

**NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)
P.M.B. 1747, IKPOBA HILL, BENIN CITY, EDO STATE**

**2009 MAY/JUNE NTC/NBC CERTIFICATE EXAMINATIONS
EXAMINATION ENTRY GUIDE FOR PRELIMINARY REGISTRATION IN SCHOOLS**

1. **INTRODUCTION**

This entry guide is issued with other documents for the May/June Certificate Examinations. It contains instruction for easy completion of the Entry Documents. It should be carefully studied to ensure that the correct entry schedule is used for business and technical candidates for preliminary enrolment before the actual on-line registration.

Principals and Heads of Institutions are advised to be particularly careful when making entries in order to ensure that information supplied by them are adequate and correct in every detail, as the Board will not entertain requests for corrections on entries, which have been submitted. To ensure error free entries, the entries after completion should be read to the candidates before submission.

2. **COMPULSORY AND OPTIONAL SUBJECTS**

(a) **Technical Candidates**

i. English Language (001); Mathematics (002); Physics (004); and Chemistry (005) and ICT – Information Communication Technology (008) are compulsory for Technical Candidates while Economics (003) and Literature-in-English (007) are optional for them.

ii. Candidates for the under listed Trades can offer Biology as a trade-related subject, but other technical candidates are not allowed to offer Biology. Technical candidates offering Trades with Biology as trade-related subjects as stipulated in the examination structures are:

- Catering Craft Practice (340)
- Ladies Garment Making (330)
- Men's Garment Making (320)
- Cosmetology (310)
- Fisheries (200)
- Animal Husbandry (180)

iii. Introduction to Building Construction (211) under Blocklaying and Concreting (210) is a compulsory subject for candidates offering the under listed trades:-

- Carpentry and Joinery (220)
- Painting and Decorating (250)
- Plumbing and Pipefitting (260)
- Draughtmanship Craft Practice (270)

(b) **Business Candidates**

English Language (001); Mathematics (002); Economics (003) and ICT – Information Communication Technology (008) are compulsory for Business candidates while Physics (004); Chemistry (005); Biology (006) and Literature-in-English (007) are optional for them.

3. ENTRY SCHEDULES

There are four types of Entry Schedules namely:

- a. **EA 60:** This is for registration of candidates offering NBTE syllabus in Technical Trades.
- b. **EA 61:** This is for the registration of candidates offering NBTE syllabus in Business Trades.
- c. **EA 62:** This is to be used in summarizing entries and fees paid by all NTC candidates
- d. **EA 63:** This is to be used in summarizing entries and fees paid by all NBC candidates.

4. HOW TO MAKE ENTRIES IN THE ENTRY SCHEDULE (i.e. EA 60 and 61)

- (a) **Year:** (Space NO. 1) indicate the year in which examination is to be taken by candidates in space No. 1
- (b) **Numbering of Entry Schedules:** (Space Number 2) indicate the number of sheets used e.g. if four sheets were used for registration, they should be numbered 1 of 4, 2 of 4, 3 of 4 and 4 of 4.
- (c) **Centre Code:** (Space NO. 3) indicate the centre code of your College/School in space NO. 3.
- (d) **College Name:** (Space NO. 4) write clearly the college name, address and telephone number in space No. 4.
- (e) **Candidate's Examination Number:** (Column 5-6) should be left blank until candidates examination numbers are ascertained from the internet. The numbers should later be filled into the column in line with those in the internet. On no account should the examination number on the entry schedule be different from the one assigned on the internet.
- (f) **Sex:** (column 6-7) write "M" for male candidates and "F" for female candidates.
- (g) **Candidate's Date of Birth:** (column 7-8) the day, month and year of candidate's birth should be represented by 2 digits each. For example, if a candidate's date of birth is 20th June, 1994, this should be recorded as 210 under day, 06 under month and 94 under year.
- (h) **Candidate's Names:** (column 8-9) candidate's names should be written in block letters as they are to appear on any certificate to be issued, starting with the first name followed by the middle name and surname last. One blank space should be left after each name. If the spaces are insufficient for a candidate's names, the middle name should be appropriately abbreviated. The names should be arranged alphabetically, trade by trade.
- (i) **Trade Code (column 9-10):** Enter the trade code of each candidate here. When candidates entered in for the same trade are in consecutive lines, it will be sufficient to enter the trade code against the first candidate, then use a vertical arrow to cover the first and the last candidates offering the same trade.
- (j) **General Education (column 10-11):** Mark "X" for the General Education Subject for each candidate here. For candidates offering the same subjects, use a vertical arrow as described in 4 (1) above.
- (k) **General Education (column 10-11a for EA 60 and EA 61):** Mark "X" for the trade-related subject codes for technical and Business Candidates here. For candidates offering the same subjects, use a vertical arrow as described in 4 (1) above. Business candidates who wish to offer Biology should enter 006 in the General Education section of the entry schedule. Candidates' offering technical trades in Catering Craft (340), Ladies Garment Making (330), Men's Garment Making (320), Cosmetology (310), Fisheries (200) and Animal Husbandry (180) should enter for Biology (006) in the trade-related section of the entry schedule.

