

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

**2011 NOV. /DEC. NTC/NBC/ANTC/ANBC CERTIFICATE EXAMINATIONS
EXAMINATION ENTRY GUIDE FOR ALL CANDIDATES**

1. INTRODUCTION

This entry guide is issued with other documents for the November/December Certificate Examinations. It contains instruction for easy on line registration.

2. PURCHASE OF SCRATCH CARDS

Scratch cards for the above named examinations, primarily for private candidates, are available for sale at the following selling points:

- a. NABTEB ZONAL OFFICES IN ABUJA, KADUNA, YOLA, LAGOS, ENUGU AND BENIN CITY.
- b. NABTEB STATE OFFICES NATIONWIDE.
- c. DESIGNATED BRANCHES OF NIPOST (POST OFFICES) NATIONWIDE.
- d. DESIGNATED BRANCHES OF: FIRST BANK, UBA, ZENITH BANK, UNION BANK, SKYE BANK, SPRING BANK, GUARANTY TRUST BANK, UNITY BANK, PROSPERITY MICRO FINANCE BANK AND OKUTA MICRO FINANCE BANK.
- e. NABTEB NATIONAL HEADQUARTERS, IKPOBA HILL, BENIN CITY.

3. IMPORTANT NOTICE TO CANDIDATES

- a. Entries which do not conform with the Board's regulations will be rejected.
- b. 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 candidates through the mass media or through their centres. Candidates are strongly advised to check for such vital information at their centres at least 3 days before the commencement of the examinations.
- c. The Board reserves the right to cancel or withhold the results of any candidate in whole or in part for reasons connected with examination irregularities. 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/resulting directly or indirectly from any action, neglect

or default on their part while acting in the course of/or connection with the board's Examinations.

- d. The Board will reject the scripts of any candidate in any paper for which the candidate has not been duly registered.
- e. Only three (3) changes would be allowed for trade/subjects and date of birth. However, no change will be allowed for Bio-data entries.

4. **MATERIALS ALLOWED FOR THE EXAMINATIONS**

- a. All candidates are required to supply their own pen, pencil, ink and ruler.
- b. Drawing Materials: Candidates are required to provide their own drawing board, Tee-square, metric scale ruler and other drawing instruments. They are also allowed to use slide rules during the examination if the need arises.
- c. The use of simple, non-programmable, noiseless and cordless calculator is allowed.
- d. **Candidates** are not allowed to enter examination Hall with GSM Hand-set.

5. **DATE AND TIME OF EXAMINATION**

- a. It is imperative for candidates to check the dates and the time of commencement of their papers from relevant Time table.

All morning papers will commence at 9.00 a.m., and candidates are to arrive at their examination centres at least **HALF AN HOUR** before the commencement of each paper.

- b. No candidate is allowed to leave the hall, unless on confirmed health ground, until 30 minutes to full time for a 3-hour paper or 10 minutes to full time for an objective paper. Where a health problem is confirmed, the centre Supervisor is under instruction to provide medical attention and ensure that the question paper and other worked materials are not taken out of the examination hall. Similarly, no candidate is allowed into an examination hall 30 minutes after the commencement of a paper.
- 6. All practical/oral tests will commence at 9.00 a.m. as indicated on the Time table. Candidates must report at the centres where they are expected to write their practical/oral examination at the scheduled time on the Time table.
 - 7. Candidates are required to produce their Print out photo card each time they report for a paper.

8. Candidates are expected to control their behaviour while in the examination hall. Candidates found guilty of disorderly behaviour in the examination hall will be expelled from the centre.
9. All Candidates must write their names, centre numbers, candidates' numbers and paper codes, on Answer booklets, Objectives answer sheets, Graph Sheets, Drawing Sheets, and Continuation Sheets etc in all their papers. Candidates are advised not to use office pins to secure their work. Twine will be supplied by the Supervisor or invigilator on request. Candidates should exercise great care in the use of furniture and equipment during the examination. They are reminded that the cost of repairs or replacement of any damaged property would be borne by those responsible for such damages.

10. **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. Candidates are therefore warned to desist from actions that would breach the provisions of the Act.
- b. Candidates are not allowed to bring textbooks, scripts or plain sheets of paper into the hall, except materials which they have been specifically told to bring for the examination.
- c. 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.
- d. The Board does not accept responsibility for the loss of books, bags, or other property which candidates bring to the examination centre.
- e. Candidates who disobey any of these instructions may be asked to discontinue his or her work, by the supervisor who is under instruction to report such disobedience to the Board.

