



## **ENTRY GUIDE FOR MODULAR TRADES CERTIFICATE EXAMINATION**

### **1. INTRODUCTION**

This entry guide is issued with other documents for Modular Trades Certificate Examination. It contains instructions for easy on-line registration.

### **2. PURCHASE OF REGISTRATION PINs**

Registration PINs for the above named examination 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 and
- d. NABTEB State offices Nationwide.

Candidates may also visit the Board's web-site at [www.registration.nabtebnigeria.org](http://www.registration.nabtebnigeria.org)

### **3. IMPORTANT NOTICE TO CANDIDATES**

- a. Entries that do not conform with 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 web-site at least **three (3) days** before the commencement of the examination.
- 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 Examination.
- e. The Board may reject the scripts of any candidate in any module for which the candidate has not been duly registered.
- f. Only **three** changes would be allowed for trades/modules after registration. However, no change would be allowed for Bio-data entries.

- g. Candidates are to choose from among the Trades and modules listed in examination structure (EA 25C).
- h. No candidate is allowed to enroll for more than one module in a trade and no candidate is also allowed to enroll for more than one trade in the same examination.

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

- 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 simple, non-programmable, noiseless and cordless calculator is allowed.
- d. Candidates are **not** allowed to enter the examination Hall with GSM hand-set 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 examination Time-table or from the Board's web-site.

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 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 centres supervisor is under instruction to ensure that 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 objective/practical tests are expected to commence as indicated on the Time-table. Candidates must report at the centres where they are expected to write their objective/practical examination at the scheduled time on the Time-table.

- 7. **Candidates are required to produce their Admission print out 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 objective answer sheets 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 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 properties which candidates bring to the examination centre.
- e. A candidate who disobeys any of these instructions above 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 examination 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.
- c. All complaints on results and related matters must be received **not later than six (6) months** after the release of results.
- d. Complaints received after this period **will not** be entertained.
- e. Letters of complaints/appeals should be addressed to the Registrar/Chief Executive Officer 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 examination are required to provide their own tools and other equipment where necessary. 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 arrangement with their centres for the procurement of material

The cost of cutting list (materials) needed for each practical paper will be calculated by the Board and sent to centres. Candidates are free to demand for this from their centres who are under instruction to make them available to candidates who may wish to make private arrangement 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 arrangement for the procurement of materials for practicals.

## 13. IRREGULAR ENTRIES

No results would be issued to candidates who sit for Trades/Modules for which they have not been registered. However, if you register for a module 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 Trade/Module 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 PRINT OUT

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. "Musa Oluwafemi Chima", **Address, Date of Birth** and **Gender** information.

17. **MULTIPLE ENTRIES**

A candidate is expected to enrol for only **one** trade/module. **Multiple Entries would be invalidated.**

18. **EXAMINATION FEES**

- a. The cost for Modular Trades Examination per candidate is N6,000 (Six Thousand Naira) only.
- b. The registration fees covers examination fee, result checking, biometric registration.

19. **SELLING/REGISTRATION PERIOD**

The registration of candidate for the examination will commence on Monday, 26th January, 2026 and close on Sunday, 22nd February, 2026

**Date of Examination:**

Wednesday, 11th March and Thursday, 12th March, 2026

20. **CORRESPONDENCE AFTER SUBMISSION OF ENTRY**

In all correspondences, the candidate must state:

- a. His/her full name
- b. Examination number
- c. Year of examination/series
- d. Examination centre
- e. Trade/module name/code
- f. Contact address/phone number and e-mail address if available

21. **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:**

- (i) Candidates are strongly advised to make use of standard cybercafé for their entries.
- (ii) Biometric registration is **compulsory for all candidates**.