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**CIVIL SERVICE ONLINE GRADUATE ENTRANCE EXAMINATION**

**GENERAL NOTICE TO CANDIDATES WHO PASSED THE FIRST PHASE!!!**

The **Office of the Head of the Civil Service (OHCS)** wishes to notify all candidates **who were successful (had 50% and above)** at the first phase of the online Graduate entrance examination for the years 2022/2023, of the second phase as follows:

* **Date: Monday, 30th August, 2021**
* **Time: 10:00am to 12noon prompt**

Graduate applicants who were successful will receive an SMS notification bearing further details on the examination.

**1.0 INSTRUCTIONS TO CANDIDATES BEFORE THE EXAMINATION**

* **Examination Requirement**

Candidates are required to use the following to access the Online Examination;

1. A desktop / laptop computer with an Internet Browser
2. Stable Internet access for the duration of the examination.

* **Examination Structure**

This paper test your Analytical Writing Skills. There are Six (6) Questions in all. Candidates are required to **ANSWER ONLY THREE (3)** questions. **QUESTIONS ONE (1) AND TWO (2) ARE COMPULSORY**, and any other question. Your answer for each question should **NOT EXCEED** Five Hundred (500) words.

Participation in the online examination is a one-time event.

* **Timing**

The time allotted to the examinations is Two (2) Hours. Candidates are to note that, after the Two (2) Hours, the examination will automatically end and your scripts submitted.

**2.0 INSTRUCTIONS TO CANDIDATES DURING THE EXAMINATION**

1. Read all instructions carefully
2. Do Not “**CLOSE**” or Use the "**BACK**" Button on your Internet Browser once the examination has commenced. This will result in the loss of examination data, which has not yet been submitted. Instead, use the “**PREVIOUS”** and “**NEXT**” button to move between questions.
3. Review your scripts Before Submitting.
4. At the end of the Examination, once you click "Submit Answers," you will not be able to go back to make any changes.
5. Do not solicit external assistance during the examination. If reported and this is proven your result will be cancelled.
6. The OHCS reserves the right to subject your scripts to plagiarism test

**3.0** **INSTRUCTIONS TO CANDIDATES AFTER THE EXAMINATION**

1. The OHCS reserves the right to subject candidates’ scripts to a plagiarism test.
2. Candidates are bound to accept the result of the examination as published by OHCS
3. The publication of the examination results will be communicated to candidates at a date to be determined by the OHCS.
4. Successful candidates will be notified via SMS on the next processes after the examination
5. The OHCS reserves the right to use the result of the examination for decision-making.

**NOTE:**

* Kindly read the terms and conditions for the examination and “Tick” check box at the button of the page to accept terms and conditions.