

THE WEST AFRICAN EXAMINATIONS COUNCIL



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L/SED/11/FE/VOL.1

DATE: September 19, 2024

The Principal,

Dear Sir/Madam,

THE WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION (WASSCE) FOR SCHOOL CANDIDATES, 2025:
FLOAT OF ENTRIES FOR THE e-REGISTRATION OF CANDIDATES

Please find below, procedure for the e-registration of Candidates for WASSCE for School Candidates, 2025;

1. ENTRY PERIOD

Offline Registration - Tuesday, September 24, 2024 to Friday, December 27, 2024.

Online Registration - Monday, January 6, 2025 to Friday, February 14, 2025.

2. EXAMINATION FEES AND COST OF ENTRY DOCUMENTS/MATERIALS

✚ Normal Entry Fee	-	₦27, 000.00 per candidate
✚ Chief Examiners' Report	-	₦6, 500.00 per school
✚ Offline Registration PIN	-	₦500.00 per school
✚ Electronically Generated Photo Album	-	₦3, 500.00 (for a pair) per school
✚ School Album Hard Copy	-	₦3, 500.00 per copy (maximum of 200 Candidates)
✚ Past Examination Questions and Answers Booklets		₦24,000.00 (a set of 4 booklets) per school.

All payments should be made through the authorised channels stated on the generated invoice obtained from WAEC office.

Please note that the Council no longer accepts payments by Bank Draft

3. PAYMENT PROCEDURES

Principals or their representatives should call at the Examinations Administration Section in the office of the West African Examinations Council nearest to them to collect remittance sheets and other entry documents.

The remittance sheet should be completed in triplicate. A copy will be used to process payment at the Accounts Section and a copy submitted at the Examinations Section. The school keeps the third copy for record purposes.

4. ENTRY DOCUMENTS/MATERIALS

The following documents/materials will be made available to schools after payment:

- ✚ Offline Registration PIN;
- ✚ Instructions for Completion of Entries;
- ✚ Examination Timetable;
- ✚ Customised Calculator and Mathematical Set;
- ✚ Certificate Cover;
- ✚ Candidate's Radio Frequency Identification (RFID) Card;
- ✚ Chief Examiners' Reports (Hard Copy).
- ✚ Past Examination Questions and Answers Booklets (a set of 4 booklets) per school.

5. MODE OF REGISTRATION

(1) National Identification Number (NIN)

Each Candidate is expected to have a National Identification Number for the registration exercise.

(2) Candidates' Passport Photographs

Schools are required to snap each candidate with a DIGITAL CAMERA to obtain their passport photographs ensuring that:

- (a) the image obtained are of good quality;
- (b) there are **no obstructive items such as headgears, caps, sunglasses, veils, etc.** These items **MUST NOT** in any way obstruct the candidate's face.

PLEASE NOTE THAT SUBMISSION OF A DEFACED OR POOR QUALITY IMAGE WOULD AUTOMATICALLY INVALIDATE ENTRY OF THE CANDIDATE.

(3) **Continuous Assessment Scores (CASS)**

The Continuous Assessment Scores (CASS) for the first two years (SS1 & 2) should have been uploaded online, via yearly CASS Platform (<https://waecinternational.org/cass>) year-by-year, before the registration, while the third year (SS3) scores should be uploaded before commencement of the examination.

(4) **Offline Registration**

Schools are to follow the procedure for offline Registration as detailed in the manual for offline Registration. The manual is downloadable using the offline PIN.

Entry details of candidates could be taken to any Cybercafé or Business Centre that has complete computer facilities with digital cameras for the registration. **THE ENTRY DETAILS SHOULD BE PRINTED, CHECKED AND CERTIFIED BY INDIVIDUAL CANDIDATES BEFORE IT IS UPLOADED.**

(5) **Submission of Certified Offline Document**

Schools are expected to submit a duly certified offline document to WAEC office before commencement of the online registration.

(6) **Online Registration/Remittance of Fees**

After the offline registration and checking have been completed, the school should upload the certified entries to the Council's registration portal (<https://waeconline.org.ng>), using the Personal Identification Number (PIN) obtained from the office at the point of payment.

