

THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA

**BASIC EDUCATION CERTIFICATE EXAMINATION
FOR PRIVATE CANDIDATES, 2025**

MANUAL FOR REGISTRATION

Please read these instructions carefully before proceeding to register for the examination.

1. INTRODUCTION

Registration for candidates in respect of the examination will involve capturing of biodata and uploading of registration data online for all private candidates. Candidates are required to capture their fingerprints at designated internet cafés to commence registration. Candidates may subsequently continue the registration process on their own after the capture of fingerprints.

2. REGISTRATION PROCEDURE

- (1) Log on to the website www.waecgh.org.
- (2) On the homepage, select the link “**BECE PRIVATE REGISTRATION**”.
- (3) Click on **START REGISTRATION**
- (4) **RE-SITTERS**- provide index number for last sitting and continue.
- (5) **FIRST-TIMERS**- provide your date of birth and continue.
- (6) Fill in the required security data, i.e. password, security question, etc.
- (7) Fill in your personal information.
- (8) Scan and upload your image (recent passport-sized photograph with a white background) and your signature (written in blue or black ink).
- (9) Select your **Region** and then **Centre** (where you wish to take the examination).
- (10) Select the subject(s) you intend to write.
- (11) Print your Declaration Form for endorsement by your parent/guardian and submit same to the WAEC office in your region.
- (12) Print your voucher and send to any of the designated banks for payment of appropriate fees.

NOTE THAT YOUR REGISTRATION IS NOT VALID TILL YOU PAY THE REQUISITE FEE(S).

3. ELIGIBILITY

FIRST TIMERS: This consists of persons who are not in regular school but would want to acquire the BECE certificate.

RE-SITTERS - This consists of candidates who previously sat for BECE but could not make the required grade(s). Prospective candidates must provide their previous index numbers and the year they sat for the examination.

NB: It is illegal for regular students in Junior High Schools to register for this examination.

4. DATES FOR THE EXAMINATION

The examination will start on **Monday 9th June** and end on **Friday, 13th June, 2025**. Access the timetable by clicking on the '*Timetable*' icon on the website. Carefully study it for your guidance in the choice of subjects.

5. ENTRY PERIOD AND SUBMISSION OF ENTRY DOCUMENTS

The schedule for the receipt of entries is as below:

Normal registration and payment - **24th February – 28th March, 2025**

Late registration and payment - **30th March – 4th April, 2025**

6. INDEX NUMBER

Candidates will be provided with 12-digit index number generated by the Council and may be accessed online from **Friday, 11th April, 2025** using your Invoice Number.

7. CANDIDATE'S NAME

Candidates should ensure that their names are correctly entered.

(1) **SURNAME** should be entered first, followed by the **FIRST NAME** and then the **MIDDLE NAME (if any)**.

(2) Full name should not exceed forty (40) characters.

For example: **OFFFEI-KORANTENG GIFT AKPEMADA** should be entered as

O	F	F	E	I	-	K	U	M	A	H		G	I	F	T		A	K	P	E	M	A	D	A		
---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	---	---	--	--

(3) Candidates with hyphenated names should ensure that the hyphen is properly indicated.

NB: Candidate's surname and first name should be written in full.

8. DATE OF BIRTH

Candidates should ensure that their correct dates of birth are entered. ***Requests for change of date of birth will not be entertained after release of results.***

9. E-MAIL ADDRESSES AND TELEPHONE NUMBERS

Candidates should ensure that they provide **active e-mail addresses and telephone numbers**. The Council will correspond with candidates via their e-mail addresses or telephone numbers provided.

WAEC WILL NOT TAKE RESPONSIBILITY FOR ANY WRONG DATA ENTERED.

