

**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**ACCRA**

**WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR**  
**PRIVATE CANDIDATES, 2023 – SECOND SERIES**

**MANUAL FOR REGISTRATION**

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

Candidates are required to capture their fingerprints at designated internet cafés prior to the registration.

**1. REGISTRATION OF CANDIDATES**

Prospective candidates are to follow the steps below to register:  
Candidates **CAN ONLY** select centre after payment of fees.

- (1) Open the registration website: **www.waecgh.org**
- (2) Select link to WASSCE for Private Candidates.
- (3) Click on **START REGISTRATION HERE**.
- (4) Fill in the required security information data, i.e. password, security question, etc.
- (5) Fill in your personal information.
- (6) Upload your picture. (See Caption 9 for details)
- (7) Upload your signature.
- (8) Select the subject(s) you intend to write.
- (9) Print your invoice and take it to any of the banks listed in Caption 16.
- (10) Pay the appropriate fees at the bank.
- (11) Select the **Centre** where you wish to take the examination.
- (12) You will use your **Invoice Number** to access your **Index Number** and **Admission Notice** from mid **October**, 2023.

**NOTE THAT YOUR REGISTRATION IS NOT VALID UNTIL YOU PAY THE REQUISITE FEE.**

**2. DATES FOR THE EXAMINATION**

The examination is scheduled to start in 27<sup>th</sup> October and end on 20<sup>th</sup> December, 2023.  
**The Timetable may be accessed** by downloading it from the registration interface.  
Candidates are advised to study the Timetable carefully in order to avoid a clash of subjects.

**3. SUBMISSION OF ENTRIES**

The schedule for the receipt of entries is as follows:

- ❖ **11<sup>th</sup> May – 27<sup>th</sup> July**, 2023, Registration and payment
- ❖ **28<sup>th</sup> – 31<sup>st</sup> July**, 2023, Payment for normal registration only

#### 4. **CONTACT DETAILS**

You may contact any of the Council's Offices in the list below for further information:

- (1) **GREATER ACCRA REGION**  
Private Candidates' Examination Administration Department (PCEAD)  
(Examination Loop, near Ridge Hospital)  
Tel: 0302-208172
- (2) **ASHANTI REGION**  
The WAEC Branch Office, Kumasi  
(Near KTI, Amakom)  
Tel: 0322034452/0322034449
- (3) **WESTERN/WESTERN NORTH REGIONS**  
The WAEC Branch Office, Sekondi  
(Near the Sekondi Anglican Cathedral)  
Tel: 03120-46334
- (4) **CENTRAL REGION**  
The WAEC Branch Office, Cape Coast  
(Mempeasem; Jukwa Road)  
Tel: 03122-96508
- (5) **VOLTA/OTI REGIONS**  
The WAEC Branch Office, Ho  
(Opposite Roads and Highways Office)  
03620-28254
- (6) **EASTERN REGION**  
The WAEC Branch Office, Koforidua  
(Old Estate, Nsukwao)  
Tel: 03420-20922/23
- (7) **BONO/BONO EAST/ AHAFO REGIONS**  
The WAEC Branch Office, Sunyani  
(Behind Ghana Legion & Municipal Assembly Offices)  
Tel: 03520-24462
- (8) **NORTHERN/NORTH EAST/ SAVANNAH REGIONS**  
The WAEC Branch Office, Tamale  
(Adjacent to GNAT Hostel)  
Tel: 03720-22854/23092
- (9) **UPPER EAST REGION**  
The WAEC Branch Office, Bolgatanga  
(SOE Residential Area, near Catering Rest House)  
03820-23232/24267
- (10) **UPPER WEST REGION**  
The WAEC Branch Office, Wa  
(Behind Dept of Feeder Roads, Chako)

5. **INDEX NUMBER**

Your Index Number will be generated by the Office; you may access it online by mid **October** using your Invoice Number after payment is made.

6. **CANDIDATE'S NAME**

Candidates should ensure that their names are properly entered.

- (1) **SURNAME** should be entered first, followed by the **FIRST NAME** and then **OTHER NAME (if any)**.
- (2) Full name should not exceed forty (40) characters.