(7) **Undertaking**

Each school is required to sign an undertaking to confirm that they would abide by all rules and regulations governing the conduct of the examination (see attached). This stage marks the completion of the e-registration process.

6. GUIDE ON ERROR-FREE e-REGISTRATION

School Principals should ensure error-free e-registration by:

- (1) completing their entries offline before uploading;
- (2) paying attention to names, choice of Subjects, Date of Birth, Gender and other personal details of candidates;
- (3) placing candidates' photographs correctly;
- (4) ensuring that each candidate certifies the entry details before upload;
- (5) ensuring that candidates' details are the same as those on the yearly CASS platform.

7. RECOGNISED SUBJECTS

Principals and Proprietors are advised to register candidates only for the subjects approved for their schools, as listed in the letter of recognition issued by the Council. Note that the Council will not conduct the examination for subjects not approved for a school.

8. PROVISION OF REQUIRED FACILITIES AND SPECIMENS FOR PRACTICAL PAPERS

Principals and Proprietors are **STRONGLY ADVISED** to provide necessary facilities, equipment, reagents and specimens for their candidates for practical papers. Any school that breaches this regulation will be sanctioned. **INSTRUCTIONS FOR PRACTICALS/ORAL SHOULD BE HANDLED WITH HIGH LEVEL OF CONFIDENTIALITY. WHERE ALTERNATIVE PAPERS EXIST, SUCH AS IN PHYSICS & CHEMISTRY PRACTICAL, SCHOOLS MUST ADHERE STRICTLY TO THE ARRANGEMENTS PUT IN PLACE BY THE OFFICE.**

9. LETTER OF CLEARANCE

Schools are required to obtain Letter of Clearance from the State Ministries of Education before approaching WAEC office for registration materials.

10. NOTIFICATION OF EXAMINATION MALPRACTICE PORTAL

Schools and/or candidates whose results are withheld should visit the Notification of Examination Malpractice portal (<https://waecinternational.org/complaints>) to view the reason(s) for the withheld results, and make their representation(s) within 21 days following the release of results, for the Council's consideration and further action.

11. REVIEW OF SCRIPTS

Requests for review of scripts from schools must be made within 60 days after the release of candidates' results for the examination.

Please be guided accordingly.

Thank you.



DR. AMOS J. DANGUT
HEAD OF NATIONAL OFFICE

AAA/ENO/ooop*
September, 2024



THE WEST AFRICAN EXAMINATIONS COUNCIL

WASSCE FOR SCHOOL CANDIDATES, 2025: **IMPORTANT INFORMATION TO SCHOOLS ON e-REGISTRATION**

The West African Examinations Council has floated entries for the e-registration of candidates for WASSCE for School Candidates, 2025. However, due to enhancements in the Offline Application, there is a need to acquaint schools with important information to facilitate the registration processes.

1. NATIONAL IDENTIFICATION NUMBER

Each candidate is expected to have a National Identification number (NIN) for the registration exercise.

2. CAPTURING OF IMAGES

A digital camera should be attached to Personal Computers (PC) to capture candidates' pictures. Browsing to select candidates' scanned images in a folder during Offline registration of WASSCE for School Candidates, 2025 registration exercise, **is not allowed**.

Minimum Requirement of Camera Specifications

For a good image, a Webcam with the following specifications is recommended

- ⊕ Microsoft HD 3000 WEBCAM
- ⊕ The minimum pixel for the Camera should be 2MP.

Things to Note When Capturing the Image

- 1.) Ensure that the candidate's face is fully shown without bending.
- 2.) Ensure that the image fills the frame and it is centralized.
- 3.) Ensure that the environment is well illuminated. If the registration is taking place in a room, all the windows should be opened.
- 4.) The background should be white or off-white. Use a white cloth or white board as background.
- 5.) The image should be very clear and not blurry.
- 6.) There should be no object or any other human face at the background/behind the candidate when the image is being captured.
- 7.) The image should be unique for each candidate; that is, an already captured candidate's image must not be used for any other candidate.