- (l) **Trade components (column 11a-12 for EA 60):** These are four technical candidates only. Write the codes of the component on the trade specified in columns 9-10 here. For candidates offering the same subjects, use a vertical arrow as described in 4 (i) above.

(Column 11a-12 for EA 61): This is for business candidates only. Mark “X” for the business subject codes for each business candidates here. Business and technical candidates who wish to offer Literature-in-English should mark “X” for 007 in the general education section of the entry schedule.

- (m) **Principal’s Name, Signature and Date:** The name and signature of the school/college principal or his/her representative should be written and certified with the college official stamp to authenticate the entries in the appropriate spaces provided for record purpose.

- (n) **Summaries of Entries, Total Number of Candidates and Fees Paid:**

EA 62 should be used to summarize the entries in EA 60 for NTC candidates.

EA 63 should be used to summarize the entries in EA 61 for NBC candidates.

In summarizing the entries, the number of candidates registered for each trade should be indicated in column 1.

The fees paid by all the candidates in a trade should be entered in column 2.

If the number of candidates is less than 10 per trade, a practical centre fee of N2,000.00 per trade should be paid and entered in column 3. This should be done for all trades with practical including Shorthand where the number is less than 10.

The total for each column should be clearly recorded in number 4. Finally, the total amount from columns 2 and 3 should be entered as the grand total in number 5.

5. **COMPLETION OF MANUAL ENTRY SCHEDULE**

Principals should complete Manual Entry Schedule (EA 60 and 61) and the Summary Sheets (EA 62 and 63) which should be taken to the Zonal Office serving the State; where the Zonal Coordinator cross-checks and retains a copy of each of the documents and submit a copy of same to the National Headquarters in Benin City.

6. **EXAMINATION FEES**

- (a) Theory Candidates without practical is N3,500.00
- (b) All Technical trades that have practical and Business Trades with Shorthand dictation is N4,000. This additional N500 is not for the procurement of the materials needed for the practical.
- © Fees paid by candidates for any examination are not refundable.

7. **PAYMENT OF EXAMINATION FEES**

All examination fees for schools/colleges should be paid by Bank drafts drawn from any of the following banks and payable to NABTEB Benin City. (1) UBA Plc (2) First Bank Plc (3) Zenith Bank Plc. (4) Union Bank Plc and (5) Skye Bank Plc. Schools are free to use a single Bank Draft to cover the fees for all their candidates. The originals and photocopies of the Bank Drafts should be attached to the Summary Sheets (TA 62 and 63) and submitted to NABTEB Liaison Office, Abuja, Regional Offices in Lagos and Kaduna, Zonal Offices nationwide or National Headquarters of the Board in Benin City for the purchase of on-line registration scratch cards. All Bank Drafts must bear the name of the school, the State and centre number at the back Note that Bank Tellers will not be accepted. Entries accompanied with Bank Tellers will be rejected.