For example: **OBIRI-YEBOAH JONATHAN KWASI** should be entered as

O	B	I	R	I	-	Y	E	B	O	A	H		J	O	N	A	T	H	A	N		K		
---	---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	---	--	--

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

**NB:** Candidate's surname and first name should always be entered in full.

7. **DATE OF BIRTH**

Candidates should ensure that their correct date of birth is entered. Note that, **requests for correction/amendment of date of birth after release of results WILL NOT be permitted.**

8. **E-MAIL ADDRESSES AND TELEPHONE NUMBERS**

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

9. **SPECIFICATIONS OF PASSPORT-SIZED PHOTOGRAPHS**

Passport-sized photographs of candidates must meet the following requirements:

- (1) Dimensions: 160 pixels (width) by 200 pixels (length);
- (2) Background should be plain white or off-white;
- (3) Candidate's images should be captured without spectacles or sunglasses;
- (4) Both ears of candidates must appear;
- (5) All features of the face (forehead, eyes, nose, mouth and chin) must appear in the Image;
- (6) Image should be centered;
- (7) Candidates must look straight into the camera.

**Candidates are to personally ensure that their correct photographs are uploaded. Requests for change of photograph after release of results WILL NOT be permitted.**

**THE WEST AFRICAN EXAMINATIONS COUNCIL (WAEC) WILL NOT BEAR THE RESPONSIBILITY FOR ANY WRONG DATA CAPTURED.**

## 10. EXAMINATION CENTRES

The centres for the examination are as listed below:

- |   |  |
|---|--|
| <p>(1) <b><u>GREATER ACCRA</u></b><br/>Accra Central<br/>Cantonments<br/>Dansoman<br/>Kaneshie<br/>Madina<br/>Tema<br/>Dodowa<br/>Sege</p> <p>(2) <b><u>EASTERN</u></b><br/>Koforidua<br/>Akim Oda<br/>Akropong Akuapem<br/>Nkawkaw<br/>Nsawam<br/>Somanya</p> <p>(3) <b><u>CENTRAL</u></b><br/>Cape Coast<br/>Agona Swedru<br/>Winneba<br/>Kasoa<br/>Assin Fosu<br/>Twifo Praso<br/>Breman Asikuma</p> <p>(4) <b><u>WESTERN/WESTERN NORTH</u></b><br/>Sekondi<br/>Takoradi<br/>Tarkwa<br/>Sefwi Wiawso<br/>Enchi</p> | <p>(5) <b><u>ASHANTI</u></b><br/>Amakom<br/>Atonsu<br/>Kwadaso<br/>Old Tafo<br/>Santasi<br/>Ashanti-Bekwai<br/>Konongo<br/>Ashanti-Mampong<br/>Dunkwa-On-Offin</p> <p>(6) <b><u>BONO/BONO EAST/ AHAFO</u></b><br/>Sunyani<br/>Techiman<br/>Goaso<br/>Sampa<br/>Atebubu</p> <p>(7) <b><u>VOLTA/OTI REGIONS</u></b><br/>Ho<br/>Akatsi<br/>Keta<br/>Hohoe<br/>Kete-Krachi<br/>Dambai</p> <p>(8) <b><u>NORTHERN/NORTH EAST/<br/>SAVANNAH</u></b><br/>Tamale<br/>Damongo<br/>Yendi<br/>Walewale</p> <p>(9) <b><u>UPPER EAST</u></b><br/>Bolgatanga<br/>Navrongo<br/>Bawku</p> <p>(10) <b><u>UPPER WEST</u></b><br/>Wa</p> |
|---|--|

**NB:** 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 at a centre than can be accommodated there.

## 11. EXAMINATION SUBJECTS

You are required to select the subjects you wish to register for the examination. Please note that you are allowed a maximum of **four core** subjects and **four elective** subjects.

