

**THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA**

**BASIC EDUCATION CERTIFICATE EXAMINATION  
FOR PRIVATE CANDIDATES, 2026**

**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](http://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 4<sup>th</sup> May** and end on **Monday, 11<sup>th</sup> May, 2026**. 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	-	<b>12<sup>th</sup> January – 13<sup>th</sup> February, 2026</b>
Late registration and payment	-	<b>14<sup>th</sup> February – 18<sup>th</sup> February, 2026</b>

#### 6. INDEX NUMBER

Each candidate will be provided with a 12-digit index number generated by the Council and may be accessed online from **Monday, 2<sup>nd</sup> March, 2026** 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 NAMES (if any)**.

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

For example: **BOATENG JAMES ABEIKU TAWIAH** should be entered as

B	O	A	T	E	N	G		J	A	M	E	S		A	B	E	I	K	U		T	A	W	I	A	H		
---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--

(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 The centres for the examination are as listed below:

<b>GREATER ACCRA REGION</b>	
5011001	Accra
5012001	Tema

<b>BONO / BONO EAST / AHAFO REGIONS</b>	
5061001	Sunyani
5111001	Techiman
5101001	Goaso

<b>EASTERN REGION</b>	
5021001	Koforidua

<b>VOLTA / OTI REGIONS</b>	
5071001	Ho
5131001	Dambai

<b>CENTRAL REGION</b>	
5031001	Cape Coast
5032001	Winneba

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

<b>WESTERN / WESTERN NORTH REGIONS</b>	
5041001	Sekondi
5151001	Sefwi Wiawso

<b>UPPER EAST REGION</b>	
5091001	Bolgatanga

<b>ASHANTI REGION</b>	
5051001	Kumasi

<b>UPPER WEST REGION</b>	
5001001	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**

You are required to select any number of subjects from **one** to a maximum of **eleven**.

### **Core Subjects**

1. English Language
2. Social Studies
3. Religious and Moral Education
4. Mathematics
5. Science
6. Creative Arts and Design
7. Career Technology

### **Elective Subjects:**

- Ghanaian Language and Culture Options (**choose only one**)

Dagaare

Dagbani

Dangme

Ewe

Fante

Ga

Gonja

Kasem

Nzema

Twi (Akuapem)

Twi (Asante)

### **Optional Subjects:**

- French
- Computing
- Arabic

**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 or more subjects	...	GH¢350.82
3 subjects	...	GH¢316.03
2 subjects	...	GH¢283.86
1 subject	...	GH¢245.82

### **14. CORRECTION OF ENTRIES**

After submission of entries, candidates who wish to make any change(s) after **13<sup>th</sup> February, 2026** 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 **14<sup>th</sup> and 18<sup>th</sup> February, 2026** 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](http://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 (BOA)
- (4) Consolidated Bank (Ghana) Ltd (CBG)
- (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 entry 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) make a 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, 30<sup>th</sup> January, 2026.***

## **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](http://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**  
**DECEMBER 2025**