8. **CLOSING DATE** : The closing date for the submission of entries is 30th March, 2009. There will be no extension of closing date.

9. **REGISTRATION FOR GENERAL EDUCATION, TRADE-RELATED AND TRADE COMPONENTS**

- (a) All candidates are to write the General Education, Trade Related and Trade components listed against their trades in EA 25.
- (b) For all NTC candidates, English Language (001), Mathematics (002), Physics (004), Chemistry (005) and ICT – Information Communication Technology (008) are compulsory. Biology (006) is also compulsory for candidates offering Catering Craft Practice (340), Ladies Garment making (330), Men’s Garment Making (320), Cosmetology (310), Fisheries (200) and Animal Husbandry (180). All other candidates offering technical trades cannot offer Biology. Economics (003), Literature-in-English (007) are optional for technical candidates.
- © For all business candidates, English Language (001), Mathematics (002) and Economics (003) and ICT – Information Communication Technology (008) are compulsory while Physics (004), Chemistry (005), Biology (006) and Literature-in-English (007) are optional.
- (d) Examination centres must not register candidates for trades for which their centres were not approved. Colleges/Schools who do not adhere strictly to this will have their entries invalidated in respect of the affected subjects.

10. **MULTIPLE ENTRIES:**

A candidate is expected to enroll for one trade only.
Multiple entries will be invalidated.

11. **AMENDMENT TO ENTRIES**

Once an entry document has been submitted, no amendments will be allowed in the entries, Swapping of names and trades/subjects, replacements, change in name, Trade code, Examination Centre, etc.

12. **EXAMINATION TIME TABLE**

The Board will ensure that examinations take place as provided on the Time Table at various centres. However, changes if any, will be communicated to schools/colleges through the mass media.

13. **IRREGULAR ENTRIES**

- (a) The Board will reject the scripts of any candidate in any paper for which he/she had not been registered.
- (b) The practice whereby centres allow candidates who did not enroll for some subject(s) or the entire examinations to write the paper(s) or the examinations will not be allowed.
- © No results will be issued to candidates who sat for papers for which they were not registered. The principals are advised to report cases such as wrong spelling of names, non-appearance of name in the Marks and Attendance Sheets, duplicated or wrong examination number etc. to the supervisor as soon as such cases are detected.

14. **PHOTO-ALBUMS**

- (a) Completed entries must be accompanied with two copies of completed photo-albums.
- (b) Candidates passport photographs in the photo-albums should be arranged on trade basis in line with how the names and trades appear in the entry schedule.
The names and examination numbers should be clearly written below their passports photographs. Principals are strongly advised to ensure that the examination numbers of their candidates on the two photo albums are the same. The passports photographs on the two photo-albums must be identical to the one on the on-line registration.

- © Candidates whose passport photographs do not appear in the photo-albums and the on-line registration photo cards will not be allowed to take the examinations.

15. **EXAMINATION ENVIRONMENT**

Every approved examination centre should provide an examination hall and an overall examinations conducive environment for its candidates during the examinations.

16. **REJECTION OF ENTRIES**

Entries which do not conform with the Board's regulations will be rejected.

17. **THE RIGHT OF THE BOARD**

The Board reserves the right to cancel or withhold the result of any centre in whole or in part. The Board has the right to invalidate entries that do not have passport photographs even when such entries are accompanied with appropriate examination fees. The Board, its employees or agents shall be relieved from all responsibilities for any injury, delay, loss or damage however caused and of whatever kind arising or resulting on their part while acting in the course of/or in connection with the Board's examinations.

18. **COLLECTION OF EXAMINATION MATERIALS**

Examination centres are required to collect examination materials from their respective Zonal Offices as from 27th April, 2009.