11. **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 by their centres. Candidates are to note that the N500 fee paid as practical fee is not for the procurement of materials for practical papers. Cutting list for practical papers will be sent to Centre and candidates are to make individual arrangement with the Principals of their centres for the procurement of materials for their practical papers for which they are to pay.

The cost of the material(s) needed for each practical paper will be calculated by the Board and sent to Centres. Candidates are free to demand for this from the Principals of their centres who are under instruction to make them available to candidates who may wish to make private arrangement to get the materials for their practical papers. Candidates are therefore strictly advised to go to their centres at least one week before the commencement of their papers in order to make proper arrangement for the procurement of materials for practicals.

12. **IRREGULAR ENTRIES**

No results will be issued to candidates who sit for papers for which they have not been registered. However, if you register for a paper and your name does not appear on the Mark and Attendance Sheet, report to the Supervisor, who has been authorized to take appropriate action. If you have been entered for the wrong paper(s) or your name is mis-spelt you must let the Supervisor know immediately for correction. Multiple/double Registration (registering for two or more trades at the same time) will be invalidated.

13. **PASSPORT PHOTOGRAPH**

- a. Up date your colour passport photograph with a RED background and dimension 2cm x 1.5cm (not greater than 20kb).
- b. Candidates should write their name and trade at the back of their passport to avoid mix-up while login-in

14. **ADMISSION NOTICE CARDS**

Candidates must down load the photo card and bring same to the examination hall for all the papers registered for.

15. You are required to supply your personal information which includes: **Full Name** (not more than 30 characters and in this order). "First Name then Middle Name and Surname" e.g. "Muyiwa Mope Yakubu, **Address, Date of Birth and Gender** information. Note that your full name must not be more than 22 characters.

16. **NOTE:** No candidate is allowed to enroll for **NBC** and **ANBC** or **NTC** and **ANTC** subjects together in the same examination. Where this is done the entry will be rejected.

Multiple Entries: A candidate is expected to enroll for one trade only.

Multiple Entries: will be invalidated.

17. ENTRIES FOR BIOLOGY, PHYSICS, CHEMISTRY AND LITERATURE-IN-ENGLISH

- a. Physics and Chemistry are compulsory for all Technical Candidates but are optional for business candidates.
- b. Economics is compulsory for business candidates but it is optional for Technical candidates.
- c. Literature-in-English is optional for all Technical and Business candidates.
- d. Biology is compulsory for Catering Craft candidates only. It is optional for Business candidates. Other Technical candidates are not allowed to register for Biology.

18. 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 trade in EA 25.
- b. For all NTC candidates, English Language (001), Mathematics (002), Physics (004) and Chemistry (005) 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 (006), Economics (003), and Literature-in-English (007) are optional for Technical candidates.
- c. Candidates for 210 are exempted from Introduction to Building Construction (211). Candidates for Electrical Installation and Maintenance Work (040) and Electronic Works (070) are exempted from Basic Electricity (194). Candidates for Fabrication and Welding (050) and Mechanical Engineering Craft Practice (060) are exempted from General Metal Work (191). Candidates for Carpentry and Joinery (220), Furniture Making (230), Machine Wood Work (240) are exempted from General Wood Work (192).
- d. For all Business candidates, English Language (001), Mathematics (002) and Economics (003) are compulsory while Physics (004), Chemistry (005), Biology (006), Literature-in-English (007) and ICT – Information Communication Technology (008) are optional.
- e. 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 the affected subjects.

19. All ANTC/ANBC candidates in addition to their Trade Related and Trade Components are to write Advanced General Education Subjects A01 and A02. No ANTC/ANBC candidate is allowed to write any of the General Education subjects at ordinary level. Economics Advanced (A03) is compulsory for only ANBC candidates.

20. **EXAMINATION FEES**

All candidates intending to sit for NBC/NTC must obtain a Registration Scratch Card at the cost of ~~₦~~5,750.00 for General Education and Trade without Practical, Trade with Practical is ~~₦~~6,250.00.

ANBC is ~~₦~~6,750 while ANTC is ~~₦~~7,250.00. These are made up of examination fees, administration charges, result checking, e-learning and information VCD fee.

While Shorthand with Two levels attract ~~₦~~1,000 and one level Shorthand attracts ~~₦~~500 in addition to the examination fees. Late registration will attract ~~₦~~1,000.00.

21. **CORRESPONDENCE AFTER SUBMISSION OF ENTRY**

In all correspondences, the candidate must state:

- a. His/her full name
- b. Examination number/Year of Examination
- c. Examination Centre
- d. Trade name and code.

22. Candidates are strongly advised to make use of recognized cybercafé for their entries.

Registrar/Chief Executive