(1) **CORE SUBJECTS**

Social Studies  
English Language  
Mathematics  
Integrated Science

(2) **ELECTIVE SUBJECTS**

**Agricultural**

General Agriculture  
Animal Husbandry  
Crop Husbandry and  
Horticulture  
Fisheries  
Forestry

**Business**

Business Management  
Clerical Office Duties  
Financial Accounting  
Principles of Cost  
Accounting  
Typewriting (40wpm)

**Technical**

Applied Electricity  
Auto Mechanics  
Building Construction  
Electronics  
Metalwork  
Technical Drawing  
Woodwork  
Information & Comm. Tech. (ICT)

**Vocational**

Clothing & Textiles  
Foods & Nutrition  
Management-In-Living  
Basketry  
Ceramics  
General Knowledge-In-Art  
Graphic Design  
Jewellery  
Leatherwork  
Picture Making  
Sculpture  
Textiles

**General**

Christian Religious Studies  
Economics  
Geography  
Government  
History  
Islamic Studies  
Literature-In-English  
French  
Dagaare  
Dagbani  
Dangme  
Ewe  
Fante  
Ga  
Gonja  
Kasem  
Nzema  
Twi (Akuapem)  
Twi (Asante)  
Arabic  
Mathematics (Elective)  
Biology  
Chemistry  
Physics  
Music  
West African Traditional Religion

(3) **Orals/Practicals/Project Work**

Find below the subjects with Oral/Practical/Project work component.

(a) \English Language (Core)	(n) *Basketry
(b) \French	(o) *Ceramics
(c) \Arabic	(p) *Graphic Design
(d) +Music	(q) *Jewellery
(e) +Woodwork	(r) *Leatherwork
(f) +Metalwork	(s) *Picture Making
(g) +Applied Electricity	(t) *Sculpture
(h) +Electronics	(u) *Textiles
(i) +Auto Mechanics	
(j) +ICT (Elective)	
(k) +Clothing and Textiles	
(l) +Foods and Nutrition	
(m) +General Knowledge-In-Art	

\* Subjects with project work component

+Subjects with practical component

\ Subjects with oral component

12. **PROJECT/PRACTICAL TESTS /FRENCH ORAL**

1. Candidates offering Biology, Chemistry, Physics, General Agriculture, Animal Husbandry, Crop Husbandry and Horticulture, Fisheries and Forestry will write the Alternative to Practical tests and will not pay additional fees.
2. Candidates offering subjects under the Technical and Vocational programmes and Music **will write** the actual practical tests in those subjects.
3. Candidates offering Foods and Nutrition, Clothing and Textiles, Music, ICT and Oral French will be notified of the actual dates and time of the Practical/Oral through their mobile phones using Short Message Service (SMS).

13. **BARRED CANDIDATES**

Barred candidates who register for the examination before the expiration of their sanction will have **their registration annulled and fees paid shall be forfeited.**

## 14. REGISTRATION FEES

### (1) Subject Fees

The subject fees are as follows:

6 or more subjects	...	...	GH¢742.33
5 subjects	...	...	GH¢708.42
4 subjects	...	...	GH¢672.56
3 subjects	...	...	GH¢632.25
2 subjects	...	...	GH¢607.58
1 subject	...	...	GH¢582.94

### (2) Fees for Oral/Practical/Project Work

Candidates who offer subjects with oral/practical/project work component will pay additional fees as follows:

GH¢70.00 per subject for Practical Test/ICT

GH¢70.00 per subject for Project Work

GH¢60.00 per subject for Oral (English, Arabic and French)

### (3) Correction of Entries during normal registration period

After submission of entries, any amendments by candidates during the normal registration period will attract the following charges:

- GH¢100.00 plus Practical/Project Work/Oral fee where applicable
- GH¢200.00 for change of Centre, substitution of subject, correction of Name, Date of Birth, Address and Photograph.
- Addition of Subject(s) will attract the subject fees as indicated in 14(1) above.

**Note: Any change made after the normal registration period will attract the fees specified in 14(4) below.**

### (4) Penalties

Entries made after the normal registration period will attract the following:

- Late Entry: One and half (1½) times the total entry fee;
- Substitution of Subject(s): One and half (1½) times the subject(s) fee indicated in 14(1) and 14(2) above;
- Addition of Subject(s): Twice the subject(s) fee indicated in 14(1) and 14(2) above;
- Correction of name, date of birth, address, or signature: GH¢200.00.