10. EXAMINATION CENTRES

10.1 Old Curriculum: The centres for the examination of the Old Curriculum are as listed below:

GREATER ACCRA REGION	
5011001	Accra
5012001	Tema

EASTERN REGION	
5021001	Koforidua

CENTRAL REGION	
5031001	Cape Coast
5032001	Winneba

WESTERN / WESTERN NORTH REGIONS	
5041001	Sekondi
5151001	Sefwi Wiawso

ASHANTI REGION	
5051001	Kumasi

BONO / BONO EAST / AHAFO REGIONS	
5061001	Sunyani
5111001	Techiman
5101001	Goaso

VOLTA / OTI REGIONS	
5071001	Ho
5131001	Dambai

NORTHERN / NORTH EAST/ SAVANNAH REGIONS	
5081001	Tamale
5141001	Damango
5121001	Gambaga

UPPER EAST REGION	
5091001	Bolgatanga

UPPER WEST REGION	
5001001	Wa

10.2 New Curriculum: The centres for the examination of the new curriculum are as listed below:

GREATER ACCRA REGION	
6011001	Accra
6012001	Tema

BONO / BONO EAST / AHAFO REGIONS	
6061001	Sunyani
6111001	Techiman
6101001	Goaso

EASTERN REGION	
6021001	Koforidua

VOLTA / OTI REGIONS	
6071001	Ho
6131001	Dambai

CENTRAL REGION	
6031001	Cape Coast
6032001	Winneba

NORTHERN / NORTH EAST/ SAVANNAH REGIONS	
6081001	Tamale
6141001	Damango
6121001	Gambaga

WESTERN / WESTERN NORTH REGIONS	
6041001	Sekondi
6151001	Sefwi Wiawso

UPPER EAST REGION	
6091001	Bolgatanga

ASHANTI REGION	
6051001	Kumasi

UPPER WEST REGION	
6001001	Wa

NOTE: The Council reserves the right to re-direct candidates to other Centres if there are not enough entries for any particular Centre, or if there are more candidates than can be accommodated at a Centre.

11. EXAMINATION SUBJECTS

Candidates are to select subjects based on either:

- i. New Curriculum or
- ii. Old Curriculum

New Curriculum Subjects

1. English Language
2. Social Studies
3. Religious and Moral Education
4. Mathematics
5. Science
6. Career Technology
7. Creative Art and Design
8. Ghanaian Languages
9. Computing
10. Arabic
11. French

Old Curriculum subjects

1. English Language
2. Social Studies
3. Religious and Moral Education
4. Mathematics
5. Integrated Science
6. Basic Design and Technology
 - i. Pre-Tech Skills
 - ii. Home Economics
 - iii. Visual Art
7. Ghanaian Language and culture
8. ICT
9. French

1. Candidate is required to select any number of subjects from **one** to a maximum of nine in **Old Curriculum**, but eleven in **New Curriculum**.
2. **NB:** The Old Curriculum will not be administered after 2025.

UNDER NO CIRCUMSTANCES should any candidate write a subject or an option that he/she had not registered for. **NO RESULTS** would be processed for the candidates in the unregistered subject.

12. BARRED CANDIDATES

Barred candidates who register for the examination before the expiration of their sanction shall receive no results and any fees paid shall be forfeited.

13. FEE SCHEDULE

Subject Fees: The subject fees are as follows:

4 subjects or more subjects	...	GH¢282.35
3 subjects	...	GH¢254.35
2 subjects	...	GH¢ 228.46
1 subject	...	GH¢ 197.84

14. CORRECTION OF ENTRIES

After submission of entries, candidates who wish to make any change(s) after **4th April, 2025** will pay the following fees:

- GH¢100.00 where applicable for correction of centre, name, gender, address, picture, signature or substitution of subject.
- For addition of subject(s), *fees as stated in item 13* will apply.

15. PENALTY FEES

Entries made between **30th March – 4th April, 2025** will attract the following penalties:

- (a) **Late Entry:** One and half (1½) times the total entry fee;
- (b) **Substitution of Subject(s):** One and half (1½) times the subject(s) fee;

16. TIMETABLE

The timetable can be found on our website: www.waecgh.org.

