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

ENTRY GUIDE FOR MODULAR TRADES CERTIFICATE EXAMINATION

1. INTRODUCTION

This information is issued with the Entry Form for the Examination. It contains instructions for the completion and return of the Entry Form which should be carefully studied before the Entry Form is completed. Candidates are advised in their own interest, to pay particular attention to the handling and completion of the Manual optical Mark Reader (OMR) Registration sheets which **must** be completed and shaded, using HB pencils only.

2. PURCHASE OF ENTRY DOCUMENTS

Entry Forms for the above-named examination are available for sale at the following selling points in all states of the Federation including the Federal Capital Territory (FCT).

a. Federal and State Ministries of Education or Science and Technical Schools Boards
b. Federal and State Science and Technical Colleges
c. NABTEB Zonal Offices in Abuja, Kaduna, Yola, Osogbo, Enugu and Benin City
d. NABTEB State Offices nationwide.
e. NABTEB Liaison Office, Abuja
f. NABTEB Area Office, Lagos.

3. IMPORTANT NOTICE TO CANDIDATES

(a) Entries that do not conform with the Board's regulations will be rejected.
(b) Once an Entry Form has been submitted, no corrections will be allowed on the entries therein.
(c) Change of center will not be entertained once an entry has been submitted.
(d) The Board will ensure that examinations take place as provided on the Time-table at the various centres. However, changes (if any) will be communicated to candidates through the mass media.
(e) The Board reserves the right to cancel or withhold the result of any candidate in whole or in part.
(f) 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 in connection with the Board's Examinations.
(g) The Board will reject the scripts of any candidate in any paper for which he/she did not register.
(h) Affix a clear recent passport photograph of yourself in the space provided on the manual OMR Registration Sheet.
(i) Affix one (1) additional passport photograph each on the two Admission Notice Cards (EA44) which must be duly filled and returned with the completed Entry Form. The three (3) passport photographs used must be identical.
(j) Candidates are to choose from among the Trades and Modules listed in Examination Structure (EA 25 C).
(k) No candidate is allowed to enroll for more than one Module in a trade and no candidate is allowed to enroll for more than one trade in the same examination.

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

(a) All candidates are required to bring their own pens, pencils, ink, erasers and rulers.
(b) All Candidates are required to provide their own drawing boards, Tee-square, metric scale rulers and other drawing instruments.
(c) All Candidates are allowed to use slide rules during the examination if the need arises.
(d) The use of simple non-programmable, noiseless and cordless calculators are allowed.

5. CANDIDATES ARE NOT ALLOWED TO CHANGE SUBJECT/MODULE OR EXAMINATION CENTRE DURING THE EXAMINATIONS

6. DATE AND TIME OF EXAMINATION:

(a) It is imperative for candidates to check the dates and time of commencement of their papers from the Time-Table published by the Board.
All morning papers will commence at **9.00 a.m.** Candidates should arrive at the examination hall at least **Thirty (30) Minutes** before the commencement of the examination.

(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 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 the examination hall **30 minutes** after the commencement of a paper.

(c) Privilege should be given to all **Albinos** who will be writing the Examination:
For Objective – Extra 10 Minutes.
For Practical – Extra 20 Minutes.

7. **All practical/theory test will commence as indicated on the Time-table**.

8. **Candidates are required to produce their Admission Notice Cards whenever they report for examination.**

9. **Candidates are expected to conduct themselves properly while in the examination hall. Candidates found guilty of disorderly behavior are liable to expulsion from the centre.**

10. All candidates must write their **Names, Centre Names, Centre Numbers, Examination Numbers, paper codes**, e.t.c in all papers on Answer booklets, objective answer sheets, Graph Sheets and Drawing Sheets. All continuation sheets should bear the centre number and candidate's number in addition to the question number. Candidates are warned not to use office pins to secure their work. Twine would be supplied by the supervisor or invigilator on request. Candidates should exercise great care in the use of furniture and facilities in the examination hall. They are reminded that the cost of repairs or replacement of any damaged property would be borne by those responsible for such damage.