(5) **Provision of kit for examination**

Each candidate will be provided with a kit comprising non-programmable calculator, mathematical set and time piece.

15. **LIST OF DESIGNATED BANKS**

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

- (1) Agriculture Development Bank (ADB)
- (2) Zenith Bank (GH) Limited
- (3) Ecobank (GH) Limited
- (4) Bank of Africa (GH) Limited
- (5) United Bank of Africa (UBA)
- (6) Prudential Bank (GH) Limited Access Bank
- (7) Access Bank
- (8) Consolidated Bank (GH) Limited

The registration shall become valid only after the requisite fee has been paid and the appropriate receipt obtained by the candidate at the bank.

16. **REFUND OF FEES**

The West African Examinations Council, (WAEC), does **NOT** undertake to refund fees paid for its services. However, if notice of withdrawal of candidature is received early, consideration may be given for the refund of fee paid, solely at the discretion of the Council.

17. **REQUEST FOR RE-MARKING**

Requests for remarking received 60 days after the release of final results would not be considered. Any candidate who makes a request for remarking will be required to pay the appropriate fee.

18. **CANDIDATES WITH SPECIAL ASSESSMENT NEEDS**

Candidates with special assessment needs (example: physically challenged, visually impaired and hearing impaired) who are duly registered for the examination should:

- (i) Write officially to Council stating type of disability
- (ii) Form of Assistance required
- (iii) All such requests should be accompanied by valid medical report.

20. **ISSUANCE OF CERTIFICATES**

Certificates would be issued to candidates upon request after release of results. **Requests for Addition and Rearrangement of names after printing of certificate would not be permitted.**



**THE WEST AFRICAN EXAMINATIONS COUNCIL, ACCRA**  
**WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION FOR PRIVATE**  
**CANDIDATES**

**DIRECTIONS TO CANDIDATES**

1. You are expected to be seated **30 minutes before** the start of a paper. Candidates, who report after work has started, would not be admitted into the examination hall.
2. If you arrive after the start of the paper, you will not be allowed to write the examination. A candidate is deemed to be late after the Supervisor has issued the order to start work.
3. Note that you will be required to go through biometric verification (identification of candidates by their finger prints).
4. **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.**
5. Each candidate will be provided with a customized kit comprising non-programmable calculator, mathematical set and time piece for the examination. For this reason no candidate is allowed to bring these items into the examination hall.
6. Candidates offering Art or Geometrical/Building/Mechanical Drawing or Typewriting, must bring their own drawing boards or drawing instruments or typewriter to the examination hall.
7. If you decide to leave the examination room 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 test to collect your question paper.
8. As soon as you are told that time is up, ensure that your answer booklet has your full name and index number written on it. Wait until your script has been collected before you leave the examination hall.

**CAUTION**

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

12. All candidates must submit themselves to searching by the Supervisor/Invigilation or Council representative before entering the Examination Hall. Candidates are not permitted to have in their possession any foreign material, while in the Examination Room, except the correct question paper given out by the Supervisor/Invigilator.  
Neither should they bring any book, memorandum nor pocketbook, notes, calculator manuals and cases or papers whatsoever into the Examination Room.  
Candidates using mathematical instruments as permitted by the Regulations must see to it that any information (formulae or other data) shown on them is securely covered up. The instrument boxes must be shown to the Supervisor before being used.
13. **Under no circumstances should any candidate take a Mobile Phone/Smart watch or any electronic communication devices into the examination room. The punishment for bringing any such gadget into the examination room is the cancellation of the candidate's entire results.**
14. Candidates should not take any used or unused answer booklets out of the Examination Room. Candidates disregarding this caution would be severely punished.
15. Candidates guilty of disorderly conduct or causing disturbance in or near the Examination Room are liable to be expelled from the examination.
16. **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.**
17. It is a 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.
18. Do not use correcting fluid to clean name or index number. The use of correcting fluid (tipex) is not allowed.
19. **No amendment of date of birth will be allowed after release of results.** All requests for amendment of any information on bio-data will only be considered during the registration and before the conduct of the examination. **Under no circumstance, will Council 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 taking objective tests.

