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

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2026 NOV/DEC NBC/NTC AND ANBC/ANTC EXAMINATIONS ENTRY GUIDE FOR ALL CANDIDATES

1. INTRODUCTION

This entry guide is issued with other documents for Nov/Dec Certificate Examinations. It contains instructions for easy on-line registration.

2. PURCHASE OF REGISTRATION PINs:

Registration PINs for the above-named examinations for primarily private candidates are available for purchase at:

a. NABTEB Zonal Offices in Abuja, Kaduna, Yola, Osogbo, Enugu and Benin City,
b. NABTEB Liaison Office in Abuja,
c. NABTEB Area Office in Lagos,
d. NABTEB State offices Nationwide and
e. NABTEB National Headquarters, Ikpoba Hill, Benin City.

Approved NABTEB centres are free to enter candidates for the examinations, but they should obtain Registration PINs for each candidate from the designated selling points.

There may be an alternative registration option that would allow candidates the opportunity to register from their comfort zone on-line. Details would be communicated to candidates and other relevant stakeholders in due course.

Candidates may also visit the Board's website at www.novdec.nabteb.gov.ng.

3. IMPORTANT NOTICE TO CANDIDATES

a. Entries that do not conform to the Board's regulations would 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/NABTEB website at least **three 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 malpractice and irregularities.

d. 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.

e. The Board may reject the scripts of any candidate in any paper for which the candidate has not been duly registered.

f. Only **three** changes would be allowed for trades/subjects after registration. However, no change would be allowed for **Bio-data entries**.

4. **MATERIALS ALLOWED FOR THE EXAMINATIONS:**

a. All candidates are required to supply their own pen, pencil, eraser, ink, ruler, and mathematical set.

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 a simple, non-programmable, noiseless and cordless calculator is allowed.

d. Candidates are not allowed to enter the examination hall with GSM handsets and other electronic gadgets.

5. **DATE AND TIME OF EXAMINATION**

a. It is imperative for candidates to check the date and the time of commencement of their papers from the examination Time-table and their examination centre or from the Board's website.

Generally, morning papers 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 grounds, until **30 minutes to full time** for an essay paper or **10 minutes to full time** for an objective paper. Where a health problem is confirmed, the centre supervisor is under instruction to 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. **COMMENCEMENT OF EXAMINATION**

All practical/oral tests are expected to 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 Admission printout each time they report for a paper**.

8. **CONDUCT WITHIN EXAMINATION HALL**

Candidates are expected to conduct themselves properly while in the examination hall. Candidates found guilty of disorderly behaviour in the examination hall would be expelled from the centre.

9. **COMPLETION OF EXAMINATION MATERIALS AND HANDLING OF FACILITIES**

All Candidates must write their ***names, centre numbers, candidates' numbers and paper codes*** on answer booklets, objective answer sheets, graph sheets, drawing sheets, continuation sheets, etc in all their papers. Candidates are advised **not to use office pins** to secure their papers. Twine would 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. Examination Malpractice **Act No. 33 of 1999:** The attention of candidates is hereby drawn to the provisions of the Examination Malpractice **Act No. 33 of 1999,** which provide stiff penalties for examination malpractice. 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 draw 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. A candidate who disobeys 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.

f. Where examination officials or school authorities are involved in Examination malpractice or irregularities, candidates may report directly to the Board with proof.

11. COMPLAINTS/ APPEALS

Candidates are allowed to make formal complaints/appeals with regard to specific examinations and other sundry matters based on the following guidelines.

a. Complaints/appeals relating to registration and related matters must be received before the close of registration.

b. All complaints on results and related matters must be received **not later than six months** after the release of results.

c. Complaints received after this period **will not** be entertained.

d. Letters of complaints/appeals should be addressed to the Registrar/Chief Executive, NABTEB, Benin – City, indicating full name, registration and Centre name/number, type and year of examination, current location/postal address, GSM number, e-mail (if available) and other relevant information.

12. PRACTICAL EXAMINATIONS

Candidates for practical examinations are required to provide their own tools. In the case of Information and Communications Technology (ICT), candidates may be allowed to provide their own computers/laptops. Candidates are expected to exercise great care in the handling and use of the machines and tools provided by their centres. Cutting list for practical papers would be sent to centres, and candidates are to make individual arrangements with the principals/proprietors 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/Proprietors of their centres, who are under instruction to make them available to candidates who may wish to make private arrangements to get the materials for 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 arrangements for the procurement of materials for practicals.

13. IRREGULAR ENTRIES

No results would 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 Marks 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 to effect correction. Multiple/double Registration (registering for two or more trades at the same time) would be invalidated.

14. **PASSPORT PHOTOGRAPH**

Scan and upload your coloured passport photograph with **red** background and with a dimension of 2cm x 1.5cm. **Use of Webcam passport is not allowed**.

15. **ADMISSION NOTICE FORM**

Candidates must download the admission print out and bring same to the examination hall for all the papers registered for.

16. **PERSONAL DATA**

You are required to supply your personal information which includes: First Name, Middle Name and Surname e.g. “Muyiwa Emeka Yakubu, **Address, Date of Birth** and **Gender** information.

17. **TRADE, TRADE-RELATED AND TRADE COMPONENTS**

Examination centres must not register candidates for trades for which their centres were not approved. Colleges/schools which do not adhere strictly to this would have their entries invalidated in the affected subjects.

18. **EXAMINATION FEES**

a. The registration for:
   (i) Nov/Dec NBC/NTC is N22, 500 per candidate.
   (ii) Nov/Dec ANBC/ANTC is N25, 500 per candidate.

b. The registration fees cover the examination fee and result checking.

19. **CORRESPONDENCE AFTER SUBMISSION OF ENTRY**

In all correspondence, the candidate must state:

a. His/her full name

b. Examination number

c. Year of examination/series

d. Examination centre

e. Trade/subject name/code

f. Contact address/phone number and e-mail address if available.

20. **VISUALLY-CHALLENGED CANDIDATES**

Visually-challenged candidates would also register on-line but must clearly state the nature of their challenges.
Privilege should be given to all **Albinos** who will be writing the Examinations:
For Objective – Extra 10 Minutes.
For Practical – Extra 20 Minutes.

NOTE:

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