17. LIST OF DESIGNATED BANKS

Candidates may pay their registration fees at any branch of the following banks:

- (1) Access Bank (Ghana) Ltd
- (2) Agricultural Development Bank (ADB)
- (3) Bank of Africa (Ghana) Ltd
- (4) Consolidated Bank (Ghana) Ltd
- (5) Ecobank (Ghana) Ltd
- (6) Prudential Bank (Ghana) Ltd (PBL)
- (7) United Bank for Africa (Ghana) Ltd (UBA)
- (8) Zenith Bank (Ghana) Ltd

18. SCHOOL PLACEMENT

You are to visit the nearest Ghana Education Service (GES) for direction.

19. REFUND OF FEES

The Council does **not** undertake to refund fees paid for its services. However, if notice of withdrawal of candidature is received before the start of the examination, consideration may be given for the refund of fees paid solely at the discretion of the Council.

20. REQUEST FOR REMARKING

Requests for remarking should be received **not** later than **60 days** after the release of final results. After this period, no appeals on candidates' results will be entertained. Any candidate who makes such a request will pay the appropriate fee.

21. CANDIDATES WITH SPECIAL EDUCATIONAL NEEDS

The Council will make test accommodation arrangements for candidates who cannot be assessed by the standard procedures set out because of disability or special educational needs.

These candidates should

- (1) request officially to Council stating the type of disability and
- (2) state the form of assistance required.

All such requests should be accompanied by valid medical report and forwarded to Council by **Friday, 11th April, 2025**.

22. VERY IMPORTANT NOTICE

- (1) Candidates are required to make themselves conversant with the rules and regulations governing the conduct of the examinations as indicated in Appendix A. Alternatively, candidates can visit the Council's website as follows: www.waecgh.org
- (2) Candidates and parents are to note that candidates alleged to have been involved in examination malpractice will have their relevant results withheld for a maximum period of seventy-five (75) days after release of results.

23. DISPOSAL OF SCRIPTS

Scripts will be disposed of **ninety (90) days** after the release of final results.

NO APPEALS RELATING TO RESULTS WILL THEREFORE BE ENTERTAINED AFTER THIS PERIOD.

HEAD OF NATIONAL OFFICE
WAEC, ACCRA
FEBRUARY, 2025

DIRECTIONS TO CANDIDATES

1. Report at the examination hall at least **thirty minutes** before the start of the Paper.
2. Candidates who arrive late will not be permitted to write the examination. For the avoidance of doubt, candidates are deemed to be late when the Supervisor **HAS GIVEN THE ORDER TO START WORK**
3. All candidates must submit themselves to searching including biometric verification by the Supervisor or the Council's representative before entering the examination hall.
4. (a) Note that Supervisors and Invigilators have been authorised to search all candidates before they are allowed to enter or leave the examination hall. They are also permitted to search candidates wearing head coverings including veils before they are allowed admission to the examination hall. Officials should request such candidates to remove their head coverings/veils before they are searched. Candidates should be allowed to wear their head coverings/veils after the search.

(b) You are obliged to ensure no unauthorised material(s) is/are on, under or around your table or desk. If any of such is found, you would be held liable.
5. Read very carefully the general directions given at the front cover page of the question paper. You will not gain extra marks if you answer more than the number of questions you are required to answer. Much time may be wasted in writing down information not asked for.
6. The timetable shows the actual time writing begins but you will be allowed five minutes at the beginning of each paper to complete your particulars on the front cover of the answer booklet/sheet. You are **not** to write anything in the answer booklet/sheet during this period. The time specially allocated for reading through question papers or studying maps, etc., is included in the total time allowed for the papers unless the rubric states otherwise.
7. Bring mathematical set for Mathematics. If you are offering Pre-Technical Skills, you must bring your own drawing board and instruments.
8. If you decide to leave the examination hall **before** the end of the period allotted to the paper, you must not take your question paper away with you; you must hand it over with your script to the Supervisor. You may, however, return at the end of the period to collect your question paper.
9. As soon as you are told that time is up, ensure that the cover page of the answer booklet has your full index number and name written on it. Wait until your script has been collected and you are told to leave.

CAUTION

10. Candidates whose examination results have been cancelled for resorting to dishonest means may be refused re-entry to future examinations.
11. Candidates must ensure that there are no marks or inscriptions on their Admissions Notices.
12. It is the responsibility of candidates to check inside and around their desks for notes, books, pieces of paper and any foreign materials before sitting at their desks to write the papers.