20. You must use only the pencils supplied by WAEC. You are required to bring a pencil sharpener, an eraser and a ruler.

21. You must write your full index number and name on the question paper.
22. The answer sheets are pre-printed with candidates' names, index numbers and test codes. You should make sure that you have the correct answer sheet which bears your own index number and name. You are required to re-shade the machine shading of your index number and test code within the limits of the spaces provided.
23. All index numbers and answers must be shaded in pencil. Biro, ball pens or Fountain pens must **NOT** be used under any circumstance to shade index numbers and answers. The scoring machine can only read pencil marks; it is therefore necessary that you use only **PENCIL** in shading your index number and answers.
24. 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 and 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;
25. 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. "No mark should extend more than one-sixteenth of an inch beyond the edges or ends of the marked positions".

26. You must shade **ONE AND ONLY ONE** answer-space for each question. Candidates should note that marking two responses to one question automatically denies them any 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.
27. Under **NO** circumstance must the objective answer sheet be folded or crumpled or damaged. The computer will reject such answer sheets.
28. 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**

29. 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 before the order is given to start work or order to stop work is given, will be deemed/considered as having committed an irregularity and will be penalized accordingly.**

### **SPECIAL WARNING ON CENTRE ARRANGEMENT**

30. Candidates **must** present their Admission Notices at the Centre assigned to them. Candidates who do not present their Admission Notices will not be allowed to write the examination.
31. **Candidates must write the examination only at centres assigned to them by WAEC. Candidates who write the examination at centres not assigned them will not get their result(s) processed.**

### **SPECIAL WARNING ON MOBILE PHONES**

32. **Under no circumstance should mobile phones be brought into the examination hall. 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 cancellation of his/her entire results by the appropriate Committee of Council.**

### **RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY AT THE COUNCIL’S EXAMINATIONS**

Check **Appendix A** for the rules on the above.

**HEAD OF NATIONAL OFFICE**  
**WAEC, ACCRA**

# FORM A

## THE WEST AFRICAN EXAMINATIONS COUNCIL

### 2023 WASSCE FOR PRIVATE CANDIDATES

#### FORM FOR CANDIDATES WITH SPECIAL NEEDS

*(This Form must be completed in duplicate. The original copy should be sent to the Council together with the registration documents and the duplicate kept by the candidate)*

INVOICE NO.	NAME OF CANDIDATE	VISUALLY IMPAIRED*	LOW* VISION	HEARING* IMPAIRED	CEREBRAL PALSY	OTHER (SPECIFY)

\*Please **TICK** as appropriate

CORE SUBJECTS	ELECTIVE SUBJECTS
1)	1)
2)	2)
3)	3)
4)	4)

#### **NOTES:**

1. Applications from candidates should be accompanied by medical reports. It is imperative that the letters are detailed and with recommendations on the kind of assistance needed.
2. Requests without medical reports would not be processed.

**THE WEST AFRICAN EXAMINATIONS COUNCIL**

**RULES AND REGULATIONS FOR DEALING WITH CASES OF IRREGULARITY AT**

**THE COUNCIL'S EXAMINATIONS**

**1. BRINGING IN FOREIGN MATERIAL**

- (1) Where a candidate is found in the examination hall with notes, textbooks, prepared materials or any other printed materials, the candidate's entire results in the examination shall be withheld pending the cancellation of result of the subject involved by the appropriate Committee of Council.
- (2) Where a candidate is found in the examination hall with a blank piece of paper or any other material not covered under 1(1) above, (except mobile phone or any electronic communication device) the entire results of the candidate shall be withheld pending the cancellation of the subject involved by the appointment committee of Council.
- (3) Where a candidate is found with a programmable calculator in the examination hall, the entire results of the candidate shall be withheld pending the cancellation of the result of the subject involved.
- (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 cancellation of his/her entire results by the appropriate Committee of 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 result in the entire examination shall be withheld pending cancellation of the entire results by the appropriate Committee of Council:
  - (a) stealing, covering or misappropriating the script(s) of other candidates
  - (b) substituting worked scripts during or after the examination
  - (c) seeking or receiving help from non-candidate(s) such as Invigilator(s), Supervisor(s), Teacher(s) or other personalities during the examination.
- (2) Where the person giving 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 one 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 cancellation by the appropriate Committee of 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 cancellation of the results of the subject involved by the appropriate Committee of Council:

(a) tearing part of the question paper or answer booklet during the examination.