In addition,

8.) Candidates should not sit on a chair with back rest. Sitting on a stool is preferable.

9.) Candidate must not wear eye glasses of any kind in the image.

3. SUBMISSION OF CERTIFIED OFFLINE DOCUMENT

Schools are expected to submit duly certified offline document to WAEC office before commencement of the online registration process.

4. GUIDE ON ERROR-FREE e-REGISTRATION

School Principals should ensure error-free e-registration by:

- (1) making their entries offline before upload;
- (2) paying attention to the name, choice of Subjects, Date of Birth, Gender and other personal details of candidates;
- (3) placing the candidates' photographs correctly;
- (4) ensuring that each candidate certifies the entry details before upload;
- (5) ensuring that candidates' details are the same as those on the yearly CASS platform.

5. e-MAIL ADDRESS AND GSM NUMBER

e-Mail Address and GSM number are **COMPULSORY** and should be unique for each candidate. That is, an email address or a GSM number must not be used for more than one candidate.

FAILURE TO COMPLY WITH THE REQUIREMENTS WOULD MAKE IT IMPOSSIBLE FOR THE RECORDS OF SUCH CANDIDATE(S) TO BE UPLOADED DURING ONLINE REGISTRATION.

6. SCHOOL REGISTRATION OFFICERS e-MAIL ADDRESS

School Registration officers are advised not to use an email address of Yahoo or Ymail, e.g.,.....@yahoo.com or@Ymail.com, but rather, use other email addresses like gmail, for the registration exercise. This is to facilitate the process of registration and avoid the hiccups usually experienced when using Yahoo or Ymail for registration.

7. ONLINE REPORTS

Ensure that the **Online Registered Candidates'** report is printed along with the **Validation List**, in addition to other **Offline reports**. Check the **Online Reports** to confirm that all the candidates are successfully uploaded and that the **Bio-data details** and **Subject combinations** are correct.

If a candidate's entry is not uploaded, the registration data should be amended on the offline application and then re-uploaded in order to ensure the complete upload of the centre's data.

Schools are **NOT** expected to assign the serial numbers on the validation list to their candidates. At the end of the registration exercise, the Council will supply authentic candidates' numbers.

8. UPLOAD OF YEAR 3 CASS

The **Continuous Assessment Scores (CASS)** for the first two years, **SS1 & 2** should have been uploaded online before the registration, while the third year (**SS3**) scores should be uploaded before commencement of the examination via yearly **CASS Platform** (<https://waecinternational.org/cass>).

All schools should note that **Continuous Assessment Scores (CASS)** are statutory components for the grading of candidates. Consequently, schools must upload their candidates' **CASS** within the stipulated period or **risk not having results for their candidates after the examination.**

9. AMENDMENT OF CANDIDATE'S DETAILS

Principals of School should note that whenever an error is detected in a candidate's entry or where a candidate's entry record is duplicated, and such entry had been uploaded, the office should be informed immediately.

If a candidate's entry record is amended on the computer system used in capturing the offline entry and the amended entry record is re-uploaded while the incorrect entry record previously uploaded online had not been deleted, the candidate's entry record would be duplicated and another intending candidate's entry record would be omitted from the ones yet to be uploaded by the school.

10. AMENDMENT OF NAME OF A CANDIDATE (I.E. SURNAME, FIRST NAME AND OTHER NAMES), AMENDMENT OF PICTURES AND DATE OF BIRTH

Requests for amendment of name of a candidate (i.e. surname, first name and other names) or amendment of pictures and Date of Birth will not be allowed after the close of registration.

11. UPDATE OF SCHOOL INFORMATION

Newly recognised schools are advised to update their schools' details and list of subjects offered, as approved, on the Offline Registration system before the school's name and subjects would appear in the Offline Registration portal. In order to update the database, the system must be connected to the internet.

