<p style="text-align:center;">**BRIEFING NOTES FOR MAIN COORDINATION AND MARKING EXERCISE**</p>

1. INTRODUCTION

The above exercise has been scheduled to hold as listed below:

(a) Co-ordination of CEs and TLs   -
(b) Main Co-ordination Meeting   -   -
(c) Marking Period, Submission of Scripts, Mark Sheets and EMS   - -
(d) Departure of Chief Examiners, Team Leaders and Assistant Examiners -

Except otherwise decided, there will be two sessions a day as follows:

Morning Session	-	9.00a.m.	-	1.00 p.m.
Break	-	1.00p.m.	-	2.00 p.m.
Afternoon Session	-	2.00 p.m.	-	5.00 p.m.

The exercise shall take place in the underlisted marking venues across the country:

MVName	Address
LAGOS (ILUPEJU)	Ilupeju M.V, Ilupeju Snr Sec Sch, Ilupeju
ENUGU	Enugu M.V, Urban Anglican Girls Sch, Ogui New Layout,
KADUNA	Kaduna M.V, Govt. Girls Sec. Sch,, Kabala Costain

2. EXAMINERS' TRANSFER REQUESTS

During briefing, you may signify to Examiners who intend to seek transfer to another marking venue. The form designed for this purpose is available in the Heads of venue folder while the e-copy is in the branded CD-RW provided to all marking venues. Kindly produce copies for this purpose.

3. PAYMENT SCHEDULE

The Director of Finance has requested for the <u>Account Numbers</u> of all examiners. Kindly ensure that these account numbers, the name of the bank and the sort codes are boldly written on the claim forms when Examiners sign for scripts.

4. TELEPHONE NUMBERS

Kindly ensure that Examiners' Telephone Numbers are correctly inserted in the "final list of Examiners" as this will facilitate electronic correspondence to examiners whenever the need arises.

5. OTHER INFORMATION

Reconciliation of scripts with Examiners is very important as it will prevent   doubts   on   actual number collected by Examiners, thus ensuring smooth and prompt release of candidate's results.

Note:

Examiners are now discouraged from migrating from Academic Subjects to Trade Subjects. Any Examiner that requests for transfer to a Trade Subject would forfiet his/her marking experience in the previous paper/subject.

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