(b) refusing to submit worked scripts 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 within the immediate precincts of the examination hall before, during or after the examination.

### 3. **COLLUSION**

(1) Where a candidate is caught during the examination passing notes for help from other candidate(s), receiving or giving assistance, talking with or colluding in any manner with another candidate(s), the entire results of the candidate(s) involved shall be withheld pending the cancellation of his/her/their result(s') for the subject involved by the appropriate Committee of Council.

(2) Where cases of cheating are detected in script(s) and/or otherwise established in one paper, the result of the subject for the candidate(s) involved shall be cancelled.

Where a candidate is proved to have cheated in more than one paper/subject, his/her results in those subjects shall be cancelled.

### 4. **IMPERSONATION**

Where a person is caught impersonating a candidate, he/she shall be handed over to the police for prosecution. The entire results of the person being impersonated and those of the impersonator, if he/she is also a candidate for any WAEC examination, shall be withheld, pending cancellation by the appropriate Committee of Council.

Both the impersonator and the impersonated shall be barred from taking any examination conducted by the Council for a period of not less than two years.

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

## 5. LEAKAGE

- (1) Where cases of leakage are established at a centre, the entire results of the candidates offering the subject(s) involved at the centre shall be withheld.
- (2) Candidates proved to have been involved in the leakage shall have their entire results cancelled by the appropriate Committee of Council.
- (3) Where it is established that the school authorities condoned, connived with, and/or encouraged the leakage, the entire results of all candidates at the centre shall be withheld pending cancellation of the entire results by the appropriate Committee of Council. In addition, the centre shall be de-recognized in accordance with Rule 6 below.

## 6. MASS CHEATING

- (1) Where more than half of the candidates for a subject at a centre are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating.
- (2) Where mass cheating in a subject at a centre is established, the entire results of the candidates at the centre shall be withheld pending cancellation of the results of the subject for those confirmed to have cheated.

- (3) Where mass cheating has been established the following shall apply:

In cases 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 and the School shall be de-recognized for a period not less than one year. In the case of public centres, the Council shall take appropriate action.

- (4) A school shall be de-recognized for a stated period if mass cheating is established in more than one paper/subject.
- (5) De-recognition implies that the school authority can no longer organize 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 students as School Candidates, but the conduct of the whole examination (Practical and theory) shall be the responsibility of Council.

The School concerned shall pay prescribed extra fees as extra for the supervision and invigilation of the examination before the examination begins.

- (6) Notwithstanding items 6(3) and 6(4) above, recognition may be restored upon a written assurance from the administering authority of the school that the necessary requirements have been met. Such assurance shall contain details of measures being 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 one year of de-recognition.



7. **INSULT/ASSAULT ON SUPERVISORS/INVIGILATORS/INSPECTORS**

- (1) Where a candidate insults or assaults a Supervisor/Invigilator 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 cancellation of the entire results by the appropriate Committee of Council. The candidate shall also be barred from taking any examination conducted by the Council for a period of not less than two 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 chemical substance with intent to cause injury, temporary or permanent incapacity to any authorized person in the examination hall including other candidates, the results of the candidate shall be withheld pending the cancellation of the entire results by the appropriate Committee of Council. In addition, the candidate shall be barred for a period of not less than two years from taking any examination conducted by the Council.
- (3) Contravention of Rule 7(1) and 7(2) shall not preclude legal action being taken against the candidate by the Council or the individual(s) concerned.

8. **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, his/her entire results shall be withheld pending cancellation of his/her results for the subject concerned by the appropriate Committee of Council.
- (2) Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, his/her entire results shall be withheld pending cancellation of his/her results for the subject concerned by the appropriate Committee of Council.

9. **MULTIPLE REGISTRATIONS**

Where a candidate is involved in multiple registrations for the same diet of examination, his/her entire results shall be withheld pending cancellation of his/her entire results by the appropriate Committee of the Council.

10. **NEW CASES**

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

11. **REVIEW**

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