12. FINAL REGISTRATION REPORTS

For schools whose candidates' registration will be done by cybercafés operators, it is important to request them to print copies of the offline registration printout for candidates to proofread and thereafter copies of **Online Validation List as well as the List of Registered Candidates**. This will enable schools to confirm and certify that all the candidates have been duly registered. This will equally help in detecting any inadvertent errors.

13. NOTIFICATION OF EXAMINATION MALPRACTICE PORTAL

Schools and/or candidates whose results are withheld should visit the Notification of Examination Malpractice portal (<https://waecinternational.org/complaints>) to view the reason(s) for the withheld results, and make their representation(s) within 21 days following the release of results, for the Council's consideration and further action.

14. REVIEW OF SCRIPTS

Requests for review of scripts from schools must be made within 60 days after the release of candidates' results for the examination.



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**REGISTRATION FOR THE WEST AFRICAN SENIOR SCHOOL
CERTIFICATE EXAMINATION FOR SCHOOL CANDIDATES, 2025**
REMITTANCE SHEET
(TO BE COMPLETED IN TRIPLICATE)

Date:

- 1. Name of School:.....
- 2. Tick as appropriate (✓): Public Private
- 3. Centre Number.....
- 4. Number of Candidates:
- 5. Nature of Registration: (Main Entry, 1st, 2nd, 3rd Supplementary (as applicable))
- 6. Cumulative School's Entry Figure.....
- 7. Amount To Be Paid:.....

✚ Normal Entry Fee	-	₦27, 000.00 per candidate
✚ Chief Examiners' Report	-	₦6, 500.00 per school
✚ Offline Registration PIN	-	₦500.00 per school
✚ Electronically Generated Photo Album	-	₦3, 500.00 (for a pair) per school
✚ School Album Hard Copy	-	₦3, 500.00 per copy (maximum of 200 Candidates)
✚ Past Examination Questions & Answers Booklets	-	₦24,000.00 (a set of 4 booklets) per school.

- 8. Total Amount Paid
- 9. Total Amount in words-

10. School Principal's Name:.....
Signature: Date & Stamp:

11. Staff documenting the entry:
Name:
Signature:.....Date:

12. Recommendation of Head of Section (School Examination)
Name:
Signature:.....Date:

13. Approval of the Head (Exam. Admin.)

Name:

Signature:.....**Date:**

14. Authorization of the Zonal Coordinator/Branch Controller/Officer-In-Charge

Name:

Signature:.....**Date:**

15. Entry PIN Generated by (To be signed by the Accounts Officer)

Name:

Signature:.....**Date**

Amount collected:



THE WEST AFRICAN EXAMINATIONS COUNCIL

PRIVATE MAIL BAG NO. 1022, YABA - LAGOS

UNDERTAKING

I/We _____
of _____

_____ do hereby undertake and state as follows:

1. That I/We have read the Regulations Guiding the Conduct of the West African Senior School Certificate Examination (WASSCE) and accept that the same shall apply to my/our school from the point of registration.
2. That I/We shall be responsible for the enlightenment of my school staff and candidates of the Regulations Guiding the Conduct of the WASSCE.
3. That I/We shall be responsible and liable for the registration of candidates for the WASSCE.
4. That any entry from my/our school may be cancelled at any stage before, during and after the examination, if it is found to be irregular.
5. That I/We have read the Rules and Regulations for dealing with cases of irregularity during the West African Senior School Certificate Examination (WASSCE) and the same shall apply to my/our school and the school's candidates for the WASSCE.
6. That I/We shall be responsible for the enlightenment of my school staff and candidates of the Rules and Regulations for dealing with cases of irregularity along with the prescribed penalties.
7. I/We agree to fulfill the obligations required by WAEC.
8. I/We make this undertaking in good faith.

SIGNED by the above named Proprietor/Principal: _____

DATED THIS _____ DAY OF _____ 20____

Witnessed by:

Name: _____

Address: _____

Occupation: _____

Signature: _____

Date: _____

OFFICE USE

Witnessed and Received by

(Name): _____

Office: WAEC, _____ Zonal/Branch Office

Designation: _____

Signature: _____

Date: _____