13. **UNDER NO CIRCUMSTANCES** should any candidate take **mobile phone/smart watch or any electronic communication device** into the examination room. The punishment for bringing in these foreign materials is cancellation of the candidate's entire results.
14. Candidates should not take any used or unused answer booklet out of the examination hall. Candidates disregarding this caution would be severely punished.
15. *The Council reserves the right to cancel the results of candidates if it believes that they have been involved in irregularities before, during or after the examination. Please read the rules and regulations for dealing with cases of irregularity of examinations as stated in Appendix A.*
16. It is criminal offence punishable by law to engage in any examination malpractice (WAEC Law, Act 719 (2006)). You are hereby requested to comport yourself strictly in accordance with the regulations bearing in mind that in addition to having your examination results cancelled you may be prosecuted in court.
17. Do not use correcting fluid to clean name or index number. The use of correcting fluid (tipex) is not allowed.
18. All requests for amendment of any information on bio-data will only be considered during and after registration. *No amendment of candidate's date of birth would be entertained after release of results. Council will not under any circumstance consider correction of error of any kind after certificates have been printed.*

SPECIAL INSTRUCTIONS REGARDING OBJECTIVE TEST PAPERS

These instructions should be carefully followed by candidates during the objective tests.

19. You must use only the pencils supplied by WAEC. You are required to bring a pencil sharpener, an eraser and a ruler.
20. You must write your full index number and name on the question paper.
21. The answer sheets are pre-printed with candidates' names, index numbers and test codes. You are required to re-shade the machine shading of your index number and test code within the limits of the spaces provided.
22. All index numbers and answers must be shaded in pencil. Pens must **NOT** be used under any circumstances to shade index numbers and answers. The scoring machine can only read pencil marks; it is therefore necessary that you use only the 2B PENCIL in shading your index number and answers.
23. To record your index number, you must shade carefully the spaces provided for index number. An example has been given on the cover of each question paper, this must be closely followed.

The shading should cover the full width and length of the response position. The objective answer sheets are pre-printed with candidates' names and index numbers; you should **make sure that you have the correct answer sheet which bears your own index number and name.**

24. Answer spaces must be shaded as shown below for C.

[A] [B] [C]  [D] [E]

Note that the answer space has been shaded completely; note also that the shading does not continue beyond the two lines. Failure to shade the answer space as shown may result in loss of marks. Candidates should find no difficulty in making suitable marks if they sharpen their 2B pencils to a fine point, and then rub the point gently on paper to make it slightly blunt. If a candidate finds genuine difficulty in making suitable marks as described above, it is better to **over-mark**, than to **under-mark**.

25. You must shade **ONE AND ONLY ONE** answer space for each question. Candidates should note that marking two responses to one question automatically gives them no score for the question. Therefore if you shade an answer space in error, erase the wrong shading completely and shade the correct answer space. If a candidate makes a poor erasure, and substitutes a new answer, there is the danger that the computer will read the erasure as a mark and give no score.
26. **UNDER NO CIRCUMSTANCES** must the objective answer sheet be folded or crumpled or damaged. The computer will reject such answer sheets.
27. Candidates are further asked to note that since the West African Examinations Council processes over three million answer sheets per year, it is quite impossible for each one to be given individual human scrutiny. It is therefore the clear responsibility of the candidate to complete his Objective Answer Sheet exactly as described in these instructions.

SPECIAL WARNING ON STARTING AND ENDING A PAPER

28. When question papers are given out, no candidate should start work **before** the order to start is given. Furthermore, when the order “**stop work**” is given, candidates should immediately put down their pens or pencils.

Any candidate found working on a paper before the order is given to start work or found still writing when the order to stop work is given, commits an irregularity and will be penalised accordingly.

SPECIAL WARNING ON CENTRE ARRANGEMENT

29. Candidates **must** present their Admission Notices for inspection by the Supervisor/ Invigilator at the centre assigned to them. Candidates who do not present their Admission Notices for inspection may not be allowed to write the examination.
30. Candidates must write the examination at centres assigned to them by WAEC only. Candidates who write the examination at any other centre may not have their result(s) processed.