11. **EXAMINATION RULES**

(a) The attention of candidates are hereby drawn to the provisions of **Examinations Malpractice Act 33 of 1999** which provides stiff penalties for examination malpractice offenses. Candidates are therefore warned to desist from actions that would breach the provisions of the Act.
(b) Candidates are not allowed to bring their own Answer booklets or plain sheets of paper into the examination hall.
(c) Candidates must not bring books or papers into the examination hall except materials which they have been specifically told to bring.
(d) Candidates must not communicate with each other during the examinations.
Candidates wishing to seek clarifications should call the attention of the supervisor/invigilator by raising their hands.

(e) The Board does not accept responsibility for the loss of books, bags, or other property which candidates bring to the examination centre.

(f) Candidates who disobey any of these instructions may be asked to discontinue their work by the supervisor.

12. PRACTICAL EXAMINATIONS

Candidates for practical examinations are required to provide their own tools, including computers/laptops where necessary. Candidates are expected to exercise great care in the handling, the use of the machines, tools and facilities provided. Cutting list for practical papers will be sent to the centres. Candidates are to make individual arrangement with centres for the procurement of their practical materials. The cost of cutting list (materials) for each practical paper will be calculated by the Board and sent to the centres. Candidates are to demand for this from their centres.

13. IRREGULAR ENTRIES

No results will be issued to candidates who sit for papers for which they did not register. However, if you register for a paper and your name does not appear on the Marks and Attendance sheet, report to the supervisor, stating your correct entries and examination number and centre. 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.

14. PASSPORT PHOTOGRAPH

Candidates whose passport photographs do not appear on the Admission Notice Cards will not be allowed to take the examination.

15. ADMISSION NOTICE CARDS

(a) Candidates must fill the codes and titles of the modules they register for, at the back of the Admission Notice Card.

(b) Admission notice card not certified by a witness will be rejected.

(c) Each candidate is required to submit the two Admission Notice Cards with his/her Application Form for endorsement by the Board, one of which will be sent to the candidate through his/her centre of choice before the commencement of the examination. Candidates are to collect the Admission Notice Cards from their centres, three (3) days before the commencement of the examination.

16. COMPLETION OF MANUAL OMR ENTRY SHEET

Please study the Examination structure (EA 25 C) carefully to ensure that you know the correct name of your trade and Module and their corresponding codes before entering and shading them on the manual OMR sheet in the sequence below:

a. Candidates are expected to enter and shade the following in the manual OMR Registration Sheet.

   i. Candidate's name – (first name first)
   ii. Sex
   iii. Date of Birth
   iv. Trade name
   v. Trade code
   vi. Check and ensure that the Trade code agrees with the Trade name as in Examination Structure (EA 25C).

b. OMR Entry sheets must not be folded or mutilated in any form.

i. Choice of Examination centre should be made from the list of centres (EA 77) enclosed in the entry package. Each candidate is expected to write his/her theory and practical papers in the same centre. No candidate should choose an examination centre not listed on the list of centres (EA 77).

ii. Copy your Examination number from the reverse side of the Form to OMR entry sheet (Side 2).

iii. Write your full names, postal address and append your signature.

Eligibility Attestation

c. Should be completed by your employer or Principal of your former College or School.

17. **EXAMINATION FEE**

a. The cost for modular Trade Examination per candidate is N5,700.

b. The registration fee covers the biometric registration.

c. In addition to the registration fee, candidates are to pay N300.00 administrative charges.

18. **SELLING/REGISTRATION PERIOD**

The registration of candidate for the examination will commence on Monday 27th July and closed Friday 6th November, 2026.

Date of Examination:

Wednesday 9th and Thursday 10th December, 2026.

19. **CORRESPONDENCE AFTER SUBMISSION OF ENTRY**

In all correspondence, the candidate must state:

i. His/her full name

ii. Examination number

iii. Examination centre

iv. Trade Name and code.

v. All correspondence should be addressed to the Registrar/Chief Executive, NABTEB P.M.B 1747, Benin City.