAMINATION

#### UNVERIFIED CANDIDATES FORM

To be completed by candidates that could not be verified by the BVM.

Any candidate not verified by BVM may be rescheduled.

No person is allowed to take this examination without being verified through BVM

# **PART A: CANDIDATE DETAILS** i. FULL NAME: ii. REGISTRATION NO: iii. EXAMINATION NUMBER: iv. EXAMINATION CENTRE NAME: v. DATE OF EXAMINATION: ME: vi. EXAMINATION STATE: vii. NAME OF CENTRE THAT REGISTERED YOU: viii. STATE OF CENTRE WHERE YOU REGISTERED: ix. REASON(S) FOR NON VERIFICATION: **PART B: OFFICIAL USE ONLY** SUPERVISOR'S NAME: SUPERVISOR'S TELEPHONE NUMBER: SUPERVISOR'S EMAIL ADDRESS:

SUPERVISOR'S SIGNATURE/DATE:.....