SPECIAL WARNING ON THE USE OF CALCULATORS

31. Calculators are **not** permitted for the examination.

SPECIAL WARNING ON MOBILE PHONES

32. Under no circumstances should mobile phones be brought into the examination hall. OFFENDERS WILL HAVE THEIR ENTIRE RESULTS CANCELLED.

NB: Attached is a copy of the RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY IN THE COUNCIL'S EXAMINATIONS

HEAD OF NATIONAL OFFICE

WAEC, ACCRA

FEBRUARY, 2025

THE WEST AFRICAN EXAMINATIONS COUNCIL
RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY
IN THE COUNCIL'S EXAMINATIONS
(EFFECTIVE 2022)

DEFINITIONS

INSCRIPTION: This includes written or engraved, cut or carved letters, words, paragraphs, messages, etc. whether questions or answers to questions made and found on the skin, clothes or any surface.

MASS CHEATING: Where more than half of the candidates for a subject(s) at a centre are involved in collusion, this shall be regarded as mass cheating.

DE-RECOGNITION: This applies where the appropriate Committee of the Council is satisfied that a school involved in mass cheating cannot ensure the satisfactory conduct of the Council's examinations. This implies that the school authority can no longer organise or manage the school as a school centre, although the Council or its agent may use the physical facilities of the school for the purpose of the examinations. The school may be allowed to present its candidates as school candidates after fulfilling specified requirements, or move them to another centre for the conduct of the examination. However, the conduct of the whole examination (Objective, Practical and Essay) shall be the responsibility of the Council.

WITHDRAWAL OF RECOGNITION:

Withdrawal of recognition implies that the school authority can no longer organise or manage the school as a centre, hence, the school will not be allowed to present its candidates as school candidates and the centre number will be withdrawn.

LEAKAGE:

This occurs where candidates as well as the general public have access to examination question(s) before release from the Council's proper custody. It is the illegal filtration of the question(s) from the Council.

FOREKNOWLEDGE:

This occurs where candidates and/or members of the general public have knowledge of the contents of examination question paper(s) after release from the Council's proper custody but before the scheduled time of examination.

EXPLANATORY NOTES

- A candidate is deemed to be *found with a material in the examination hall*, if the material is found:
 - (a) on any part of the candidate's body;
 - (b) in or on the desk/seat of the candidate.
- A school is deemed to have refused to grant examination official(s) *timely access into the school premises/examination hall* where it is found that the examination official(s) have identified themselves and they are not granted immediate entry thereafter, into the school premises for whatever reason.

THE RULES

1. BRINGING FOREIGN MATERIAL INTO EXAMINATION HALL

- (1) Where a candidate is found with a blank piece of paper, cribs, notes, textbooks, prepared material or any other printed material, in the examination hall (except mobile phone or any other electronic communication device), the following shall apply:
 - (a) where it is confirmed or there is evidence to show that the candidate is involved in examination malpractice in only one subject, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
 - (b) where it cannot be immediately confirmed or there is no evidence to show that the candidate is involved in examination malpractice in only one subject, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where a candidate is found with a programmable calculator in the examination hall, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (3) Where a candidate is found in the examination hall to have inscription(s) on any part of his/her body or clothing, the candidate's entire results in the examination shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (4) Where a candidate is found with a mobile phone or any other electronic communication device in the examination hall, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.

2. IRREGULAR ACTIVITIES INSIDE OR OUTSIDE THE EXAMINATION HALL

- (1) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council:
 - (a) stealing, converting or misappropriating the scripts of other candidates.
 - (b) substituting worked scripts during or after the examination.
 - (c) submission of more than one worked script.