19. **LOCKING OF SCHOOL GATES DURING EXAMINATIONS:**

Principals should not lock the gate to the school premises or the door to the examination Hall during examinations. However, if it becomes extremely necessary to lock the gate, a staff of the school must be permanently stationed there with the key for easy access to the examination venue by NABTEB Staff/Ministry Officials on monitoring.

20. **INSTRUCTIONS TO CANDIDATES:** Principals should bring the contents of the following instructions to the candidates before the examinations.

(a) **Materials Allowed for the Examinations**

- (i) All candidates are required to supply their own pens, pencils, ink and rulers.
- (ii) **Drawing Materials:** candidates are required to provide themselves with Drawing board, Tee-Square, metric scale ruler and other drawing instruments.
- (iii) **Slide rules:** candidates are allowed to use slide rules at any examination.
- (iv) The use of simple non-programmable, noiseless and cordless calculator is allowed.
- (v) Please note that the use of G.S.M. is not allowed in the examination hall.

(b) Candidates are not allowed to change subjects or examination centres during the examinations.

© Date and Time of Examination.

- (i) It is imperative for candidates to check the dates and the time of commencement of their papers from relevant Time Table published by the Board.
- (ii) All morning papers will commence at 9.00 a.m. Candidates should arrive at their examination centres at least HALF AN HOUR before the commencement of every paper.

- (d) All practical tests will commence at 9.00 a.m. as indicated on the Time Table. Candidates must report at the centres arranged for them for practical examinations or at the centres to which they have been transferred.
- (e) Candidates are required to produce their photo-cards each time they report for a paper.
- (f) Candidates are expected to behave well while in the examination hall. Candidates found guilty of disorderly behaviour in the examination hall are liable to expulsion from the centres.
- (g) All candidates must write their names, centre numbers, candidates' number, paper codes, etc. on answer booklets, objective answer sheets, graph sheets and Drawing sheets in all the papers. All continuation sheets must bear the centre number and candidate's number in addition to the question number.
- (h) All candidates must append their signatures on the warning space provided in the cover page of the answer booklet.
- (i) Candidates are warned not to use office pins to secure their work. Twine would be supplied by the supervisor or invigilator on request.
- (j) Candidates should exercise great care in the use of furniture and instruments in the examination hall. They are reminded that the cost of repairs or replacement of any damaged property would be borne by candidate(s) responsible for such damage.

21. **EXAMINATION RULES:**

- (a) Act NO. 33 of 1999. The attention of candidates is hereby drawn to the provisions of Act No. 33 of 1999 which provide stiff penalties for examination malpractices.
- (b) Candidates are therefore warned to desist from actions that would breach the provisions of the Act.
- © Candidates are not allowed to bring in scripts, or plain sheets of paper into the hall.
- (d) Candidates must not bring books or papers into the examination hall except materials which they have been specifically told to bring to the hall.
- (e) Candidates must not communicate with each other during the examinations. Candidates wishing to ask questions should attract the attention of the supervisor/invigilator by raising their hands. The Board does not accept responsibility for the loss of books, bags, or other property, which candidates bring to the examination centre.
- (f) Any candidate who disobeys these instructions may be asked to discontinue his or her work, and must be reported to the Board by the supervisor.
- (g) Candidates are requested to submit three (3) identical colour passport photographs with white background, one of which must be scanned on the photocards while the other two are for the photo-albums.
- (h) No candidate is allowed to leave the hall, unless on confirmed health ground until 30 minutes to full time for Practical and Essay Papers or 10 minutes to full time for an objective paper. Where a health problem is confirmed, the supervisor is under instruction to provide medical attention and ensure that the question paper and other worked materials are left behind. Similarly, no candidate is allowed into an examination hall 30 minutes after the commencement of a paper.

22. **PRACTICAL EXAMINATIONS**

Candidates for practical examinations are required to provide their own tools. Candidates are expected to exercise great care in the handling and the use of the machines and tools provided. Candidates are to note that the N500.00 paid as practical fee is not for the procurement of the materials, i.e. Cutting List for practical papers.

REGISTRAR/CHIEF EXECUTIVE