- (d) possession of more than one question paper or answer booklet.
 - (e) seeking or receiving help from non-candidate(s) such as invigilator(s), supervisor(s), teacher(s) or other personalities before, during or after the examination.
- (2) Where the person giving the help is not a candidate for the examination in session, but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for 1 year and will also be reported to the appropriate authority for disciplinary action to be taken against him/her. In addition to the above action, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (3) Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council:
- (a) tearing part of the question paper or answer booklet during the examination.
 - (b) refusing to submit worked script to the Supervisor after the examination.
 - (c) starting to write an examination before commencement of work is officially announced OR continuing to write after official orders have been given for candidates to stop work.
 - (d) other irregular activities including but not limited to causing noise or disturbances within the immediate precincts of the examination hall before, during or after the examination.

3. COLLUSION

- (1) Where a candidate is found during the examination passing notes for help from other candidate(s), receiving or giving assistance, talking with or colluding in any manner with another/other candidate(s), the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where cases of collusion are detected in script(s) and/or otherwise established in one paper, the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (3) Where a candidate is proved to have colluded with another/other candidate(s) in more than one paper/subject, the entire results of the candidate(s) involved shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.

4. IMPERSONATION

- (1) Where a person is found impersonating a candidate, he/she shall be handed over to the Police for prosecution. The bona fide candidate, if apprehended, shall also be handed over to the Police for prosecution.

- (2) The entire results of the candidate being impersonated and those of the impersonator, if he/she is also a candidate for the examination, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (3) Both the impersonator and the impersonated shall also be barred from taking any examination conducted by the Council for a period of not less than 2 years.

The Council also reserves the right to publish the names of persons so barred.

5. FOREKNOWLEDGE

- (1) Where a case of foreknowledge in a subject(s) is established at a centre, the entire results of the candidates offering the subject(s) involved at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where it is established that a case of foreknowledge occurred and any examination official(s), connived at, aided and/or encouraged the foreknowledge, the appropriate sanction(s) shall be meted out on all who are found culpable, by the appropriate Committee of the Council.
- (3) Where it is established that the school authorities condoned, connived at, and/or encouraged the case of foreknowledge, the school shall be de-recognised in accordance with Rule 7.

6. LEAKAGE

Where it is established that leakage has occurred and any examination official(s) connived at, aided and/or encouraged the leakage, the appropriate sanction(s) shall be meted out on all who are found culpable by the appropriate Committee of the Council.

7. MASS CHEATING

- (1) Where mass cheating in a subject(s) at a centre is established, the entire results of the candidates at the centre shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where mass cheating is established in more than one subject taken at a centre, the following shall apply:
 - (a) in the case of schools, a report shall be made to the Ministry of Education or the appropriate Board for disciplinary action to be taken against the person(s) responsible.
 - (b) the school shall be de-recognised for a period not less than 1 year.
 - (c) the school concerned may be required to pay penalty fees in addition to prescribed fees for the supervision and invigilation of the examination before the examination begins.
 - (d) in the case of public centres, the Council shall take appropriate action.
 - (e) notwithstanding (b) above, recognition may be restored up written assurance from the administering authority of the school that the necessary

requirements have been satisfied. Such assurance shall contain details of measures taken to ensure the satisfactory conduct of the examination, and those which shall be put in place subject to acceptance by the Council. Recognition, however, will only be restored after at least 1 year of de-recognition.

- (3) Where mass cheating is established in three (3) or more subjects taken at a centre, the school's/public centre's recognition shall be withdrawn.

Recognition of the school/public centre may be restored upon re-inspection and a written assurance that necessary measures have been put in place to forestall such occurrence. The school after serving at least 5 years of the sanction, may begin a new process of recognition and a new centre number shall be given to the school.

8. INSULT/ASSAULT ON SUPERVISORS/INVIGILATORS/SCHOOL OFFICIALS/INSPECTORS

- (1) Where a candidate insults or assaults a supervisor/invigilator/school official/inspector in the lawful performance of his/her duties inside or outside the examination hall, or in any other way disturbs the conduct of the examination, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. The candidate shall also be barred from taking any examination conducted by the Council for a period not less than 2 years. In addition, he/she may be handed over to the Police for prosecution.
- (2) Where a candidate brings into the examination hall or uses anything including firearms, chemical substances with intent to cause injury, temporary or permanent incapacity to any authorised person in the examination hall including other candidates, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council. In addition, the candidate shall be barred for a period of not less than 2 years from taking any examination conducted by the Council.
- (3) Where a school official(s) insult(s) or assault(s), incite(s)/instigate(s) the assault on an examination official(s) before, during or after the examination, such school(s) shall be de-recognised for a period not less than 2 years.
- (4) Where such assault in 8(3) causes injury (temporary or permanent) on the official(s), such school's recognition shall be withdrawn. The school shall be required to pay the cost of treatment of the injured examination official(s).
- (5) Without prejudice to Rule 8(3), where the Proprietor of the school is found to be involved in the assault, the recognition of the school shall be withdrawn.
- (6) Sanctions for Rules 8(1) - (5) above, shall not preclude legal action being taken against the offender(s) by the Council or affected individual(s).

9. CONTRAVENTION OF INSTRUCTIONS TO CANDIDATES

- (1) Where a candidate, in contravention of the instructions to candidates, writes with pencil instead of ink or shades with ink instead of pencil, the following shall apply:
 - (a) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
 - (b) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, the following shall apply:
 - (a) where it is confirmed that this is the only examination malpractice the candidate is involved in, the result of the subject involved, shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
 - (b) where it cannot be immediately confirmed that this is the only examination malpractice the candidate is involved in, the entire results of the candidate shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.

10. MULTIPLE REGISTRATIONS/REGISTRATION OF UNQUALIFIED CANDIDATES

- (1) Where a candidate is involved in multiple registrations for the same diet of examination and investigations reveal that the candidate sat the examination in more than one centre, the candidate's entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.
- (2) Where a Head of school(s) or its official(s) or representative(s) is/are found to have committed any of the offences listed below, before, during or after the conduct of the examination;
 - (a) registration of non-school/unqualified candidate(s) for School Candidates' examinations;
 - (b) fabrication and/or falsification of continuous assessment scores for the affected candidate(s) in (a) above;

a report shall be made to the Ministry of Education or the appropriate Board for disciplinary action to be taken against the person(s) responsible and the school shall be de-recognised for a period not less than 1 year.
- (3) the non-school/unqualified candidate(s) who is/are found to be beneficiary(ies) of the school's breach as described above, shall have his/her/their entire results withheld pending the outcome of investigation by the appropriate Committee of the Council.

11. DESTRUCTION OF EXHIBITS

Where a candidate is apprehended in the examination hall or within its precincts, committing an offence or aiding another/other candidate(s) to commit an offence, and he/she proceeds to destroy the evidence of his/her offence, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.

12. POSTING LIVE QUESTIONS ON THE INTERNET

(1) Where a candidate is found to have posted/received live questions/answers on the internet via social media, his/her entire results shall be withheld pending the outcome of investigation by the appropriate Committee of the Council.

(2) Where it is found that the live questions were posted by any examination official(s), appropriate sanctions shall be meted out to whoever is found culpable. The matter shall also be reported to the Police for investigation and prosecution.

13. REFUSAL TO GRANT TIMELY ACCESS INTO THE SCHOOL PREMISES

Where a school is found to have refused to grant examination official(s) timely access into the school premises/examination hall, the following shall apply:

(1) in the first instance, the school shall be warned.

(2) where another report is received on the same school, the school shall be de-recognised for 2 years.

14. MISCONDUCT OF EXAMINATION OFFICIAL(S)

(1) Where an examination official is found, inside or outside the examination hall with any material relevant to the examination being conducted and which may impugn the conduct of the examination, the examination official shall be handed over to the Police for investigation and prosecution. In addition, he/she shall be formally reported to his/her employer.

(2) Where the school authorities offer bribe to examination officials before, during or after the period of the conduct of examinations, the school shall be de-recognised for 2 years and the relevant conditions in Rule 7 shall apply as appropriate.

15. NEW CASES

As new cases arise, which are not covered by the above rules, the appropriate Committee of the Council shall take necessary action.

16. REVIEW

These rules shall be subject to review as and when necessary.

